

### **Wall of Honor Ceremony**

Honoring Mary O. Merrick
Tuesday, April 11, 2023 at 4:00 PM

### **Regular Town Council Meeting**

Tuesday, April 11, 2023 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 <u>Beaufort County Channel</u>, on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Adoption of the Agenda
- V. Civility Pledge

"We pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the Town of Bluffton."

### VI. Adoption of the Minutes

1. Regular Meeting Minutes of March 14, 2023

#### VII. Presentations, Celebrations and Recognitions

- 1. Beaufort County School District Character Student of the Month Mayor Lisa Sulka
- 2. Child Abuse Awareness Month Proclamation Mayor Sulka
- 3. Fair Housing Month Proclamation Mayor Lisa Sulka
- 4. Arbor Day Proclamation Mayor Lisa Sulka
- 5. Native Plant Proclamation Mayor Lisa Sulka
- 6. Don Ryan Center Update David Nelems, CEO

### **VIII. Public Comment**

### IX. Communications from Mayor and Council

### X. Formal Agenda Items

- 1. Consideration of Ordinance Amending Chapter 6 Businesses and Business Regulations to add Division 1 Local Business Licenses and Division 2 Business Licenses for Insurers, Brokers, and Telecommunication Providers to Article II Business Licenses and Regulations, Authorizing and Directing the Town of Bluffton to Enter into an Intergovernmental Agreement Relating to South Carolina Revenue Services; to Participate in one or more Local Revenue Service Programs, to Execute and Deliver One or More Participant Program Supplements, and other Matters Relating Thereto Natalie Majorkiewicz, CGFO, Assistant Director of Finance First Reading
- 2. Approval to Authorize a Construction Contract with Southern Palmetto Landscapes Inc. for Landscape Improvements at the Oyster Factory Park Parking Lot (Fiscal Impact \$106,030.47) – Kimberly Washok-Jones, Director of Projects and Watershed Resilience
- 3. Approval to Authorize a Construction Contract with Hilton Head Landscapes for Hardscape and Landscape Development adjacent to the Rotary Community Center (Fiscal Impact \$129,702.54) Kimberly Washok-Jones, Director of Projects and Watershed Resilience
- 4. Consideration of a Resolution Authorizing Initiation of Legal Proceedings Supporting Construction of Historic District Sewer Extensions - Kimberly Washok-Jones, Director of Projects and Watershed Resilience

### XI. Consent Agenda Items

- Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects and Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
- 2. Town Manager Monthly Report
- 3. Consideration of Planning Commission Recommendation for Fiscal Year 2024 Capital Improvement Program Projects Prioritization - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
- 4. May River Watershed Action Plan Advisory Committee Recommendation for Town Council Consideration to Establish a Green Space Policy and Program - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
- 5. Consideration of a Resolution to Affirm the Continued Dedication of the Town of Bluffton to Fair Housing Principles and Regulations Established by the State of South Carolina and the United States Federal Government – Kevin Icard, Director of Growth Management

### XII. Adjournment

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

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of

disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

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

#### **BLUFFTON TOWN COUNCIL MEETING MINUTES**

#### March 14, 2023

Mayor Sulka called the meeting to order at 5 P.M. Council members present were Larry Toomer, Bridgette Frazier, Fred Hamilton, and Dan Wood. Town Manager Stephen Steese, Chief of Police Joe Babkiewicz, Assistant Town Manager Chris Forster, Assistant Town Manager Heather Colin, Town Clerk Kimberly Gammon, and Town Attorney Terry Finger were also present.

The pledge and invocation were given by Fred Hamilton.

### Adoption of the Agenda

Toomer made a motion to adopt the agenda as presented with the exception of moving the Consent Agenda to Item VI. after Presentations, Celebrations, and Recognitions. Hamilton seconded.

### **Adoption of the Minutes**

Regular Meeting Minutes of February 14, 2023

Frazier made a motion to approve the Regular Meeting Minutes of February 14, 2023, with the following change: The motion made in February that stated "Toomer moved to authorize the Town Manager to approve a Change Order to contract # 2021-30 with Thomas and Hutton Engineering Company in the amount of \$71,600.00 to complete Civil Engineering Services for the Boundary Street Streetscape Project. Wood seconded. The motion carried unanimously." be changed to reflect the correct Contract #, which is Contract # 2021-31. Toomer seconded. The motion carried unanimously.

### Presentations, Celebrations and Recognitions

Mayor Sulka acknowledged the <u>Beaufort County School District Student of the Month</u>, Hank Fisher, a Kindergartener from M.C. Riley Elementary School, for the character trait of Perseverance.

An <u>Update on the Regional Housing Trust Fund (RHTF)</u> was given by Courtney Hampson, Town of Bluffton Representative. Hampson stated that the jurisdiction interviews have been completed and they are currently in the process of developing a pipeline of potential projects. The bylaws have been adopted and signed to further establish the trust as a nonprofit. The top five priorities have been voted on and are as follows: further develop the pipeline, project prioritization, asset survey, incentives inventory, and funding. The budget has also been reviewed.

Most recently, Senator Davis updated the board on his funding request to support workforce/affordable housing with a \$5M earmark specifically for the Beaufort Jasper Housing Trust Fund. Bill S.284 would allow ATAX and HTAX to be eligible for use for affordable/workforce housing. Eric Greenway was asked to testify before the Senate Committee concerning this Bill.

The next steps include finalizing the legal incorporation and the letter of intent process and make an official launch of funding availability by the end of March to determine project readiness. In addition to this, the plan is to accept full applications by May with the goal to approving all projects by June.

#### Consent Agenda Items

 Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects and Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management

- 2. Town Manager Monthly Report
- 3. Hilton Head Island Bluffton Chamber of Commerce FY23 Quarterly Report Ariana Pernice, Hilton Head Island Bluffton Chamber of Commerce
- 4. Consideration of a Resolution Authorizing Acceptance of the 959.04 Sq. Ft. Easement Donation from Heritage at New Riverside Community Association to Complete the New River Linear Trail Project Kimberly Washok-Jones, Director of Projects and Watershed Resilience
- 5. Consideration of Approval of Memorandums of Agreement (MOAs) between the Town of Bluffton and Beaufort County Regarding the Bomb Squad, Canine Unit, Marine Patrol, Special Weapons and Tactics Team (SWAT), and the Violent Crimes Task Force Chief Joe Babkiewicz
- 6. Consideration of Approval of a Resolution to Update the Town of Bluffton Employee Handbook Anni Evans, Director of Human Resources
- 7. Consideration of a Resolution Pledging to Practice and Promote Civility in the Town of Bluffton Stephen Steese, Town Manager
- Consideration of a Resolution for Proposed Contractual Agreement Relating to Master Service
   Agreement for As Needed, On Call Electrical Services Derrick Coaxum, Director of Public
   Services
- 9. Consideration of a Resolution Adopting the Rules and Protocols for Public Comment Stephen Steese, Town Manager

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

#### Public Comment

Lynn Greely, 8 Wax Myrtle Lane, Hilton Head Island – Greely approached the podium and presented a document that she stated was a Power of Attorney and that she wished to give her three-minute speaking period to Skip Hoagland. Attorney Finger reviewed the POA that Greely presented and stated that her document was not valid under various provisions of the South Carolina Uniform Power of Attorney Act. (This document is on file in the Town Clerk's Office.) Hoagland was told that he would be permitted to speak for three minutes only and that the document that was presented would not be accepted per the Town of Bluffton's Public Comment Rules and Protocols. Hoagland was ultimately escorted out of Council Chambers after a short recess by Bluffton Police.

Ashley Bodden, Miss. Bluffton 2023 – Ms. Bodden spoke about her initiative as Miss Bluffton Teen being raising awareness of and ending the stigma of mental health struggles that athletes and students experience. She stated that she will be getting out into the local schools and talking with students about the struggles of mental health.

### Communications from Mayor and Council

All members of Town Council stated how disappointed they were. Hamilton spoke about being civil. Wood stated how unfortunate the Town of Bluffton and other municipalities are under assault from Mr. Hoagland.

Frazier told Ashley Bodden that she was interested in supporting her efforts and to let the Town know how we can assist her.

Sulka stated that the Town of Bluffton is a wonderful place to live, work and volunteer. She stated that there will be upcoming vacancies on Town Board, Commissions, and Committees.

Attorney Finger stated that prior to the start of the Council meeting, he spoke with Skip Hoagland and let him know that he was limited to three minutes whether or not he had a Power of Attorney or if someone wanted to give him their three-minute time period. Mr. Hoagland stated that the rules that the Town of Bluffton has do not matter and the only rule that does is the First Amendment. He told Finger that he did not care what Rules and Protocols that Town Council adopted, he intended to do whatever he wanted, which is ultimately what happened.

### Formal Agenda Items

Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2022 - Natalie Majorkiewicz, Assistant Director of Finance

Consideration of an Ordinance Amending the Town of Bluffton FY 2023 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – Second and Final Reading – Chris Forster, Assistant Town Manager

There has been an increase in participation in the Neighborhood Assistance Program as well as an increase to the cost of repairs than in prior years. The increase in cost is also being experienced in Capital Improvement Projects with the bid responses received by the Town being higher than what has been originally budgeted. Further detail is described in each fund below.

**General Fund** - This Budget Amendment includes an increase to the General Fund budget by \$100,000 to reflect \$100,000 increase to the Neighborhood Assistance Program with ARPA fund balance. These funds will be used for:

- General Fund revenue increases to cover:
  - Neighborhood Assistance Program \$100,000
    - ARPA fund balance \$100,000
    - Approximately \$238,615 remaining in ARPA fund balance.
- Change in Police Department personnel no impact to budget.
  - Victim's Advocate parttime position moved to fulltime.
  - o Total fulltime headcount will now be 150 and parttime positions will now be 11

**Capital Improvements Program Fund (CIP)** – This budget includes an increase to the CIP budget by \$1,771,382 to reflect FY 2023 budget amendments due to increase in costs from bid responses for the following projects:

- Buck Island-Simmonsville Sewer Phase 5 \$1,066,905
- Sewer Connections Policy \$259,024
- Historic District Sewer Extension Phase 2 \$435,489
- Historic District Sewer Extension Phase 3 \$9,964

In order to address the budget impact, changes to funding sources are required to the following project:

- Transfers In from Hospitality Tax:
  - Historic District Sewer Extension Phase 2 \$242,345

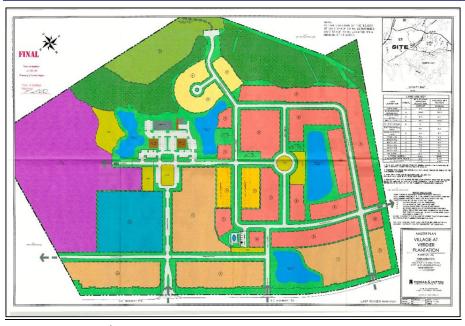
- Historic District Sewer Extension Phase 3 \$61,109
- Historic District Sewer Extension Phase 4 \$41,216
- Historic District Sewer Extension Phase 5 \$50,865
- Historic District Sewer Extension Phase 6 \$162,369
- Transfers In from Hospitality Tax (Cont.):
  - o May River Action Plan Impervious Restoration/Water Quality Projects \$32,190
  - Pritchard Street Drainage Improvements \$35,430
- Transfers In from Local Accommodations Tax:
  - Historic District Sewer Extension Phase 2 \$121,173
  - Historic District Sewer Extension Phase 3 \$30,555
  - Historic District Sewer Extension Phase 4 \$20,607
  - Historic District Sewer Extension Phase 5 \$25,210
  - Historic District Sewer Extension Phase 6 \$32,218
  - Bridge Street Streetscape \$589,454
  - May River Action Plan Impervious Restoration/Water Quality Projects \$32,190
  - Pritchard Street Drainage Improvements \$35,430
- Transfers In from Stormwater Fund:
  - Sewer Connections Policy \$259,024

Toomer made a motion to approve the Second and Final Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2023 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds. Wood seconded. The motion carried unanimously.

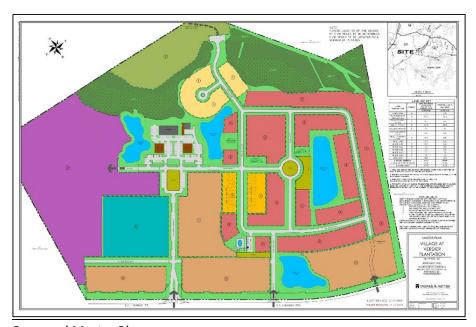
Consideration of Approval of an Amendment to the Master Plan for Village at Verdier within the Village at Verdier Planned Unit Development to Remove a Previously Approved Residential Access Point and a Previously Approved Road on Approximately 124.2 Acres Located East of SC Highway 170 at Seagrass Station Road – Kevin Icard, Director of Growth Management

Icard presented, and Walter Nester represented the Applicant. The Village at Verdier Development Agreement and Initial Master Plan were originally approved in 2002. Since 2002, the Village at Verdier Master Plan has been amended twice, with the most recent amendment approved by Town Council on January 10, 2017. While the subject parcels of this master plan amendment request are currently vacant, portions of the Village at Verdier PUD have been developed. There are existing paved roads, utility infrastructure and developed residential and commercial areas. The current master plan shows Parcel X as having access from Seagrass Station Road and directly from SC Highway 170, while Parcels Y and Z share an access directly from SC Highway 170. All three parcels also have internal access from the Seagrass Station residential development in Parcel B.

The Applicant is acting on behalf of Charlie and Brown LLC (the developer), who are the current owner of Parcels Y and Z, and are currently under contract to purchase Parcel X. The developer is proposing a Car Village facility for an automotive enthusiast's club on Parcels Y and Z, which includes buildings for private and common use by members of the club. This use was approved as a permitted use by the Town of Bluffton Board of Zoning Appeals on June 28, 2022.



Existing Master Plan



Proposed Master Plan

A preliminary development plan for the proposed Car Village development was heard at the September 21, 2022, meeting of the Development Review Committee. While the current master plan shows a through road connection between Parcels Y and Z from SC Highway 170 to the residential properties in Parcel B, the preliminary site plan for the proposed Car Village development shows the road as gated access/emergency access. The Applicant has provided a letter from the Seagrass Station Single Family Homeowners Association stating that "68% of the (homeowner) membership prefer an emergency access only gate between Hagar Road and Car Village to be constructed at the sole expense of the owners of Car Village". Town Staff also met with the Seagrass Station HOA Community Manager

who verified that the homeowners in Seagrass Station would prefer that the road connection serve as emergency access only and not a permanent through street.

The master plan amendment also requests the removal of the parallel road in Parcel X. The removal of this road from the master plan does not change the overall density cap for commercial development in the Village at Verdier PUD.

Comments on the current master plan amendment were reviewed at the November 23, 2022, meeting of the Development Review Committee (Attachment 9). The Applicant addressed the DRC comments in a December 2, 2022, resubmittal that included a traffic memo addressing the traffic impacts of the proposed roadway changes requested in this master plan amendment. The purpose of this traffic memorandum is to show traffic impacts of the proposed roadway changes compared to the currently approved Village at Verdier Master Plan. In the summary of the traffic memorandum, it is noted that "Based on the capacity analysis, removing access to Hager Street will have a minimal impact on the surrounding roadway network".

The Town of Bluffton's Planning Commission voted at the January 25, 2023, meeting to recommend to Town Council to approve the Village at Verdier Master Plan Amendment subject to the following conditions:

- 1. Replace a previously approved residential road connection between Parcels Y and Z with a gated, emergency access road; and
- 2. Remove a previously approved road in Parcel X.

**REVIEW CRITERIA & ANALYSIS:** Town Council is required to consider the criteria set forth in Section 3.9.3 of the Unified Development Ordinance in assessing an application for a Master Plan. These criteria are provided below followed by a Staff Finding(s).

1. <u>Section 3.9.3.B.</u> Promotion of and consistency with the land use goals, environmental objectives and overall intent of the policies within the Comprehensive Plan.

Finding. The requested master plan amendment results in minor modifications to the transportation network.

The vision of the Village at Verdier master plan is to create a mixed-use, live-work-play community, which is consistent with the Comprehensive Plan's vision of a balance of land uses to ensure a high quality of life, business opportunity, environmentally protected areas and proper placement of commercial uses.

2. <u>Section 3.9.3.C.</u> Consistency with the intent of the Planned Unit Development Zoning District as prescribed in this Ordinance.

Finding. The application is consistent with the Town of Bluffton Zoning and Development Standards Ordinance that applies to the Village at Verdier Plantation Planned Unit Development Master Plan.

The Village at Verdier was designed to be a mixed-use development divided into five planning areas. The parcels that are the subject of this amendment are within the Commercial Area and the use has been established as a permitted use.

3. <u>Section 3.9.3.D.</u> As applicable, consistency with the provisions of the associated Development Agreement and/or PUD Concept Plan.

Finding. The application is consistent with the provisions of the Village at Verdier Development Agreement.

The proposed change to the Master Plan will not affect the permitted uses or overall density cap for commercial development.

4. <u>Section 3.9.3.E.</u> Compatibility of proposed land uses, densities, traffic circulation and design with adjacent land uses and environmental features, as well as the character of the surrounding area.

Finding. The application is compatible with the surrounding area.

The application does not request a change in land use or an increase in development density. The change in traffic circulation is supported by the adjacent homeowner's association and the submitted traffic report finds that removing the parallel road and the access to Hagar Street will have minimal impact on the surrounding road network.

5. Section 3.9.3.F. Ability to be served by adequate public services, including, but not limited to, water, sanitary sewer, roads, police, fire, and school services. For developments that have the potential for significant impact on infrastructure and services the applicant shall be required to provide an analysis and mitigation of the impact on transportation, utilities, and community services.

Finding. The property is able to be served by adequate public services.

The Village at Verdier Development Agreement has previously provided an analysis and mitigation measures on the impact on transportation, utilities, and community services within. In addition, the Applicant has provided a traffic report that finds that removing the parallel road and the access to Hagar Street will have minimal impact on the surrounding road network.

6. <u>Section 3.9.3.G.</u> Demonstration of innovative site planning techniques that improve upon the standards in other allowable Town of Bluffton zoning districts with the purpose of enhancing the Town of Bluffton's health, safety and welfare.

Finding. The Master Plan includes innovative site planning techniques that enhance the Town's health, safety, and welfare.

The vision of the Village at Verdier master plan is to create a mixed-use, live-work-play community. The site is being developed using the best practices in stormwater management and design guidelines. Pedestrian connections will be provided to connect the development to the existing pedestrian network and proposed commercial development along SC Highway 170.

7. <u>Section 3.9.3.H.</u> Ability of the site to sufficiently accommodate the densities and land use intensities of the proposed development.

Finding. The requested amendment to the master plan does not impact the previously approved densities and land use intensities of the Village at Verdier Development Agreement and Master Plan.

8. <u>Section 3.9.3.I.</u> Conformance with adopted or accepted plans, policies, and practices of the Town of Bluffton.

Finding. The requested master plan amendment results in minor modifications to the transportation network and is in conformance with adopted or accepted plans, policies, and practices of the Town.

Wood made a motion to table the request to Approve an Amendment to the Master Plan for Village at Verdier within the Village at Verdier Planned Unit Development to Remove a Previously Approved Residential Access Point and a Previously Approved Road on Approximately 124.2 Acres Located East of SC Highway 170 at Seagrass Station Road. Hamilton seconded. The motion carried unanimously.

Consideration of an Ordinance Ratifying a Non-Exclusive Easement Over Certain Real Property Owned by the Town of Bluffton Consisting of Parcel R610 036 000 1319 0000 in favor of Dominion Energy of South Carolina Inc. for the New Riverside Barn Park – Second and Final Reading – Kimberly Washok-Jones, Director of Projects and Watershed Resilience

Jones presented and stated that the 37-acre New Riverside Barn property was purchased in December 2018 for the purpose of creating a community open space for civic gatherings and passive recreation. A Conceptual Master Plan was prepared and presented to Town Council in October of 2020. With the approval of the FY 21-22 Strategic Plan, Town Council authorized Town Staff to proceed with Phase 1 Site Development Plans for construction of the necessary infrastructure to prepare the park to be open to the public including work such as clearing and grubbing, grading paving, stormwater drainage infrastructure, and utility installation.

Town Council approved the construction contract with JS Construction Services for Phase 1 at the October 2022 Town Council meeting and construction began in January 2023. Future phases will include, but may not be limited to, a restroom, playground, landscape construction and renovation/additions to the existing barn. Future improvements are planned to start construction in the Summer 2023 under a Construction Manager at Risk contract.

Extending electrical services are currently needed to provide power for Phase 1 and all future development. An electrical utility location has been identified.

This permanent, non-exclusive easement in Dominion's favor allows them the right to:

- Construct, extend, replace, relocate, perpetually maintain and operate an overhead or underground electric line or lines consisting of any or all of the following: poles, conductors, lightning protective wires, municipal, public or private communication lines, cables, conduits, pad mounted transformers, and other accessory apparatus and equipment deemed by Dominion to be necessary or desirable, upon, over, across, through and under land contained in the easement;
- 2. The right, but not the obligation, to trim, cut or remove trees, underbrush and other obstructions that are within, over, under or through a strip of land ("Easement Space") extending fifteen (15) feet on each side of any pole lines and five (5) feet on each side of any underground wires and within, over, under or through a section of land extending twelve (12) feet from the door side(s) of any pad mounted transformers, elbow cabinets, switchgears or other devices as they are installed; and
- 3. Any damage to the property of Town other than that caused by trimming, cutting or removing caused by Dominion in maintaining or repairing said lines, shall be borne by Dominion.

The easement states the Town agrees to the following:

- 1. Not to build or allow any structure to be placed on the premises in such a manner that any part thereof will exist within the specified Easement Space.
- 2. In case such structure is built, then the Town will promptly remove the same upon demand of Dominion.
- 3. The Town further agrees to maintain minimum ground coverage of thirty-six (36) inches and maximum ground coverage of fifty-four (54) inches over all underground primary electric lines; and

The Town grants right of entry upon easement area for all the above listed purposes.

Jones stated that there have been no changes since First Reading in February.

Toomer made a motion to approve the Second and Final Reading of an Ordinance to execute and Ratify all Prior Actions Related to the Easement Agreement involving Town Property located at 30 Red Barn Drive based on Documents and Exhibits provided by Dominion Energy of South Carolina, Inc. Frazier seconded. The motion carried unanimously.

Approval to Authorize a Construction Contract to Jordan Construction of Hilton Head, Inc. for Phase 2 and 3 of the Historic District Sewer Extension Project (Fiscal Impact - \$1,400,411.75) - Kimberly Washok-Jones, Director of Projects and Watershed Resilience

Staff solicited bids and received one response, Jordon Construction of Hilton Head, Inc., on the advertised due date of January 17, 2023.

Jones stated that staff requests that Town Council authorize the Town Manager to execute a Contract with Jordan Construction of Hilton Head, Inc. to provide construction services for Phase 2 and 3 of the Historic District Sewer Extension Project in the amount of \$1,400,411.75. In addition, Staff requests a 20% contingency allowance to cover any unforeseen changes that may arise during construction. The total contract amount is within the approved, amended budget limits established with the Adopted Consolidated Municipal Budget for Fiscal Year 2023.

The contract will include the construction of the second and third phases of sewer within the Historic District. The project consists of approximately 1,136 linear feet of 8" sewer main and the abandonment of 17 septic tanks.

Toomer moved to authorize the Town Manager to enter into an Agreement with Jordan Construction of Hilton Head, Inc. for Phase 2 and 3 of the Historic District Sewer Extension Project. The Agreement includes a commitment from the Town of Bluffton for \$1,400,411.75 and a 20% contingency to be paid from the appropriate Town Funds. Hamilton seconded. The motion carried unanimously.

Wood made a motion at 7:32 P.M. to go into Executive Session to discuss the aforementioned items. Frazier seconded. The motion carried unanimously.

#### **Executive Session**

- 1. Legal Advice from Town Attorney Regarding Dedication Naming of Town Owned Property (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])
- Contractual Matters Relating to a Public Private Partnership to Develop Workforce and Affordable Housing at 1095 May River Road (Pursuant to South Carolina Freedom of Information Act 30-4-70 [a][5)

Council exited Executive Session at 7:21 P.M. No motions were made, and no votes were cast.

Toomer made a motion to adjourn at 7:22 PM. Hamilton seconded.

	<del></del>
Lisa Sulka Mayor	Kimherly Gammon, Town Clerk



### CHILD ABUSE PREVENTION AND AWARENESS MONTH PROCLAMATION

**WHEREAS,** South Carolina's future prosperity is dependent on nurturing the healthy development of the 1.1 million children currently residing in the diverse communities across our state; and

WHERAS, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS, in fiscal year 2022, there were 9,031 children in founded investigations of child maltreatment in South Carolina; and

WHEREAS, child abuse is a public health issue with serious societal consequences, as data shows the link between the abuse and neglect of children and a wide range of costly medical, emotional, psychological, and behavioral problems into adulthood; and

WHEREAS, preventing child abuse and neglect must be a priority that requires individuals, families, youth-serving organizations, faith-based groups, businesses, government agencies, and everyone that makes up our community to support the physical, emotional, and educational development of all children and their families; and

WHEREAS, effective child abuse prevention exists in communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with the stress and nurture their children, help to ensure that all children can grow to their full potential; and

**NOW, THEREFORE,** I, Lisa Sulka, Mayor of the Town of Bluffton, along with Town Council, in conjunction with Hopeful Horizons, Child Abuse Prevention Association (CAPA), and support service programs around the state, designates the month of April as "Child Abuse Prevention and Awareness Month".

**IN WITNESS WHEREOF,** I, have hereto set my hand and caused the seal of the Town of Bluffton to be affixed this 11<sup>th</sup> day of April 2023.



### TOWN OF BLUFFTON Fair Housing Month Proclamation

**WHEREAS,** April 6, 2023, marks the 55<sup>th</sup> anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

**WHEREAS,** the principle of fair housing is not only state and national law and policy, but a fundamental human concept and entitlement for all citizens; and

**WHEREAS,** the Town of Bluffton desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

WHEREAS, the Town of Bluffton rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or family status in the sale, rental, or provision of other housing services; and

WHEREAS, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors, ethnic backgrounds, and religious traditions; and

**WHEREAS,** interested parties from both the private and public sectors will participate in a town, state and national effort to promote fair housing.

**NOW THEREFORE**, I Lisa Sulka, Mayor of Bluffton along with Bluffton Town Council, do hereby proclaim the month of April 2023 as "FAIR HOUSING MONTH" in the Town of Bluffton to establish Bluffton as an inclusive community committed to fair housing for all residents and prospective residents of Bluffton.

Dated this 11<sup>th</sup> day of April 2023.



### TOWN OF BLUFFTON ARBOR DAY PROCLAMATION

**WHEREAS,** in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS,** the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS,** trees reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air and water, produce oxygen, and provide habitat for wildlife; and

**WHEREAS,** trees are a renewable resource giving us wood for our homes, fuel for our fires, paper, fruits and nuts for nourishment, and countless other goods and products; and

**WHEREAS,** when properly selected, planted in the right places, and tended appropriately, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS,** the Bluffton Town Council and Beautification Committee are committed to a "Tree is the Key" Tree Management Program that promotes a safe, healthy, and attractive urban forest.

**NOW, THEREFORE,** I, Lisa Sulka, Mayor of the Town of Bluffton, along with Town Council, do hereby proclaim Friday, April 28, 2023, as **Arbor Day** in the Town of Bluffton, and urge all citizens to celebrate **Arbor Day** and to support efforts to protect our trees and woodlands. Further, I urge all citizens to plant and care for trees to promote the well-being of this and future generations.



### TOWN OF BLUFFTON Bluffton Native Plant Proclamation

WHEREAS, native plants are indigenous species that have evolved alongside native wildlife and occur naturally in a particular geographic region, ecosystem, and habitat; and

WHEREAS, native plants are essential for healthy, diverse, and sustainable ecosystems and are critical for cleaning air, filtering water, and stabilizing soils; and

WHEREAS, native plants are well-adapted to Bluffton, South Carolina's soils, temperatures, precipitation, and environmental conditions, making them the best option for conserving and protecting our environment, and adapting to its changes; and

**WHEREAS,** South Carolina is home to more than 135 native plant species which include large shade trees, shrubs, perennials, vines, grasses, and wildflowers; and

**WHEREAS,** it is important to encourage public awareness about the benefits of Bluffton's native plants to pollinators and other wildlife, to the economy, and to the health and sustainability of our Lowcountry's fragile ecosystems.

**NOW, THEREFORE**, I, Lisa Sulka, Mayor of the Town of Bluffton, along with Bluffton Town Council, do hereby proclaim April 2023 as "Bluffton, South Carolina Native Plant Month", and encourage Bluffton citizens to observe this by removing non-native invasive plants in our yards and communities, planting native trees, shrubs, and flowers, and educating our citizens about the many benefits of native plants.

**IN WITNESS WHEREOF,** I have set my hand and caused the seal of the Town of Bluffton to be affixed this 11<sup>th</sup> day of April 2023.



Section VII. Item #6.



Update for Town Council April 11, 2023

David Nelems, CEO

# Overview



### We have been very busy since my last update in October.

- More use of the The HUB by partners, mentors, and of course, Program Companies.
- Our partnerships are strong, and we are receiving good feedback from working with multiple organizations.
- New events and programs have been enthusiastically received.
- We are functioning efficiently; providing valuable services to everyone we interact with.
- Awareness of the DRCI is growing and our reputation is positive.

### PROGRAM UPDATE



### **Programs**

### Membership

### Mentorship



2 currently

79 since March 2020



7 currently

20 Companies since Feb 2020



5 currently

9 Companies since July 2020

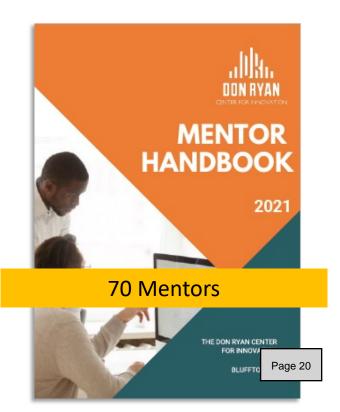




1046 Members







### **BUSY START TO 2023**











Pro Shine Professional Cleaning is in Bluffton.
Yesterday at 11:00 AM · ③

We had the exciting opportunity to attend the @donryancenter presentation today featuring Greg Parker, Founder of the famous Parker's gas stations and kitchen!

Mr. Parker spoke about his journey from opening his first location at age 21, to the 75 and counting stores he operates today along with his big goals he is currently reaching for. It is always such a privilege to be able to learn from leaders who have already impacted the





I had the exciting opportunity to attend the Don Ryan Center for Innovation presentation today

featuring Greg Parker, Founder of the famous Parker's gas stations and kitchen!

Mr. Parker spoke about his journey from opening his first location at age 21, to the 75 and
counting stores he operates today along with his big goals he is currently reaching for.

Great way to start the day learning about the keys to the successful chain he has built.



Alan Wood is at Venue 1223.
Yesterday at 9:02 AM · Bluffton · 🚱

▼ii Spending the morning with business leaders in our region- the low country of the United States. Speaking this morning is Greg Parker of Parker's Kitchen gas station. One of the most successful companies in the country in its industry. Inspiring to learn from his journey and how much they give back to our community and provide quality services.

Thank you Don Ryan Center for Innovation for sponsoring this event and for helping over 300 business in our area launch and grow.... See more



## **BUSY START TO 2023**











[ making a difference ]







#### THE LEADERS OF THESE ORGANIZATIONS MAKE LIFE BETTER FOR THE REST OF US The best of us make life better for the rest of us.

In Bluffton and across the Lowcountry, difference makers are out in force, determined to leave local life better than

Among them: David Nelems of The Don Ryan Center for Innovation and Jody Hayward from the Port Royal Sound Foundation - two leaders of organizations committed to improving the economy, the environment, and the quality

Business is getting a boost in Bluffton, where start-up companies are lining up for advice and assistance from a town sponsored center for entrepreneurs.

From multi-purpose offices off the Buckwalter Parkway. the Don Ryan Center for Innovation is providing guidance and first-hand experience to entrepreneurs and start-up

The center's mission is to help grow business while strengthening and diversifying the Bluffton area economy. "We're really hitting our stride now," said David Nelens, the center's chief executive, "We intend to be in the right place, at the right time with the right message."

In some two decades of activity, the center has helped more than 60 businesses get their start and has provided advice and direction for more than 200 businesses.

Nelems said a variety of early-stage businesses have been served, placing emphasis on those with the potential to "scale up" to serve the national marketplace. Recent start-ups gaining the center's assistance include a jetengine manufacturer and a retired English teacher who developed a popular quilting applique.

The center operates as an agency of the Town of Bluffton as the Small Business Concierge, directing businesses to local, state and federal resources. "The Town Council has been a big supporter and a key to success," Nelems said.

Among the center's services include office space and equipment, marketing and public relations support and pro bono legal advice through partnerships with local legal

The center has also launched a "HEROES" program. targeted at Losecountry military veterans, police, firefighters and medical first responders. The program puts participants on a path to entrepreneurship and provides mentors with military service and business experience

"They come to us with ideas and ask how to get started," said Nelems, adding that military experience combined with business guidance are ingredients for remarkable success.

A recent launch, he said, served a military retiree who developed a "no spill" spout for dog food bags and other

"This area is well-populated with veterans and retired first responders who have sound business ideas," said Nelens. "It's our honor to provide the appropriate support." J

david nelems THE DON RYAN CENTER FOR INNOVATION



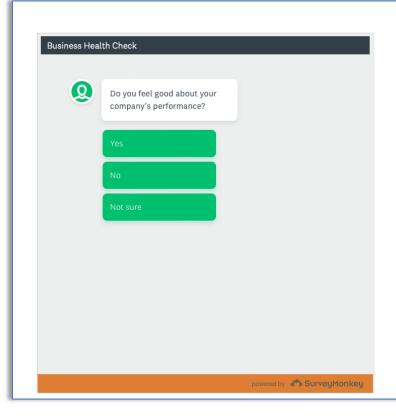
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### BUSY START TO 2023

BUSINESS HEALTH CHECK





### Scoring:

- 100-90 Points: You are doing great. Sign up to be a DRCI Mentor
- 89-80 Points: Looking better than most but still room for improvement.
- 79-60 Points: Let's talk about some strategies that can help
- 60 or below: Well... We can get you on the right track

Did you score less than 90?

Set up a brief business health checkup call with Paul





### **PERFORMANCE**

### Twelve Companies in DRCI

Looking to add 2-4 more in next 60 days

Measure	Goal	Status
# of informational or networking events hosted quarterly	5	5
# of mentors in the mentor network	40	70
% of businesses supported based in Bluffton	75%	66%
% of businesses supported that classify as an MBE	10%	25%
% increase in revenue generated by DRCI businesses	5%	On target
% increase in jobs created by DRCI affiliated businesses	10%	On target



# Questions

#### **TOWN COUNCIL**

### STAFF REPORT Finance & Administration Department



MEETING DATE:	April 11, 2023
PROJECT:	Consideration of Ordinance Amending Chapter 6 – Businesses and Business Regulations to add Division 1 – Local Business Licenses and Division 2 – Business Licenses for Insurers, Brokers, and Telecommunication Providers to Article II – Business Licenses and Regulations, Authorizing and Directing the Town of Bluffton to Enter into an Intergovernmental Agreement Relating to South Carolina Revenue Services; to Participate in one or more Local Revenue Service Programs, to Execute and Deliver One or More Participant Program Supplements, and other Matters Relating Thereto – First Reading
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, Assistant Director of Finance

#### **REQUEST:**

Town Staff requests Town Council to approve First Reading of an Ordinance adding Division 1. – Local Business Licenses and Division 2. – Business Licenses for Insurers, Brokers, and Telecommunication Providers to Article II, Business Licenses and Regulations as recommended by the Municipal Association of South Carolina (MASC) due to the Local Revenue Services rebranding and to comply with State of South Carolina's law, Act 176 of 2020, The Business License Standardization Act.

#### **BACKGROUND:**

The State of South Carolina passed standardized business licensing, known as Act 176 of 2020, in September of 2020 that became effective January 1, 2022 which required all cities and towns to adhere to specific requirements.

Recently, the Municipal Association has rebranded the collection program and changed the names of the programs offered, as noted below:

- Insurance Tax Collection Program becomes Insurance Tax Program, or ITP,
- Brokers Tax Collection Program becomes Brokers Tax Program, or BTP, and
- Telecommunications Tax Collection Program to Telecommunications Tax Program, or TTP

All of these programs are now rebranded as Local Revenue Services and does not have any impact on the Setoff Debt Program.

April 11, 2023 Section X. Item #1.

Since 2013, The Town of Bluffton has participated in the Insurance Tax, Brokers Tax, and the Telecommunication Tax Collection Programs offed through the Municipal Association.

Due to the rebranding and renaming of the programs and the adoption of the standardized business license ordinance under Act 176 of 2020, the Association requires the Town to enact the proposed ordinance and sign updated agreements in order to continue participate in the programs now known as Local Revenue Services.

### **NEXT STEPS:**

Should Town Council approve the First Reading of the proposed amended Ordinance, the following are next steps;

- 1. Town Council approves the Second and Final Reading of the proposed amended Ordinance,
- 2. Sign Local Revenue Services Agreement (Attachment 3), and
- 3. Sign Local Revenue Services Participant Program Supplement (Attachment 4).

#### **SUMMARY:**

The approval of the proposed amended Ordinance and by signing the LRS agreement and supplement allows the Town to continue participation in the tax collection programs offered by the Municipal Association.

The substantial changes to the Local Revenue Services programs noted by MASC are as follows:

- The new agreement is an intergovernmental agreement among all of the participating governments, rather than a series of standalone agreements.
- Local Revenue Services will act in its own name as a division of the Municipal Association and will be governed by a committee of the Municipal Association's Board of Directors.
- The terms on which the Municipal Association is delegated the authority to resolve litigation on behalf of its members have been clarified.
- An appeals process, as required by and consistent with Act 176, has been formally adopted.

#### **ATTACHMENTS:**

- 1. Presentation
- 2. Proposed Ordinance
- 3. Local Revenue Services Agreement
- 4. LRS Participant Program Supplement
- 5. Memo from MASC
- 6. Recommended Motions

Consideration of Ordinance Amending Chapter 6 – Businesses and Business Regulations to add Division 1 – Local Business Licenses and Division 2 – Business Licenses for Insurers, Brokers, and Telecommunication Providers to Article II – Business Licenses and Regulations, Authorizing and Directing the Town of Bluffton to Enter into an Intergovernmental Agreement Relating to South Carolina Revenue Services; to Participate in one or more Local Revenue Service Programs, to Execute and Deliver One or More Participant Program Supplements, and other Matters Relating Thereto – First Reading

Presentation to Town Council

Natalie Major, Department of Finance & Administration

April 11, 2023



# **Background**

- The State of South Carolina passed standardized business licensing, known as Act 176 of 2020
  - Effective January 1, 2022
  - Required all cities and towns to adhere to specific requirements.
- The Municipal Association has rebranded the collection program to Local Revenue Services (LRS) and changed the names of the programs offered, as noted below:
  - Insurance Tax Collection Program becomes Insurance Tax Program, or ITP,
  - Brokers Tax Collection Program becomes Brokers Tax Program, or BTP, and
  - Telecommunications Tax Collection Program to Telecommunications Tax Program, or TTP



# Background (Continued)

- Since 2013, The Town of Bluffton has participated in the Insurance Tax, Brokers Tax, and the Telecommunication Tax Collection Programs offed through the Municipal Association.
- Due to the rebranding and renaming of the programs and the adoption of the standardized business license ordinance under Act 176 of 2020, the Association requires the Town to enact the proposed ordinance and sign updated agreements in order to continue participate in the programs now known as Local Revenue Services.



# Recommendation & Next Steps

- Town Staff recommends Town Council approve the First Reading of the proposed amended Ordinance
- The following are next steps:
  - 1. Town Council approve the Second and Final Reading of the proposed amended Ordinance on May 9, 2023,
  - 2. Sign Local Revenue Services Agreement (Attachment 3), and
  - 3. Sign Local Revenue Services Participant Program Supplement (Attachment 4).



# <u>Summary</u>

- With the approval of the proposed amended Ordinance and by signing the LRS agreement and supplement the Town will to continue participation in the tax collection programs offered by the Municipal Association.
- The Municipal Association is requesting all action be taken by May 26, 2023.



# Questions

&

**Discussion** 



# Recommended Motion

"I make a motion to approve an Amendment to Town of Bluffton Code of Ordinances, Chapter 6, Business and Business Regulations, adding Division 1. — Local Business Licenses and Division 2. — Business Licenses for Insurers, Brokers, and Telecommunications Providers to add Article II, Business Licenses and Regulations, Authorizing and Directing the Town of Bluffton to Enter into an Intergovernmental Agreement Relating to South Carolina Revenue Services; to Participate in one or more Local Revenue Service Programs, to Execute and Deliver One or More Participant Program Supplements, and other Matters Relating Thereto."

First Reading

### **ORDINANCE NO. 2023 - \_\_\_**

### TOWN OF BLUFFTON, SOUTH CAROLINA

AN ORDINANCE AMENDING CHAPTER 6, BUSINESS AND BUSINESS REGULATIONS, ADDING DIVISION 1. – LOCAL BUSINESS LICENSES AND DIVISION 2. – BUSINESS LICENSES FOR INSURERS, BROKERS, AND TELECOMMUNICATION PROVIDERS TO ARTICLE II, BUSINESS LICENSES AND REGULATIONS, AUTHORIZING AND DIRECTING THE TOWN OF BLUFFTON TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT RELATING TO SOUTH CAROLINA LOCAL REVENUE SERVICES; TO PARTICIPATE IN ONE OR MORE LOCAL REVENUE SERVICE PROGRAMS; TO EXECUTE AND DELIVER ONE OR MORE PARTICIPANT PROGRAM SUPPLEMENTS; AND OTHER MATTERS RELATING THERETO.

WHEREAS, the Town of Bluffton (the "<u>Municipality</u>") is authorized by S.C. Code Section 5-7-30 and Title 6, Chapter 1, Article 3 to impose a business license tax on gross income; and,

WHEREAS, under State law, certain business license taxes are applicable in a manner or at a rate that applies throughout the State ("<u>Statewide Business License Taxes</u>"); and,

WHEREAS, such Statewide Business License Taxes include without limitation the business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; to brokers under Title 38, Chapter 45 of the S.C. Code; and to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code; and,

WHEREAS, the Municipal Association of South Carolina (the "<u>Association</u>") has previously established local revenue service programs in which the Association administers Statewide Business License Taxes on behalf of and for the benefit of participating municipalities; and,

WHEREAS, such local revenue service programs include a program known as the Insurance Tax Program ("<u>ITP</u>") that administers business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; a program known as the Brokers Tax Program ("<u>BTP</u>") that administers business license taxes applicable to brokers under Title 38, Chapter 45 of the S.C. Code; and a program known as the Telecommunications Tax Program ("<u>TTP</u>") that administers business license taxes applicable to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code; and,

WHEREAS, the Municipality currently participates in ITP, BTP, and TTP; and,

WHEREAS, by Act No. 176 of 2020, known as the South Carolina Business License Tax Standardization Act and codified at S.C. Code Sections 6-1-400 to -420 (the "<u>Standardization Act</u>"), the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes; and,

WHEREAS, following the enactment of the Standardization Act, the Municipality enacted Ordinance No. 2021-09 on August 10th, 2021, in order to comply with the requirements of the Standardization Act (the "Current Business License Ordinance"); and,

WHEREAS, in connection with the enactment of the Standardization Act and the adoption of locally compliant business license ordinances, the municipalities of the State have determined that it would be advisable and prudent to update the existing local revenue service programs; and,

WHEREAS, in particular, the municipalities of the State have determined to establish and join South Carolina Local Revenue Services ("LRS") by intergovernmental agreement, which among other things will administer Statewide Business License Taxes on behalf of its participants, including but not limited to by continuing to offer the services provided by the ITP, BTP, and TTP; and,

WHEREAS, Article VIII, Section 13(A) of the South Carolina Constitution provides that "(a)ny county, incorporated municipality, or other political subdivision may agree with the State or with any other political subdivision for the joint administration of any function and exercise of powers and the sharing of the costs thereof;" and,

WHEREAS, the Town Council of the Municipality (the "Council") now wishes to authorize and direct the Municipality to join LRS and to participate in one or more local revenue service programs; and,

WHEREAS, the Town of Bluffton Town Council desires to amend Chapter 6, Business and Business Regulations, adding Division 1. – Local Business Licenses and Division 2. – Business Licenses for Insurers, Brokers, and Telecommunication Providers to Article II, Local Revenue Service Programs.

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 as follows:

SECTION 1. DIRECTION TO APPY TO AND JOIN LRS. The form of the Local Revenue Services Agreement (the "Agreement") pursuant to which a municipality may request to participate in LRS and, if approved, become a participant is attached hereto as Exhibit A. The Town Manager (the "Executive Officer") is hereby authorized and directed to apply to participate in LRS. If the Municipality's application is approved by LRS, then the Executive Officer shall execute and deliver a counterpart to the Agreement in substantially the form attached hereto. The Council hereby approves the terms and conditions of and agrees to comply with the Agreement upon the execution and delivery thereof by the Executive Officer.

Section X. Item #1.

SECTION 2. PARTICIPATION IN LOCAL REVENUE SERVICE PROGRAMS. The Council determines that, if admitted to LRS, the Municipality will participate in the ITP, the BTP, and the TTP. The Executive Officer is hereby authorized and directed to execute and deliver any required Participant Program Supplements (as such term is defined in the Agreement) as may be necessary to participate in such local revenue service programs.

SECTION 3. AMENDMENT. The Town of Bluffton hereby amends Chapter 6, Business and Business Regulations, to add Division 1. – Local Business Licenses and Division 2. – Business Licenses for Insurers, Brokers, and Telecommunication Providers to Article II, Business Licenses and Regulations, of the Code of Ordinances for the Town of Bluffton, South Carolina, as shown on Exhibit A attached hereto and fully incorporated herein by reference.

SECTION 4. REPEALER, EFFECTIVE DATE. All ordinances in conflict with this ordinance are hereby repealed. This ordinance shall be effective on the date of final reading.

DONE, RATIFIED AND ENACTED this _	day of, 2023.	
This Ordinance was read and passed at first reading on		
	Lisa Sulka, Mayor Town of Bluffton, South Carolina	
Kimberly Gammon, Town Clerk Town of Bluffton, South Carolina		
This Ordinance was read and passed	at final reading on	, 2023.
	Lisa Sulka, Mayor Town of Bluffton, South Carolina	
Kimberly Gammon, Town Clerk Town of Bluffton, South Carolina	_	

#### **Chapter 6 BUSINESSES AND BUSINESS REGULATIONS**

#### ARTICLE I. IN GENERAL

Secs. 6-1-6-18. Reserved.

#### ARTICLE II. BUSINESS LICENSES AND REGULATIONS<sup>1</sup>

#### **DIVISION 1. – LOCAL BUSINESS LICENSES**

#### Sec. 6-19. License required.

Every person engaged or intending to engage in any business, calling, occupation, profession, or activity with the object of gain, benefit, or advantage, in whole or in part within the limits of the Town of Bluffton, South Carolina, is required to pay an annual license tax for the privilege of doing business and obtain a business license as herein provided.

#### Sec. 6-20 Definitions.

The following words, terms, and phrases, when used in this article, shall have the meaning ascribed herein. Defined terms are not capitalized when used in this article unless the context otherwise requires.

*Business* means any business, calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, either directly or indirectly.

Charitable organization means an organization that is determined by the Internal Revenue Service to be exempt from Federal income taxes under 26 U.S.C. Section 501(c)(3), (4), (6), (7), (8), (10) or (19).

Charitable purpose means a benevolent, philanthropic, patriotic, or eleemosynary purpose that does not result in personal gain to a sponsor, organizer, officer, director, trustee, or person with ultimate control of the organization.

Classification means that division of businesses by NAICS codes subject to the same license rate as determined by a calculated index of ability to pay based on national averages, benefits, equalization of tax burden, relationships of services, or other basis deemed appropriate by the Council.

<sup>&</sup>lt;sup>1</sup>Ord. No. 2021-09, § 1(Exh. A), adopted August 10, 2021, repealed the former Art. II, §§ 6-19—6-45, and enacted a new Art. II as set out herein. The former Art. II pertained to similar subject matter and derived from Ord. No. 2006-01, adopted Jan. 11, 2006; Ord. No. 2010-14, adopted Aug. 10, 2010; Ord. No. 2013-10, adopted Nov. 12, 2013; Ord. No. 2014-13, adopted Aug. 12, 2014; Ord. No. 2015-07, adopted March 10, 2015; Ord. No. 2017-01, adopted Feb. 14, 2017; Ord. No. 2017-05, adopted Aug. 8, 2017; and Ord. No. 2018-05, adopted Aug. 14, 2018.

State law reference(s)—Business license tax authorized for municipalities, S.C. Code 1976, § 5-7-30; imposition or increase of business license tax, S.C. Code 1976, § 6-1-315.

Council means the Town Council of the Town of Bluffton.

Domicile means a principal place from which the trade or business of a licensee is conducted, directed, or managed. For purposes of this article, a licensee may be deemed to have more than one domicile.

Gross income means the gross receipts or gross revenue of a business, received or accrued, for one calendar or fiscal year collected or to be collected from business done within the Municipality. If the licensee has a domicile within the Municipality, business done within the Municipality shall include all gross receipts or revenue received or accrued by such licensee. If the licensee does not have a domicile within the Municipality, business done within the Municipality shall include only gross receipts or revenue received or accrued within the Municipality. In all cases, if the licensee pays a business license tax to another county or municipality, then the licensee's gross income for the purpose of computing the tax within the Municipality must be reduced by the amount of revenues or receipts taxed in the other county or municipality and fully reported to the Municipality. Gross income for business license tax purposes shall not include taxes collected for a governmental entity, escrow funds, or funds that are the property of a third party. The value of bartered goods or trade-in merchandise shall be included in gross income. The gross receipts or gross revenues for business license purposes may be verified by inspection of returns and reports filed with the Internal Revenue Service, the South Carolina Department of Revenue, the South Carolina Department of Insurance, or other government agencies. In calculating gross income for certain businesses, the following rules shall apply:

- (1) Gross income for agents shall be calculated on gross commissions received or retained, unless otherwise specified. If commissions are divided with other brokers or agents, then only the amount retained by the broker or agent is considered gross income.
- (2) Except as specifically required by S.C. Code of 1976 § 38-7-20, gross income for insurance companies shall be calculated on gross premiums written.
- (3) Gross income for manufacturers of goods or materials with a location in the Municipality shall be calculated on the lesser of:
  - a. gross revenues or receipts received or accrued from business done at the location;
  - b. the amount of income allocated and apportioned to that location by the business for purposes of the business's state income tax return; or
  - c. the amount of expenses attributable to the location as a cost center of the business.

Licensees reporting gross income under this provision shall have the burden to establish the amount and method of calculation by satisfactory records and proof. Manufacturers include those taxpayers reporting a manufacturing principal business activity code on their federal income tax returns.

License official means a person designated to administer this article. Notwithstanding the designation of a primary license official, the Municipality may designate one or more alternate license officials to administer particular types of business licenses, including without limitation for business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code.

*Licensee* means the business, the person applying for the license on behalf of the business, an agent or legal representative of the business, a person who receives any part of the net profit of the business, or a person who owns or exercises control of the business.

Municipality means the Town of Bluffton, South Carolina.

*NAICS* means the North American Industry Classification System for the United States published under the auspices of the Federal Office of Management and Budget.

*Person* means any individual, firm, partnership, limited liability partnership, limited liability company, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver,

syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, and the agent or employee having charge or control of a business in the absence of the principal.

#### Sec. 6-21 Purpose and duration.

The business license required by this article is for the purpose of providing such regulation as may be required for the business subject thereto and for the purpose of raising revenue for the general fund through a privilege tax. The license year ending on April 30, 2022, shall commence on January 1, 2021 and shall run for a 16-month period. Thereafter, the license periods shall be established as follows. Except as set forth below for business licenses issued to contractors with respect to specific construction projects, each yearly license shall be issued for the 12-month period of May 1 to April 30. A business license issued for a construction contract may, at the request of the licensee, be stated to expire at the completion of the construction project; provided, any such business license may require that the licensee file, by each April 30 during the continuation of the construction project, a statement of compliance, including but not limited to a revised estimate of the value of the contract. If any revised estimate of the final value of such project exceeds the amount for which the business license was issued, the licensee shall be required to pay a license fee at the then-prevailing rate on the excess amount. The provisions of this article and the rates herein shall remain in effect from year to year as amended by the Council.

#### Sec. 6-22. Business license tax, refund.

- (a) The required business license tax shall be paid for each business subject hereto according to the applicable rate classification on or before the due date of the 30th day of April in each year, except for those businesses in Rate Class 8 for which a different due date is specified. Late payments shall be subject to penalties as set forth in Section 6-30 hereof, except that admitted insurance companies may pay before June 1 without penalty.
- (b) A separate license shall be required for each place of business and for each classification or business conducted at one place. If gross income cannot be separated for classifications at one location, the business license tax shall be computed on the combined gross income for the classification requiring the highest rate. The business license tax must be computed based on the licensee's gross income for the calendar year preceding the due date, for the licensee's 12-month fiscal year preceding the due date, or on a 12-month projected income based on the monthly average for a business in operation for less than one year. The business license tax for a new business must be computed on the estimated probable gross income for the balance of the license year. A business license related to construction contract projects may be issued on a per-project basis, at the option of the taxpayer. No refund shall be made for a business that is discontinued.
- (c) A licensee that submits a payment greater than the amount owed may request a refund. To be considered, a refund request must be submitted in writing to the Municipality before the June 1 immediately following the April 30 on which the payment was due and must be supported by adequate documentation supporting the refund request. The Municipality shall approve or deny the refund request, and if approved shall issue the refund to the business, within 30 days after receipt of the request.

#### Sec. 6-23. Registration required.

(a) The owner, agent, or legal representative of every business subject to this article, whether listed in the classification index or not, shall register the business and make application for a business license on or before the due date of each year; provided, a new business shall be required to have a business license prior to operation within the Municipality, and an annexed business shall be required to have a business license within 30 days of the annexation. A license for a bar (NAICS 722410) must be issued in the name of the individual who has been issued the corresponding state alcohol, beer, or wine permit or license and will have actual control and management of the business.

- (b) Application shall be on the then-current standard business license application as established and provided by the Director of the South Carolina Revenue and Fiscal Affairs Office and shall be accompanied by all information about the applicant, the licensee, and the business deemed appropriate to carry out the purpose of this article by the license official. Applicants may be required to submit copies of portions of state and federal income tax returns reflecting gross receipts and gross revenue figures.
- (c) The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported (or estimated for a new business) without any unauthorized deductions, and that all assessments, personal property taxes on business property, and other monies due and payable to the Municipality have been paid.
- (d) The Municipality shall allow application, reporting, calculation, and payment of business license taxes through the business license tax portal hosted and managed by the South Carolina Revenue and Fiscal Affairs Office, subject to the availability and capability thereof. Any limitations in portal availability or capability do not relieve the applicant or licensee from existing business license or business license tax obligations.

#### Sec. 6-24. Deductions, exemptions, and charitable organizations.

- (a) No deductions from gross income shall be made except income earned outside of the Municipality on which a license tax is paid by the business to some other municipality or county and fully reported to the Municipality, taxes collected for a governmental entity, or income which cannot be included for computation of the tax pursuant to State or Federal law. Properly apportioned income from business in interstate commerce shall be included in the calculation of gross income and is not exempted. The applicant shall have the burden to establish the right to exempt income by satisfactory records and proof.
- (b) No person shall be exempt from the requirements of the article by reason of the lack of an established place of business within the Municipality, unless exempted by State or Federal law. The license official shall determine the appropriate classification for each business in accordance with the latest issue of NAICS. No person shall be exempt from this article by reason of the payment of any other tax, unless exempted by State law, and no person shall be relieved of liability for payment of any other tax or fee by reason of application of this article.
- (c) Wholesalers are exempt from business license taxes unless they maintain warehouses or distribution establishments within the Municipality. A wholesale transaction involves a sale to an individual who will resell the goods and includes delivery of the goods to the reseller. It does not include a sale of goods to a user or consumer.
- (d) A charitable organization shall be exempt from the business license tax on its gross income unless it is deemed a business subject to a business license tax on all or part of its gross income as provided in this section. A charitable organization, or any affiliate of a charitable organization, that reports income from forprofit activities or unrelated business income for Federal income tax purposes to the Internal Revenue Service shall be deemed a business subject to a business license tax on the part of its gross income from such for-profit activities or unrelated business income.
- (e) A charitable organization shall be deemed a business subject to a business license tax on its total gross income if:
  - (1) any net proceeds of operation, after necessary expenses of operation, inure to the benefit of any individual or any entity that is not itself a charitable organization as defined in this article; or
  - (2) any net proceeds of operation, after necessary expenses of operation, are used for a purpose other than a charitable purpose as defined in this article.

Excess benefits or compensation in any form beyond fair market value to a sponsor, organizer, officer, director, trustee, or person with ultimate control of the organization shall not be deemed a necessary expense of operation.

#### Sec. 6-25. False application unlawful.

It shall be unlawful for any person subject to the provisions of this article to make a false application for a business license or to give or file, or direct the giving or filing of, any false information with respect to the license or tax required by this article.

#### Sec. 6-26. Display and transfer.

- (a) All persons shall display the license issued to them on the original form provided by the license official in a conspicuous place in the business establishment at the address shown on the license. A transient or non-resident shall carry the license upon his person or in a vehicle used in the business readily available for inspection by any authorized agent of the Municipality.
- (b) A change of address must be reported to the license official within ten days after removal of the business to a new location and the license will be valid at the new address upon written notification by the license official and compliance with zoning and building codes. Failure to obtain the approval of the license official for a change of address shall invalidate the license and subject the licensee to prosecution for doing business without a license. A business license shall not be transferable, and a transfer of controlling interest shall be considered a termination of the old business and the establishment of a new business requiring a new business license, based on old business income.

#### Sec. 6-27. Administration of article.

The license official shall administer the provisions of this article, collect business license taxes, issue licenses, make or initiate investigations and audits to ensure compliance, initiate denial or suspension and revocation procedures, report violations to the Municipal attorney, assist in prosecution of violators, produce forms, undertake reasonable procedures relating to the administration of this article, and perform such other duties as may be duly assigned.

#### Sec. 6-28. Inspection and audits.

- (a) For the purpose of enforcing the provisions of this article, the license official or other authorized agent of the Municipality is empowered to enter upon the premises of any person subject to this article to make inspections and to examine and audit books and records. It shall be unlawful for any such person to fail or refuse to make available the necessary books and records. In the event an audit or inspection reveals that the licensee has filed false information, the costs of the audit shall be added to the correct business license tax and late penalties in addition to other penalties provided herein. Each day of failure to pay the proper amount of business license tax shall constitute a separate offense.
- (b) The license official shall have the authority to make inspections and conduct audits of businesses to ensure compliance with the article. Financial information obtained by inspections and audits shall not be deemed public records, and the license official shall not release the amount of business license taxes paid or the reported gross income of any person by name without written permission of the licensee, except as authorized by this article, State or Federal law, or proper judicial order. Statistics compiled by classifications are public records.

#### Sec. 6-29. Assessments, payment under protest, appeal.

- (a) Assessments, payments under protest, and appeals of assessment shall be allowed and conducted by the Municipality pursuant to the provisions of S.C. Code of 1976 § 6-1-410, as amended. In preparing an assessment, the license official may examine such records of the business or any other available records as may be appropriate and conduct such investigations and statistical surveys as the license official may deem appropriate to assess a business license tax and penalties as provided herein.
- (b) The license official shall establish a uniform local procedure consistent with S.C. Code of 1976 § 6-1-410 for hearing an application for adjustment of assessment and issuing a notice of final assessment; provided that for particular types of business licenses, including without limitation for business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the Municipality, by separate article, may establish a different procedure and may delegate one or more rights, duties, and functions hereunder to the Municipal Association of South Carolina.

#### Sec. 6-30. Delinquent license taxes, partial payment.

- (a) For non-payment of all or any part of the correct business license tax, the license official shall impose and collect a late penalty of five percent of the unpaid tax for each month or portion thereof after the due date until paid. If any business license tax remains unpaid for 60 days after its due date, the license official may report it to the Municipal attorney for appropriate legal action.
- (b) Partial payment may be accepted by the license official to toll imposition of penalties on the portion paid; provided, however, no business license shall be issued or renewed until the full amount of the tax due, with penalties, has been paid.
- (c) For good cause shown, but not otherwise, a business may petition the Town Manager, or designee for a reduction of the penalties otherwise due when the failure to pay is not willful and is more than mere oversight and inadvertence.

#### Sec. 6-31. Notices.

The license official may, but shall not be required to, mail written notices that business license taxes are due. If notices are not mailed, there shall be published a notice of the due date in a newspaper of general circulation within the Municipality three times prior to the due date in each year. Failure to receive notice shall not constitute a defense to prosecution for failure to pay the tax due or grounds for waiver of penalties. ;hn0

#### Sec. 6-32. Denial of license.

The license official may deny a license to an applicant when the license official determines:

- The application is incomplete or contains a misrepresentation, false or misleading statement, or evasion or suppression of a material fact;
- (2) The activity for which a license is sought is unlawful or constitutes a public nuisance per se or per accidens;
- (3) The applicant, licensee, prior licensee, or the person in control of the business has been convicted within the previous ten years of an offense under a law or article regulating business, a crime involving dishonest conduct or moral turpitude related to a business or a subject of a business, or an unlawful sale of merchandise or prohibited goods;

- (4) The applicant, licensee, prior licensee, or the person in control of the business has engaged in an unlawful activity or nuisance related to the business or to a similar business in the Municipality or in another jurisdiction;
- (5) The applicant, licensee, prior licensee, or the person in control of the business is delinquent in the payment to the Municipality of any tax or fee;
- (6) A licensee has actual knowledge or notice, or based on the circumstances reasonably should have knowledge or notice, that any person or employee of the licensee has committed a crime of moral turpitude on the business premises, or has permitted any person or employee of the licensee to engage in the unlawful sale of merchandise or prohibited goods on the business premises and has not taken remedial measures necessary to correct such activity; or
- (7) The license for the business or for a similar business of the licensee in the Municipality or another jurisdiction has been denied, suspended, or revoked in the previous license year. A decision of the license official shall be subject to appeal as herein provided. Denial shall be written with reasons stated.

#### Sec. 6-33. Suspension or revocation of license.

When the license official determines:

- (1) A license has been mistakenly or improperly issued or issued contrary to law;
- (2) A licensee has breached any condition upon which the license was issued or has failed to comply with the provisions of this article;
- (3) A licensee has obtained a license through a fraud, misrepresentation, a false or misleading statement, or evasion or suppression of a material fact in the license application;
- (4) A licensee has been convicted within the previous ten years of an offense under a law or article regulating business, a crime involving dishonest conduct or moral turpitude related to a business or a subject of a business, or an unlawful sale of merchandise or prohibited goods;
- (5) A licensee has engaged in an unlawful activity or nuisance related to the business; or
- (6) A licensee is delinquent in the payment to the Municipality of any tax or fee;

The license official may give written notice to the licensee or the person in control of the business within the Municipality by personal service or mail that the license is suspended pending a single hearing before Council or its designee for the purpose of determining whether the suspension should be upheld and the license should be revoked.

The written notice of suspension and proposed revocation shall state the time and place at which the hearing is to be held, and shall contain a brief statement of the reasons for the suspension and proposed revocation and a copy of the applicable provisions of this article.

#### Sec. 6-34. Appeals to Council or its designee.

- (a) Except with respect to appeals of assessments under Section 6-29 hereof, which are governed by S.C. Code of 1976 § 6-1-410, any person aggrieved by a determination, denial, or suspension and proposed revocation of a business license by the license official may appeal the decision to the Council or its designee by written request stating the reasons for appeal, filed with the license official within ten days after service by mail or personal service of the notice of determination, denial, or suspension and proposed revocation.
- (b) A hearing on an appeal from a license denial or other determination of the license official and a hearing on a suspension and proposed revocation shall be held by the Council or its designee within ten business days

after receipt of a request for appeal or service of a notice of suspension and proposed revocation. The hearing shall be held upon written notice at a regular or special meeting of the Council, or, if by designee of the Council, at a hearing to be scheduled by the designee. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by Council or its designee shall govern the hearing. Following the hearing, the Council by majority vote of its members present, or the designee of Council if the hearing is held by the designee, shall render a written decision based on findings of fact and conclusions on application of the standards herein. The written decision shall be served, by personal service or by mail, upon all parties or their representatives and shall constitute the final decision of the Municipality.

- (c) Timely appeal of a decision of Council or its designee does not effectuate a stay of that decision. The decision of the Council or its designee shall be binding and enforceable unless overturned by an applicable appellate court after a due and timely appeal.
- (d) For business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the Municipality may establish a different procedure by article.

#### Sec. 6-35. Consent, franchise, or license required for use of streets.

- (a) It shall be unlawful for any person to construct, install, maintain, or operate in, on, above, or under any street or public place under control of the Municipality any line, pipe, cable, pole, structure, or facility for utilities, communications, cablevision, or other purposes without a consent agreement or franchise agreement issued by the Council by article that prescribes the term, fees, and conditions for use.
- (b) The annual fee for use of streets or public places authorized by a consent agreement or franchise agreement shall be set by the article approving the agreement and shall be consistent with limits set by State law. Existing franchise agreements shall continue in effect until expiration dates in the agreements. Franchise and consent fees shall not be in lieu of or be credited against business license taxes unless specifically provided by the franchise or consent agreement.

#### Sec. 6-36. Confidentiality.

Except in accordance with proper judicial order or as otherwise provided by law, no official or employee of the Municipality may divulge or make known in any manner the amount of income or any financial particulars set forth or disclosed in any report or return required under this article. Nothing in this section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any license data may be shared with other public officials or employees in the performance of their duties, whether or not those duties relate to enforcement of this article.

#### Sec. 6-37. Violations.

Any person violating any provision of this article shall be deemed guilty of an offense and shall be subject to a fine of up to \$500.00 or imprisonment for not more than 30 days or both, upon conviction. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for in this article.

#### Sec. 6-38. Severability.

A determination that any portion of this article is invalid or unenforceable shall not affect the remaining portions. To the extent of any conflict between the provisions of this article and the provisions of the South Carolina Business License Tax Standardization Act, as codified at S.C. Code §§ 6-1-400 et seq., the standardization act shall control.

#### Sec. 6-39. Classification and rates.

- (a) The business license tax for each class of businesses subject to this article shall be computed in accordance with the current business license rate schedule, designated as Appendix A to this article, which may be amended from time to time by the Council.
- (b) The current business license class schedule is attached hereto as Appendix B. Hereafter, no later than December 31 of each odd year, the Municipality shall adopt, by article, the latest standardized business license class schedule as recommended by the Municipal Association of South Carolina and adopted by the Director of the South Carolina Revenue and Fiscal Affairs Office. Upon adoption by the Municipality, the revised business license class schedule shall then be appended to this article as a replacement Appendix B.
- (c) The classifications included in each rate class are listed with NAICS codes, by sector, subsector, group, or industry. The business license class schedule (Appendix B) is a tool for classification and not a limitation on businesses subject to a business license tax. The classification in the most recent version of the business license class schedule adopted by the Council that most specifically identifies the subject business shall be applied to the business. The license official shall have the authority to make the determination of the classification most specifically applicable to a subject business.
- (d) A copy of the class schedule and rate schedule shall be filed in the Office of The Municipal Clerk.

#### Sec. 6-40. Business license incentive program.

- (a) When any new business taxable hereunder is begun on or after May 1, but before October 1, the full amount of the tax shall be due. New businesses beginning on or after October 1 shall be required to pay one-half of the license tax otherwise prescribed.
- (b) A cap of \$25,000,000.00 is extended to all businesses such that the annual gross receipts of any one business exceeding this cap are exempt from the business license rates outlined herein. This does not apply to any other fees paid to other agencies for the Town.
- (c) When a business owner(s) maintains two or more resident business locations under the same NAICS code as deemed proper by the license official, each location may deduct ten percent from its annual gross income in its annual license tax calculation. This does not apply to any other fees paid to other agencies for the Town.
- (d) The tax for a new resident business during the first year of operation or portion thereof shall be the base tax for the classification for that business as determined by the license official using the classification rate schedules and details below, and thereafter, the tax for a new resident business shall be as follows:

Year of Operation	Gross Income Reduction
First renewal	40 percent
Second renewal	20 percent
Third renewal	10 percent
Fourth renewal and beyond	0 percent

## DIVISION 2. – BUSINESS LICENSES FOR INSURERS, BROKERS, AND TELECOMMUNICATION PROVIDERS

**Sec. 6-41. Business License Taxes Applicable to Insurance Companies.** Notwithstanding anything in the Current Business License Ordinance to the contrary, the following provisions shall apply to insurance companies subject to Title 38, Chapter 7 of the S.C. Code.

- a) Except as set forth below, "gross premiums" for insurance companies means gross premiums written for policies for property or a risk located within the municipality. In addition, "gross premiums" shall include premiums written for policies that are sold, solicited, negotiated, taken, transmitted, received, delivered, applied for, produced or serviced by (1) the insurance company's office located in the municipality, (2) the insurance company's employee conducting business within the municipality, or (3) the office of the insurance company's licensed or appointed producer (agent) conducting business within the municipality, regardless of where the property or risk is located, provided no tax has been paid to another municipality in which the property or risk is located based on the same premium.
- b) As to fire insurance, "gross premiums" means gross premiums (1) collected in the municipality, and/or (2) realized from risks located within the limits of the municipality.
- c) As to bail bonds, "gross premiums" shall exclude any amounts retained by a licensed bail bondsman as defined in Title 38, Chapter 53 of the S.C. Code for authorized commissions, fees, and expenses.
- d) Gross premiums shall include all business conducted in the prior calendar year. Gross premiums shall include new and renewal business without deductions for any dividend, credit, return premiums, or deposit.
- e) Solicitation for insurance, receiving or transmitting an application or policy, examination of a risk, collection or transmitting of a premium, adjusting a claim, delivering a benefit, or doing any act in connection with a policy or claim shall constitute conducting business within the municipality, regardless of whether or not an office is maintained in the municipality.
- f) The business license tax for insurance companies under Title 38, Chapter 7 of the S.C. Code shall be established at the rates set forth below. Declining rates shall not apply.

#### **NAICS Code**

524113	<b>Life, Health, and Accident</b> . 0.75% of Gross Premiums.
524126	Fire and Casualty. 2% of Gross Premiums.
524127	Title Insurance. 2% of Gross Premiums.

g) License taxes for insurance companies shall be payable on or before May 31 in each year without penalty. The penalty for delinquent payments shall be 5% of the tax due per month, or portion thereof, after the due date until paid.

**Sec. 6-42. Business License Tax Applicable to Brokers.** Title 38, Chapter 45 of the S.C. Code (the "Brokers Act") establishes a blended premium tax rate applicable to brokers of 6 percent, comprising a 4 percent State premium tax and a 2 percent municipal premium tax, each to be collected by the South Carolina Department of Insurance. Pursuant to §§ 38-45-10 and 38-45-60 of the Brokers Act, the Municipal Association of South Carolina is designated the municipal agent for purposes of administration of the municipal broker's premium tax.

Sec. 6-43. Business License Taxes Applicable to Telecommunication Companies.

- a) Notwithstanding any other provisions of the Current Business License Ordinance, the business license tax for "retail telecommunications services," as defined in S. C. Code Section 58-9-2200, shall be at the maximum rate authorized by S. C. Code Section 58-9-2220, as it now provides or as provided by its amendment. Declining rates shall not apply.
- b) The business license tax year for retail telecommunications services shall begin on January 1 of each year. The business license tax for retail telecommunications services shall be due on January 1 of each year and payable by January 31 of that year, without penalty. The delinquent penalty shall be five percent (5%) of the tax due for each month, or portion thereof, after the due date until paid.
- c) In conformity with S.C. Code Section 58-9-2220, the business license tax for "retail telecommunications services" shall apply to the gross income derived from the sale of retail telecommunications services for the preceding calendar or fiscal year which either originate or terminate in the municipality and which are charged to a service address within the municipality regardless of where these amounts are billed or paid and on which a business license tax has not been paid to another municipality. The measurement of the amounts derived from the retail sale of mobile telecommunications services shall include only revenues from the fixed monthly recurring charge of customers whose service address is within the boundaries of the municipality. For a business in operation for less than one year, the amount of business license tax shall be computed on a twelve-month projected income.
- d) Nothing in this Ordinance shall be interpreted to interfere with continuing obligations of any franchise agreement or contractual agreement. All fees collected under such a franchise or contractual agreement shall be in lieu of fees or taxes which might otherwise be authorized by this Ordinance.

**Sec. 6-44. No Exemption for Interstate Commerce**. Properly apportioned gross income from interstate commerce shall be included in the gross income for every business subject to a business license tax.

**Sec. 6-45. LRS to Appoint Business License Official and to Designate Appeals Board.** Pursuant to the Agreement, LRS is hereby authorized to appoint one or more individuals (each, an "LRS Business License Official") to act as the Municipality's business license official for purposes of administering Statewide Business License Taxes. In addition, LRS is hereby authorized pursuant to the Agreement to designate an appeals board (the "Appeals Board") for purposes of appeals arising with respect to such taxes. The LRS Business License Official so appointed and the Appeals Board so designated shall have all of the powers granted to the Municipality's business license official and appeals board under the Current Business License Ordinance, except as may be modified by this ordinance.

**Sec. 6-46. Appeals Process.** With respect to the calculation, assessment, and collection of Statewide Business License Taxes, in lieu of the appeals process described in the Current Business License Ordinance, the following appeals process required by S.C. Code Section 6-1-410 shall apply:

- a) If a taxpayer fails or refuses to pay a Statewide Business License Tax by the date on which it is due, the LRS Business License Official may serve notice of assessment of the Statewide Business License Tax due on the taxpayer by mail or personal service. Within thirty days after the date of postmark or personal service, a taxpayer may request, in writing with reasons stated, an adjustment of the assessment. An informal conference between the LRS Business License Official and the taxpayer must be held within fifteen days of the receipt of the request, at which time the taxpayer may present any information or documents in support of the requested adjustment. Within five days after the conference, the LRS Business License Official shall issue a notice of final assessment and serve the taxpayer by mail or personal service with the notice and provide a form for any further appeal of the assessment by the taxpayer.
- b) Within thirty days after the date of postmark or personal service, the taxpayer may appeal the notice of final assessment by filing a completed appeal form with the LRS Business License Official, by mail or personal service, and by paying to LRS in protest at least eighty percent of the business license tax based on the final

assessment. The appeal must be heard and determined by the Appeals Board. The Appeals Board shall provide the taxpayer with written notice of the hearing and with any rules of evidence or procedure prescribed by the Appeals Board. The hearing must be held within thirty days after receipt of the appeal form unless continued to another date by agreement of the parties. A hearing by the Appeals Board must be held at a regular or specially called meeting of the Appeals Board. At the appeals hearing, the taxpayer and LRS have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The hearing must be recorded and must be transcribed at the expense of the party so requesting. The Appeals Board shall decide the assessment by majority vote. The Appeals Board shall issue a written decision explaining the basis for the decision with findings of fact and conclusions and shall inform the taxpayer of the right to request a contested case hearing before the Administrative Law Court. The written decision must be filed with the LRS Business License Official and served on the taxpayer by mail or personal service. The decision is the final decision of LRS on the assessment.

c) Within thirty days after the date of postmark or personal service of LRS's written decision on the assessment, a taxpayer may appeal the decision to the Administrative Law Court in accordance with the rules of the Administrative Law Court.

