



Regular Town Council Meeting

Tuesday, March 10, 2026 at 5:00 PM

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

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION

IV. ADOPTION OF THE MINUTES

- [1.](#) Regular Meeting Minutes of 02/10/2026

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Beaufort County School District Character Student of the Month - Mayor Larry Toomer
2. Development Disabilities Awareness Month Proclamation (SOAR /Special Olympics Spring Games) - Mayor Larry Toomer
3. Developmental Disabilities Awareness Month (Beaufort County DSN) - Mayor Larry Toomer
4. 46th Annual Telly Award - Beaufort County TV for Bluffton Christmas Parade 2024 - Mayor Larry Toomer and Vincent Virga, Director of Broadcast Services
5. Annual Utility Update: Palmetto Electric Cooperative and Dominion Energy
 - Palmetto Electric Cooperative - Ashley Feaster, Community Affairs and Economic Development
 - Dominion Energy - Blakely Williams, Economic Development and Local Affairs Manager
6. Beaufort County Economic Development Corporation Update - John O'Toole, Executive Director of the Beaufort County Economic Development Corporation
7. Update of Beaufort County Transportation Penny Tax Advisory Committee (TAC) - Lisa Sulka
- [8.](#) 2026 CDBG Needs Assessment - Kimberly Varn, C&ED Deputy Director Lowcountry Council of Governments

****MUST BE HEARD AFTER 6:00 PM**

VI. PUBLIC COMMENT**VII. COMMUNICATIONS FROM MAYOR AND COUNCIL****VIII. WORKSHOP AGENDA ITEMS****IX. PUBLIC HEARING & FINAL READING****X. FORMAL AGENDA ITEMS**

- [1.](#) Consideration of an Ordinance Amending the Town of Bluffton FY 2026 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds - Second & Final Reading - Natalie Majorkiewicz, Director of Finance
- [2.](#) Resolution Expressing Support of the University of South Carolina Beaufort Sand Shark 20/20 Project Creating a Multi-Purpose Arena and Sports Complex - Paul Arvantides, CEO, Don Ryan Center for Innovation, Inc.
- [3.](#) Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 30, 2025 - Shannon Milroy, Budget & Procurement Manager
 - The Rotary Club of Bluffton for Mayfest Weekend in Bluffton, Requesting \$25,000
 - Beaufort Water Search and Rescue for Water Rescue Services & Water Related Event Patrols, Requesting \$20,000
- [4.](#) Approval to Authorize a Construction Contract with Sea Island Land Development, LLC for Construction of Bridge Street Streetscape, Phases 2 and 3 (Fiscal Impact: \$1,512,992.29) - Pat Rooney, Capital Improvement Program Manager
- [5.](#) Resolution to Accept the Updated Historic Resource Survey - Glen Umberger, Historic Preservationist

XI. CONSENT AGENDA ITEMS

- [1.](#) Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
- [2.](#) Town Manager Monthly Report
- [3.](#) Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a Portion of the Public Safety Cameras Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police

XII. EXECUTIVE SESSION

1. Discussions Relating to Potential Contractual Arrangements Between the Town and Other Parties Related to Grant Applications and Agreements. (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])

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

NEXT MEETING DATE: TUESDAY, APRIL 07, 2025

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

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

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

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

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

Public comment is limited to 3 minutes per speaker.

Regular Town Council Meeting

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

February 10, 2026

I. CALL TO ORDER

Mayor Pro Tempore Hamilton called the meeting to order at 5:00 PM.

Mayor Toomer was absent from this meeting.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Pro Tempore Hamilton.

III. INVOCATION

The Invocation was led by Councilmember Wood.

IV. ADOPTION OF THE MINUTES

1. Regular Meeting Minutes of 01/13/2026

A motion was made by Councilmember Wood and seconded by Councilmember Frazier to approve the Regular Meeting Minutes of 01/13/2026.

All were in favor and the motion passed.

2. Quarterly Workshop Minutes of 01/27/2026

A motion was made by Councilmember Burden and seconded by Councilmember Frazier to approve the Regular Meeting Minutes of 01/27/2026.

All were in favor and the motion passed.

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

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

Mayor Pro Tempore Fred Hamilton, on behalf of Town Council, honored Red Cedar Elementary School 4th-grade student, Jaxson Harms, for the character trait of compassion.