Secs. 6-41 6-47—6-73. Reserved.

#### LOCAL REVENUE SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this	day of	A.D., 2023, by and
among the Municipal Association of South Carolina	the " <u>Associatio</u>	on") and all the parties who
are now or may hereafter become participants ("Pa	<u>ırticipants</u> ") in Sc	outh Carolina Local Revenue
Services, a division of the Association ("LRS"),		

#### WITNESSETH:

WHEREAS, certain governmental functions may be more efficiently and effectively provided in cooperation with other governments, particularly when the sharing of such functions may deliver economies of scale, avoid redundancies in staffing, facilitate intergovernmental communication and coordination, benefit the citizens and taxpayers of the State by offering single points of contact, and allow retention of highly trained and specialized staff or private contractors in situations in which it would not be cost effective for a single government to retain such professionals;

WHEREAS, Article VIII, sec. 13 of the South Carolina Constitution provides that any incorporated municipality "may agree with . . . any other political subdivision for the joint administration of any function and exercise of powers and the sharing of the costs thereof," and that "[n]othing in this Constitution may be construed to prohibit the State or any of its counties, incorporated municipalities, or other political subdivisions from agreeing to share the lawful cost, responsibility, and administration of functions with any one or more governments, whether within or without this State;"

**WHEREAS**, S.C. Code § 4-9-41(A) provides that any "incorporated municipality ... may provide for the joint administration of any function and exercise of powers as authorized by Section 13 of Article VIII of the South Carolina Constitution;"

**WHEREAS**, certain municipalities in the State have determined that it would be effective and efficient to jointly perform certain functions, including without limitation the business license functions more fully described below;

**WHEREAS**, LRS is a division of the Association and a committee of the board of directors of the Association and will establish or continue one or more Revenue Service Programs (as hereinafter defined); and

**WHEREAS**, the Participants, through action of their respective governing bodies, have elected to comply with the conditions of this Agreement and to authorize LRS to perform the functions and exercise the powers herein described;

**NOW, THEREFORE**, for and in consideration of the mutual covenants, promises, and obligations herein contained, which are given to and accepted by each signatory hereof to the other, the parties hereto agree as follows:

<u>Section 1. Definitions</u>. As used in this Agreement, the following terms shall have the meanings set forth below:

- (a) "Appeals Board" means the board created pursuant to Section 8 hereof for purposes of hearing and determining appeals under this Agreement.
- (b) "Association" means the Municipal Association of South Carolina.
- (c) "Gross Proceeds" means, with respect to any Revenue Service Program and for any period of calculation, the total amount of Impositions collected by LRS during such period.
- (d) "Imposition" means any tax, fee, rate, charge, fine, penalty, or interest charge that has been lawfully imposed by a Participant and for which a Revenue Service Program has been established. Such Impositions include, without limitation, Statewide Business License Taxes.
- (e) "LRS" means South Carolina Local Revenue Services, established by this Agreement.
- (f) "LRS Board of Directors" means the board of directors of LRS.
- (g) "LRS Business License Official" shall mean the person designated from time to time by the LRS Board of Directors to act as the business license official (as such term in used in S.C. Code §§ 6-1-400 to -420) with respect to one or more Revenue Service Programs. The LRS Board of Directors may, but need not, designate different persons as the LRS Business License Official for different Revenue Service Programs.
- (h) "Participant" means a local government that has become a participant in LRS by applying to LRS for admission and, if approved, accepting the terms of participation in LRS by ordinance and signing this Agreement in counterpart.
- (i) "Net Proceeds" means, with respect to any Revenue Service Program and for any period of calculation, the amount of Gross Proceeds that remain for distribution to Participants after the payment of operation and maintenance expenses (including, without limitation, LRS's compensation) for such period.
- (j) "Revenue Service Programs" means any one or more programs established or continued by LRS to administer, assess, collect, and enforce Impositions. Such Revenue Service Programs may include, without limitation, programs for the administration, assessment, collection, and enforcement of Statewide Business License Taxes.
- (k) "S.C. Code" means the South Carolina Code of Laws of 1976, as amended.
- (I) "State" means the State of South Carolina.
- (m) "Statewide Business License Taxes" means business license taxes that, pursuant to the S.C. Code, are applicable in a manner or at a rate that applies throughout the State. Such business license taxes include without limitation the business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; to brokers under Title 38, Chapter 45 of the S.C. Code; to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code; and such other business license taxes as may now or hereafter be made

applicable throughout the State in a manner or at a rate that has been established by State law.

<u>Section 2. Authorization of LRS</u>. The municipalities that are initial signatories hereto do hereby establish LRS and authorize it to perform the functions and exercise the powers described in this Agreement. The functions to be performed hereunder are more specifically described in Section 5 below and the powers to be exercised are more specifically described in Section 6 below. The Participants, regardless of their respective dates of admission to LRS, further agree as follows:

- (a) The functions and powers described in this Agreement would be more efficiently and effectively performed and exercised in cooperation with other governments through LRS;
- (b) The Participants shall comply with the conditions of this Agreement and, by joining LRS, shall jointly perform the functions and exercise the powers herein described by contract with LRS.

<u>Section 3. Participation</u>. The right to participate in LRS shall be limited to local governments within the State. A qualifying entity may become a Participant by applying to LRS for admission and, if approved, accepting the terms of participation in LRS by ordinance and signing this Agreement in counterpart. LRS shall be sole judge of whether an applicant shall be admitted as a Participant. A Participant may be suspended or expelled by the LRS Board of Directors from LRS, provided that such suspension or expulsion shall not be effective until 30 days after written notice of suspension or expulsion has been mailed to it.

<u>Section 4. LRS Board of Directors.</u> LRS shall be governed by a Board of Directors containing five Directors. The members of the Association's Executive Committee (comprising the President, First Vice President, Second Vice President, Third Vice President, and Immediate Past President of the Association) shall serve *ex officio* as Directors of LRS, with terms of office coterminous with their terms as officers of the Association. The President of the Association, or in his or her absence the First Vice President of the Association, shall serve as chair at meetings of the LRS Board of Directors. With respect to LRS's officers, the members of the LRS Board of Directors shall occupy the same offices as they do with respect to the Association.

Section 5. Functions of LRS. LRS may, and at the direction of and subject to the control of the LRS Board of Directors shall, establish or continue one or more Revenue Service Programs including, without limitation, for the administration, assessment, collection, and enforcement of Statewide Business License Taxes and other Impositions related to Statewide Business License Taxes. LRS's functions with respect to the Revenue Service Programs shall include, without limitation, training employees; developing resources to assist business license functions; making necessary investigations into entities or individuals subject to Impositions; developing databases for the application, calculation, allocation, and distribution of Impositions; establishing procedures for determining and calculating the amounts due as Impositions; communicating with entities or individuals subject to Impositions; collecting current and delinquent Impositions; initiating, defending, managing, resolving, and settling disputes or litigation matters that affect more than

one Participant; and acquiring, licensing, developing, improving, maintaining, and protecting software and other information technology infrastructure.

#### Section 6. Powers of LRS. LRS shall have the following powers:

- (a) adopt bylaws for the regulation of its affairs and the conduct of its business and prescribe rules and policies and promulgate regulations in connection with the performance of its functions and duties;
- (b) adopt an official seal and alter it at its pleasure;
- (c) maintain an office at a place it determines;
- (d) sue and be sued in its own name and plead and be impleaded;
- (e) require documentation of amounts due from taxpayers, including without limitation by requiring reconciliation reports in which the taxpayer provides sufficient information to verify whether revenues of the taxpayer are appropriate for exclusion as non-municipal revenues and to determine the proper allocation of Impositions among Participants;
- (f) receive, administer, and comply with the conditions and requirements of a gift, grant, or donation of property or money;
- (g) acquire by purchase, lease, gift, or otherwise, or obtain options for the acquisition of, any property, real or personal, improved or unimproved, including an interest in land less than the fee thereof in conformity with state law;
- (h) sell, lease, exchange, transfer, mortgage, or otherwise dispose of, or grant options for any such purposes with respect to, any real or personal property or interest therein in conformity with state law;
- (i) make and execute contracts, agreements, or other undertakings with such agents, service contractors, persons, firms, corporations, and attorneys as it deems appropriate to performs its functions and exercise its powers;
- (j) acquire, license, develop, improve, maintain, and protect software and other information technology infrastructure;
- (k) employ professionals, support staff, attorneys, appraisers, financial advisors, and other consultants and employees as required in the judgment of LRS and fix and pay their compensation from funds available to LRS for that purpose;
- (I) transact any lawful business that will aid the purposes and functions of LRS;
- (m) make payments or donations, or do any other act, not inconsistent with law, that furthers the business and affairs of LRS; and
- (n) do all things necessary or convenient, not inconsistent with law, to further the activities and affairs of LRS

Section 7. Attorney-in-Fact Designation; Dispute Resolution and Conduct of Litigation. Each Participant hereby appoints LRS and its designees as its agent and attorney-in-fact to act on its behalf with respect to Impositions. As agent and attorney-in-fact, LRS shall be fully empowered to initiate, defend, manage, resolve, and settle any disputes or litigation (whether in its own name or in the name of the Participants) relating to Impositions owing or payable to one or more Participants; to pay all expenses, costs, and judgments that might be incurred against LRS when acting on behalf of its Participants for communication, investigation, negotiation, enforcement, defense, or settlement with respect to Impositions; and to take all other actions as may be necessary to administer, collect, investigate, enforce, and implement the Revenue Service Programs. Each Participant, pursuant to Rule 17 of the S. C. Rules of Civil Procedure and Rule 17 of the Federal Rules of Civil Procedure, specifically acknowledges the standing of LRS to prosecute a civil action for collection in its behalf and hereby ratifies any such action that LRS may commence.

The LRS Board of Directors may, by majority vote, authorize a third party (including without limitation the Association) to act as attorney-in-fact to the same extent as set forth in this section on behalf of the Participants.

LRS's authority to initiate, defend, manage, resolve, and settle disputes and litigation shall be subject to the following terms and conditions:

- (a) If, with respect to any particular dispute, a proposed compromise or settlement would reduce the amount asserted by LRS to be payable to an individual Participant by more than ten percent (10%) of the total amount remitted by LRS to such Participant in the immediately preceding year for the relevant Revenue Service Program, then, notwithstanding subsections 7(b) and 7(c) below, LRS shall be required to secure the written consent of such Participant before compromising or settling such dispute with respect to such Participant. Otherwise, LRS shall be entitled to compromise or settle such dispute on behalf of each Participant without further authorization by such Participants beyond that contained herein.
- (b) Any proposed compromise or settlement that would result in a reduction of \$100,000 or less from the amount originally claimed to be due and owing by LRS may be approved or denied by LRS without separate approval by the LRS Board of Directors. The LRS Board of Directors shall, by appropriate action from time to time, designate one or more staff members or contractual counterparties who are authorized to compromise or settle such disputes.
- (c) Any proposed compromise or settlement that would result in a reduction of more than \$100,000 from the amount originally claimed to be due and owing by LRS must be approved or denied by the LRS Board of Directors.

(d) Any proposed compromise or settlement that would result in a waiver of penalties, interest, late charges, or other amounts owing due to late payment of an Imposition must be approved or denied by the LRS Board of Directors.

Section 8. Appeals Process. The Participants acknowledge that, pursuant to local ordinances, regulations, and rules, each Participant has its own procedures by which matters relating to the calculation, assessment, and collection of business license taxes may be appealed. With respect to Impositions subject to this Agreement, however, each Participant has enacted a local ordinance by which appeals relating to such Impositions are excluded from the otherwise applicable local ordinance. Each Participant agrees that the appeals process described in this Section shall apply to all appeals relating to Impositions subject to this Agreement. Each Participant hereby consents to the adoption of the appeals process described in this Section; specifically declares its intention that such appeals process shall be deemed an exception to its otherwise applicable local ordinances, regulations, and rules; and agrees that it has or will approve such appeals process by appropriate local action.

- (a) There is hereby created a board for purposes of hearing appeals pursuant to this Section (the "Appeals Board"). The Appeals Board shall contain three members. The President of the Association, the Executive Director of the Association, and the President of the South Carolina Business Licensing Officials Association ("BLOA") shall each serve ex officio as members of the Appeals Board, with terms of office coterminous with their terms as officers of the Association or BLOA, as appropriate. The President of the Association, or in his or her absence the Executive Director of the Association, shall serve as chair at meetings of the Appeals Board.
- (b) With respect to the calculation, assessment, and collection of Impositions, the following appeals process, as required by Section 6-1-410, shall apply.
  - (1) If a taxpayer fails or refuses to pay an Imposition by the date on which such Imposition is due, the LRS Business License Official may serve notice of assessment of the Imposition due on the taxpayer by mail or personal service. Within thirty days after the date of postmark or personal service, a taxpayer may request, in writing with reasons stated, an adjustment of the assessment. An informal conference between the LRS Business License Official and the taxpayer must be held within fifteen days of the receipt of the request, at which time the taxpayer may present any information or documents in support of the requested adjustment. Within five days after the conference, the LRS Business License Official shall issue a notice of final assessment and serve the taxpayer by mail or personal service with the notice and provide a form for any further appeal of the assessment by the taxpayer.
  - (2) Within thirty days after the date of postmark or personal service, the taxpayer may appeal the notice of final assessment by filing a completed appeal form with the LRS Business License Official, by mail or personal service, and by paying to LRS

in protest at least eighty percent of the business license tax based on the final assessment. The appeal must be heard and determined by the Appeals Board. The Appeals Board shall provide the taxpayer with written notice of the hearing and with any rules of evidence or procedure prescribed by the Appeals Board. The hearing must be held within thirty days after receipt of the appeal form unless continued to another date by agreement of the parties. A hearing by the Appeals Board must be held at a regular or specially called meeting of the Appeals Board. At the appeals hearing, the taxpayer and LRS have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The hearing must be recorded and must be transcribed at the expense of the party so requesting. The Appeals Board shall decide the assessment by majority vote. The Appeals Board shall issue a written decision explaining the basis for the decision with findings of fact and conclusions and shall inform the taxpayer of the right to request a contested case hearing before the Administrative Law Court. The written decision must be filed with the LRS Business License Official and served on the taxpayer by mail or personal service. The decision is the final decision of LRS on the assessment.

(3) Within thirty days after the date of postmark or personal service of LRS's written decision on the assessment, a taxpayer may appeal the decision to the Administrative Law Court in accordance with the rules of the Administrative Law Court.

<u>Section 9. LRS May Be Separately Organized</u>. Hereafter, the LRS Board of Directors may determine, for corporate governance, recordkeeping, and operational purposes, that LRS should be established as a separate entity, either under the South Carolina Nonprofit Corporation Act, currently codified at Title 33, Chapter 31 of the S.C. Code, or otherwise. If the LRS Board of Directors so determines, it may take all such actions as may be necessary to organize LRS as a separate entity without further approval by the Participants, provided that such organization shall not otherwise vary or modify the terms of this Agreement except to the extent necessary to reflect the new organizational structure of LRS.

<u>Section 10. Participation in a Revenue Service Program</u>. A Participant may elect to participate in a Revenue Service Program by signing and delivering a separate supplement to this Agreement with respect to such Revenue Service Program (each, a "<u>Participant Program Supplement</u>"). The Participant Program Supplements shall be substantially identical within each Revenue Service Program. The form of the Participant Program Supplement is attached hereto as <u>Appendix A</u>.

## <u>Section 11. Collection of Impositions; Distributions; Payment for Services; Prohibition on Lobbying Activity</u>.

(a) LRS shall collect, subject to the Participant Program Supplements, all Impositions subject to this Agreement.

- (b) The Participants will compensate LRS for its services. Initially, such compensation shall be in the amount of four percent of Gross Proceeds collected for the benefit of each Participant within each Revenue Service Program, subject to any volume discount approved from time to time by the LRS Board of Directors, together with any interest earned on funds held on deposit prior to disbursement. The Participants acknowledge that this amount represents operating expenses payable to LRS for services rendered. For accounting and recordkeeping purposes, LRS will apply this rate to each Participant separately within each Revenue Service Program. Hereafter, and notwithstanding Section 13 below, the LRS Board of Directors by majority vote may amend the compensation method by giving notice to all participating Participants at least ninety days prior to the effective date of such amendment. Such amendment shall become effective after the ninety-day notice period with respect to each Participant without further action by such Participant, provided that such Participant may withdraw from participation at any time within ninety days after notice of the amendment is provided.
- (c) LRS will regularly, and not less than once in each calendar quarter, distribute the Net Proceeds to Participants.
- (d) No funds or personnel of LRS may be used or employed to influence any election; support or oppose any partisan organization; support or oppose the enactment, repeal, or modification of any federal or state legislation; or seek to influence any federal or state local government officials in the discharge of their official functions.

<u>Section 12. Fiscal Year.</u> LRS shall operate on a fiscal year from 12:01 a.m. January 1 of each year to 12:00 midnight December 31 of the succeeding year (the "<u>LRS Year</u>"). Application for participation, when approved in writing by LRS shall constitute a continuing contract for each succeeding LRS Year unless cancelled by LRS.

Section 13. Amendment. This Agreement may be amended by an agreement executed by those Participants constituting a majority of the Participants in LRS during the current LRS Year. In lieu of this amendment procedure, the Participants hereby appoint a 4/5 majority (i.e., at least four Directors) of the LRS Board of Directors agents to make any amendments to this Agreement that would not fundamentally alter the contemplated arrangement. Written notice of any amendment proposed for adoption by the LRS Board of Directors shall be mailed to each Participant not less than 30 days in advance. Written notice of amendments finally adopted by the LRS Board of Directors shall be mailed to each Participant not more than 30 days after adoption.

<u>Section 14. Terms Applicable on Admission.</u> Any entity that formally applies to participate in LRS and is accepted by LRS shall thereupon become a party to this Agreement and be bound by all of the terms and conditions hereof. A Participant may withdraw from participation by delivery of written notice of withdrawal at least 90 days prior to the end of an LRS Year, to be effective as of the end of such LRS Year.

Section 15. Term; Dissolution. LRS has been established with the bona fide intention that it shall be continued in operation indefinitely and that the contributions to LRS shall continue for an indefinite period. However, the LRS Board of Directors reserves the right at any time to terminate LRS by a written instrument to that effect executed by at least four-fifths (4/5) of the members of the LRS Board of Directors. Such written termination notice shall be delivered to each Participant no less than 120 days prior to the effective date of termination. In the event of such termination, Participant contributions shall cease as of the date of termination and the assets then remaining in the fund shall continue to be used and applied, to the extent available, for the (a) payment of claims arising prior to such termination and (b) payment of reasonable and necessary expenses incurred in such termination. Any monies or other assets thereafter remaining in LRS shall be distributed pro rata to the Participants in LRS as of the day of termination. In no event shall any such assets be returned or distributed to any individual. Upon such termination, the LRS Board of Directors shall continue to serve for such period of time and to the extent necessary to effectuate termination of LRS.

[signatures appear on following page]

**IN WITNESS WHEREOF**, the Participants listed below acknowledge their participation in LRS and acceptance of obligations thereunder, by the due execution hereof, following appropriate governmental body approval, by its mayor or other duly authorized official. Further, LRS has caused these presents to be signed by its President and attested by its Vice President.

MUNICIPAL ASSOCIATION OF SOUTH CAROLINA		
B. Todd Glover, Executive Director		
LOCAL REVENUE SERVICES, A DIVISION OF TH MUNICIPAL ASSOCIATION OF SOUTH CAROLINA	ΙE	
Mayor Rick Osbon, President of LRS		
ATTEST:		
Mayor Barbara Blain-Bellamy, Vice President of LR	S	

#### **PARTICIPANT SIGNATURE PAGE**

#### TOWN OF BLUFFTON, SOUTH CAROLINA

Name: Stephen Steese Title: Town Manager

ATTEST:

Name: Kimberly Gammon Title: Town Clerk of Bluffton

#### APPENDIX A: FORM OF PARTICIPANT PROGRAM SUPPLEMENT

**WHEREAS**, the Town of Bluffton (the "Municipality") has applied for and been approved to participate in South Carolina Local Revenue Services ("LRS");

**WHEREAS**, the Municipality has executed a counterpart of the Local Revenue Services Agreement (the "Agreement") by and among itself and all other participants in LRS;

**WHEREAS**, capitalized terms used and not otherwise defined herein have the meaning given to such terms in the Agreement;

**WHEREAS**, pursuant to the Agreement, LRS has established Revenue Service Programs for Statewide Business Licenses and other Impositions; and

**WHEREAS**, the Municipality now desires to agree to participate in one or more Revenue Service Programs;

**NOW, THEREFORE**, the Municipality hereby agrees with LRS as follows:

**Section 1. Participation in Revenue Service Programs**. The Municipality hereby elects and agrees to participate in the following Revenue Service Programs: ITP / BTP / TTP.

**Section 2. Term**. This Participant Program Supplement is effective until December 31, 2023, and shall continue from year-to-year thereafter until terminated by either party upon notice delivered in writing given at least 90 days prior to the next upcoming December 31.

**Section 3. Payment for Services**. The Municipality agrees that it will compensate LRS for its services as set forth in the Agreement. Initially, such compensation shall be in the amount of four percent of Gross Proceeds collected for the benefit of the Municipality within each Revenue Service Program, subject to any volume discount approved from time to time by the LRS Board of Directors, together with any interest earned on funds held on deposit prior to disbursement. The Municipality acknowledges that this amount represents operating expenses payable to LRS for services rendered. For accounting and recordkeeping purposes, LRS will apply this rate to the Municipality separately within each Revenue Service Program.

- **Section 4. Expenses; Fund Accounting.** (a) The rate for services established herein shall be inclusive of all administrative expenses of LRS, except legal expenses incurred in connection with the services rendered. Legal expenses incurred by LRS are not included in the base rate and shall be prorated to all Participants in direct relationship to the disbursements of the Revenue Service Program to which the legal expenses relate.
- (b) LRS will deposit all funds received in an appropriate account for which accurate records will be maintained. Business license taxes collected for the Municipality, less the service charge herein agreed to, will be disbursed to the Municipality on or before March 1 of each calendar year and thereafter as remaining collections permit.

**Section 5. Special Provisions for BTP**. (a) Pursuant to Title 38, Chapter 45 of the South Carolina Code of Laws (the "Brokers Insurance Statute"), the Municipality designates the Municipal

Association of South Carolina as the municipal agent to act on behalf of the municipality for the purposes of the Brokers Insurance Statute.

(b) The Brokers Insurance Statute governs the receipt from the South Carolina Department of Insurance ("DOI") and distribution to the Municipality of all municipal premium taxes from brokers for non-admitted surplus lines insurance. Upon receipt of the taxes from the DOI, LRS will deposit all funds received in an appropriate account for which accurate records will be maintained. Taxes will be disbursed to the Municipality, less the service charge herein agreed to, as collections permit.

#### PARTICIPANT PROGRAM SUPPLEMENT

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**WHEREAS**, the Municipality has executed a counterpart of the Local Revenue Services Agreement (the "Agreement") by and among itself and all other participants in LRS;

**WHEREAS**, capitalized terms used and not otherwise defined herein have the meaning given to such terms in the Agreement;

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(b) The Brokers Insurance Statute governs the receipt from the South Carolina Department of Insurance ("DOI") and distribution to the Municipality of all municipal premium taxes from brokers for non-admitted surplus lines insurance. Upon receipt of the taxes from the DOI, LRS will deposit all funds received in an appropriate account for which accurate records will be maintained. Taxes will be disbursed to the Municipality, less the service charge herein agreed to, as collections permit.

#### TOWN OF BLUFFTON, SOUTH CAROLINA

Name: Stephen Steese Title: Town Manager

**ATTEST:** 

Name: Kimberly Gammon
Title: Town Clerk of Bluffton

Date: February 28, 2023

To: Mayors, Managers, Administrators, Clerks and

**Local Revenue Service Contacts** 

From: Caitlin Cothran, Manager for Local Revenue Services

Re: Ordinance, Agreement, and Supplement for Local Revenue Service Programs

PROMPT ACTION REQUIRED

For many years, the Municipal Association has offered collection programs for certain business license taxes. These programs include the Insurance Tax Collection Program, the Brokers Tax Collection Program, and the Telecommunication Tax Program. The Municipal Association has collectively rebranded these programs as Local Revenue Services and has renamed the three business license programs as the Insurance Tax Program (ITP), the Brokers Tax Program (BTP), and the Telecommunication Tax Program (TTP).

In addition, by Act 176 of 2020,<sup>1</sup> the General Assembly standardized business licensing in the State of South Carolina. Following the adoption of this Act, the Municipal Association provided a revised model business license ordinance. Every municipality in the State has adopted a revised business license ordinance based on Act 176 and the new model ordinance.

As a result of the Local Revenue Services rebranding and the adoption of new local business license ordinances under Act 176, the Association is required to update the ordinances and agreement by which municipalities may participate in Local Revenue Services. Please note as follows:

- There are THREE attachments to this memo: (1) an ordinance to participate in Local Revenue Services, (2) an intergovernmental agreement for the programs, and (3) a program participant supplement by which a municipality elects which programs to join.
- In order to continue to participate in Local Revenue Services, <u>your municipality must (1) enact</u> the attached ordinance and, (2) once the ordinance is enacted, sign the attached agreement and supplement.
- The ordinance must be completed where highlighted and then enacted exactly as written.
- The agreement must be signed exactly as written.
- The supplement must be **completed where highlighted and then signed exactly as written**.
- The Setoff Debt Program is not affected by the attached documents, which relate only to ITP, BTP, and TTP.
- The Association must have a certified copy of your amended ordinance, together with the
  original signed agreement and supplement, by <u>May 26, 2023</u>. We will send you a copy of the
  final agreement with the Municipal Association's signature for your file. If you require an
  original signed agreement for your files, provide two signed agreements to the Municipal
  Association.

<sup>&</sup>lt;sup>1</sup> The Business License Standardization Act, found at S.C. Code Sec. 6-1-400 to -420.

The new program documents will not substantially change the operation of the Local Revenue Services programs from your perspective. The Municipal Association will continue to administer and collect business license taxes within ITP, BTP, and TTP. The rates for the Municipal Association's services will remain exactly the same as they are now. Finally, distributions of collected amounts will be made in the same manner and at approximately the same times as they are now.

The substantial changes to the Local Revenue Services programs are as follows:

- The new agreement is an intergovernmental agreement among all of the participating governments, rather than a series of standalone agreements.
- Local Revenue Services will act in its own name as a division of the Municipal Association and will be governed by a committee of the Municipal Association's Board of Directors.
- The terms on which the Municipal Association is delegated the authority to resolve litigation on behalf of its members have been clarified.
- An appeals process, as required by and consistent with Act 176, has been formally adopted.

If you have questions about the attached documents, please contact Caitlin Cothran at (803) 354-4786 or <a href="mailto:ccothran@amsc.sc">ccothran@amsc.sc</a>.

If your municipal attorney has questions about the attached documents, please direct him or her to contact Eric Shytle, General Counsel of the Municipal Association, at (803) 933-1214 or <a href="mailto:eshytle@masc.sc">eshytle@masc.sc</a>.

#### Recommendation of Motion

"I make a motion to approve an Amendment to Town of Bluffton Code of Ordinances, Chapter 6, Business and Business Regulations, adding Division 1. – Local Business Licenses and Division 2. – Business Licenses for Insurers, Brokers, and Telecommunications Providers to add Article II, Business Licenses and Regulations, Authorizing and Directing the Town of Bluffton to Enter into an Intergovernmental Agreement Relating to South Carolina Revenue Services; to Participate in one or more Local Revenue Service Programs, to Execute and Deliver One or More Participant Program Supplements, and other Matters Relating Thereto."

#### **TOWN COUNCIL**

## STAFF REPORT Projects and Watershed Resilience Department



MEETING DATE:	April 11, 2023
PROJECT:	Approval to Authorize a Construction Contract with Southern Palmetto Landscapes Inc. for Landscape Improvements at the Oyster Factory Park Parking Lot (Fiscal Impact - \$106,030.47)
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**RECOMMENDATION:** Town Staff recommends that Town Council authorize the Town Manager to execute a Contract (Attachment 2) with Southern Palmetto Landscaping Landscapes Inc. for the Oyster Factory Park Landscape Improvements Project. The scope of services includes Planting, Irrigation, Grading, Hardscape, Low Voltage Lighting, Sodding, and other Miscellaneous items needed for the project.

The proposed Contract amount for this work is \$106,030.47 and is within the approved budget limits established with the Adopted Consolidated Municipal Budget for Fiscal Year 2023 and illustrated on the attached FY 23 CIP Data Sheet (Attachment 3). In addition, Staff is requesting that Town Council authorize a contingency up to 15% of the contract amount to address any unforeseen changes that may arise during construction.

**BACKGROUND/DISCUSSION:** Oyster Factory Park includes a boat ramp and courtesy dock, boat parking, cookout pavilion, walkways and two historic structures. Oyster Factory Park is home to the Garvin Garvey House as well as the Bluffton Oyster Company, the only hand shucking oyster facility in South Carolina. The Park is comprised of several parcels with some owned by Beaufort County and one co-owned with the Town of Bluffton. The Park is operated through an Intergovernmental Agreement with Beaufort County, with the Town designated to manage all Capital Improvements and maintenance.

A 2015 Master Plan was prepared by Witmer Jones Keefer and approved by Town Council. The Master Plan was updated in 2020 and presented to Town Council at the January 2021 Quarterly Workshop for review and approval. At the workshop, Staff was directed to proceed with the design of the parking area and pedestrian pathways located north of the existing pavilion. Witmer Jones Keefer prepared the Construction Documents for the landscape improvements and an Invitation for Bid was posted in February 2023.

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

The bid opening was held on Tuesday 3/14/2023, with the results listed in the attached Bid Summary (Attachment 4). Bids were reviewed for accuracy and completeness. Southern Palmetto Landscapes Inc. was determined to be the lowest responsive and responsible bidder. The bid comparison for the scope of work listed above is as follows:

September 13, 2022 Section X. Item #2.

•	Southern Palmetto Landscapes Inc	\$ 106,030.47
•	The Greenery Inc	\$ 129,969.28
•	Hilton Head Landscapes LLC	\$ 130,485.95
•	Davis Landscaping LLC	\$ 272,372.00

**NEXT STEPS:** Upon approval of this Contract, Staff will schedule a Project Kick off meeting in May 2023 with the construction planned to commence in June 2023.

**SUMMARY:** The implementation of this project is consistent with the Town of Bluffton's Comprehensive Plan and FY 2021-2022 Strategic Plan to support Infrastructure and Community Quality of Life Strategic Focus Areas. Town Staff requests approval of the attached Contract to proceed with the work described above.

#### **ATTACHMENTS:**

- 1. Presentation
- 2. Draft Contract
- 3. Project Data Sheet
- 4. Bid Summary
- 5. Recommended Motion



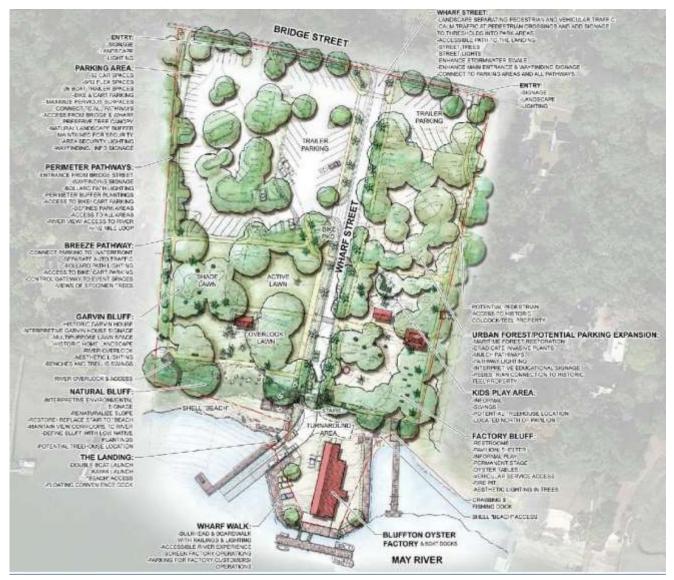
# Approval to Authorize a Construction Contract with Southern Palmetto Landscaping Inc. for Landscape Improvements of the Parking Area at Oyster Factory Park (Fiscal Impact - \$106,030.47)

Presentation to Town Council
April 11, 2023
Department of Projects & Watershed Resilience
Kim Washok-Jones

# **Background**

## 2015 Oyster Factory Park Master Plan





- Master Plan approved by the Town, Beaufort County and the Open Land Trust for recreational, scenic and historic uses.
- This 2015 Plan was used as the exhibit for the Amendment of Conservation Easement Agreement dated October 19, 2015.

# Background - continued

## Master Plan Update - Council Feedback (7/2021)



- Proposed northern parking lot to accommodate passenger vehicles rather than more boat trailer parking.
- Relocate playground and tree house from behind pavilion
- Update/Increase power service at cookout area
- Consult with Beaufort County & Rural and Critical Land Preservation Program to verify that proposed updates are consistent with existing Agreements
- Upgrade ground surface and drainage inside cookout area (crushed oyster shell, plantation mix, coral stone, etc.)
- Provide convenient access points for loading and unloading to the event area but restrict vehicular traffic through the park space.

Page 72

# 2022 Master Plan Update

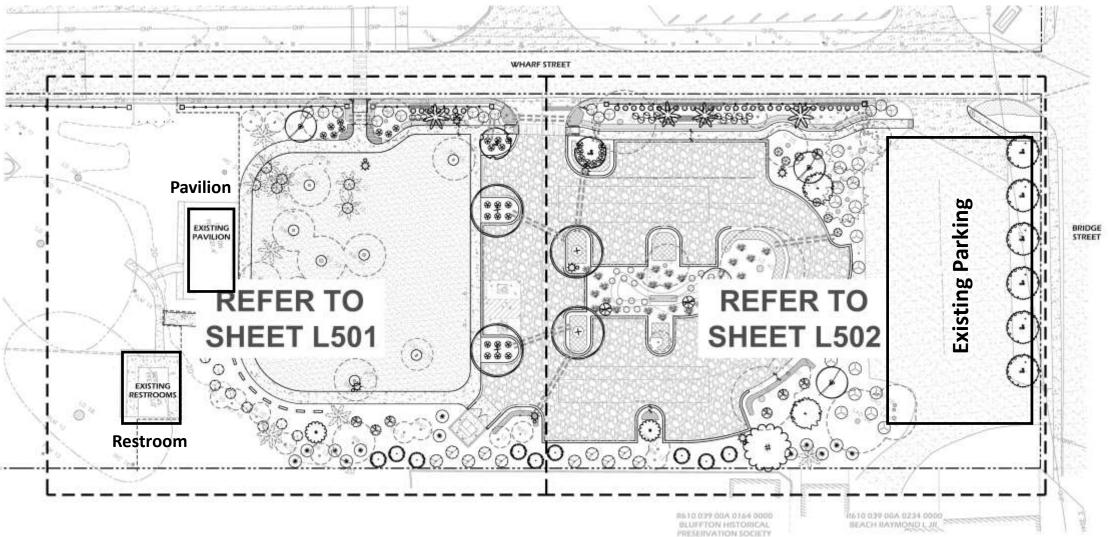




- Beaufort County Council approved a Master Plan Amendment in November, 2022.
- Site Development
   Construction of the parking area is underway

# Parking Area Landscape – Enlargement





## Parking Area Scope - Plan Features

Section X. Item #2.

- Northern Parking Area to provide 35 Car Spots & 11 Golf Cart Spots.
- Driving Surface will be pervious (gravel).
- Drainage System designed to retain the 100-year storm event
- Project will provide sod, plants, irrigation, trees, columns.
- Landscape Construction to begin after Civil Construction.
- Event lawn will be graded and sodded to facilitate events
- Project duration is planned to be complete within 60 Days of the completion of the parking lot site work.

# Recommendation



• Invitation for Bid responses on 3/14/22 included:

➤ Southern Palmetto Landscaping Inc. \$ 106,030.47

➤ The Greenery Inc \$ 129,969.28

➤ Hilton Head Landscapes LLC \$ 130,485.95

➤ Davis Landscapes LTD \$ 272,372.00

 Staff recommends Town Council authorize the Town Manager to execute a Contract with Southern Palmetto Landscapes Inc for \$106,030.47, which is in budget for Fiscal Year 2023, to construct the landscape improvements at the new Oyster Factory Park parking improvements.

Page 76



# **Next Steps**

• Following Council approval of the contract, staff will execute the contract and schedule a Project Kick off meeting in mid-May 2023 with the contractor.



# QUESTIONS & DISCUSSION

# Recommended Motion

"I move to authorize the Town Manager to enter into the Agreement with Southern Palmetto Landscaping Inc covering the Landscape Improvements of the Parking Area at the Oyster Factory Park. The Agreement includes a commitment from the Town of Bluffton for \$106,030.47 and a 15% contingency to be paid from the appropriate Town Fund."

Section X. Item #2.

### STATE OF SOUTH CAROLINA ) TOWN OF BLUFFTON AGREEMENT COUNTY OF BEAUFORT ) NUMBER 2021-xx

**THIS AGREEMENT** is made the \_\_\_\_\_ of \_\_\_\_\_\_, 2021 between Southern Palmetto Landscaping Inc (hereinafter called "Contractor") and the Town of Bluffton (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

**WHEREAS,** the Town desires to install Landscape improves such as plants, grasses and irrigation, hardscape, and other improvements included in Witmer Jones Keefer Landscape Plans; and

WHEREAS, the Town and Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below:

**NOW, THEREFORE,** for and in consideration of the mutual promises, undertaking and covenants set forth herein, the receipt and sufficiency of which are acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

- 1. Services/Schedule: The Contractor shall perform services per the attached scope of work in Attachment 1. Contractor to perform scope defined in Witmer Jones Keefer plans in 60 Days.
- 2. Deliverables: The deliverables resulting from execution of the above-mentioned work shall include but not limited to:

Plants, bushes, grasses, irrigation, hardscape, fencing, and other scope as outlined in Witmer Jones Keefer Plans

- 3. Fees: The total cost of these services shall be \$106,030.47 per Attachment 2.
- 4. Invoicing: The Contractor shall send invoices via email simultaneously to invoice@townofbluffton.com and to their Town project manager. Invoices may also be sent to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: Accounts Payable if emailing is not possible. The invoice should reference contract number 2021-XX and the purchase order associated with the task order. Approved invoices shall be paid within 30 days upon receipt of the invoice in the Finance Department.
- 5. General Terms and Conditions:
  - a. The Contractor shall be required to maintain the appropriate amounts and coverages of insurance for general liability, auto liability, professional liability (as required), and workers compensation as identified in Attachment 3 for the entire length of the agreement. The contactor must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured on their policy. The Contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
  - b. Work will commence at NOTICE TO PROCEED and/or Purchase Order and expire upon completion and acceptance of the project. All deliverables, whether goods, services, supplies, or other, shall become the property of the Town. Any deliverables that may be provided in hard copy and electronic form, such as drawings, plans, specifications, reports, or other, shall be provided in such formats and orientations as required by the Town.
  - c. Contractor shall be licensed to perform the work including, but not limited to, a current Town of Bluffton Business License and any required State of South Carolina license.
  - d. Contractor shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.
  - e. In the event the Contractor is required to hire Subcontractors, those Subcontractors must be appropriately licensed by the Town of Bluffton. The Contractor must provide the Town with a list

Page 1 of 8 Form Last Revised 5/11/2021 Page 80

- of all Subcontractors and to immediately notify the Town of any changes. Use of non-licensed Subcontractors is grounds for termination.
- f. The Town Manager or his designee may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience of the Town, the Town will pay the Contractor for costs incurred to that date of termination.
- g. Should any part of this 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.
- h. 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.
- i. This Agreement may not be modified nor any additional work performed unless such modification or work is approved in writing and signed by both parties. The Contractor may not assign this contract without the prior written approval of the Town.
- j. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or an appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
- k. In the event the Town must proceed to litigation to protect or enforce its rights, the Town shall be entitled to recover its reasonable attorney fees and costs.
- 1. In the case of services provided under this Agreement, Contractor shall perform the work consistent with the professional skill and care ordinarily provided by members of its profession practicing under similar circumstances. In the case of goods provided under this Agreement, Contractor shall provide a one (1) year warranty to be measured from the date of final acceptance by the Town.
- m. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by the Agreement. Nothing contained herein creates any relationship between the Town and Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement. The conduct and control of the Contractor's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Contractor. The Contractor's agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
- n. The order of precedence shall be as follows: this Agreement, terms and conditions of the purchaser order, terms and conditions of the solicitation (if any), Contractor provided terms.

Page 2 of 8 Form Last Revised 5/11/2021

IN WITNESS WHEREOF, the parties hereto affixed their signatures hereto the date first written hereinabove.

Southern Palmetto Landscapes Inc	TOWN OF BLUFFTON
Date:	Date:
By:	Ву:
Print Name:	Print Name:
Position:	Position:
Witnesses:	Witnesses:

#### Attachments:

- 1. Scope of Work
- 2. Fee Schedule
- 3. Insurance



Page 3 of 8 Form Last Revised 5/11/2021 Page 82

# Oyster Factory Park Landscape Implementation Schedule Southern Palmetto Landscapes, Inc.

Brick Columns 12 Days

Rail Fence 1 Day

Dumpster Enclosure 5 Days

Irrigation 4 Days

Lighting 1/2 Day

Planting 3 Days

Fine Grade 1/2 Day

Sod 1 Day

Pinestraw 1 Day

Punch 1/2 Day

TOTAL 28.5 Days

Note: Some items may run concurrently.

Section X. Item #2.

### UNIT PRICE SCHEDULE OYSTER FACTORY PARK - PARKING LOT EXPANSION

BLUFFTON, SOUTH CAROLINA Date: FEBRUARY 13, 2023

Job: 16024.24

Southern Palmetto Landscapes, Inc.



www.wjkltd.com

23 Promenade Street, Suite 201 \* Bluffton, South Carolina \* 29910 \* ph 843.757.7411

	Southern Paimetto Landscapes,Inc.								_	UNIT	_	
DESCRIPTION							OTV	LINUT		COST		TOTAL
DESCRIPTION							QTY.	UNIT		COSI		TOTAL
Cita Dranavation	and Forth Mort											
Site Preparation	and Earth Work			_			00.500	05	•	0.00	•	0.745.00
1 2	Fine grading (planting beds, lawn areas, feathering) Soil amendments (planting beds)						30,500 19,000	SF SF	\$ \$	0.09 0.05		2,745.00 950.00
2	Soil amendments (planting beds)					Tatal C	te Prepara		-			
						TOTAL SI	te Prepara	ilion an	u Ea	rtii work	Ф	3,695.00
			,									
Landscape	Key - Botanical Name	Common Name	<u>Height</u>	Spread	Container	Cal.						
TREES	,			-								
		Bracken Brown Beauty										
1	MAGG - Magnolia grandiflora 'Bracken Brown Beauty'	Southern Magnolia	7'-8'	- '	30 gal.	_	1	EA	\$	277.21	\$	277.21
2	QUEV - Quercus virginiana	Live Oak	10'-12'		30 gal.	2.5"	4	EA	\$	263.06	\$	1,052.24
3	SABP - Sabal palmetto	Cabbage Palm (refoliated)	10'-12'		Cont.	-	4	EA	\$	587.70	\$	2,350.80
					·							
<u>UNDERSTORY TREES</u>												
1	CERC - Cercis canadensis	Eastern Redbud	6'-7'	-	15 gal.	-	2	EA	\$	162.27		324.54
2	LAGN - Lagerstroemia indica x fauriei 'Natchez'	Natchez Crape Myrtle	8'-10'	4'-5'	Cont.		2	EA	\$	263.06		526.12
3	MAGL - Magnolia grandiflora 'Little Gem'	Little Gem Magnolia	6'-8'	2'-3'	30 gal.		1	EA	\$	319.28		319.28
4	MAGS - Magnolia x soulangeana	Saucer Magnolia	6'-8'	2'-3'	Cont.		4	EA	\$	277.21		1,108.84
5	MAGV - Magnolia virginiana	Sweetbay Magnolia	6'-8'	2'-3'	' 15 gal.		1	EA	\$	155.21	\$	155.21
SHRUBS												
<u>311K0B3</u>	AZAE - Azalea x encore	Encore Azalea	24"-30"	24"-30"	7 gal.		12	EA	\$	84.33	\$	1,011.96
2	AZAI - Azalea indica	Formosa Azalea	30"-36"	24"-30"	7 gal.		20	EA	\$	64.20		1,284.00
3	CALA - Callicarpa americana	Beauty Berry	24"-30"	24"-30"	7 gal.		6	EA	\$	47.80		286.80
4	CAMJ - Camellia japonica	Japanese Camellia	3'-4'	2'-3'	15 gal.		7	EA	\$	225.45		1,578.15
5	CAMS - Camellia sasangua	Sasangua Camellia	3'-4'	2'-3'	15 gal.		9	EA	\$	225.45		2,029.05
6	DIST - Distylium 'Cinnamon Girl' (PIIDIST-V PP27,631)	Cinnamon Girl™ Distylium	18"-24"	-	3 gal.		33	EA	\$	37.37		1,233.21
7	GARJ - Gardenia jasminoides 'August Beauty'	August Beauty Gardenia	24"-30"	-	3 gal.		1	EA	\$	27.74		27.74
8	GORL - Gordonia lasianthus	Loblolly Bay	36-48"	18"-24"	7 gal.		2	EA	\$	86.78	\$	173.56
9	ILEV - Ilex vomitoria	Yaupon Holly	4'-5'	30"-36"	15 gal.		9	EA	\$	159.03	\$	1,431.27
10	ILLP - Illicium parviflorum	Yellow Anise	3'-4'	2'-3'	7 gal.		10	EA	\$	64.20	\$	642.00

#### **UNIT PRICE SCHEDULE OYSTER FACTORY PARK - PARKING LOT EXPANSION**

**BLUFFTON, SOUTH CAROLINA** Date: FEBRUARY 13, 2023

Job: 160

<b>e: FEBRUAR</b> 16024.24	1 13, 2023							w	ww.wjkl	td.co	m
10024.24	Southern Palmetto Landscapes,Inc.						23 Promenade	Street, Suit	e 201 f Bluffton, So	uth Carolin	a \$ 29910 \$ ph 843.757.7411
	Country annous Landscapes, me.	Purple Diamond Semi-Dwarf									
11	LORC - Loropetalum chinense 'Shang-hi' PP18331	Loropetalum	24"-30"	18"-24"	7 gal.	15	EA	\$	77.48	\$	1,162.20
12	PODP - Podocarpus macrophyllus 'Pringles'	Dwarf Podocarpus	15"-18"	15"-18"	7 gal.	36	EA	\$	69.51	\$	2,502.36
13	SERR - Serenoa repens	Saw Palmetto	18"-24"	18"-24"	7 gal.	25	EA	\$	73.49		1,837.25
14	VIBO - Viburnum odoratissimum	Sweet Viburnum	30"-36"	24"-30"	7 gal.	12	EA	\$	64.20	\$	770.40
ORNAMENTA	AL GRASSES & FERNS										
1	DRYE - Dryopteris erythrosora	Autumn Fern	10"-12"	8'-12"	pint or equivalent 5.5" or	67	EA	\$	9.92	\$	664.64
2	ERAS - Eragrostis spectabilis	Purple Love Grass	•		equivalent 5.5" or	170	EA	\$	16.85	\$	2,864.50
3	PANV - Panicum virgatum	Switch Grass	14"-16"	10"-16"	equivalent	18	EA	\$	13.81	\$	248.58
GROUND CO	OVERS, VINES & PERENNIALS										
1	DIAT - Dianella tasmanica 'Variegata'	Variegated Flax Lily	12"-18"	12"-18"	1 gal.	10	EA	\$	13.81	\$	138.10
					5.5" or						
2	HELA - Helianthus angustifolius	Swamp Sunflower	<b>)</b> //		equivalent pint or	30	EA	\$	16.85	\$	505.50
3	HEME - Hemerocallis x 'Stella de Oro'	Stella de Oro Dwarf Daylily			eguivalent	30	EA	\$	9.92	\$	297.60
4	LANC - Lantana 'Chapel Hill Yellow' PP19548	Chapel Hill Yellow Lantana	8"-12"	8"-12"	1 gal.	6	EA	\$	12.52	\$	75.12
					pint or						
5	LIRM - Liriope muscari 'Big Blue'	Big Blue Liriope	12"-16"	8"-12"	equivalent	260	EA	\$	9.92		2,579.20
6	PLUA - Plumbago auriculata	Plumbago	15"-18"	15"-18"	3 gal.	12	EA	\$	23.42		281.04
7	TRAA - Trachelospermum asiaticum	Asiatic Jasmine	4"-6"		1 gal.	30	EA	\$	11.22	\$	336.60
SOD & MULC	CH										
1	Sod - to match existing					11,500	SF	\$	0.70	\$	8,050.00
2	Mulch - Pinestraw					19,000	SF	\$	0.20	\$	3,800.00
ADD ALTERN	NATE										
1	CHIV - Chionanthus virginicus	Fringe Tree	5'-6'	3'-4'	15 gal.	6	EA	\$	161.98	\$	971.88
IRRIGATION											
	Irrigation to include irrigation plan for Owner approval and									_	
1	irrigation system, complete and installed					1	LS		3,440.00		13,440.00
		•					Tota	ai Lar	ndscape	\$	56,336.95

### UNIT PRICE SCHEDULE OYSTER FACTORY PARK - PARKING LOT EXPANSION

BLUFFTON, SOUTH CAROLINA Date: FEBRUARY 13, 2023

Job: 16024.24

Southern Palmetto Landscapes,Inc.



www.wjkltd.com 23 Promenade Street, Suite 201  $\dagger$  Bluftton, South Carolina  $\dagger$  29910  $\dagger$  ph 843.757.7411

HARDSCAPE							
1	Brick Column (4'-6.5" ht.)	6	EA	\$	4,195.67	\$	25,174.02
2	Split-Rail Fence	60	) LF	\$	47.60	\$	2,856.00
3	Dumpster Enclosure (dumpster pad by others)		LS	\$	15,531.00	\$	15,531.00
			Total Hardscape \$			\$43,561.02	
SITE LIGHTING							
1	Step Light on Brick Column	6	EA	\$	406.25	\$	2,437.50
			Tota	al Sit	e Lighting	<b>j</b> \$	2,437.50

TOTAL \$106,030.47

#### Notes:

	The above Unit Price Schedule was prepared as based on the landscape plans for "Oyster
1	Factory Park Parking Lot Expansion" dated Feb. 13, 2023.
2	The above quantities are based on the plans described in note 1. It is the contractor's responsibility to verify all quantities based on plans received. Contractor shall report any discrepancies to Landscape Architect and Client.
3	The contractor may adjust quantities due to minimum orders and / or account for waste. All adjusted quantities shall be given a reason why the number was adjusted and shall be approved by Landscape Architect and Client.
4	Contractor may add line items and cooresponding quanitities with unit prices due to means and methods of work to be completed in order to finalize plan/project to 100% Client and Property Owner satisfaction.
5	Conduit for irrigation and electrical (lighting on brick columns) to be included in site contractor's scope of work. Refer to engineer's plans.
6	Prices are valid for 90 days from the date of the bid opening.

#### **ATTACHMENT 3**

#### INSURANCE COVERAGES

<u>Workers Compensation</u> – Contractor shall maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

<u>Business Auto Policy</u> – Contractor shall maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability –Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

<u>Professional Liability</u> (**for Professional Services only**) – Contractor shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

<u>Additional Insured Requirements</u> – Except as to Workers' Compensation and Employers' Liability, said certificate(s) shall clearly state that coverage required by the contract has been endorsed as follows:

The Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured.

The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

Page 8 of 8 Form Last Revised 5/11/2021 Page 87

Section X. Item #2.

 Capital Improvements Program Fund Project Data Sheet

 Project Name
 Oyster Factory Park
 Project #
 00059

 Project Manager
 Charles Savino
 Start to End
 FY 2017 - FY 2024

Project Scope

This project is a continuation of the Oyster Factory Park improvements per the 2016 Conceptual Master Plan. Recently completed improvements include a courtesy dock, boat ramp and parking expansion, sidewalks, parking, lighting, landscaping and renovations to the Historic Garvin - Garvey House and Oyster Factory. Future improvements include a expanded parking area, decks and terracing at the existing cook out area, bandstand, treehouse, bottlecap mural, bulkhead, boardwalk, pathways, landscaping, signage and site furnishings.



							Р	roject Bud	get								
	E	Prior Years' Expended		FY2022 Revised Budget		FY2022 Estimate		FY2023 Proposed Budget		FY2024 Forecast		Y2025 orecast		Y2026 orecast		Y2027 orecast	Total Project Forecast
Planning	\$	3,179	\$	4,000	\$	-	\$	6,250	\$	7,750	\$	-	\$	-	\$	-	\$ 17,179
Design		58,453		94,337		45,000		60,000		35,100		-		-		-	198,553
Construction		308,470		220,000		189,412		659,500		1,913,750						-	3,071,132
Other		10,067		1,075		-		2,150		-		-		-		-	12,217
Total	\$	380,169	\$	319,412	\$	234,412	\$	727,900	\$	1,956,600	\$	-	\$	-	\$	-	\$ 3,299,081
						Pro	jec	t Funding s	Soı	urces							
	E	Prior Years' Expended		FY2022 Revised Budget		FY2022 Estimate		FY2023 Proposed Budget		FY2024 Forecast		Y2025 orecast		Y2026 orecast		Y2027 orecast	Total Project Forecast
Grant	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 50,000
Hospitality Tax		232,579		292,812		207,812		350,000		800,000		-		-		-	1,590,391
CIP Fund Balance		65,090		-		-		-		-		-		-		-	65,090
Local ATAX		32,500		26,600		26,600		377,900		1,156,600		-		-		-	1,593,600
Total	\$	380,169	\$	319,412	\$	234,412	\$	727,900	\$	1,956,600	\$	-	\$	-	\$	-	\$ 3,299,081

#### Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

Strategic Focus Area & Guiding Principle

May River & Surrounding Rivers and Watersheds

Guiding Principle #3 Celebrate the May River, its heritage and importance to the community.

A Master Plan update was completed in FY21 and approved by Town Council and the Beaufort County Rural and Critical Land Trust. Design and permitting of the expanded parking lot will be complete in FY22, with construction to start in late FY22. Design of the cook out area improvements and tree house will be complete in FY23, with construction planned to start in late FY23. Future master-planned improvements to

**Project Status** 

#### **Project Origination**

#### 1) FY 2019-2020 Strategic Plan, 2) 2016 Conceptual Master Plan prepared by Witmer Jones Keefer, and 3) 2014 Comprehensive Plan.

#### **Project Performance Measures**

be phased in future years based on funding availability.

Completion of the future improvements will allow for a much improved access to the May River, enhance the Oyster Factory Park as a public gathering space and complete the total revitalization of the park. Project performance will be measured by overall public use of the park.

#### General Fund Operations & Maintenance (O&M) Costs FY2023 FY2024 FY2025 FY2026 FY2027 Total Description Forecast Forecast Forecast Forecast Forecast Forecast Operations TBD \$ \$ \$ \_ \$ \$ Maintenance TBD Total \$ \$ \$ \$ \$

Method for Estimating Costs: O&M costs to be determined upon construction completion.

Attachment 4
Bid Summary

# TOWN OF BLUFFTON PRELIMINARY BID RESULTS IFB # 2023-51 Oyster Factory Park Landscaping IFB

VENDOR NAME	BASE BID	LOCAL VENDOR PREFERENCE	BID PRICE FOR EVALUATION PURPOSES
Southern Palmetto Landscapes	\$ 106,030.47	No	\$ 106,030.47
The Greenery	\$ 129,969.28	Yes	\$ 127,469.28
Hilton Head Landscapes	\$ 130,485.95	Yes	\$ 127,985.95
Davis Landscape, LTD	\$ 272,372.00	No	\$ 272,372.00

#### RECOMMENDED MOTION

"I move to authorize the Town Manager to enter into the Agreement with Southern Palmetto Landscaping Inc covering Landscape Improvements at the Oyster Factory Park. The Agreement includes a commitment from the Town of Bluffton for \$106,030.47 and a 15% contingency to be paid from the appropriate Town Fund."

#### **TOWN COUNCIL**

## STAFF REPORT Projects and Watershed Resilience Department



MEETING DATE:	April 11, 2023
PROJECT:	Approval to Authorize a Construction Contract to Hilton Head Landscapes for Hardscape and Landscape Development adjacent to the Rotary Community Center (Fiscal Impact - \$129,702.54)
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** Town Staff requests that Town Council authorize the Town Manager to execute a construction contract (Attachment 2) with Hilton Head Landscapes for the hardscape and landscape development adjacent to the Rotary Community Center. The scope of work includes limited clearing, grading, rain garden, walkways, concrete paver seating area, landscape, irrigation, site furnishings and other miscellaneous site development items needed for the project.

The proposed contract amount for this work is \$129,702.54 and is within the approved budget limits established with the Adopted Consolidated Municipal Budget for Fiscal Year 2023 and illustrated on the attached FY 23 CIP Data Sheet (Attachment 3). In addition, Staff is requesting that Town Council authorize a contingency up to 15% of the contract amount to address any unforeseen changes that may arise during construction.

BACKGROUND: The Master Plan for Oscar Frazier Park was originally approved in 2001 and amended in 2018 (Attachment 4). The Rotary Community Center and the adjacent Field of Dreams are Town-owned and maintained facilities located within Oscar Frazier Park and several improvements have been implemented over the years according to the approved 2018 Master Plan and a Conceptual Master Plan for the Field of Dreams area (Attachment 5). Some of the more recent improvements included a playground, pavilion and perimeter walkways. With the approval of the FY 21-22 Strategic Plan, Town Council authorized Town Staff to proceed with construction documents for the additional walkway and related improvements adjacent to the Rotary Center. These improvements will improve drainage and provide connectivity from the Rotary Center to the existing Field of Dreams and Bluffton Park sidewalk network. The Scope of Work generally includes the following:

- Mobilization, clearing and grubbing
- Earthwork, excavation, and grading
- Sidewalk and seating area paving
- Rain Garden and Storm Drainage
- Landscape and Irrigation
- Site Furnishings and arbor/swings

Future phases of the park will include a Splash Pad, and Sport Courts. These future improvements are currently in the design phase and are planned to be constructed in FY 24.

April 11, 2023 Section X. Item #3.

Witmer, Jones, Keefer, Ltd and Sturre Engineering prepared the Construction Documents for the Hardscape and Landscape improvements, and an Invitation for Bid was posted in early March.

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

The bid opening was held on Tuesday 3/28/2023, with the results listed in the attached Bid Summary (Attachment 6). Bids were reviewed for accuracy and completeness with Hilton Head Landscapes determined to be the lowest responsive and responsible bidder. The bid comparison for the scope of work listed above is as follows:

Hilton Head Landscapes \$ 129,702.54
 Southern Palmetto Landscapes \$ 203,860.00
 Pacific Contractors, LLC \$ 235,021.00

**NEXT STEPS:** Upon approval of this Contract, Staff will schedule a Project Kick off meeting and Notice to Proceed in May, 2023. Construction for this project would normally take 90 days to complete, however implementation for the walkway areas immediately adjacent to the Rotary Center will have to be coordinated with the Town of Bluffton Special Events Coordinator to avoid any conflicts or disruptions with events already planned for the area.

**SUMMARY:** The implementation of this project is consistent with the Town of Bluffton's Comprehensive Plan and FY 2021-2022 Strategic Plan to support Infrastructure and Community Quality of Life Strategic Focus Areas. Town Staff requests approval of the attached Contract to proceed with the work described above.

#### **ATTACHMENTS:**

- 1. Presentation
- 2. Draft Contract
- 3. Project Data Sheet
- 4. Oscar Frazier Park Master Plan
- 5. Field of Dreams Concept Plan
- 6. Bid Summary
- 7. Recommended Motion



# Approval to Authorize a Construction Contract to Hilton Head Landscapes for Hardscape and Landscape Improvements adjacent to the Rotary Community Center (Fiscal Impact - \$129,702.54)

Presentation to Town Council
April 11, 2023
Department of Projects & Watershed Resilience
Kim Washok-Jones

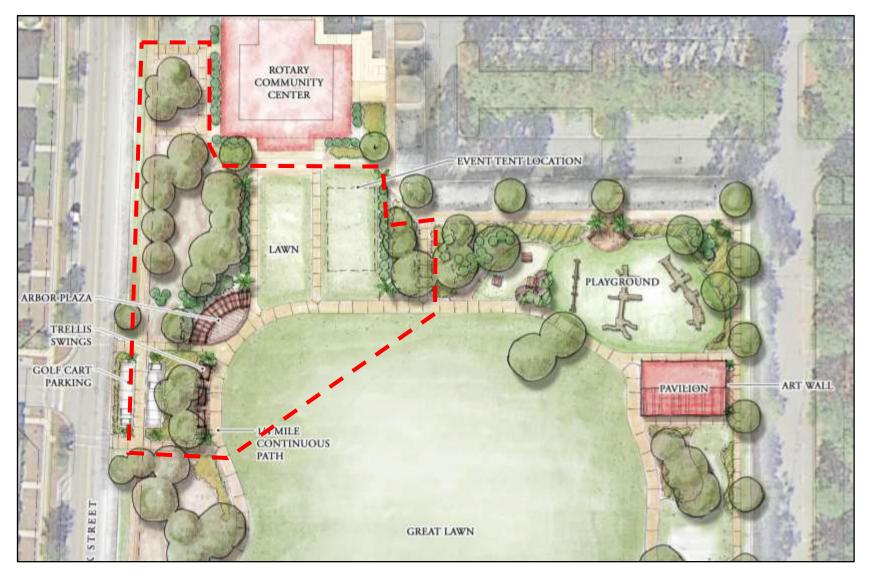
# Background





- Master Plan was originally approved in 2001 and last amended in 2018.
- In recent years, Staff has focused on completing the remaining outdoor recreational facilities near the Field of Dreams including:
  - Replacing FOD turf
  - Playground enhancements
  - Perimeter pathway
  - Pavilion
  - Dog Park, etc.

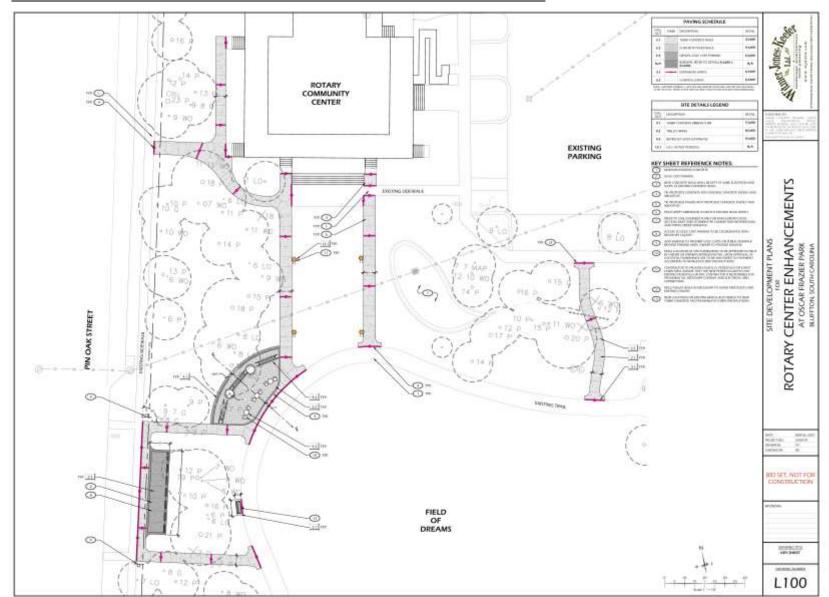
Page 94



2018 Field of Dreams Conceptual Plan



- FOD Concept Plan illustrates hardscape and landscape enhancements adjacent to the Rotary Center including:
  - Tabby Sidewalks with connections to perimeter trail and Bluffton Park
  - Rotary Event Lawn
  - Seating/Plaza Area
  - Golf Cart Parking
  - Trellis/Swings
- Additional improvements to include:
  - Rain garden to improve drainage
  - Power pedestals to support outside eve Page 95









Proposed Sidewalk and Paving Plan Layout

# Bid Results and Recommendation



 Project was bid according to the Town of Bluffton Procurement Policy and bids were received on March 28, 2023. The results are as follows:

Hilton Head Landscapes \$129,702.54

Southern Palmetto Landscape \$203,860.00

Pacific Contractors, LLC \$235,021.00

• Staff recommends Town Council authorize the Town Manager to execute a Contract with Hilton Head Landscapes for \$129,702.54, which is within budget for Fiscal Year 2023, to construct the hardscape and landscape improvements adjacent to the Rotary Community Center.



# **Next Steps**

- Following Council approval of the contract, staff will execute the contract and schedule a Project Kick off meeting in May 2023 with the contractor.
- Continue design of proposed FY 24 improvements are underway including the Sport Courts and Splash Pad



# QUESTIONS & DISCUSSION

# Recommended Motion

"I move to authorize the Town Manager to enter into the Agreement with Hilton Head Landscapes for Hardscape and Landscape Improvements adjacent to the Rotary Community Center at Oscar Frazier Park. The Agreement includes a commitment from the Town of Bluffton for \$129,702.54 plus a 15% contingency to be paid from the appropriate Town Fund."

#### STATE OF SOUTH CAROLINA COUNTY OF BEAUFORT

#### TOWN OF BLUFFTON AGREEMENT NUMBER 2023-54

**THIS AGREEMENT** is made the \_\_\_\_\_ of \_\_\_\_\_\_, 2023 between Hilton Head Landscapes, LLC (hereinafter called "Contractor") and the Town of Bluffton (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

)

)

WHEREAS, the Town desires to install hardscape and landscape improvements such as grading paving, wood construction, rain garden, plantings and other improvements included in Site Development Plans provided by Witmer Jones, Keefer Ltd and Rain Garden Plans prepared by Sturre Engineering. The proposed construction is located adjacent to the Rotary Community Center at Oscar Frazier Park at 11 Recreation Court, Bluffton, SC 29910; and

WHEREAS, the Town and Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below:

**NOW, THEREFORE,** for and in consideration of the mutual promises, undertaking and covenants set forth herein, the receipt and sufficiency of which are acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

- 1. Services/Schedule: The Contractor shall perform services per the attached scope of work described in Attachment 1. Contractor to perform the scope defined in the plans in 90 days.
- 2. Deliverables: The deliverables resulting from execution of the above-mentioned work shall include but not limited to:
  - a. Rough and fine grading, and limited site preparation.
  - b. Tree removal
  - c. Silt and tree protection fencing
  - d. Storm drainage including drop inlet, 10" HDPE pipe and rain garden construction.
  - e. Paving including tabby concrete sidewalks, concrete pavers, and granite fines.
  - f. Trellis/swing
  - g. Trees, shrubs, groundcovers, mulch and sod.
  - h. Power pedestals to match existing.
- 3. Fees: The total cost of these services shall be \$129,702.54 per Attachment 1.
- 4. Invoicing: The Contractor shall send invoices via email simultaneously to <a href="invoice@townofbluffton.com">invoice@townofbluffton.com</a> and to their Town project manager. Invoices may also be sent to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: Accounts Payable if emailing is not possible. The invoice should reference contract number 2023-54 and the purchase order associated with the task order. Approved invoices shall be paid within 30 days upon receipt of the invoice in the Finance Department.
- 5. General Terms and Conditions:
  - a. The Contractor shall be required to maintain the appropriate amounts and coverages of insurance for general liability, auto liability, professional liability (as required), and workers compensation as identified in Attachment 2 for the entire length of the agreement. The contactor must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured on their policy. The Contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
  - b. Work will commence at NOTICE TO PROCEED and/or Purchase Order and expire upon completion and acceptance of the project. All deliverables, whether goods, services, supplies, or other, shall become the property of the Town. Any deliverables that may be provided in hard copy and electronic form, such as drawings, plans, specifications, reports, or other, shall be provided in such formats and orientations as required by the Town.

Page 1 of 5 Form Last Revised 5/11/2021 Page 101

- c. Contractor shall be licensed to perform the work including, but not limited to, a current Town of Bluffton Business License and any required State of South Carolina license.
- d. Contractor shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.
- e. In the event the Contractor is required to hire Subcontractors, those Subcontractors must be appropriately licensed by the Town of Bluffton. The Contractor must provide the Town with a list of all Subcontractors and to immediately notify the Town of any changes. Use of non-licensed Subcontractors is grounds for termination.
- f. The Town Manager or his designee may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience of the Town, the Town will pay the Contractor for costs incurred to that date of termination.
- g. Should any part of this 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.
- h. 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.
- i. This Agreement may not be modified nor any additional work performed unless such modification or work is approved in writing and signed by both parties. The Contractor may not assign this contract without the prior written approval of the Town.
- j. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or an appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
- k. In the event the Town must proceed to litigation to protect or enforce its rights, the Town shall be entitled to recover its reasonable attorney fees and costs.
- In the case of services provided under this Agreement, Contractor shall perform the work
  consistent with the professional skill and care ordinarily provided by members of its profession
  practicing under similar circumstances. In the case of goods provided under this Agreement,
  Contractor shall provide a one (1) year warranty to be measured from the date of final acceptance
  by the Town.
- m. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by the Agreement. Nothing contained herein creates any relationship between the Town and Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement. The conduct and control of the Contractor's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Contractor. The Contractor's agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
- n. The order of precedence shall be as follows: this Agreement, terms and conditions of the purchaser order, terms and conditions of the solicitation (if any), Contractor provided terms.

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

Page 2 of 5 Form Last Revised 5/11/2021 Page 102

IN WITNESS WHEREOF, the parties hereto affixed their signatures hereto the date first written hereinabove.

HILTON HEAD LANDSCAPES, LLC	TOWN OF BLUFFTON
Date:	Date:
By:	Ву:
Print Name:	Print Name:
Position:	Position:
Witnesses:	Witnesses:

#### Attachments:

- 1. Scope of Work and Fee Schedule
- 2. Insurance

Page 3 of 5 Form Last Revised 5/11/2021

#### ATTACHMENT 1

#### SCOPE OF WORK AND FEE SCHEDULE

Page 4 of 5 Form Last Revised 5/11/2021 Page 104

#### Unit Price Schedule Oscar Frazier Park (Rotary Center Hardscape) March 6, 2023



DESCRIPTION	QUANT.	UNIT	UNIT COST	TOTAL
Site work				
1 Rough Grading/Fill Dirt	13,750	SF	\$0.09	\$1,237.50
2 Fine Grading	13,750	SF	\$0.07	\$962.50
3 Soil Amendments	8,000	SF	\$0.07	\$2,720.00
4 Tree Removals	1	LS		
			\$11,237.00	\$11,237.00
5 Silt Fence	740	LF	\$2.75	\$2,035.00
6 Tree Protection Fence	166	LF	\$3.50	\$581.0
7 24"x24" Drop Inlet	1	EA	\$1,423.00	\$1,423.0
8 10" HDPE Pipe	20	LF	\$23.00	\$460.0
9 6" PVC Conduit	8	LF	\$39.00	\$312.0
10 GFI Pedestal	4	EA	\$275.00	\$1,100.0
11 Electrical connenction/Conduit	1	LS	\$11,025.00	\$11,025.0
12 Demo existing bench pad (Relocate Bench)	1	LS	\$235.00	\$235.0
Total Site Work				\$33,328.0
Hardscape				
1 Concrete Ribbon Curb, Flush	156	LF	\$39.00	\$6,084.0
2 Granite Fines Parking	320	SF	\$1.67	\$534.4
3 Golf Cart Wheel Stops	7	EA	\$157.00	\$1,099.0
4 Tabby Concrete Sidewalk	3,254	SF	\$7.25	\$23,591.5
5 Permeable Concrete Paver Walk	775	SF	\$17.50	\$13,562.5
6 Trellis Swing	3	EA	\$4,900.00	\$14,700.0
Total Hardscape	3	LA	φ4,900.00	\$59,571.4
Landscape (Refer to Plant Schedule for sizing	•			
1 LAGN	2	EA	\$527.00	\$1,054.0
2 AZAG	12	EA	\$61.00	\$732.0
3 CALA	6	EA	\$87.00	\$522.0
4 CAMS 5 CLEH	4 6	EA EA	\$245.00 \$47.00	\$980.0 \$282.0
6 PODP	21	EA	\$82.00	\$1,722.0
7 SERR	10	EA	\$104.00	\$1,722.0
8 DRYL	50	EA	\$18.50	\$925.0
9 JUNE	60	EA	\$27.50	\$1,650.0
10 SCHS	25	EA	\$15.00	\$375.0
11 SPAB	20	EA	\$10.75	\$215.0
12 CANF	12	EA	\$22.50	\$270.0
13 HIBM	6	EA	\$62.50	\$375.0
<b>14</b> Sod	5,000	SF	\$1.59	\$7,950.0
15 Mulch (Pinestraw)	4,000	SF	\$0.18	\$710.0
Irrigation (100% Coverage, Complete and	0.000	0=	22.25	00 010 -
16 Installed) Total Landscape	9,000	SF	\$0.69	\$6,210.0 <b>\$25,012.0</b>
SUBTOTAL				\$117,911.4
10% Contingency				\$11,791.1
TOTAL				\$129,702.5

#### Notes:

- 1 The above quantities are reflected for the Bid Set plan dated March 06, 2023
- 2 Materials identified in the cost estimate are intended for pricing purposes only. Materials may be substituted as the design develops. Materials and labor are subject to change based on market conditions, availability, etc.

2023 May

#### IMPLEMENTATION SCHEDULE

						~
MONDAY	TUESDAY 02	WEDNESDAY 03	THURSDAY 04	FRIDAY 05	saturday 06	SUNDAY 07
<b>01</b> Silt Fence	Silt Fence / Tree Protection	Drainge	Electrical	Electrical / Tree Removal	00	07
08 Demo Bench Pad/Electrical	09 Concrete curb	10 Concrete curb	11 Concrete curb	12 Concrete curb	13	14
15 Granite Fines oparking	16 Granite Fines parking / wheel stops	17 Tabby concrete sidewalk	18 Tabby concrete sidewalk	19 Tabby concrete sidewalk	20	21
<b>22</b> Tabby concrete sidewalk	23 Tabby concrete sidewalk	<b>24</b> Tabby concrete sidewalk	25 Tabby concrete sidewalk	26 Tabby concrete sidewalk	27	28
<b>29</b> Tabby concrete sidewalk	30 Tabby concrete sidewalk	31 Tabby concrete sidewalk	01	02	03	04
05	06	Notes:				

2023 June

#### IMPLEMENTATION SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	01 Tabby concrete sidewalk	02 Tabby concrete sidewalk	03	04
05 Permeable concrete paver walk	06 Permeable concrete paver walk	07 Permeable concrete paver walk	08 Permeable concrete paver walk	09 Permeable concrete paver walk	10	11
12 Trellis swings	13 Trellis swings	14 Trellis swings	15 Trellis swings	16 Trellis swings	17	18
19 Trellis swings	20 Soil amendements	21 Rough grade	22 Rough grade	23 Fine grade	24	25
26 Irrigation	27 Irrigation	28 Irrigation	29 Irrigation	30 Irrigation	01	02
03	04	Notes:				

2023 July

#### IMPLEMENTATION SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	01	02
<b>03</b> Irrigation	04 Irrigation	05 Plantings	06 Plantings	07 Plantings	08	09
10 Plantings	11 Plantings	12 Plantings	13 Plantings	14 Plantings	15	16
17 Plantings	18 Plantings	19 Plantings	20 Sod	21 Sod	22	23
24 Mulch	25 Mulch	<b>26</b> Final Clean Up	27 Punch list	28 Punch list	29	30
31	01	Notes:				

#### **ATTACHMENT 2**

#### INSURANCE COVERAGES

<u>Workers Compensation</u> – Contractor shall maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

<u>Business Auto Policy</u> – Contractor shall maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

<u>Professional Liability</u> (for Professional Services only) – Contractor shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

<u>Additional Insured Requirements</u> – Except as to Workers' Compensation and Employers' Liability, said certificate(s) shall clearly state that coverage required by the contract has been endorsed as follows:

The Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured.

The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

Page 5 of 5 Form Last Revised 5/11/2021

Section X. Item #3.

Capital Improvements Program Project Data Sheet

Project Name Oscar Frazier Park Project Manager Pat Rooney Start to End FY 2020 - FY 2024

Project Scope Project Photo or Map

This project includes the design and construction of public recreation and open space amenities to the Field of Dreams area at Oscar Frazier Park. These amenities are being implemented in phases according to a Conceptual Master Plan prepared by Witmer, Jones Keefer, Ltd. Previously completed improvements include new play equipment, synthetic turf, pavilion/restroom, dog park, lighting, landscaping and perimeter walkways. Future improvements may include an outdoor gathering space and additional walkways adjacent to the Community Center, tennis or pickleball courts, splash pad, lighting, site furnishings, landscaping, and leveling and sodding replacement of the Field of Dreams.



											-75	- Trans	211	Street To	1	-	-
	Project Bu							roject Bud	get								
	E	Prior Years' Expended		FY2022 Revised Budget		FY2022 Estimate		FY2023 Proposed Budget		FY2024 Forecast		FY2025 Forecast		FY2026 Forecast	Y2027 orecast		Total Project Forecast
Planning	\$	4,299	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	-	\$ -	\$	14,299
Design		4,078		-		-		40,000		-		-		-	-		44,078
Construction		493,214		81,084		81,084		197,500		880,000		-		-	-		1,651,798
Other		-		-		-		-		-		-		-	-		-
Total	\$	501,591	\$	81,084	\$	81,084	\$	247,500	\$	880,000	\$	-	\$	-	\$ -	\$	1,710,175
						Pro	jec	t Funding S	Sou	rces							
	E	Prior Years' Expended		FY2022 Revised Budget		FY2022 Estimate		FY2023 Proposed Budget		FY2024 Forecast		FY2025 Forecast	-	FY2026 Forecast	Y2027 orecast		Total Project Forecast
TIF	\$	114,734	\$	4,734	\$	4,734	\$	-	\$	400,000	\$	-	\$	-	\$ -	\$	519,468
Grant		50,000		-		-		-		-		-		-	-		50,000
Hospitality Tax		26,362		76,350		76,350		247,500		480,000		-		-	-		830,212
Donation		310,496		-		-		-		-		-		-	-		310,496
Total	\$	501,592	\$	81,084	\$	81,084	\$	247,500	\$	880,000	\$	-	\$	-	\$ -	\$	1,710,176
Str	ateg	ic Focus A	rea	& Guiding	Prin	nciple							Proj	ect Status			

#### Community Quality of Life

Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Additional playground turf, resoding existing field, electrical repairs and power pedestals will be completed in FY22. Additional walkways, patios and tennis or pickleball courts are planned to be complete in FY23. Splash Pad is planned to be designed in FY23 and constructed in FY24 pending Town Council approval.

#### **Project Origination**

#### Project Performance Measures

1) FY 2019-20 Strategic Plan, 2) 2014 Comprehensive Plan, and 3) Master Plan.

These improvements are designed to make these areas more hospitable to encourage the discovery and use by citizens and visitors.

	General Fund Operations & Maintenance (O&M) Costs							
	Description	FY2023	FY2024	FY2025	FY2026	FY2027	Total	
	Description	Forecast Forecas		Forecast	Forecast	Forecast	Forecast	
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Maintenance		-	-	-	=	=	-	
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Method of Estimating Costs: Construction costs were determined based on a detailed estimate of probable construction for the Conceptual Master Plan. O&M costs included in existing Public Services budget.





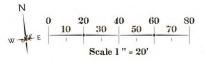


CONCEPTUAL MASTER PLAN

### FIELD OF DREAMS

OSCAR FRAZIER PARK

BLUFFTON, SOUTH CAROLINA



landscape architecture land planning www.wjkltd.com
28 Pressade Strot. Still Stills. South Cardial 189001 ph 84.757.111

APRIL 2018

Note: Plan is conceptual in nature and subject to change

## TOWN OF BLUFFTON BID RESULTS IFB # 2023-54 ROTARY CENTER HARDSCAPE ENHANCEMENTS

VENDOR NAME	BID	LOCAL VENDOR PREFERENCE	ADJUSTED BID PRICE FOR EVALUTION PURPOSES
Hilton Head Landscapes	\$129,702.54	yes	127,202.54
Pacific Contractors, LLC	\$235,021.00	no	235,021.00
Southern Palmetto Landscapes	\$203,860.00	no	203,860.00

Approval to Authorize a Construction Contract to Hilton Head Landscapes for Hardscape and Landscape Development adjacent to the Rotary Community Center (Fiscal Impact - \$129,702.54)

### **Proposed Motion**

"I move to **approve** authorizing the Town Manager to enter into a construction contract with Hilton Head Landscapes for hardscape and landscape development adjacent to the Rotary Community Center for \$129,702.54, plus a 15% contingency."

#### **TOWN COUNCIL**

### STAFF REPORT Projects and Watershed Resilience Department



MEETING DATE:	April 11, 2023
PROJECT:	Consideration of a Resolution Authorizing Initiation of Legal Proceedings Supporting Construction of Historic District Sewer Extensions
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** Staff requests that Town Council adopt a Resolution authorizing the Town Attorney to initiate legal proceedings to confirm title to certain rights of way in Bluffton as necessary to construct Historic District Sewer Extension Phases 4 through 6 (Attachment 2).

**BACKGROUND:** Town Council has recognized that failing septic systems can negatively impact public health, environmental health, quality of life, and economic growth for the Town and that protecting Bluffton's watersheds and other outstanding natural resources is of the utmost importance to the community. To that end, the May River Watershed Action Plan, adopted via Resolution in 2011 as a supporting document to the Town's Comprehensive Plan, recommends the elimination of septic systems throughout the watershed.

Based on this recommendation, staff in conjunction with the May River Watershed Action Plan Advisory Committee developed the Sewer Connection and Extension Policy, adopted via Resolution in 2017, that directs Strategic Plan action via the Capital Improvement Program to:

- 1. prioritize sewer extension and connection in the Historic District within five-hundred (500) feet of the May River and its Coves, and
- 2. acquire ghost road rights-of-way to support such capital projects.

This recommendation to acquire ghost road rights-of-way is also in alignment with The Old Town Master Plan, adopted via Ordinance in 2006, which encourages the Town to undertake efforts to establish clear title to the existing rights-of-ways that exist in Old Town.

Per the Town's "Policy and Procedure Manual for the Acquisition and Disposition of Real Property by the Town of Bluffton," adopted in 2017 and revised in 2020, Staff has been obtaining voluntary execution of quitclaim deeds by impacted property owners for Historic District (HD) Sewer Projects. To date, quitclaim deeds have been acquired for HD Sewer Projects Phase 1 (Pritchard Street sewer connections completed in 2019), Phase 2 (Bridge Street), and Phase 3 (Colcock Street). A construction contract for Phases 2 and 3 was awarded in March 2023 with construction anticipated to begin at the end of April/early May 2023.

April 11, 2023 Section X. Item #4.

HD Sewer Phases 4 (Lawrence Street), 5 (Green Street), and 6 (Pope Lane, Water Street, and Allen Street) are currently under design and will soon be ready to submit for permitting. For a variety of reasons, the majority of property owners in these Phases have not agreed to sign quitclaim deeds conveying any interest they may or may not have in the ghost road abutting their property, which will impede the progress of these projects (Attachment 2, EXHIBIT A).

Per legal counsel, if Staff is unable to obtain voluntary execution of a quitclaim deed by an impacted property owner, the Town can pursue a "quiet title" action and/or a condemnation action to acquire title to the ghost road.

Quiet Title is a process where the owner of real property files a claim with the court to eliminate any other interests claimed to the property. Once this quiet title action is filed with the court, all parties involved must be served notice of the lawsuit. If no party objects, then a final hearing can be held where a judge can grant clean title to the property. If anyone contests the ownership, then a trial takes place before a judge to hear evidence and make a ruling. If the court rules against the Town in the quiet title action and does not grant clear title, the next step would be to initiate the eminent domain process.

#### **NEXT STEPS:**

- Adoption of this Resolution.
- Meetings with Counsel and coordination with required subcontractors.
- File required legal proceedings.

**SUMMARY:** This project originated out of the 2019-2020 Strategic Plan, the May River Watershed Action Plan, and Bluffton's Old Town Master Plan. It is supportive of the following guiding principles of the Town:

- Infrastructure Guiding Principle #3. Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.
- Economic Growth Principle #3 Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses.
- May River & Surrounding Rivers and Watersheds Guiding Principle #1. Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.
- May River & Surrounding Rivers and Watersheds Guiding Principle #2. Seek collaboration and partnerships that project and improve the May, Okatie/Colleton and New Rivers and their watershed.

Consistent with these Guiding Principles, Staff is requesting Town Council to adopt a resolution authorizing the Town Attorney to initiate legal proceedings as necessary to acquire the rights-of-way to construct Historic District Sewer Extension Phases 4 through 6.

April 11, 2023 Section X. Item #4.

### **ATTACHMENTS:**

- 1. Presentation
- 2. Resolution
  - a. EXHIBIT A
- 3. Proposed Motion



# Consideration of a Resolution Authorizing Initiation of Legal Proceedings Supporting Construction of Historic District Sewer Extensions

Presentation to Town Council
April 11, 2023
Department of Projects & Watershed Resilience
Kimberly Washok-Jones

• Town Council recognizes that failing septic systems can negatively impact public health, environmental health, quality of life, and economic growth for the Town and that protecting Bluffton's watersheds and other outstanding natural resources

• To that end, the May River Watershed Action Plan recommends the elimination of septic systems throughout the watershed and directed development of the Sewer Connection and Extension Policy, adopted via Resolution in 2017.

is of the utmost importance to the community.

- The Sewer Connection and Extension Policy directs Strategic
   Plan action via the Capital Improvement Program to:
  - prioritize sewer extension and connection in the Historic District (HD) within five-hundred (500) feet of the May River and its Coves, and
  - acquire ghost road rights-of-way to support such capital projects.
- The Old Town Master Plan, adopted via Ordinance in 2006, also encourages the Town to undertake efforts to establish clear title to the existing rights-of-ways that exist in Old Town.

### Town of Bluffton Beaufort County, SC

### ----



2014 EUREA BULL BIG DATA, FRANCARIE POUT EUREA AN BERLY CANTA 2015 BERLY CHARLES DATA 2017 PERLY DATA COLLECTION BRAIL AREA 2017 THE TREACHES POUTFERNT CANA

+ PRITCHARD

BULLING PROOF BYHEFT WENT B STREET

PARCELLINE 3 COLDOCK

PROPOSED GRINDER LINE

BEWER WARHOLE:

EXISTING BEWEN

A CONSERV

CT BLUFFTON

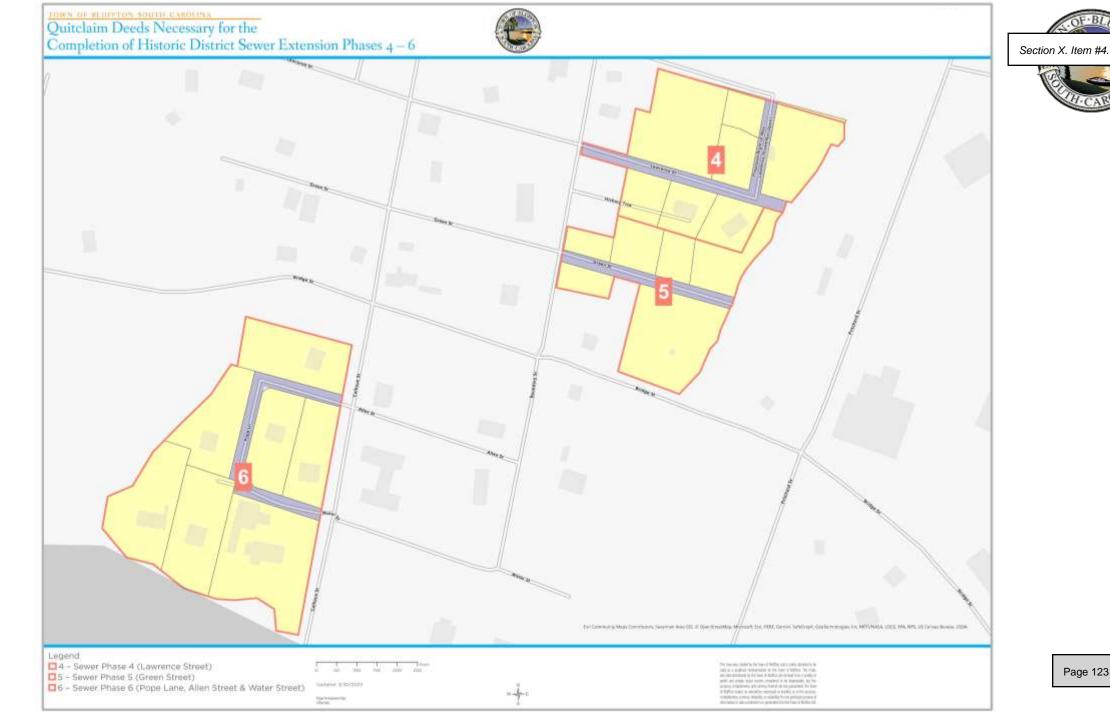
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CONFEDERATE



- All HD Sewer quitclaim deeds have been acquired for:
  - ➤ Phase 1 Pritchard Street (sewer connected in 2019),
  - ➤ Phase 2 Bridge Street, and
  - Phase 3 Colcock Street.
- Not all HD Sewer quitclaim deeds have been acquired for:
  - Phase 4 Lawrence Street,
  - Phase 5 Green Street, and
  - Phase 6 Pope Lane, Water Street, and Allen Street.



- Per legal counsel, if Staff is unable to obtain voluntary execution of a quitclaim deed by an impacted property owner, the Town can pursue a "quiet title" action and/or a condemnation action to acquire title.
- Quiet Title process:
  - The owner of real property files a claim with the court to eliminate any other interests claimed to the property.
  - All parties involved must be served notice of the lawsuit.



- Quiet Title process (continued):
  - If no party objects, then a final hearing can be held where a judge can grant clean title to the property.
  - If anyone contests the ownership, then a trial takes place before a judge to hear evidence and make a ruling.
  - ➤ If the court rules against the Town in the quiet title action and does not grant clear title, the next step would be to initiate the eminent domain process.

### Request



 Staff requests that Town Council adopt a resolution authorizing the Town Attorney to initiate legal proceedings to confirm title to certain rights of way in Bluffton as necessary to construct Historic District Sewer Extension Phases 4 through 6.

### Next Steps



- Adoption of this Resolution.
- Meetings with Counsel and coordination with required subcontractors.
- File required legal proceedings.



# QUESTIONS & DISCUSSION

### **Proposed Motion**



"I move to **adopt** a resolution authorizing the Town Attorney to initiate legal proceedings to confirm title to certain rights of way in Bluffton as necessary to construct Historic District Sewer Extension Phases 4 through 6."

#### RESOLUTION

### A RESOLUTION AUTHORIZING TOWN ATTORNEY TO INITIATE LEGAL PROCEEDINGS TO CONFIRM TITLE TO CERTAIN RIGHTS OF WAY IN BLUFFTON AS NECESSARY TO CONSTRUCT HISTORIC DISTRICT SEWER EXTENSION PHASES 4 THROUGH 6

WHEREAS, Town Council recognizes that failing septic systems can negatively impact public health, environmental health, quality of life, and economic growth for the Town, and realizes that the protection of Bluffton's watersheds and other outstanding natural resources is of the utmost importance to the community; and,

WHEREAS, to protect public health and environmental health the *May River Watershed Action Plan Update and Model Report* (MRWAP) was adopted via Resolution most recently in February 2021 as a supporting document to the Town's Comprehensive Plan; and

WHEREAS, the MRWAP recommended the elimination of septic systems throughout the watershed via development and implementation of a Sewer Extension and Connection Policy; and

WHEREAS, Town Council adopted a Sewer Connection and Extension Policy in September 2017 which directs Strategic Plan action via the capital improvement program to focus on sewer extension in the Historic District within Five-Hundred (500) feet of the May River and its Coves, as well as the acquisition of ghost road rights-of-way to support such capital projects; and

WHEREAS, this recommendation to acquire ghost road rights-of-way is in alignment with *The Old Town Master Plan*, adopted via Ordinance in July 2006, which encourages the Town to undertake efforts to establish clear title to the existing rights-of-ways that exist in Old Town; and,

WHEREAS, Staff has been following the *Policy and Procedure Manual for the Acquisition and Disposition of Real Property by the Town of Bluffton*, adopted by Town Council on April 11, 2017, and revised by Town Council on April 14, 2020, to obtain voluntary execution of quitclaim deeds by impacted property owners for Historic District Sewer Projects; and

WHEREAS, Staff has been unable to obtain the rights-of-way necessary for the installation of public sanitary sewer through voluntary execution of certain quitclaim deeds from several property owners for Historic District Sewer Projects – Phase 4 (Lawrence Street), Phase 5 (Green Street), and Phase 6 (Pope Lane, Water Street, and Allen Street), as depicted in **EXHIBIT A**, which is impeding the progress of Historic District Sewer Projects; and,

### NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, AS FOLLOWS:

1. The Town Council hereby authorizes the Town Attorney, in conjunction with the Town Manager, to initiate legal proceedings to confirm and/or quiet title to certain established rights-of-way located in Bluffton and as necessary for the completion of Historic District Sewer Extension Projects – Phase 4 (Lawrence Street), Phase 5 (Green Street), and Phase 6 (Pope Lane, Water Street, and Allen Street), with such rights-of-way as depicted in **Exhibit A**.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.	
SIGNED, SEALED AND DELIVERED AS OF THIS DAY OF	. 2023.

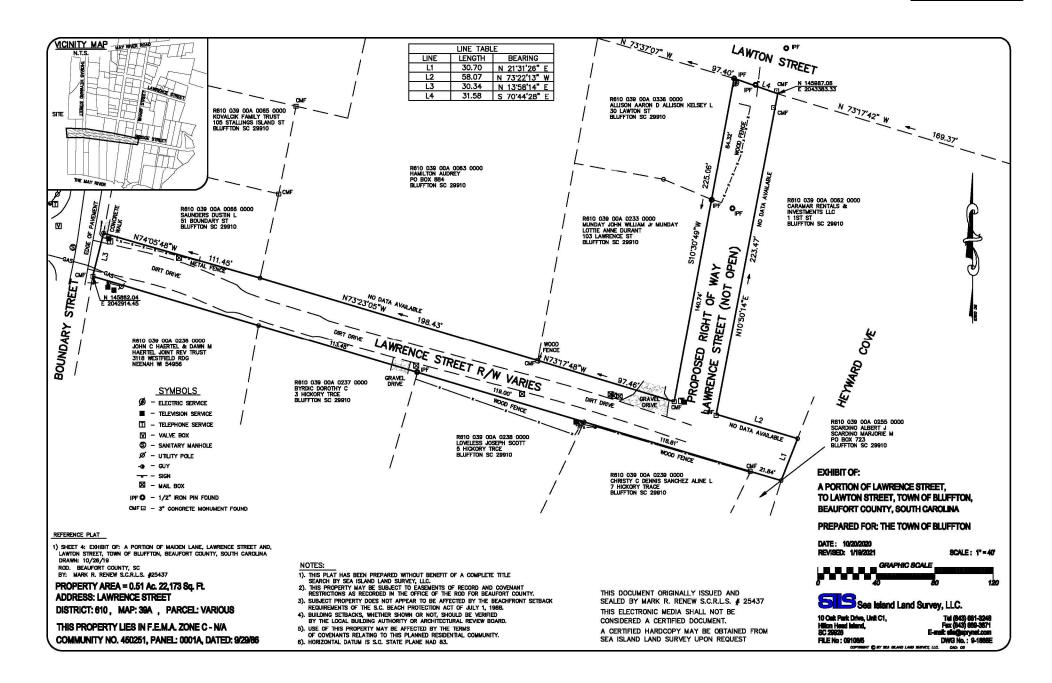
Attac Section X: Nem #7.
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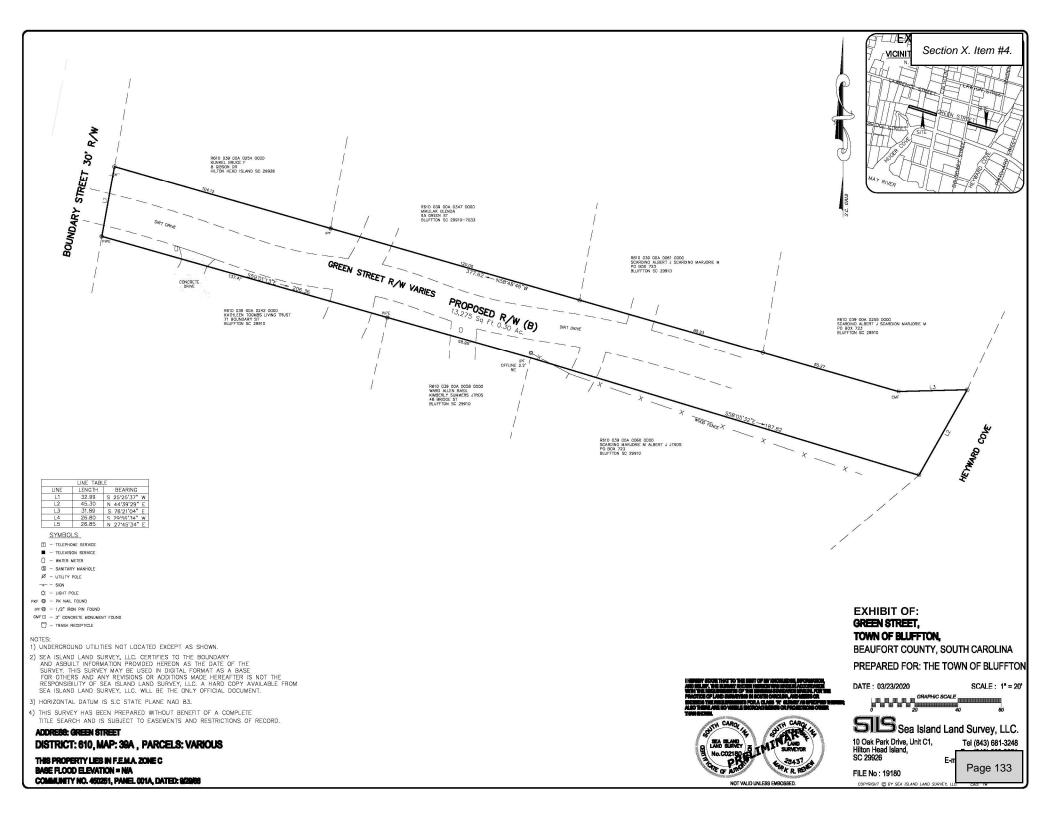
_	
Resol	ution

Lisa Sulka, Mayor	
Town of Bluffton, South Carolina	

ATTEST:

Kimberly Gammon, Town Clerk Town of Bluffton, South Carolina







	CURVE TABLE									
CURVE	LENGTH	RADIUS	CHORD	BEARIN	G	DELTA				
C1	22.47	18.00	21.04	N70'01'29"E		71"31"27"				
C2	44.50	31.36	40.86	S22'44'5	4ª	8178'11"				
	LINE TABLE									
LINE	LEN	STH	BEARING							
L1	0.1	9 S	15"24"38"	w						
L2	5.3		73'32'21"	w						
L3	3.7	78 N	16'27'39"	E						
L4	31.		10"29"21"	Ε						
L5	34.	84 S	47"30"00"	w						



#### SYMBOLS

- SYMBOLS

  THE TREPROSE SERMIC

  THE TREPROSE SERMIC

  SHOW THE TREPROSE

  TH

#### REFERENCE PLATS

1) AN AS-BULT SURVEY OF PARCEL 112 AND PARCEL 115, DISTRICT 610, MAP 39-A.
TOWN OF BULTFON, BEAUFORT COUNTY, SOUTH CAROLINA. DRAWS: 6/19/07
RECORDED IN BOCK 67, PAGE 174, DATED JUN 19, 2001
ROD. BEAUFORT COUNTY, SC
91: FOR

2) A SUBDINISION SURVEY OF 0.80 AC. CALHOUN STREET "SEVEN OAKS" MIS RISIO 039 00A 0117 0000 TOWN OF BILEFTON, BEALERIST COUNTY, SOUTH CAROLINA. DRAINE: 04,04,07 RECORRIDE IN BOOK 174, PAGE 164, DATED 05,78,72008 ROD. BEAUFORT COUNTY, SC 9° DONALD R. CODK, W. S.C.R.L.S. # 18010

3) AN AS-BULLT SURVEY OF PARCEL 113A, WAIER STREET, BUJETTON TOWNSHIP, BEAUFORT COUNTY, SOUTH CAROLINA PARMS—LLY 15, 1996 RECORDED IN BOOK 67, PAGE 103, DATED 8/19/96 ROO. BEAUFORT COUNTY, S BY: FORREST F, BAUGHMAN S.C.R.L.S. # 4922

4) AN AS-BULL SURVEY OF A LOT LOCATED IN THE TOWN OF BULLFTUN, THE SAME REIN SHOWN AS PARCEL SI, TAX MAP TOWN OF BULFTUN, REALPORT COUNTY, SOUTH CAROLINA. DRAWNE, JULY 15, 1989 RECORDED IN BOOK 41, PAGE 59, DATED 54–91 ROD. BEAUTORY COUNTY, SC DR. FEDROSET F. BUJENIAM S.C.R.L.S. § 4922

5) AN AS-BULT SURVEY OF PARCEL 113, POPE LAME © WAITER STREET TOWN OF BLUTTON, SEALORST COUNTY, SOUTH CAROLINA. SEALORST NOON SP, PAGE 135, DATED 9/9/96 ROO. BEAUFORT COUNTY, SC 87. FORWEST F. SAUGHMAN SCRLLS. § 4922

BT: FOREST: 7. MONUMENT SUBJECT. § #9422

10 A PLAT OF PARCEL 116 CALHOUN STRET.
10 N OF BLUFFTON, BEAUFORT COUNTY, SOUTH CAROLINA.
104.14

RECORDED IN BOOK 139, PAGE 138, DATED 11/06/2014

ROD. BEAUFORT COUNTY, SC

171 DONALD R. COOK, 4R. S.C.R.L.S. 

§ 19010

7) STATE OF SOUTH CAROLINA BEAUFORT COUNTY MAP OF A PORTION OF THE HUGER PROPERTY DRAWN: 1/15/51

NOTES:
1) UNDERGROUND UTILITIES NOT LOCATED EXCEPT AS SHOWN.

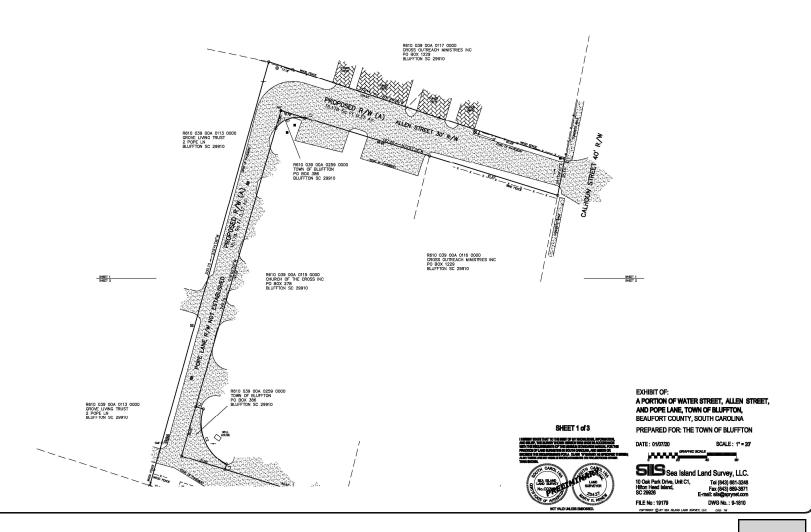
1) ONDERWOODED UTILITIES NOT LOCKED EVENET IS STOWN.

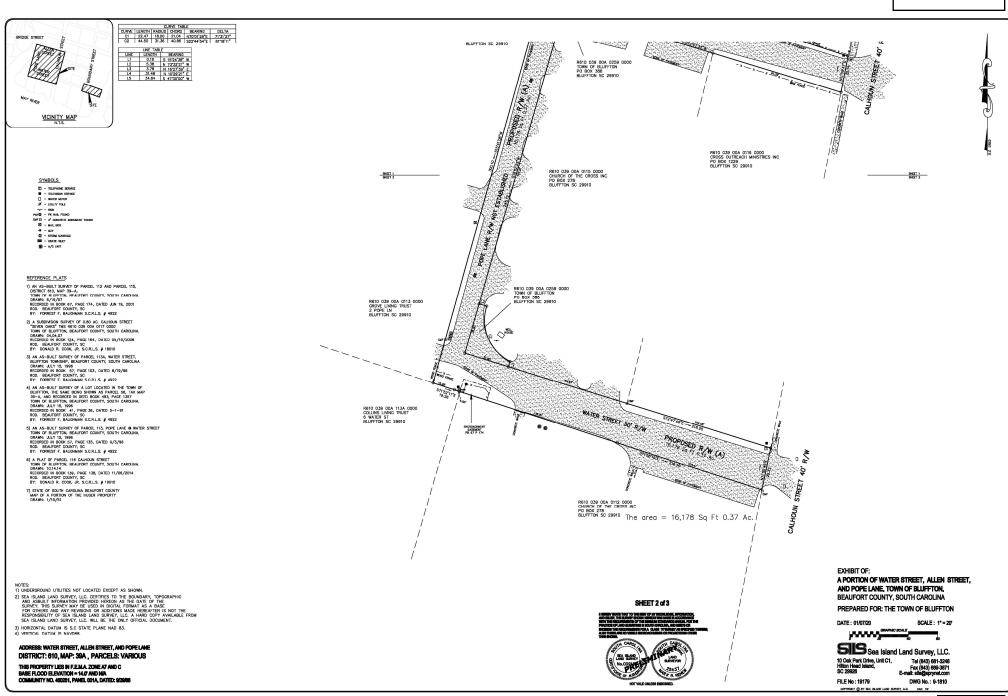
SEA SLAND LAND SURVEY, LLC CERTIFIES TO THE BOUNDARY, TOPOGRAPHIC
SURVEY. THIS SURVEY WAY RE LESSO IN DIGITAL FORMAT AS A BASE
FOR OTHERS AND ANY REVISIONS OR ADDITIONS MADE HEREAFTER IS NOT THE
RESPONSIBILITY OF SEA BLAND LAND SURVEY, LLC. A HARD OPPY AVAILABLE FROM
SEA ISLAND LAND SURVEY, LLC. MLE BET HE OLIVEY FORGIAL DOCUMENT.

HORIZONTAL DATUM IS S.C STATE PLANE NAD 83.
 VERTICAL DATUM IS NAVD88.

ADDRESS: WATER STREET, ALLEN STREET, AND POPE LANE DISTRICT: 610, MAP: 39A, PARCELS: VARIOUS

THIS PROPERTY LIES IN F.E.M.A. ZONE A7 AND C BASE FLOOD ELEVATION = 14.0° AND MA COMMUNITY NO. 480281, PANEL 001A, DATED: 9/29/86





### Attachment 3 Proposed Motion

### Consideration of a Resolution Authorizing Initiation of Legal Proceedings Supporting Construction of Historic District Sewer Extensions

### **Proposed Motion**

"I move to **adopt** a Resolution authorizing the Town Attorney to initiate legal proceedings to confirm title to certain rights of way in Bluffton as necessary to construct Historic District Sewer Extension Phases 4 through 6."

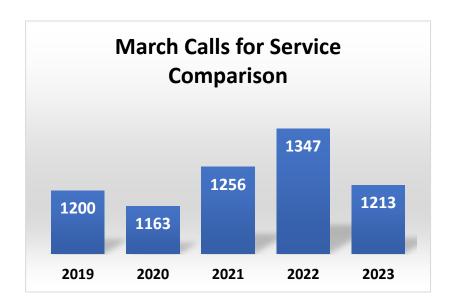
Section XI. Item #1

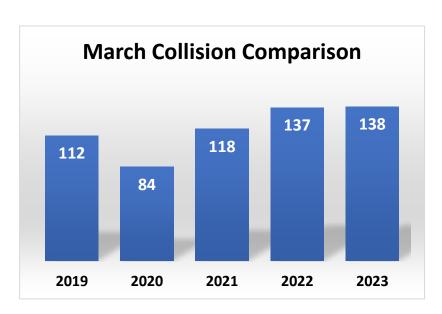


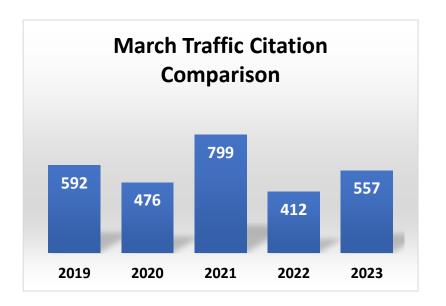
STATISTICAL INFORMATION

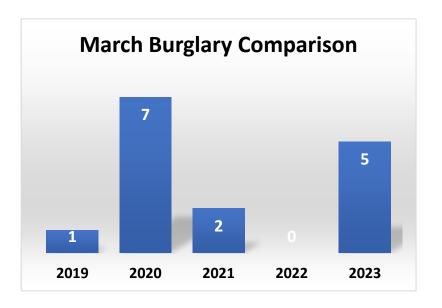
### **BLUFFTON POLICE DEPARTMENT**

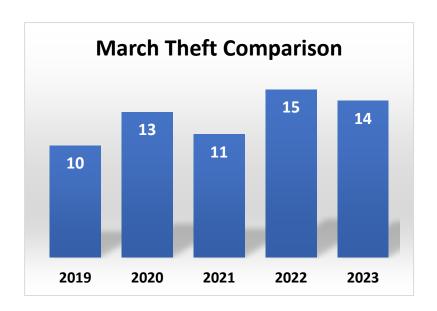
March 31, 2023

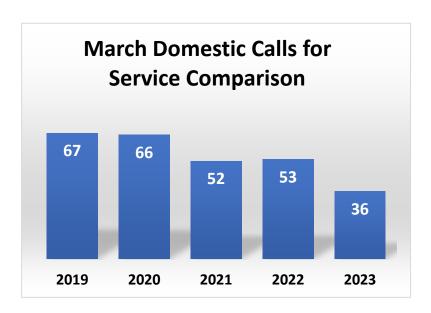


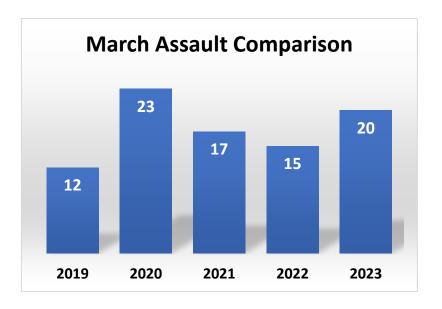


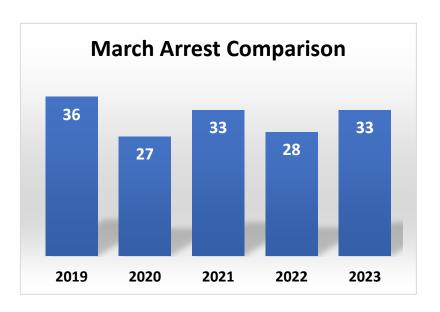




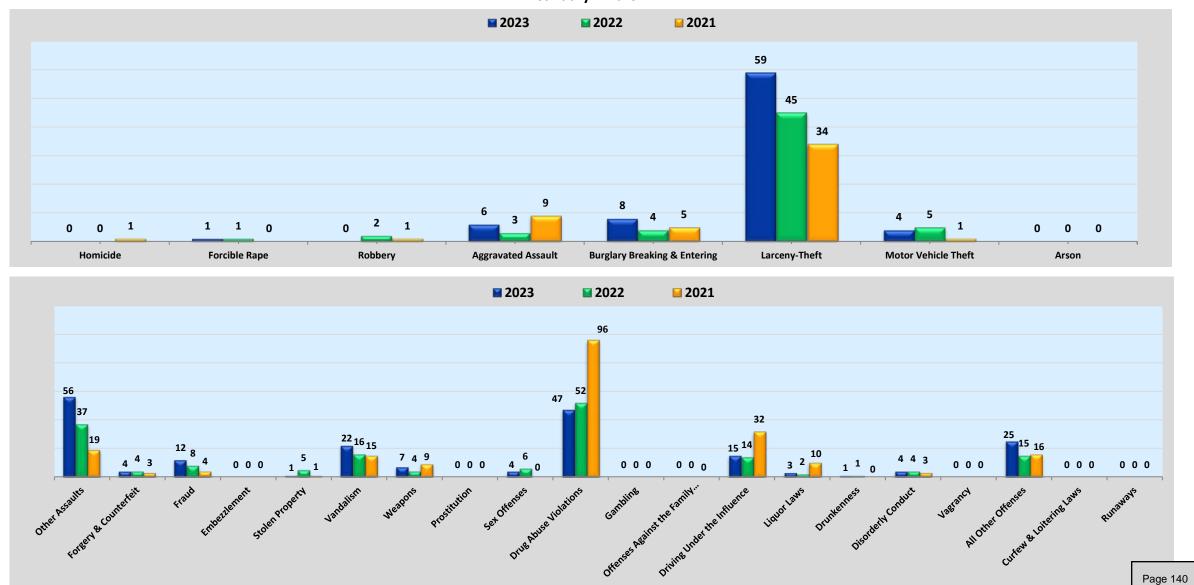








Year-to-Date January - March



### **Law Enforcement Advisory Committee**

No meeting due to lack of quorum.

### Meetings Attended by Chief Joseph Babkiewicz

**Every Wednesday** – Senior Staff Communications Meeting

**Every Wednesday** – Commanders Meeting

- Mar 1<sup>st</sup> Budget Meeting
- **Mar 1**<sup>st</sup> Attend meeting @ Palmetto Electric
- Mar 1<sup>st</sup> WEBEX meeting
- Mar 1<sup>st</sup> Corporals Meeting
- Mar 1<sup>st</sup> Sergeants Meeting
- Mar 2<sup>nd</sup> Meeting with Citizen
- Mar 2<sup>nd</sup> Attend meeting with Bluffton Fire Chief
- Mar 6<sup>th</sup> Attend lunch meeting with Assistant Town Manager
- **Mar 7**<sup>th</sup> Meeting with Mayor and Town Manager
- Mar 7<sup>th</sup> Attending meeting with BHS JV Coach
- Mar 7<sup>th</sup> Tour of LEC for SOLOCO
- Mar 7<sup>th</sup> Meeting with new client
- Mar 7<sup>th</sup> Attend Awards Committee Meeting
- Mar 7<sup>th</sup> Attend FTO meeting
- Mar 8<sup>th</sup> Attend Beaufort County Senior Leadership meeting
- Mar 8<sup>th</sup> Lutzie 43 donation from the Kiwanis Club of Bluffton
- **Mar 9**<sup>th</sup> Meeting with Emergency Manager
- Mar 9<sup>th</sup> 1<sup>st</sup> Amendment Auditors teams meeting

### Meetings Attended by Chief Joseph Babkiewicz cont.

- Mar 9<sup>th</sup> Attend Ribbon Cutting Ceremony at Monkees of Bluffton
- Mar 9<sup>th</sup> BPD Family Night
- Mar 10<sup>th</sup> Meeting with Community Service Assistant
- Mar 10<sup>th</sup> Attend Ribbon Cutting Ceremony at Ma Daisy's Porch
- Mar 10<sup>th</sup> Attend Ribbon Cutting Ceremony at Wine Time Bluffton
- **Mar 10**<sup>th</sup> Lunch meeting with Retired FBI Agent
- Mar 13<sup>th</sup> Meeting with IT
- Mar 14<sup>th</sup> Attend MASC 1<sup>st</sup> Amendment Audit Training
- Mar 14<sup>th</sup> Meeting with Communications and Community Outreach Director
- **Mar 15**<sup>th</sup> Attend meeting with Town Manager
- Mar 15<sup>th</sup> Attend Pre-Termination Hearing
- Mar 15<sup>th</sup> WEBEX meeting
- Mar 16<sup>th</sup> Meet with kindergarten student @ McRiley
- Mar 17<sup>th</sup> Attend meeting with Low Country Crusaders
- Mar 17<sup>th</sup> Attend meeting with Town Manager
- Mar 17<sup>th</sup> Attend meeting with St. Gregory the Great Principal
- Mar 21st Attend Strategic Planning meeting
- Mar 21st Attend Boys and Girls Club meeting
- Mar 23<sup>rd</sup> Attend Security Directors meeting
- Mar 23<sup>rd</sup> Attend Ribbon Cutting Ceremony at Kelly Caron Curated
- Mar 23<sup>rd</sup> Sergeant Promotion Ceremony

### Meetings Attended by Chief Joseph Babkiewicz cont.

- Mar 24<sup>th</sup> Attend Bible Missionary Baptist Church Men's meeting
- Mar 28<sup>th</sup> Meeting with BC School District Superintendent
- Mar 28<sup>th</sup> Attend Command Staff Interviews (2)
- Mar 29<sup>th</sup> Attend Hilton Head Christian Academy meeting
- Mar 29<sup>th</sup> Weekly WEBEX meeting
- Mar 30<sup>th</sup> Attend Church of the Cross Meet and Greet
- Mar 30<sup>th</sup> Attend Prom Promise at Bluffton High School
- Mar 30<sup>th</sup> Attend Ribbon Cutting Ceremony at Dillard-Jones Builders
- Mar 30<sup>th</sup> Attend Touch a Truck and Maker Faire Event at Red Cedar Elementary
- Mar 31<sup>st</sup> Attend SC Criminal Justice Academy Graduation

Commendations -	none
Complaints -	none

### Police Department Demographics as of March 31, 2023

DEPARTMENT	Black	Hispanic	Other	White	<b>Grand Total</b>
Female	1	4	1	13	19
Male	5	4	2	35	46
<b>Grand Total</b>	6	8	3	48	65

SWORN OFFICERS	Black	Hispanic	Other	White	<b>Grand Total</b>
Female	1	2		6	9
Male	5	4	2	30	41
Grand Total	6	6	2	36	50

### **March Officer Training**

### Inhouse (434 hours)

Advanced Defensive Driving Techniques - 3 officers

Ambush Awareness and Preparation - 1 Officer

Answer the Phone - 1 Officer

Arm Lock to Wrist Lock - 1 Officer

Baton Power Development - 1 Officer

Baton Use in Close Quarters - 1 Officer

Bloodborne Pathogens for First Responders - 1 Officer

Chokes and Releases - 1 Officer

Combining Baton and Empty Hand Control Strikes - 1 Officer

Crowd Control 3 - 34 Officers

De-Escalation and Minimizing Use of Force - 1 Officer

Defensive Driving Basics - 2 Officers

Escape from the Mount Using the Backdoor Escape - 1 Officer

Legal Update 2023 - 6 Officers

Line-Up 2023 - 21 Officers

MediAlert: Community Policing Support - 1 Officer

Pre-Academy Training - 2 Recruits

Pursuit Driving - 2 Officers

Questions to Ask During a Drug Interdiction Stop - 1 Officer

Reality Training: Field Sobriety Test - 1 Officer

Temporary Holding Facilities - 32 Officers

### Outside (403 hours)

FBI Command College - 1 Officer

FBI LEEDA IA - 1 Officer

Patrol Rifle Instructor Class - 2 Officers

SCCJA Basic Law Enforcement Training - 1 Officer



CALLS FOR SERVICE TOP 10 CALL TYPES	
911 Hang-Up	136
Activated Alarm	120
Case Follow Up	118
Disturbance	103
Accident	89
Reckless Drving	61
Assist Motorist	44
Misc Call	33
Susp Vehicle	32
Accident W/Injuries	30

TOTAL CALLS FOR SERVICE: 1213

AVERAGE PER DAY: 39

PRO-ACTIVE PATROLS	
Extra Pat Business	1770
Extra Pat Residence	1036
Traffic Stop	544
Traffic Enforcement	101

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
OPERATING VEHICLE WHILE LICENSE/REGISTRATION EXPIRED	48
SPEEDING 15MPH-24MPH OVER	31
SPEEDING: 10 MPH OR LESS	23
DRIVING WITHOUT A LICENSE	21
SPEEDING:11MPH-15MPH OVER	13
DRIVING UNDER SUSPENSION;	13
SPEEDING 25MPH OVER THE SPEED LIMIT	12
DISREGARDING STOP SIGN	8
UNINSURED MOTOR VEHICLE	6
POSS. OF 28G (1 OZ) OR LESS OF MARIJUANA	5

TOTAL CITATIONS ISSUED:	200
AVERAGE PER DAY:	6

UNIFORM TRAFFIC WARNINGS TOP 10 VIOLATIONS	
Speeding	104
Vehicle License Violation	65
Defective Equipment	48
Defective Equipment & more	23
Speeding & more	12
Vehicle License Violation & more	9
Disregarding Stop Sign	8
Disregarding Traffic Signal	8
Improper Turn	7
Change Lane Unlawfully	6

TOTAL WARNINGS ISSUED:	333
AVERAGE PER DAY:	11

CRIMINAL INVESTIGATIONS			
Cases Assigned	20		
Incident Reports	1		
Supplemental Reports	20		
Cases Closed	19		
Arrests Made	1		
Arrest Warrants	5		
<b>Bond Court</b>	7		
Case Call Outs	0		
Search Warrants	0		

### **Case Call Outs:**

- 1. 23BP11945 Domestic
- 2. 23BP14496 Domestic

### **Bond Court:**

- 1. 23BP11068 DV HAN
- 2. 23BP09017 DV 3<sup>rd</sup>
- 3. 23BP11945 DV HAN

### **Mental Health Advocate:**

- 3 Crisis Intervention Calls
- 0 Mental Health Calls
- 6 Officer Referrals
- 8 Case Follow-Ups
- 6 Supplemental Reports
- 40 Ride Along Hours
- 2 Training Hours

### **Training:**

Police One

DV

Section XI. Item #1.

No Data Available for month of March

### **Code Enforcement:**

William Bonhag

### Signs

Multiple Business advertisement signs removed from Old Town and various locations throughout Bluffton.

### **Expired Business License, Notice of Violations**

Letter(s) sent via certified and regular mail to for businesses operating with expired business license, no short-term rental permit and / or balance due on active business license. (None sent this month)

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

- O Spoke with John Ohea of 10 Guerrard Ave
  - Discussed his concerns regarding commercial trailers on street and parked at private property.
  - Stated the vehicles are tearing up the street.
  - Appears No such Code Violation appears related to this matter.
     Will continue to monitor for resolution regarding matter.
- o Complaint via Heather Collin from Carly Bedington from Treewisemen regarding commercial operation at 241 Buck Island Rd.
  - Possible Operating without Business License
    - Reviewed matter with Kevin Icard and appears no law s relating to commercial vehicles on private property.
    - Note: not commercial zoned / residential area.
    - Continue to monitor.

### **Code Enforcement continued:**

- 218 Buck Island Rd./ owner John Flood
- o 3/9/23 Site visit to 218 Buck Island Road, with Sgt. Karafa
  - Numerous violations of town ordinances.
    - Spoke with the property owner, Mr. John Todd and another person currently living on the property.
    - Gave verbal instructions on what would take place after the site visit
      - o Notice of Violation Letter was drafted giving a timeline to correct the biggest violation as a phase one plan
    - We will continue to monitor and have discussions with the owner to ensure compliance is being worked towards
    - Seeking available options to assist in the cleaning of this property along with the removal of junk items and abandoned RV homes and vehicles to assist BPD to avoid any further calls to this property.
    - Boarders living here need to vacate the premises.
- o Spoke with Sheryl Bergman at Bluffton Village Townhomes stating 78A Cassandra LN running a commercial business from home.
  - She identified several commercial vehicles belonging to Camarena Construction, LLC
  - Upon arriving at this location and identified by my photos taken; several of Camarena Construction vehicles parked in this location.
  - 3/8/23 met with Rhonda Durham and Doug Skelly from High Tide Associates (property managers for Bluffton Village) we walked the property, and she took photos and identified the vehicles belonging to Camarena Construction.
  - Rhonda Durham had 2 vehicles (one w/flat tired and 2<sup>nd</sup> abandoned) towed from location via her security company Coastal Security.
  - Maria Camarena /owner rents 78A & 64A for her workers.
  - Maria's BL is registered for a HHI address and not here in Bluffton as her mailing address was 78A Cassandra LN (photo taken) she is going to licensing to change.
  - Spoke with Sharon White from licensing and made her aware of situation regarding this matter. Sharon will not issue a license for this location as it is not commercial zoned, residential only. Sharon will keep me updated.
- o Complaint by Town of Bluffton with regards to 2 business license applications for AIM / Real-estate leasing office on 2<sup>nd</sup> floor at "The Bridge" 69 Calhoun St.
  - Per Kevin 3/13 Richard met with the architect last week and explained his interpretation. We are currently writing a notice of violation (Building Safety) to send out to the business owner(s), which we'll send to Heather first for review. Pending outcome.

### **Code Enforcement continued:**

- o Spoke with Lee/Don at Choo-Choo Express for compliance and agreed.
  - Landscapers starting early morning 6am
  - Blowing rocks at fence and loud equipment noise.
  - Garrett Wood of 5 Branch Way in The Walk/ complainant.
  - Continue to monitor for compliance.
- o Complaint from Hidden Lakes resident Christine Price 24 Waterway Dr
  - 3/20 received from business licensing Sharon White via email.
  - Gran Centenario Social & Lounge 4484 Bluffton Crescent #102, loud music on Sunday morning 3/19 at 1:35am
    - Spoke with Ms. Price, stated that it happens several weekends and she is getting notified from residents as well due to being part of their HOA.
    - Checking to identify police reporting's for this location.
    - Ongoing investigation.
  - 3/15 Complaint by Neumann Enterprise Inc. / Justin Neumann former owner sold his business on 4/1/22 to Beaufort Restoration, LLC d/b/a ServPro at 22 Scott Way Bluffton.
    - On 3/15 I visited this location spoke to JT Martin new owner and asked him to please visit the licensing department to update his business license.
    - JT Martin is presently working with Kristy at BL to bring his license up to date. Once completed she will notify me.
  - 3/15 Complaint by Rogers M. Clifford Peninsula Property Management Services, LLC 1 Mallet Way ste.103 PO Box 3798 Bluffton, this matter is regarding land clearing behind Builtmart.
    - Jordan Holloway from Growth Management is responding via email to Mr. Clifford.
    - Jordan will be contacting me pending further actions to be discussed.
      - Email concern via Kim Jones for 300 Buck Island Rd.

### **Code Enforcement continued:**

- Kim's email went to Bill Baugher for watershed compliance as she wants to be prepared as a complainant signed onto speak at the April town council meeting.
- Watershed inspection responded back to Kim as Kim stated from a stormwater perspective they were in compliance.
- Mr. Baugher noted on his response, Code/BL will need to ensure that truck repair is allowable for this property.
- Codes researched the BL which they have none (South Carolina Trucking, LLC owned by Oscar Cubias) and was Denied by the town on 9/12/22 The property is residential zoned. The next action is identified as In Town Review.
- Received phone complaint from Bill Hicks from "The Walk" residential section.
  - Landscapers starting too early, I asked him to identify company and am awaiting his information.
  - Trucks at 4am going down Stroup Lane. Going to talk with owner.

<b>Bluffton Childrens Academy Meet and Greet</b>	Monthly Firearms Meeting
Bluffton High School SRO Coverage (Two Weeks)	PoliceOne Training
BPD Family Night	Provided Security for Court on Tuesdays.
Church of the Cross Kindergarten Meet and Greet	Reviewed reports for approval.
Crossing Guard Interviews	School K9 Searches
CSA Interviews	School Lock Down Drills
Explorer Program	Sergeants Meeting
Help Assist Setup of Prom Promise	Set Up Cook Out with Cops (June-Baynard Park)
KnowBe4 Training	Touch a Truck Event (RCE)
Mayfest Meeting	

### **CONCERNS VOICED BY THE COMMUNITY: (CALEA 45.2.2a)**

218 Buck Island Road – Property Issue

**241 Buck Island Road – Illegal Business** 

10 Guerrard Ave – Illegal Vehicle Operation on Roadway

78a/64a Cassandra Ln – Illegal Business

4484b Bluffton Park Crescent #102 – Noise Complaint

ALPR STATS FOR THE MONTH OF MARCH	
Total arrests as a result from an ALPR hit traffic stop.	0
Total citations issued as a result from an ALPR hit traffic stop.	0
Total stolen autos recovered.	0
Total stolen license plates recovered.	0
Total suspended tags recovered.	2

### **Downtown Traffic Stats:**

Tickets: 9

Warnings: 13

Truck Route: 0

Parking Tickets: 0

### **Traffic Officers:**

Cpl. Dickson

Tickets: 64

Warnings: 7

Collision Reports: 2

Incident Reports: 0

Ofc. Harden

Tickets: 39

Warnings: 44

Collision Reports: 3

Incident Reports: 0



## TAKE 43 SECONDS TO COMPLETE THE SAFE DRIVING CHECKLIST:

### **Ø** CLEAR HEAD

ENSURE YOU HAVE A CLEAR HEAD—ONE THAT IS NOT AFFECTED BY ALCOHOL, DRUGS OR EMOTIONS.

### **Ø CLEAR HANDS**

HAVE CLEAR HANDS—SEND A TEXT, ADJUST THE RADIO AND PUT ALL DEVICES AWAY SO YOU CAN DRIVE HANDS-FREE.

### **Ø CLEAR EYES**

SET YOUR SIGHTS ON THE ROAD AHEAD. DO NOT LOOK TO THE SIDE AT A PASSENGER OR DOWN AT A TEXT.

### **Ø CLICK IT**

FINALLY, CLICK YOUR SEATBELT. IT'S THE LAW AND COULD SAVE YOUR LIFE!

**⊘** NOW, TURN YOUR KEY.

- March 30<sup>th</sup> Bluffton High School Prom Promise
  - Lutzie 43 Pledge Forms
- March 31<sup>st</sup> Cross Schools
  - Lutzie 43 Presentation for Teachers

## TOWN COUNCIL STAFF REPORT

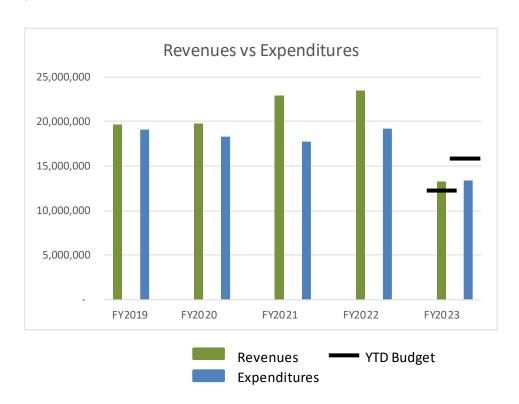
### **Finance & Administration Department**



MEETING DATE:	April 11, 2023
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Assistant Town Manager of Finance &
PROJECT WANAGER.	Administration

### **General Fund Financial Overview:**

The chart below shows the revenue collections and expenditures trend for the last four full years and FY2023 year-to-date (YTD) through February 2023. Revenues have been higher than expenditures the last four full years.



FY2023 YTD through February shows General Fund revenues above the budgeted amount in all line items except for franchise fees, building permits, grants and entitlements, service revenues, fines and fees, and transfers in. YTD February expenditures are tracking below the budgeted amounts except for departments (Municipal Judges and Public Services) an additional judge contract and a large capital purchase paid earlier this fiscal year in Public Services.

Section XI. Item #1. April 11, 2023

### **FY23 General Fund Financial Overview**

Revenues		Expenditures
\$13,215k	YTD	\$13,385k
110.1%	% of Budget	84.2%
\$12,003k	YTD Budget	\$15,905k

### **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

Year-to-date Financial Report Page 161

### Town of Bluffton Actual Versus Budget General Fund



Proper Tares	VI.CARO		Mo	onth of February 2	:023		Year-to-Date thru February 28, 2023							
Property Taxes   \$ 3,029,947   \$ 3,222,879   \$ 3,022,879   \$ 2,075,002   \$ 64,077   \$ 7,074,115   \$ 8,305,009   \$ 1,327,400   \$ 1,057,097   \$ 10,057,097		FY 2022	FY 2023	More/(Less)	Budget	Over / (Under)	FY 2022	FY 2023	More/(Less)	Budget	Over / (Under)			
Property Taxes														
Business   144,200														
Business Licenses	• •	\$ 3,029,947	\$ 3,422,879	\$ 392,932	\$ 2,775,502	\$ 647,377	\$ 7,074,113	\$ 8,395,609	\$ 1,321,496	\$ 6,819,615	\$ 1,575,994			
MASC Telecommunications MASC T	Licenses & Permits													
MASC Instrument Tax Collection	Business Licenses	144,200	180,469	36,269	137,987	42,482	798,030	727,271	(70,759)	718,610	8,661			
Franchise Fees	MASC Telecommunications	-	-	-	-	-	4	314	310	4	310			
Bulting Safety Permits	MASC Insurance Tax Collection	-	-	-	-	-	8	41,820	41,812	7	41,813			
Application Fees Applic	Franchise Fees	115,102	214,949	99,848	271,173	(56,224)	909,906	893,441	(16,466)	955,081	(61,640			
Administrative Fees Total Licenses & Permits Total Licenses & Permits Total Charges & Permits Total Charges & Permits Total Charges & Total Ch	Building Safety Permits	529,681	166,122	(363,559)	199,050	(32,928)	2,704,512	1,795,478	(909,034)	2,031,412	(235,934			
Trola Licenses & Permits 791,362   563,815   227,547   613,152   (46,337)   4.457,751   3.494,613   (963,138)   3.739,055   (245,046)   (7	Application Fees	2,380	2,275	(105)	4,942	(2,667)	45,290	36,290	(9,000)	34,541	1,749			
Grafts and Entitlements	Administrative Fees		-	-	-	-		-	-	-	-			
Carlo and Entitlements	Total Licenses & Permits	791,362	563,815	(227,547)	613,152	(49,337)	4,457,751	3,494,613	(963,138)	3,739,655	(245,042			
Service Revenues   178,835   26,521   (153,314)   35,747   (19,26)   684,791   42,599   (26,212)   633,993   (211,394)   161,995   161	Grants and Entitlements	-	-		283,603	(283,603)	396,371	328,299	(68,072)	444,101	(115,802			
Service Revenues   178 835   26 521   (153 314)   35 747   (1926)   684 791   42 2599   (262 192)   633 939   (211.394	Intergovernmental	_	_	-	· -	· -	· -	100.000	100.000	· -	100,000			
Fines & Fees   7,776	•	179.835	26.521	(153.314)	35.747	(9.226)	684.791	,	,	633.993				
Miscellancous Revieuses   5,40   2,405   18,405   17,450   17,450   18,641   17,275   110,252   0,8777   19,849   102,865   10,405   10,		-,				, , ,			, ,		• •			
Miscellaneous Revenues   5,740   24,104   18,364   4,786   19,318   163,011   156,231   6,779   99,893   65,338   12,867,71   133,081,196   223,625   11,81,517   1,268,675   1,068,675						` '				,				
Color   Colo		,	,	,	,	,	,	,	,	,	,			
Communications and Community Dutreach   17,034   25,089   30,111   32,081   32,081   33,081														
Total Other Financing Sources & Transfers in	Total Nevenues	4,017,013	4,000,120	47,510	3,722,093	343,030	12,007,071	13,001,130	223,023	11,012,017	1,200,079			
Total Other Financing Sources & Transfers In Total Other Financing Sources   \$4,017,615   \$4,065,125   \$47,510   \$3,789,333   \$275,792   \$130,25,548   \$13,214,497   \$188,949   \$12,002,756   \$1,211,741   \$1,24	Other Financing Sources	-	-	-	-	-	-	-	_	-	-			
Total Other Financing Sources & Tranfers In  Total Other Financing Sources  \$ 4,017,615 \$ 4,065,125 \$ 47,510 \$ 3,789,333 \$ 275,792 \$ 133,025,548 \$ 13,214,497 \$ 188,949 \$ 12,002,756 \$ 1,211,741  Expenditures  Town Council \$ 9,329 \$ 11,532 \$ 2,203 \$ 13,732 \$ (2,200) \$ 74,683 \$ 82,658 \$ 7,975 \$ 109,932 \$ (27,277		_	-	_	67,238	(67,238)	167,977	133,301	(34,676)	190,239	(56,938)			
Expenditures  Town Council \$ 9,329 \$ 11,532 \$ 2,203 \$ 13,732 \$ (2,200) \$ 74,683 \$ 82,658 \$ 7,975 \$ 109,932 \$ (22,274) \$ (	Total Other Financing Sources & Tranfers In	-	-	-	67,238		167,977	133,301	(34,676)	190,239	(56,938)			
Expenditures  Town Council \$ 9,329 \$ 11,532 \$ 2,203 \$ 13,732 \$ (2,200) \$ 74,683 \$ 82,658 \$ 7,975 \$ 109,932 \$ (22,274) \$ (	Total Payonuse and Other Financing Sources	¢ 4.017.615	¢ 4065 105	¢ 47.510 s	t 2700 222	¢ 275.702	¢ 12.025.540	¢ 12 214 407	¢ 100.040 (	£ 12.002.756	¢ 1 211 741			
Town Council \$ 9,329 \$ 11,532 \$ 2,203 \$ 13,732 \$ (2,200) \$ 74,683 \$ 82,658 \$ 7,975 \$ 109,932 \$ (27,274	Total Nevertues and Other I mancing Sources	Ψ 4,017,010	Ψ 4,000,120	Ψ 47,510 (	<del>φ 3,709,333</del>	Ψ 213,132	Ψ 10,023,040	Ψ 15,214,491	Ψ 100,949	ψ 12,002,730	Ψ 1,211,741			
Executive   50,899   101,733   50,834   128,164   (26,431)   329,362   796,461   467,100   829,332   (32,871)	Expenditures													
Economic Development   18,587   28,950   10,363   48,617   (19,667)   203,447   217,607   14,160   532,146   (314,535   14,445   11,445	Town Council	\$ 9,329	\$ 11,532	\$ 2,203	\$ 13,732	\$ (2,200)	\$ 74,683	\$ 82,658	\$ 7,975	\$ 109,932	\$ (27,274)			
Human Resources 111,219 35,808 (75,412) 136,998 (101,190) 331,887 282,745 (49,142) 408,812 (126,067 Communications and Community Outreach 17,034 25,089 8,056 30,251 (5,162) 202,995 276,401 73,406 360,517 (84,116 Police 616,074 606,501 (9,572) 799,093 (192,592) 4,222,756 4,866,516 642,760 5,503,281 (837,765 Municipal Judges 3,111 6,606 3,495 3,470 3,136 23,677 33,778 10,101 26,411 7,367 Municipal Court 32,613 22,824 (9,789) 37,842 (15,018) 262,670 286,979 24,310 304,785 (17,806 Finance 6) 85,532 63,072 (22,481) 82,106 (19,034) 628,685 502,376 (126,310) 603,501 (101,122 Information Technology 78,754 89,274 10,521 107,043 (17,769) 948,801 1,183,768 234,967 1,289,631 (105,863 Customer Service 16,001 17,457 1,456 19,026 (1,569) 140,815 139,958 (857) 167,436 (27,476 Planning & Community Development 110,859 75,535 (35,325) 104,403 (28,868) 916,360 774,359 (142,001) 862,994 Public Works 133,006 161,102 28,096 164,408 (3,306) 1,072,874 1,327,534 254,660 1,326,175 13,556 Town Wide 127,595 267,296 139,700 157,451 109,845 1,545,585 1,545,395 49,810 1,907,224 (311,825 Total Expenditures 12,536,82 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (20,114,985 Cotal Transfers 0ut to Capital Improvements Program Fund 1 1,523,682 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (20,114,985 Cotal Transfers 0ut to Capital Improvements Program Fund 1 1,523,682 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (20,114,985 Cotal Transfers 0ut to Capital Improvements Program Fund 1 1,523,682 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (20,114,985 Cotal Transfers 0ut to Capital Improvements Program Fund 1 1,523,682 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (20,114,985 Cotal Transfers 0ut to Capital Improvements Program Fund 1 1,523,682 1,647,429 123,747 1,973,176 125,747 1,973,176 124,850 124,850 124,850 1,540,850 13,850 13,850 13,850 13,850 13,850 13,850 13,850 13,850	Executive	50,899	101,733	50,834	128,164	(26,431)	329,362	796,461	467,100	829,332	(32,871)			
Communications and Community Outreach Police 616,074 606,501 (9,572) 799,093 (192,592) 4,222,756 4,865,516 642,760 5,503,281 (637,768) Municipal Judges 3,111 6,606 3,495 3,470 3,136 23,677 33,778 10,101 26,411 7,367 Municipal Court 32,613 22,824 (9,789) 37,842 (15,018) 262,670 286,979 24,310 304,785 Finance 85,532 63,072 (22,481) 82,106 (19,034) 628,685 502,376 (126,310) 603,501 (101,125 Information Technology 78,754 89,274 10,521 107,043 (17,769) 948,801 1,183,768 23,4967 1,289,631 (105,865) Building Safety Project Management 61,047 70,927 9,880 70,728 199 528,253 540,062 11,809 612,027 71,965 Town Wide  Total Expenditures  148,307 - (148,307) 508,286 508,286 508,286 508,286 508,376 508,286 508,286 508,376 508,286 508,286 508,286 508,376 508,286 508	Economic Development	18,587	28,950	10,363	48,617	(19,667)	203,447	217,607	14,160	532,146	(314,539			
Communications and Community Outreach Police 17,034 25,089 8,056 30,251 (5,162) 202,995 276,401 73,406 360,517 (84,116 Police Municipal Judges 3,1111 6,606 3,495 3,470 3,136 23,677 33,778 10,101 26,411 7,367 Municipal Court 32,613 22,824 (9,789) 37,842 (15,018) 262,670 286,979 24,310 304,785 (116,310) 603,501 (101,125 Information Technology 78,754 89,274 10,521 107,043 (17,769) 948,801 1,183,768 23,4967 1,289,631 (105,805) Customer Service 16,001 17,457 1,456 19,026 (1,569) 140,815 139,958 (857) 167,436 Customer Service Planning & Community Development 110,859 75,535 363,724 11,701 69,844 (6,120) Project Management Project Management 133,006 161,102 28,096 164,408 (3,306) 1,072,874 1,327,534 254,660 1,326,175 1,356 Town Wide 127,595 267,296 139,700 157,451 109,845 1058,257 118,44,414 13,385,260 1,540,846 15,396,759 (2011,896) 150,8286 1508,286 15	Human Resources	111,219	35,808	(75,412)	136,998	(101,190)	331,887	282,745	(49,142)	408,812	(126,067			
Police 616,074 606,501 (9,572) 799,093 (192,592) 4,222,756 4,865,516 642,760 5,503,281 (637,765 Municipal Judges 3,111 6,606 3,495 3,470 3,136 23,677 33,778 10,101 26,411 7,367 Municipal Court 32,613 22,824 (9,789) 37,842 (15,018) 262,670 286,979 24,310 304,785 (17,805 Finance 85,532 63,072 (22,461) 82,106 (19,034) 628,685 502,376 (126,310) 603,501 (101,125 Information Technology 78,754 89,274 10,521 107,043 (17,769) 948,801 1,183,768 234,967 1,289,631 (105,863 Customer Service 16,001 17,457 1,456 19,026 (1,569) 140,815 139,958 (857) 167,436 (27,475 Planning & Community Development 110,859 75,535 (35,325) 104,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 Building Safety 52,023 63,724 11,701 69,844 (6,120) 411,563 479,663 68,099 552,555 (72,895 Project Management 61,047 70,927 9,880 70,728 199 528,253 540,062 11,809 612,027 (71,965 Public Works 133,006 161,102 28,096 164,408 (3,306) 1,072,874 1,327,534 254,660 1,326,175 1,355 Town Wide 127,595 267,296 139,700 157,451 109,845 1,545,585 1,595,395 49,810 1,907,224 (311,825 Total Expenditures 12,53,682 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (2,011,495 Total Transfers	Communications and Community Outreach	17,034	25,089		30,251		202,995	276,401		360,517	(84,116			
Municipal Judges         3,111         6,606         3,495         3,470         3,136         23,677         33,778         10,101         26,411         7,367           Municipal Court         32,613         22,824         (9,789)         37,842         (15,018)         26,2670         286,979         24,310         304,785         (17,806           Finance         85,532         63,072         (22,461)         82,106         (19,034)         628,685         502,376         (126,310)         603,501         (101,125           Information Technology         78,754         89,274         10,521         107,043         (17,769)         948,801         1,183,768         234,967         1,289,631         (105,865           Customer Service         16,001         17,457         1,456         19,026         (1,569)         140,815         139,958         (857)         167,436         (27,476           Planning & Community Development         110,859         75,535         (35,325)         104,403         (28,868)         916,360         774,359         (142,001)         862,994         (88,635           Building Safety         52,023         63,724         11,701         69,844         (6,120)         411,563         479,663         68,099<		616,074	606,501	(9,572)	799,093	, , ,		4,865,516	642,760	5,503,281	(637,765			
Municipal Court         32,613         22,824         (9,789)         37,842         (15,018)         262,670         286,979         24,310         304,785         (17,806)           Finance         85,532         63,072         (22,461)         82,106         (19,034)         628,685         502,376         (126,310)         603,501         (101,126)           Information Technology         78,754         89,274         10,521         107,043         (17,769)         948,801         1,183,768         234,967         1,289,631         (105,86)           Customer Service         16,001         17,457         1,456         19,026         (1,569)         140,815         139,958         (857)         167,436         (27,789)           Planning & Community Development         110,859         75,535         (35,325)         104,403         (28,868)         916,360         774,359         (142,001)         862,994         48,635           Building Safety         52,023         63,724         11,701         69,844         (6,120)         411,563         479,663         68,099         552,555         (72,892)           Project Management         61,047         70,927         9,880         70,728         199         528,253         540,062	Municipal Judges	3.111	6.606	* ' '	3.470	, , ,		33,778	10.101	26.411	7,367			
Finance 85,532 63,072 (22,461) 82,106 (19,034) 628,685 502,376 (126,310) 603,501 (101,125 (10	, ,	,	,		,	,	,	,	,	,	,			
Information Technology	·	,		* ' '										
Customer Service 16,001 17,457 1,456 19,026 (1,569) 140,815 139,958 (857) 167,436 (27,478 1) 10,859 75,535 (35,325) 104,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 1) 10,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 1) 10,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 1) 10,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 1) 10,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 1) 10,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 1) 10,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (88,635 1) 10,403 (142,001) 862,994 (		,	,		,					,	• •			
Planning & Community Development 110,859 75,535 (35,325) 104,403 (28,868) 916,360 774,359 (142,001) 862,994 (88,635 80 80 80 80 80 80 80 80 80 80 80 80 80	6,	,	,				,		,		• •			
Building Safety 52,023 63,724 11,701 69,844 (6,120) 411,563 479,663 68,099 552,555 (72,892) Project Management 61,047 70,927 9,880 70,728 199 528,253 540,062 11,809 612,027 (71,965) Public Works 133,006 161,102 28,096 164,408 (3,306) 1,072,874 1,327,534 254,660 1,326,175 1,355 Town Wide 127,595 267,296 139,700 157,451 109,845 1,545,585 1,595,395 49,810 1,907,224 (311,825) Total Expenditures 1,523,682 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (2,011,495)  Other Financing Uses Transfers Out to Capital Improvements Program Fund 148,307 - (148,307) 508,286 (508,286) Total Transfers		,	,		,	, , ,		,	, ,	,				
Project Management 6 1,047 70,927 9,880 70,728 199 528,253 540,062 11,809 612,027 (71,965 133,006 161,102 28,096 164,408 (3,306) 1,072,874 1,327,534 254,660 1,326,175 1,355 1,355 1,350 1	· · ·			,					, ,					
Public Works         133,006         161,102         28,096         164,408         (3,306)         1,072,874         1,327,534         254,660         1,326,175         1,356           Town Wide         127,595         267,296         139,700         157,451         109,845         1,545,585         1,595,395         49,810         1,907,224         (311,825           Total Expenditures         1,523,682         1,647,429         123,747         1,973,176         (325,747)         11,844,414         13,385,260         1,540,846         15,396,759         (2,011,495           Other Financing Uses           Transfers Out to Capital Improvements Program Fund         -         -         -         -         -         -         148,307         -         (148,307)         508,286         (508,286           Total Transfers         -         -         -         -         -         -         -         -         -         148,307         -         (148,307)         508,286         (508,286	,	,	,		,	, , ,	,	,	,	,	• • •			
Town Wide 127,595 267,296 139,700 157,451 109,845 1,545,585 1,595,395 49,810 1,907,224 (311,825)  Total Expenditures 1,523,682 1,647,429 123,747 1,973,176 (325,747) 11,844,414 13,385,260 1,540,846 15,396,759 (2,011,495)  Other Financing Uses  Transfers Out to Capital Improvements Program Fund 148,307 - (148,307) 508,286 (508,286)  Total Transfers														
Total Expenditures			,	,					,		,			
Other Financing Uses         Transfers Out to Capital Improvements Program Fund       -       -       -       -       -       148,307       -       (148,307)       508,286       (508,286         Total Transfers       -       -       -       -       -       148,307       -       (148,307)       508,286       (508,286														
Transfers Out to Capital Improvements Program Fund         - <t< td=""><td>Total Expoliments</td><td>1,020,002</td><td>1,0-11,-129</td><td>120,141</td><td>1,575,176</td><td>(020,171)</td><td>11,044,414</td><td>10,000,200</td><td>1,040,040</td><td>10,000,100</td><td>(2,011,499</td></t<>	Total Expoliments	1,020,002	1,0-11,-129	120,141	1,575,176	(020,171)	11,044,414	10,000,200	1,040,040	10,000,100	(2,011,499			
Total Transfers 148,307 - (148,307) 508,286 (508,286)	Other Financing Uses													
Total Transfers 148,307 - (148,307) 508,286 (508,286)	Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	148,307	-	(148,307)	508,286	(508,286)			
Total Expenditures and Other Financing Uses \$ 1.523.682 \$ 1.647.429 \$ 123.747 \$ 1.973.176 \$ (325.747) \$ 11.992.721 \$ 13.385.260 \$ 1.302.539 \$ 15.905.045 \$ (2.519.785	Total Transfers	_	-	-	-	-	148,307	-		508,286	(508,286)			
	Total Expenditures and Other Financing Uses	\$ 1.523.682	\$ 1647.429	\$ 123.747	1 973 176	\$ (325.747)	\$ 11 992 721	\$ 13 385 260	\$ 1392539	\$ 15 905 045	\$ (2,519,785)			