2. Cross Schools Girls Basketball Team - Mayor Larry Toomer

Mayor Pro Tempore Fred Hamilton recognized the Cross Schools Girls Basketball Team, highlighting Ryan Mayer, a two-time All-Region player, All-State section as a junior, and the SCISA 2A State Player of the Year. Ms. Mayer also achieved her 1,000th career point on January 15, 2026.

3. Introduction of New Employees and Recognition of Promotions

Hannah Bakels, Growth Management – Customer Service, Customer Service Representative

Craig Bowers, Building Safety, Building Inspector I

Caroline Luke, Growth Management – Planning, Planner

Evan Welsh, DRCI, PT DRCI Innovation Manager

Colleen Hall, Public Services, Public Services Coordinator
David Masis Marin, Public Services, Public Services Worker III – Trades Specialist
Hannah Quast, Watershed, Stormwater Technician
Jeremy Bullock, Finance, Grants Administrator
Jennifer Freeman, Events and Venues, PT Events and Venues Department Coordinator
Jessica Sferlazzo, Events and Venues, Part-Time Welcome Center Assistant Coordinator
William Carter, Police Department, Police Officer (SRO)
Alejandro Sandoval, Police Department, Police Recruit
David Lopett, Police Department, School Crossing Guard
Richard Cowles, Police Department, School Crossing Guard
Keiry Ponce, Growth Management, promoted to Growth Management Operations Supervisor
Andrea Moreno, Watershed/Project Management, promoted to Watershed Management Division Manager
Beth Lewis, Watershed/Project Management, promoted to Watershed Reliance Manager
Amanda Schutz, Finance, promoted to Treasury Coordinator
Alexis Kennard, Human Resources, promoted to Senior HR Generalist
Eileen McCallum, Events and Venues, promoted to Events & Venues Department Assistant Manager
David Berver, Events and Venues, promoted to PT Welcome Center Assistant Coordinator
Christopher Cash, Police Department, promoted to Police Officer
Matthew Collins, Police Department, promoted to Police Officer
William Ferrelli, Police Department, promoted to Police Captain
Ryan Fazekas, Police Department, promoted to Police Captain
Helen Burke, Police Department, promoted to Deputy Chief
Anthony Polo, Police Department, promoted to Police Officer
Michael Smalley, Police Department, promoted to Police Officer

VI. PUBLIC COMMENT

Mr. Louis Brown, 37 Posey Court, addressed Council regarding drainage concerns related to the apartment development on Buck Island Road. He stated that water had been pumped from the construction site onto his property, causing flooding. Although the pumping has stopped, he requested assurance that the issue will not recur and asked that future permits involving drainage prevent impacts to neighboring properties.

Mr. Brown also inquired about the replacement of a property corner marker that was moved during nearby construction.

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

There were no comments from members of Council.

VIII. WORKSHOP AGENDA ITEMS

1. Discussion and Direction of Proposed Amendment to Chapter 23, Unified Development Ordinance, Article 3 Application Process, regarding criteria for the demolition of non-contributing resources to the Old Town Bluffton Historic District - Kevin Icard - Director of Growth Management

Council received a presentation regarding a proposed amendment to Chapter 23 of the Unified Development Ordinance to streamline the demolition process for non-contributing structures within the Old Town Bluffton Historic District. The amendment would shift approval from the Historic Preservation Commission to an administrative site feature permit process to improve efficiency. Council expressed support and consensus to move the amendment forward through the formal review process.

2. Discussion and Direction on Proposed Amendment to Chapter 23, Unified Development Ordinance, Article 3 Application Process, regarding additional evaluation criteria for Contributing Resources to the Old Town Bluffton Historic District - Kevin Icard - Director of Growth Management

Council discussed potential amendments to evaluation criteria for contributing resources within the Old Town Bluffton Historic District, including consideration of a tiered classification system versus a weighted point system. Council expressed concerns about added complexity and indicated preference for further analysis, including development of a matrix outlining applicable criteria for existing contributing resources. Staff will refine the approach and return with additional information for further workshop discussion.