### Town of Bluffton Actual Versus Budget Stormwater Fund



		Month of February 2023									Year-to-Date thru February 28, 2023								
	F	Y 2022		FY 2023	М	ore/(Less)	Budget	O۷	/er / (Under)		FY 2022		FY 2023	M	ore/(Less)		Budget	Ov	er / (Under)
Revenues																			
Stormwater Utility Fee	\$	769,295	\$	653,306	\$	(115,990) \$	813,778	Ф	(160,472)	¢	1,792,335	\$	1,979,890	\$	187,555	\$	1,895,972	Ф	83,918
Licenses & Permits	Ψ	109,293	Ψ	033,300	φ	(113,990) \$	013,770	Ψ	(100,472)	Ψ	1,792,333	Ψ	1,979,090	Ψ	107,333	Ψ	1,093,972	Ψ	03,910
NPDES Plan Review Fee		6,750		5,050		(1,700)	20,172		(15,122)		96,887		67,500		(29,387)		289,542		(222,042)
NPDES Inspection Fee		39,500		3,425		(36,075)	20,172		3,425		369,225		271,975		(97,250)		200,042		271,975
Total Licenses & Permits		46,250		8,475		(37,775)	20,172		(11,697)	_	466,112		339,475		(126,637)	_	289,542		49,933
Total Revenues		815,545		661,781		(153,765)	833,950		(172,169)		2,258,447		2,319,365		60,918		2,185,514		133,851
Total Revenues and Other Financing Sources	\$	815,545	\$	661,781	\$	(153,765) \$	833,950	\$	(172,169)	_\$	2,258,447	\$	2,319,365	\$	60,918	\$	2,185,514	\$	133,851
Expenditures																			
Watershed Management	\$	97,710	\$	82,758	\$	(14,952) \$	151,021	\$	(68,263)	\$	487,629	\$	866,592	\$	378,963	\$	753,680	\$	112,912
Total Expenditures		97,710		82,758		(14,952)	151,021		(68,263)		487,629		866,592		378,963	_	753,680		112,912
Other Financing Uses																			
Transfers Out to Capital Improvements Program Fund		-		-		-	-		-		4,807		-		(4,807)		462,419		(462,419)
Transfers Out to General Fund		-		-		-	-		-		-		-		-		-		-
Transfer Out to Debt Service		-		-		-	_		-		76,650		73,150		(3,500)		73,150		-
Contribution to Fund Balance		-		-			-		-		-		-				-		-
Total Transfers		-		-		-	-		-		81,457		73,150		(8,307)		535,569		(462,419)
Total Expenditures and Other Financing Uses	\$	97,710	\$	82,758	\$	(14,952) \$	151,021	\$	(68,263)	\$	569,086	\$	939,742	\$	370,656	\$	1,289,249	\$	(349,507)



### Town of Bluffton Budget and Actual - Capital Improvement Program Fund For Period Ending February 28, 2023

	YTD	Adopted	Budget Amendments	Revised	Actual vs Budget	Actual as % of
	Actual	Budget	and Transfers	Budget	Difference	Budget
Stormwater and Sewer Buck Island Sewer Phase 5	\$ 15,359	\$ 219,690	\$ 682,515	\$ 902,205	\$ 886,846	1.7%
Sewer Connections Policy	2,000	510,034	16,718	526,752	524,752	0.4%
Historic District Sewer Extension Phase 2	5,425	332,390	39,935	372,325	366,900	1.5%
Historic District Sewer Extension Phase 3	2,998	188,073	5,658	193,731	190,733	1.5%
Historic District Sewer Extension Phase 4	-	130,883	6,492	137,375	137,375	0.0%
Historic District Sewer Extension Phase 5	-	148,993	5,128	154,121	154,121	0.0%
Historic District Sewer Extension Phase 6	-	280,290	11,807	292,097	292,097	0.0%
Bridge Street Streetscape	296,157	1,607,671	357,173	1,964,844	1,668,687	15.1%
Comprehensive Drainage Plan Improvements	136,277	244,900	76,093	320,993	184,716	42.5%
Buck Island Road Drainage Improvements	10,299	93,900	135,900	229,800	219,501	4.5%
Stoney Crest Campground/Old Palmetto Bluff Rd	-	341,658	10,000	351,658	351,658	0.0%
May River Action Plan Impervious Restoration/Water Quality Project	38,342	214,600	-	214,600	176,258	17.9%
Pritchard Street Drainage Improvements  Total Stormwater and Sewer	61,965 568,822	236,200 4,549,282	1,347,419	236,200 5,896,701	174,235 5,327,879	9.6%
Roads Calhoun Street Streetscape	27,372	248.158	215,523	463.681	436.309	5.9%
Calnoun Street Streetscape Historic District Streetscape and Drainage Improvements	27,372 161,356	248,158 348,066	215,523	463,681 581,708	436,309 420,352	0.0%
BIS Neighborhood Sidewalks & Lighting	78,101	485,377	87,300	572,677	494,576	13.6%
Goethe-Shultz Neighborhood Sidewalks & Lighting	242,826	400,011	561,571	561,571	318,745	43.2%
Wharf Street Lighting	212,020	51,310	9,000	60,310	60,310	0.0%
Boundary Street Lighting	_		44,403	44,403	44,403	0.0%
Ghost Roads	1,902	20,000	13,178	33,178	31,276	5.7%
Boundary Street Streetscape	24,348_	1,736,075	(1,539,814)	196,261	171,913	12.4%
Total Roads	535,906	2,888,986	(375,197)	2,513,789	1,977,883	21.3%
Facilities						
Watershed Management Facility	-	25,000	10,243	35,243	35,243	0.0%
Squire Pope Carriage House	86,915	1,448,138	470,284	1,918,422	1,831,507	4.5%
Law Enforcement Center Facility Improvements	26,629	195,500	120,271	315,771	289,142	8.4%
Public Works Facility Improvements	8,719	-	16,506	16,506	7,787	52.8%
Rotary Community Center Facility Improvements	35,697		35,986	35,986	289	99.2%
Garvin-Garvey House Interpretive Signage	21,593 164	7,523	24,867	32,390	10,797	66.7% 0.1%
Town Hall Improvements Ulmer Auditorium Improvements	164	- 118,217	314,684	314,684 118,217	314,520 118,217	0.1%
Sarah Riley Hooks Cottage	7,883	45,680	-	45,680	37,798	17.3%
Total Facilities	187,600	1,840,058	992,841	2,832,899	2,645,299	6.6%
Land						
Land Acquisition	1,204,655	4,704,319	(1,444)	4,702,875	3,498,220	25.6%
Total Land	1,204,655	4,704,319	(1,444)	4,702,875	3,498,220	25.6%
Housing						
Affordable Housing Project		1,708,672		1,708,672	1,708,672	0.0%
Total Housing	-	1,708,672	-	1,708,672	1,708,672	0.0%
Economic Development						
Buckwalter Place Multi-County Commerce Park Phase 2	555	78,500	3,408,779	3,487,279	3,486,724	0.0%
Total Economic Development	555	78,500	3,408,779	3,487,279	3,486,724	0.0%
Parks						
Oyster Factory Park	9,353	727,900	205,272	933,172	923,819	1.0%
Wright Family Park	4,241	-	23,629	23,629	19,388	17.9%
Oscar Frazier Park	6,318	247,500	3,018	250,518	244,200	2.5%
May River Pocket Park	80,738	31,850	90,415	122,265	41,528	66.0%
New Riverside Park/Barn Site	158,614	3,872,112	621,544	4,493,656	4,335,042	3.5%
Park Improvements	17,069	65,000	119,588	184,588	167,519	9.2%
New River Trail  Total Parks	20,220 296,551	114,558 5,058,920	9,612	124,170 6,131,998	103,950 5,835,447	<u>16.3%</u>
	200,001	-,000,020	.,0.0,0.0	-, ,	-,500,	-1.0 /0
Information Technology Infrastructure Community Safety Cameras Phase 6	56,834	68,500	(10,054)	58,446	1,612	97.2%
Network Improvements	159,870	195,000	53,461	248,461	88,591	64.3%
Document Management - Phase 2	81,879	100,000	(43,951)	56,049	(25,830)	146.1%
Total Parks	298,583	363,500	(544)	362,956	64,373	82.3%
Total CIP Expenditures	\$ 3,092,673	\$ 21,192,237	\$ 6,444,932	\$ 27,637,169	\$ 24,544,496	11.2%

### Town of Bluffton Actual Versus Budget Debt Service Fund



Month of February 2023 Year-to-Date thru February 28, 2023 FY 2022 FY 2023 More/(Less) **Budget** Over / (Under) FY 2022 FY 2023 More/(Less) **Budget** Over / (Under) Revenues **Property Taxes** Real & Personal Property Tax (TIF) \$ 1,177,100 \$ 1,339,879 \$ 162,780 \$ 1,139,752 \$ \$ 2,931,881 \$ 3,459,732 \$ 527,851 \$ 2,838,856 \$ 620.875 200,127 132,992 326,706 387,826 387,826 GO Bond Debt Service Property Tax 158,115 25,123 158,115 61,120 **Total Property Tax** 1,310,092 1,497,994 187,902 1,139,752 358,242 3,258,587 3,847,557 588,971 2,838,856 1,008,701 **Licenses & Permits** Municipal Improvement District Fee 125,107 99,489 (25,618)127,456 (27,967)336,809 352,777 15,969 343,133 9.644 47,374 Interest Income 7,188 10,619 3,431 337 10,282 7,188 54,562 2,553 52,009 Miscellaneous Revenues 1.442.386 1.608.102 165.715 1.267.544 340.557 3.602.583 4.254.896 652.313 3.184.542 1.070.354 **Total Revenues** Other Financing Sources 296,300 (296,300)76,650 73,150 (3,500)296,300 (223,150)Transfers In (223,150) **Total Other Financing Sources & Tranfers In** 296,300 (296,300)76,650 73,150 (3,500)296,300 **Total Revenues and Other Financing Sources** \$ 1,442,386 \$ 1,608,102 \$ 165,715 \$ 1,563,844 \$ 44,257 \$ 3,679,233 \$ 4,328,046 \$ 648,813 \$ 3,480,842 \$ Expenditures Series 2014 TIF Bonds Debt Service Principal \$ 829,620 851,304 \$ 21,684 \$ 851,304 \$ \$ Interest 56,382 45,680 (10,702)44,403 1,276 Series 2022 TIF Bonds Debt Service Principal \$ 426,182 \$ (426, 182)\$ \$ \$ 107,376 Interest (107,376)Series 2020 GO Bonds Debt Service Principal 220,000 230,000 10,000 230,000 220,000 230,000 10,000 230,000 72,900 72,900 156,800 145,800 145,800 Interest 78,400 (5,500)(11,000)Series 2020A GO Bonds Debt Service Principal Interest 76.650 73.150 (3,500)73.150 Miscellaneous 298,400 1,344,657 **Total Expenditures** 302,900 4,500 836,458 (533,558)1,339,452 1,345,934 6,482 1,276 Other Financing Uses Transfers Out to Capital Improvements Program Fund 298,785 (298,785)**Total Transfers** 298,785 (298,785)**Total Expenditures and Other Financing Uses** 298.400 \$ 302,900 \$ 4,500 \$ 836,458 \$ (533,558) \$ 1,638,237 \$ 1,345,934 \$ (292,303) \$ 1,344,657 \$ 1.276

## OF-BI

### Town of Bluffton Special Revenue Accounts For Period Ending February 28, 2023

						FY2023									Original
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD	Estimate
Revenues															
State Accommodations Tax	400	468	509	256,141	783	897	229,281	12,490						500,969	1,175,700
Local Accommodations Tax	614	173,603	126,868	137,517	152,941	158,074	114,639	63,354						927,610	1,577,800
Hospitality Tax	4,685	255,181	281,079	312,591	335,754	364,391	291,337	235,565						2,080,583	2,730,300
Total Revenues	5,699	429,252	408,456	706,249	489,478	523,362	635,256	311,410	-	-	-	-	-	3,509,162	5,483,800

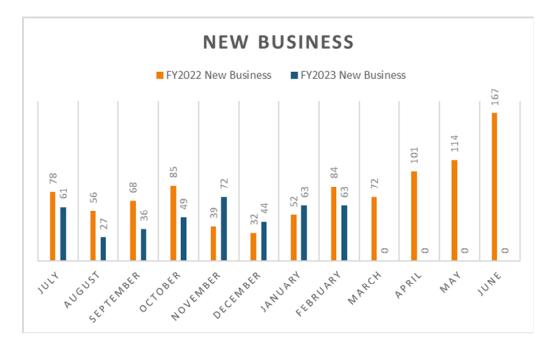
FY2022													Revised		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD	Estimate
Revenues															
State Accommodations Tax	148	127	123	172	314,857	186	180	244,618	177	187	176,150	275	517,449	1,254,647	1,141,213
Local Accommodations Tax	151,486	212,739	174,685	133,672	168,080	165,909	158,032	62,578	101,144	206,781	68,226	352,969	188,273	2,144,573	1,531,570
Hospitality Tax	482	190,936	240,414	272,654	258,833	287,306	234,550	251,774	273,700	261,664	241,358	434,950	340,177	3,288,798	2,650,625
Vehicle Tag Fee*	54	62	60	10,315	4,950	2,475	1,268	1,829	1,729	1,078	1,353	1,005	2,802	28,980	
Total Revenues	152,170	403,864	415,282	416,813	746,720	455,876	394,030	560,799	376,750	469,709	487,086	789,199	1,048,701	6,716,998	5,323,408

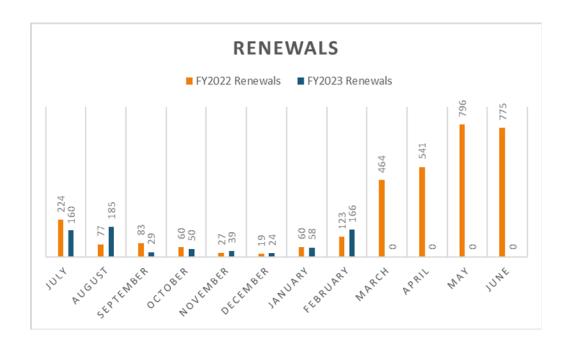
				FY2023 VS F	Y2022 (mor	e / (less)							
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
252	341	386	255,969	(314,074)	711	229,101	(232,128)						(59,442)
(150,872)	(39, 136)	(47,817)	3,845	(15,139)	(7,835)	(43,393)	777						(299,571)
4,203	64,245	40,665	39,937	76,921	77,085	56,787	(16,209)						343,634
(54)	(62)												(116)
(146,471)	25,388	(6,766)	299,751	(252,292)	69,961	242,495	(247,560)	-	-	-	-	-	(15,494)
	252 150,872) 4,203 (54)	252 341 150,872) (39,136) 4,203 64,245 (54) (62)	252 341 386 150,872) (39,136) (47,817) 4,203 64,245 40,665 (54) (62)	JUL         AUG         SEP         OCT           252         341         386         255,969           150,872)         (39,136)         (47,817)         3,845           4,203         64,245         40,665         39,937           (54)         (62)	JUL         AUG         SEP         OCT         NOV           252         341         386         255,969         (314,074)           150,872)         (39,136)         (47,817)         3,845         (15,139)           4,203         64,245         40,665         39,937         76,921           (54)         (62)	JUL         AUG         SEP         OCT         NOV         DEC           252         341         386         255,969         (314,074)         711           150,872)         (39,136)         (47,817)         3,845         (15,139)         (7,835)           4,203         64,245         40,665         39,937         76,921         77,085           (54)         (62)	252 341 386 255,969 (314,074) 711 229,101 150,872) (39,136) (47,817) 3,845 (15,139) (7,835) (43,393) 4,203 64,245 40,665 39,937 76,921 77,085 56,787 (54) (62)	JUL         AUG         SEP         OCT         NOV         DEC         JAN         FEB           252         341         386         255,969         (314,074)         711         229,101         (232,128)           150,872)         (39,136)         (47,817)         3,845         (15,139)         (7,835)         (43,393)         777           4,203         64,245         40,665         39,937         76,921         77,085         56,787         (16,209)           (54)         (62)	JUL         AUG         SEP         OCT         NOV         DEC         JAN         FEB         MAR           252         341         386         255,969         (314,074)         711         229,101         (232,128)           150,872)         (39,136)         (47,817)         3,845         (15,139)         (7,835)         (43,393)         777           4,203         64,245         40,665         39,937         76,921         77,085         56,787         (16,209)           (54)         (62)	JUL         AUG         SEP         OCT         NOV         DEC         JAN         FEB         MAR         APR           252         341         386         255,969         (314,074)         711         229,101         (232,128)           150,872)         (39,136)         (47,817)         3,845         (15,139)         (7,835)         (43,393)         777           4,203         64,245         40,665         39,937         76,921         77,085         56,787         (16,209)           (54)         (62)	JUL         AUG         SEP         OCT         NOV         DEC         JAN         FEB         MAR         APR         MAY           252         341         386         255,969         (314,074)         711         229,101         (232,128)           150,872)         (39,136)         (47,817)         3,845         (15,139)         (7,835)         (43,393)         777           4,203         64,245         40,665         39,937         76,921         77,085         56,787         (16,209)           (54)         (62)	JUL         AUG         SEP         OCT         NOV         DEC         JAN         FEB         MAR         APR         MAY         JUN           252         341         386         255,969         (314,074)         711         229,101         (232,128)           150,872)         (39,136)         (47,817)         3,845         (15,139)         (7,835)         (43,393)         777           4,203         64,245         40,665         39,937         76,921         77,085         56,787         (16,209)           (54)         (62)	JUL         AUG         SEP         OCT         NOV         DEC         JAN         FEB         MAR         APR         MAY         JUN         Period 13           252         341         386         255,969         (314,074)         711         229,101         (232,128)           150,872)         (39,136)         (47,817)         3,845         (15,139)         (7,835)         (43,393)         777           4,203         64,245         40,665         39,937         76,921         77,085         56,787         (16,209)           (54)         (62)

<sup>\*</sup> Vehicle Tag Fee billing ended in July, 2021

### **Business License Statistics:**

Business License applications for FY2023 through February total 1,126 (415 new business and 711 renewals) compared to FY2022's total of 1,167 (494 new business and 673 renewals).





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Business license renewals reflect an increase of 35% and revenue collections show an increase of 18% for the month of February when comparing to last year. The increase in renewals is in part due to the renewal packets being mailed to businesses. Business license revenue through permits for February is \$36,949.08, which is a decrease of 19% or \$8,617.34 when comparing to last year.



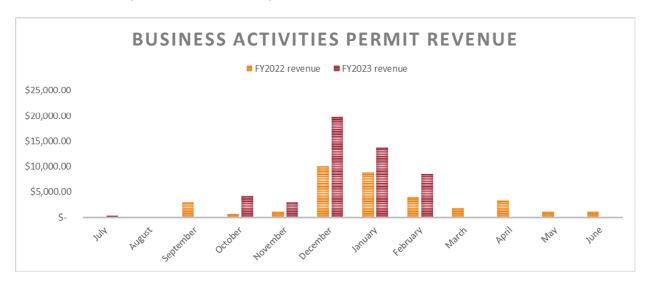
The amended ordinance that went into effect January 1<sup>st</sup>, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2023 business license renewals through February, one (1) business has qualified for the Town's incentives for a total revenue reduction of \$25,130.07.

	Number of	Gross Income	Total Incentive
Incentive	Businesses	Deducted	Amount
10%	1	\$ 103,359	\$ 196
20%	0	0	0
40%	6	488,839	777
CAP	1	25,130,065	25,130
2+	0	0	0
<b>Grand Total</b>	8	\$ 25,722,263	\$ 26,103

	Number of	Total Incentive				
Rate Class	Businesses	Amount				
1	0	\$ 0				
2	0	0				
3	0	0				
4	2	128				
5	1	596				
7	4	249				
8.1	0	0				
9.3	1	25,130				
<b>Grand Total</b>	8	\$ 26,103				

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
  - One (1) new MVP issued in February
  - o Seven (7) active 2023 Mobile Vending Permits issued for the calendar year
  - o None are pending
  - o There are 16 identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
  - o There have been one-hundred and eighty-one (181) properties identified
  - o Fourteen (14) 2023 STRPs issued in February
  - o Ninety-eight (98) are compliant with a permit
  - o Eighteen (18) are in-process
  - o Sixty-five (65) are non-compliant



									1			
Grant Program / Name	Federal/ State/ Other	Town Project Description	Department	Status	Amount Funded Grant	by	Town's Match	Total Project Amount	Date of Award	Grant Start Date	Grant Expiration	
American Rescue Plan Act (ARPA) grant from the State and Local Fiscal Recovery Fund (SLFRF)	Federal	coronavirus recovery, Entitlement community with Tier 5 reporting	Finance	Active	\$ 1,982,471	.00	none	\$ 1,982,471.00	05/27/21	03/03/21	obligated by 12/31/2024 expended by 12/31/2026	
Community Development Block Grant (CDBG)	Federal	Goethe/Shults Neighborhood Revitalization	CIP	closing	\$ 500,000	.00	\$ 401,427.00	\$ 901,427.00	12/03/18	12/2018	12/2022; close out meeting held 1/11/2023; 2/14/23 monitoring visit had ZERO findings	
Community Development Block Grant (CDBG)	Federal	BIS sanitary sewer, Phase 5	CIP	Active	\$ 320,000	.00	\$ 1,316,711.00	\$ 1,636,711.00	10/14/19	10/14/19	9/30/2021; extended for cure work	
Land and Water Conservation Fund	Federal	New Riverside Barn Park	CIP	Active	\$ 500,000.	.00	\$ 500,000.00	Phase I > \$1M	10/18/21	10/19/21	10/31/2023	
Bureau of Justice Assistance Office Programs Bulletproof Vest Partnership Grant - 2020	Federal	Bulletproof Vests for Police Officers	Police	Active	\$ 6,420.	.00	\$ 6,420.00	\$ 12,840.00	10/19/20	09/30/20	8/31/2022	
Bureau of Justice Assistance Office Programs Bulletproof Vest Partnership - 2021	Federal	Bulletproof Vests for Police Officers	Police	Active	\$ 1,637.	10	\$ 1,637.10	\$ 3,274.20	04/28/22	09/30/21	8/31/2023	
Community Oriented Policing Services (COPS) Hiring Grant Program	Federal	two police officers	Police	Active	\$ 250,000	.00	\$ 175,959.00	\$ 425,959.00	07/01/20	07/01/20	6/30/2023	
2021 Growth Accelerator Fund	Federal	DRCI - would provide match to SC Dept of Commerce Relentless Challenge 2022	DRCI	closed	\$ 50,000	.00	none	\$ 50,000.00	09/16/21	09/30/21	9/30/2022	
Section 319(h) Nonpoint Source Pollution, Assistance Program	Federal	May River Watershed Action Plan Phase IV; sewer connections (Poseys Court, Pritchard Street, Bridge Street)	Stormwater / CIP	Active	\$ 365,558	.36	\$ 243,830.00	\$ 609,388.36	06/21/19	09/25/19	7/24/2023	
Nonpoint Source Implementation Program - Section 319(h) of the Clean Water Act	Federal	May River Watershed Action Plan, Phase V - stormwater retrofit ( Bridge St)	Stormwater / CIP	Active	179,700 + 48,465.15= 228,165.15		120300 + 31810.10 = 152,110.10	\$ 380,275.25	10/01/20	12/04/20	12/3/2023	
FFY 2023 Justice Assistance Grant (JAG)	Federal	Domestic Violence Investigator and Community Mental Heath Officer	Police	Active	\$ 141,404	.40	\$ 15,711.60	\$ 157,116.00	10/14/22	10/01/22	9/30/2023	
Nonpoint Source Implementation Program - Section 319(h) of the Clean Water Act	Federal	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	
								ı	1			
Office of Highway Safety and Justice Programs, Body-Worn Cameras - 2019-2020	State	Body-Warn Camers for Police Officers	Police	Active	\$ 38,903.	.60	N/A	\$ 38,903.60	08/16/18	08/16/18	TBD	
Proviso 117.21 of FY2020 State Appropriation Act	State	BIS sanitary sewer, Phase 5	CIP	Active	\$ 300,000	.00	\$ -	\$ -	11/01/19	11/01/19	6/30/2020	
Relentless Challenge	State	DRCI - high tech expansion; HEROES	DRCI	closed	\$ 55,000.	.00	\$ 55,000.00	\$ 110,000.00	12/21/20	01/20/21	1/31/2022	
School Safety Program (School Resource Officer)	State	continuation of SRO salary/fringe	Police	Active	\$ 84,487		none	\$ 84,487.00	09/27/21	07/01/21	7/1/2022	
Undiscovered SC Grant	State	Phase III exhibits, Garvin Garvey House	CIP	Active	\$ 25,895.	.00	\$ 25,895.00	\$ 51,790.00	03/16/22	04/01/22	3/16/2024	
Proviso 117.21 of FY23 State Appropriation Act	State	new body-cam/in car camera system plus backhaul	Police	Active	\$ 100,000		none	\$ 666,000.00	09/28/22	09/28/22	6/30/2023	
					\$ 4,846,353.	46						
South Carolina Infrastructure Investment Program (SCIIP)	Federal	Stoney Crest area septic to sewer; local match split equally among Town, Beauf.Co, and BJWSA.	Stormwater	pending	\$ 6,310,800	.00	\$ 1,589,200.00	\$ 7,900,000.00		pplication submitted by BJWSA 9/12/22. Anticipated decision nade by February 2023. Funds must be committed by Dec 2024 and spent by Dec 2026 (because ARPA).		
2023 Recreational Trails Program (RTP)	Federal	Linear Trail Improvements	CIP	pending	\$ 100,000.	.00	\$ 65,000.00	\$ 165,000.00				
School Safety Program (School Resource Officer)	State	SRO funding for four officers	Police	pending	\$ 599,098	.00	none	\$ 599,098.00			6/30/2024	
FFY 2023 Justice Assistance Grant (JAG)	Federal	YEAR 2 - Domestic Violence Investigator and Community Mental Heath Officer	Police	pending	\$ 141,404	.40	\$ 15,711.60	\$ 157,116.00				
FY23 National Infrastructure Investments	Federal	Bluffton Pathway Safety Improvments	CIP	pending	\$ 281,920.	.00	\$ 70,480.00	\$ 352,400.00			9/30/2032	

### **TOWN COUNCIL**

### STAFF REPORT Human Resources Department



MEETING DATE:	April 11, 2023					
PROJECT: March 2023 Activity Report						
PROJECT MANAGER:	Anni Evans, Director of Human Resources					

### **Human Resources Summary:**

New Hires: 2 Loraine Jeter

Department: Police Title: Crossing Guard Start date: March 23, 2023

**Scott Geerts** 

Department: Police Department

Title: Crossing Guard Start date: March 23, 2023

Exits: 6

Adam Barberio Department: Police

Title: Code Enforcement Officer

Exit Date: March 3, 2023

Alisa Richardson

Department: Executive Title: Emergency Manager Exit Date: March 13, 2023

Jacob Brainerd
Department: Police
Title: Police Officer

Exit Date: March 15, 2023

**David Burns** 

Department: Building Safety Title: Building Inspector Exit Date: March 22, 2023

Elizabeth Opdyke Department: Police Title: Crossing Guard Exit Date: March 23, 2023 Jonathan Ciarrone Department: Police Title: Police Officer Exit Date: March 30, 2023

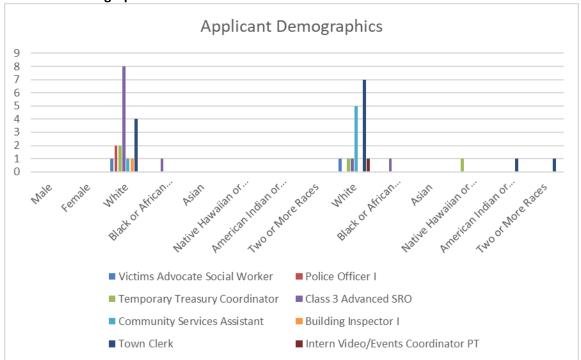
### Jobs posted:

Police Officer I & II
SRO – Class 3
Crossing Guard
Building Inspector I
Victims Advocate/Social Worker
Temporary Treasury Coordinator
Town Clerk

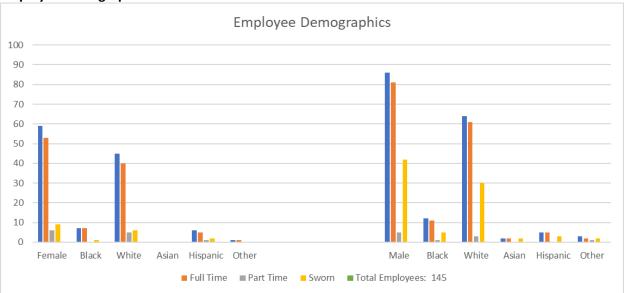
Intern: Video/Events Coordinator PT

- St. Patrick's Day baked potato bar for Birthday/Anniversary Celebration 3/16/23
- March Madness bracket competition pizza party for the winner
- DEI Committee Kickoff March 30
- Grievance Committee review March 29
- Held AED/CPR training March 21 and 22
- Added job postings to several new job boards: TCL, SCAD, USCB and Beaufort Air Station
- Employee Handbook update training on KnowB4
  - Town Vehicle Usage Policy (update)
  - Telecommuting Policy (update)
  - Special Pay Provision Policy (update)
  - Name Clearing Hearing Policy (newly added)

### **Candidate demographics:**



### **Employee demographics:**



Town Council Page 173

### TOWN COUNCIL

## STAFF REPORT Municipal Court Department



MEETING DATE:	April 11, 2023
PROJECT:	February Activity Report
PROJECT MANAGER:	Lisa Cunningham, Clerk of Court

### **Court Summary**

Town of Bluffton Municipal Court convenes every Tuesday morning. In February 2023 a total of four morning sessions. Municipal Court currently has 331 cases pending which is a combination of 277 criminal/traffic cases, 20 jury trial request, and 34 defendants enrolled in alternative programs.

### **Indigent Defense cases**

Town of Bluffton currently contracts with the 14<sup>th</sup> Circuit Public Defenders Office to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 490 cases which is a combination of 93 pending and 397 disposed on the docket as of February 2023.

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

There are currently 6 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 4 active participates. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

Alcohol Education Program referred to as AEP has 0 active participants. AEP is only inclusive for alcohol related charges such as minor in procession 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.

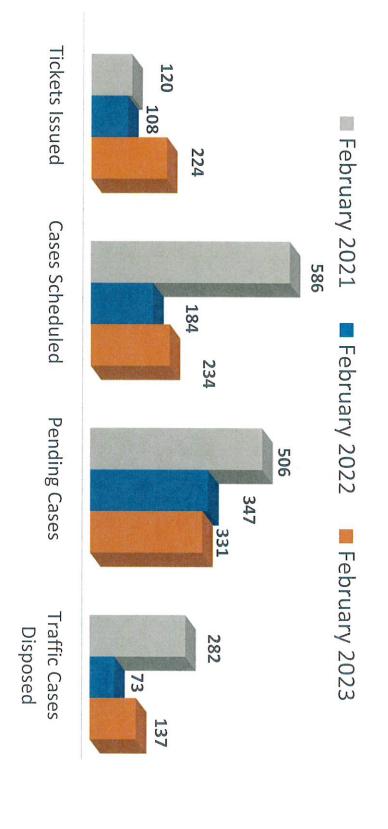
Pre-Trial Intervention referred to as PTI has 8 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 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.

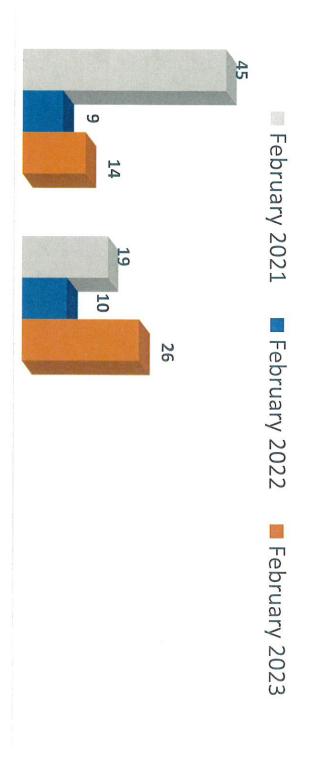
Statistics for February 2023

Presented by: Lisa Cunningham, Clerk of Court







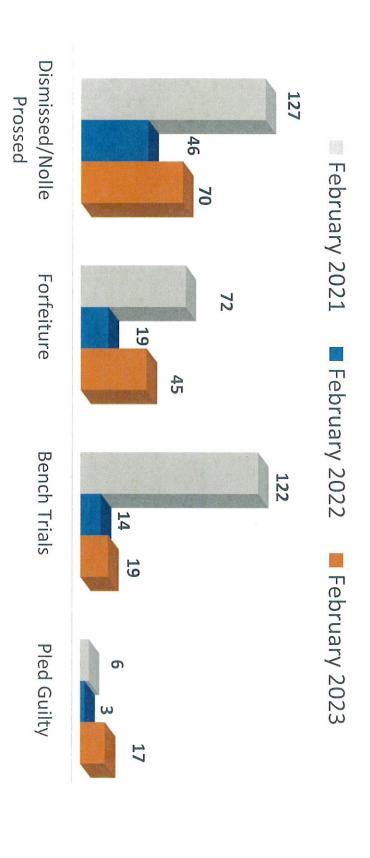


Criminal Cases

Warrants Issued

Disposed









# Terminology

- **Disposition** the ruling of the court, the final outcome of the violation.
- Dismissed no prosecution because either a program was completed, or motion granted.
- Nolle Prosequi the prosecutor or officer did not wish to prosecute the case
- Forfeiture the bond was posted, and defendant did not appear for court, so it was converted to a fine.
- Guilty Bench Trial the Judge ruled in favor of the State.
- Not Guilty Bench Trial the Judge ruled in favor of the Defendant.
- Pled Guilty the defendant did not contest the violations
- Disposed the case is no longer pending and a disposition has been indicated.
- Pending the cases awaiting trial or currently enrolled in a program

#### **TOWN COUNCIL**

#### STAFF REPORT

### **Projects and Watershed Resilience Department**



MEETING DATE:	April 11, 2023
SUBJECT:	Projects and Watershed Resilience Department Monthly Report
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

#### CAPITAL IMPROVEMENTS PROGRAM (CIP) AND SPECIAL PROJECTS UPDATE

#### **PATHWAYS**

#### Goethe-Shults Sidewalks Phase 2

Sidewalks are completed and SCDOT has closed out the project.

#### • Next Steps

Complete additional services to study the outfall along Shults Road.

#### 2. Buck Island-Simmonsville Neighborhood Sidewalks and Lighting

- Phase 6A along Simmonsville Road from Grayco northward to Sugaree Drive is complete.
- A contract for Phase 6B along Simmonsville Road from Sugaree Drive northward to the existing New Mustang Road was awarded to JS Construction Services, Inc.

#### Next Steps

- Prepare and obtain streetlight easements and begin condemnation process for remaining Phase 5 street lighting easements.
- Complete Phase 6B construction and SCDOT closeout.
- Construction of the remaining Simmonsville Road sidewalks and lighting is to be completed in FY 2023.

#### 3. New River Linear Trail

- Conceptual Master Plan is complete.
- Executed PO with Barrier Island Engineering for Phase 1 Engineering Design.
- Submitted PRT application for a restroom facility, water source and lighting at the New River Trail Park. Submitted request to Bill Herbkersman to solicit support from the Beaufort County Delegation.
- Received easement donation from New Riverside Community Association, Inc.
- Submitted plans to Santee Cooper for cursory review and cost share for bridge replacements.
- Received \$26,000 PARD grant award.

#### Next Steps

- Continue engineering design for Phase 1 pathway (New River to Hwy 46).
- Easement Donation from New Riverside Community Association, Inc. approved at 3/14/23 Town Council.
- PRT Grant to be awarded in May 2023.

#### **SEWER & STORMWATER**

#### 1. Buck Island-Simmonsville Sewer (Phases 5A-D)

- Construction was halted on Phases 5A-D by BJWSA due to the contractor underperforming their job duties.
- Received permits to construct from DHEC.
- Posted a solicitation to construct and only received one response. The solicitation was reposted per Dept. of Commerce due to grant funding.

#### • Next Steps

- Re-bid period ends 4/17/2023.
- Start construction late summer 2023.

#### 2. Historic District Sewer Extension Phases 2 & 3 - Bridge & Colcock Streets

- Received SCDHEC permit to construct for original scope.
- No contractors responded to the first construction solicitation.
- Received Quit Claim Deeds from all the property owners along the ghost road.
- Obtained road ownership from SCDOT.
- Contract was awarded to Jordan Construction of Hilton Head, Inc. 3/14/2023.

#### Next Steps

 Start house connections once construction is complete and Permit to Operate is issued by DHEC.

# 3. Historic District Sewer Extension Phases 4 through 6 – Lawrence, Green and Water Streets

• Received initial design for Phases 4, 5, & 6 from the engineer.

#### Next Step

- Incorporate any Phases 4, 5, & 6 design changes to drawings and submit to BJWSA for review and permitting.
- Obtain Quit Claim Deeds from all the property owners along the ghost roads or initiate condemnation process in April 2023.

#### 4. May River Watershed Action Plan Impervious Restoration Water Quality Projects

- Initial site investigations are complete for 9 of the 11 participating project partners.
- Palmetto Pointe Towns and Lowcountry Community Church declined to participate in the Program at this time.
- Policy document for Impervious Restoration Program under formulation.
- Geotechnical investigations at 6 school sites complete and field results under analysis for use in development of Preliminary Design. Geotechnical investigations for the 3 remaining sites are being coordinated.

#### Next Steps

- Proceed with geotechnical evaluations at the 3 remaining site locations. Begin preliminary site design.
- o Preliminary Design development utilizing geotechnical investigation information.
- Policy Document DRAFT is being updated based on comments provided.

#### 5. Buck Island Drainage Improvements

- A contract was executed on 11/18/22.
- Construction is substantially complete.
- 10" water main relocation/lowering performed on 2/15/23.

#### Next Steps

 SCDOT final inspection approval, As-Built submittal review/approval, completion of punch list items, project close-out by 4/30/23.

#### HISTORIC DISTRICT IMPROVEMENTS

#### 1. Boundary Street Lighting

- Phase 2 photometric plans, encroachment permits, and lighting agreements are complete and approved.
- SCDOT and Dominion indicated poles must be installed on private property due to conflicts with sewer force main and communication utilities within the right of way. Easements must now be obtained to install Phase 2 lighting.

#### • Next Steps

- Install streetlights on the west side of the street in FY 2023. Coordinate conduit and light installation for the east side of the street in conjunction with larger streetscape project.
- Obtain easements as needed for Phase 2 street lighting.

#### 2. Squire Pope Carriage House Preservation

- The contract with Huss Inc. was executed and construction began on 1/16/23 with a groundbreaking ceremony held on 2/4/23.
- Selective demolition and dismantling continue, removal of windows, structural framing and stabilization.

#### Next Steps

• Concrete foundation is complete and brick piers are under construction.

#### 3. Bridge Street Streetscape

- Issued Notice to Proceed for Phase I construction to start 12/5/22.
- Obtained survey proposal for Phase II streetscape project.
- Engaged Barrier Island for Phase II design.
- Obtained easement from Cunningham LLC for sidewalk connections.
- Submitted plan revision to SCDOT for sidewalk from Boundary to Pritchard.

#### Next Steps

- o Continue construction of Phase I and complete in Summer 2023.
- Drainage 100%, parking 50%, Sidewalks 95%, IT conduit and pull boxes 50%, lighting 5%.
- o Obtain easement from Cunningham LLC for sidewalk connections.
- o Continue coordination of irrigation tie-in with property owners.
- Meet with Bluffton Electric for plan to installation additional power from Calhoun to Boundary.

#### 4. Boundary Street Streetscape

- Engineering Design is 70% complete and submitted to Watershed for stormwater for initial review.
- Town Council approved a contract amendment on 2/14/23 to complete engineering design and permitting.

#### Next Steps

- o Continuing with Engineering Design and Permitting.
- Obtain easement exhibits and begin appraisals in FY 2023.
- o Bid construction in FY 2024.

#### 5. Calhoun Street Streetscape

• Surveying is complete and preliminary engineering design is 40% complete.

#### Next Steps

- Continue engineering design into FY 2023.
- o Prepare easement acquisition plats for Phase 1 in June 2023.
- Begin easement acquisition in FY 2024.
- o Phased construction is planned to begin in FY 2025 pending budget approval.

#### 6. Pathway Pedestrian Safety Improvements

- Completed Historic District crosswalk study identifying and prioritizing future intersection/crosswalk improvements to meet ADA compliance.
- Phase 1 ADA sidewalk improvements along Goethe Road were completed in January.
- Submitted US DOT RAISE grant application for planning and design of bike and pedestrian safety improvements in Historic District, Goethe/Shults and Buck Island/Simmonsville neighborhoods for implementation in a phased approach.

#### Next Steps

- o Phase 2 design proposal under review.
- o Pending US DOT RAISE grant award in June 2023.

#### 7. Historic District Comprehensive Drainage Plan Improvements

- Asset inventory and condition assessment complete.
- 2D H/H model development complete.
- Initial Tidal Gauge information gathering at Calhoun St Dock has been completed.
- Review of 2D H/H model development results and area of inundation/choke points complete.

#### Next Steps

 Establish maintenance and CIP project needs list and Master Planning report to reduce risk of flooding.

#### 8. Pritchard Street Drainage Improvements

- Cranston Engineering is proceeding with 100% design development based on 70% review comments and meeting discussions.
- Project scope has increased to include streetscape elements, pedestrian connectivity, street lighting and traffic calming evaluation.
- Barrier Island Engineering completed a 3rd party evaluation of drainage claims and complaints associated with 40 Pritchard Street. The concept plan of potential onsite drainage improvements that can be performed by the homeowner to reduce the risk of flooding for his property has been delivered.

#### Next Steps

- Coordinate approval for proposed improvements with Beaufort County School District.
- Complete 100% design submission, permitting submissions and bid document formulation.

#### PARK DEVELOPMENT

#### 1. Oyster Factory Park

- Executed contract with JS Construction for parking expansion.
- Executed Task Authorization with Witmer, Jones, Keefer for design of the event area.
- Construction of the parking area began in March 2023.
- Design of Phase 3 signage for Garvin/Garvey house completed.

#### Next Steps

- Continue construction of the parking lot.
- o Begin design of Oyster Factory Park cookout area in FY 2023.

#### 2. Oscar Frazier Park

- Began design of FY 2023 improvements including hardscape near the Rotary Center, sport courts, and splash pad.
- Submitted conceptual plans at Quarterly Workshop and obtained Town Council input. Sent questionnaire for sport court alternatives to Bluffton Park HOA for review and selection of preferred option.

#### Next Steps

- Obtain TC approval of construction contract for the Rotary Center hardscape plans and execute contract in May 2023.
- Hardscape construction to begin in June.

o Receive Town Council direction on sport courts at April Quarterly Workshop.

Complete design of splash pad and sport courts in FY 2023.

#### 3. New Riverside Barn/Park

- Construction documents for the restroom building are complete.
- Architectural design services for the Barn additions are 90% complete.
- Design of the playground area is 50% complete.
- JS Construction started phase 1 site construction on 1/27/2023.
- Selected Nix Construction to provide Construction Manager at Risk Services for Phase 2 and 3.

#### • Next Steps

- o Complete the architectural design of barn addition.
- o Continue design of playground area in FY 2023.
- Continue construction of Phase 1 Site Development Infrastructure.
- o Execute a Construction Manager at Risk contract with Nix Construction.

#### 4. Miscellaneous Park Improvements

Presented proposed DuBois Park playground improvements at the October
 Workshop and TC requested staff to explore alternative playground equipment.

#### Next Steps

 Continue with the design of DuBois Park playground improvements and present at the April TC Workshop.

#### TOWN FACILITIES AND MISCELLANEOUS PLANNING

#### 1. Town of Bluffton Housing Projects

#### Next Steps

 Provide financial assistance to joint venture partner for planning, design and permitting of Affordable/Workforce Housing at 1095 May River Road.

#### 2. Law Enforcement Center Facility Improvements

- Initial scope of work of the parking/service yard, and covered sheds are complete.
- Clearing for the challenge course is complete.
- Reflection Plaza construction, signage and dedication ceremony are completed.

#### Next Steps

 Complete construction with The Greenery for the challenge course and expanded area for an impound lot and storage of Public Service maintenance equipment.

#### 3. Sarah Riley Hooks Cottage

- Obtained conceptual master plan concepts from JK Tiller and reviewed with Executive Staff
- Prepared questionnaire and obtained stakeholder input for use of the property and cottage.
- Selected Meadors Inc to provide a Structural Assessment Report to determine the feasibility of preservation or re-construction of the cottage.

#### Next Steps

 Present Conceptual Master Plan and Structural Assessment to TC for review at the April Workshop.

- Complete Conceptual Master Planning in FY 23.
- Obtain proposal for construction documents of the Cottage preservation or reconstruction. Construction to be determined based on FY 24 budget approval.

#### 4. Ghost Roads

- Surveying and easement exhibits are complete.
- Bridge Street Quit Claim Deeds are complete. Pritchard and Colcock Streets Quit Claim Deeds are 95% complete. Staff is currently working with Lawrence, Lawton, Green, Pope, Allen and Water Street property owners to obtain Quit Claim Deeds.
- Staff continue to meet with property owners to raise awareness of the acquisition efforts and communicate next steps and requested Council assistance.

#### Next Steps

 Obtain remaining Quit Claim Deeds for Historic District Sewer Phases 4-6 or initiate condemnation proceedings.

#### 5. Document Management

- RFP contract was awarded in March 2022.
- Electronic Document Management system is live.
- Documents for 5 departments have been transitioned to DMS.

#### Next Steps:

 Historical documents for the remaining 9 departments will transition through FY 2026.

#### 6. Network Infrastructure

- Replaced core switches at Town Hall and the Law Enforcement Center.
- Replaced two VMWare hosts for a more stable server environment.
- Migration of Munis and Energov systems to a hosted environment completed.
- Replaced phone system to a more modern system.

#### Next Steps:

- Replacing two more VMWare hosts.
- o Implementation of Executime to replace Intime.

#### WATERSHED MANAGEMENT

#### 1. Stoney Creek/Palmetto Bluff Sewer Partnership

- 2022 updated cost-estimate for the project from BJWSA is \$7.2 million + contingencies. BJWSA has agreed to be the Project Manager.
- Completed DRAFT RIA SCIPP application in support of Stoney Creek/Palmetto Bluff Sewer Extension with BJWSA and Beaufort County. Obtained letters from governmental agencies and stakeholders in support of the application.
- Met with partners to address BJWSA IGA concerns on 3/2/23. A draft 3-party Intergovernmental Agreement is being updated by Director of Procurement.

#### Next Steps

- Await notification of grant application. Anticipated in late April/early May 2023.
- o BJWSA to procure design engineer through existing MSAs.
- 2. SC Department of Health and Environmental Control May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit Attachments 1 and 1a

#### 3. May River Watershed Action Plan Implementation Summary - Attachment 2

- Staff has procured SonTek IQ telemetry stations and are coordinating installation of the equipment.
- Staff deployed a HOBO-U20 water level logger at the Calhoun Street dock to collect tidal elevation data and staff intends to continue data collection at this location.

#### 4. Municipal Separate Storm Sewer System (MS4) Program Update

Staff have completed a draft of the MS4 Annual Report as required by SCDHEC.

### 5. MS4 Minimum Control Measure (MCM) - #1 Public Education and Outreach, and MS4 MCM - #2 Public Participation and Involvement

- The 03/23/23 May River Watershed Action Plan Advisory Committee (WAPAC) was cancelled. The next scheduled meeting is 04/27/23. **Attachment 3**
- Staff presented to River Ridge elementary students for Career Day on 3/10/23.
- Staff continues to coordinate and secure partnerships for the May River Cleanup that will take place 5/06/23.

#### 6. MS4 MCM – #3 Illicit Discharge Detection and Elimination

- Stormwater Infrastructure Inventory Map Attachment 4a
- E. coli Concentrations Trend Map Attachment 4b
- Monthly, Microbial Source Tracking (MST) Maps Attachments 4c and 4d
  - SC Department of Health and Environmental Control (SCDHEC) collects MST samples for the Town concurrently with their routine shellfish harvesting water quality sampling at stations 19-19, 19-19A, 19-19B, 19-19C, and 19-24. SCDHEC conducted sampling 02/07/23 and 03/14/23. The human genetic marker was detected at three (3) SCDHEC Shellfish Harvesting Stations in the May River. Staff

notified all pertinent parties of these water quality sampling results via email. March water quality sampling results are pending.

- Illicit Discharge Investigations Attachment 4e
- 7. MS4 MCM #4 Construction Site Stormwater Runoff Control Attachment 5
- 8. MS4 MCM #5 Stormwater Plan Review and Related Activity Attachment 6
- 9. MS4 MCM #6 Good Housekeeping (Staff Training/Education)
  - Staff attended the South Carolina Association of Stormwater Managers (SCASM) quarterly meeting on 03/02/23.
- 10. MS4 MCM #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)
  - Public Services performed weekly street sweeping on Calhoun Street, Highway 46,
     Bruin Road, May River Road, Pin Oak Street, and curbs and medians on Simmonsville and Buck Island Roads.
  - Performed ditch inspections.
    - Arrow ditch (2,569 LF)
    - Red Cedar ditch (966 LF)
    - Buck Island roadside ditch (15,926 LF)
    - Simmonsville roadside ditch (13,792 LF)
  - Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road and Eagles Field.
- 11. Citizen Drainage, Maintenance, and Inspections Concerns Map Attachment 7
- 12. Citizen Request for Watershed Management Services & Activities Attachment 8

#### **Attachments**

- 1. SCDHEC Shellfish Harvesting Monitoring Data Year-to-Date
  - a. SCDHEC May River Shellfish Harvesting Status Exhibit
- 2. May River Watershed Action Plan Implementation Summary\*
- 3. MS4 Minimum Control Measures #1 and #2 WAPAC Public Notice
- 4. MS4 Minimum Control Measure #3 Illicit Discharge Detection and Elimination
  - a. Stormwater Infrastructure Inventory Map
  - b. E. coli Concentrations Trend Map
  - c. Microbial Source Tracking Trend Map Human Source
  - d. Microbial Source Tracking Map All Sources
  - e. Illicit Discharge Investigations
- 5. MS4 Minimum Control Measure #4 Construction Site Stormwater Runoff Control
- 6. MS4 Minimum Control Measure #5 Stormwater Plan Review and Related Activity
- 7. Citizen Drainage, Maintenance and Inspections Concerns Map
- 8. Citizen Request for Watershed Management Services and Activities Map
- 9. CIP Project Schedules
- \* Attachment noted above includes the latest updates in red.

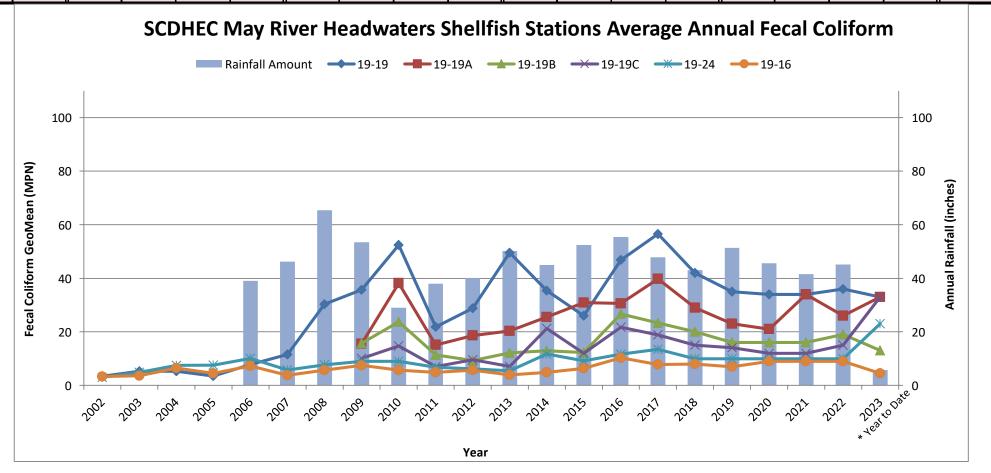
	19-19				19-19A				19-	19B			19-	19C			19	-24			19	-16		
	2020	2021	2022	2023	2020	2021	2022	2023	2020	2021	2022	2023	2020	2021	2022	2023	2020	2021	2022	2023	2020	2021	2022	2023
	Fecal Coliform (MPN)																							
December	17.0	79.0	33.0		22.0	49.0	49.0		17.0	4.5	17.0		4.5	17.0	49.0		4.0	6.8	6.8		11.0	7.8	13.0	
November	70.0	33.0	33.0		31.0	33.0	13.0		17.0	7.8	7.8		13.0	4.0	4.5		13.0	4.5	6.1		4.5	2.0	13.0	
October	49.0	49.0	23.0		79.0	26.0	46.0		31.0	13.0	13.0		21.0	23.0	23.0		33.0	23.0	11.0		79.0	17.0	14.0	
September	110.0	33.0	540.0		49.0	11.0	350.0		49.0	17.0	350.0		33.0	13.0	170.0		33.0	2.0	79.0		33.0	11.0	33.0	
August	49.0	49.0	23.0		49.0	49.0	23.0		23.0	23.0	11.0		23.0	49.0	13.0		17.0	14.0	17.0		22.0	14.0	11.0	
July	33.0	350.0	920.0		13.0	64.0	49.0		23.0	79.0	95.0		7.8	33.0	130.0		7.8	33.0	23.0		17.0	13.0	46.0	
June	NS	49.0	13.0		NS	79.0	4.5		NS	13.0	11.0		NS	17.0	2.0		NS	22.0	1.8		NS	2.0	9.3	
May	70.0	2.0	4.5		49.0	49.0	4.5		23.0	23.0	4.0		22.0	23.0	1.8		6.8	23.0	1.8		4.5	7.8	2.0	
April	33.0	33.0	4.5		33.0	23.0	4.5		13.0	22.0	1.8		6.8	17.0	2.0		13.0	7.8	1.8		13.0	2.0	1.8	
March	170.0	33.0	33.0		49.0	11.0	23.0		130.0	17.0	2.0		49.0	13.0	4.5		70.0	2.0	2.0		33.0	2.0	2.0	
February	17.0	79.0	23.0	540.0	7.8	70.0	31.0	350.0	21.0	79.0	17.0	240.0	4.5	23.0	22.0	240.0	4.5	7.8	2.0	33.0	6.8	6.8	11.0	33.0
January	95.0	17.0	49.0	33.0	33.0	17.0	22.0	33.0	33.0	13.0	33.0	13.0	17.0	23.0	7.8	33.0	17.0	17.0	7.8	7.8	17.0	7.8	7.8	4.5
** Truncated GeoMetric Mean	34.0	36.0	40.0	40.0	21.0	26.0	28.0	30.0	16.0	18.0	18.0	17.0	12.0	15.0	14.0	16.0	10.0	10.0	9.0	9.0	9.0	8.0	9.0	7.0
** Truncated 90th Percentile	106.0	139.0	192.0	249.0	59.0	69.0	91.0	122.0	50.0	58.0	72.0	86.0	37.0	39.0	54.0	82.0	31.0	35.0	41.0	42.0	35.0	33.0	32.0	26.0

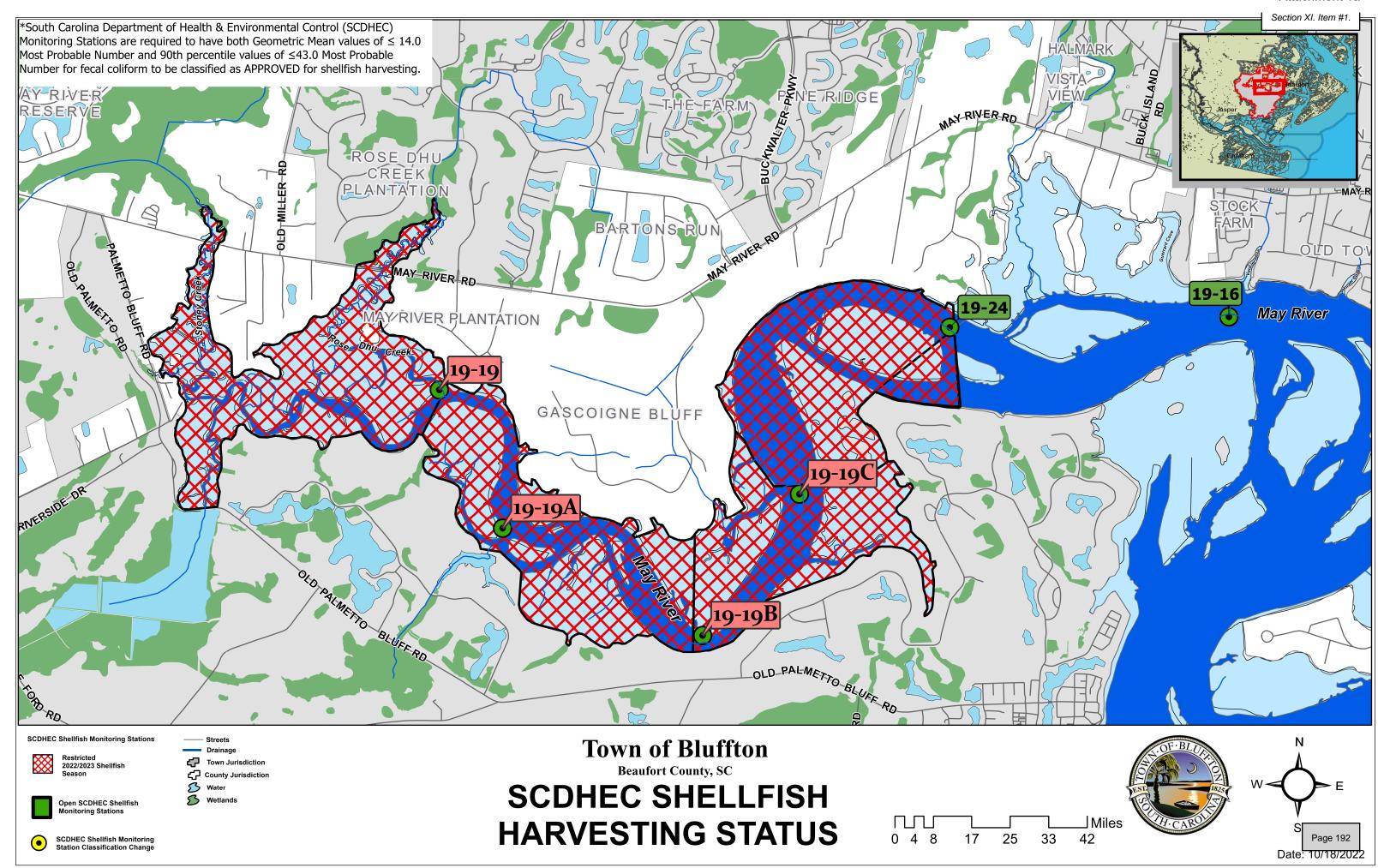
NS = No Sample

#### **SCDHEC Regulatory Requirements:**

Geometric Mean ≤ 14 90th Percentile ≤ 43

\*\* Town staff calculations utilizing SCDHEC statistics





# WAPAC Meeting Presentation May River Watershed Action Plan Update & Modeling Report Overview and Status August 25, 2022

Updated February 23, 2023

#### **Overview**

- May River Watershed Action Plan Update & Modeling Report completed November 2020.
- Town Council Adoption of May River Watershed Action Plan Update as a Supporting Document to the Comprehensive Plan completed February 2021.
- May River Watershed Action Plan Update & Modeling Report Summary:
  - Executive Summary provides an overview of the project background, findings and interpretation, current state of knowledge concerning fecal coliform fate and transport, and an overview of proposed recommendations for the Town.
  - 1.0 Introduction includes more detailed project background including the purpose of the document and the Project Team's tasks to 1) develop water quality models to compare current conditions (2018) to pre-shellfish impairment conditions (2002) to develop pollutant load reduction estimates, and 2) evaluate 2011 Action Plan BMPs for appropriateness under current conditions and provide up to eleven (11) alternative projects and preliminary cost estimates.
  - 2.0 Model Setup; 3.0 Model Calibration, and 4.0 Water Quality Model Results details
    the methodology used by the Project Team to establish and calibrate the models and the
    model outputs. This highly technical information is necessary for future Water Quality
    (WQ) Model calibration and use for consistency.
  - 5.0 Recommendations includes strategies to improve the Town's monitoring efforts to calibrate the WQ Model further (§5.1), strategies and BMPs for bacteria reduction (§5.2), an evaluation of 2011 Action Plan BMP projects (§5.3), and methodology used to develop 2020 Action Plan Update recommended projects (four septic to sewer conversion projects and eleven stormwater BMP retrofit projects) with cost-estimates and ranking/prioritization (§5.4).
  - 6.0 Conclusions offers a summary of the WQ Model results in context of current state of knowledge.
  - o **7.0 References** documents the prior research findings used to inform recommendations.
  - Appendices reference supporting materials:
    - Montie et al. (2019) "Technical Report: Historical Analysis of Water quality, Climate Change Endpoints, and Monitoring in Natural Resources in the May River,"
    - Technical Memo from Dr. Rachel Noble,
    - Watershed Treatment Model Spreadsheets, and
    - Detailed Project Cost Estimate Spreadsheets.

### MRWAP 2020 Update Septic to Sewer Project Recommendations/Evaluations:

- Four (4) septic to sewer conversion projects were evaluated 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.

#### Work Performed and Current Status as of August 25, 2022 Meeting

Discussions with the Town, Beaufort County and BJWSA have been held about future Septic to Sewer Program projects identified above. Stoney Creek Septic to Sewer Project has been identified as the next priority project to pursue under the Septic to Sewer Program.

 The Town and Beaufort County are finalizing Funding and Cost share elements relative to the project and a letter to BJWSA will be developed and sent to BJWSA regarding project funding, capital outlay and schedule for implementation.

#### **Update for WAPAC February 23, 2023 Meeting:**

The Town, Beaufort County and BJWSA continue to work on details to draft a proposed Inter-Governmental Agreement (IGA) to be presented to each respective approving authority for review, finalization, and approval. It is anticipated that this process is months away from final approval/adoption of the respective parties.

# MRWAP Update Eleven Impervious Restoration (stormwater retrofit) Project Recommendations/Evaluations:

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.

Eleven (11) proposed project sites Rose Dhu Creek (6 projects) and Stoney Creek (5 projects):

- 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)
- McCracken Middle School/Bluffton Elementary School (MMSBES)
- May River High School
- One Hampton Lake Apartments (OHLA)
- Pritchardville Elementary School (PES)
- Palmetto Pointe Townes (PPT)
- Based on WQ Model outputs, these projects alone may potentially reduce FC loading by
  - 2.99×10<sup>14</sup> FC reduction for the Full SWRv (entire sub-basin drainage area catchment).
  - 2.53×10<sup>14</sup> FC reduction for the Reduced SWRv projects (impervious area drainage area of sub-basin catchment).
- The estimated of 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.

**Example** of Impervious Restoration Project evaluation from May River Watershed Action Plan Update & Modeling Report:



Figure 52. McCracken Middle School/Bluffton Elementary School Proposed Stormwater BMP Retrofits

### Work Performed and Current Status as of August 25, 2022 Meeting Update for WAPAC February 23, 2023 Meeting:

 Drafted a detailed scope of work for Engineering Consultant Firm review and cost proposal (Expression of Interest) regarding performance of the following work elements related to MRWAP Update recommendations for implementation:

Task 1: MRWAP Update 11 site locations

Eleven (11) proposed project sites Rose Dhu Creek (6 projects) and Stoney Creek (5 projects):

Yellow highlight indicates geotechnical evaluations complete.

- Bluffton Early Learning Center (BELC). Participating in preliminary design development phase.
- Boys and Girls Club of Bluffton (BGC). Participating in preliminary design development phase.
- Benton House (BH). Participating in preliminary design development phase.
- Bluffton High School (BHS). Participating in preliminary design development phase.
- Buckwalter Recreation Center (BRC). Participating in preliminary design development phase.
- Lowcountry Community Church (LCC). Declined to Participate.
- McCracken Middle School/Bluffton Elementary School (MMSBES).

  Participating in preliminary design development phase.
- May River High School. Participating in preliminary design development phase.
- One Hampton Lake Apartments (OHLA). Participating in preliminary design development phase.
- Pritchardville Elementary School (PES). Participating in preliminary design development phase.
- Palmetto Pointe Townes (PPT). **Declined to Participate.**
- Evaluate 11 sites and proposed BMPs. Complete.
- Update concept plans for 11 sites based on site evaluations, recommendations and discussions. Complete.
- Perform geotechnical evaluations at each site at locations related to BMP locations of updated concept plans. Completed for the 5 school sites. Geotechnical evaluations for the remaining 4 participating partner sites are being schedule based on recent property owner participation status being known/confirmed.
- Refine updated concepts and use for presentations to Property Owner to discuss Impervious Restoration Program goals, objectives and gain support for Program and their participation.
  - Developpe list of "incentives" to secure Property Owner participation (see Policy Document Formulation below).

- Based on geotechnical information and Property Owner feedback further refine concept plans to Preliminary Design:
  - Determine BMP types and location to maximize SWRv/WQ treatment in cost effective approach.
  - Determine estimated pollutant load reductions.
  - Develop site specific BMP details.
  - Develop preliminary BMP maintenance schedule and cost for each site.
- Preliminary Design development plans will be presented to the Property Owner for review and discussion. Other Restoration Program details (maintenance responsibilities, easements, incentives, etc.) developed as part of the Program (see Policy Document Formulation below) will also be discussed in hopes of establishing a commitment from the Property Owner to participate in the Program. Once a "commitment" is secured from the Property Owner, the project site will be moved to Final design, permitting, and ultimately construction.

**Task 2**: 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).

#### **Update for WAPAC February 23, 2023 Meeting:**

Desktop analysis and field work performed to develop a list of 45 sites that potentially meet the criteria above. This list of potential sites is under review/evaluation.

### Town of Bluffton Impervious Restoration/BMP Retrofit Policy Documents.

**Task 3**: 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.

#### Work Performed and Current Status as of August 25, 2022 Meeting

- The Expression of Interest was submitted to 3 consultant firms under existing Master Service Agreements with the Town for review and a request for response.
- All 3 Firms responded and their respective responses were evaluated, scored and discussed internally.
- A recommendation for Award was made and the Consulting Firm of Goodwyn, Mills and Cawood selected.
  - 1. Phase I of this work is in process under existing FY 22 funding from Watershed Management Division.
  - 2. Phase II of this work will be presented for Town Council review and approval in the August Town Council Meeting and FY23 funding.

#### **Update for WAPAC February 23, 2023 Meeting:**

Phase II work was approved by Town Council and work has been initiated and reported herein.

- Phase I work completed by Consultant and Town:
  - 1. Review of recommendations of the MRWAP Update.
  - 2. On-site evaluations at each proposed site.
  - 3. Meetings with Beaufort County School District.
    - 6 of the 11 sites are located on School property. The School District is
      deemed an important project partner and as such several meeting have
      been help to discuss the program and need for project BMPs to improve
      water quality. The School District has granted permission for us to
      perform initial site investigations, provided site specific plan
      information, future development plans on each site and expressed a
      willingness to participate in the Program.
    - Drafted a Letter to Non-School Property Owners describing the Impervious Restoration Program goals and objectives and requesting a meeting to discuss and gain support.
  - 4. Policy Document Formulation has been initiated and includes research of similar Programs Nationwide.

#### **Update for WAPAC February 23, 2023 Meeting:**

2 *DRAFT* Policy Documents have been submitted for review and comment. Comments are being evaluated and addressed by consultant and an update *DRAFT* Policy Document is expected by April 2023.

### Other, Related MRWAP Update Recommendations

- Adopt proposed regional Southern Lowcountry Post Construction Stormwater Ordinance and Design Manual - complete September 2021.
- The Town should incorporate volume reduction BMPs (those that encourage infiltration) within existing and future CIP projects to the maximum extent practical, especially for project locations with well-drained soils (HSG A or B) in progress, see below.

#### Work Performed and Current Status as of August 25, 2022 Meeting

- Bridge Street Streetscape Project
  - Project design/permitting is complete, and Construction Contract has been awarded.
  - Incorporated Infiltration BMPs within the project to capture and treat 1.95" of rainfall over impervious surfaces within the project area, prior to discharge into the May River.
  - Received Section 319 Grant from DHEC to cost-share cost of construction of proposed BMPs.

#### **Update for WAPAC February 23, 2023 Meeting**

Construction was initiated by JS Construction in early December 2022. Construction considered 65% complete.

- Pritchard Street Drainage Improvement Project
  - Project in Design Phase and considered 30% complete.
  - Incorporated Infiltration BMPs within the project to capture and treat 1.95" of rainfall over impervious surfaces within the project area, prior to discharge into Heyward Cove.
  - Submitted Section 319 Grant proposal to DHEC to cost-share cost of construction of proposed BMPs. Pre-proposal was accepted, and Full Proposal was requested by DHEC. Under Review.

#### **Update for WAPAC February 23, 2023 Meeting**

- 70% design plan submitted, reviewed and comments presented to consultant.
- 319 Grant was awarded by DHEC to the Town.
- In-House Microbial Source Tracking in progress, see below
  - The Town entered a Memorandum of Understanding (MOU) with the University of South Carolina Beaufort (USCB) in July 2021 to establish and fund a regional Microbial Source Tracking (MST) laboratory capable of accepting environmental water quality samples.
  - Analytical services are provided by the USCB-MST laboratory for all environmental samples collected by the Town.
  - Update for WAPAC February 23, 2023 Meeting
     Staff has collected additional fecal samples needed for dog, bird, and deer. The USCB-MST Laboratory is conducting the assessment on additional fecal samples and Dr. Pettay will provide a final report to the Town once all fecal markers in regional watersheds have been analyzed.
- Future (new) Bacteria Monitoring Locations in progress, see below
  - Staff increased sampling frequency and implemented additional monitoring sites and parameters in the May River headwaters based upon recommendations in the 2020 May River Watershed Action Plan Update and Model Report.
  - Update for WAPAC February 23, 2023 Meeting Staff is collecting intermittent flow data at SonTek IQ sites in conjunction with grab FIB samples.
  - Update for WAPAC February 23, 2023 Meeting Staff is working with the consultant to identify recommended strategies for intermittent flow data collection and a review of the Town's FIB grab sample schedule.

- Future (new) Water Flow Monitoring Locations.
  - o Work Performed and Current Status as of August 25, 2022 Meeting
    - The MRWAP Update included recommendations for the Town to perform certain rainfall and flow data measurements in May River Headwater Watersheds in order to "calibrate" and make more accurate Model predictions. These recommendations were evaluated and a game plan to address recommendations to calibrate model developed.
      - Utilizing existing flow and rainfall data collected over past years with rain gauges, IQ Plus and Sontek measuring instruments in Stoney Creek, Rose Dhu Creek, Palmetto Bluff, Duck Pond and Heyward Cove, the Town hired a consultant to review the data and determine:
        - Useful data obtained to gain the required information to calibrate model.
          - The data obtained from Stoney Creek and Heyward Cove was deemed sufficient for Model calibration and Final report for this work is in process.
          - Duck Pond was deemed inconsequential, not needed due to drainage area size and proximity/outfall to tidal waters.

#### **Update for WAPAC February 23, 2023 Meeting**

- Consultant Final Report delivered, and Model Calibration Data for Stoney Creek and Heyward Cove identified.
- If data review resulted in insufficient data, develop a monitoring program that would produce the data needed.
  - Rose Dhu Creek and Palmetto Bluff flow data review resulted in data that was insufficient to calibrate Model.
  - Final report identifying recommended strategies to gain required data is in process.
  - Potential purchase of telemetry stations to equip continuous flow monitoring stations with real-time data access.

#### **Update for WAPAC February 23, 2023 Meeting**

 Final Report delivered. Based on recommendations of data and process needed, staff has procured needed telemetry station equipment and has hired a consultant to assist in getting the intermittent and continuous flow data and producing a Final Report. The field work installation of equipment is being scheduled. Once installed and operational, data collection will last 6 months.



# **PUBLIC NOTICE**

The May River Watershed Action Plan Advisory Committee (WAPAC) meeting scheduled for

Thursday, March 23, 2023, at 3:00 P.M.

has been

### **CANCELLED**

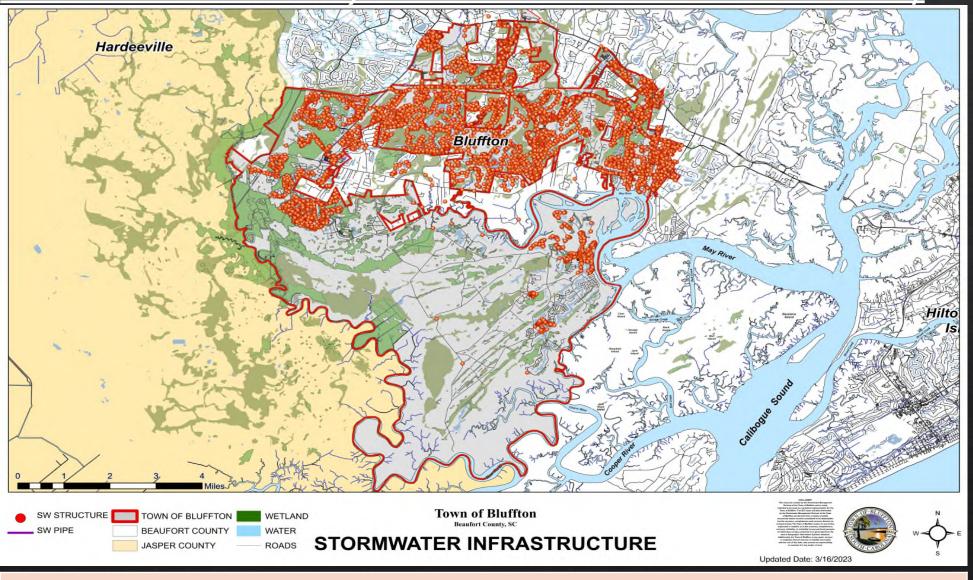
due to lack of quorum.

The next meeting is scheduled for

Thursday, April 27, 2023

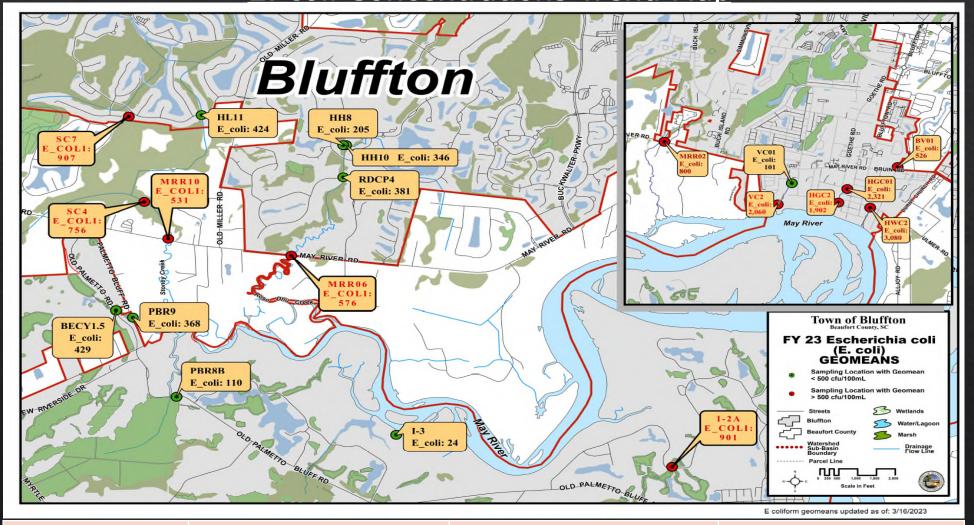
If you have questions, please contact the Watershed Management Division at: 843-706-4559

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



Stormwater Infrastructu	re Inventory Collection Status	
Collection Totals	16,657	
FY 2023 YTD Collection Totals	2,341	Da == 200
FY 2022 Collection Totals	2705	Page 202

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



	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
2023 YTD Totals	430	78	72
2022 Totals	447	78	119

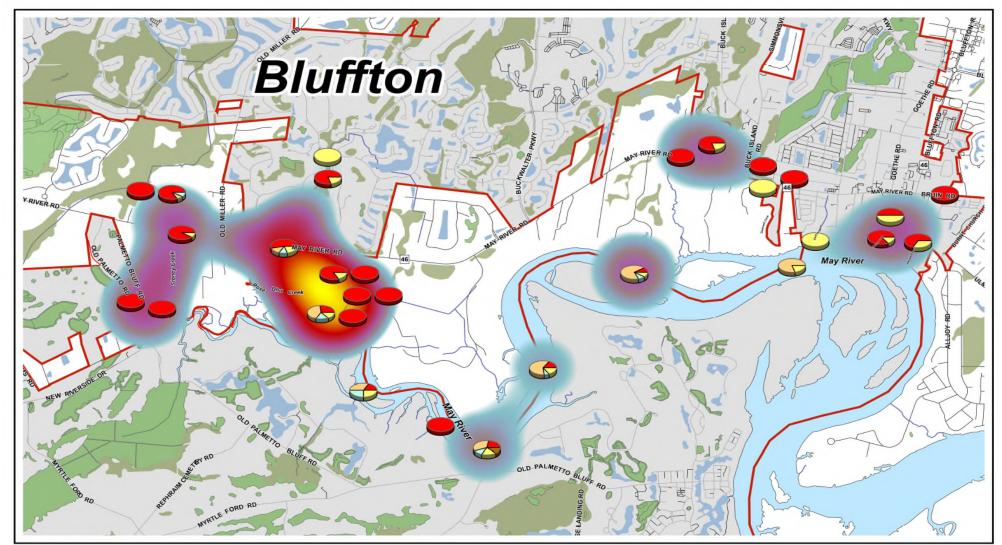
FY 2021 Totals 380 115 179

FY

FY

Page 203

# MS4 Minimum Control Measure #3 - IDDE: Microbial Source Tracking (MST) Trend Map



### MSTSamplingResults MST Sampling Sites



Representative of Low Sampling Distribution

Representative of High Sampling Distribution

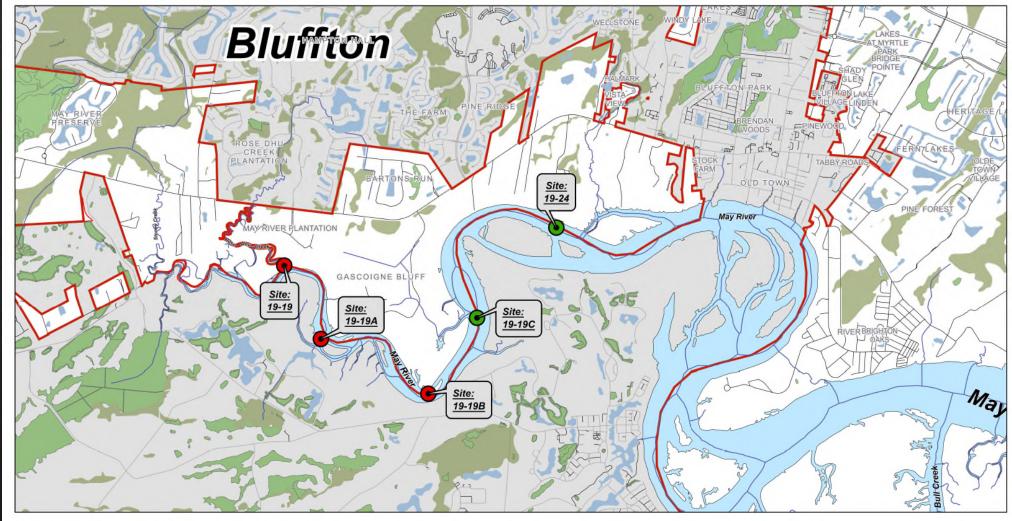
### MICROBIAL SOURCE TRACKING (MST) LOCATIONS

Samples at Sites With Positive Detection and the Intensity of Positive Hits

Town of Bluffton
Beaufort County, SC



# <u>MS4 Minimum Control Measure #3 – IDDE:</u> <u>Microbial Source Tracking (MST) Map – Human Sources</u>





Town Jurisdiction



MICROBIAL SOURCE TRACKING LOCATIONS

Sampling Results February 2023

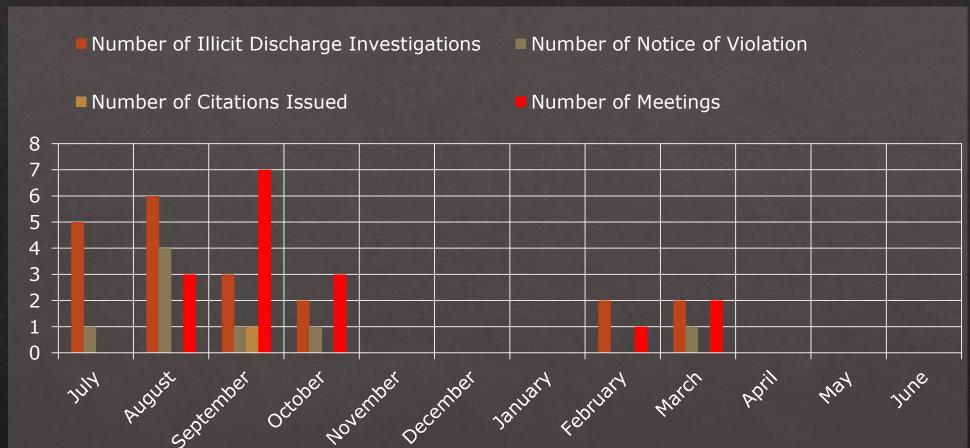
Town of Bluffton
Beaufort County, SC







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

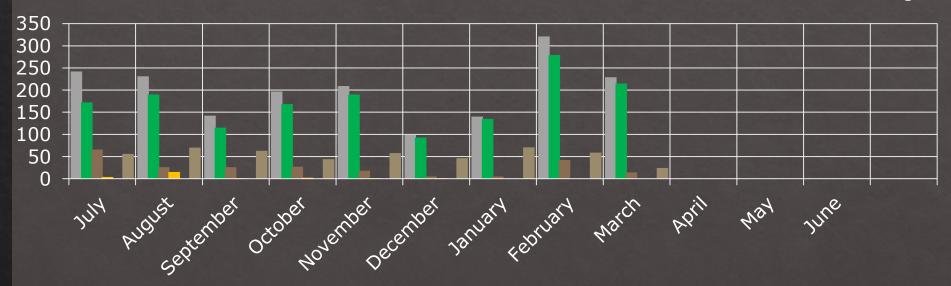


	Number of Illicit Discharge Investigations	Number of Notices of Violation Issued	Number of Citations Issued	Number of Meetings
FY 2023 YTD Totals	20	8	1	16
FY 2022 Totals	30	5	3	17
FY 2021 Totals	36	11	1	29

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

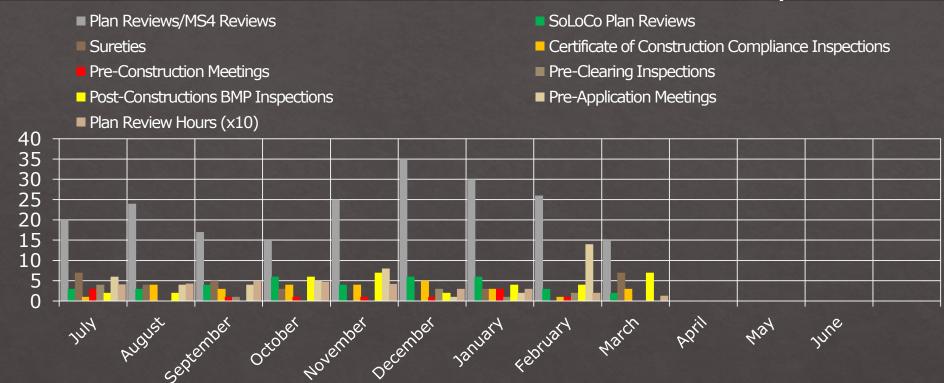
- Erosion & Sediment Control Inspections (E&SC)
- Number of Notice of Violation (NOV)
- Number of Citations Issued

- Number of Inspections Passed
- Number of Stop Work Orders (SWO)
- Number of Erosion & Sediment Control Meetings



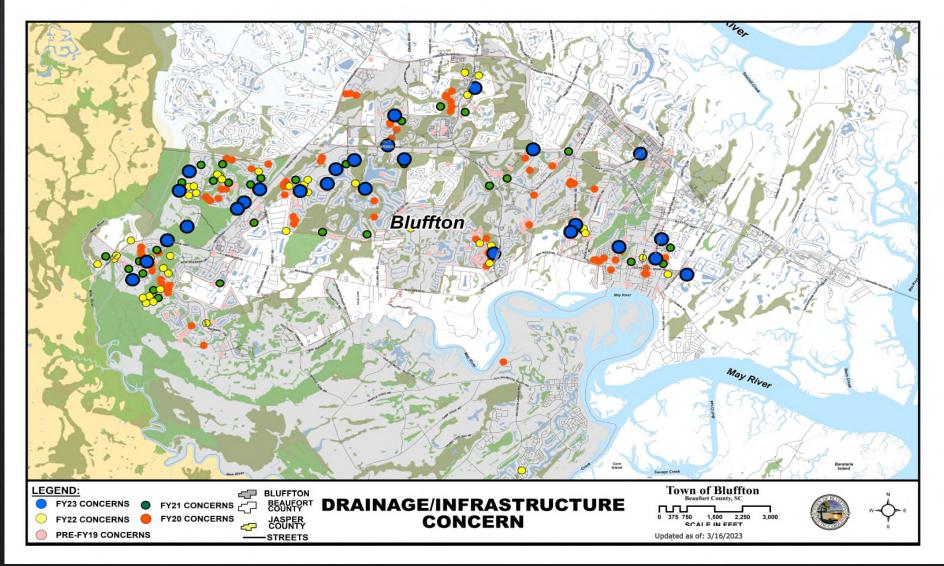
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NOVs Issued	Number of SWO Issued	Number of Citations Issued	Number of E&SC Meetings
FY 23 YTD Totals	1810	1557	229	24	0	491
FY 2022 Totals	3127	2701	392	49	0	673
FY 2021 Totals	1,805	1,527	267	32	4	413 Page 20

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



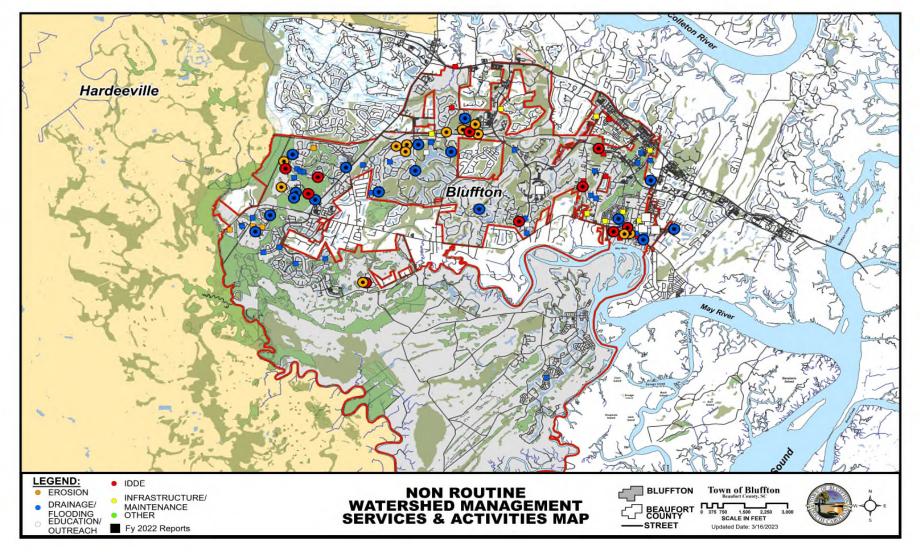
	Plan Reviews MS4 Reviews	SoLoCo Plan Reviews	Sureties	CCC Inspections	Pre- Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2023 YTD	207	37	29	28	11	11	34	44	315 Hrs.
FY 2022 Totals	231	13	42	26	30	23	44	26	454 Hrs.
FY 2021 Totals	186	0	61	55	24	24	22	41	789 Hrs.

### Citizen Drainage, Maintenance and Inspections Concerns Map



	Number of Drainage Concerns Investigated	Number of Meetings	
FY 2023 YTD Totals	52	44	
FY 2022 Totals	38	34	
FY 2021 Totals	45	39	Page 209

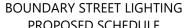
# Citizen Request for Watershed Mngt. Services & Activities Map

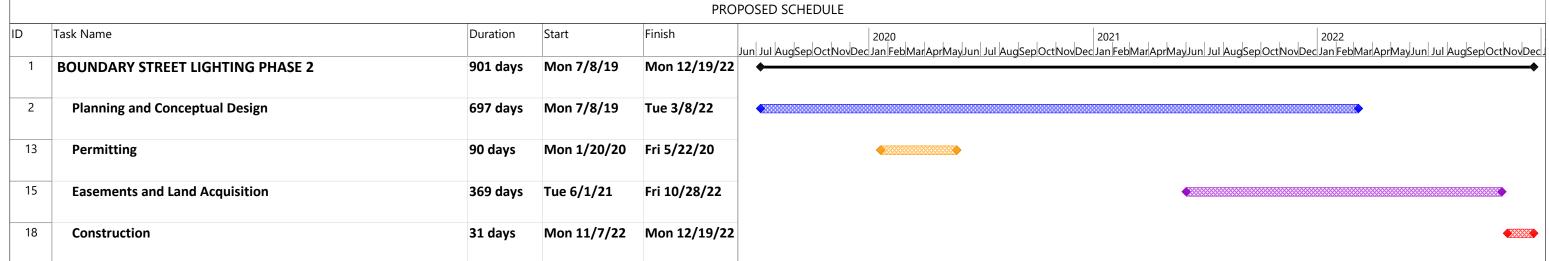


<b>A</b>				
	Number of Citizen Requests Investigated	Number of Meetings		
FY 2023 YTD Totals	8	10		
FY 2022 Totals	33	21		
FY 2021 Totals	46	36	Page 2	

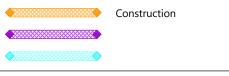
Attachment 9
CIP Project Schedules







Project: 00069 Date: Thu 7/7/22 





### BOUNDARY STREET STREETSCAPE PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Predecessors	Finish	Quarte 4th Quarte 1st Quarte 2nd Quarte 3rd Quarte 4th Quarte 1st Quarte 2nd Quarte 3rd Quarte 4th Quarte 1st Quarte 1st Quarte 1st Quarte 2nd Quarte 2nd Quarte 4th Quarte 2nd Quarte 4th Quarte 2nd
1	BOUNDARY STREET STREETSCAPE	689 days	Mon 9/7/20		Thu 4/27/23	
2	Planning and Conceptual Design	379 days	Mon 9/7/20		Thu 2/17/22	
14	Final Planning and Construction Documents	260 days	Fri 2/18/22		Thu 2/16/23	
20	Permitting Phase	150 days	Fri 10/28/22		Thu 5/25/23	
25	Easements and Land Acquisition	268 days	Fri 10/28/22		Tue 11/7/23	

Project: 00094 Date: Tue 2/21/23

 $\Diamond$ Baseline Milestone Task Project Duration **Baseline Summary** Planning and Conceptual Design Milestone Critical Task Final Design and Construction Documents

Permitting → Bidding and Contract **Easements and Land Acquisitions** Construction

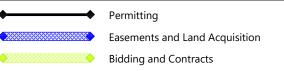
Baseline

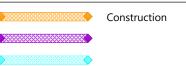
Section XI. Item #1.

# BRIDGE STREET STREETSCAPE PROPOSED SCHEDULE

I	D	Task Name	Duration	Start	Finish	September   October   November   December   January   February   March   April   May   June   July   August   September   October   9/4   9/18   10/2   10/16   10/30   11/13   11/27   12/11   12/25   1/8   1/22   2/5   2/19   3/5   3/19   4/2   4/16   4/30   5/14   5/28   6/11   6/25   7/9   7/23   8/6   8/20   9/3   9/17   10/1   10/15   1
	1	Bridge Street Streetscape	287 days	Tue 9/20/22	Wed 10/25/23	•
	2	Construction	287 days	Tue 9/20/22	Wed 10/25/23	

Project: 00082 Date: Tue 2/21/23





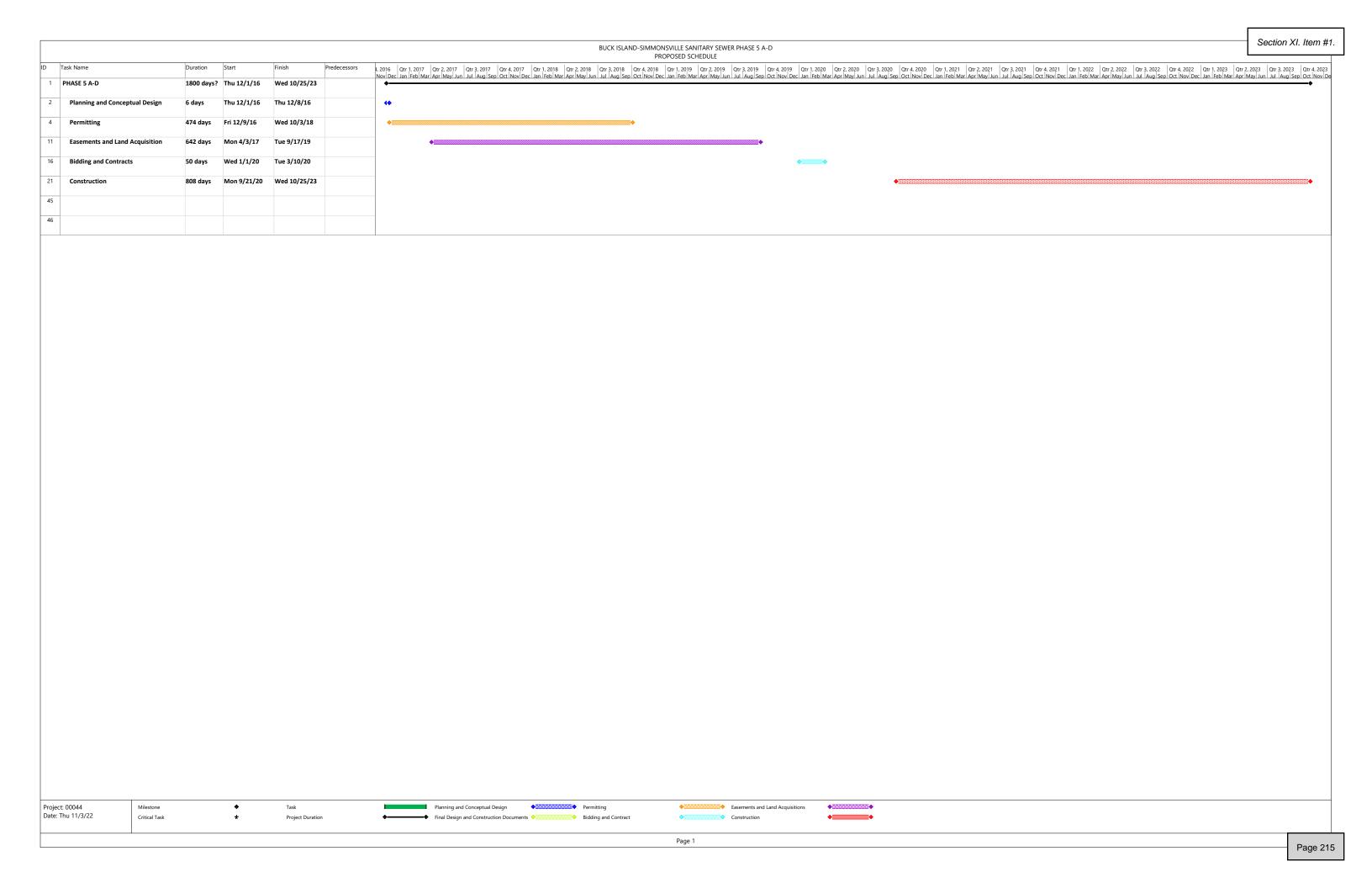




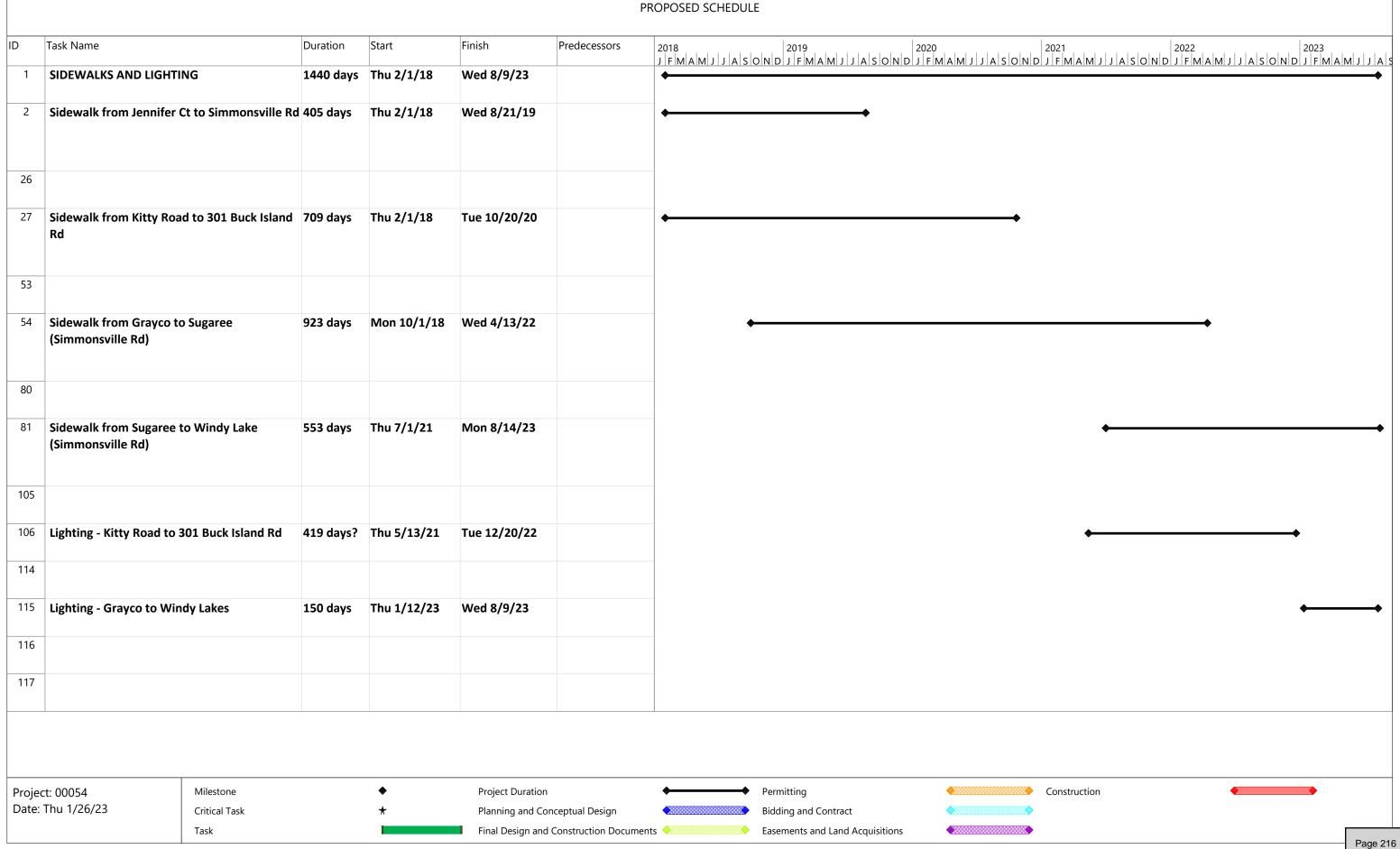
Section XI. Item #1.

ID	Task Name	Duration	Start	Finish	1st Quarter 2nd Quarter 3rd Quarter 4th Quarter 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter 1st Quarter
					Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar
1	00100 Buck Island Rd Drainage Improvements	708 days	Wed 7/1/20	Fri 3/17/23	•
2	Buck Island Rd Design and Construction Documents	218 days	Mon 1/4/21	Wed 11/3/21	
		_			
1	Buck Island Bidding and Contracts	272 days	Thu 11/4/21	Mon 11/21/22	
7	buck Island bloding and Contracts	275 days	111u 11/4/21	141011 11/21/22	
10	Buck Island Construction	84 days	Tue 11/22/22	Fri 3/17/23	

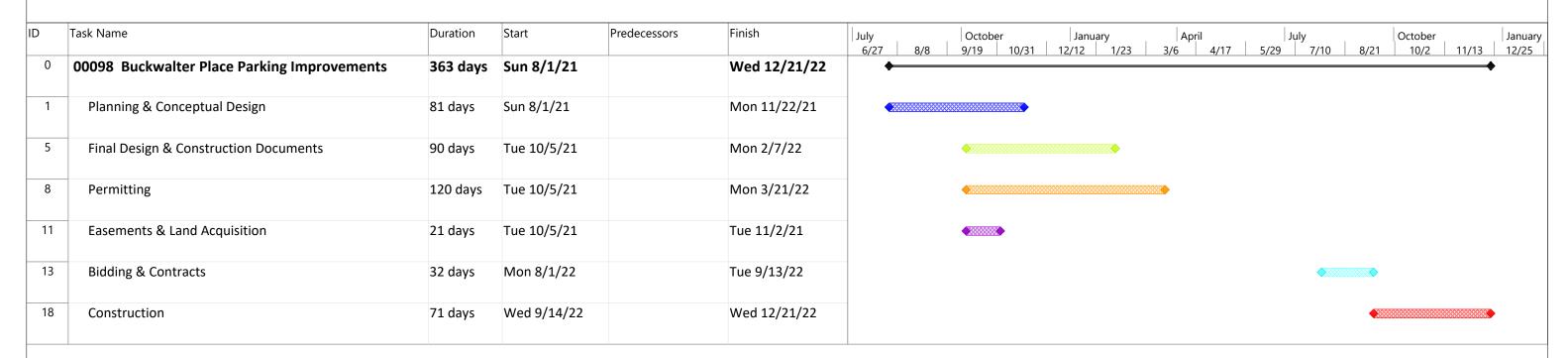
Project: 00100
Date: Tue 2/21/23
Milestone
Critical Task
Task
Planning and Conceptual Design
Final Design and Construction Documents
Easements and Land Acquisitions
Construction



### BUCK ISLAND-SIMMONSVILLE NEIGHBORHOOD SIDEWALKS



## 184 BLUFFTON ROAD PARKING IMPROVEMENTS PROPOSED SCHEDULE



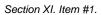
Project: 00064 Date: Thu 7/7/22 Permitting

Easements and Land Acquisition

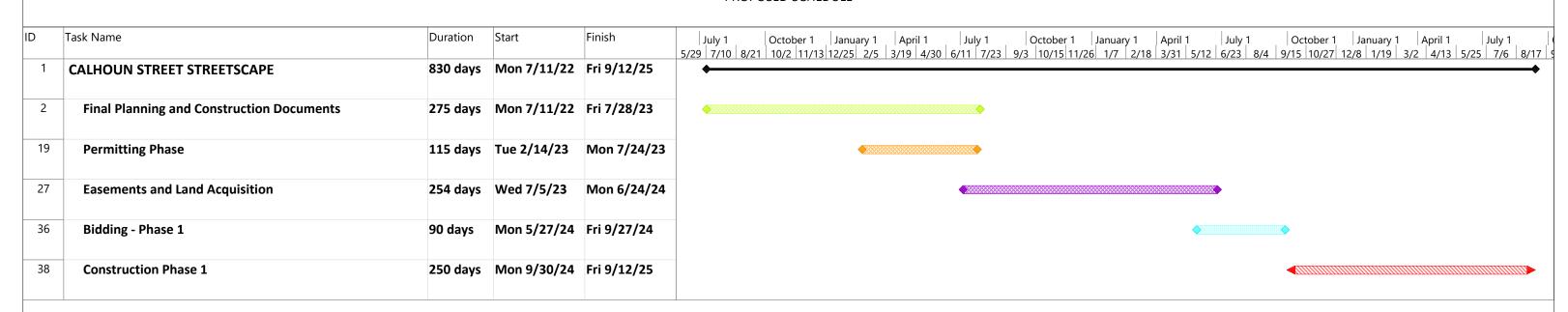
Bidding and Contracts

Construction

Page 217



## CALHOUN STREET STREETSCAPE PROPOSED SCHEDULE



Project: 00042 Date: Wed 2/15/23 Permitting

Bidding and Contract

Easements and Land Acquisitions

Construction

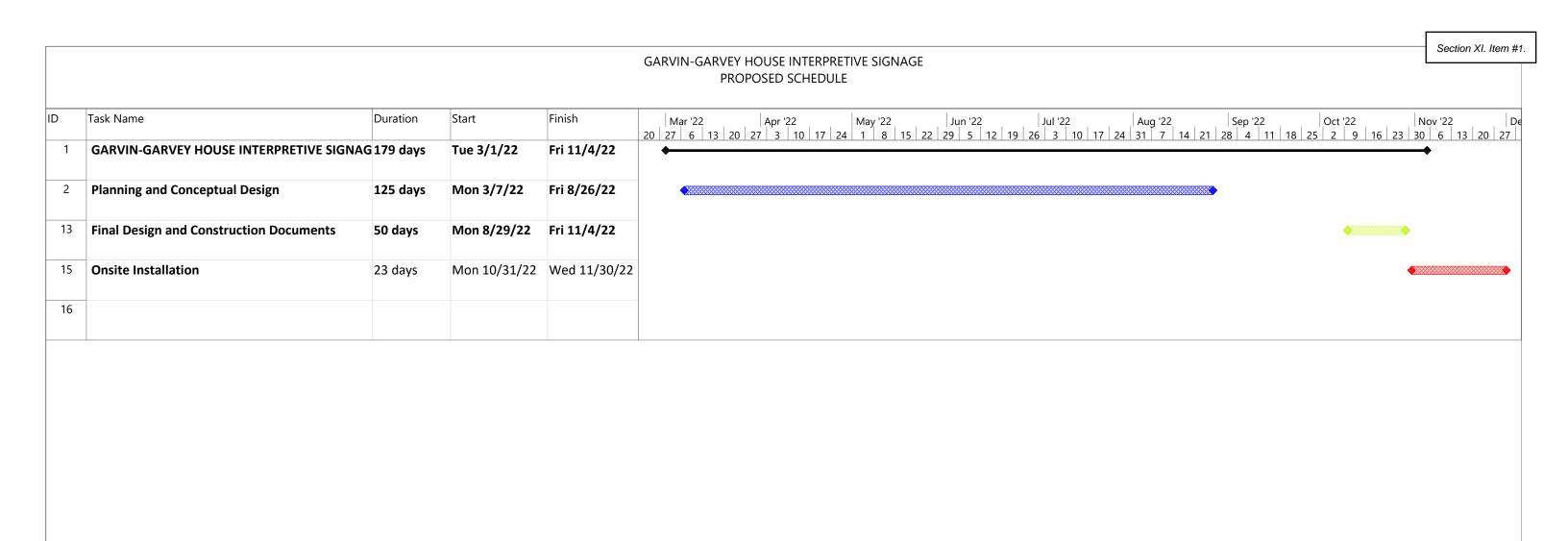


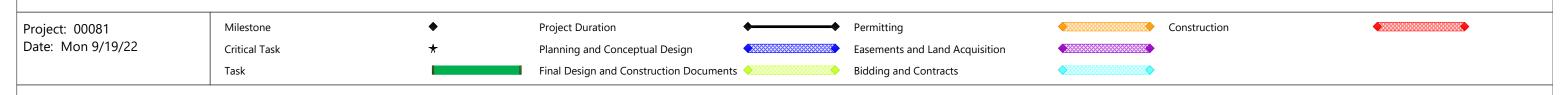
Section XI. Item #1.

### COMPREHENSIVE DRAINAGE PLAN IMPROVEMENTS PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	Qtr 3, 2021   Qtr 4, 2021   Qtr 1, 2022   Qtr 1, 2022   Qtr 2, 2022   Qtr 3, 2022   Qtr 4, 2022   Qtr 1, 2023   Qtr 2, 2023   Qtr 3, 2023   Qtr 3, 2023   Qtr 3, 2024   Qtr 3, 2024   Qtr 3, 2024   Qtr 4, 2025   Qtr 3, 2025   Qtr 4, 2025   Qtr 4, 2025   Qtr 1, 2026   Qtr 2, 2026   Qtr 3, 2026   Qtr 3, 2026   Qtr 3, 2026   Qtr 3, 2025   Qtr 4, 2025   Qtr 3, 2026   Qtr 3, 2026   Qtr 3, 2026   Qtr 3, 2026   Qtr 4, 2026   Qtr 3, 2026   Qtr 4, 2026   Qt
1	Comprehensive Drainage Plan Improvements	1391 days	Thu 7/1/21	Thu 10/29/26	
2	Planning	822 days	Mon 8/2/21	Tue 9/24/24	
13	Final Design and Construction Documents	566 days	Mon 4/15/24	Mon 6/15/26	
16	Bidding and Contracts	608 days	Mon 7/1/24	Wed 10/28/26	•
19	Construction	354 days	Mon 6/23/25	Thu 10/29/26	







Section XI. Item #1. **GHOST ROADS** PROPOSED SCHEDULE Start Task Name Duration Finish 2020
Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb M **GHOST ROADS** 765 days Thu 9/12/19 Wed 8/17/22 Planning and Conceptual Design 765 days Thu 9/12/19 Wed 8/17/22 3 Preparation of Exhibit Thu 9/12/19 Mon 2/17/20 113 days 4 **Owner Meetings** 453 days Mon 10/7/19 Wed 6/30/21 5 Quit Claim Deed Execution 708 days Mon 10/7/19 Wed 6/22/22 Thu 6/23/22 Wed 8/17/22 6 All deeds 40 days Project: 00093 Milestone **Project Duration** Permitting Construction

Page 1

Easements and Land Acquisition

**Bidding and Contracts** 

Planning and Conceptual Design

Final Design and Construction Documents

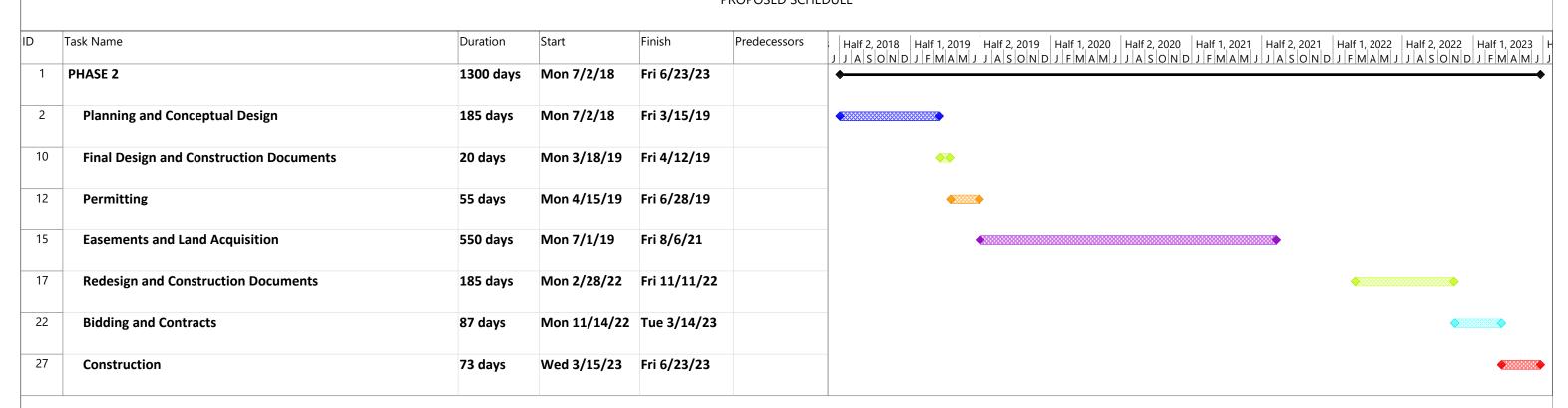
Date: Wed 11/23/22

Critical Task

Task

#### GOETHE-SHULTS NEIGHBORHOOD IMPROVEMENTS PHASE 2 PROPOSED SCHEDULE Section XI. Item #1. Start ID Task Name Duration Finish 1, 2018 Half 2, 2018 Half 1, 2019 Half 2, 2019 Half 1, 2020 Half 2, 2020 Half 1, 2021 Half 2, 2021 Half 1, 2022 Half 2, 2022 Mar May Jul Sep Nov Jan GOETHE/SHULTS NEIGHBORHOOD IMPROVEMENTS 970 days Mon 4/30/18 Fri 1/14/22 PHASE 2 PLANNING AND CONCEPTUAL DESIGN 326 days Mon 4/30/18 Mon 7/29/19 12 | FINAL DESIGN AND CONSTRUCTION DOCUMENTS 209 days Tue 7/30/19 Fri 5/15/20 21 128 days Mon 5/18/20 Wed 11/11/20 PERMITTING **EASEMENTS AND LAND ACQUISITION** 187 days Mon 4/6/20 Tue 12/22/20 101 days Tue 12/1/20 Tue 4/20/21 BIDDING AND CONTRACTS CONSTRUCTION 468 days Wed 4/21/21 Fri 2/3/23

#### HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 2 PROPOSED SCHEDULE



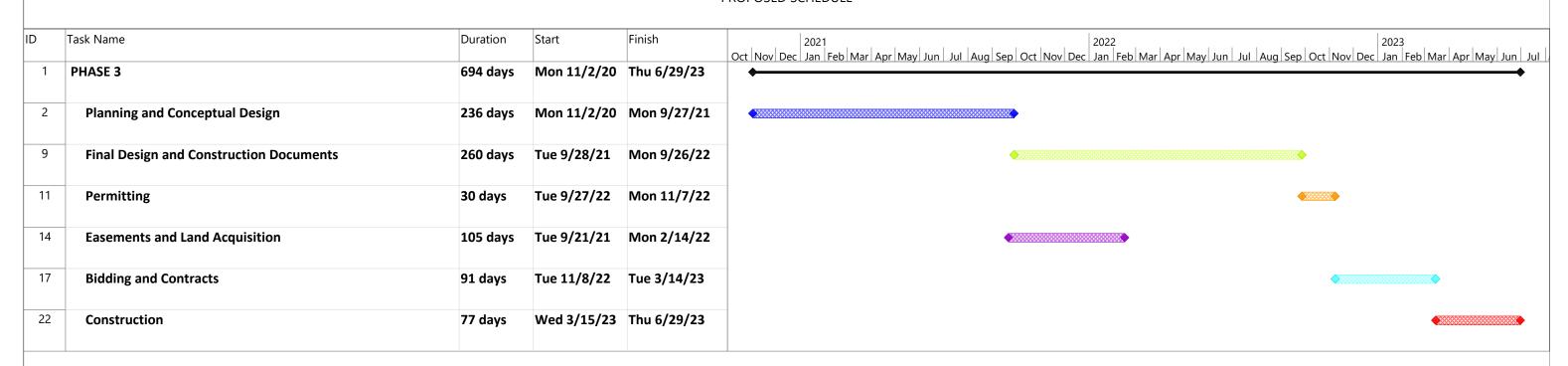
Project: 00071 Date: Mon 2/20/23 Milestone **Project Duration** Critical Task Planing and Conceptual Design Final Design and Construction Documents Task







## HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 3 PROPOSED SCHEDULE



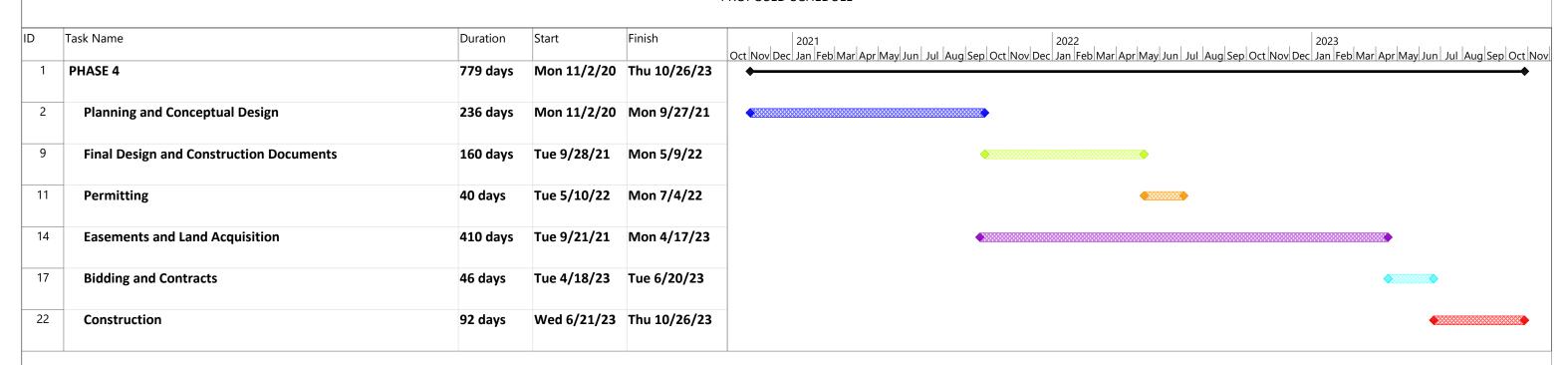
Project: 00072 Date: Mon 2/20/23 Permitting

Easements and Land Acquisitions

Bidding and Contracts

Construction

## HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 4 PROPOSED SCHEDULE



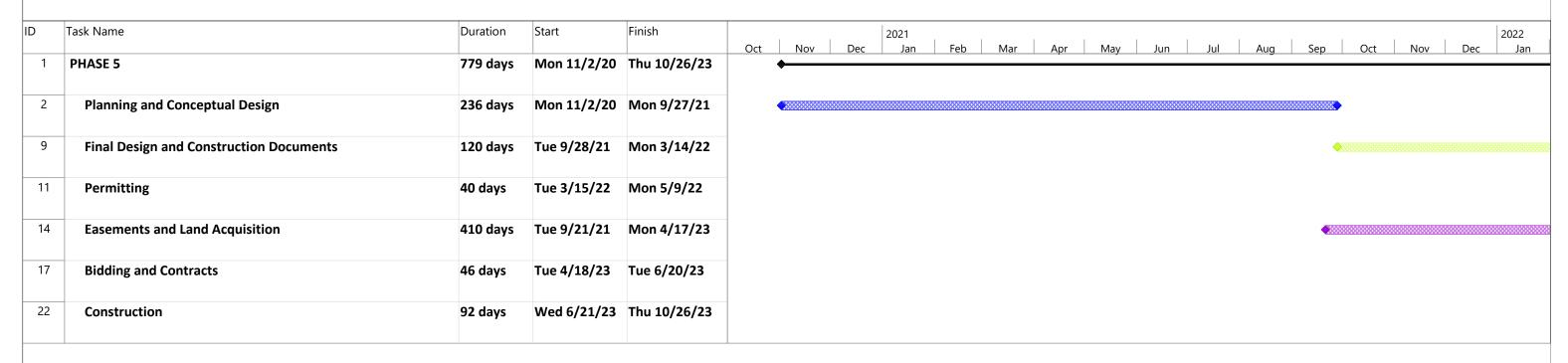
Project: 00073 Date: Tue 2/21/23 Permitting

Easements and Land Acquisitions

Bidding and Contracts

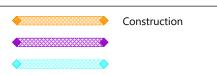
Construction





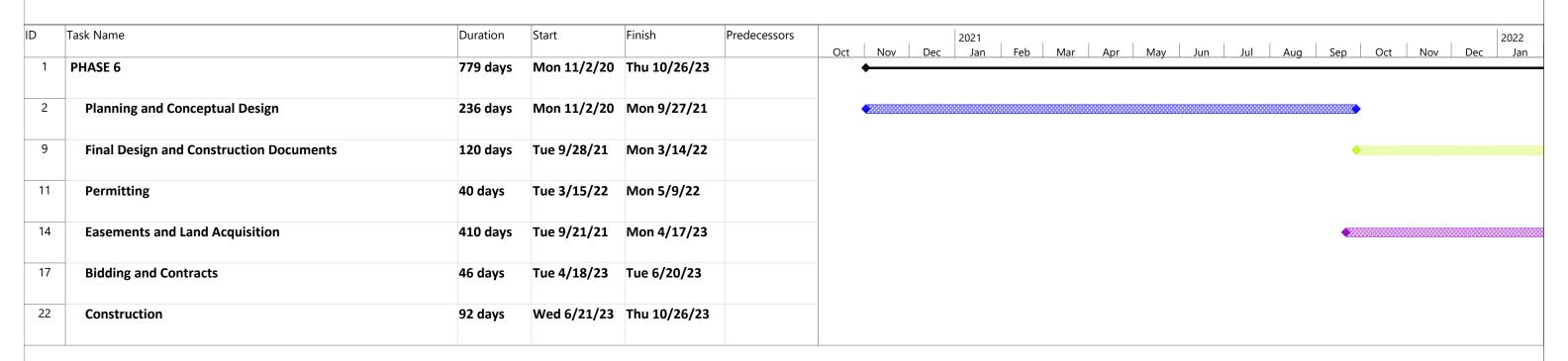
Project: 00074 Date: Tue 2/21/23



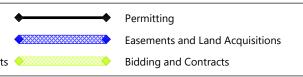


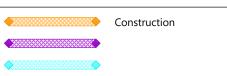


## HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 6 PROPOSED SCHEDULE



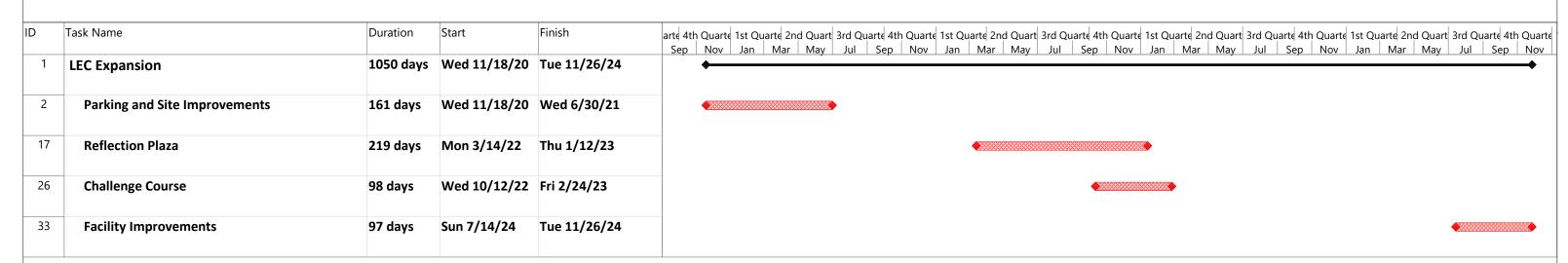
Project: 00075 Date: Tue 2/21/23



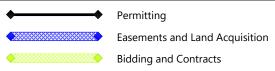


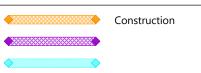


### LAW ENFORCEMENT CENTER EXPANSION PROPOSED SCHEDULE



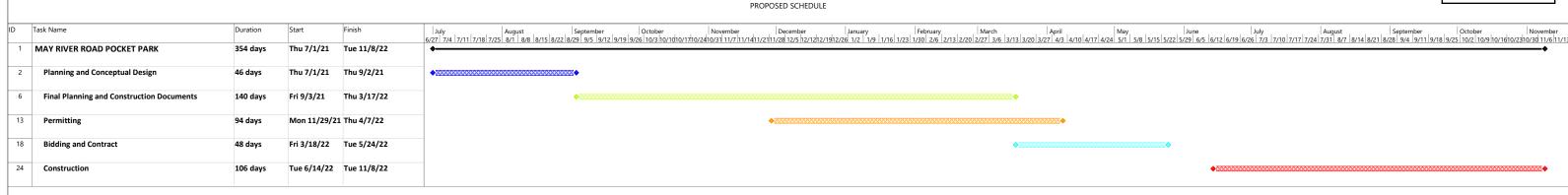
Project: 00077 Date: Tue 2/21/23



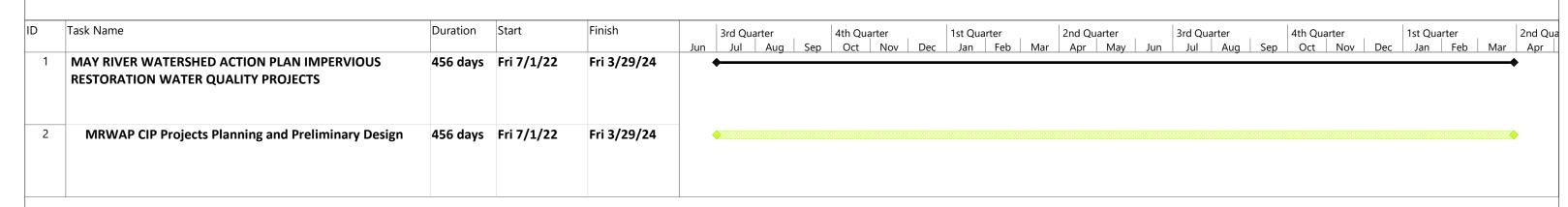




	0 1
MAY RIVER ROAD POCKET PARK	Section XI. Item #1.
PRODUCED COURTNUTS	



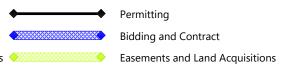
## MAY RIVER WATERSHED ACTION PLAN IMPERVIOUS WATER QUALITY PROJECTS PROPOSED SCHEDULE



Project: 00105 Date: Tue 2/21/23 Project Duration

Planning and Conceptual Design

Final Design and Construction Documents



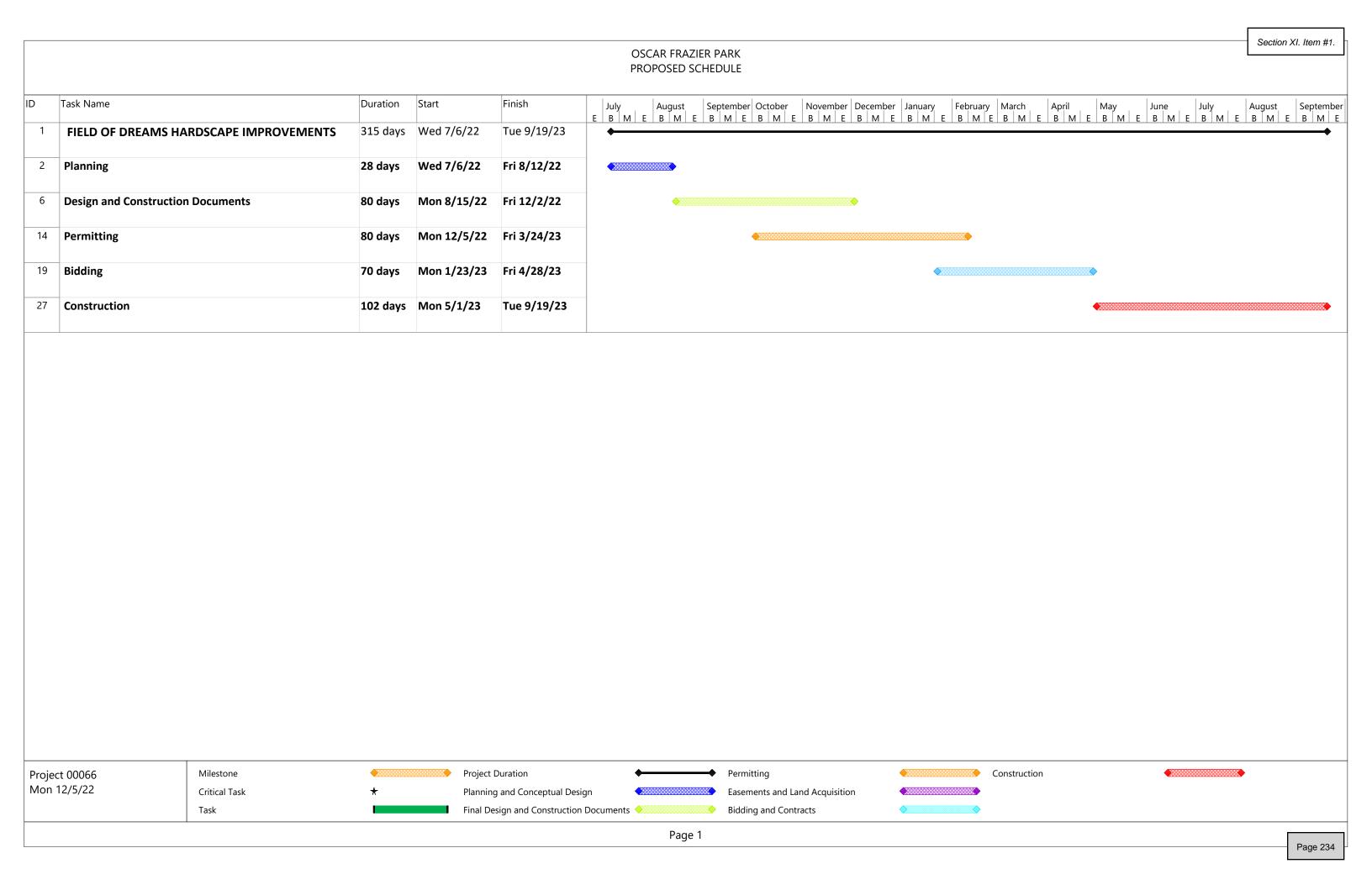


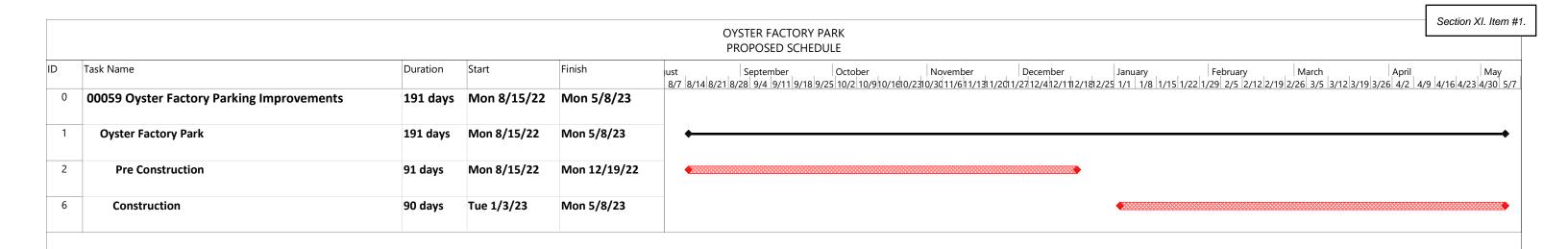


	NEW DIVED LINEAR TRAIL	Section XI. Item
	NEW RIVER LINEAR TRAIL PROPOSED SCHEDULE	L
Task Name	Duration Start Finish   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   Septemb   October   Novembe   Decembe   January   February   March   April   May   June   July   August   August	July August Septemb Octobe
NEW RIVER LINEAR TRAIL	617 days Mon 7/5/21 Tue 11/14/23	
Planning	121 days Mon 7/5/21 Mon 12/20/21	
Final Planning and Construction Documents	161 days Fri 7/1/22 Fri 2/10/23	
Permitting	121 days Thu 2/2/23 Thu 7/20/23	
Bidding and Contracts	55 days Fri 7/21/23 Thu 10/5/23	•
Submit Contract for TC Approval	1 day Tue 11/14/23 Tue 11/14/23	
ct 00092 Project Duration 721/23 Task	Critical Task	

Section XI. Item #1. NEW RIVERSIDE PARK - PLAYGROUND AREA PROPOSED SCHEDULE Start Task Name Duration Finish September October November December January February March E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E B M E 261 days Fri 7/1/22 Fri 6/30/23 NEW RIVERSIDE PARK PLAYGROUND Planning Phase 61 days Fri 7/1/22 Fri 9/23/22 11 Design Phase Mon 9/26/22 Fri 3/10/23 120 days 25 **Permitting Phase** 59 days Tue 1/3/23 Fri 3/24/23 29 **Bidding Phase** 67 days Mon 3/13/23 Tue 6/13/23 **Construction Start** ★ 6/30 36 **Construction Start** 1 day Fri 6/30/23 Fri 6/30/23 Project: 00085 Milestone **Project Duration** Permitting Construction Date: Tue 2/21/23 Critical Task Planning and Conceptual Design Easements and Land Acquisition Task Final Design and Construction Documents **Bidding and Contracts** 

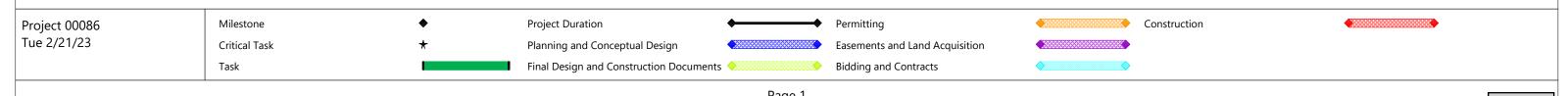
Section XI. Item #1. NEW RIVERSIDE BARN PARK - PHASE 1 PROPOSED SCHEDULE ID Task Name y 21 | August 11 | September | September | October 11 | November | November | December 1 | January 21 | January 21 | February 1 | March 21 | April 11 | May 1 | May 21 | June 11 | July 21 | August 11 | September Duration Start Finish Mon 9/18/23 1 NEW RIVERSIDE BARN PARK - PHASE 1 296 days Mon 8/1/22 2 Bidding and Contracts 65 days Mon 8/1/22 Fri 10/28/22 10 **Preconstruction Phase** 10 days Mon 10/31/22 Fri 11/11/22 255555 14 Construction Phase 221 days Tue 1/24/23 Tue 11/28/23



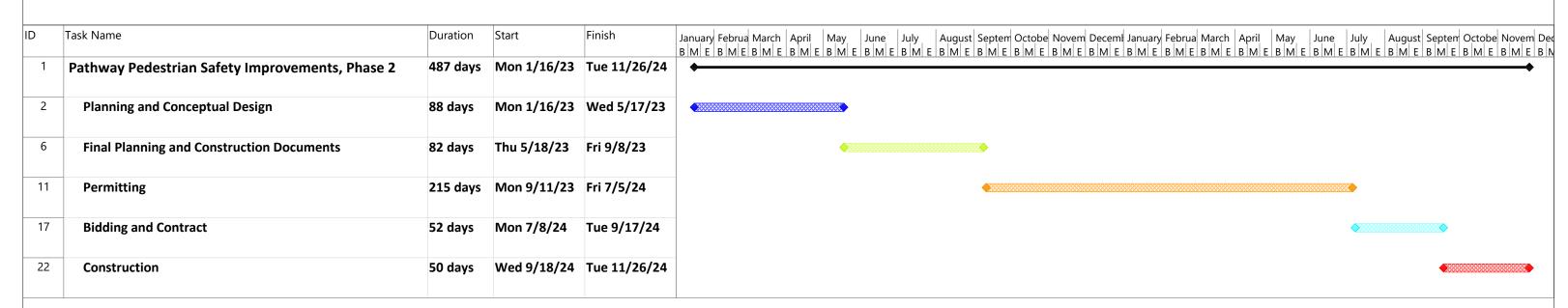


Construction Milestone **Project Duration** Permitting Project: 00059 Date: Wed 11/23/22 Critical Task Planning and Conceptual Design Easements and Land Acquisition Task Final Design and Construction Documents Bidding and Contracts Page 235



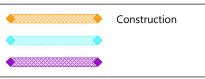


## PATHWAY PEDESTRIAN SAFETY IMPROVEMENTS, PHASE 2 PROPOSED SCHEDULE

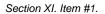


Project: 00050 Date: Mon 1/30/23 

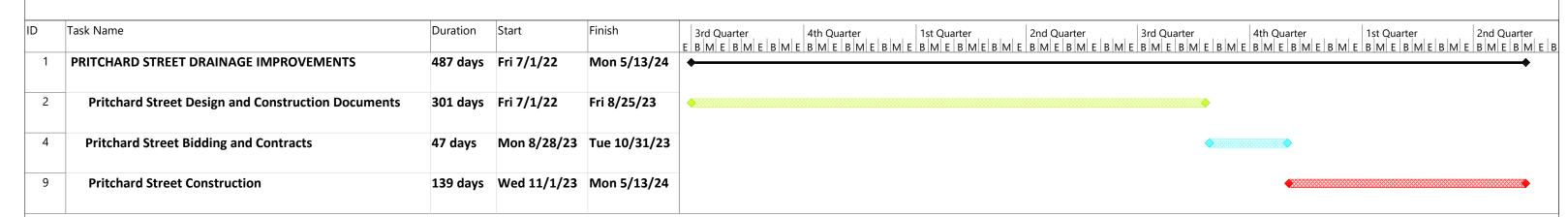
Page 1





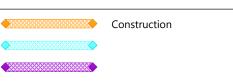


## PRITCHARD STREET DRAINAGE IMPROVEMENTS PROPOSED SCHEDULE

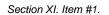


Project: 00106 Date: Tue 2/21/23

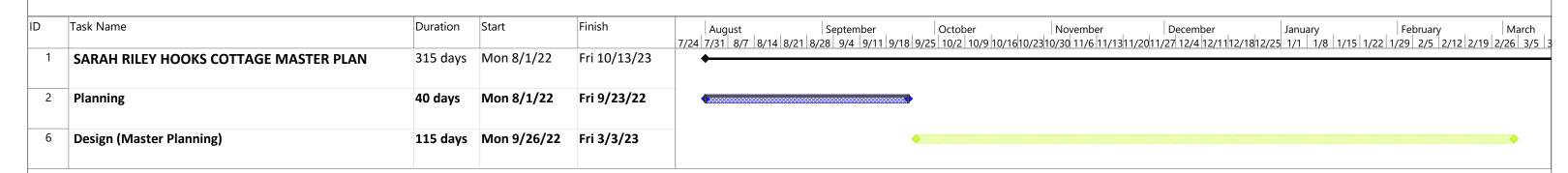








#### SARAH RILEY HOOKS MASTER PLANNING FY 23 PROPOSED SCHEDULE



Project 00101 Milestone Permitting Construction

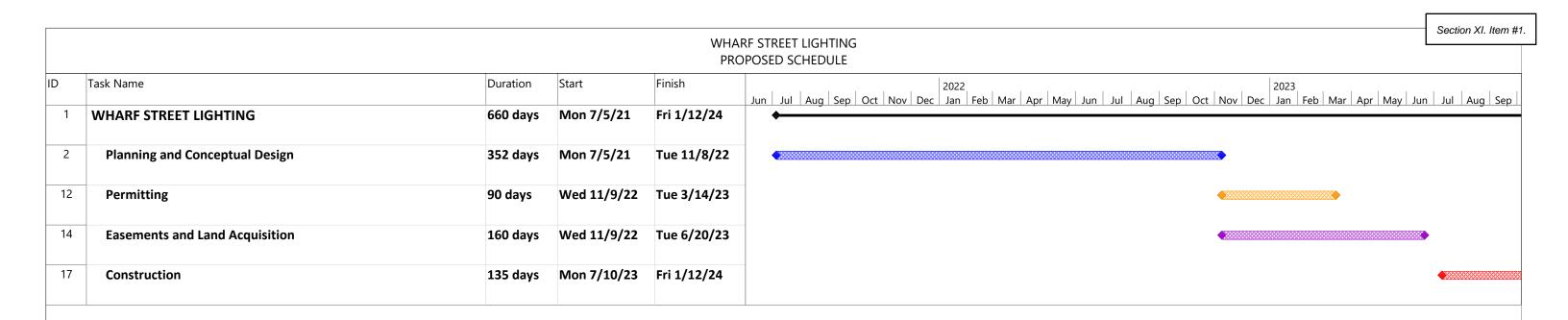
Fri 7/15/22 Critical Task Planning and Conceptual Design Easements and Land Acquisition

Task Final Design and Construction Documents Bidding and Contracts

	SQUIRE POPE CARRIAGE HOUSE PROPOSED SCHEDULE  Section XI. Item						
ID	Task Name	Duration	Start	Finish	th Quarter	ter B M	
1	SQUIRE POPE CARRIAGE HOUSE	554 days	Tue 11/1/22	Fri 12/13/24	•	-	
2	Permitting Phase	60 days	Tue 11/1/22	Mon 1/23/23			
4	Construction	494 days	Tue 1/24/23	Fri 12/13/24			

Project: 00067
Date: Mon 1/30/23

Milestone
Critical Task
Task
Final Design and Construction Documents
Fermitting
Construction
Permitting
Final Design and Conceptual Design
Final Design and Construction Documents
Final Design and Final De



Project: 00068
Date: Tue 2/28/23

Milestone

Critical Task

Task

Milestone

Project Duration

Permitting

Construction

Permitting

Easements and Land Acquisition

Bidding and Contract

Bidding and Contract

#### **TOWN COUNCIL**

# STAFF REPORT Public Services Department



MEETING DATE:	April 11, 2023	
SUBJECT:	Public Services Department Monthly Report	
DIRECTOR: Derrick Coaxum, 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)
  - o 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, and Lawton 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.

#### 3. PARKS

 Ongoing Park Facilities and Landscape Maintenance of Dubois Park, Martin Family Park, Oscar Frasier, Field of Dreams, Buckwalter Place Park, Oyster Factory Park, Pritchard Pocket Park, May River Pocket Park, Wright Family Park, Eagles Fields, New Riverside Barn, New River Trail, and the newly acquired Evercore Park. April 11, 2023 Section XI. Item #1.

#### 4. PREPPING FOR SPECIAL AND CIVIC EVENTS

#### 5. BEAUTIFICATION PROGRAM

- Butterfly Garden at Oyster Factory Park Maintenance ongoing routine
- Planters Maintenance ongoing routine
- **Banners** Seasonal
- Contractor Coordination Annual tree trimming

#### 6. ATTACHMENTS

- Public Services Monthly Cost Report Attachment 1
- Beautification Committee Agenda Attachment 2

### **Public Services Monthly Cost Reports - February 2023**

(Cost Includes Labor and Equipment)

FACILITIES	COST
Garvin House	\$0.00
Don Ryan Center	\$85.66
Law Enforcement Center	\$1,856.22
Police Substation	\$255.71
Public Services	\$495.56
Rotary Community Center	\$1,474.33
Town Hall	\$5,432.12
Watershed Management	\$485.41
Oyster Factory Dock	\$2,000.00
10 Acres Lot	\$577.04
Sarah Reilly Home	\$0.00
TOTAL COST	\$12,662.05

PARKS	COST
Buckwalter Place Park	\$1,855.63
Dubois Park	\$2,378.63
Martin Family Park	\$1,226.91
May River Rd Pocket Park	\$132.46
New Riverside Trail Head Park	\$0.00
Oscar Frazier Park	\$2,862.55
Oyster Factory Park	\$1,321.73
Pritchard Pocket Park	\$52.16
Wright Family Park	\$1,745.95
Herbkersman Plaza	\$360.15
Evicore Park	\$189.44
New Riverside Barn Property	\$125.82
TOTAL	COST \$12,251.43

ROADS AND TRAILS	COST
Able Street	\$215.61
Bluffton Road	\$489.19
Boundary Street	\$180.50
Bridge Street	\$350.66
Bruin Road	\$180.50
Buck Island Road	\$449.54
Buckwalter Place Boulevard	\$289.38
Burnt Church Road	\$0.00
Calhoun Street	\$180.50
Dr. Mellichamp Drive	\$1,306.82
Goethe Road	\$771.00
Hilderbrand Road	\$107.00
Jason Street	\$190.45
Lawrence Street	\$107.00
May River Road	\$1,005.24
Persimmon Street	\$107.00
Pin Oak Street	\$0.00
Pritchard Street	\$107.00
Shults Road	\$530.80
Simmonsville Road	\$438.55
Thomas Heyward Street	\$107.00
New River Trail North	\$281.88
New River Trail South	\$0.00
Hampton Parkway	\$0.00
Little Aaron Road	\$0.00
Church Street	\$107.00
Allen Street	\$107.00
Water Street	\$107.00
Lawton Street	\$107.00
Wharf Street	\$0.00
Green Street	\$107.00
TOTAL COST	\$7,930.62



### **Beautification Committee Meeting**

Friday, March 17, 2023 at 9:00 AM

Henry "Emmett" McCracken Jr., Town Council Chambers

#### **AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF THE AGENDA
- IV. ADOPTION OF MINUTES
  - 1. February 16, 2023 Minutes
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
  - 1. Possible Future Projects
- **VII. NEW BUSINESS** 
  - 1. Future Goals
  - 2. Possible Guest Speakers

#### VIII. DISCUSSION

- 1. Flower Pot Updates
- IX. ADJOURNMENT

**NEXT SCHEDULED MEETING DATE: Friday, April 21, 2023** 

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

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

March 17, 2023

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





### <u>Director's Report – DRCI</u> March 2023

<u>Entrepreneur Program Update</u> - There are currently 12 *Program Companies* in the Don Ryan Center with several others in the pipeline

- STARTUP companies
  - 1. Hull & Husk
  - 2. Hilton Head Coffee Roasters
  - 3. Wheeler Trucking (Hardeeville)
  - 4. Capital Chiropractic (Hardeeville)
  - 5. Prime IV Hydration
- HEROES companies
  - 1. OPFOB (STARTUP)
  - 2. Elite Support Americas (STARTUP)
- GROWTH
  - 1. MXM Productions
  - 2. Barbers of the Lowcountry
  - 3. CrossFlight
  - 4. Universal Bookkeeper
  - 5. LoCone
  - Standing meetings with every company at least 2 times per month
  - Multiple screening calls with leads that are interested in learning about our Programs
  - Due Diligence Meetings with Porch Outfitters, Beach Side Tires and Mom Hub of the Lowcountry for the GROWTH Program

#### **Operations**

- Launched "How I Built It" series with Greg Parker from Parker's
- Attended several GBCC and HHI Chamber events and ribbon cuttings

#### **Mentor Program**

• 70 Mentors

#### **Partnerships**

#### Hardeeville

- Working with City of Hardeeville to cross-pollinate social media sites DRCI/HDV
- HDV Newsletter
- Kickoff Meeting with Capital Chiropractic
- Planning Business 301 Event for April. The focus will be on finances and funding

#### **BlacQuity**

2023 Classes began on 3/21

#### **Beaufort County Economic Development Corporation**

Working with them on multiple projects

#### Jasper Chamber

- Planning weekly office hours for Hardeeville/Jasper County at Jasper Chamber
- Cross-pollinating DRCI/Jasper social media

#### **SCORE**

Working with SCORE to find additional mentors for DRCI

#### **Greater Bluffton Chamber**

- Lunch and Learn at The HUB on March 7th. Presenter was DRCI mentor Stu Haney
- Planning another Lunch and Learn at The HUB on April 6th
- Attended Coffee and Connection

#### **Beaufort Digital Corridor**

Judged TechStars Event on March 26<sup>th</sup>

#### **HHCA**

- Taught Entrepreneur Class on 3/22. Prepared them for Shark Tank happening in May
- Sponsored Robotics team headed to championship in Dallas, TX

#### **River Ridge Academy**

- Presented at Career Day (2-day event)
- Sponsored Robotics team headed to championship in Dallas, TX

#### **HHI Chamber of Commerce**

- Networking at Conversations & Cocktail event
- Attending ribbon cuttings

#### **BusinessATTRACT**

Attended BusinessAttract monthly meeting

#### **Marketing**

- Working with Town of Bluffton to cross-pollinate social media sites DRCI/TOB
- Social Media
- Newsletter
- Promoting How I Built It Greg Parker all month

#### Planning 2023 repeating scheduled events

- "How I Built It"
  - A monthly event where successful businesspeople tell their story about how they started and grew their company. Launching in March 2023 with Greg Parker
- "Business Health Check Up"
  - Complete online business health checkup questionnaire and schedule a meeting to go over the health of your business, discuss strategies.
  - o Feeder to one of our STARTUP or GROWTH Programs
  - Phase one of the program starts January 2023
  - This program was based off a suggestion from Councilwoman Frazier at DRCI's update to Council, October 2022.
- "Pre-START"
  - A quarterly event where we go explain things to consider when starting your business

### **Board of Directors Meeting**

- Communication with all Board members who have not met the required level of meeting attendance to gauge their desire to continue to serve
- Recruiting a new board member to replace Bill Fugue who resigned due to time commitments
- Recruiting two new ex officio member to replace Ray Deal and Nate Van Epp who resigned due to time commitments
- Reviewing ex-officio members and possible reshuffle based on more flexibility after recent By-Law modifications

#### **March Story**

Once upon a time, there was a beloved animated television show called "The Jetsons." The show was set in a futuristic world where people traveled in flying cars, had robots for maids, and enjoyed all sorts of technological wonders that seemed beyond imagination.

Years passed, and as technology advanced, the world began to resemble more and more like the Jetsons' world. And at the forefront of this technological revolution was the Don Ryan Center for Innovation, a cutting-edge business incubator that was making strides in fields such as artificial intelligence and flying cars.

The Don Ryan Center was named for a visionary entrepreneur named Don Ryan, who believed that technology could be used to solve some of the world's most pressing problems. Today, a team of the brightest minds from around the town of Bluffton work together tirelessly to create The HUB of entrepreneurship of the Lowcountry.

One day, a group of visitors arrived at the Don Ryan Center, including the creators of the Jetsons show. They were amazed by what they saw, and couldn't believe that the world they had imagined on screen was becoming a reality.

As they toured the facility, they saw The Fab where they could do rapid prototyping, the conference rooms where their program companies and partners were working on things like F-35 fighter jet pilot training, Drones and even working on flying cars to the Lowcountry that looked like they had come straight out of their show.

The creators of the Jetsons were thrilled to see their vision of the future becoming a reality, and they were even more excited to see that the Don Ryan Center was leading the charge. They realized that the future was no longer just a dream, but a tangible reality that was within reach. And so, the story of the Jetsons and the Don Ryan Center for Innovation became a symbol of hope for a better future. As the world continued to evolve and change, people looked to the Don Ryan Center as a beacon of progress, a place where anything was possible. And who knows? Maybe someday, we'll all be living in a world just like the Jetsons.



### **GROWTH MANAGEMENT UPDATE**

April 11, 2023

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

- **a. Planning Commission:** March 22, 2023, meeting agenda attached. Next meeting scheduled for Wednesday, April 26, 2023.
- **b. Historic Preservation Commission:** March 1, 2023, meeting agenda attached. Next meeting scheduled for Wednesday, April 5, 2023.
- **c. Board of Zoning Appeals:** March 7, 2023, cancellation notice attached. Next meeting scheduled for Tuesday, April 4, 2023.
- **d. Development Review Committee:** March 1, 8, 15, 22 & 29, 2023 meeting agendas attached. Next meeting scheduled for Wednesday, April 5, 2023.
- e. Historic Preservation Review Committee: March 6, 13, 20 & 27, 2023, cancellation notices attached. Next meeting scheduled for Monday, April 3, 2023.
- **f.** Construction Board of Adjustment and Appeals: March 28, 2023, cancellation notice attached. Next meeting scheduled for Tuesday, April 25, 2023.
- **g. Affordable Housing Committee:** March 2, 2023, meeting agenda attached. Next meeting scheduled for Thursday, April 13, 2023.

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

#### Neighborhood Assistance Program.

The adopted budget for the FY23 Neighborhood Assistance Program was \$190,000. An additional \$20,000 was placed into the account on January 10, 2023, to make an amended budget of \$210,000. During the March 14, 2023, Town Council meeting, Council approved \$100,000 be added to the Neighborhood Assistance Program Budget which brought the overall budget to a total of \$310,000.00.

As of March 30, 2023, a total of 42 homes have been serviced for home repairs such as roofing, wet and damaged floors and septic pump out totaling \$191,005.69. The remaining budget for the 2023 fiscal year is \$118,994.31.