IX. PUBLIC HEARING & FINAL READING

X. FORMAL AGENDA ITEMS

1. Consideration of an Ordinance Amending the Town of Bluffton FY 2026 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds - First Reading - Natalie Majorkiewicz, Director of Finance

A motion was made by Councilmember Wood and seconded by Councilmember Burden to approve the first reading of an ordinance amending the Town of Bluffton FY 2026 Budget to provide for the expenditures of certain funds and to allocate sources of revenue for the said funds.

Town Council unanimously approved the first reading of this ordinance.

2. Approval to Authorize a Construction Contract with Nix Construction Co., Inc. for Site and Landscape Development of the Sarah Riley Hooks Cottage Project (Fiscal Impact: \$687,874.80) - Pat Rooney, Capital Improvement Program Manager

A motion was made by Councilmember Frazier and seconded by Councilmember Wood to authorize a construction contract with Nix Construction Co., Inc. for site and landscape

development of the Sarah Riley Hooks Cottage Project (Fiscal Impact: \$687,874.80) - Pat Rooney, Capital Improvement Program Manager

Town Council unanimously approved the authorization of this construction contract.

XI. CONSENT AGENDA ITEMS

A motion was made by Councilmember Wood and seconded by Councilmember Burden to accept the Consent Agenda as submitted.

Town Council unanimously agreed to the motion to accept as submitted.

- 1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
- 2. Town Manager Monthly Report

XII. EXECUTIVE SESSION

- 1. Discussions Relating to Proposed Land Acquisition in the Area within the Buckwalter PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])

A motion was made by Councilmember Wood and seconded by Councilmember Frazier to enter into Executive Session.

XIII. ACTION FROM EXECUTIVE SESSION

A motion was made by Councilmember Burden and seconded by Councilmember wood to approve a resolution authorizing the Town Manager to negotiate and sign a purchase and sales agreement for acquisition of the three adjacent lots (R610-022-000-013A-0000, R610-022-000-0035-0000, and R610-022-000-0049-0000) and all development rights associated with those lots, commonly known as the Willow Run tract, owned by Indian Hill Associates, LLC in the amount of \$11,000,000.

Town Council unanimously approved the authorization of the resolution.

XIV. ADJOURNMENT

A motion was made by Councilmember Wood and seconded by Councilmember Burden to adjourn the meeting at 6:37PM.

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

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



2026 Community Development Block Grant (CDBG)

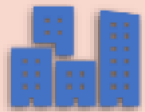
Program Year: April 1, 2026—March 31, 2027
Community and Economic Development

Strengthening People Strengthening Communities

CDBG Program Overview



The SC CDBG Program is designed to provide assistance to units of local government in improving economic opportunities and meeting community revitalization needs, particularly for persons of low and moderate income (LMI).



The CDBG program has been funded through the State since 1982 by the US Department of Housing and Urban Development (HUD) under Title I of the Housing Community Development Act of 1974 as amended (Title I).

The Annual allocation from HUD for the program is administered by the SC Department of Commerce – Division of Grant Administration.

SC has been allotted approximately \$20,158,365 in CDBG funds for 2026.

SC STATE CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

Section V. Item #8.

Draft 2026 Action Plan

Written comments on the plan can be submitted from **January 18, 2026-February 19, 2026, 5PM.**

Email: ehuff@sccommerce.com

Mail: Lisa Huff

SC Department of Commerce
Business Incentives & Grants Administration
1201 Main Street, Suite 1600
Columbia, SC 29201

GRANT PROGRAM CATEGORIES

There are three broad grant program categories:

- **Community Development**
- **Business Development**
- **Regional Planning**



The Community Development Program is further broken down into several subcategories to address infrastructure, community facilities, and neighborhood priorities as follows:

Community Development Program

COMMUNITY INFRASTRUCTURE

\$8,000,000 est.

APPLICATION REQUEST **March 20, 2026**
APPLICATION DEADLINE **April 20, 2026**

WATER

SEWER

DRAINAGE

ROADS

MINIMUM FUNDING AMOUNT - \$50,000

MAXIMUM FUNDING AMOUNT -
\$1,000,000 est.

LOCAL PRIORITIES \$2,000,000 est.

APPLICATION REQUEST **August 21, 2026**
APPLICATION DEADLINE **September 21, 2026**

ECONOMIC DEVELOPMENT

PUBLIC HEALTH & SAFETY, QUALITY OF
LIFE, AND SUSTAINABILITY

RESILIENCY AND NARROW THE DIGITAL
DIVIDE

MINIMUM FUNDING AMOUNT - \$50,000
MAXIMUM FUNDING AMOUNT - \$300,000

COMMUNITY ENRICHMENT

\$7,953,616 est.

APPLICATION REQUEST **August 21, 2026**
APPLICATION DEADLINE **September 21, 2026**

BROWNFIELD PROJECTS/DEMOLITION OBSOLETE
BUILDINGS

DOWNTOWN STREETScape IMPROVEMENTS*
PLANNING FOR REGIONAL INFRASTRUCTURE
(\$50,000 maximum)

LIBRARIES

PUBLICLY OWNED FACILITIES

TRANSPORTATION-ORIENTED PUBLIC FACILITIES

PUBLIC SAFETY FACILITIES/SERVICES

DEMOLITION VACANT, DILAPIDATED STRUCTURES
TO ADDRESS/SUPPORT CRIME PREVENTION

FIRE SUBSTATIONS OR FIRE TRUCKS

HEALTH CLINIC FACILITIES/EQUIPMENT

PUBLIC FACILITY MODIFICATIONS

NEW SIDEWALKS IN LMI AREAS

MINIMUM FUNDING AMOUNT - \$50,000
MAXIMUM FUNDING AMOUNT - \$750,000

Community Development Program

READY TO GO \$750,000

APPLICATION REQUEST ONGOING
APPLICATION DUE 30 DAYS AFTER REQUEST

**ACTIVITIES LISTED IN COMMUNITY
INFRASTRUCTURE & COMMUNITY
ENRICHMENT**

MINIMUM FUNDING AMOUNT - \$50,000
MAXIMUM FUNDING AMOUNT - \$500,000*
(*maximum waiver available)

NATIONAL OBJECTIVE

- **Benefit low-to-moderate income (“LMI”) Persons**
- **Aid in the prevention or elimination of slums or blight**
- **Meet other urgent community needs posing a serious threat to the health or welfare of the community**

10% MATCH REQUIREMENT FOR ALL PROJECTS

GRANT PROGRAM CATEGORIES

Business Development Program: \$250,000

This program provides financial resources for local governments to pursue opportunities that create new jobs, retain existing employment, stimulate private investment, and revitalize or facilitate the competitiveness of the local economy. Funding will be prioritized based on the following order:

1. New or expanding businesses tied to job creation
2. Area economic development activities not associated with job creation
3. New or expanding local businesses that provide essential goods and services in predominately LMI communities

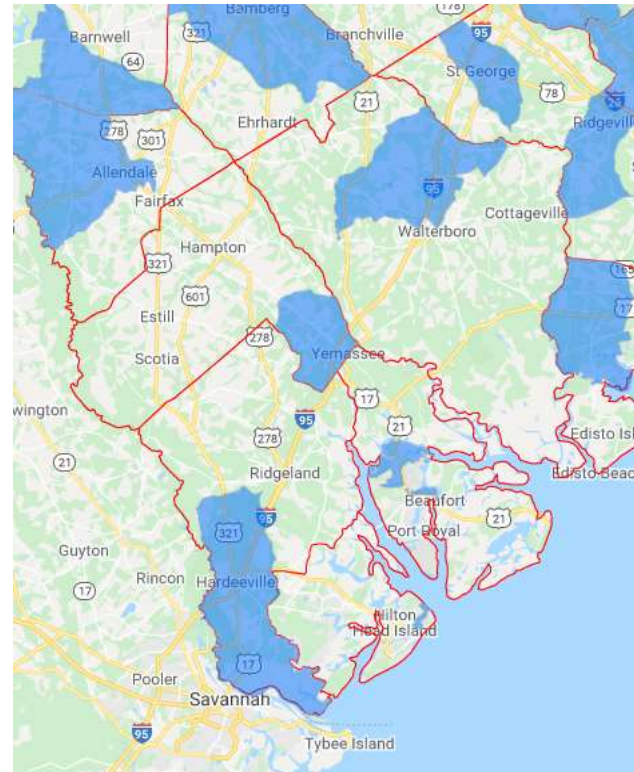
Regional Planning Program: \$500,000

This program is designed to provide CDBG funds to Councils of Governments to assist local governments in developing plans and building local community development capacity.