To date, six residents are waiting for repair estimates and 6 homes are currently waiting for repairs to begin.

#### **ATTACHMENTS:**

- 1. Planning Commission meeting agenda for March 22, 2023.
- 2. Historic Preservation Commission meeting agenda for Wednesday, March 1, 2023.
- 3. Board of Zoning Appeals cancellation notice for Tuesday, March 7, 2023.
- **4.** Development Review Committee meeting agendas for March 1, 8, 15, 22 & 29, 2023.
- **5.** Historic Preservation Review Committee cancellation notices for March 6, 13, 20 & 27, 2023.
- **6.** Construction Board of Adjustments and Appeals cancellation notice for Tuesday, March 28, 2023.
- 7. Affordable Housing Committee meeting agenda for Thursday, March 2, 2023.
- 8. Building Permits and Planning Applications:
  - a. Building Permits Issued FY 2016-2023 (to March 24, 2023).
  - b. Building Permits Issued Per Month FY 2016-2023 (to March 24, 2023).
  - c. Value of Construction FY 2016-2023 (to March 24, 2023).
  - d. New Single Family Residential Building Permits Issued Per Month FY 2016-2023 (to March 24, 2023).
  - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2016-2023 (to March 24, 2023).
  - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2016-2023 (to March 24, 2023).
  - g. New Commercial Construction/Additions Heated Square Footage FY 2016-2023 (to March 24, 2023).
  - h. Planning and Community Development Applications Approved FY 2016-2023 (to March 24, 2023).
  - i. Multi Family Apartments Value FY 2016-2023 (to March 24, 2023).
  - j. Multi Family Apartments Square Footage FY 2016-2023 (to March 24, 2023).
  - k. Multi Family Apartments Total Units FY 2016-2023 (to March 24, 2023).
- 9. Planning Active Application Report



### **Planning Commission**

Wednesday, March 22, 2023 at 6:00 PM

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

### **AGENDA**

This meeting can be viewed live on <u>Beaufort County Channel</u>, on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

- I. CALL TO ORDER
- II. ROLL CALL
- III. NOTICE REGARDING ADJOURNMENT

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

### IV. NOTICE REGARDING PUBLIC COMMENTS\*

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

- V. ADOPTION OF THE AGENDA
- VI. ADOPTION OF MINUTES
  - 1. February 22, 2023 Minutes
- VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA\*
- **VIII. OLD BUSINESS**
- IX. NEW BUSINESS
  - 1. Unified Development Ordinance Amendments (Public Hearing): Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Relating to Contributing Resources and Development Standards in Old Town Bluffton Historic District, including Article 3 Application Process, Sec. 3.18, Certificate of Appropriateness-Historic District; Sec. 3.19, Site Feature-Historic District Permit; and, Sec. 3.25, Designation of Contributing Resources; Article 5 Design Standards, Sec. 5.15, Old Town Bluffton Historic

March 22, 2023

District; and, Article 9 – Definitions and Interpretations, Sec. 9.2, Defined Terms and Sec. 9.3, Interpretation of Dimensional Standards. (Staff - Charlotte Moore)

- **2. FY 2024 Capital Improvements Program:** A request by the Town of Bluffton for recommendation of approval to Town Council of the FY2024 Capital Improvements Program. (Staff Kim Washok-Jones)
- X. DISCUSSION
- XI. ADJOURNMENT

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

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



### **Historic Preservation Commission**

Wednesday, March 01, 2023 at 6:00 PM

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

### **AGENDA**

This meeting can be viewed live on <u>Beaufort County Channel</u>, on Hargray 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. NOTICE REGARDING PUBLIC COMMENTS\*

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

- V. ADOPTION OF THE AGENDA
- VI. ADOPTION OF MINUTES
  - February 1, 2023 Minutes
- VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA\*
- **VIII. OLD BUSINESS**
- IX. NEW BUSINESS
  - 1. **Certificate of Appropriateness.** A request by Steven Milloy, on behalf of the owner, Ray Bruen, for approval of a Certificate of Appropriateness HD application to allow the construction of a 1-story Carriage House of approximately 576 SF behind the existing residential structure located at 2 Tabby Shell Road in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. (COFA-12-22-017450) (Staff Katie Peterson)

March 01, 2023

 Certificate of Appropriateness. A request by Pearce Scott Architects, on behalf of the owners, John and Lisa Sulka, for approval of a Certificate of Appropriateness – HD application to allow the addition of a 64 SF roof over an existing porch on the existing residential structure located at 37 Stock Farm Road in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. (COFA-01-23-017579) (Staff - Katie Peterson)

### X. DISCUSSION

 Discussion Regarding Potential Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 - Unified Development Ordinance (UDO) Relating to Contributing Resources and Architectural Standards in Old Town Bluffton Historic District (Staff - Charlotte Moore)

### XI. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, April 5, 2023** 

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



The Board of Zoning Appeals (BZA)

Meeting scheduled for

Tuesday, March 7, 2023, at 6:00 p.m.

Has been <u>CANCELED</u> due to lack of agenda items

The next meeting is scheduled for Tuesday, April 4, 2023.



### **Development Review Committee Meeting**

Wednesday, March 01, 2023 at 1:00 PM

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

### **AGENDA**

All Applications can be viewed on the Town of Bluffton's Permit Finder page <a href="https://www.townofbluffton.us/permit/">https://www.townofbluffton.us/permit/</a>

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS
- **IV. OLD BUSINESS**
- V. NEW BUSINESS
  - Buckwalter Crossroads (Master Plan Amendment): A request by Brian Witmer of Witmer Jones Keefer, Ltd, on behalf of Millstone Ventures, LLC, and with the approval of the property owner, Parcel 8A, LLC, for approval of a master plan amendment application. The Applicant proposes to amend the Buckwalter Crossroads Master Plan by adding an additional 21.92 acres that will include 16.02 acres of residential development and 5.9 acres of commercial development. The property is zoned Buckwalter PUD and consists of 21.92 acres located at the northeast corner of the intersection of SC Highway 170 and Gibbet Road. (MPA-01-23-017595) (Staff – Dan Frazier)
  - 2. Heritage at New Riverside Phase 10 (Preliminary DP): A request by Tyler Vaughn of Thomas & Hutton, on behalf of LSSD New Riverside, LLC, for approval of a preliminary development plan application. The project consists of 40 single-family residential lots with associated infrastructure. The property is identified by tax map numbers R614 035 000 1362 0000 and R614 035 000 1318 0000 and consists of 11.3 acres within Heritage at New Riverside. The property is zoned New Riverside Planned Unit Development. (DP-01-23-017584) (Staff Dan Frazier)
  - 3. **Citadel Phase 2 (Preliminary DP)**: A request by John Paul Moore of Thomas & Hutton, on behalf of the property owner Citadel Bluffton, LLC for approval of a preliminary development plan. The project consists of constructing one (1) 40,750 S.F. first floor and 30,000 S.F. second floor building consisting of storage units and 30 covered parking spaces. The property is zoned Palmetto Bluff Planned Unit Development and consists of +/- 3.2 acres identified by tax map

March 01, 2023

number R614 046 000 0643 0000 located within the Palmetto Bluff Tract Master Plan. (DP-01-23-017616) (Staff - Dan Frazier)

### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, March 8, 2023** 

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



### **Development Review Committee Meeting**

Wednesday, March 08, 2023 at 1:00 PM

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

### **AGENDA**

All Applications can be viewed on the Town of Bluffton's Permit Finder page <a href="https://www.townofbluffton.us/permit/">https://www.townofbluffton.us/permit/</a>

- I. CALL TO ORDER
- II. ROLL CALL
- **III. PUBLIC COMMENTS**
- IV. OLD BUSINESS
- V. NEW BUSINESS
  - Palmetto Bluff Block M4 (Development Plan): A request by Michael Hughes of Thomas & Hutton, on behalf of May River Forest, LLC, for approval of a final development plan application. The project consists of creating 81 single family lots with associate infrastructure. The property is identified by tax map number R614 057 000 0001 0000 and consists of 79.4 acres located along Amaranth Road within the Palmetto Bluff PUD. (DP-04-22-016649) (Staff – Dan Frazier)
- VI. DISCUSSION
- VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, March 15, 2023** 

"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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Attach

Town of Bluffton, SC

**Development Review Committee Meeting Agenda** 

March 08, 2023

Section XI. Item #1.

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



### **Development Review Committee Meeting**

Wednesday, March 15, 2023 at 1:00 PM

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

### **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 COMMENTS
- **IV. OLD BUSINESS**
- V. NEW BUSINESS
  - 1. 120 Persimmon Street (Development Plan): A request by Sam Connor on behalf of the property owner, James Jeffcoat for approval of a preliminary development plan application. The project proposes a 6,600 SF commercial building including 1,880 SF of office space and 4,800 SF of storage space. The property is zoned Schultz Planned Unit Development and consists of 0.68 acres identified by tax map number R610 031 000 1437 0000 located within the Bluffton Park Master Plan. (DP-02-23-017665) (Staff Dan Frazier).
  - 2. Midpoint at New Riverside Phase 1C (Development Plan): A request by Patterson Farmer of Pulte Home Company on behalf of the property owner Pioneer Land & Timber, LLC for approval of a preliminary development plan. The project consists of 97 single family residential lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 59 acres identified by tax map number R610 044 000 0012 0000 located within the Midpoint of New Riverside Concept Master Plan. (DP-01-23-017570) (Staff Dan Frazier)
  - 3. **6 Water Street (Tree Permit)**: The Applicant is requesting a permit for the removal of two significant pine trees (26" and 33"). The property is identified by tax map number R610 039 00A 113A 0000 and consists of .66 acres located at 6 Water Street in the Riverfront Edge HD zoning district. (TREE-03-23-0509) (Staff Jordan Holloway)
  - 4. **Midpoint Access (Subdivision)**: A request by JP Moore of Thomas & Hutton for approval of a subdivision application. The project consists of creating a parcel to access the Midpoint development. The property is identified by tax map numbers R610 044 000 0126 0000 and

March 15, 2023

R614 045 000 0019 0000 and consists of 4.46 acres located along New Riverside Road. The property is zoned Palmetto Bluff PUD. (SUB-02-23-017632) (Staff - Jordan Holloway)

### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, March 22, 2023** 

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### **Development Review Committee Meeting**

Wednesday, March 22, 2023 at 10:30 AM

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

### **AGENDA**

All Applications can be viewed on the Town of Bluffton's Permit Finder page <a href="https://www.townofbluffton.us/permit/">https://www.townofbluffton.us/permit/</a>

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS
- **IV. OLD BUSINESS**
- V. NEW BUSINESS
  - 1. Washington Square Lot 4 Starbucks (Development Plan): A request by G3 Engineering & Surveying, LLC on behalf of the property owner, Vaquero Bluffton Partners, LP for approval of a preliminary development plan application. The project proposes a 2,500 SF commercial building to serve as a Starbucks coffeehouse. The property is zoned Buckwalter Planned Unit Development and consists of 1.03 acres identified by tax map number R614 022 000 1131 0000 located within the Berkeley Place Parcel C4 Master Plan and the Washington Square Development Plan. (DP-02-23-017687) (Staff Dan Frazier)
  - 2. 1268 May River Road (Development Plan): A request by Nathan Sturre of Sturre Engineering on behalf of the property owner, May River Project, LLC for approval of a preliminary development plan application. The project proposes the construction of a concrete apron, gravel access drive, gravel parking spaces and a concrete van accessible ADA space to accommodate conversion of the site use from residential to commercial. The property is zoned Neighborhood General Historic District (NG-HD), consists of approximately 0.7 acres identified by tax map number R610 039 00A 0147 0000, and is located on the south side of May River Road. (DP-11-22-017440) (Staff Dan Frazier)
- VI. DISCUSSION
- VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 29, 2023

March 22, 2023

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### **Development Review Committee Meeting**

Wednesday, March 29, 2023 at 1:00 PM

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

### **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 COMMENTS
- **IV. OLD BUSINESS**
- V. NEW BUSINESS
  - 1. Dominion Energy Hardeeville to Bluffton Rebuild (Public Project): A request by Matt Jennings of W.K. Dickson & Co., Inc. on behalf of Matt Talley of Dominion Energy for the approval of a Public Project. Dominion Energy proposes to rebuild an existing electric transmission line from Hardeeville into the Town of Bluffton. The proposed project will consist of the construction of new steel monopole overhead electric structures and the removal of old wooden poles along Dominion Energy's existing right-of-way. The project corridor traverses multiple parcels, extending approximately 10.2 miles within the Town of Bluffton limits. (DP-03-23-017750) (Staff Dan Frazier)
  - 2. Rotary Center Enhancements (Public Project): A request by Pat Rooney on behalf of the Town of Bluffton for approval of a Public Project. The project consists of the construction of tabby sidewalks, a pervious paver seating area, golf cart parking, a rain garden, landscaping and site furnishings within Oscar Frazier Park. The property is zoned Schultz Planned Unit Development and consists of approximately 34.7 acres identified by tax map number R610 039 000 0427 0000 located at 7 Recreation Court within the Bluffton Park Master Plan. (DP-03-23-017738) (Staff Dan Frazier)
- VI. DISCUSSION
- VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, April 5, 2023** 

March 29, 2023

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# THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC) Meeting scheduled for

Monday, March 6, 2023 at 4:00 P.M.

has been <u>CANCELED</u> due to lack of agenda items

The next meeting is scheduled for Monday, March 13, 2023



# THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC) Meeting scheduled for

Monday, March 13, 2023 at 4:00 P.M.

has been <u>CANCELED</u> due to lack of agenda items

The next meeting is scheduled for Monday, March 20, 2023



# THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC) Meeting scheduled for

Monday, March 20, 2023 at 4:00 P.M.

has been <u>CANCELED</u> due to lack of agenda items

The next meeting is scheduled for Monday, March 27, 2023



# THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC) Meeting scheduled for

Monday, March 27, 2023 at 4:00 P.M.

has been <u>CANCELED</u> due to lack of agenda items

The next meeting is scheduled for Monday, April 3, 2023



The Construction Board of Adjustments and Appeals (CBAA)

Meeting scheduled for

Tuesday, March 28, 2023, at 6:00 P.M.

has been <u>CANCELED</u>. due to lack of agenda items.

The next meeting is scheduled for Tuesday, April 25, 2023.



### **Affordable Housing Committee Meeting**

Thursday, March 2, 2023, at 10:00 AM

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

Jr. Town Council Chambers

### **AGENDA**

This meeting can be viewed live on <u>Beaufort County Channel</u>, on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

- I. CALL TO ORDER
- II. ROLL CALL
- **III. ADOPTION OF THE AGENDA**
- IV. ADOPTION OF MINUTES
  - 1. February 2, 2023
- V. OLD BUSINESS
- **VI. NEW BUSINESS** 
  - 1. Introduction of new committee member
  - 2. FY23 Neighborhood Assistance Program Budget Update
- VII. PUBLIC COMMENTS
- **VIII. DISCUSSION** 
  - 1. 1095 May River Road Update
- IX. ADJOURNMENT

March 2, 2023

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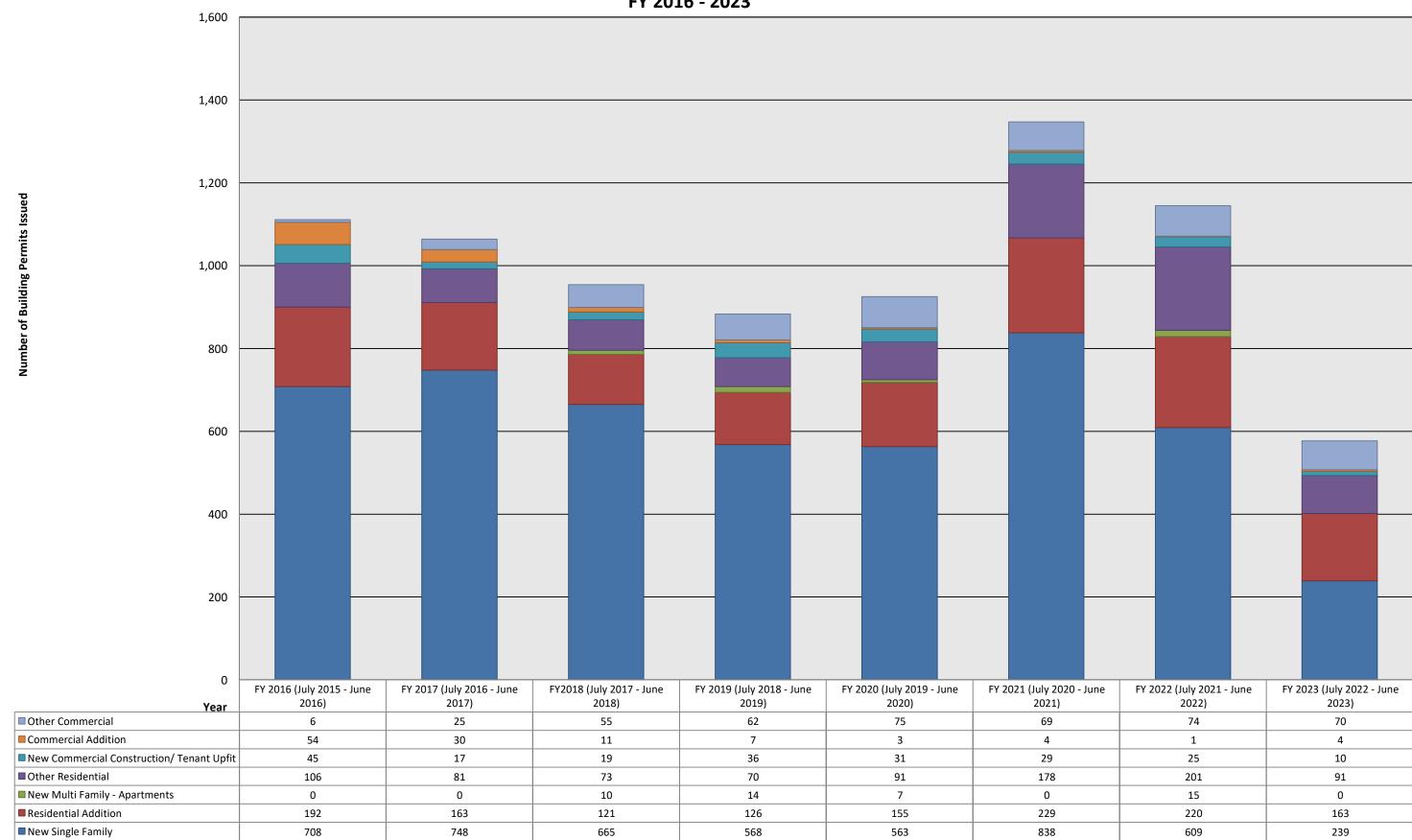
\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. Public comment must not exceed three (3) minutes.

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

### **Town of Bluffton Building Permits Issued** FY 2016 - 2023

### **Attachment 8a**

Section XI. Item #1.



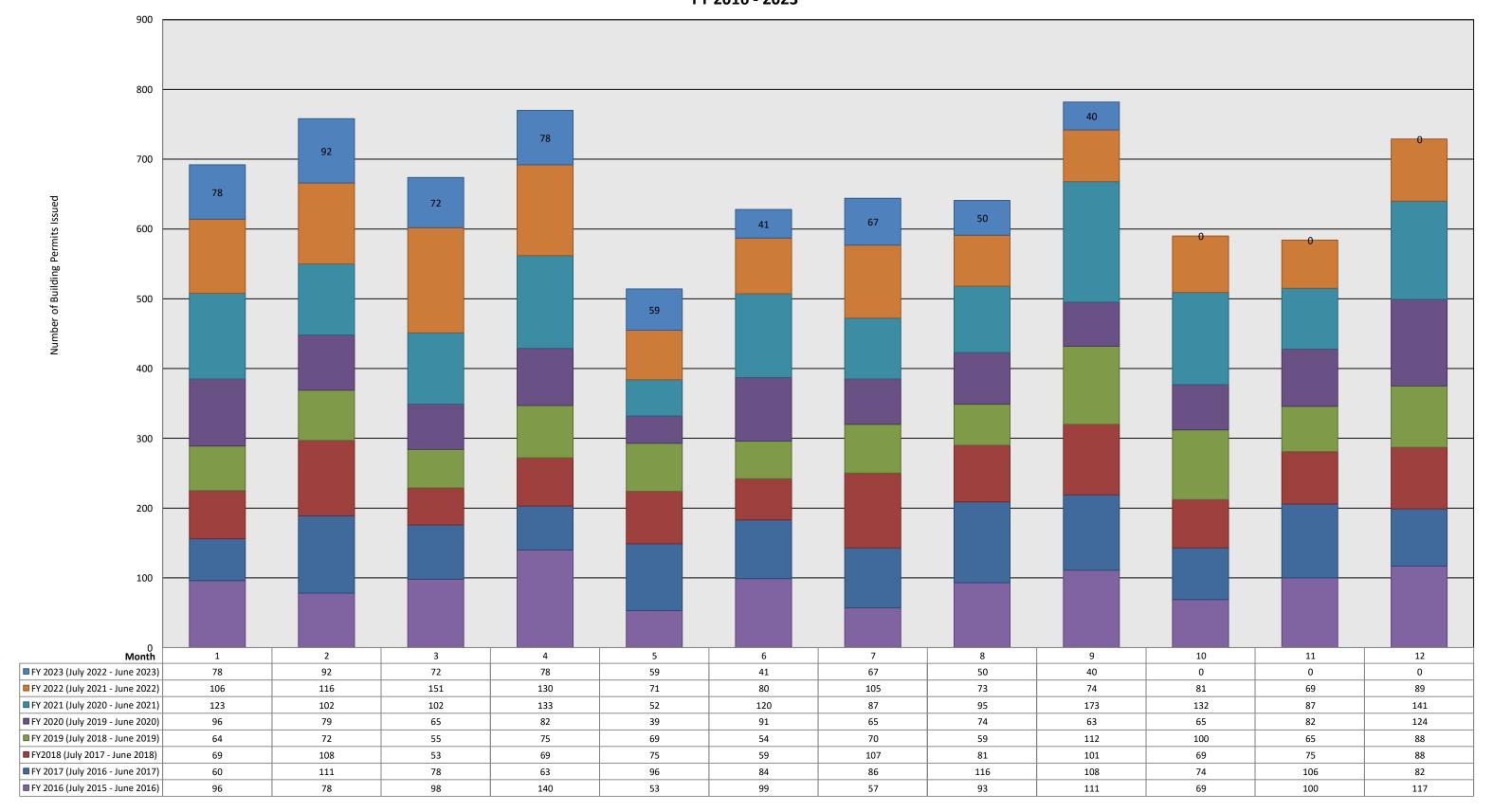
Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.

2. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.

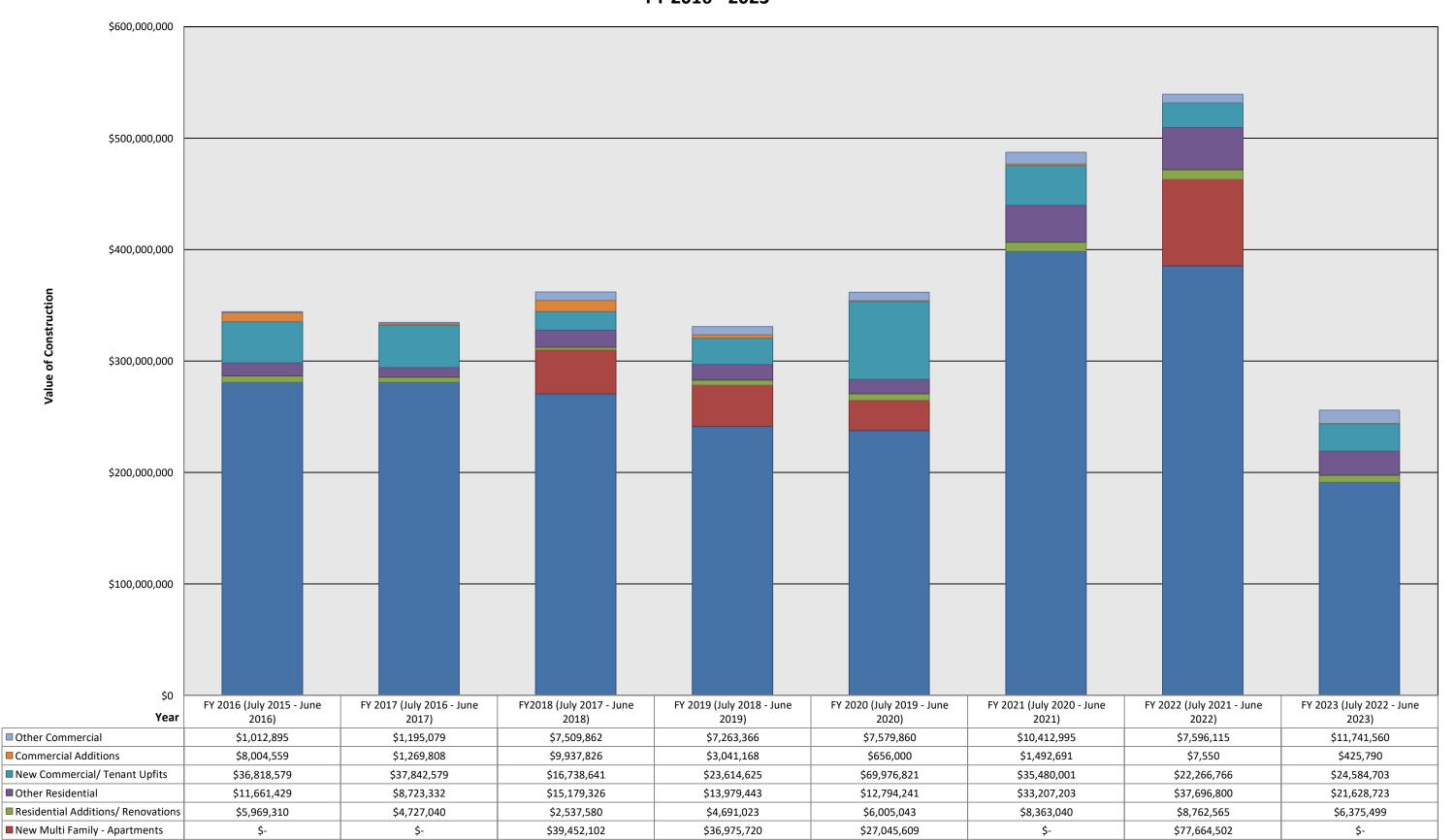
3. Other residential includes: new accessory structure, new accessory residence.

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 2016 - 2023



## Town of Bluffton Value of Construction FY 2016 - 2023



\$241,300,026

\$237,647,960

\$398,345,907

\$385,446,946

 $Notes: 1. \ Residential \ addition \ includes: \ additions, \ screen \ enclosures, \ carport, \ re-roof, \ modular.$ 

\$280,762,973

\$280,821,842

\$270,548,460

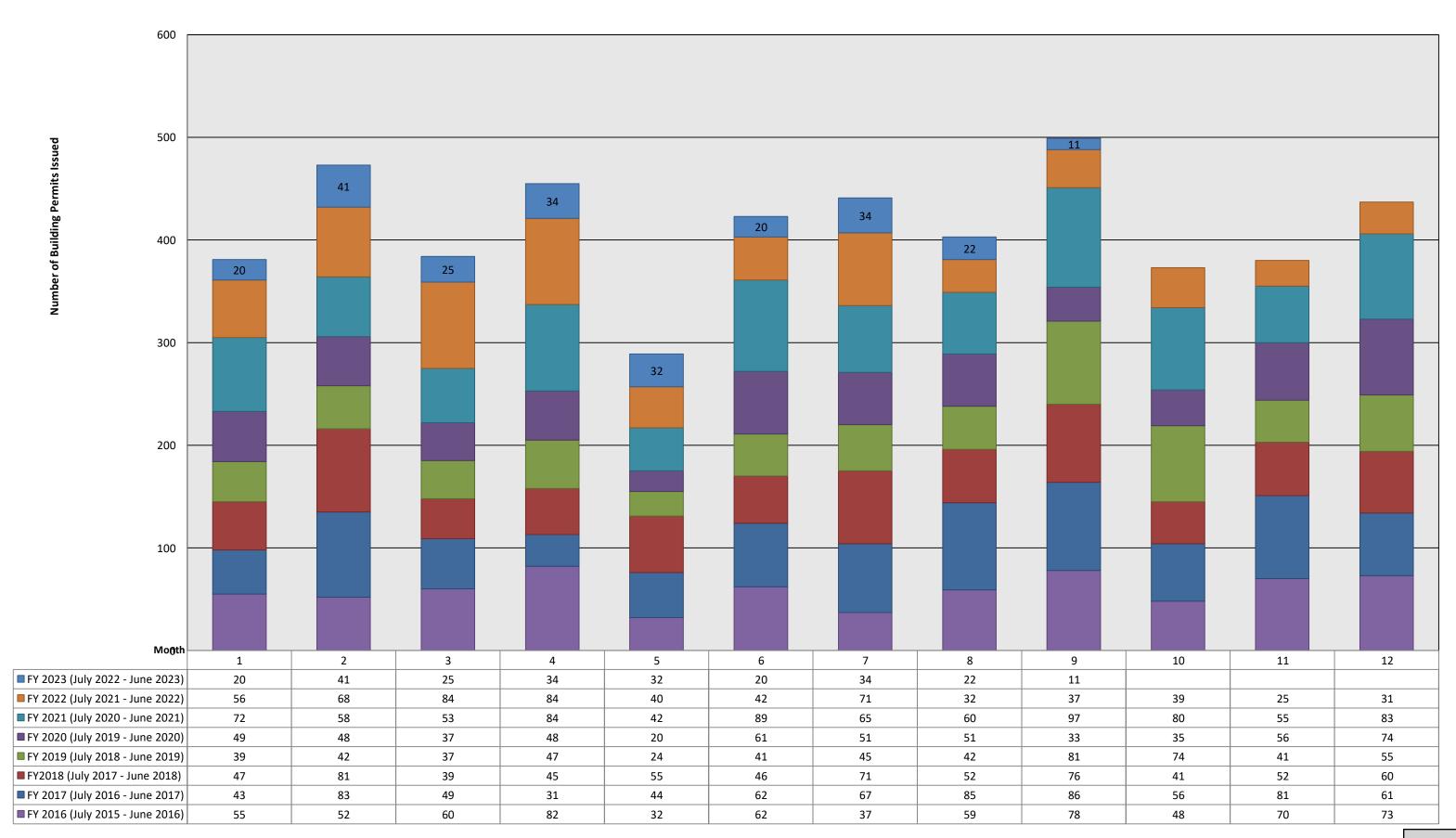
2. Other residential includes: new accessory structure, new accessory residence.

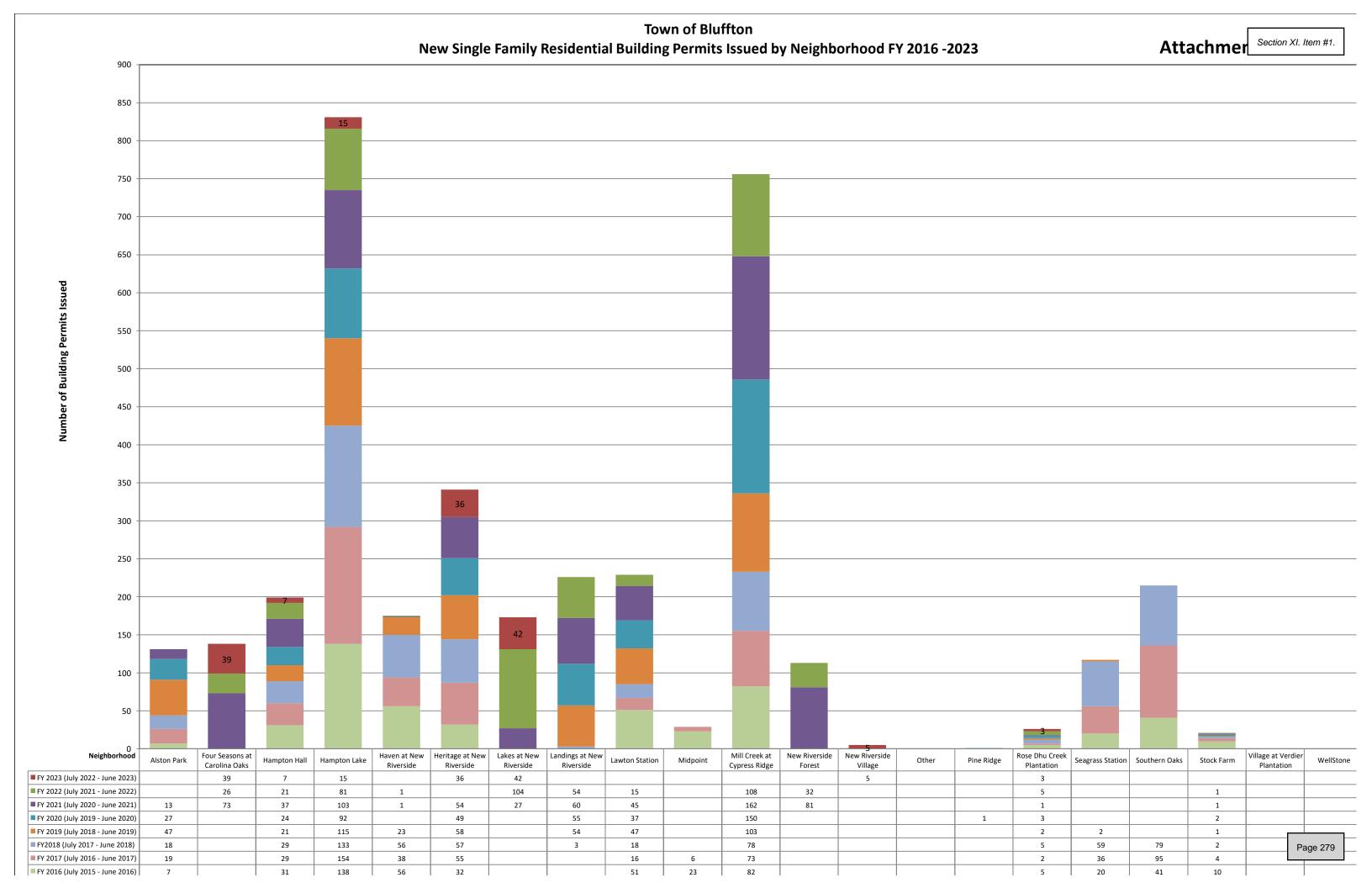
2 Commercial addition includes additions screen enclosure shall

■ New Single Family

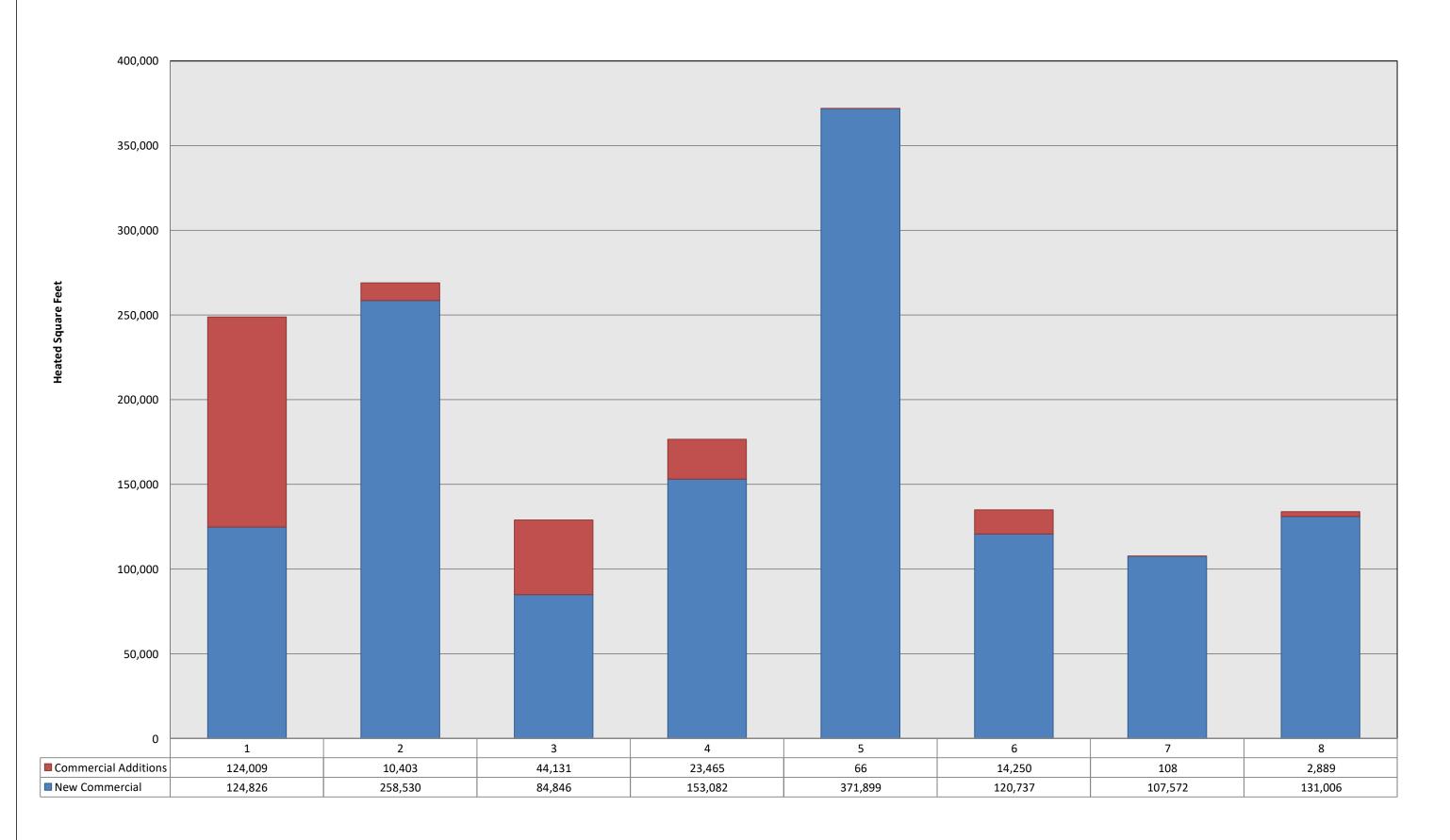
\$191,065,187

## Town of Bluffton New Single Family Residential Building Permits Issued Per Month FY 2016 - 2023

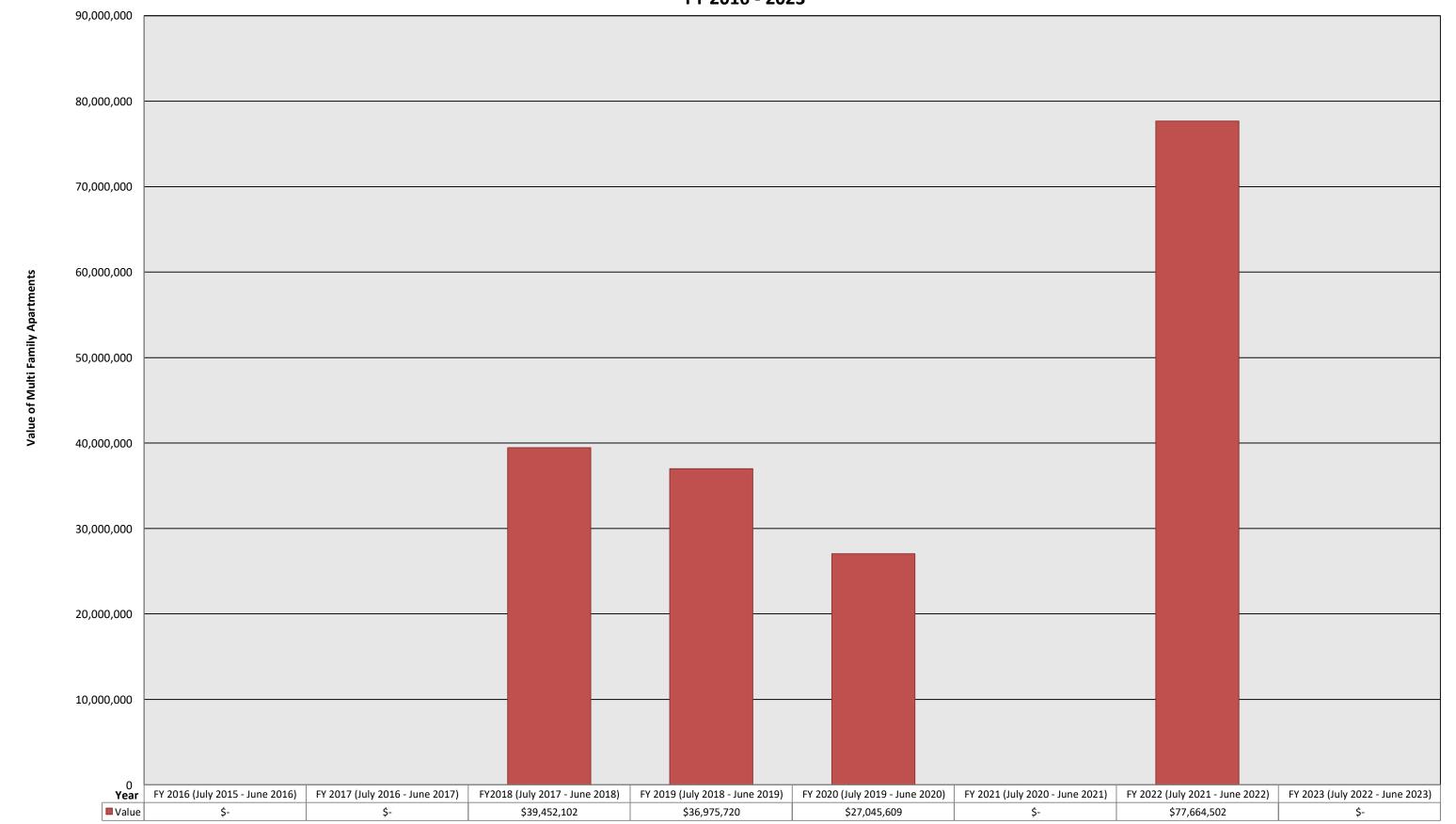




# Town of Bluffton New Commercial Construction and Additions Heated Square Footage FY 2016 - 2023



## Town of Bluffton Multi Family Apartments Value FY 2016 - 2023

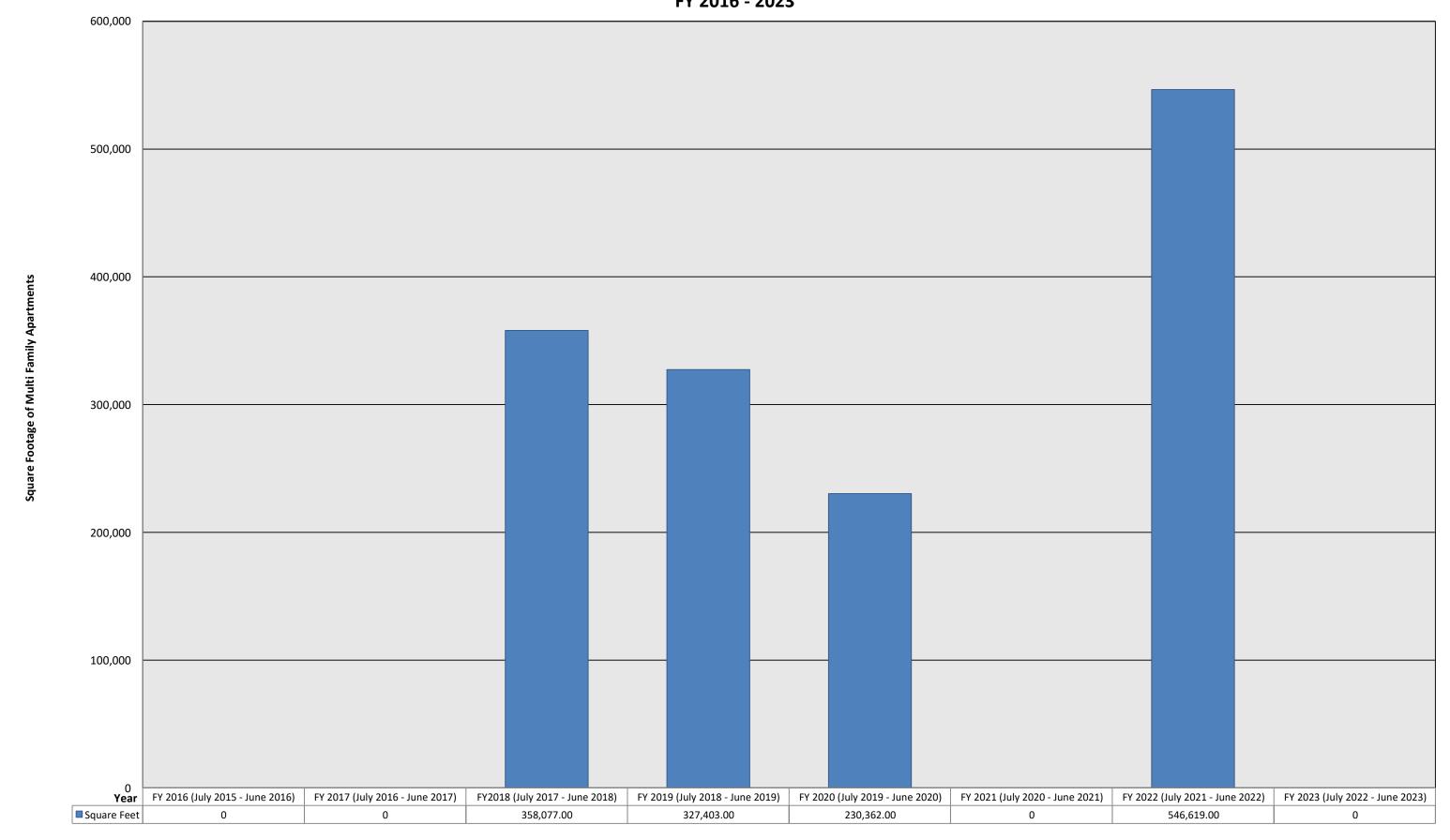


Town of Bluffton

Multi Family Apartments Square Footage

FY 2016 - 2023

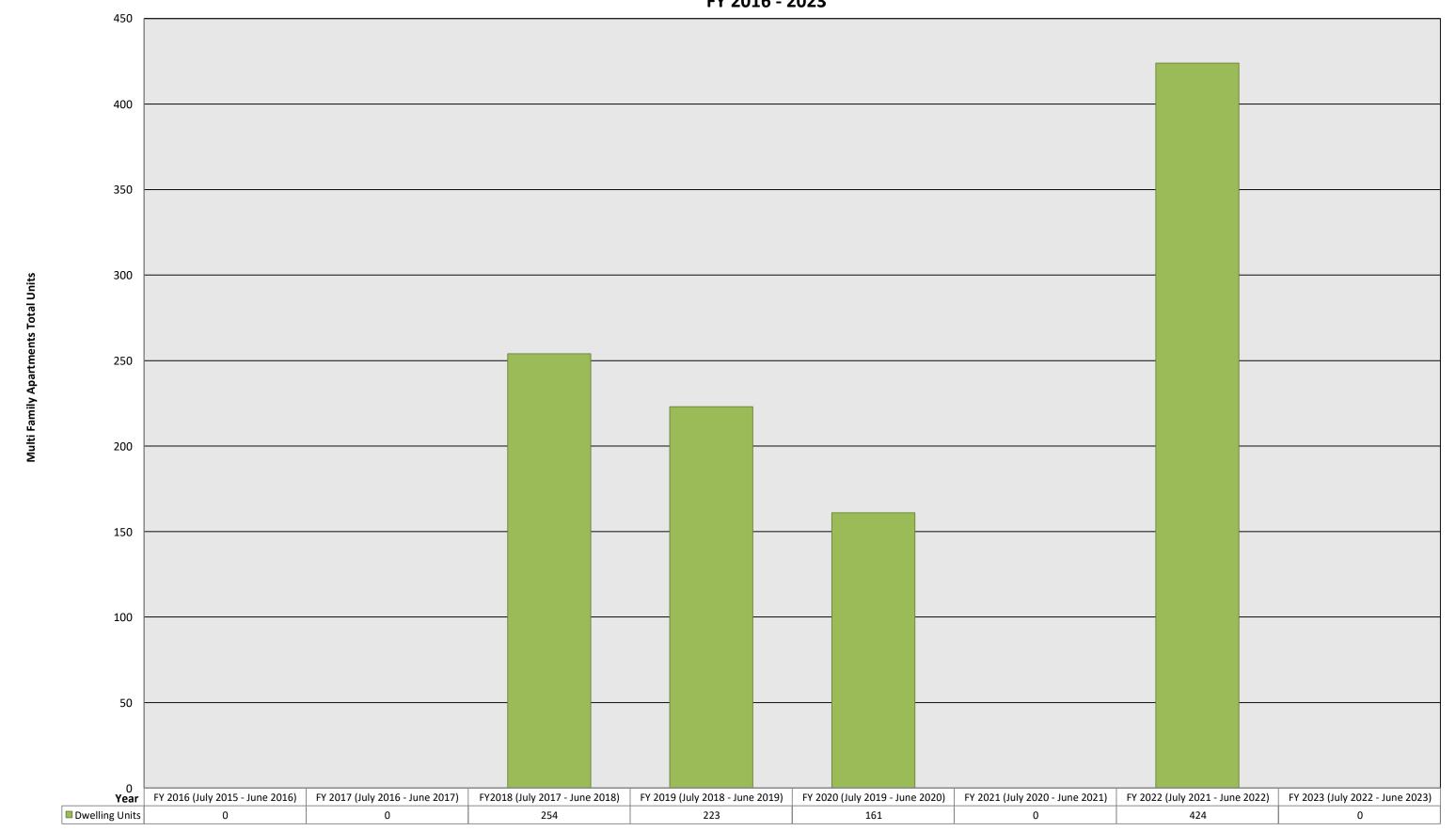
Section XI. Item #1.



# Town of Bluffton Multi Family Apartments Total Units FY 2016 - 2023



Section XI. Item #1.





### **Growth Management Application Update Report**

Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	

### **Active Cases**

#### **Annexation Petition**

100%

ANNX-11-21-016106 11/18/2021 Annexation Petition Active Aubrie Giroux

Applicant: Patterson Farmer Owner: The Tarver Company

PLAN DESCRIPTION: The Applicant, Pulte Home Company, LLC as authorized by the property owner, The Tarver Company, is seeking annexation of the +/- 100.78-acre property located at 1007

May River Road, which is approximately 0.84 miles northeast of the May River Road and Buckwalter Parkway intersection and identified as Beaufort County Property Identification no. R600 038 000 0023 0000 (Property), via the 100% Petition and Ordinance Method. Town Council will consider the "intent to annex" acceptance of the petition and referral to the Negotiating Committee, if necessary, at their January 11, 2022 meeting. The tentative schedule for the application will be created after the January 11,

2022 meeting based upon Town Council's decisions.

PROJECT NAME:

### **Total Annexation Petition Cases: 1**

### **Certificate of Appropriateness**

### **Highway Corridor Overlay District**

COFA-11-22-017422 11/21/2022 255 NEW RIVERSIDE VILLAGE WAY Certificate of Appropriateness Active Katie Peterson

Applicant: Court Atkins Owner: Solomon Dental

PLAN DESCRIPTION: The Applicant requests approval of a Certificate of Appropriatness-HCO for a 1.56-acre development consisting of a 15,000 square foot office building for a dental practice

and six tenants. The property is identified by tax map number R610 036 000 3714 0000 and is located at 255 New Riverside Village Way. The zoning designation for the

property is New Riverside PUD with the Highway Corridor Overlay District.

12.16.2022: Application was approved with conditions at the December 14, 2023 meeting of the Planning Commission. Staff is awaiting revised document submittal to

address the Planning Commission conditions.

PROJECT NAME: NEW RIVERSIDE VILLAGE



### **Growth Management Application Update Report**

Attacl

Section XI. Item #1

Town of Bluffton

Department of Growth Management Office of Planning and Community Development 20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

### **Certificate of Appropriateness**

6201 JENNIFER COURT COFA-08-22-017145 08/31/2022 Certificate of Appropriateness Active Katie Peterson

Applicant: Witmer Jones Keefer Ltd. Micheal Bradley Holdings LLC Owner:

PLAN DESCRIPTION: The River Dog Brewing project involves the construction of a ±50,000 SF two-story building, housing a brewing production facility, retail sales area, and restaurant/bar upon three existing lots on Jennifer Court at the intersection of Buck Island Road and May River Road. As a brief history – back in 2000 AEC permitted the Bright Commercial Subdivision master-planned for five individual commercial development parcels involving a new connector roadway between Buck Island Road and May River Road, incorporating both wet and dry utilities as well as storm drainage stub outs to each parcel. The development was designed, permitted and constructed under the Beaufort County development ordinance prior to annexation by the Town of Bluffton. Subsequently, Parker's convenience store was constructed upon two of the five parcels and, due to greater stormwater regulation, was required to provide additional water guality treatment consisting of shallow bioretention ponds/swales. The River Dog Brewing project parcels are identified as R600 039 000 0021 0000, R610 039 000 0756 0000, and R610 039 000 0757 0000. The property is zoned Neighborhood Core with the adjacent properties being the same.

> STATUS[11.17.2022]: The application was approved with conditions at the November 16, 2022 Planning Commission meeting. Awaiting resubmitted documents addressing Planning Commission conditions.

**BUCK ISLAND/SIMMONSVILLE** PROJECT NAME:

COFA-06-21-015520 06/23/2021 101 WINDRUSH LN LANE Certificate of Appropriateness Active Katie Peterson

Owner: Bank of America Miller Electric Company Applicant:

PLAN DESCRIPTION: A request by Miller Electric Company on behalf of Bank of America, for the approval of a Certificate of Appropriateness - Highway Corridor Overlay District. The project

consists of revisions to the exterior lighting for the site. The property is identified by tax map number R610 031 000 0722 0000 located at the southeast intersection of US HWY 278 and Baylor Drive. The property is zoned General Mixed Use and should be reviewed based on the requirements set forth in the Town of Bluffton Unified

Development Ordinance.

STATUS [6/23/2021]: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO) and any development plans

associated with the parcel and is scheduled for review by the Planning Commission at the July 28, 2021 meeting. STATUS [7/2921]: The Applicant did not attend the meeting. The item was tabled until the next meeting (8/25/21)

STATUS [9/1/2021]: The planning commission was approved with conditions at the August 25, 2021 meeting. Awaiting resubmitted documents.

**BUCK ISLAND/SIMMONSVILLE PROJECT NAME:** 

#### **Historic District**



### **Growth Management Application Update Report**

Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
Active Cases						

**Certificate of Appropriateness** 

COFA-10-22-017318 10/17/2022 25 WHARF ST Certificate of Appropriateness Active Katie Peterson

Applicant: Brent Robinson Owner: Sherman, John

PLAN DESCRIPTION: A request by Brent Robinson, Architect, on behalf of the owners, John and Patty Sherman, for review of a Certificate of Appropriateness - HD to allow the rennovation and

addition of approximatly 680 SF to the 1-story Single-Family Residential structure of approximately 1,315 SF located at 25 Wharf Street in the Old Town Bluffton Historic

District and zoned Neighborhood General-HD.

Status: The Application is being reviewed and will be placed on the November 14, 2022 Historic Preservation Review Committee agenda.

Status: Comments were provided to the applicant at the 11.14.2022 HPRC meeting. Awaiting submittal of Final Application Package for HPC.

PROJECT NAME: OLD TOWN

COFA-11-21-016057 11/04/2021 58 CALHOUN ST Certificate of Appropriateness Active Katie Peterson

Applicant: Court Atkins Architects Inc Owner: May River Montessori

PLAN DESCRIPTION: A request by Court Atkins Architects, Inc., on behalf of the owner, May River Montessori, for review of a Certificate of Appropriateness- HD to allow the construction of a

new 2-story building of approximatly 5,800 SF located at 58 Calhoun Street, in the Old Town Bluffton Historic District and zoned Neighborhood Center-HD.

STATUS [11/5/2021]: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns,

and any development plans associated with the parcel and is scheduled for review by the HPRC at the December 6, 2021 meeting.

STATUS [12/8/2021]: The application was reviewed at the December 6, 2021 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the approval of

the Development Plan and submission of a final application for full HPC review.

STATUS [1.20.2023]: A Final Application has been received and the item is slated to be heard at the February 1, 2023 HPC meeting.

STATUS 2.1.2023: The Application was approved with conditions at the 2.1.23 HPC meeting. Staff is awaiting submittal of revised documents addressing all HPC Conditions.

PROJECT NAME: OLD TOWN



Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

**Certificate of Appropriateness** 

COFA-11-21-016079 11/10/2021 41 BRIDGE ST Certificate of Appropriateness Active Katie Peterson

Applicant: Pearce Scott Architects Owner: Rusty & Debbie Wunder Pistachio

PLAN DESCRIPTION: A request by Pearce Scott Architects, on behalf of the owners, Rusty Pistachio and Debbie Wunder, for review of a Certificate of Appropriateness- HD to allow the the

renovation to, and addition of approximately 528 heated SF and 315 unheated SF to the existing 1,008 SF structure located at 41 Bridge Street, in the Old Town Bluffton

Historic District and zoned Neighborhood Conservation-HD.

STATUS [11-10-2021]: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns,

and any development plans associated with the parcel and is scheduled for review by the HPRC at the December 6, 2021 meeting.

STATUS [12/8/2021]: The application was reviewed at the December 6, 2021 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission

of a final application for full HPC review.

STATUS [1/11/2022]: A final Application has been submitted and is slated to be heard by the HPC at the February 2,2022 HPC meeting.

STATUS [2/2/2022]: The Application was approved with conditions at the February 2, 2022 HPC meeting. Staff is awaiting resubmitted documents.

PROJECT NAME: OLD TOWN

COFA-02-23-017656 02/09/2023 32 PRITCHARD ST Certificate of Appropriateness Active Katie Peterson

Applicant: Robert and Michelle Nurnberg Owner: Robert and Michelle Nurnberg

PLAN DESCRIPTION: A request by Michelle Nurnberg for review of a Certificate of Appropriateness - HD to add a shed roof over the side entry and add an enclosed area of approximatly 58 SF to

the Carriage House structure along with additional minor architectural modifications to the residential structure currently under construction located at 32 Pritchard Street in

the Old Town Bluffton Historic District and zoned Neighborhood General-HD.

STATUS: The application is being reviewed and has been placed on the February 27, 2023 Historic Preservation Review Committee agenda.

Status: Was heard at the 2/27/23 HPRC meeting and comments provided to the applicant. Final Aplication has been received and it is slated to be heard at the 4/5/23 HPC

meeting.

PROJECT NAME: OLD TOWN



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
		/	Active Cases			

**Certificate of Appropriateness** 

COFA-02-21-015048 02/25/2021 45 VERDIER COVE RD ROAD Certificate of Appropriateness Active Katie Peterson

Applicant: Pearce Scott Architects Owner: Erik & Paige Blechinger

PLAN DESCRIPTION: A request Pearce Scott Architects, on behalf of the owners, Erik and Paige Blechinger, for review of a Certificate of Appropriateness to allow the construction of a new one

and a half-story single-family residence of approximately 3,008 SF and a Carriage House of approximately 1,195 SF located at 43 and 45 Verdier Cove Road, in the Old Town

Bluffton Historic District and zoned Neighborhood Conservation-HD.

STATUS 3-23-2021: The application was reviewed at the March 22, 2021 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a

final application for full HPC review.

PROJECT NAME: OLD TOWN

COFA-10-22-017359 10/31/2022 47 STOCK FARM RD Certificate of Appropriateness Active Katie Peterson

Applicant: Webb Construction Inc Owner: Gilbert Carter

PLAN DESCRIPTION: A request by Webb Construction, on behalf of the owners, Gilbert and Mary Reid Carter, for review of a Certificate of Appropriateness - HD to enclose the existing front

porch for the addition of 297 SF on the existing residential structure located at 47 Stock Farm Road in the Old Town Bluffton Historic District and zoned Neighborhood

Conservation-HD.

STATUS: The Application is under review and is slated for the February 27, 2022 agenda of the HPRC.

3.1.2023 STATUS: The Application was heard at the 2/27/23 meeting of the HPRC where comments were provided to the Applicant. Awaiting Final Submittal addressing

comments.

PROJECT NAME: OLD TOWN

COFA-03-23-017752 03/09/2023 58 PRITCHARD Certificate of Appropriateness Active Katie Peterson

Applicant: Shifting Tides, LLC Owner: Shifting Tides, LLC

PLAN DESCRIPTION: New residential home + garage

PROJECT NAME: OLD TOWN



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Section XI. Item #1.

Town of Bluffton

Department of Growth Management Office of Planning and Community Development 20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

**Application Property Address** Plan Type **Plan Status** Plan Mgr **Case Number** Date

**Active Cases** 

**Total Certificate of Appropriateness Cases: 10** 

#### **Concept Plan Amendment**

#### **Concept Plan Amendment**

CPA-03-21-015140

03/24/2021

62 OLD PALMETTO BLUFF RD ROAD

Concept Plan Amendment

Active

Aubrie Giroux

PBLH, INC. Applicant:

Owner: PBLH, INC.

PLAN DESCRIPTION: A Request by Palmetto Bluff Development, LLC for Approval of a Second Amendment to the Palmetto Bluff Concept Plan to Allow Dockside Fueling and a Second Dry Stack Boat Storage at the Big House Tract's Anson Marina per the revised request submitted August 10, 2021. The DRC reviewed the Concept Plan Amendment request at their August 18, 2021 meeting. The Planning Commission held a Public Hearing and voted to forward a recommendation of denial to Town Council at their October 27, 2021 Planning Commission meeting which, due to extenuating circumstances, was re-scheduled to November 1, 2021. Town Council then was scheduled to considered First Reading of an Ordinance to approve the request at their November 9, 2021 meeting and instead voted to forward the request and its concurrent Development Agreement Amendment application to the Town of Bluffton Negotiating Committee. The Negotiating Committee is schedule to consider the request at their January 6, 2022 meeting and will vote to forward their recommendations to Planning Commission and Town Council on this date or a subsequently scheduled Negotiating Committee Meeting. The dates of the application's next steps cannot be determined at this time as they are dependent on the number of necessary Negotiating Committee meetings and their final recommendation. In the event the Negotiating Committee meeting results in significant changes to the request, Planning Commission will reconsider the revised request and vote to forward Town Council a recommendation followed by Town Council First Reading and concluding with Town Council Public Hearing and Second and Final Reading at dates to be determined. In the event there are no significant changes to the request which would require Planning Commission's reconsideration, the revised request will go before Town Council for First Reading followed by Town Council Public Hearing and Second and Final Reading at dates to be determined.

PROJECT NAME:

Palmetto Bluff

**Total Concept Plan Amendment Cases: 1** 

#### **Dev Agreement Amendment**

**PUD** 



Attach

Section XI. Item #1.

Town of Bluffton

Department of Growth Management Office of Planning and Community Development 20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

#### **Dev Agreement Amendment**

03/24/2021 62 OLD PALMETTO BLUFF RD ROAD Aubrie Giroux DAA-03-21-015139 **Dev Agreement Amendment** Active

Applicant: PBLH, INC. Owner: PBLH, INC.

PLAN DESCRIPTION: A Request by Palmetto Bluff Development, LLC for Approval of a Fifth Amendment to the Palmetto Bluff Development Agreement to Allow Dockside Fueling and a Second Dry Stack Boat Storage at the Big House Tract's Anson Marina per the revised request submitted August 10, 2021. The Planning Commission held a Public Hearing and voted to forward a recommendation of denial to Town Council at their October 27, 2021 Planning Commission meeting which, due to extenuating circumstances, was re-scheduled to November 1, 2021. Town Council then was scheduled to considered First Reading of an Ordinance to approve the request at their November 9, 2021 meeting and instead voted to forward the request and its concurrent Development Agreement Amendment application to the Town of Bluffton Negotiating Committee. The Negotiating Committee is schedule to consider the request at their January 6, 2022 meeting and will vote to forward their recommendations to Planning Commission and Town Council on this date or a subsequently scheduled Negotiating Committee Meeting. The dates of the application's next steps cannot be determined at this time as they are dependent on the number of necessary Negotiating Committee meetings and their final recommendation. In the event the Negotiating Committee meeting results in significant changes to the request, Planning Commission will reconsider the revised request and vote to forward Town Council a recommendation followed by Town Council First Reading and concluding with Town Council Public Hearing and Second and Final Reading at dates to be determined. In the event there are no significant changes to the request which would require Planning Commission's reconsideration, the revised request will go before Town Council for First Reading followed by Town Council Public Hearing and Second and Final Reading at dates to be determined.

Palmetto Bluff **PROJECT NAME:** 

**Total Dev Agreement Amendment Cases: 1** 

#### **Development Plan**

**Development Plan** 



Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

#### **Development Plan**

DP-10-22-017324 10/17/2022 Development Plan Active Dan Frazier

Applicant: Reed Commercial Ventures Owner: Reed Commercial Ventures

PLAN DESCRIPTION: A request by the applicant and property owner, Jake Reed of University Investments, LLC for approval of a preliminary development plan. The project consists of the

construction of a +/-9,500 sq. ft. office building and associated access, parking, and utilities. The property is zoned Buckwalter PUD and consists of approximately 1.6 acres,

identified by tax map number R610-029-000-0613-0000 and located within the Parcel 10-D / Raider Drive Master Plan.

STATUS: Staff comments were reviewed at the November 23, 2022, meeting of the DRC.

STATUS: The preliminary development plan was approved with conditions at the January 25, 2023, Planning Commission meeting. Awaiting final development plan submittal.

#### PROJECT NAME:

DP-07-22-016969 07/14/2022 Development Plan Active Dan Frazier

Applicant: 814 Acquisitions LLC/814 CRE, LLC Owner: DR Horton Inc

**PLAN DESCRIPTION:** A request by 814 Services, LLC for approval of a preliminary development plan application. The project proposes the construction of a +/-12,130 sq. ft. childcare facility. The

property is zoned Jones Estate Planned Unit Development and consists of approximately a 1.50-acre portion of tax map number R614 028 000 5215 0000 located at the

intersection of Mill Creek Boulevard and Okatie Highway within the Cypress Ridge Master Plan.

STATUS 8-17-22: Comments on the Preliminary Development Plan were provided at the August 17, 2022, meeting of the DRC.

STATUS: STATUS: The preliminary development plan was approved with conditions at the November 16, 2022, Planning Commission meeting. Awaiting final development plan

submittal.

#### PROJECT NAME:



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr				
	Active Cases								
Development Pla	an								
DP-02-22-016354	02/07/2022	150 PARKSIDE COMMONS	Development Plan	Active	Dan Frazier				
Applicant: AVTEX	Commercial Properties, INC	Owner: MF	H LAND, LLC						
	carwash. The property is zool located along New Riverside STATUS: Staff comments of STATUS: The applicant resustants: Staff comments of STATUS: The Applicant resustants: The Applicant resustants.	A request by Ryan Robinson of Refuel Operating Company, LLC for approval of a preliminary development plan application. The project consists of a Refuel store and carwash. The property is zoned New Riverside Planned Unit Development and consists of approximately 1.58 acres identified by tax map number R610 036 000 3713 0000 located along New Riverside Village Way and Parkside Commons within the New Riverside Village Master Plan.  STATUS: Staff comments on the Preliminary Development Plan were reviewed at the March 16, 2022 meeting of the DRC. Awaiting re-submittal to address comments. STATUS: The applicant resubmitted on May 26, 2022.  STATUS: Staff comments on the Preliminary Development Plan were reviewed at the June 29, 2022 meeting of the DRC.  STATUS: The Applicant resubmitted on July 7, 2022.  STATUS: The application was approved with conditions at the July 27, 2022, Planning Commission meeting. Awaiting final development plan submittal.							
PROJECT NAME:	-								
DP-08-22-017074	08/12/2022	_	Development Plan	Active	Dan Frazier				
7 <b>.p</b> p <b>c</b>	s & Hutton	Owner:	. Diver Ferrat II C for ammoved of	i a davialamma mt mlam. The music at	annista of the managed also sing				
PLAN DESCRIPTION	installation of utilities, draina terminating on Big House Isl R614 046 000 0062 0000, R Master Plan.	es of Thomas & Hutton on behalf of Mage, grading and paving for +/- 5 miles of and near the Anson Marina. The proper in the Mage in the Ma	of Old Anson Road beginning near orty is zoned Palmetto Bluff PUD at 0 0024 0000, R614 045 000 0026	the intersection of Old Moreland Ind consists of approximately 110.0	Road and Big House Landing Road and O acres identified by tax map numbers				
PROJECT NAME:									



Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
		4	Active Cases		

**Development Plan** 

DP-10-22-017341 10/21/2022 110 PALMETTO BLUFF ROAD Development Plan Active Dan Frazier

Applicant: Thomas & Hutton Owner: Cleland Site Prep

**PLAN DESCRIPTION:** A request by John Paul Moore of Thomas & Hutton on behalf of Pritchard Farm, LLC for approval of a development plan. The project consists of 10 single family residential

lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 38 acres identified by tax map numbers R610 044 000 0136 0000, R610 044 000 0141 0000, R600 045 000 0001 0000, R610 044 000 0002 0000, R614 045 000 0052 0000, R614 045 000 0578 0000

and R600 045 000 0012 0000 located within Parcel 9 of the New Riverside Concept Master Plan.

STATUS UPDATE: Staff comments on the preliminary development plan were heard at the November 30, 2022 meeting of the DRC.

STATUS: The preliminary development plan was APPROVED on 12-13-22.

PROJECT NAME:

DP-07-22-016977 07/15/2022 Development Plan Active Dan Frazier

Applicant: Thomas & Hutton Owner:

PLAN DESCRIPTION: A request by Drew Lonker of Thomas & Hutton, on behalf of May River Forest, LLC, for approval of a development plan application. The project consists of the construction

of a 9-hole golf course, including general clearing, gravel parking, storm drainage infrastructure, grading and the expansion of the existing Inland Waterway (Lagoon 21). The property is zoned Palmetto Bluff Planned Unit Development and consists of +/- 100 acres identified by tax map numbers R614 057 000 0001 0000, R614 057 000 0002 0000,

and R614 045 000 0024 0000, located west of Block M3 along the existing waterway.

STATUS: The preliminary plans were reviewed at the 8/17/22 meeting of the DRC. Awaiting final development plan submittal.

STATUS: Staff comments on the final development plan will be reviewed at the December 28, 2022 meeting of the DRC.

PROJECT NAME: Palmetto Bluff



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

#### **Active Cases**

#### **Development Plan**

DP-07-22-017024 07/28/2022 Development Plan Active Dan Frazier

Applicant: Core States Group Owner: Solomon Property Holdings SC

PLAN DESCRIPTION: A request by Brian Searcy of Core States Group on behalf of the property owner, Solomon Property Holdings SC, LLC for approval of a preliminary development plan

application. The project consists of a two-story, 15,000 sq. ft. medical office building and supporting parking. The property is zoned New Riverside Planned Unit Development and consists of approximately 1.56 acres identified by tax map number R610 036 000 3214 0000 located along New Riverside Village Way and Parkside Commons within the

New Riverside Village Master Plan.

STATUS: Staff comments on the Preliminary Development Plan were reviewed at the August 31, 2022 meeting of the DRC.

STATUS: The Applicant resubmitted on October 24, 2022.

STATUS: The preliminary development plan was approved with conditions at the November 16, 2022, Planning Commission meeting.

STATUS: The COFA-HCOD was approved with conditions at the December 14, 2022, Planning Commission meeting. Awaiting Final Development Plan submittal.

#### PROJECT NAME:

DP-07-21-015654 07/27/2021 Development Plan Active Jordan Holloway

Applicant: EMC Engineering Services, Inc. Owner: Hlyer Ground Veterinary Service, Inc.

PLAN DESCRIPTION: The proposed development, Lot 6, will have a two-story veterinary office building for a total of 9000 sf (4500 sf each floor). Parking will be provided on-site. Dumpster to be

provided on-site. Water and sewer will be provided by BJWSA. Utilities appear to be stubbed out to the site and site looks to be pad ready. Access will be provided off Buckwalter Place Blvd. The parcel has 2 existing curb cuts. One will be utilized and the other will have to be relocated to work better with the site plan. See attached site

plan. Detention will be provided off-site on adjacent parcel 7 in an existing detention pond that was planned previously for this parcel.

The Preliminary Plan will be presented to the Planning Commission on Oct 27, 2021.

STATUS 05-09-2022: This item was approved at the 10-27-21 Planning Commission meeting. Awaiting Final Plan submittal documents.

PROJECT NAME:



Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Numbe	er	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr				
				Active Cases						
Developm	Development Plan									
DP-06-22-016	6924	06/24/2022	86 SLASH PINE DRIVE	Development Plan	Active	Dan Frazier				
Applicant:	Thomas	& Hutton - USE THIS ACCOUN	Owner:	Khovnanian Homes						
PLAN DESC	N DESCRIPTION: A request by Michael Hughes of Thomas & Hutton, on behalf of K. Hovnanian Homes, for approval of a land development application. The project consists of creating 117 single family lots with associated infrastructure. The property is identified by tax map numbers R614 028 000 0002 0000 & R614 036 000 3372 0000 and consists of 42.8 acres located at the intersection of Carolina Oaks Avenue and Slash Pine Drive. The property is zoned Jones Estate PUD.  STATUS: Staff comments on the Preliminary Development Plan were reviewed at the August 3, 2022 meeting of the DRC. STATUS: The Final Development Plan was approved at the January 25, 2023 meeting of the DRC, pending NPDES approval letter.									
PROJECT NA	AME:	Four Seasons at Carolina Oaks	5							
DP-04-22-016	6574	04/07/2022	58 CALHOUN ST	Development Plan	Active	Dan Frazier				
Applicant:	Ward Ed	wards, Inc USE THIS ACCOU	NT Owner:	May River Montessori						
PLAN DESCRIPTION: A request by Conor Blaney of Ward Edwards Engineering, on behalf of May River Montessori, Inc., for approval of a preliminary development plan. The project consists of the construction of a new classroom building adjacent to the existing May River Montessori facility. The property is zoned Neighborhood Center Historic District (NCE-HD) are consists of approximately 0.65 acres identified by tax map number R610 039 00A 0123 0000 located at 58 Calhoun Street.  STATUS: Development plan comments were reviewed at the 5/11/22 meeting of the DRC.  STATUS: At the June 22, 2022, Planning Commission meeting, the applicant requested "withdrawal of the application to provide additional information".  STATUS: The Applicant resubmitted on July 28, 2022.  STATUS: The preliminary development plan was approved with conditions at the September 28, 2022, Planning Commission meeting.  STATUS: Staff comments on the final development plan will be heard at the February 1, 2023 meeting of the DRC.										

PROJECT NAME:

OLD TOWN



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application  Date	Property Address	Plan Type	Plan Status	Plan Mgr				
			Active Cases						
Development Plan									
DP-08-22-017076	08/15/2022		Development Plan	Active	Dan Frazier				
Applicant: Dan Kee	fer	Owner:	Charlie and Brown						
PLAN DESCRIPTION: PROJECT NAME:	Active Cases  Velopment Plan  18-22-017076 08/15/2022 Development Plan Active Dan Frazier  18-22-01708 Osh Keefer Owner: Charlie and Brown  N DESCRIPTION: A request by Dan Keefer of Witmer Jones Keefer, Ltd, on behalf of the property owner, Charlie and Brown, LLC for approval of a preliminary development plan. The project consists of the construction of a +/-20,000 sq. ft. two-story Clubhouse and 5 buildings divided into +/- 31 high-end garage condominium units. The property is zoned Village at Verdier PUD and consists of approximately 5.00 acres, identified by tax map number R610-021-000-0808-0000 and located on Highway 170 approximately 1,200 feet south of Seagrass Station Road.  STATUS 9-14-22: Staff comments were reviewed at the September 21 meeting of the DRC. Awaiting re-submittal.  Development Plan Active Dan Frazier  19-22-017188 09/13/2022 Development Plan Active Dan Frazier  19-22-017188 Witmer Jones Keefer Ltd. Owner:								
DD 00 00 047400	00/40/0000		D 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
DP-09-22-017188			Development Plan	Active	Dan Frazier				
Applicant: Witmer J	ones Keefer Ltd.	Owner:							
PLAN DESCRIPTION:									

STATUS: Staff comments on the preliminary development plan were reviewed at the October 19, 2022 meeting of the DRC.