State TA & Admin: \$ 704,749

OPPORTUNITY ZONES

Projects located in Opportunity Zones will receive an additional 10 bonus points (scoppportunityzone.com)



PERFORMANCE THRESHOLD

A unit of local government can apply for an additional Community Development grant if it has no more than two open CDBG grants (excluding Business Development or Regional Planning grants).

However, the open grants must not have exceeded a **30-month grant period**.

PERFORMANCE THRESHOLD



No more than one Streetscape project.



No more than one Ready to Go project.



No more than one project for the same general target area/neighborhood open at the same time, unless the current project is under construction.

FAIR HOUSING IS THE LAW

Also, as a part of the requirements of the program, the locality is expected to undertake activities that promote Fair Housing. Title VIII of the Civil Rights of 1968 stipulates that we all have the right to be treated fairly regardless of our **race, color, religion, sex, disability, familial status, or national origin.**

- In the sale and rental of housing
- In residential real estate transactions
- In the provision of brokerage services
- If you believe that you have been a victim of discriminatory housing practices, you have avenues by which the matter can be investigated.



Beaufort County and Lowcountry Council of Governments are committed to Fair Housing.

- For more information contact LCOG at **(843) 473-3990.**

LMI QUALIFIED

County	Category	<u>1 Person</u>	<u>2 Person</u>	<u>3 Person</u>	<u>4 Person</u>	<u>5 Person</u>	<u>6 Person</u>	<u>7 Person</u>	<u>8 Person</u>
Beaufort County	80% Limits	\$61,700	\$70,500	\$79,300	\$88,100	\$95,150	\$102,200	\$109,250	\$116,300
Colleton County	80% Limits	\$38,100	\$43,550	\$49,000	\$54,400	\$58,800	\$63,150	\$67,500	\$71,850
Hampton County	80% Limits	\$38,100	\$43,550	\$49,000	\$54,400	\$58,800	\$63,150	\$67,500	\$71,850
Jasper County	80% Limits	\$42,600	\$48,650	\$54,750	\$60,800	\$65,700	\$70,550	\$75,400	\$80,300

2025 Income Limits effective June 1, 2025 (cdbgsc.com)

BEAUFORT COUNTY/ LOWCOUNTRY REGIONAL HOME CONSORTIUM

The Beaufort County/Lowcountry Regional HOME Consortium (LRHC) is comprised of the following counties: Beaufort, Colleton, Hampton, and Jasper and all 21 municipalities in the region.

BEAUFORT COUNTY/ LOWCOUNTRY REGIONAL HOME CONSORTIUM

TOP THREE OBJECTIVES:

**Rehabilitation of
substandard housing**

**Increase accessibility to
adequate and affordable
housing**

**Support the
development and
availability of safe,
decent, and affordable
housing**

BEAUFORT COUNTY/ LOWCOUNTRY REGIONAL HOME CONSORTIUM



Beaufort, Hampton, Colleton and Jasper Counties have areas that are in need of affordable housing, rehabilitation of substandard housing, and demolition of vacant/dilapidated houses.



As the housing stock ages, there becomes a greater need for rehabilitation of substandard houses and the number of vacant/dilapidated houses increases while increasing the number of persons at risk for homelessness.



Please give us a list of the priority housing needs for your area to be considered in our upcoming 2026-2027 Annual Action Plan to be submitted to HUD by April 30, 2026.



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

MEETING DATE:	March 10, 2026
PROJECT:	Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2026 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – Second & Final Reading
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM Director of Finance & Administration

RECOMMENDATION:

Town Council approve the proposed ordinance amending the FY 2026 budget by increasing the General Fund budget to \$38,322,427 to recognize a grant award and use of prior year fund balance, increasing the Capital Improvements Program Fund budget to \$42,120,585 to recognize transfers in for projects, and increasing the Debt Service Fund budget to \$11,049,670 for use of additional prior year fund balance.

BACKGROUND:

General Fund - This Budget Amendment includes an increase to the General Fund budget by \$176,300 to reflect

- Increase of \$50,000 in grant revenues from Beaufort-Jasper Housing Trust (BJHT) for the Neighborhood Assistance Program in Planning & Community Development.
- Increase of \$126,300 in prior year fund balance for the following:
 - \$5,500 increase for rate increase in legal services
 - \$60,800 increase in the Executive Department
 - \$10,800 for personnel changes
 - \$50,000 for master parks plan and study
 - \$60,000 increase to Transfers Out to Capital Improvements Program Fund for the Holly Hill Connector Project.

Local Hospitality Tax Fund – This budget amendment maintains the budget at \$8,938,984.

Local Accommodations Tax Fund – This budget amendment maintains the budget at \$2,820,487.

Stormwater Fund – This budget amendment maintains the budget at \$5,822,543.

Capital Improvements Program Fund (CIP) – This budget amendment includes an increase to the CIP budget by \$210,000

- Transfers In from General Fund increase by \$60,000 for the Holly Hill Connector Project
- Transfers In from Debt Service increase by \$150,000 for upfit and construction to The COVE

Debt Service Fund – This budget amendment increases the budget by \$150,000 in Transfers Out to the CIP Fund for The COVE.

ATTACHMENTS:

1. Ordinance
 - Attachment A: General Fund Budget
 - Attachment B: Local Hospitality Tax Fund Budget
 - Attachment C: Local Accommodations Tax Fund Budget
 - Attachment D: Stormwater Fund Budget
 - Attachment E: Capital Improvements Program Fund Budget
 - Attachment F: Debt Service Fund Budget
2. Council Motion Recommendation

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2026-
FISCAL YEAR 2026 BUDGET**

**TO AMEND THE BUDGET FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, FOR THE FISCAL YEAR
ENDING JUNE 30, 2026;
TO PROVIDE FOR THE EXPENDITURES OF CERTAIN FUNDS;
AND TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS.**

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, the Town Council did adopt the Budget Ordinance 2025-04 on June 10, 2025; and

WHEREAS, the Town Council did adopt Ordinance 2025-18 on October 14, 2025 amending the fiscal year 2026 budget; and

WHEREAS, pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to provide for budget appropriations for legal encumbrances and certain other commitments from the Fund Balance and other revenues of Fiscal Year 2026; and

WHEREAS, pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to provide for additional program appropriations from available FY2025 fund balance and increase the appropriated budget expenditures;

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL:

SECTION 1. AMENDMENT

The adopted fiscal year 2026 budget is amended to make the following changes and additions to the funds from prior year and to the projected revenue and expenditure accounts as follows:

General Fund

Revenues and Other Sources

Grants and Entitlements	\$ 50,000
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Transfers In	
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Prior Year Fund Balance	<u>126,300</u>
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Total Revenues and Other Sources	<u><u>\$ 176,300</u></u>
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General Fund (Cont.)

Expenditures and Other Uses

Expenditures

Executive	\$ 60,800
Planning & Community Development	50,000
Town Wide	5,500

Other Uses

Transfer Out to CIP	60,000
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Total Expenditures and Other Uses	<u>\$ 176,300</u>
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Capital Improvement Fund

Revenues and Other Sources

Transfers In

TIF	\$ 150,000
General Fund	60,000

Total Revenues and Other Sources	<u>\$ 210,000</u>
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Expenditures and Other Uses

Expenditures

E0001-Buckwalter Place Multi-County Commerce Park Phase 2	\$ 150,000
R0012-Hilly Hill Lane	60,000

Total Expenditures and Other Uses	<u>\$ 210,000</u>
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Debt Service Fund

Revenues and Other Sources

Transfers In

Prior Year Fund Balance	\$ 150,000
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Total Revenues and Other Sources	<u>\$ 150,000</u>
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Expenditures and Other Uses

Other Uses

Transfer Out to CIP	\$ 150,000
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Total Expenditures and Other Uses	<u>\$ 150,000</u>
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The effect of this amendment will be to increase the General Fund to \$38,322,427 (Attachment A), to maintain the Local Hospitality Tax at \$8,938,984 (Attachment B), to maintain the Local Accommodations Tax Fund at \$2,820,487 (Attachment C), to maintain the Stormwater Fund budget at \$5,822,543 (Attachment D), to increase the Capital Improvements Program Fund budget to \$42,120,585 (Attachment E), and to increase the Debt Service Fund budget to \$11,049,670 (Attachment F), for a total Consolidated Budget of \$109,074,696.