STATUS: The Applicant resubmitted on November 14, 2022.

0000 located at 412 Buck Island Road.

STATUS: The Preliminary Development Plan was approved at the December 14, 2022, Planning Commission. Awaiting Final Development Plan submittal,

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

**Development Plan** 

DP-11-22-017440 11/29/2022 1268 MAY RIVER RD Development Plan Active Dan Frazier

Applicant: Sturre Design & Development, LLC Owner: May River Project LLC

PLAN DESCRIPTION: A request by Nathan Sturre of Sturre Engineering on behalf of the property owner, May River Project, LLC for approval of a preliminary development plan application. The

project proposes the construction of a concrete apron, gravel access drive, gravel parking spaces and a concrete van accessible ADA space to accommodate conversion of the site use from residential to commercial. The property is zoned Neighborhood General – Historic District (NG-HD), consists of approximately 0.7 acres identified by tax

map number R610 039 00A 0147 0000, and is located on the south side of May River Road.

STATUS: Staff comments on the preliminary development plan were reviewed at the December 28, 2022 meeting of the DRC.

STATUS: The applicant provided a resubmittal on February 20, 2023. The resubmittal represents a substantial modification from the original preliminary development plan

request. Staff comments on the revised preliminary development plan will be reviewed at the March 22, 2023 meeting of the DRC.

PROJECT NAME: OLD TOWN

DP-05-19-013149 05/09/2019 335 BUCKWALTER PKWY Development Plan Active Jordan Holloway

Applicant: Ryan Lyle PE Owner: St. Andrew by the Sea

PLAN DESCRIPTION: The Applicant is proposing to construct a 12,250 square foot building, an athletic field and the associated parking, sidewalks, BMPs, utilities and all other infrastructure for

Phase 1 of this development located at 335 Buckwalter Parkway, Tax Map Number R610 030 000 0712 0000 & R610 030 000 0513 0000.

STATUS 05/28/2019: Comments on the Preliminary Plan were reviewed at the May 28 meeting of the DRC. A re-submittal of the Preliminary Plan is required for review and

approval.

STATUS 10/23/2019: The Preliminary Development Plan was resubmitted and will be placed on the November 6, 2019 DRC agenda.

STATUS 11/19/2019: Comments were reviewed at the Nov. 6 DRC meeting. Awaiting re-submittal to address comments for presentation to the Planning Commission.

STATUS UPDATE 03/31/2020: E-mailed the applicant to notify that their application has been inactive for more than 120 days and if the Town does not receive notification within 40 days that that they intend to apply application will apply the days that they intend to apply apply apply apply the application will apply apply the apply ap

within 10 days that that they intend to pursue approval, the application will expire.

STATUS 04/23/2020: The Applicant has confirmed they intend to proceed with Development Plan Approval and will be re-submitting applications accordingly.

STATUS 07/28/2021: The Preliminary Plan is approved by the DRC and will be presented to the Planning COmmission August 24 for approval.

STATUS 10/04/2021: The Plan Preliminary Plan was APPROVED by the Planning Commission. Awaiting Final Development Plan.

PROJECT NAME: Buckwalter



Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number		Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Α	ctive Cases			
Developme	ent Plar	n					
DP-02-23-0176	687	02/15/2023		Development Plan	Active	Dan Frazier	
Applicant:	G3 Engin	neering & Surveying LLC	Owner: Vac	quero Bluffton Parters			
PLAN DESCR	RIPTION:	project proposes a 2,500 SF co	mmercial building to serve as a Star	rbucks coffeehouse. The prope	Partners, LP for approval of a prelimin orty is zoned Buckwalter Planned Unit orcel C4 Master Plan and the Washing	•	
PROJECT NA	ME:	WASHINGTON SQUARE					
DP-04-22-016	582	04/08/2022	60 ESTATE DRIVE	Development Plan	Active	Dan Frazier <sub>.</sub>	
Applicant:	Carolina	Engineering Consultants, Inc.	Owner:				
PLAN DESCR	PLAN DESCRIPTION: A request by Richard Maggin of Palmetto Land Associates, LLC, for approval of a preliminary development plan. The project consists of the construction of a commercial pickleball facility including restaurant, clubhouse and covered courts. The property is zoned Jones Estate PUD and consists of approximately 10.25 acres, identified by tax map numbers R610-036-000-0462-0000, R610-036-000-0461-0000 & R610-036-000-0460-0000 and located at 60 Estate Drive within the Palmetto Point Commercial Master Plan.						
		STATUS UPDATE: Applicant r STATUS UPDATE: The applica STATUS: The Applicant resubn	tion was tabled at the July 27, 2022 nitted on September 1, 2022.	request will be heard at the July , Planning Commission meeting	2022 meeting of the DRC.  27, 2022 Planning Commission mee  3. Awaiting resubmittal of the applica  022, Planning Commission meeting.	tion.	

PROJECT NAME:



Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr					
	Active Cases									
Development Plan										
DP-09-22-017236	09/28/2022	315 GIBBET ROAD	Development Plan	Active	Dan Frazier					
Applicant: Amsde	ll Companies	Owner: M	FF Enterprises							
PLAN DESCRIPTION: A request by Jonathan Steele of Compass TPC, LLC, on behalf of the property owner, Marilyn Faulkner of MFF Enterprises, LLC, for approval of a preliminary development plan application. The project consists of two 2-story climate-controlled storage buildings totaling 113,544 square feet including a retail sales/rental office and incidental truck rentals. The property is zoned Jones Estate PUD and consists of approximately 3.21 acres identified by tax map numbers R610-036-000-0458-0000 and R610-036-000-0459-0000 and located at the intersection of Gibbet Road and Highway 170 within the Palmetto Point Commercial Master Plan.  STATUS: Staff comments were reviewed at the November 2, 2022, meeting of the DRC. STATUS: Preliminary development plans were resubmitted and staff comments were heard at the January 11, 2023 meeting of the DRC. STATUS: The preliminary development plan was approved at the February 22, 2023, Planning Commission meeting. Awaiting final development plan submittal.										
PROJECT NAME:	PALMETTO POINTE COI	MMERCIAL								
DP-11-22-017433	11/28/2022	8241 PINELLAS DRIVE	Development Plan	Active	Dan Frazier					
Applicant: Moore	Civil Consultants, Inc.	Owner:								
PLAN DESCRIPTION: A request by Jared Thompson of Moore Civil Consulting, Inc., on behalf of the property owner Ken Toskey for approval of a preliminary development plan. The project consists of the construction of three office buildings totaling 12,600 S.F., associated driveways, parking areas, and bioretention areas. The property is zoned Buckwalter Planned Unit Development and consists of approximately 1.5 acres identified by tax map numbers R610 022 000 1143 0000 located within the Buckwalter Commons Phase 1 Master Plan.  STATUS: Staff comments on the preliminary development plan were reviewed at the January 4, 2023 meeting of the DRC.  STATUS: The preliminary development plan was approved at the February 22, 2023, Planning Commission meeting. Awaiting final development plan submittal.										
PROJECT NAME:	PARCEL C2-E BUCKWAI	TER PLAZA								



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

**Development Plan** 

DP-04-22-016649 04/25/2022 Development Plan Active Dan Frazier

Applicant: Thomas & Hutton Owner: MAY RIVER FOREST

PLAN DESCRIPTION: A request by Michael Hughes of Thomas & Hutton, on behalf of May River Forest, LLC, for approval of a development plan application. The project consists of creating 81

single family lots with associate infrastructure. The property is identified by tax map number R614 057 000 0001 0000 and consists of 79.4 acres located along Amaranth

Road within the Palmetto Bluff PUD.

Status update 5-19-22: Comments on the Preliminary Plan were reviewed at the May 25, 2022 meeting of the DRC. Status update: Comments on the Final Development Plan are to be reviewed at the March 8, 2023 meeting of the DRC.

PROJECT NAME:

DP-06-22-016804 06/01/2022 6201 JENNIFER CT Development Plan Active Dan Frazier

Applicant: Witmer-Jones-Keefer, Ltd. Owner: Michael Bradley Holdings, LLC

PLAN DESCRIPTION: A request by Witmer Jones Keefer, Ltd for approval of a preliminary development plan application. The project proposes the construction of a ±50,000 SF two-story building

that includes a +/-20,000 square foot production brewery, and a +/-30,000 square foot space allocated to restaurant tenants, retail tenants, business offices, and a tasting room. The property is zoned Neighborhood Core (NC), identified by tax map numbers R610 039 000 0021 0000, R610 039 000 0756 0000, and R610 039 000 0757 0000 and

located on three existing lots on Jennifer Court at the intersection of Buck Island Road and May River Road.

STATUS UPDATE: Staff comments were heard at the July 6 meeting of the DRC.

STATUS UPDATE: The application was approved with conditions at the August 24, 2022, Planning Commission meeting.

STATUS UPDATE: Staff comments on the final development plan were heard at the November 30, 2022 meeting of the DRC. Awaiting resubmittal.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE

DP-02-23-017665 02/10/2023 120 PERSIMMON STREET Development Plan Active Dan Frazier

Applicant: Sam Connor Owner:

PLAN DESCRIPTION: A request by Sam Connor on behalf of the property owner, James Jeffcoat for approval of a preliminary development plan application. The project proposes a 6,600 SF

commercial building including 1,880 SF of office space and 4,800 SF of storage space. The property is zoned Schultz Planned Unit Development and consists of 0.68 acres

identified by tax map number R610 031 000 1437 0000 located within the Bluffton Park Master Plan. STATUS UPDATE: Comments for this item will be heard at the March 15, 2023 meeting of the DRC.

PROJECT NAME: BLUFFTON PARK PHASE D-1/D-3



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
		Α	ctive Cases		
Development P	lan				
DP-10-22-017335	10/19/2022	3E HAMPTON LAKE DRIVE	Development Plan	Active	Dan Frazier
Applicant: Witme	r Jones Keefer	Owner: Pac	cific Pointe Partners		
PROJECT NAME:	project proposes the cor utilities to serve the build R614-029-000-0485-000 STATUS: Staff commen	of Witmer Jones Keefer, Ltd. on behalf of the struction of two 3-story buildings totaling 1 dings. The property is zoned Buckwalter PL 00 located within the Brightwater at Hamptots were reviewed at the November 23, 2023 ary development plan was approved at the R	0,000 sq. ft. each, one single-sto JD and consists of approximately on Lake Master Plan and the Hai 2, meeting of the DRC.	ory building of 6,730 sq. ft., and the y 5.31 acres, identified by tax map numpton Lake Master Plan.	associated access, parking, and numbers R614-029-000-0784-0000 and
DP-01-23-017570	01/17/2023		Development Plan	Active	Dan Frazier
Applicant: Thoma	as & Hutton - USE THIS ACC	COUNT Owner: Pio	neer Land & Timber LLC		
PLAN DESCRIPTIO	project consists of 97 sir of approximately 59 acre	Farmer of Pulte Home Company on behalf on ngle family residential lots, open space, and es identified by tax map number R610 044 ( nments for this item will be heard at the Man	l associated infrastructure. The 000 0012 0000 located within the	property is zoned New Riverside Ple Midpoint of New Riverside Concept	anned Unit Development and consists
	Status 3-23-23: The Pre	liminary Development Plan has been appro	oved.		

#### **Final Development Plan**

PROJECT NAME:

MIDPOINT AT NEW RIVERSIDE



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
		,	Active Cases			

**Development Plan** 

DP-03-15-009155 03/23/2015 0 MOUNT PELIA RD Development Plan Active Dan Frazier

Applicant: Thomas & Hutton Owner: MAY RIVER FOREST

PLAN DESCRIPTION: SEE AMENDMENT DPA-5-16-9630

The Project consists of the demolition of the current Essential Resources Building along with all associate parking and utilities. In addition, general clearing, grading, paving, storm drainage, water and sanitary sewer infrastructure to serve approximately 29 residential lots and a future pool amenity is included in the project scope. The approval is

based on Site Development Plans for Branded Residential prepared by Thomas & Hutton Engineering, last revised May 13, 2015.

STATUS: Approved 5/21/2015

STATUS: A development plan amendment was submitted on 4/4/22.

STATUS: Development plan amendment comments were reviewed at the 5/11/22 meeting of the DRC. Awaiting resubmittal.

STATUS: The 9/29/22 resubmittal satisfies all comments excluding the receipt of BJWSA and SCDHEC Bureau of Water updated permits. Final approval is contingent upon the

receipt of these updated permits.

PROJECT NAME: PALMETTO BLUFF BRANDED RESIDENTIAL

**Public Project** 

DP-03-23-017738 03/07/2023 7 RECREATION CT Development Plan Active Dan Frazier

Applicant: Town of Bluffton Owner: Town of Bluffton

**PLAN DESCRIPTION:** A request by Pat Rooney on behalf of the Town of Bluffton for approval of a public project. The project consists of the construction of tabby sidewalks, a pervious paver

seating area, golf cart parking, a rain garden, landscaping and site furnishings within Oscar Frazier Park. The property is zoned Schultz Planned Unit Development and consists of approximately 34.7 acres identified by tax map number R610 039 000 0427 0000 located at 7 Recreation Court within the Bluffton Park Master Plan.

Consists of approximately 54.7 acres identified by tax map furtible into 0.55 000 0427 0000 located at 7 Necreation Court within the blumon Factor

Status 3-24-23: Comments on the public project will be reviewed at the March 29, 2023 meeting of the DRC.

PROJECT NAME: OSCAR FRAZIER COMMUNITY PARK



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application	Property Address	Plan Type	Plan Status	Plan Mgr
Case Number	Application Date	Property Address	Pian Type	Pian Status	Pian mgr
			Active Cases		
Development Pl	an				
DP-08-22-017141	08/31/2022		Development Plan	Active	Dan Frazier
Applicant: Town	of Bluffton	Owner:	Town of Bluffton		
PLAN DESCRIPTION	unserved parcels. The p Heyward Street and Brid		vation Historic District (NCV-HD) an	•	gravity sewer to provide service to RV-HD) and located within the Thomas
PROJECT NAME:	OLD TOWN				
DP-01-23-017592	01/23/2023	601 NEW RIVERSIDE RD	Development Plan	Active	Dan Frazier
Applicant: Ward I	Edwards Engineering	Owner:	Beaufort County School District		
PLAN DESCRIPTION	consists of the conversion	• • •	a synthetic turf field system, restroo	m building addition, tennis court ble	
PROJECT NAME:					
DP-03-23-017750	03/08/2023		Development Plan	Active	Dan Frazier
Applicant: WK Di	ckson	Owner:	Dominion Energy		
DI 411 DEGGDIDEIGI		()W/( B)   0 0   1   1	K (M "T " (D ) :		

PLAN DESCRIPTION: A request by Matt Jennings of W.K. Dickson & Co., Inc. on behalf of Matt Talley of Dominion Energy for the approval of a Public Project. Dominion Energy is proposing to

rebuild an existing electric transmission line from Hardeeville into the Town of Bluffton. The proposed project will consist of the construction of new steel monopole overhead

electric structures and the removal of old wooden poles along Dominion Energy's existing right-of-way. The project corridor traverses multiple parcels, extending

Status 3-24-23: Comments on the public project will be reviewed at the March 29, 2023 meeting of the DRC.

approximately 10.2 miles within the Town of Bluffton limits.

PROJECT NAME:



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management Office of Planning and Community Development 20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

**Case Number Application Property Address** Plan Type **Plan Status** Plan Mgr Date **Active Cases Development Plan** 08/31/2022 Development Plan DP-08-22-017143 Active Dan Frazier Applicant: Town of Bluffton Owner: Town of Bluffton PLAN DESCRIPTION: A request by Mark Maxwell on behalf of the Town of Bluffton for approval of a public project. The project consists of the construction of approximately 1,250 linear feet of 5-foot-wide concrete sidewalks to include grading and stormwater infrastructure. The property is zoned Residential General and located within the Simmonsville Road Right of Way from its intersection with Sugaree Drive to its intersection with Windy Lake Court. STATUS 9-14-22: Staff comments were reviewed at the September 21 meeting of the DRC. **BUCK ISLAND/SIMMONSVILLE** PROJECT NAME: 08/31/2022 DP-08-22-017142 Development Plan Active Dan Frazier Applicant: Town of Bluffton Owner: Town of Bluffton PLAN DESCRIPTION: A request by Mark Maxwell on behalf of the Town of Bluffton for approval of a public project. The project consists of the installation of approximately 320 linear feet of 8"

gravity sewer to provide service to 7 parcels. The property is zoned Neighborhood Conservation Historic District (NCV-HD) and Riverfront Edge Historic District (RV-HD) and

located within the Bridge Street and Colcock Street rights-of-way.

STATUS 9-14-22: Staff comments were reviewed at the September 21 meeting of the DRC.

**OLD TOWN** PROJECT NAME:

**Total Development Plan Cases: 30** 

#### **Development Plan Amendment**

NA



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
		ļ	Active Cases			

**Development Plan Amendment** 

DPA-08-22-017044 08/01/2022 1301 MAY RIVER RD Development Plan Amendment Active Dan Frazier

Applicant: Court Atkins Architects Inc Owner: Farm - Bluffton, LLC

PLAN DESCRIPTION: A request by James Atkins of Court Atkins Group on behalf of the property owner, Ryan Williamson for approval of a Development Plan Amendment. The project consists of

the renovation of a service yard fence and installation of an exterior freezer/cooler. The property is zoned Neighborhood Core - HD and consists of approximately 0.04 acres

identified by tax map number R614 039 00A 0345 0000 located at 1301 May River Road.

STATUS: Staff comments on the Development Plan Amendment were reviewed at the August 31, 2022 meeting of the DRC.

PROJECT NAME: OLD TOWN

DPA-09-22-017226 09/23/2022 Development Plan Amendment Active Jordan Holloway

Applicant: Tabby Road HOA Owner: Tabby Road HOA

PLAN DESCRIPTION: A request by Tabby Roads HOA for approval of a development plan amendment application. The project consists of closing the Tabby Shell Road entrance from Burnt Church

Road. The property is identified by tax map number R610 039 000 1235 0000 and is zoned Neighborhood General -HD.

Status: This item is on the October 26, 2022 DRC Meeting agenda.

Status 11-29-22: Revisions are required. Waiting on revisions to be submitted.

Status 1-9-23: Plans have been conditionally approved by the Town of Bluffton. The Town requires approval from SCDOT for the road closing prior to issuing Final Approval.

PROJECT NAME: TABBY ROADS PHASE 1

**Total Development Plan Amendment Cases: 2** 

#### **Master Plan**

NA



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
	·		A 11 O		•	

#### **Active Cases**

#### **Master Plan**

MP-04-22-016566 04/06/2022 Master Plan Active Dan Frazier

Applicant: Village Park Communities, LLC Owner: Village Park Communities, LLC

PLAN DESCRIPTION: A request by Dan Keefer of Witmer Jones Keefer, LTD, on behalf of Village Park Communities, LLC, for approval of Alston Park Phase 3 Master Plan. The project consists of a

maximum of 76 dwelling units, park/open spaces and related infrastructure. The subject property, comprised of 2 parcels totaling approximately 63 acres, is identified by Beaufort County Tax Map numbers R610 035 000 0019 0000 and R610 035 000 0846 0000 and commonly referred to as New Riverside Parcel 5A South located within the

New Riverside PUD.

STATUS: Initial Master Plan comments were reviewed at the 5/11/22 meeting of the DRC. Awaiting re-submittal .

STATUS: The Initial Master Plan request received a recommendation of approval at the February 22, 2023, Planning Commission meeting. The request is tentatively scheduled

to be heard at the May 9, 2023, Town Council meeting.

PROJECT NAME: ALSTON PARK

**Total Master Plan Cases: 1** 

#### **Master Plan Amendment**

#### Major

MPA-01-23-017595 01/24/2023 Master Plan Amendment Active Dan Frazier

Applicant: Witmer Jones Keefer Owner: Millstone Ventures

PLAN DESCRIPTION: A request by Brian Witmer of Witmer Jones Keefer, Ltd, on behalf of Millstone Ventures, LLC, and with the approval of the property owner, Parcel 8A, LLC, for approval of a

master plan amendment application. The Applicant proposes to amend the Buckwalter Crossroads Master Plan by adding an additional 21.92 acres that will include 16.02 acres of residential development and 5.9 acres of commercial development. The property is zoned Buckwalter PUD and consists of 21.92 acres located at the northeast

corner of the intersection of SC Highway 170 and Gibbet Road.

STATUS: Comments for this application were heard at the March 1, 2023 meeting of the DRC. Awaiting resubmittal.

PROJECT NAME: BUCKWALTER CROSSROADS



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Section XI. Item #1.

Town of Bluffton

Department of Growth Management
Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			A office Coope			

#### **Active Cases**

**Master Plan Amendment** 

MPA-11-21-016043 11/02/2021 90 FORDING ISLAND ROAD Master Plan Amendment Active Kevin Icard

Applicant: Thomas and Hutton Owner: HTP Bluffton, LLC

PLAN DESCRIPTION: This application is for the approval of the Headwaters at Bluffton (formerly known as Buckwalter Commons, Hampton Parkway at HWY 278), which is located within the

Buckwalter Planned Unit Development (PUD). The new Master Plan proposes a mixed-use development to include up to 270-multifamily units, the phased construction of the

relocated Hampton Parkway, as well as several commercial outparcels.

[Please reference plan # PD.08.07.621]

STATUS UPDATE: Comments on the MPA were reviewed at the December 8, 2021, meeting of the DRC.

STATUS UPDATE: The MPA received a recommendation of approval with conditions at the May 25, 2022 Planning Commission.

STATUS UPDATE: MPA was approved with conditions at the July 12, 2022 Town Council meeting.

PROJECT NAME:

MPA-10-22-017313 10/14/2022 Master Plan Amendment Active Dan Frazier

Applicant: Dan Keefer Owner: Charlie and Brown

PLAN DESCRIPTION: A request by Dan Keefer of Witmer Jones Keefer, Ltd, on behalf of the property owner, Charlie and Brown, LLC, for approval of a master plan amendment application. The

Applicant proposes to amend the Village at Verdier Plantation Master Plan by removing a previously approved road in Parcel X, and a previously approved residential access point connection to Okatie Highway in Parcel Y-Z. The properties are zoned Village at Verdier PUD and consists of 124.2 acres located east of South Carolina Highway 170 at

Seagrass Station Road.

STATUS: Staff comments were reviewed at the November 23, 2022, meeting of the DRC.

STATUS: The application was recommended for approval at the January 25, 2023, Planning Commission meeting. The request is tentatively scheduled to be heard at the

March 7, 2023 Town Council meeting.

PROJECT NAME: VILLAGE AT VERDIER PLANTATION

**Total Master Plan Amendment Cases: 3** 

#### **Subdivision Plan**

#### General



Attach

Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Numb	er	Application  Date	Property Address	Plan Type	Plan Status	Plan Mgr
		20.0	А	ctive Cases		
Subdivisi	ion Plan					
SUB-12-22-0	017458	12/06/2022	399W HULSTON LANDING RD	Subdivision Plan	Active	Jordan Holloway
Applicant:	Thomas	& Hutton	Owner: DR	Horton		
PLAN DESC	CRIPTION:		hes of Thomas and Hutton, on behalf of I perty is identified by tax map number R6 es Estate PUD.			•
		Status: This item is on the	December 21, 2022 DRC meeting agend	da.		
PROJECT N	NAME:	CYPRESS RIDGE				
SUB-03-21-0	015079	03/04/2021	32 HILDERBRAND	Subdivision Plan	Active	Jordan Holloway
Applicant:	Alexande	er Graham	Owner: Ale	xander Graham		
PLAN DESC	CRIPTION:		g approval of a subdivision plan to divide vaiting re-submittal to address comments	•	rcels. Comments were provided to	the applicant and reviewed at the April
PROJECT N	NAME:	OLD TOWN				
SUB-06-21-0	015547	06/29/2021		Subdivision Plan	Active	Jordan Holloway
Applicant:	Thomas	& Hutton	Owner: MA	GNOLIA RESIDENTIAL INVESTO	ORS LLC	
PLAN DESC	CRIPTION:		Hutton on behalf of Magnolia Residentia			odivision application. The project .250 and .318 acre tracts located along
			erty is zoned Jones Estate PUD and Nev	• •		•
		Okatie Highway. The prop		• •		



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
		А	ctive Cases		
Subdivision Pla	n				
SUB-09-21-015880	09/23/2021	100 GOETHE RD ROAD	Subdivision Plan	Active	Jordan Holloway
Applicant: Kathlee	en Duncan	Owner: LEN	INITT BLIGEN		
PLAN DESCRIPTION	. , .	sting a subdivision of the parcel into 3 parc	els.		
	· ·	27-21 DRC meeting, revisions will be requi	red. Awaiting resubmittal.		
PROJECT NAME:	· ·	,	red. Awaiting resubmittal.		
	Per comments at the 10-	,	red. Awaiting resubmittal.  Subdivision Plan	Active	Jordan Holloway
SUB-10-22-017317	Per comments at the 10- Schultz/Goethe	27-21 DRC meeting, revisions will be requi	<u> </u>	Active	Jordan Holloway
SUB-10-22-017317  Applicant: Thoma	Per comments at the 10-Schultz/Goethe  10/17/2022 s and Hutton  A: A request by Thomas & I along with associated rig	27-21 DRC meeting, revisions will be requi	Subdivision Plan ovnanian Homes or approval of a subdivision applica y is identified by tax map number R	tion. The project consists of cre	eating 78 single-family residential lots
SUB-10-22-017317  Applicant: Thoma	Per comments at the 10-Schultz/Goethe  10/17/2022 Is and Hutton  1: A request by Thomas & I along with associated rig Hartwell Road and Varne	27-21 DRC meeting, revisions will be requi  Owner: Kho  Hutton on behalf of K. Hovnanian Homes for ht-of-way and common areas. The property	Subdivision Plan ovnanian Homes or approval of a subdivision applica y is identified by tax map number R	tion. The project consists of cre	eating 78 single-family residential lots

## Total Subdivision Plan Cases: 5

#### **Zoning Action**

**UDO Text Amendment** 



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
			Active Cases			

### **Zoning Action**

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

Applicant: Town of Bluffton Owner: Town of Bluffton

PLAN DESCRIPTION: A request by the Unified Development Ordinance Administrator for consideration of revisions to the following sections of the Town of Bluffton's Municipal Code of

Ordinances, Chapter 23, Unified Development Ordinance:

1.1.8 Activities That Do Not Constitute Development; 2.2 Establishment; 3.2 General Application Approval Process; 3.9 PUD Master Plan; 3.18 Certificate of Appropriateness — Historic District (HD); 3.19 Site Feature — Historic District (HD); 3.20.2 Applicability; 3.25 Designation of Contributing Structure; 3.26 Appeals; 4.4 Conditional Use Standards; 5.3.7 Specific Landscaping Standards; 5.15 Old Town Bluffton Historic District; 7.2.2. Illegal Nonconformities; 7.9 Nonconforming Sites Resulting from Right-Of-Way Dedication or Acquisition; 9.2 Definitions; 9.3 Interpretation of Dimensional Standards; and, 9.4 Description of Uses of Land and Buildings

STATUS: 1/29/2019 The Application was heard at the January 23, 2019 Planning Commission meeting where it was recommended for approval to Town Council with conditions related specifically to Public Projects, Minor and Major PUD Master Plans, Development Plans, requiring public notice for various projects and to include language related to appeals.

STATUS: 2/18/2019 The Application will be heard at the March 12th Town Council meeting.

STATUS: 5/28/2019 A portion of the text amendments were approved by Town Council at their March 12, meeting. Additional items will be presented to Town Council at a future date

STATUS: 4/21/2020 Various UDO text amendments are being reviewed by Planning Commission, and Town Council over the coming months.

#### **PROJECT NAME:**

#### **Zoning Map Amendment**



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Section XI. Item #1.

#### Town of Bluffton

Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr	
	Active Cases					
Zoning Action	Zoning Action					
. ZONE-08-21-015740	08/17/2021	115 BLUFFTON RD ROAD	Zoning Action	Active	Aubrie Giroux	
Applicant: Town o	f Bluffton	Owner: Tow	vn of Bluffton			
PROJECT NAME:	PLAN DESCRIPTION: A request by the Town of Bluffton for an Ordinance approving a zoning map amendment for the 9.27 acre Town owned property located at 115 Bluffton Rd, in conjunction with the concurrent annexation request, to rezone the property from the current T4 Hamlet Center (T4HC) and T3 Neighborhood (T3N) Zoning districts pursuant to the Beaufort County Community Development Code to General Mixed Use (GMU) pursuant to the Town of Bluffton Unified Development Ordinance. Town Council considered the "Intent to Annex" and voted to accept the annexation petition at their July 13, 2021 meeting and forgo referring the request to the Negotiating Committee. Planning Commission held a workshop on the zoning map amendment at their August 25, 2021 meeting. Planning Commission then held a Public Hearing and voted to forward a recommendation of approval to Town Council to Town Council at their October 27, 2021 meeting which, due to extenuating circumstances, was re-scheduled to November 1, 2021 at which time several new items for consideration remained for consideration after 9:30 pm, including the proposed Zoning Map Amendment and its Public Hearing, which Planning Commission voted to continue to consider at a special meeting which they scheduled for November 11, 2021. Town Council will hold First Reading of the Zoning Map Amendment Ordinance on December 14, 2021 followed by a Public Hearing and Second and Final Reading of the zoning map amendment Ordinance at their February 8, 2022 meeting.				Zoning districts pursuant to the rdinance. Town Council considered the lating Committee. Planning Commission and voted to forward a recommendation of ed to November 1, 2021 at which time Public Hearing, which Planning rst Reading of the Zoning Map	
				Total Zoning Action Cas	ses: 2	
				Total Active Cases:	56	
				TOTAL ACTIVE CASES.	<b></b>	
				Total Plan Cases: 5	6	



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

To: Town Council

From: Stephen Steese, Town Manager

Date: April 4, 2023

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

- The budget process is in full swing as Departmental Budgets were submitted, and review meetings
  have been held. We are reviewing transfers, revenues, and other items as we work towards finalizing
  the proposed budget. We have 2 budget meetings scheduled for May between First and Second
  Reading.
- Town staff held a Mobile Town Hall at Heritage at New Riverside. This was our most contentious to date with a few unhappy residents. We have met to make a few changes in preparation of our next scheduled meetings at Lawton Station and Hampton Hall.
- Beaufort County met with all municipal managers to provide a presentation related to potential future penny sales tax ballot initiatives. These could include a Transportation Penny, CIP Penny, and/or School Facilities Penny. The County is starting discussions in anticipation of a 2024 ballot initiative.
- The County has completed the adoption of the new Development Impact Fees and they are scheduled to go into effect countywide on June 5<sup>th</sup>. We are working with the County to push this information out County wide and on the process for Bluffton residents to be able to pay electronically. We will be ready in time for the transition.

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

- Weekly Mayor / Mayor Pro Tempore / Town Manager meetings.
- Mayor, Councilmen Hamilton and Wood, and staff attended the SOLOCO meeting in Hardeeville.
   There was an update from the Beaufort Jasper Housing Trust (new official name for the RHTF) on some of their next steps. SOLOCO asked for information that the committee was working on and documentation for what has been approved. We are waiting on copies of what has been approved to share and include on our website. There was also a discussion on future topics and some potential larger focus topics for the committee moving forward.
- Mayor, Council, and staff attended the Greater Bluffton Chamber of Commerce Golden Oyster Awards and the HHI-Bluffton Chamber of Commerce Chamber Ball. Both events were well attended and recognized businesses and non-profits that have a great impact on our community. Councilman Wood was also recognized with the Lifetime Achievement Award at the Golden Oyster Awards.
- Councilman Hamilton, Councilman Wood, and I met with Beaufort County to discuss their plans for land they are looking to purchase on Buckwalter for Affordable Housing.

#### **Updates and Miscellaneous Information**

- We attended several ribbon cuttings for new businesses and are excited to see the continued investment in the community.
- The Town's Diversity, Equity, and Inclusion Committee met for the first time. I am excited to have this committee started and to see what items they bring for review and discussion.

#### **TOWN COUNCIL**

#### **STAFF REPORT**

## **Projects and Watershed Resilience Department**



MEETING DATE:	April 11, 2023
PROJECT:	Consideration of Planning Commission Recommendation for Fiscal Year 2024 Capital Improvement Program Projects Prioritization
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** Staff requests that Town Council approve Planning Commission's unanimous recommendation of a prioritized list of proposed Capital Improvement Program projects, as submitted, for the Fiscal Year (FY) 2024 Budget.

**BACKGROUND:** As required annually by South Carolina Code of Laws Section 6-29-340(B)(2)(e), Planning Commission reviewed and unanimously recommended for Town Council's consideration a prioritized FY 2024 Capital Improvement Program (CIP) project list at their March 22, 2023 meeting.

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

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

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

The distribution of current and proposed CIP projects throughout the Town's jurisdiction is illustrated in Attachment 2 (Note: Certain projects may not be mapped due to map limitations). Project summary data sheets for proposed FY 2024 projects are provided (Attachment 3).

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

- 1. Legal mandates is the project needed to meet federal mandates?
- 2. Fiscal and budget impacts what is the project cost and impact to operating budget?
- 3. Health and safety impacts will the project improve the health and/or safety of residents in a measurable way?

April 11, 2023 Section XI. Item #3.

4. Environmental, aesthetic and social effects – does the project reduce pollution levels or ensure community values are being achieved?

- 5. Economic development impacts does the project promote economic vitality?
- 6. Relationship to other projects are there advantages from this project which benefit other ones?

Staff and Planning Commission have generally utilized these criteria in providing the proposed CIP project ranking.

#### **NEXT STEPS:**

 Following Town Council's consideration of Planning Commission's recommendation, a prioritized list of CIP projects will be proposed as part of the FY 2024 budget adoption process.

**SUMMARY:** Per South Carolina Code of Laws Section 6-29-340(B)(2)(e), the Planning Commission is charged with reviewing the CIP project list and making a recommendation by affirmative vote of a prioritized CIP project list to Town Council. Town Council then considers Planning Commission's recommendation in setting CIP project priorities and the FY 2024 Budget.

Planning Commission unanimously recommended a prioritized list of CIP projects (Attachment 1) on March 22, 2023 for Town Council's consideration.

#### **ATTACHMENTS:**

- 1. FY 2024 Budget Proposal
- 2. CIP Project Map
- 3. CIP Project Data Sheets
- 4. Recommended Motion

## FY24 BUDGET PROPOSAL 5-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECTS FY24 - FY28

### PROJECTS SUBSTANTIALLY COMPLETED TO BE REMOVED FROM CIP

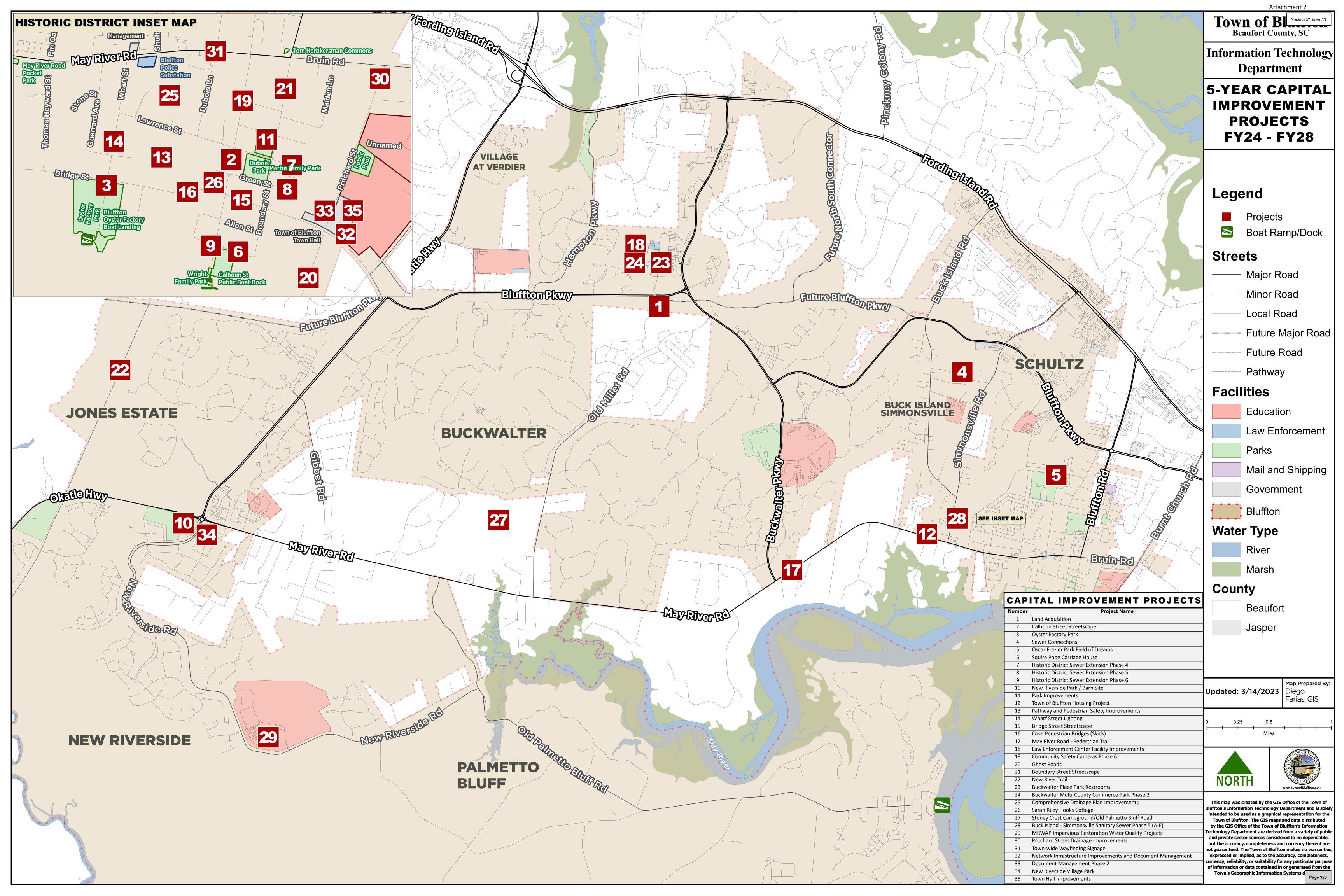
Item	Project #	Completed FY23 Projects	Strategic Plan Focus Area(s)	Description
1	00052	Watershed Management Facility	Town Organization, Infrastructure	Facility Improvement
2	00054	Buck Island-Simmonsville Neighborhood Sidewalks & Lighting	Community Quality of Life, Infrastructure	Sidewalks, Pedestrian Safety
3	00055	Goethe Shults Sidewalks - Phase 2	Community Quality of Life, Infrastructure	Sidewalks, Pedestrian Safety
4	00065	Wright Family Park	Town Organization, Infrastructure	Facility Improvement
5	00069	Boundary Street Lighting	Community Quality of Life, Infrastructure	Pedestrian Safety
6	00071	Historic District Sewer Extension Phase 2	May River & Surrounding Rivers and Watersheds	Sewer Installation and Watershed Protection
7	00072	Historic District Sewer Extension Phase 3	May River & Surrounding Rivers and Watersheds	Sewer Installation and Watershed Protection
8	00078	Public Works Facility Improvements	Town Organization, Infrastructure	Facility Improvement
9	00079	Rotary Community Center Facility Improvements	Town Organization, Infrastructure	Facility Improvement
10	08000	May River Road Pocket Park	Infrastructure	Park Improvement
11	00081	Garvin-Garvey House Interpretive Signage	Town Organization, Infrastructure	Facility Improvement
12	00100	Buck Island Road Drainage Improvements	May River & Surrounding Rivers and Watersheds	Sewer Installation and Watershed Protection
Projects ant	icipated to be o	complete prior to end of FY23		

## FY24 BUDGET PROPOSAL 5-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PRIORITIZATION FY24 - FY28

Item	Project #	FY24-28 Projects	Strategic Plan Focus Area(s)	Description	Prior FY23 Prioritization	Staff Priority	PC Priority	TC Priority
1	00020	Land Acquisition	Economic Growth, Infrastructure	Public Land	1		1	
2		Calhoun Street Streetscape	Economic Growth, Infrastructure	Comprehensive Infrastructure	1	1	1	
3		Buck Island-Simmonsville Sewer Phase 5	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
4	00050	Pathway and Pedestrian Safety Improvements	Infrastructure, Community Quality of Life	Lighting and Public Safety	2	1	1	
5		Oyster Factory Park	Infrastructure, May River & Surrounding Rivers and Watersheds	Park Improvement and Facility Improvement	1	1	1	
6	00061	Sewer Connections	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
7	00066	Oscar Frazier Park Field of Dreams	Community Quality of Life	Park Improvement	1	1	1	
8	00067	Squire Pope Carriage House	Community Quality of Life	Park Improvement and Facility Improvement	1	1	1	
9		Wharf Street Lighting	Community Quality of Life, Infrastructure	Lighting and Public Safety	2	1	1	
10	00073	Historic District Sewer Extension Phase 4	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
11	00074	Historic District Sewer Extension Phase 5	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
12	00075	Historic District Sewer Extension Phase 6	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
13	00077	Law Enforcement Center Facility Improvements	Town Organization, Infrastructure	Facility Improvement	1	1	1	
14	00082	Bridge Street Streetscape	Economic Growth, Infrastructure	Parking Improvement, Sidewalks, and Public Safety	1	1	1	
15	00083	Cove Pedestrian Bridges (Skids)	Community Quality of Life, Infrastructure	Heritage Infrastructure	2	2	2	
16		New Riverside Park / Barn Site	Community Quality of Life, Infrastructure	Park Improvement and Facility Improvement	1	1	1	
17	00086	Park Improvements	Community Quality of Life, Infrastructure	Park Improvement	1	1	1	
18	00087	Town of Bluffton Housing Project	Affordable and/or Workforce Housing	Affordable Housing	1	1	1	
19	00089	Ulmer Auditorium Improvements	Town Organization, Infrastructure	Facility Improvement	1	2	2	
20	00091	Community Safety Cameras Phase 6	Community Quality of Life	Public Safety	1	1	1	
21	00092	New River Linear Trail	Community Quality of Life, Infrastructure	Sidewalks, Lighting, and Public Safety	1	1	1	
22	00093	Ghost Roads	Economic Growth, Infrastructure	Comprehensive Infrastructure	1	1	1	
23	00094	Boundary Street Streetscape	Economic Growth, Infrastructure	Comprehensive Infrastructure	1	1	1	
24	00097	Buckwalter Place Park Restrooms	Town Organization, Infrastructure	Facility Improvement	2	2	2	
25	00098	Buckwalter Multi-County Commerce Park Phase 2	Economic Growth	Comprehensive Infrastructure	1	1	1	
26	00099	Comprehensive Drainage Plan Improvements	May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
27	00101	Sarah Riley Hooks Cottage	Community Quality of Life	Park Improvement and Facility Improvement	2	1	1	
28	00102	Stoney Crest Campground/Old Palmetto Bluff Rd	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
29	00103	Document Management - Phase 1	Town Organization, Infrastructure	Operational Efficiencies	1	1	1	
30	00104	Network Improvements	Fiscal Sustainability	IT Infrastructure Upgrades	1	1	1	
31	00105	May River Watershed Action Plan - Impervious Surface Restoration	May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	
32	00106	Pritchard Street Drainage Improvements	Infrastructure, May River & Surrounding Rivers and Watersheds	Comprehensive Infrastructure and Watershed Protection	1	1	1	
33	00107	Town Wide Wayfinding Signage - NEW	Community Quality of Life, Infrastructure	Town-wide Wayfinding Signage		2	2	
34	00108	New Riverside Village Park - NEW	Community Quality of Life, Infrastructure	Playground and Site Furnishing		1	1	
35	P00094	May River Road - Pedestrian Trail	Community Quality of Life, Infrastructure	Sidewalks, Lighting, and Public Safety	2	2	2	

#### FY2024 Capital Improvements Program Fund

**TENTA	TIVE AND SUBJECT TO CHANGE**															
#	PROJECT NAME	FY 2023 Adopted	FY2023 Carry Forward	FY2024 New	FY2024 Proposed Notes / Comments Budget	Prior Years	FY 2022 Budget	FY 2022 Estimate	FY 2023 Adopted	FY 2024 Estimate	FY 2025 Estimate	FY 2026 Proposed	FY 2027 Proposed	Total Project	FY22 Total	Change
Stormwa	l ater and Sewer				Budget											
	Buck Island - Simmonsville Sewer Phase 5	\$ 1,969,110	1,800,000	600,000	2,400,000 Completed in FY2024.	1,481,095	704,110	684,420	1,969,110	I				4,134,625	684,420	3,450,205
00061	Sewer Connections Policy	785,776	30,000	354,000	384,000	36,006	540,034	30,000	785,776					851,782	30,000	821,782 NM Updated FY2022&23 Budget to mach
00071	Historic District Sewer Extension Phase 2	807,814		-	- Completed in FY2023.	28,395	382,295	49,905	807,814	_	_	_		886,114	49,905	836,209
00071	Historic District Sewer Extension Phase 3	203,695	-	-	- Completed in FY2023.	2,762	195,573	7,500	203,695	_	_	_		213,957	7,500	206,457
00072	Historic District Sewer Extension Phase 4	137,375	97,742	422,398	520,140	2,742	138,383	7,500	137,375	_	_	_		147,617	7,500	140,117
00073	Historic District Sewer Extension Phase 5	154,121	118,413	350,067	468,480	2,742	154,993	6,000	154,121	_		_		162,413	6,000	156,413
00074	Historic District Sewer Extension Phase 6	292,097	248,597	330,007	579,600	4,727	26,523	15,023	292,097	_		_		311,847	15,023	296,824
00073	Bridge Street Streetscape	1,964,844	110,490	-	110,490 Available FY2023 is projected to be \$531,394	77,579	1,465,497	383,000	1,964,844	-	-	-		2,425,423	383,000	2,042,423
00099	Comprehensive Drainage Plan Improvements	320,993	228,100	-	228,100 Available FY2023 is projected to be \$331,334	77,379	153,000	85,000		272,500	141,900	104,400		924,793	85,000	839,793
00100		229,800			- Completed in FY2023.	<b>┤</b>	229,800	135,900	320,993 229,800	272,300	141,900	104,400		365,700	135,900	229,800 Complete in FY2022
00100		351,658	251,658	- 167,441	419,099	-	· ·	10,000		740,838	740,837			1,843,333	1,833,333	10,000 Complete III F12022
00102	Stoney Crest Campground/Old Palmetto Bluff Rd		· · · · · · · · · · · · · · · · · · ·		·	-	10,000		351,658			-				214,600 NEW
	May River Action Plan Impervious Restoration/Water Quality Proj - NEW	214,600	39,246	419,754	459,000	-	-	-	214,600	-	-	-	-	214,600	-	·
00106	Pritchard Street Drainage Improvements	236,200	124,960	1,317,746	1,442,706	J <u> </u>	-	-	236,200	-	-	-	-	236,200	-	236,200 NEW
Roads	Calliania Charat Charatana	462.601	470 427	200.440	447.027	272.752	477 700	250,000	463.604	1 470 00.1	1 470 000	225 000		4.464.000	2.607.222	FF7 C4C Course shows
00042	Calhoun Street Streetscape	463,681	179,427	268,410	447,837	273,750	477,786	250,000	463,681	1,470,804	1,470,803	235,800	-	4,164,838	3,607,222	557,616 Scope change - underground lateral, as
00050	Pathway Pedestrian Safety Improvements	581,708	278,246	99,875	378,121	442,214	389,942	302,220	581,708	320,628	319,305	-	-	1,966,075	1,296,826	669,249 Scope change - sidewalk repairs and Al
00054	BIS Neighborhood Sidewalks & Lighting	572,677	-	-	- \$9,728 projected remaining	665,186	711,226	327,216	572,677	-	-	-	-	1,565,079	1,376,411	188,668   Scope change - additional piping for 60
00055	Goethe - Shults Neighborhood Improvements Phase 2	561,571	-	-	- Completed in FY2023.	155,480	1,029,428	1,029,428	561,571	-	-	-	-	1,746,479	1,184,908	561,571
00068	Wharf Street Lighting	60,310	-	185,750	185,750	-	9,000	9,000	60,310	185,750	-	-	-	255,060	9,000	246,060
00069	Boundary Street Lighting	44,403		-	- Completed in FY2023.	1			44,403							
00093	Ghost Roads	33,178	13,178	362,822	376,000	56,573	22,477	22,477	33,178	-	-	-	-	112,228	22,477	89,751
00094	Boundary Street Streetscape	196,261	98,061	794,989	893,050	8,429	186,571	115,000	196,261	1,651,475	-	-	-	1,971,165	115,000	1,856,165 Added constructions costs
	Townwide Wayfinding Signage System	-	-	40,000	40,000 New Project	J	-	-	-	40,000	-	-	-	40,000	115,000	(75,000) Added constructions costs
Facilities		1		1		_	1							1	1	
	Watershed Management Facility	35,243	-	-	- No spend in FY2023 as of 2023.02.26	143,738	16,218	15,018	35,243	-	-	-	-	193,999	176,457	17,542 Additional Scope - Storage Shed
00067	Squire Pope Carriage House	1,918,422	769,654	202,032	971,686	110,484	52,850	52,850	1,918,422	-	-	-	-	2,081,756	52,850	2,028,906 Added landscape costs
00077	Law Enforcement Center Facility Improvements	315,771	28,771	127,729	156,500	705,513	603,938	603,938	315,771	25,000	165,000	-	-	1,815,222	603,938	1,211,284 Scope change - renovations, reflection
	Public Works Facility Improvements	16,506	-	-	- \$7,787 remaining as of 2023.02.26	63,676	66,900	5,000	16,506	-	-	-	-	85,182	5,000	80,182 Project complete FY22
	Rotary Community Center Facility Improvements	35,986	-	-	- Completed in FY2023. No 2024 Data Sheet	46,390	36,500	36,500	35,986	-	-	-	-	118,876	-	118,876 Project complete FY22
00081	Garvin-Garvey House Interpretive Signage	32,390	-	-	- Completed in FY2023.	89,802	53,983	46,460	32,390	-	-	-	-	168,652	46,460	122,192
88000	Town Hall Improvements	314,684	-	-	250,000 No 2024 Data Sheet				314,684					314,684	-	
00089	Ulmer Auditorium Improvements	118,217	-	-	- No 2024 Data Sheet	144,545	-	-	118,217	-	-	-	-	262,762	-	
	Sarah Riley Hooks Cottage	45,680	118,217	227,000	345,217	-	-	-	45,680	-	-	-	-	45,680	-	
Land																
00020	Land Acquisition	4,702,875	3,498,175	500,000	3,998,175 On-going land acquisition	4,403,767	3,004,319	-	4,702,875	500,000	500,000	500,000	500,000	11,106,642	-	11,106,642 Added Fund Balance in FY22
Housing																
00087	Affordable Housing Project	1,708,672	1,708,672	-	1,708,672 Joint Venture Partnership Contract	1,450	1,550,527	-	1,708,672	-	-	-	-	1,710,122	-	1,710,122 GF Carryforward
Econom	ic Development															
00098	Buckwalter Place Multi-County Commerce Park Phase 2	3,487,279	3,306,779	21,161	3,327,940	1,250	3,032,093	849,936	3,487,279	2,613,440	-	-	-	6,951,905	849,936	6,101,969 Challenge course, temporary parking lo
Parks																
	Oyster Factory Park	933,172	115,272	925,838	1,041,110	380,169	319,412	234,412	933,172	1,956,600	-	-	-	3,504,353	3,071,340	433,013
00065	Wright Family Park	23,629	-	-	- Completed in FY2023.				23,629					23,629	-	23,629
	Oscar Frazier Park	250,518	60,140	969,860	1,030,000	501,592	81,084	81,084	250,518	880,000	-	-	-	1,713,194	780,175	933,019 Scope change - splash pad
08000	May River Pocket Park	122,265	-	-	- Completed in FY2023.	-	141,330	109,480	122,265	-	-	-	-	231,745	109,480	122,265
00085	New Riverside Park / Barn Site	4,493,656	1,841,863	3,038,830	4,880,693 Any O&M in FY2024?	187,079	1,546,487	756,615	4,493,656	2,896,300	3,590,528	715,000	-	12,639,178	756,615	11,882,563 added design and construction of main
	Park Improvements	184,588	59,591	295,109	354,700	5,113	101,800	101,800	184,588	164,000	-	-	-	455,501	101,800	353,701 Increase in cost of shade sail
00092	New River Trail	124,170	28,195	-	28,195 Confirm grant information	38,942	189,558	75,000	124,170	-	-	-	-	238,112	75,000	163,112 Out years TBD
00108	New Riverside Village Park	-	-	288,000	288,000 New project.	-	-	-	-	288,000	-	-	-	288,000	75,000	213,000 Out years TBD
	ion Technology Infrastructure								I	· ·					· · · ·	· ·
00091	Community Safety Cameras Phase 6	58,446	-	68,500	68,500	117,196	75,931	58,500	58,446	-	-	-	-	234,142	58,500	175,642 replace existing cameras
	Network Improvements	248,461	65,461	64,539		-	250,000	250,000	248,461	185,000	-	-	-	683,461	250,000	433,461
00104	Document Management - Phase 2	56,049	-	170,000	170,000	T -	100,000	-	56,049	120,000	150,000	-	-	326,049	370,000	(43,951)
	TOTAL	\$ 29,340,519		12,612,853	·	10,603,060		6,921,322	29,408,551		,	1,555,200	500,000	70,004,438	46,900,617	` '
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Section XI. Item #3.

Project Scope

Project Photo or Map

Acquisition of land for municipal purposes as directed by Town Council. As part of the 2019 Strategic Plan Action Agenda, the Town will develop a formal Land Acquisition Policy for future investments.



				Project Bud	lget				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Total	\$ 4,405,211	\$ 4,702,875	\$ 1,204,700	\$ 3,998,175	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 11,608,086
			Pr	Sources					
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ 1,090,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,310
Interest Income	391	-	-	-	-	-	-	-	391
Donation	156,800	-	-	-	-	-	-	-	156,800
Sale of Assets	588,653	-	-	-	-	-	-	-	588,653
RDA Funds	200,000	-	-	-	-	-	-	-	200,000
TIF Debt Service	407,834	-	-	-	-	-	-	-	407,834
Rental Income	83,123	-	•	-	•	-	-	-	83,123
MIDF	406,594	1,200,000	•	1,200,000	•	-	-	-	1,606,594
GO Bond Proceeds	10,765	-	•		•	-	-	-	10,765
GF Fund Balance	943,081	500,000	1	1,000,000	500,000	500,000	500,000	500,000	3,943,081
CIP Fund Balance	517,660	3,002,875	1,204,700	1,798,175	-	-	-	-	3,520,535
TBD	-	-	-	-	-	-	-	-	-
Total	\$ 4,405,211	\$ 4,702,875	\$ 1,204,700	\$ 3,998,175	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 11,608,086

#### Strategic Focus Area & Guiding Principle

#### Project Status

Infrastructure

Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

Economic Growth

Guiding Principle #3 Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses.

FY2017- 2019 Property Acquisitions included 68 Boundary Street, Wright Family Park, 184 Bluffton Road,1095 May River Road, New Riverside Barn Site, and the Sarah Riley Hooks property. Future Acquisitions are currently undetermined and funding sources are To Be Determined (TBD) depending on location and future use.

FY2023 Due diligence performed on potential parcels.

#### **Project Origination**

#### **Project Performance Measures**

FY 2019-2020 Strategic Plan

A parcel is purchased which aligns with the Guiding Principles and adds significantly to the cultural and operational environment base of the Town.

	General Fund O <sub>l</sub>	perations & Ma	intenance (O&	M) Costs			
	Description	FY2023	FY2025	FY2026	FY2027	FY2028	Total
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	0	-		-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Method for Estimating Costs: Per Fund Balance Policy minimum \$500,000 budget per year plus unspent carry forward.

Section XI. Item #3.

3,016,407

\$ 4,022,248

Capital Improvements Program Project Data Sheet Project Name Calhoun Street Streetscape Project # 00042 Program Type Roads Project Manager Pat Rooney Start to End FY2014 - FY2026

**Project Scope** 

site furnishings, landscaping and utility relocations.

This project consists of planning, design and construction of streetscape improvements for Calhoun Street from May River Road to Water Street. Future improvements may include pervious paver parking, road resurfacing, sidewalk widening, more defined crosswalks, drainage/stormwater, street lighting, signage,



					1 1/1	12/1/1	77		T I
				Project Bud	get				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 123,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,939
Design	140,002	234,977	159,704	201,087	74,800	70,000	-	-	645,592
Construction	42,393	-	-	-	1,435,803	1,435,804	-	-	2,914,000
Other	1,893	228,704	124,550	246,750	=	-	=	=	373,193
Total	\$ 308,227	\$ 463,681	\$ 284,254	\$ 447,837	\$ 1,510,603	\$ 1,505,804	\$ -	\$ -	\$ 4,056,724
			Pro	oject Funding S	Sources				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ 237,020	\$ 35,203	\$ 35,203	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 572,223
TIF	36,730	205,984	205,984	-	-	-	-	-	242,714
Local ATAX	-	222,494	43,067	147,837	-	-	-	-	190,904

447,837

1,510,603

1,510,603

1,505,804

1,505,804

\$ Strategic Focus Area & Guiding Principle

463,681

284,254

273,750

**Project Status** 

Economic Growth

Guiding Principle #6 Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.

Infrastructure

TBD

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.

Survey work, preliminary planning and visioning were completed in 2019. Final master planning and utility coordination was completed in FY21. Engineering design is planned to be substantially complete by August 2023. Easement acquisition for streetscape and underground burial to begin in FY23 and be completed in FY24. Phased construction to begin in FY25 dependent on budget approval and completion of approximately 50 easements.

#### **Project Origination**

#### **Project Performance Measures**

1) Calhoun Street and Adjacent Area Study, adopted by Town Council in 2016, 2) Old Town Master Plan, 3) Transportation Chapter of the 2014 Comprehensive Plan; and 4) FY 2020-2021 Strategic Plan.

The Comprehensive Plan promotes the provision for parking, open space, interconnectivity, pedestrian access, and other matters related to the study work area. Project goal is to increase the Town's walk score and encourage private investment in the Historic District.

#### General Fund Operations & Maintenance (O&M) Costs FY2024 FY2025 FY2026 FY2027 FY2028 Total Description Forecast Forecast Forecast Forecast Forecast Forecast TBD Operations \$ Maintenance TBD Total \$ \$ \$ \$ \$

Method for Estimating Costs: Estimates are based on historical cost data obtained from similar streetscape projects within the Town. More detailed construction estimates will be provided at the completion of Engineering design. O&M costs to be determined upon construction completion.

Section XI. Item #3.

# Capital Improvements Program Project Data Sheet Project Name Buck Island-Simmonsville Sanitary Sewer Phase 5 Project # 00044 Program Type Stormwater & Sewer Project Manager Mark Maxwell Start to End FY2015 - FY2024

Project Scope

This project includes the design and installation of sewer lines for the remaining portions of the Buck Island-Simmonsville Neighborhood that are currently un-served by public sewer. The BIS Phase 5 sewer project is the final phase of a collaborative effort with BJWSA and includes sewer service connections to all existing homes within the project area. This Phase consists of 3,826 linear feet of 8" sewer main, the abandonment of 33 septic tanks, and 1,054 linear feet of water main. This phase will serve +/- 33 homes in four locations within the Buck Island-Simmonsville neighborhood.



I Tratton V Frant on the													
				Project Bud	get								
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast				
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Design	81,073	-	-	-	-	-	-	-	81,073				
Construction	1,381,610	902,205	1,969,110	-	=	-	-	-	3,350,720				
Other	45,317	-	-	-	-	-	-	-	45,317				
Total	\$ 1,508,000	\$ 902,205	\$ 1,969,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,477,110				
			Pro	oject Funding	Sources								
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast				
CM/LL Food	¢ 701 0/15	\$ 22,000	\$ 22,000	¢	¢ .	œ.	¢	¢	¢ 905.745				

	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU Fees	\$ 781,845	\$ 23,900	\$ 23,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805,745
MIDF	31,035	184,313	184,313	-	-	-	-	-	215,348
Grant - CDBG	532,817	96,321	96,321	-	-	-	-	=	629,138
Grant - Proviso	147,393	-	-	-	-	-	-	-	147,393
Alcohol Tax	14,910	-	-	-	-	-	-	-	14,910
SWU Bond	-	1,266,905	1,266,905	-	-	-	=	=	1,266,905
TIF	-	397,671	397,671	-	-	-	-	-	397,671
Total	\$ 1,508,000	\$ 1,969,110	\$ 1,969,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,477,110

Strategic Focus Area & Guiding Principle

**Project Status** 

Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

Construction of Phase 5 started in the fall of 2020 with construction completed in FY23. \$320,000 in CDBG funding was secured for the construction of the project, as well as a 319 grant that funded the abandonment of septic tanks within the May River Watershed.

#### Project Origination Project Performance Measures

1) Buck Island-Simmonsville Neighborhood Plan, 2) FY 2019-2020 Strategic Plan, and 3) May River Watershed Action Plan.

 $\label{lem:lemove residences} Remove \ residences \ from \ septic \ and \ connect \ to \ public \ sanitary \ sewer.$ 

	General Fund Op	erations & Mai	ntenance (O&I	M) Costs			
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance		-	-	-	-	=	-
Total	_	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Method for Estimating Costs: Construction cost estimates were based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. O&M costs are expected to be zero; as the system will be turned over to BJWSA.

	Сар	oital Improvements Program	Project Data Sheet								
Project Name	Pathway Pedestrian Safety	Improvements		Project #	00050						
Program Type Roads Project Manager Constance Clarkson Start to End FY2016 - FY 2											

Project Scope

This project consists of improvements to walkways, crosswalks, traffic calming measures, lighting and signage for Town-wide pathways. Individual improvement projects are based on the Town of Bluffton Sidewalk Accessibility Analysis and Traffic Calming Policy adopted in 2021. Analysis of pedestrian safety in areas outside of the Historic District will be added as Phase 3 to the FY24 Scope of this project. Phase 1 included multiple locations along Goethe Road. Phase 2 includes locations throughout Bluffton's Historic District to include Lawrence, Lawton, Thomas Heyward, Dubois Lane, and Pin Oak. Phase 3 will include areas outside of the Historic District to include Buck Island, Simmonsville Road and Buckwalter Park.



							Р	roject Bud	get					
	Prior FY2023 FY2023 Years' Revised Expended Budget Estimate							FY2024 Proposed Budget		FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$	14,106	\$	43,000	\$	37,000	\$	85,000	\$	-	\$ -	\$ -	\$ -	\$ 136,106
Design		74,905		64,500	\$	110,844	\$	22,834	\$	10,000	\$ -	\$ -	\$ -	218,583
Construction		409,062		466,607	\$	153,000	\$	25,000	\$	233,738	\$ -	\$ -	\$ -	820,800
Other		12,718		7,601	\$	2,618	\$	245,287	\$	-	\$ -	\$ -	\$ -	260,623
Tota	\$	510,791	\$	581,708	\$	303,462	303,462 \$ 378		\$	243,738	\$ -	\$ -	\$ -	\$ 1,436,112

				Pro	oject	Funding S	Sou	rces							
	E:	Prior Years' xpended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget			FY2025 Forecast	FY2026 Forecast		FY2027 Forecast			Total Project Forecast	
TIF	\$	91,486	\$ 171,554	\$ 171,554	\$	99,875	\$	-	\$ -	\$	-	\$	-	\$	362,915
Local ATAX		101,535	384,644	131,908		252,736		243,738	-		-		-		729,917
Hospitality Tax		249,194	25,510	-		25,510		-	-		-		-		274,704
		-	-	-		-		-	-		-		-		-
Total	\$	442,214	\$ 581,708	\$ 303,462	\$	378,121	\$	243,738	\$ -	\$	-	\$	-	\$	1,367,536

#### Strategic Focus Area & Guiding Principle

Community Quality of Life

Guiding Principle #3 Enhance public safety business process improvements and innovative programs that ensure a safe community.

## Project Status Phase 1 construction was completed in FY23.

Phase 2 design began in FY23, easement acquisitions are planned for FY24 and construction in FY25.

Phase 3 analysis is planned for FY24. The design and construction schedule for phase 3 will be determined from the analysis results.

#### Project Origination

1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, 4) citizen input, and 5) FY 2023-2024 Strategic Plan.

This Project formerly known as Historic District Streetscape Enhancements.

#### **Project Performance Measures**

Compliance with ADA standards, improvements to pedestrian safety, and increase the Town's walk score.

General Fund Operations & Maintenance (O&M) Costs							
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total
		Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	TBD	2,500	2,500	3,000	3,000	5,000	16,000
Total		\$ 2.500	\$ 2.500	\$ 3.000	\$ 3,000	\$ 5.000	\$ 16,000

**Method for Estimating Costs:** Costs were based on anticipated work items, past costs, industry knowledge and best practices. O&M was based on recommendations from the Public Service department. Future Phase 3 design and construction costs are not included.

## Capital Improvements Program Fund Project Data Sheet Project Name Oyster Factory Park Project Manager Project Manager Start to End FY2017 - FY2026

Project Scope

boardwalk, pathways, landscaping, signage and site furnishings.

This project is a continuation of the Oyster Factory Park improvements per the 2016 Conceptual Master Plan. Recently completed improvements include a courtesy dock, boat ramp and parking expansion, sidewalks, parking, lighting, landscaping and renovations to the Historic Garvin - Garvey House and Oyster Factory. Future improvements include an expanded parking area, decks and terracing at the existing cook out area, bandstand, treehouse, bottlecap mural, bulkhead,



					P	roject Budç	get					
	E	Prior Years' expended	FY2023 Revised Budget	FY2023 Estimate		FY2024 Proposed Budget		FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	′2028 recast	Total Project Forecast
Planning	\$	3,179	\$ 26,250	\$ 6,250	\$	7,750	\$	-	\$ -	\$ -	\$ -	\$ 17,179
Design		87,593	90,000	60,000		57,500		7,500	-		-	212,593
Construction		308,470	814,772	749,500		975,000		832,890	190,372	843,750	-	3,899,982
Other		10,067	2,150	2,150		860		-	-	-	-	13,077
Total	\$	409,309	\$ 933,172	\$ 817,900	\$	1,041,110	\$	840,390	\$ 190,372	\$ 843,750	\$ -	\$ 4,142,831

Total	Ψ	400,000	Ψ	300,172	Ψ	017,500	Ψ	1,041,110	Ψ	040,000	Ψ	130,372	Ψ	040,700	Ψ		Ψ	7,172,001
						Pro	je	ct Funding S	ou	rces								
	E	Prior Years' Expended		FY2023 Revised Budget		FY2023 Estimate		FY2024 Proposed Budget		FY2025 Forecast		FY2026 Forecast		FY2027 Forecast		FY2028 Forecast		Total Project Forecast
Grant	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	50,000
Hospitality Tax		232,579		555,272		555,272		541,110		-		-		-		-		1,328,961
CIP Fund Balance		65,090		-		-		-		-		-		-		-		65,090
Local ATAX		32,500		377,900		262,628		500,000		-		-		-		-		795,128
Total	\$	380,169	\$	933,172	\$	817,900	\$	1,041,110	\$	-	\$	-	\$	-	\$	-	\$	2,239,179

#### Strategic Focus Area & Guiding Principle

Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

May River & Surrounding Rivers and Watersheds

 $\operatorname{Guiding}$  Principle #3  $\,$  Celebrate the May River, its heritage and importance to the community.

A Master Plan update was completed in FY22 and approved by Town Council and the Beaufort County Rural and Critical Land Trust. Design and permitting of the expanded parking lot was completed FY23. Construction was completed in FY23 as well. Design of the cook out area improvements and tree house will begin in FY25, with construction planned to start in late FY24. Future master-planned improvements to

Project Status

#### Project Origination

1) FY 2019-2020 Strategic Plan, 2) 2016 Conceptual Master Plan prepared by Witmer Jones Keefer, and 3) 2014 Comprehensive Plan.

#### Project Performance Measures

be phased in future years based on funding availability.

Completion of the future improvements will allow for a much improved access to the May River, enhance the Oyster Factory Park as a public gathering space and complete the total revitalization of the park. Project performance will be measured by overall public use of the park.

#### General Fund Operations & Maintenance (O&M) Costs FY2024 FY2025 FY2026 FY2027 FY2028 Total Description Forecast Forecast Forecast Forecast Forecast Forecast TBD Operations 10,000 10,000 10,000 10,000 40,000 TBD Maintenance \$ 20 000 20 000 20,000 20 000 80,000 30,000 \$ 30,000 30,000 \$ 30,000 120,000 Total

Method for Estimating Costs: O&M costs to be determined upon construction completion.

#### 

Project Scope

As sanitary sewer is extended throughout the Town's jurisdiction, additional connections will follow. Construction of sewer connections will involve coordination with BJWSA and available trunk lines.

The connections are inclusive of all sanitary sewer extension projects which install sewer trunk lines and will facilitate additional sewer connections in FY20-24. The Sewer Connection and Extension Policy prioritizes sewer extension and connection to currently unserved areas within a 500' buffer of the May River and Coves in the Town's jurisdiction, supported by Microbial Source Tracking results.



							Pi	roject Bud	get					
		,	Prior Years' pended	1	FY2023 Revised Budget	FY2023 Estimate	P	FY2024 Proposed Budget		FY2025 Forecast	Y2026 orecast	/2027 recast	2028 ecast	Total Project Forecast
Planning		\$	-	\$	-	\$ -	\$	-	\$	-	\$ -	\$ -	\$ -	\$ -
Design			-		-	-		•		-	-	-	-	-
Construction			25,715		785,776	755,776		384,000		295,000	-	-	-	1,460,491
Other			36,039		i	-				-	-	-	-	36,039
	Total	\$	61,754	\$	785,776	\$ 755,776	\$	384,000	\$	295,000	\$ -	\$ -	\$ -	\$ 1,496,530
						Pro	jec	Funding S	Sou	rces				
		,	Prior Years' pended	1	FY2023 Revised Budget	FY2023 Estimate	P	FY2024 Proposed Budget		FY2025 Forecast	Y2026 orecast	/2027 recast	2028 ecast	Total Project Forecast
319 Grant		\$	12,532	\$	274,168	\$ 274,168	\$	-	\$	-	\$ -	\$ -	\$ -	\$ 286,700
SWU Fees			35,940		316,308	286,298		384,000		295,000	-	-	-	1,001,238
SWU GO Bond			-		-	-		-		-	-	-	-	-
Proviso 118.16			-		195,300	195,300		-		-	-	-	-	195,300
	Total	\$	48,472	\$	785,776	\$ 755,766	\$	384,000	\$	295,000	\$ -	\$ -	\$ -	\$ 1,483,238

#### Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

Strategic Focus Area & Guiding Principle

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

Connections following the Buck Island - Simmonsville Phase 5 and Historic District Sewer Extension Phase 1-5 are projected through FY24. Currently this project activity is funded and dependent on the availability of State Proviso 118.16 awards and 319 funding from SCDHEC. All future phases are contingent upon funding.

Project Status

#### Project Origination

#### Project Performance Measures

1) May River Watershed Action Plan, and 2) FY 2019-2020 Strategic Plan.

The project priority area for sewer connections is within a 500' buffer of the May River and Coves in the Historic District of the Town's jurisdiction. Parcels outside the priority area will be connected as funding allows.

#### General Fund Operations & Maintenance (O&M) Costs FY2024 FY2025 FY2026 FY2027 FY2028 Total Description Forecast Forecast Forecast Forecast Forecast Forecast Operations Maintenance Total \$ \$ \$ \$

Method for Estimating Costs: Sewer connection cost estimates based on unit price information from recent sewer projects.

 Capital Improvements Program Project Data Sheet

 Project Name
 Oscar Frazier Park
 Project # 00066

 Program Type
 Parks
 Project Manager
 Pat Rooney
 Start to End
 FY2020 - FY2024

Project Scope

Project Photo or Map

This project includes the design and construction of public recreation and open space amenities to the Field of Dreams area at Oscar Frazier Park. These amenities are being implemented in phases according to a Conceptual Master Plan prepared by Witmer, Jones Keefer, Ltd. Previously completed improvements include new play equipment, synthetic turf, pavilion/restroom, dog park, lighting, landscaping and perimeter walkways. Future improvements may include an outdoor gathering space and additional walkways adjacent to the Community Center, tennis or pickleball courts, splash pad, lighting, site furnishings, and landscaping.



					r	roject bud	get					
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate		FY2024 Proposed Budget		FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$	4,299	\$ 10,000	\$ 10,000	\$	-	\$	-	\$ -	\$ -	\$ -	\$ 14,299
Design		4,078	43,018	50,000		70,000		-	-	-	-	124,078
Construction		601,280	197,500	130,378		960,000		-	-	-	-	1,691,658
Other		-	-	-		-		-	-	-	-	-
To	tal \$	609,657	\$ 250,518	\$ 190,378	\$	1,030,000	\$	-	\$ -	\$ -	\$ -	\$ 1,830,035
				Pro	ojec	t Funding S	Sοι	ırces				
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate		FY2024 Proposed Budget		FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$	114,734	\$ 3,018	\$ 3,018	\$	969,860	\$	-	\$ -	\$ -	\$ -	\$ 1,087,612
Grant		50,000	-	-		-		-	-	-	-	50,000
Hospitality Tax		26,362	247,500	187,360		60,140		-	-	-	-	273,862
Donation		310,496	-	-		-		-	-	-	•	310,496
To	tal \$	501,592	\$ 250,518	\$ 190,378	\$	1,030,000	\$	-	\$ -	\$ -	\$ -	\$ 1,721,970

#### Strategic Focus Area & Guiding Principle

Project Status

Community Quality of Life

Guiding Principle #4 Support initiatives and evaluate community policies, programs gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Hardscape and Landscape improvements adjacent to the Rotary Center and Bluffton Park to be completed in FY23. Sport Courts and Splash Pad are to be designed in FY23 and constructed in FY24 pending Town Council approval.

## Project Origination Project Performance Measures 1) FY 2019-20 Strategic Plan, 2) 2014 Comprehensive Plan, and 3) Master Plan. These improvements are designed increase recreational opportunities at

the park and to increase use and visitation by citizens and visitors.

	General Fund Ope	erations & Ma	ainte	nance (O&I	M) Costs			
	Description	FY2024		FY2025	FY2026	FY2027	FY2028	Total
	Description	Forecast		Forecast	Forecast	Forecast	Forecast	Forecast
Operations		\$ -	\$	3,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 18,000
Maintenance		-		10,000	15,000	15,000	15,000	55,000
Total		\$ -	\$	13,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 73,000

Method of Estimating Costs: Construction costs were determined based on a detailed estimate of probable construction for the Conceptual Master Plan. O&M costs included in existing Public Services budget.