SECTION 2. SEVERABILITY

If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. EFFECTIVE DATE

This Ordinance shall be effective upon its enactment by the Town Council for the Town of Bluffton.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS _____ DAY OF _____, 2026.

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

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

Attachments:

- A. General Fund Budget
- B. Local Hospitality Tax Fund Budget
- C. Local Accommodations Tax Fund Budget
- D. Stormwater Utility Fund Budget
- E. Capital Improvements Program Fund Budget
- F. Debt Service Fund Budget

First Reading: February 10, 2026

Second and Final Reading: March 10, 2026



**Town of Bluffton
General Fund Budget**

Section X. Item #1.

	Adopted FY 2026 Budget	Budget Amendment #1	Budget Amendment #2	Proposed FY 2026 Budget
Revenues				
Property Taxes	\$ 11,203,000	\$ -	\$ -	\$ 11,203,000
Licenses & Permits				
Business Licenses	4,163,400	-	-	4,163,400
Franchise Fees	3,358,000	-	-	3,358,000
MASC Insurance Tax Collection	4,697,000	-	-	4,697,000
MASC Telecommunications	48,000	-	-	48,000
Building Safety Permits	1,704,259	-	-	1,704,259
Application Fees	60,000	-	-	60,000
Total Licenses & Permits	14,030,659	-	-	14,030,659
Grants and Entitlements	1,222,000	204,460	50,000	1,476,460
Intergovernmental	484,688	-	-	484,688
Service Revenues	748,000	-	-	748,000
Fines & Fees	115,000	-	-	115,000
Interest Income	300,000	-	-	300,000
Miscellaneous Revenues	703,472	-	-	703,472
Total Revenues	28,806,819	204,460	50,000	29,061,279
Other Financing Sources				
Transfers In				
Hospitality Tax	3,241,133	-	-	3,241,133
Capital Improvements Program Fund	-	-	-	-
Local Accommodations Tax	533,489	-	-	533,489
State Accommodations Tax	79,894	-	-	79,894
Stormwater Utility Fund	465,411	-	-	465,411
General Fund Prior Year Fund Balance	3,538,324	65,913	126,300	3,730,537
General Fund PYFB-ARPA	-	-	-	-
General Fund PYFB-Capital Asset Reserve	1,210,684	-	-	1,210,684
General Fund PYFB-Tree Remediation	-	-	-	-
Total Transfers In	9,068,935	65,913	126,300	9,261,148
Total Other Financing Sources & Transfers In	9,068,935	65,913	126,300	9,261,148
Total Revenues and Other Financing Sources	\$ 37,875,754	\$ 270,373	\$ 176,300	\$ 38,322,427
Expenditures				
Building Safety	\$ 1,080,427	\$ -	\$ -	\$ 1,080,427
Communications	475,221	10,000	-	485,221
Customer Service	284,031	-	-	284,031
Economic Development: DRCI	486,487	-	-	486,487
Events & Venues	857,561	-	-	857,561
Executive	1,939,114	-	60,800	1,999,914
Finance & Administration	1,321,174	-	-	1,321,174
Human Resources	674,325	10,821	-	685,146
Information Technology	2,340,924	85,403	-	2,426,327
Municipal Court	518,706	-	-	518,706
Municipal Judges	110,869	-	-	110,869
Planning & Community Development	1,848,467	-	50,000	1,898,467
Police	11,667,343	124,960	-	11,792,303
Project Management	851,165	13,839	-	865,004
Public Services	3,709,207	2,295	-	3,711,502
Town Council	250,710	-	-	250,710
Town Wide	4,388,362	-	5,500	4,393,862
Total Expenditures	32,804,093	247,318	116,300	33,167,711
Other Funding Uses				
Contribution to Fund Balance	-	-	-	-
Transfers Out to Capital Improvements Program Fund	5,071,661	23,055	60,000	5,154,716
Total Other Funding Uses	5,071,661	23,055	60,000	5,154,716
Total Expenditures and Other Funding Uses	\$ 37,875,754	\$ 270,373	\$ 176,300	\$ 38,322,427



**Town of Bluffton
Local Hospitality Tax Fund Fund
Special Revenue**

Section X. Item #1.