	Capita	al Improvements Program Fu	nd Project Data Sheet		
Project Name	Squire Pope Carriage House	Э		Project #	00067
Program Type	Facilities	Project Manager	Brian Osborne	Start/End	FY2019 - FY2025

Project Scope

Located along the May River and built in 1850, the Squire Pope Carriage House is one of the Town's remaining 10 antebellum structures. It is listed as a contributing structure in the Town of Bluffton's National Register Historic District. The overall property was acquired May 9, 2017 by the Town of Bluffton and the Beaufort County Rural and Critical Lands Program. The project scope includes a preservation plan, construction documents, stabilization and final rehabilitation.



				Project Bud	get				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 110,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,484
Design	8,301	45,000	15,000	40,000	-	-	-	-	63,301
Construction	-	1,788,193	1,133,768	757,899	200,000	-	-	-	2,091,667
Other	83,980	85,229	-	173,787	-	-	-	-	257,767
Total	\$ 202,765	\$ 1,918,422	\$ 1,148,768	\$ 971,686	\$ 200,000	\$ -	\$ -	\$ -	\$ 2,523,219
			Pr	oject Funding	Sources				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Local ATAX	\$ 80,484	\$ 798,879	\$ 798,879	\$ 202,032	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,281,395
Grants	30,000	131,020	131,020	-	-	-	-	-	161,020
Hospitality Tax	-	981,754	212,100	769,654	-	-	-	-	981,754
TIF	-	6,769	6,769	-	-	-	-	-	6,769
Total	\$ 110,484	\$ 1,918,422	\$ 1,148,768	\$ 971,686	\$ 200,000	\$ -	\$ -	\$ -	\$ 2,430,938

### Strategic Focus Area & Guiding Principle

Community Quality of Life

Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

#### Project Status

The Preservation Plan was completed in FY20. Public surveys were conducted to determine the highest and best use of the structure. Construction documents, final stabilization plans, permitting and bidding were completed in FY23. Temporary Stabilization was completed in FY23. Rehabilitation started FY23 with project completion in FY25.

#### **Project Origination**

#### **Project Performance Measures**

FY14 Comprehensive Plan, preservation of significant cultural and historical resources.

The rehabilitation of the structure will result in an additional historic resource that contributes to the economic development of the community and increases both Heritage tourism and public education.

#### General Fund Operations & Maintenance (O&M) Costs FY2024 Total FY2027 Description Forecast Forecast Forecast Forecast Forecast Forecast Operations Maintenance Total \$ \$ \$ \$

Method for Estimating Costs: The cost estimate was prepared by Meadors as part of the Preservation Plan. O&M costs to be determined upon construction completion.

#### 

Project Scope

This project includes planning, design, and construction of decorative street lighting on Wharf Street from May River Road to the Oyster Factory. Street light fixtures will be similar to those installed throughout the Historic District and are proposed to improve overall safety, visibility and walkability within the Bluffton's Historic District.



				Project Bud	get				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000
Design	-	9,000	-	-	-	-	-	-	-
Construction	-	-	-	185,750	-	-	-	-	185,750
Other	-	42,310	51,310		-	-	-	-	51,310
Total	\$ -	\$ 60,310	\$ 60,310	\$ 185,750	\$ -	\$ -	\$ -	\$ -	\$ 246,060
			Pro	ject Funding S	Sources				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ -	\$ 60,310	\$ 60,310	\$ 185,750	\$ -	\$ -	\$ -	\$ -	\$ 246,060
	-	-	-	•		-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 60,310	\$ 60,310	\$ 185,750	\$ -	\$ -	\$ -	\$ -	\$ 246,060

### Strategic Focus Area & Guiding Principle

Community Quality of Life

Guiding Principle #3 Enhance public safety improvements and innovative programs that ensure a safe community.

Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Infrastructure

Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens

Project Status

Easement acquisition began in FY23. Street lighting construction is

proposed to be completed in FY24.

Project Origination Project Performance Measures

FY 2019-2020 Strategic Plan.

Project improvements are intended to increase lighting coverage and improve pedestrian safety in the Bluffton Historic District. Project goal is to increase the Town's walk score.

	General Fund Op	erations & Mai	ntena	ance (O&N	II) Cost	ts						
	Description	FY2024		Y2025		2026		Y2027		′2028		Total
	<b>,</b>	Forecast	F	orecast	For	ecast	F	orecast	Foi	recast	L F	orecast
Operations	Lighting		\$	9,800	\$	9,800	\$	9,800	\$	9,800	\$	39,200
Maintenance		-		-		-		-		-		-
Total		\$ -	\$	9,800	\$	9,800	\$	9,800	\$	9,800	\$	39,200

Method for Estimating Costs: Estimates were extrapolated from actual costs of past street lighting installations within the Historic District. O&M cost include annual electrical expenses for leased street lighting. Decorative street lighting to be leased from and maintained by Dominion. O&M costs to be determined upon construction completion.

# Capital Improvements Program Project Data Sheet Project Name Historic District Sewer Extension Phase 4 Project # 00073 Program Type Stormwater & Sewer Project Manager Mark Maxwell Start to End FY2021 - FY2024

Project Scope

project will provide service to five parcels.

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 Photo or Map

							45 VIII A V		/ Bak I	
					Project Bud	get				
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design		3,750	6,633	6,633	-	-	-	=	-	10,383
Construction		-	125,742	-	520,140	-	-	-	-	520,140
Other		-	5,000	33,000	-	=	-	=	-	33,000
-	Total	\$ 3,750	\$ 137,375	\$ 39,633	\$ 520,140	\$ -	\$ -	\$ -	\$ -	\$ 563,523
				Pro	oject Funding S	Sources				
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU GO Bond		\$ 2,742	\$ 137,375	\$ 39,633	\$ 520,140	\$ -	\$ -	\$ -	\$ -	\$ 562,515
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
-	Total	\$ 2,742	\$ 137,375	\$ 39,633	\$ 520,140	\$ -	\$ -	\$ -	\$ -	\$ 562,515

#### Strategic Focus Area & Guiding Principle

Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie / Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

Project Status

Planning and design in coordination with BJWSA was completed in FY23 and construction will be completed in FY24.

Project Origination Project Performance Measures

FY 2019-2020 Strategic Plan.

Remove residences from septic and extend public sanitary sewer.

	General Fund Ope	erations & Mai	ntenance (O&I	II) Costs			
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance			-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Method for Estimating Costs: Construction cost estimates are based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. Town O&M costs are expected to be zero; BJWSA takes over operations & maintenance upon system acceptance.

#### Capital Improvements Program Project Data Sheet Historic District Sewer Extension Phase 5 Project Name Project # 00074 Program Type Stormwater & Sewer Project Manager Mark Maxwell Start to End FY2021 - FY2024

**Project Scope** 

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.



									 The second	•		. /		i	
					Р	roject Bud	get								
	E	Prior Years' xpended	FY2023 Revised Budget	Y2023 Estimate		FY2024 Adopted Budget		FY2025 Forecast	FY2026 Forecast		FY2027 Forecast		2028 ecast	ı	Total Project Forecast
Planning	\$	-	\$ -	\$ -	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-
Design		3,164	6,708	6,708		-		-	-		-		-		9,872
Construction		-	142,413	-		468,480		-	-		-		-		468,480
Other		-	5,000	29,000		-		-	-				-		29,000
Total	\$	3,164	\$ 154,121	\$ 35,708	\$	468,480	\$	-	\$ -	\$	-	\$	-	\$	507,352
				Pro	jec	t Funding S	Sol	urces							
	E	Prior Years' xpended	FY2023 Revised Budget	Y2023 Estimate		FY2024 Adopted Budget		FY2025 Forecast	FY2026 Forecast		FY2027 Forecast		2028 ecast		Total Project Forecast
SWU GO Bond	\$	3,164	\$ 154,121	\$ 35,708	\$	468,480	\$	-	\$ -	\$		\$	-	\$	507,352
		-	-	-		-		-	-				-		-
		-	-	-		-		-	-				-		-
		-	-	-		-		-	-		-		-		-
Total	\$	3,164	\$ 154,121	\$ 35,708	\$	468,480	\$	-	\$ -	\$	-	\$	-	\$	507,352

Strategic Focus Area & Guiding Principle

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

Project Status

Planning and design in coordination with BJWSA was completed in FY23 and construction to be completed in FY24.

#### **Project Origination Project Performance Measures**

1) FY 2019 - 2020 Strategic Plan, and 2) May River Watershed Action Plan.

Remove residences from septic and extend public sanitary sewer.

	General Fund Op	erations 8	& Maiı	ntenan	ce (O&N	II) Cost	s						
	Description	FY202			2025		2026		2027		2028		otal
	<b>,</b>	Forec	ast	Fore	ecast	For	ecast	For	ecast	For	ecast	For	recast
Operations		\$		\$	-	\$	-	\$	-	\$	-	\$	-
Maintenance			-		-		-		-		-		-
Total		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Method for Estimating Costs: Construction cost estimates are based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. Town O&M costs are expected to be zero; BJWSA takes over operations & maintenance upon system acceptance.

# Capital Improvements Program Project Data Sheet Project Name Historic District Sewer Extension Phase 6 Project # 00075 Program Type Stormwater & Sewer Project Manager Mark Maxwell Start to End FY2021 - FY2024

Project Scope

Historic District Sewer Extension - Phase 6 along Water Street (East & West) between Huger Cove and Heyward Cove, consists of planning, ghost road and easement acquisition, appraisals, legal fees, engineering design and construction of 500 linear feet of 8" gravity sewer main, grinder pumps and force mains, and the abandonment of septic tanks where present. The project will provide service to six



						P	roject Bud	get						
		١	Prior /ears' pended	FY2023 Revised Budget	FY2023 Estimate		FY2024 Proposed Budget		FY2025 Forecast	/2026 recast	Y2027 orecast	Y2028 precast	Total Project orecas	
Planning		\$	-	\$	\$ -	\$		\$	-	\$ -	\$ -	\$ -	\$ -	
Design			7,944	-	-		-		-	-	-	-	7,9	)44
Construction			-	285,597	-		579,600		-	-	-	-	579,6	00
Other			-	6,500	46,500		-		-	-	-	-	46,5	00
	Total	\$	7,944	\$ 292,097	\$ 46,500	\$	579,600	\$	-	\$ -	\$ -	\$ -	\$ 634,0	)44
					Pro	ojec	t Funding S	Sou	irces					
		١	Prior /ears' pended	FY2023 Revised Budget	FY2023 Estimate		FY2024 Proposed Budget		FY2025 Forecast	/2026 recast	Y2027 orecast	Y2028 orecast	Total Project orecas	
SWU Go Bond		\$	7,944	\$ 292,097	\$ 46,500	\$	579,600	\$	-	\$ -	\$ -	\$ -	\$ 634,0	144
			-	-	-		-		-	-	-	-	-	
			-	-	-		-		-	-	-	-	-	
			-	-	-		-		-	-	-	-		
	Total	\$	7,944	\$ 292,097	\$ 46,500	\$	579,600	\$	-	\$ -	\$ -	\$ -	\$ 634,0	)44

Infrastructure

parcels.

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.

Strategic Focus Area & Guiding Principle

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

Project Status

Planning and design in coordination with BJWSA was completed in FY23 and construction to be completed in FY24.

Project Origination	Project Performance Measures

1) FY 2019 - 2020 Strategic Plan, and 2) May River Watershed Action Plan.

ction Plan. Remove residences from septic and extend public sanitary sewer.

	General Fund Ope	erations & M	laint	enance (O&I	M) Costs							
	Description	FY2024		FY2025	FY2026		FY2	027		2028		Total
	2000.15.10.1	Forecast		Forecast	Forecas	st	Fore	cast	For	ecast	Fo	recast
Operations		\$ -	9	\$ -	\$	-	\$	-	\$	-	\$	-
Maintenance		-		-		-		-		-		-
Total		\$ -	9	\$ -	\$	-	\$	-	\$	-	\$	-

Method for Estimating Costs: Construction cost estimates are based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. Town O&M costs are expected to be zero; BJWSA takes over operations & maintenance upon system acceptance.

	Capita	l Improvements Program Fur	nd Project Data Sheet		
Project Name	Law Enforcement Center Fa	acility Improvements		Project #	00077
Program Type	Facilities	Project Manager	C. Savino / B. Osborne	Start to End	FY2018 - FY2025

Project Scope

Improvements include LEC parking expansion, security fence installation, door and vehicular access systems updates, and kitchen renovations, bathroom renovations, a reflection plaza, covered carport, as well as other interior and exterior upgrades to the facility and grounds. Kitchen renovations are scheduled for construction in future fiscal years.



								-	
				Project Bud	get				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	82,334	28,500	18,500	25,000	-	-	-	-	125,834
Construction	1,097,839	274,771	266,000	131,500	-	-	-	-	1,495,339
Other	=	2,500	2,500	-	-	-	-	-	2,500
Total	\$ 1,180,173	\$ 315,771	\$ 287,000	\$ 156,500	\$ -	\$ -	\$ -	\$ -	\$ 1,623,673
			Pro	oject Funding	Sources				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
MIDF	\$ 72,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,400
SWU Fees	134,399	-	-	-	-	-	-	-	134,399
Local HTAX	428,276	20,000	20,000	127,729	-	-	-	-	576,005
General Fund FB	34,013	40,000	40,000	-	-	-	-	-	74,013
Utility Tax Credits	36,425	-	-	-	-	-	-	-	36,425
Donation	-	35,000	35,000	-	-	-	-	-	35,000
TIF	-	220,771	192,000	28,771	165,000	-	-	-	385,771
Total	\$ 705,513	\$ 315,771	\$ 287,000	\$ 156,500	\$ 165,000	\$ -	\$ -	\$ -	\$ 1,314,013

#### Infrastructure

Guiding Principle #1 Establish routine and industry best practice maintenance guidelines to monitor the efficiency an operability of current below and above grade infrastructure and facilities.

Strategic Focus Area & Guiding Principle

Guiding Principle #2 Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.

Town Organization

Guiding Principle #4 Implement programs and develop projects that create a professional, safe, value-oriented, accountable and responsive work environment with opportunities for education, advancement, and job fulfillment.

The LEC service yard design began in FY21 and construction was completed in FY22. Flooring replacement, and covered parking shed was completed in FY23. HVAC, interior painting and replacement of the restroom plumbing fixtures, roof drain connections and other various improvements are scheduled to begin in FY24.

**Project Status** 

#### **Project Origination**

#### **Project Performance Measures**

FY 2019-2020 Strategic Plan.

Complete facility improvements to maintain and security and ensure the sustainability of existing Town infrastructure and facilities.

	General Fund Op	eration	s & Maiı	ntena	nce (O&N	I) Cos	sts				
	Description		2024 ecast		/2025 recast		/2026 recast	Y2027 precast	/2028 recast	F	Total orecast
Operations	TBD	\$	-	\$	-	\$	-	\$ -	\$ -	\$	-
Maintenance	Reflection Plaza & Grounds		6,500		6,500		6,500	6,500	6,500		32,500
Total		\$	6,500	\$	6,500	\$	6,500	\$ 6,500	\$ 6,500	\$	32,500

Method for Estimating Costs: O&M costs to be determined upon construction completion.

25.000

563,027

\$ 2,042,423

# Capital Improvements Program Project Data Sheet Project Name Bridge Street Streetscape Project Manager Project # 00082 Program Type Stormwater & Sewer Project Manager Constance Clarkson Start to End FY2020 - FY2025

Bridge Street is a major east-west connector road in the Historic District that parallels the May River. This project includes the planning and construction of new streetscape improvements to include sidewalks, on-street parking, street lighting, crosswalks, drainage and ADA compliance improvements on Bridge from Burnt Church Road to Thomas Heyward Road. The project is planned to be implemented in two phases. Phase 1 will include streetscape improvements from Burnt Church Road to Calhoun Street and Phase 2 will be located west of Calhoun Street to Thomas Heyward Road. Street lighting will be similar to the lighting used throughout

the Historic District. The goal is to improve overall pedestrian circulation and safety

**Project Scope** 



82

							_				100		
					Pi	roject Bud	get						
	Prior Years' Expende	d	FY2023 Revised Budget	FY2023 Estimate	P	FY2024 Proposed Budget		FY2025 Forecast	Y2026 orecast	FY2027 Forecast		′2028 recast	Total Project orecast
Planning	\$ 66,1	05	\$ 20,824	\$ 2,000	\$	5,000	\$	-	\$ -	\$ -	\$	-	\$ 73,105
Design	25,2	21	51,385	52,981		49,500		-	-	-		-	127,702
Construction	8	69	1,883,763	1,378,469		-		791,179	-	-		-	2,170,518
Other	11,2	11	8,872	-		55,990		-	-	-		-	67,201
Total	\$ 103,4	06	\$ 1,964,844	\$ 1,433,450	\$	110,490	\$	791,179	\$ -	\$ -	\$	-	\$ 2,438,526
				Pro	ject	t Funding S	Sou	rces					
	Prior Years Expende	d	FY2023 Revised Budget	FY2023 Estimate	P	FY2024 Proposed Budget		FY2025 Forecast	Y2026 orecast	FY2027 Forecast		′2028 recast	Total Project orecast
TIF	\$ 77,5	79	\$ 78,000	\$ 78,000	\$	-	\$	-	\$ -	\$ -	\$	-	\$ 155,579
SWU GO Bond	,		1,119,117	1,119,117		-		-	-	-		-	1,119,117
Grant/Proviso			179.700	179.700		-		-	-	-		-	179.700

110,490

110,490

420,904

420,904

### Strategic Focus Area & Guiding Principle

77,579

25.000

563,027

\$ 1,964,844 \$ 1,433,450

25.000

31,633

#### nomic Growth

Guiding Principle #6 Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.

#### Infrastructure

SWU Fees

HTAX

in the Historic District.

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.

### **Project Status**

Final design and permitting for Phase 1 was completed in FY22 and Phase 1 construction is planned to be completed in early FY24. Phase 2 design is planned for FY 2023-2024 with construction starting in FY25 depending on funding approval.

#### Project Origination Project Performance Measures

FY 2019-2020 Strategic Plan.

The Comprehensive Plan promotes the provision for parking, interconnectivity, pedestrian access, and other matters related to the Historic District area. Project goal is to increase the Town's walk score, improve pedestrian safety and protect the May River..

	General Fund Op	erations & Mai	ntenance (O&I	M) Costs			
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance		-	-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Method for Estimating Costs:** Estimates for design and construction cost are based on historical cost data obtained from similar streetscape projects within the Town. O&M costs which include sidewalk, streetscape, landscape maintenance and actual cost of street lighting to be determined upon construction completion.

**Project Scope** 

This project consists of master planning, design and construction of a public park and gathering place at the 37-acre New Riverside barn site. The site is located at the southwestern quadrant of the New Riverside traffic circle at the intersection of SC Highway 170 and 46. Future improvements may include the renovation of the existing barn for a gathering and event space, parking, perimeter trails, open fields to allow for larger community events, site furnishings, destination playground, picnic shelter, lighting, landscaping and safety cameras. The project will likely be implemented in phases depending on funding availability. Project stakeholders include the citizens of the Town of Bluffton, especially the expanding population at the New Riverside, Palmetto Bluff, Jones Estate and Buckwalter PUD's.



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							Project Bud	ge	t							
	E	Prior Years' xpended	FY2023 Revised Budget		Y2023 Stimate		FY2024 Proposed Budget		FY2025 Forecast		FY2026 Forecast		FY2027 Forecast		FY2028 Forecast	Total Project Forecast
Planning	\$	25,000	\$ -	\$	-	\$		\$	-	\$		\$	-	\$	-	\$ 25,000
Design		296,084	402,900		462,232		-		-		50,000		-		-	808,316
Construction		1,025	4,089,256	2	2,189,561		942,940		-		-		-		-	3,133,526
Other		41	1,500		-		3,937,753		3,674,607		1,345,000		-		-	8,957,401
Total	\$	322,150	\$ 4,493,656	\$ 2	2,651,793	\$	4,880,693	\$	3,674,607	\$	1,395,000	\$	-	\$	-	\$ 12,924,243
					Pr	oje	ct Funding	So	urces							
	E	Prior Years' xpended	FY2023 Revised Budget		Y2023 Stimate		FY2024 Proposed Budget		FY2025 Forecast		FY2026 Forecast		FY2027 Forecast		FY2028 Forecast	Total Project Forecast
TIF	\$	45,000	\$ 621,544	\$	621,544	\$	•	\$	-	\$	-	\$	-	\$	-	\$ 666,544
TIF Bond		-	3,234,191	1	1,392,328		4,880,693		-		-		-		-	6,273,021
Hospitality Tax		100,000	-		-				-		-		-		-	100,000
Grant		42,079	637,921		637,921		-		-		-		-		-	680,000
TBD		-	-		-		-		3,674,607		1,345,000		-		-	5,019,607
Total	\$	187,079	\$ 4,493,656	\$ 2	2,651,793	\$	4,880,693	\$	3,674,607	\$	1,345,000	\$	-	\$	-	\$ 12,739,172

#### Strategic Focus Area & Guiding Principle

### Infrastructure

Community Quality of Life

Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Guiding Principle #5 Foster place-based initiatives and Town codes that support a clean, well-maintained, sustainable community while protecting our natural resources including the May River.

## Project Status

Surveying, Conceptual Master Planning and Schematic Design is complete. Final design for the Phase 1 site development was completed in FY23. Construction started in FY23. Final Design of the Barn expansion was completed in FY23 with construction to be determined based on Town Council approval of funding. A \$500,000 grant was awarded to the Town from LWCF in FY22.

#### **Project Origination**

#### Project Performance Measures

1) 2014 Comprehensive Plan, Public Recreation Facility needs, and 2) FY 2019-2020 Strategic Plan.

Adoption of a Park Master Plan and budget. Implementation of park construction and visitor use of competed project.

	General Fun	d Operations & Ma	intenance (OS	M) Costs			
	General Fun	•	<u>`</u>	<u>. *</u>			
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total
	2 000	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Method for Estima	ating Costs: O&M costs to be determined upon	construction compl	etion.				

# Capital Improvements Program Project Data Sheet Project Name Park Improvements Project Manager Pat Rooney Start to End FY2020 - FY2024

Project Scope

Project Photo or Map

This project consists of the design and construction of capital improvements to Town Parks outside of general maintenance and repairs. Many of the Town Parks have been developed over several years according to Conceptual Master Plans. The components of these areas have also been phased over several years with construction of play structures, swings, synthetic turf, fencing, lighting, signage and landscaping.

Parks scheduled for capital improvements include DuBois, Pritchard Pocket Park, Oscar Frazier, Wright Family, Martin Family, Buckwalter Place, and Evicore Parks.



											100000	1,00				 - <u>-</u>	100	8
								P	roject Budg	get								
			Prior Years' pended	1	FY2023 Revised Budget		FY2023 Estimate	F	FY2024 Proposed Budget		FY2025 Forecast		FY2026 Forecast		Y2027 precast	Y2028 precast	ı	Total Project Forecast
Planning		\$	-	\$		\$	-	\$		<b>\$</b>	-	\$	i	\$	-	\$ -	\$	-
Design			-		-		-		-		-		-		-	-		-
Construction			72,325		184,588		124,997		354,700		-		-		-	-		552,022
Other			-		-		-		-		-		-		-	-		-
	Total	\$	72,325	\$	184,588	\$	124,997	\$	354,700	\$	-	\$		\$	-	\$ -	\$	552,022
	Total   \$ 72,325   \$ 184,588   \$ 124,997   \$ 354,700   \$ -   \$ -   \$ -   \$ 55																	
			Prior Years' pended	1	FY2023 Revised Budget		FY2023 Estimate	F	FY2024 Proposed Budget		FY2025 Forecast		FY2026 Forecast		Y2027 orecast	Y2028 orecast		Total Project Forecast
Hospitality Tax		\$	72,325	\$	99,588	\$	99,588	\$	295,109	\$	-	\$	-	\$	-	\$ -	\$	467,022
General Fund			-		85,000		25,409		59,591		-				-	-		85,000
			-		-		-		-		-		-		-	-		-
			-		-		-		-		-		-		-	-		-
	Total	\$	72,325	\$	184,588	\$	124,997	\$	354,700	\$	-	\$	-	\$	-	\$ -	\$	552,022

#### Community Quality of Life

Guiding Principle 4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Strategic Focus Area & Guiding Principle

Planned improvements for FY24 includes shade sails at playground areas, additional play equipment at DuBois Park, replacement of site furnishings at various park locations and upgrades to the restroom and hardscape improvements at the recently purchased Evicore Park.

**Project Status** 

#### Project Origination

**Project Performance Measures** 

1) 2014 Comprehensive Plan, and 2) citizen feedback/input.

These improvements are designed to make these areas more hospitable to encourage the discovery and use by citizens and visitors.

	General Fund Ope	erations & Mai	ntenance (O&I	M) Costs			
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance		-	-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Method for Estimating Costs: O&M costs included in existing Public Services budget.

\$ 1,710,122

#### Capital Improvements Program Fund Project Data Sheet Project Name Town of Bluffton Housing Project Project # 00087 Program Type Housing Project Manager Brian Osborne Start to End FY2020 - FY2025

**Workforce House** 

Town Council approved the purchase of a 1.78 acre tract at 1095 May River Road and a .71 acre tract at 184 Bluffton Road for the purpose of developing Workforce and/or Affordable Housing. Additional properties under consideration for Workforce / Affordable Housing may include a 10 acre site at 115 Bluffton Road and property designated within the Willow Run PUD. The Town wishes to establish a private/ public partnership with a qualified developer to assist in the development of Affordable / Workforce Housing on these properties.



				Project Bud	get				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-	-
Construction	1,450	950,527	-	950,527	-	-	-	-	951,977
Other	-	758,145	-	758,145	-	-	-	-	758,145
Total	\$ 1,450	\$ 1,708,672	\$ -	\$ 1,708,672	\$ -	\$ -	\$ -	\$ -	\$ 1,710,122
			Pro	oject Funding S	Sources				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
GF Fund Balance	\$ 1,450	\$ 158,145	\$ -	\$ 158,145	\$ -	\$ -	\$ -	\$ -	\$ 159,595
CIP Fund Balance	-	1,550,527	-	1,550,527	-	-	-	-	1,550,527
GF Transfer ARPA	_	_	_	_	_	_	_	_	_

\$ 1,708,672 \$

Strategic Focus Area & Guiding Principle

1,450 \$ 1,708,672 \$

Affordable and/or Workforce Housing

Guiding Principle #1 Foster private sector partners to design and develop diverse housing options within existing development agreements.

The Town is currently seeking proposals for joint venture opportunities with firms with proven experience in developing high-quality affordable housing for the site for the May River Road property. Conceptual architectural design is anticipated to begin in FY 2021 with construction

Project Status

to be determined based on development partnerships and/or funding availability.

#### **Project Origination**

1) 2014 Comprehensive Plan, Housing and Economic Development Chapters, and 2) FY2019-2020 Strategic Plan.

#### **Project Performance Measures**

Providing infrastructure investments to facilitate future affordable or workforce housing options for the Bluffton community.

#### General Fund Operations & Maintenance (O&M) Costs FY2024 FY2025 FY2027 FY2028 Total FY2026 Description Forecast Forecast Forecast Forecast Forecast Forecast Operations \$ \$ \$ \$ \$ \$ Maintenance \$ \$ \$ \$ \$ \$ Method for Estimating Costs:

	Сај	oital Improvements Program	Project Data Sheet		
Project Name	Public Safety Cameras			Project #	00091
Program Type	IT Infrastructure	Project Manager	Tracye Stormer	Start to End	FY2020 - FY2024

**Project Scope** 

Replacement of failing cameras in the Old Town area: Shults Road, Guerrard Avenue, Police Substation, Wharf Street, Pin Oak Street, Lawrence Street, Dr. Mellichamp Drive, Johnston Way, Goethe Road and Bluffton Road. New cameras will be added to other designated areas as identified.



							Pı	oject Bud	get							
	E	Prior Years' xpended	ı	FY2023 Revised Budget		FY2023 Estimate	Р	FY2024 roposed Budget		FY2025 Forecast		FY2026 Forecast		FY2027 Forecast	2028 ecast	Total Project orecast
Planning	\$	-	\$	-	\$	-	\$	•	\$	-	\$	-	\$	-	\$ -	\$ -
Design		-		-		-		-		-		-		-	-	-
Construction		185,750		58,446		-		68,500		-		-		-	-	254,250
Other		-		-		-		-		-		-		-	-	-
Total	\$	185,750	\$	58,446	\$	-	\$	68,500	\$	-	\$	-	\$	-	\$ -	\$ 254,250
Project Funding Sources																
	Prior FY2023 FY2023 FY2023 Project FI  Prior FY2023									FY2025 Forecast		FY2026 Forecast		FY2027 Forecast	2028 ecast	Total Project orecast
TIF	\$	58,766	\$	16,234	\$	-	\$	68,500	\$	-	\$	-	\$	-	\$ -	\$ 127,266
Hospitality Tax		50,350		58,500		58,500		•		-		-		-	-	108,850
CIP Fund Balance		8,080		1,197		-		•		-		-		-	-	8,080
		-		-		-		-		-		-		-	-	-
Total	Total \$ 117,196 \$ 75,931 \$ 58,500 \$										\$	-	\$	-	\$ -	\$ 244,196
Stra	itegi	ic Focus A	rea	& Guiding	Prin	nciple							Pro	ject Status		

#### Strategic Focus Area & Guiding Principle

Community Quality of Life

Guiding Principle #1 Enhance public safety around our school systems.

Guiding Principle #2 Enhance public safety around our parks.

Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Infrastructure

Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens.

	Project Origination						Project	Perfor	mance N	leasur	es		
FY 2019-2020 Strate	gic Plan.						project weduce crim		ease citiz	en safe	ety and s	urveilla	ance
	General Fund Op	eratio	ns & Mai	ntena	nce (O&I	И) Co	sts						
	Description	FY	/2024	F`	Y2025	F	Y2026	FY	′2027	FY:	2028	Т	otal
	Description	Fo	recast	Fo	recast	Fo	orecast	Fo	recast	For	ecast	For	recast
Operations		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Maintenance			-		-		-		-		-		-
Total		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Method for Estimating	Costs: Estimates were based on actual costs	of the	previous	came	ra phase	s							

2,676,977

\$ 2,880,089

#### Capital Improvements Program Project Data Sheet **Project Name** New River Linear Trail Project # 00092 Parks Project Manager Constance Clarkson Program Type Start to End FY2020- FY2025

**Project Scope** 

The project scope proposes the planning, design and construction of a paved multipurpose pathway identified as the New River Linear Trail. The trail originates at the banks of the New River, extends northward along abandoned railway and powerlines to the Sun City Community boundary and is planned to proceed eastward along the proposed Bluffton Parkway extension to connect to Highway 170. Phase 1 consists of the New River Trail head area to include lighting, restroom and well and the section of the trail from the Okatie Highway south to the east bank of the New River. Phase 2 includes the section of trail from the Okaties Highway north to the south boundary of Sun City Hilton Head.



										4 3 3 3 3	199	30.	Sha.	
					Pr	oject Budç	get							
	E	Prior Years' xpended	FY2023 Revised Budget	Y2023 stimate	Р	Y2024 roposed Budget		FY2025 Forecast	Y2026 orecast	Y2027 orecast		2028 ecast		Total Project orecast
Planning	\$	58,743	\$ 40,000	\$ 5,550	\$	•	\$	-	\$ -	\$ -	\$	-	\$	64,293
Design		-	79,612	52,425		•		-	-	-		-		52,425
Construction		38,942	2,058	30,000	2	2,705,172		-	-	-		-		2,774,114
Other		6,645	2,500	8,000		-		-	-	-		-		14,645
Total	\$	104,330	\$ 124,170	\$ 95,975	\$ 2	2,705,172	\$	-	\$ -	\$ -	\$	-	\$ :	2,905,477
				Pro	ject	Funding S	Sou	rces						
	E	Prior Years' xpended	FY2023 Revised Budget	Y2023 stimate	Р	Y2024 roposed Budget		FY2025 Forecast	Y2026 orecast	Y2027 orecast		2028 ecast		Total Project orecast
CIP Fund Balance	\$	38,942	\$ 2,058	\$ 2,058	\$	-	\$	-	\$ -	\$ -	\$	-	\$	41,000
TIF		-	22,112	22,112		-		40,000	-	-		-		62,112
Grant Pending		-	100,000	71,805		28,195		-	-	-		-		100,000

2,676,977

40,000

\$ 2,705,172

#### Strategic Focus Area & Guiding Principle

38,942

124,170 \$

95,975

Community Quality of Life

Total

TIF Bond

Infrastructure

Guiding Principle 4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

#### **Project Status**

\$

\$

Phase 1 Conceptual Master Planning and Preliminary Site Planning was completed in FY22. Final Construction Documents are planned for completion in FY23 with construction to be determined based on funding from grants in late FY23 and other Town or County budget sources. Phase 2 planning and design will begin after the start of Phase 1 construction.

#### **Project Origination**

### 1) 2014 Comprehensive Plan, and 2) citizen feedback/input.

### **Project Performance Measures**

Project performance will be measured by increased public use of the

	General Fund Ope	erations & Mai	ntenar	nce (O&I	M) Costs							
	Description	FY2024	FY	/2025	FY202	26	F	Y2027	F	Y2028		Total
	Description	Forecast	Foi	recast	Foreca	ast	F	orecast	F	orecast	F	orecast
Operations	Pump Out	\$ -	\$	5,000	\$ 5,	,000	\$	5,000	\$	5,000	\$	20,000
Maintenance	Cleaning	2,700		10,800	10,	,800		10,800		10,800		45,900
Total	1			15,800	\$ 15,	,800	\$	15,800	\$	15,800	\$	65,900

Method for Estimating Costs: Project costs were determined from quotes obtained in 2016. Construction cost TBD after completion of Preliminary Design. O&M costs will be updated with the completion of each element.

Capital Improvements Program Project Data Sheet Project Name **Ghost Roads** Project # 00093 Program Type Roads Project Manager Mark Maxwell Start to End FY2020 - FY2024

**Project Scope** 

The intent of this project is to establish clear title to existing unimproved street rights of-way, often referred to as "ghost roads" or "orphan roads" that exist within the Old Town Historic District. Establishing ownership of these roads will give the Town the ability to maintain them and to provide public services to contiguous lots. Acquisition of the ghost roads began in FY20.



							Pr	oject Budg	get					
		E	Prior Years' xpended	F	FY2023 Revised Budget	FY2023 Estimate	F	FY2024 Adopted Budget		FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	Y2028 precast	Total Project orecast
Planning		\$	38	\$	-	\$ -	\$	•	\$	-	\$ -	\$ -	\$ -	\$ 38
Design			-		-	-		•		-	-	-	-	-
Construction			-		-	-		•		-	1	-	-	-
Other			65,834		33,178	20,000		376,000		-	-	-	-	461,834
	Total	\$	65,872	\$	33,178	\$ 20,000	\$	376,000	\$	-	\$ -	\$ -	\$ -	\$ 461,872
						D		Franklin of	<b>.</b>					

						Pro	ojeci	t Funding S	Sour	ces					
	E	Prior Years' xpended	F	Y2023 Revised Budget		Y2023 Estimate	1	FY2024 Adopted Budget		FY2025 Forecast	Y2026 orecast		Y2027 orecast	Y2028 precast	Total Project Forecast
TIF	\$	49,000	\$	11,200	\$	11,200	\$	362,822	\$	-	\$ -	\$	-	\$ -	\$ 423,022
Hospitality Tax		7,573		21,978		8,800		13,178		-	-		-	-	29,551
		-		-		-		-		-	-		-	-	-
		-		-		-		-		-	-		-	-	-
Tota	1 \$	56,573	\$	33,178	\$	20,000	\$	376,000	\$	-	\$ -	\$	-	\$ -	\$ 452,573
St	rategi	c Focus A	rea 8	Guiding	Princ	ciple						Proj	ect Status		

#### Strategic Focus Area & Guiding Principle

#### Infrastructure

Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

Economic Growth

Guiding Principle #3 Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses.

Rights-of-way to be acquired have been identified and prioritized. Public meetings are being held with some of the property owners to explain the history and reasoning behind the Town's effort to acquire the various unclaimed rights-of-way. The Covid situation forced staff to cancel the remaining public meetings and to work with the owners on an individual

#### **Project Origination**

#### **Project Performance Measures**

FY 2019-2020 Strategic Plan; and Bluffton's Old Town Master Plan.

A ghost road is purchased which aligns with the Guiding Principles and adds significantly to the cultural and operational environment base of the Town.

	General Fund O	perations & Ma	intenance (O&I	M) Costs			
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	TBD	-	-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Method for Estimating Costs: Assumed typical costs for five roads at \$5000 per Road per Year. O&M costs to be determined upon construction completion.

## Capital Improvements Program Fund Project Data Sheet Project Name Boundary Street Streetscape Project Manager Project # 00094 Program Type Roads Project Manager Charles Savino Start to End FY2021 - FY2025

Project Scope

Boundary Street is a heavily traveled road within the Historic District with an existing sidewalk located on the western side of the roadway. Other than at the Town parks, the existing sidewalk is located immediately adjacent to the travel lane without benefit of any physical separation from the roadway through a raised curb or tree lawn. This project includes the design and construction of walkways, crosswalks, utility relocations, drainage improvements and traffic calming measures inside and adjacent to the Boundary Street Right of Way.



							Aller I		Rall	
					Project Bud	get				
	Prior Years' Expended	FY20 Revis Budg	ed	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 4,95	50 \$ 19	,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,950
Design	43,47	6 20	,000	79,200	90	-	-	-	-	122,766
Construction	-	111	,661	-	832,960	2,469,990	-	-	-	3,302,950
Other	31	4 45	,600	-	60,000	-	-	=	=	60,314
Total	\$ 48,73	9 \$ 196	,261	\$ 98,200	\$ 893,050	\$ 2,469,990	\$ -	\$ -	\$ -	\$ 3,509,979
				Pro	ject Funding	Sources				
	Prior Years' Expended	FY20 Revis Budg	ed	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 8,42	9 \$ 66	,261	\$ 66,261	\$ 794,989	\$ -	\$ -	\$ -	\$ -	\$ 869,679
Hospitality Tax	-	130	,000	31,939	98,061	-	-	-	-	130,000
	-		-	-	•	-	-	-	-	-
	-		-	-		-	-	-	-	-
Total	\$ 8,42	9 \$ 196	,261	\$ 98,200	\$ 893,050	\$ -	\$ -	\$ -	\$ -	\$ 999,679

Strategic Focus Area & Guiding Principle

Infrastructure

Community Quality of Life

Guiding Principal #3: Enhance public safety improvements and innovative programs that ensure a safe community.

Guiding Principal #4: Support initiatives and evaluate community policies, programs, gathering places and events that promote healthy and quality lifestyles for our diverse citizenry.

Economic Growth

Guiding Principal #6: Support place-bases economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth

Surveying, engineering design and permitting was completed in FY23. Easement acquisition is proposed to begin in FY24. Construction to begin in FY24.

Project Status

Town of Bluffton Comprehensive Plan and Old Town Master Plan

Performance measures shall include monitoring pedestrian and bicycle use along new walkways. The project goal is to improve pedestrian safety and Town walk score.

**Project Performance Measures** 

	General Fund Ope	erations	& Maii	ntena	ance (O&N	И) Cc	osts					
	Description		024 ecast		Y2025 orecast		Y2026 orecast	-	FY2027 Forecast	Y2028 orecast	F	Total orecast
Operations		\$		\$	-	\$	-	\$	-	\$ -	\$	-
Maintenance					7,500		15,000		15,000	15,000		52,500
Total		\$	-	\$	7,500	\$	15,000	\$	15,000	\$ 15,000	\$	52,500

Method for Estimating Costs: Design Costs based on similar project costs for past sidewalk projects. O&M costs to be determined upon construction completion.

	Capital Improvements Program Fund Project Data Sheet									
Project Name	Buckwalter Multi-County Co	mmerce Park Phase 2		Project #	00098					
Program Type	Economic Development	Project Manager	C. Savino / P. Rooney	Start to End	FY2021 - FY2025					

Project Scope

Project scope includes planning, design, and construction of infrastructure improvements at Buckwalter Place Commerce Park to enhance economic development opportunities on Town-owned land. Bluffton Town Council, Beaufort County Council, and Jasper County Council previously joined together to designate this site as a Multi-County Industrial Park (MCIP). Improvements include infrastructure needed to support existing businesses, schools, and parks, as well as create a business-ready site for future business park development located north of the Law Enforcement Center.



						188 1	R		6-6	
					Project Bud	get				
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning		\$ -	\$ 33,500	\$ 27,500	\$ 35,661	\$ -	\$ -	\$ -	\$ -	\$ 63,161
Design		24,486	145,000	142,500	-	-	-	=	=	166,986
Construction		8,700	3,308,779	-	3,292,279	-	-	=	=	3,300,979
Other		-	-	10,500	-	-	-	-	-	10,500
Т	otal	\$ 33,186	\$ 3,487,279	\$ 180,500	\$ 3,327,940	\$ -	\$ -	\$ -	\$ -	\$ 3,541,626
				Pro	oject Funding	Sources				
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast

	Υ	Prior 'ears' pended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$	1,250	\$ 2,571,992	\$ -	\$ 2,593,153	\$ -	\$ -	\$ -	\$ -	\$ 2,594,403
GF Fund Balance		-	655,000	-	655,000	-	-	-	-	655,000
Utility Tax Credit		-	175,000	175,000	-	-	-	-	-	175,000
CIP Fund Balance		-	85,287	5,500	79,787	-	-	-	1	85,287
Total	\$	1,250	\$ 3,487,279	\$ 180,500	\$ 3,327,940	\$ -	\$ -	\$ -	\$ -	\$ 3,509,690

#### Strategic Focus Area & Guiding Principle

Economic Growth - Guiding Principal #3: Focus on economic growth pursuits that will increase jobs, generate additional revenue and create demand for supporting businesses.

Guiding Principal #4: Develop and implement a collaborative Economic Gardening strategy with local businesses.

### Project Status

Work on the site development plans for the future development parcel are expected to begin in FY24. Construction of the above items are planned to be implemented in FY22 through FY25.

## Guide Project Performance Measures

1) 2014 Comprehensive Plan, Economic Development, Community Facilities and Priority Investment Chapters, and 2) FY 2020 - 2021 Strategic Plan.

Construction and infrastructure development as set forth in the Public-Private Partnership Agreement supporting job ready sites.

	Gene	ral Fund Operati	ons & Mai	ntena	nce (O&I	M) Cos	ts					
	Description		FY2024 Forecast		′2025 recast		2026 ecast		/2027 recast		′2028 recast	Fotal recast
Operations	TBD	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Maintenance	TBD		-		-		-		-		-	-
Total	Total \$ - \$ - \$ - \$ - \$ -											
Method for Estima	Method for Estimating Costs: O&M costs to be determined upon construction completion.											

Project Scope

This project consists of Drainage Infrastructure inventory, assessment and improvements within the various watersheds and drainage areas of the Historic District of Bluffton (study area is red border of project map). An overall inventory and assessment of storm drain features to include storm drain lines, storm drain inlets, manholes, structures, ditches/channels and other stormwater conveyance systems to determine if they are providing adequate drainage conveyance and/or functioning as designed. Development of a hydrologic/hydraulic model of primary drainage network systems is envisioned to determine inundation zones from storm events of different magnitude and help identify "choke" points and areas of needed drainage improvement. Upon completion of the overall assessment, a list of individual project improvements will be established and prioritized to be implemented by proposed individual CIP projects.



					P	roject Bud	get					
	E	Prior Years' xpended	FY2023 Revised Budget	FY2023 Estimate	F	FY2024 Proposed Budget		FY2025 Forecast	FY2026 Forecast	Y2027 orecast	′2028 recast	Total Project orecast
Planning	\$	-	\$ 12,100	\$ -	\$	20,000	\$	15,000	\$ 15,000	\$ -	\$ -	\$ 50,000
Design		8,908	218,093	36,034	\$	200,000		300,000	82,200	-	-	627,142
Construction		-	81,000	-	\$	-		-	-	-	-	-
Other		-	9,800	-	\$	8,100		8,100	8,100	-	-	24,300
Total	\$	8,908	\$ 320,993	\$ 36,034	\$	228,100	\$	323,100	\$ 105,300	\$ -	\$ -	\$ 701,442
				Pro	jec	t Funding S	Sou	rces				
		<u> </u>	E) (0.000			=> (0.00.4						

						Pro	ojec	t Funding S	Sou	rces					
	E:	Prior Years' xpended		FY2023 Revised Budget		FY2023 Estimate	F	FY2024 Proposed Budget		FY2025 Forecast	FY2026 Forecast		FY2027 Forecast	FY2028 Forecast	Total Project orecast
SWU Fees	\$	8,908	\$	320,993	\$	36,034	\$	228,100	\$	323,100	\$ 105,300	\$	-	\$ -	\$ 701,442
		-		-		-		-		-	-		-	-	-
		-		-		-		-		-	-		-	-	-
		-		-		-		-		-	-		-	-	-
Total	\$	8,908	\$	320,993	\$	36,034	\$	228,100	\$	323,100	\$ 105,300	\$	-	\$ -	\$ 701,442
Strategic Focus Area & Guiding Principle											Pro	ject Status			

Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

Asset inventory, assessment, surveying, and engineering design began in FY22 with the initial study area being Heyward Cove. Drainage area and H/H Modeling performed to identify assets in need of maintenance, replacement and/or upgrade. Huger and Verdier Coves are scheduled to be implemented in FY24. Crooked Cove is proposed for FY25. Construction of identified improvements within each watershed will be performed by way of proposed individual CIP projects for identified improvements. Do Heyward Cove CIP in FY 24??

Project Origination Project Performance Measures

1) FY 2019-2020 Strategic Plan and 2) citizen input.

Drainage improvements to reduce the risk of flooding.

	General Fund Operations & Maintenance (O&M) Costs						
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	TBD	-					-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Method for Estimating Costs: Costs were based on anticipated work items, past costs, industry knowledge and best practices. O&M costs to be determined upon construction completion.

272,680

Project Scope

The Town of Bluffton purchased the Sarah Riley Hooks Cottage property consisting of .896 acres at 76 Bridge Street. This purchase will provide additional public open space in the Historic District and access to Huger Cove. Surveying and a conceptual master planning are planned in the near future to determine the highest and best public use of the land.



						- (			
				Project Bud	get				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000
Design	-	30,000.00	30,000.00	135,000.00	-	-	-	-	165,000
Construction	-	680.00	680.00	45,000.00	-	-	-	-	45,680
Other	-	-	=	•	-	-	=	-	-
Total	\$ -	\$ 45,680	\$ 45,680	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ 272,680
			Pro	oject Funding	Sources				
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ -	\$ 45,680	\$ 45,680	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ 272,680
									-
									-
									-
		1				1			

227,000 \$

Strategic Focus Area & Guiding Principle

45,680 \$

45,680 \$

Project Status

### Infrastructure

Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

Surveying, building assessment, conceptual master planning, and obtaining stakeholder input began in FY23. FY24 work will include detailed park planning, construction documents and permitting, with construction planned to begin in FY25 subject to budget approval.

#### **Project Origination**

FY 2021-2022 Strategic Plan

Total \$

#### Project Performance Measures

The purchase of this parcel aligns with the Strategic Plan Guiding Principals to preserve significant open space and environmental resources within the Town.

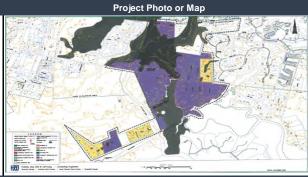
	General Fund Operations and Maintenance (O&M) Costs							
	Description	FY2024	FY2025	FY2026	FY2027	FY2028	Total	
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
Operations	TBD				\$ 3,000	\$ 3,000	\$ 6,000	
Maintenance					5,000	10,000	15,000	
Total		\$ -	\$ -	\$ -	\$ 8,000	\$ 13,000	\$ 21,000	

Method for Estimating Costs: Costs were based on quotes and historical costs data of similar projects.

Capital Improvements Program Project Data Sheet									
Project Name	Stoney Crest Campground F	Palmetto Bluff Road		Project #	00102				
Program Type	Stormwater & Sewer	Project Manager	Kim Jones/Mark Maxwell	Start to End	FY2022 - FY2025				

Project Scope

The Town of Bluffton is pursuing a multi-jurisdictional partnership with Beaufort County and Beaufort-Jasper Water and Sewer Authority for the installation of a vacuum system consisting of an estimated 150 individual connections with a buildout prediction of 200 lots. The project is approximately 747 acres with the boundaries outline



						Project Bud	get				
		Prior Years' Expended		FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design		-		202,000	100,000	152,432	-	-	-	-	252,432
Construction		-		-	-	603,152	1,325,781	-	-	-	1,928,933
Other		-		149,658	-	266,667	-	-	-	-	266,667
	Total	\$ -		\$ 351,658	\$ 100,000	\$ 1,022,250	\$ 1,325,781	\$ -	\$ -	\$ -	\$ 2,448,032
					Pro	ject Funding	Sources				
		Prior Years' Expended		FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU GO Bond		\$ -		\$ 351,658	\$ 100,000	\$ 1,022,250	\$ 1,325,781	\$ -	\$ -	\$ -	\$ 2,448,031
		-		-		•	-	-	-	-	-
		-		-		•	-	-	-	-	-
		-		-	-	-	-	-	-	-	-
	Total	\$ -		\$ 351,658	\$ 100,000	\$ 1,022,250	\$ 1,325,781	\$ -	\$ -	\$ -	\$ 2,448,031
	Stra	tegic Focus	Are	ea & Guiding l	Principle				Project Status		

#### Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

Design and construction phases will be scheduled after the Town is able to secure the partnerships.

asures

Project Origination	Project Performance Mea
---------------------	-------------------------

May River Watershed Sewer Master Plan

	General Fund Operations & Maintenance (O&M) Costs												
	Description FY2024 FY2025 FY2026 FY2027 FY2028 Total												
	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast						
Operations	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Maintenance	n/a	-	-	-	-	=	-						
Total	\$ -	\$ -	\$ -										

Method for Estimating Costs:

	Capital Improvements Program Project Data Sheet													
Project Name	Network Infrastructure			Project #	00103									
Program Type	IT Infrastructure	Project Manager	Tracye Stormer	Start to End										

**Project Scope** 

This is a multifaceted project:

- 1. Replace the existing core switches and Town Hall and the Law Enforcement Center. These two pieces of network equipment route traffic to al users in these buildings.
- 2. Replace two of the four VMWare hosts. These hosts run our virtual server environment.
- 3. Re-cable the Watershed and Substation buildings. The cabling inside these building is outdated and results in network traffic issues for end users.
- 4. Replace 50% of wireless access points in all town buildings. They will need to be replaced every five years.
- 5. Town-wide desk phone upgrade; the current system is 10 years old. We will transition to a cloud based system that allows staff mobility with their work environment.
- 6. Migrate the business license module of the financial software to align with the current system for efficiency.



					Pı	oject Bud	get					
	E	Prior Years' xpended	FY2023 Revised Budget	FY2023 Estimate	F	FY2024 Proposed Budget		FY2025 Forecast	Y2026 orecast	FY2027 Forecast	′2028 recast	Total Project orecast
Planning	\$	-	\$ -	\$ -	\$	-	\$	-	\$ -	\$ -	\$ -	\$ -
Design		-	-	-		-		-	-	-	-	-
Construction		196,539	248,461	183,000		115,000		125,000	50,000	35,000	-	704,539
Other		-	-	-		15,000		-	-	-	-	15,000
Total	\$	196,539	\$ 248,461	\$ 183,000	\$	130,000	\$	125,000	\$ 50,000	\$ 35,000	\$ -	\$ 719,539
				Pro	ject	Funding S	Sou	rces				
	E	Prior Years' xpended	FY2023 Revised Budget	FY2023 Estimate	F	FY2024 Proposed Budget		FY2025 Forecast	Y2026 orecast	FY2027 Forecast	′2028 recast	Total Project orecast
GF Fund Balance	\$	196,539	\$ 195,000	\$ 129,539	\$	130,000	\$	125,000	\$ 50,000	\$ 35,000	\$ -	\$ 666,078
CIP Fund Balance		-	53,461	53,461		-		-	-	-	-	53,461
	\$	196,539	\$ 248,461	\$ 183,000	\$	130,000	\$	125,000	\$ 50,000	\$ 35,000	\$ -	\$ 719,539

#### **Strategic Focus Area & Guiding Principle**

Project Status

Infrastructure

Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.

- Our network infrastructure plans for FY 2024 will include the following
- Upgrade the Town wide desk phone system; this system is currently 10 years old and we are in need of a cloud based system to allow staff mobility with their jobs and work environment.
- Migrate the business license module of the financial software system to align to the current system for more efficiency.
- Re-cable Watershed and Substation buildings as the cabling in these buildings is outdated and results in network traffic issues for end users.
- Replace 50% of of wireless access point in Town buildings.

	Project Performance Measures												
Strategic Plan FY 2	Infi	rastructur	e enha	ncemen	t to the	network	۲.						
	General Fund C	peration	ıs & Mai	ntena	nce (O&I	M) Cos	sts						
	Description		2024 recast		Y2025 recast		2026 ecast		2027 recast		2028 ecast		otal ecast
Operations		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Maintenance			-		-		-		-		-		-
Total	Total \$ -					\$	-	\$	-	\$	-	\$	-
Method for Estimation	ethod for Estimating Costs: Costs were based on cost data of similar projects												

Project Name					Cap	ital Im	provem	ents	Program	Proj	ect Data S	heet						
Project Scope	Project Name	Do	cument M	lana					-					Proje	ct #	00104		
Project Scope						Projec	t Mana	ger		Tra	cye Storme	r		-			o FY2	025
Prior   FY2023   Resimate   PY2025   FY2026   FY2026   FY2027   FY2028   Total   Prioposed   Prioposed   PY2025   FY2026   Forecast   Forecast   Priorecast   P	documents. The cost of	f mai	oject is sca ntenance a	nnin and u	g and digita	f the sy							Pro	oject F	Photo or	Мар		
Years   Expended   Budget   Estimate   Budget   Freeast   Forecast   Foreca								P	roject Bud	get								
Project   Proj		1	Prior	ı	-Y2023	EV.	0000		FY2024		E)/000E	Ι,	T\/0000		(0007	E)/0000	Т	Total
Planning   S																		Project Forecast
Description	Planning		•			\$	-			\$	-	\$	-	\$	-	\$ -	9	
Construction			-		-		-		-		-		-		-			-
Total   \$ 43,951   \$ 56,049   \$ 120,000   \$ 170,000   \$ - \$ - \$ - \$ - \$ 5 - \$ 333,955	Construction		43,951		56,049	1	20,000		170,000		-		-		-	-		333,95
Project Funding Sources	Other		-		-		-		-		-		-		-		1	-
Prior Years'   Revised   Estimate   Proposed   Estimate   Proposed   Estimate   Proposed   Estimate   Proposed   Proposed   Freezast   Freeza	Total	\$	43,951	\$	56,049	\$ 1	20,000	\$	170,000	\$	-	\$	-	\$	-	\$ -	9	333,95
Years'   Expended   Budget   Estimate   Budget   Estimate   Budget   Estimate   Budget   FY2028   Forecast		•					Pre	ojec	t Funding S	Soul	rces							
			Years'	F	Revised				Proposed									
Total   \$ -	GF Fund Balance	\$	-	\$	56,049	\$	-	\$	170,000	\$	120,000	\$	150,000	\$	-	\$ -	9	440,000
Total   \$ -			-		-		-		-		-		-		-	-		-
Total \$ - \$ 56,049 \$ - \$ 170,000 \$ 120,000 \$ 150,000 \$ - \$ - \$ 440,000 \$ Strategic Focus Area & Guiding Principle  Category Guiding Principle  Project Origination  Project Origination  Project Performance Measures  FY2024 FY2024 FY2025 Forecast F									-									-
Strategic Focus Area & Guiding Principle  Category Guiding Principle  Project Status  The second phase of the project is scanning and digitally archiving system installed in phase one will be part of the project until it is fully implemented.  Project Origination  Project Origination  Project Performance Measures  General Fund Operations & Maintenance (O&M) Costs  FY2024 Forecast Forecas	T-4-1	Φ.		Φ.		Φ.		•	470.000	Φ.		æ		Φ.	_			
Category Guiding Principle  Project Origination  Project Performance Measures  General Fund Operations & Maintenance (O&M) Costs  General Fund Operations & Maintenance (O&M) Costs  Project Operations  Project Performance Measures  General Fund Operations & Maintenance (O&M) Costs  Project Performance Measures  General Fund Operations & Maintenance (O&M) Costs  Project Performance Measures  General Fund Operations & Maintenance (O&M) Costs  Project Performance Measures  General Fund Operations & Maintenance (O&M) Costs  Forecast		<u> </u>	Focus A		-		- Ne	Ф	170,000	Ф	120,000	Ф	150,000		ct Status		4	440,000
General Fund Operations & Maintenance (O&M) Costs           Description         FY2024 Forecast Forecast Forecast         FY2025 Forecast Fo										h s	istorical doo ystem insta	cume	ents. The c	ost of	maintena	nce and up	grades	of the
Description         FY2024 Forecast Forecast         FY2025 Forecast Forecast         FY2026 Forecast Forecast Forecast         FY2027 Forecast Forecas			Project	Ori	gination								Project	Perfo	mance N	<b>l</b> easures		
Description FY2024 FY2025 FY2026 FY2027 FY2028 Total Forecast Operations n/a \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$																		
Description         FY2024 Forecast Forecast         FY2025 Forecast Forecast         FY2026 Forecast Forecast Forecast         FY2027 Forecast Forecas					Gei	neral F	und Op	erat	ions & <u>Mai</u>	nten	ance (O&I	M) C	osts					
Operations         n/a         \$ -			_	De	escription													
	Operations	n/a						-		_		_						
Total \$ - \$ - \$ - \$ - \$ -		1 .										<b>—</b>						
	Maintenance	n/a							-		-		-		-	-		-

	Capital Improvements Program Fund Project Data Sheet												
Project Name	May River Action Plan Impe	ervious Restoration/Water Qua	lity Projects	Project #	00105								
Program Type	rogram Type Stormwater & Sewer Project Manager Dan Rybak Start to End FY2023 - FY2025												

#### **Project Scope**

As a result of the update to the MRWAP, 11 new project/site locations were recommended in lieu of the previous projects identified prior to MRWAP update. Eleven sites were selected based on site impervious area to estimate proposed benefits and pollutant removal once project work was completed. The 11 sites evaluated/proposed include: Bluffton Early Learning Center, Boys and Girls Club of Bluffton, Benton House, Bluffton High School, Buckwalter Recreation Center, Lowcountry Community Church (non-responsive), McCracken Middle School/Bluffton Elementary School, May River High School, One Hampton Lake Apartments, Pritchardville Elementary School, Palmetto Pointe Townes (declined). This is a multi-year capital project that will continue as needs are identified over 5 years or more. Design and construction expenditures will be supported by SWU fees, potential developer participation and fee-in-lieu contributions.



Project Photo or Map

						Pritchardville Elementary Proposed Site							
					Project	Budget							
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast			
Planning		\$ -	\$ 2,410	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000			
Design		-	202,690	166,354	430,000	-	-	-	-	\$ 596,354			
Construction		-	-	-	-	-	-	-	-	\$ -			
Other		-	9,500	9,000	9,000	-	-	-	-	\$ 18,000			
	Total	\$ -	\$ 214,600	\$ 175,354	\$ 459,000	\$ -	\$ -	\$ -	\$ -	\$ 634,354			
					Project Fund	ling Sources							
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast			
SWU Bond		\$ -	\$ 150,220	\$ 110,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,974			
HTAX		-	32,190	32,190	-	-	-	=	-	32,190			
LATAX		-	32,190	32,190	-	-	-	-	-	\$ 64,380			
SWU Fees		-	-	-	459,000	-	-	-	-	\$ 459,000			
	Total	\$ -	\$ 214,600	\$ 175,354	\$ 459,000	\$ -	\$ -	\$ -	\$ -	\$ 666,544			

## Strategic Focus Area & Guiding Principle

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

On-going planning and site evaluation took place in FY23, the results of which helped finalized conceptual plans at each site location and identify other feasible sites within Town municipal limits to be pursued into design and construction. Design of proposed project improvements will be initiated in FY25 via individual CIP Projects for identified sites/participating project

**Project Status** 

partners; the current budget outlay has five (5) sites going to final design in this CIP in FY24. Project implementation will require coordination and agreement from each property owner.

	Project Origination			Projec	t Performance Mo	easures					
1) FY 2019-202	20 Strategic Plan and 2) citizen input.		Reduce pollutant loads associated with stormwater runoff and improve water quality of receiving streams and May River.								
	General Fu	ınd Operations 8	& Maintenance	(O&M) Costs							
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	Total Forecast					
Operations	TBD	\$ -					\$ -				
Maintenance	TBD	-			\$ 7,500	\$ 10,000	17,500				
Total	_	\$ -	\$ -	\$ -	\$ 7,500	\$ 10,000	\$ 17,500				

Method for Estimating Costs: Costs were based on anticipated work items, past costs, industry knowledge and best practices. O&M costs to be determined pon construction completion.

	Capital Improvements Program Fund Project Data Sheet													
Project Name	Pritchard Street Drainage I	mprovements		Project #	00106									
Program Type	rogram Type Stormwater & Sewer Project Manager Dan Rybak Start to End FY2022 - FY2026													

#### **Project Scope**

Planning and Design of Pritchard Street Drainage Improvement project was initiated FY22 subsequent to completion of Historic District Phase 1 sewer extension work and needed drainage improvements. The project will include design and construction of permitted improvements to capture and convey roadway and surface drainage to an outfall location(s) at Heyward Cove. Construction will include installation of inlets and storm drain pipe, roadside channel improvements, maintenance of traffic, erosion and sediment control and appurtenances. Additionally, installation of water quality BMPs is included and supported by 319 grant funding to treat stormwater runoff from impervious surfaces. Phase II of the project will include streetscape elements to include sidewalks, ADA pedestrian compliance measures and street lighting. Design of Phase II work to start in FY24 with construction start anticipated in summer of FY25.



						1000		TO A STREET WAS A STREET		MAY IS USED ASSESSMENT				
	Project Budget													
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast				
Planning		\$	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000				
Design		•	15,000	50,320	5,000	-	-	-	-	55,320				
Construction		-	191,000	55,920	1,410,706	-	-	-	-	1,466,626				
Other		-	25,200	-	27,000	-	-	-	-	27,000				
	Total	\$ -	\$ 236,200	\$ 111,240	\$ 1,442,706	\$ -	\$ -	\$ -	\$ -	\$ 1,553,946				
					Project Fundir	ng Sources								
		Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast				
SWU Bond		\$	\$ 165,340	\$ 40,380	\$ 124,960	\$ -	\$ -	\$ -	\$ -	\$ 165,340				
HTAX			35,430	35,430	1,193,169					1,228,599				
LATAX	·		35,430	35,430						35,430				
319 Grant			-	-	124,577					124,577				
	Total	\$ -	\$ 236,200	\$ 111,240	\$ 1,442,706	\$ -	\$ -	\$ -	\$ -	\$ 1,553,946				

#### Infrastructure

Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

Strategic Focus Area & Guiding Principle

May River & Surrounding Rivers and Watersheds

Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.

#### Project Status

Phase I Design initiated in FY22 under HD Sewer Phase 1 project. Design, easement acquisition and permitting of proposed drainage improvements are scheduled to be completed in summer FY25. Construction of phase I estimated to be completed Fall/Winter FY25. Design of Streetscape elements is anticipated to be started in FY24 and construction in FY25.

	Project Origination		Project Performance Measures										
1) FY 2019-202	20 Strategic Plan and 2) citizen input.		Dra	ainage im	prove	ements to	red	uce the risk of	floodi	ng.			
	General Fund	Mainte	enance (	O&M)	Costs								
	Description	FY202 Foreca	-		/2025 recast		Y2026 orecast		FY2027 Forecast		′2028 recast	F	Total orecast
Operations		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Maintenance	Sidewalk, mowing, Inlet cleaning/pump out 2x annually and pipe/roadside swale cleaning annually.		-		3,000		3,000		3,000		3,000		12,000
Total		\$	-	\$	3,000	\$	3,000	\$	3,000	\$	3,000	\$	12,000

Method for Estimating Costs: Costs by Public Works were based on anticipated work items, past costs, industry knowledge and best practices.

40,000

Capital Improvements Program Fund Project Data Sheet														
Project Name	Town-Wide Wayfinding S	ignage System		Project #	00107									
Program Type	Program Type Facilities Project Manager Constance Clarkson Start to End FY2024 - FY2027													

#### **Project Scope**

Project includes the establishment of a town-wide way-finding signage system and implementation strategy to identify community assets and public facilities including; the Law Enforcement Center, Hospitals, Government Buildings, Public Parks and other Community Facilities. This project will also evaluate existing town entry monuments and potential opportunities for redesign and inclusion of signage for local service organizations..



							THE WAR		
Project Budget									
	Prior Years' Expended	FY2023 Amended Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design				40,000	-	-	-	-	40,000
Construction				-	•	-	-	-	-
Other				-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
			Pro	ject Funding S	Sources				
	Prior Years' Expended	FY2023 Amended Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
GF Transfer In	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
									-
									-

40,000 \$

## - \$ Strategic Focus Area & Guiding Principle

\$

Community Quality of Life:

Total \$

Guiding Principal #3: Enhance public safety business process improvements and innovative programs that ensure a safe community. Infrastructure:

Guiding Principal #3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

#### Begin RFP solicitation for graphic design/signage consultant in FY24. Prepare initial way-finding signage system, obtain Town Council input and finalize design in FY24. Obtain permits and begin construction in

Project Status

\$

**Project Origination Project Performance Measures** 

FY25.

Transportation Chapter of the 2014 Comprehensive Plan, FY 21 - FY22 Strategic Plan.

Project goal is to provide a comprehensive way-finding system along major arterial roadways to help direct motorists, cyclists, and improve overall traffic safety within the Town.

General Fund Operations & Maintenance (O&M) Costs								
	Description	FY2024 Forecast			FY2026 FY2027 Forecast Forecast		Total Forecast	
Operations							\$ -	
Maintenance							-	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs:								

288.000

# Capital Improvements Program Fund Project Data Sheet Project Name New Riverside Village Park Project # 00108 Program Type Parks Project Manager Pat Rooney Start to End FY2024- FY2025

**Project Scope** 

The New Riverside Village Park is a proposed open space and public park within the New Riverside Village mixed-use development. The approximately 5.5 acre site is located around the perimeer of two pondsa and the cost of the park development will be shared between the developer and the Town. The Town fo Bluffton obligation inlcudes the design and construction of a playground, site lightng, site furnishing, wayfinding signage and partial emtry/roadway cost share expenses. Future improvments may inlcude a restroom facility and water fountain.



**Project Photo or Map** 

													NE	N RVENSIDE VILLAG	E		
	Project Budget																
		Pri Yea Expe	ars'	Ame	2023 ended dget		2023 imate	Prop	2024 osed dget		Y2025 precast	2026 ecast		FY2027 Forecast		2028 ecast	Total Project orecast
Planning		\$	-	\$	-	\$	-			\$	-	\$ -	\$	-	\$	-	\$ -
Design			-		-		-	7	70,000		-	-		-		-	70,000
Construction			-		-		-	9	00,000		90,000	-		-		-	180,000
Other			-		-		-	12	28,000		-	-		-		-	128,000
	Total	\$	-	\$	-	\$	-	\$ 28	38,000	\$	90,000	\$ -	\$	-	\$	-	\$ 378,000
	Project Funding Sources																
		Pri Yea Expei	ars'	Ame	2023 ended dget		2023 imate	Prop	2024 osed dget		Y2025 orecast	2026 ecast		FY2027 Forecast		2028 ecast	Total Project orecast
HTAX		\$	-	\$	-	\$	-	\$ 14	14,000	\$	-	\$ -	\$	-	\$	-	\$ 144,000
LATAX			-		-		-	14	14,000		-	-		-		-	144,000

288.000

\$

Strategic	Focus Area	a & Guidino	i Principle

\$

Project Status

\$

Infrastructure

Community Quality of Life

Total \$

Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Guiding Principle #5 Foster place-based initiatives and Town codes that support a clean, well-maintained, sustainable community while protecting our natural resources including the May River.

Design and construciton start up of proposed park facilities to begin in FY24 and be complete in FY 25

#### **Project Origination**

Project Performance Measures

1) 2014 Comprehensive Plan, Public Recreation Facility needs, 2) FY 2020-2021 Strategic Plan and Land Swap Agreement between MFH Land, LLC and the Town of Bluffton..

Public usage upon completion of the park

General Fund Operations & Maintenance (O&M) Costs								
	Description	FY2020	FY2025	FY2026	FY2027	FY2028	Total Forecast	
		Forecast	Forecast	Forecast	Forecast	Forecast		
Operations			\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000	
Maintenance			20,000	20,000	20,000	20,000	80,000	
Total		\$ -	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 92,000	

Method for Estimating Costs: Estimates for design and construction cost are based on historical cost data obtained from similar park projects within the Town. O&M costs will be determined near project completion.

## Consideration of Planning Commission Recommendation for Fiscal Year 2024 Capital Improvement Program Projects Prioritization

## **Proposed Motion**

"I move to **approve** Planning Commission's recommendation for Fiscal Year 2024 Capital Improvement Program Projects Prioritization, as presented."

#### **TOWN COUNCIL**

## STAFF REPORT Projects and Watershed Resilience Department



MEETING DATE:	April 11, 2023
PROJECT:	May River Watershed Action Plan Advisory Committee Recommendation for Town Council Consideration to Establish a Green Space Policy and Program
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** May River Watershed Action Plan Advisory Committee (WAPAC) requests Town Council consider their recommendation to establish a Town of Bluffton Green Space Policy and Program containing elements as outlined in the attached Memorandum (Attachment 1).

**BACKGROUND:** At the February 10, 2022 meeting, WAPAC unanimously voted on a list of recommendations for Town Council's consideration to include in the Strategic Plan Fiscal Year (FY) 2023-2024. During the February 15, 2022 Town Council Strategic Planning Workshop, Staff provided Town Council with a Memo summarizing these recommendations. Council agreed to add the Memo of WAPAC's recommendations into the FY 2023-2024 Strategic Plan and to consider each WAPAC recommendation once prioritized and fully developed.

At the June 23, 2022 meeting, WAPAC prioritized "Develop a Town policy and program with clear structure, identified and formalized organizational collaborations, and goals for green space or preservation area acquisition, and/or retirement of development rights" as a Town Strategic Plan recommendation. The Committee unanimously voted to recommended Town Council establish a Town of Bluffton Green Space Policy and Program as outlined in Attachment 1 at their January 26, 2023.

**NEXT STEPS:** If Council agrees to implement WAPAC's recommendation:

- Staff will evaluate existing Town policies and programs and develop, as necessary, a Green Space Policy and Program with the elements outlined in the attached Memorandum titled "WAPAC Recommendation to Establish a Town of Bluffton Green Space Policy and Program."
- Town Council considers adopting a Green Space Policy and Program to protect and restore shellfish harvesting and water quality in the May River and achieve broader community and conservation benefits and address growth challenges.

**SUMMARY:** This project originated from the 2023-2024 Strategic Plan and WAPAC recommendations. It is supportive of the following guiding principles of the Town:

 Community Quality of Life #5. Foster town policies and practices that encourage environmentally conscious initiatives, policies and town codes that support a clean, wellApril 11, 2023 Section XI. Item #4.

maintained, sustainable community that protects our natural resources including the May

- May River & Surrounding Rivers and Watersheds Guiding Principle #1. Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.
- May River & Surrounding Rivers and Watersheds Guiding Principle #2. Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.
- May River & Surrounding Rivers and Watersheds Guiding Principle #4. Support active planning and management for resilience of natural resources and our response to weather events, future disasters and changing environmental conditions.

Consistent with these Guiding Principles, WAPAC is recommending Town Council establish a Town of Bluffton Green Space Policy and Program to protect and restore shellfish harvesting and water quality in the May River and achieve broader community and conservation benefits and address growth challenges.

#### **ATTACHMENTS:**

- 1. WAPAC Memorandum "WAPAC Recommendation to Establish a Town of Bluffton Green Space Policy and Program"
- 2. Proposed Motion



## MEMORANDUM

TO: Town Council

FROM: Stan Rogers, Chair, May River Watershed Action Plan Advisory

Committee (WAPAC)

RE: WAPAC Recommendation to Establish a Town of Bluffton Green

Space Policy and Program

DATE: JANUARY 26, 2023

CC: Stephen Steese, Town Manager

Heather Colin, Assistant Town Manager

Kim Washok-Jones, Director of Projects & Watershed Resilience

Bill Baugher, Watershed Management Division Manager

Beth Lewis, Water Quality Program Administrator

As voted on during the January 26, 2023, meeting, WAPAC hereby recommends that the Town of Bluffton develop a Green Space Policy and Program to protect and restore shellfish harvesting and water quality in the May River and achieve broader community and conservation benefits and address growth challenges. The Town's policy and program should:

- Create a land preservation, conservation and/or development rights purchasing and retiring program to meet goals of the May River Watershed Action Plan and achieve broader community and conservation benefits beyond the scope of the May River Watershed Action Plan;
- Develop program framework and guidance for prospective partners and participants;
- Clarify roles and responsibilities across Town of Bluffton Departments and within the Projects and Watershed Resilience Department to achieve the greatest efficiency and impact;
- Establish funding mechanisms within the Town of Bluffton's annual budget process;
- Identify and pursue external funding opportunities such as federal, state, and other local government programs and grants;
- Identify key federal, state, and local partners to implement the program;

 Establish criteria to identify and prioritize prospective properties for conservation and protection consistent with Beaufort County's Rural and Critical Lands Program;

- Develop, integrate, and socialize tools such as geographic information system (GIS) layers to:
  - Overlay Beaufort County Green Print Plan maps, South Carolina Conservation Bank maps, and other accredited land trust mapping tools with the Town of Bluffton land use maps;
  - Use associated model outputs that target possible Capital Improvement Program (CIP) project areas to improve water quality; and
- Provide comprehensive outreach of the program including policy and guidance, and the benefits of participation to landowners and developers.

If implemented, WAPAC believes, a Green Space Policy and Program will help achieve May River Watershed Action Plan objectives.

## **Proposed Motion**

May River Watershed Action Plan Advisory Committee Recommendation for Town Council Consideration to Establish a Green Space Policy and Program.

"I move to [Approve, Approve with Conditions, or Deny] WAPAC's recommendation to Establish a Green Space Policy and Program containing the elements outlined in WAPAC's Memorandum."

#### **RESOLUTION**

# A RESOLUTION DECLARING APRIL AS FAIR HOUSING MONTH IN THE TOWN OF BLUFFTON BY AFFIRIMING THE CONTINUED DEDICATION TO FAIR HOUSING PRINCIPLES AND REGULATIONS ESTABLISHED BY THE STATE OF SOUTH CAROLINA AND THE UNITED STATES FEDERAL GOVERNMENT

**WHEREAS,** April 11, 2023 marks the 55<sup>th</sup> anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

WHEREAS, the principle of fair housing is not only state and national law and policy, but a fundamental human concept and entitlement for all citizens; and

**WHEREAS,** the Town of Bluffton desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

**WHEREAS,** the Town of Bluffton rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or family status in the sale, rental, or provision of other housing services; and

**WHEREAS,** as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors, ethnic backgrounds, and religious traditions; and

**WHEREAS,** interested parties from both the private and public sectors will participate in a town, state and national effort to promote fair housing.

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

- 1. The month of April 2023 to be "Fair Housing Month;" and
- 2. All residents of our community are urged to personally adopt the spirit of equal housing opportunity and adhere to the letter and character of the Fair Housing Laws.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION. SIGNED, SEALED AND DELIVERED THIS 11th DAY OF April, 2023.

	Lisa Sulka, Mayor
	Town of Bluffton, South Carolina
ATTEST:	
Kimberly Gammon, Town Clerk	_
Town of Bluffton, South Carolina	