	Adopted FY 2026 Budget	Budget Amendment #1	Budget Amendment #2	Proposed FY 2026 Budget
Revenues				
Taxes	\$ 4,161,955	\$ -	\$ -	\$ 4,161,955
Interest Income	100,000	-	-	100,000
Total Revenues	4,261,955	-	-	4,261,955
Other Financing Sources				
Transfers In				
Prior Year Fund Balance	3,749,186	927,843	-	4,677,029
Total Other Financing Sources & Transfers In	3,749,186	927,843	-	4,677,029
Total Revenues and Other Financing Sources	\$ 8,011,141	\$ 927,843	\$ -	\$ 8,938,984
Expenditures				
Other Funding Uses				
Transfer to Capital Improvements Project Fund	\$ 4,770,008	\$ 927,843	\$ -	\$ 5,697,851
Transfer to General Fund	3,241,133	-	-	3,241,133
Total Transfers	8,011,141	927,843	-	8,938,984
Total Expenditures and Other Funding Uses	\$ 8,011,141	\$ 927,843	\$ -	\$ 8,938,984



Town of Bluffton
Local Accommodations Tax Fund Fund
Special Revenue

Section X. Item #1.

	Adopted FY 2026 Budget	Budget Amendment #1	Budget Amendment #2	Proposed FY 2026 Budget
Revenues				
Taxes	\$ 1,297,792	\$ -	\$ -	\$ 1,297,792
Interest Income	25,000	-	-	25,000
Total Revenues	1,322,792	-	-	1,322,792
Other Financing Sources				
Transfers In	-	-	-	-
Prior Year Fund Balance	890,927	606,768	-	1,497,695
Total Other Financing Sources & Transfers In	890,927	606,768	-	1,497,695
Total Revenues and Other Financing Sources	\$ 2,213,719	\$ 606,768	\$ -	\$ 2,820,487
Expenditures				
Other Funding Uses				
Transfer to Capital Improvements Project Fund	\$ 1,680,230	\$ 606,768	\$ -	\$ 2,286,998
Transfer to General Fund	533,489	-	-	533,489
Total Transfers	2,213,719	606,768	-	2,820,487
Total Expenditures and Other Funding Uses	\$ 2,213,719	\$ 606,768	\$ -	\$ 2,820,487



**Town of Bluffton
Stormwater Fund Budget**

Section X. Item #1.

	Adopted FY 2026 Budget	Budget Amendment #1	Budget Amendment #2	Proposed FY 2026 Budget
Revenues				
Stormwater Utility Fee	\$ 2,267,492	\$ -	\$ -	\$ 2,267,492
Licenses & Permits				
NPDES Plan Review and Inspection Fee	400,000	-	-	400,000
Total Licenses & Permits	400,000	-	-	400,000
Grants and Entitlements	-	287,625	-	287,625
Intergovernmental	-	-	-	-
Service Revenues	-	-	-	-
Fines & Fees	-	-	-	-
Interest Income	-	-	-	-
Miscellaneous Revenues	-	-	-	-
Total Revenues	2,667,492	287,625	-	2,955,117
Other Financing Sources				
Transfers In	-	-	-	-
Prior Year Fund Balance	2,522,840	344,586	-	2,867,426
Total Other Financing Sources & Transfers In	2,522,840	344,586	-	2,867,426
Total Revenues and Other Financing Sources	\$ 5,190,332	\$ 632,211	\$ -	\$ 5,822,543
Expenditures				
Watershed Management	\$ 4,078,899	\$ 495,711	\$ -	\$ 4,574,610
Total Expenditures	4,078,899	495,711	-	4,574,610
Other Funding Uses				
Contribution to Fund Balance	-	-	-	-
Transfers Out to Capital Improvements Program Fund	353,222	136,500	-	489,722
Transfers Out to General Fund	465,411	-	-	465,411
Transfer to Debt Service	292,800	-	-	292,800
Total Other Funding Uses	1,111,433	136,500	-	1,247,933
Total Expenditures and Other Funding Uses	\$ 5,190,332	\$ 632,211	\$ -	\$ 5,822,543



Town of Bluffton
Capital Improvements Project Fund

Section X. Item #1.

	Adopted FY 2026 Budget	Budget Amendment #1	Budget Amendment #2	Proposed FY 2026 Budget
Revenues				
Licenses & Permits	\$ 317,000	\$ -	\$ -	\$ 317,000
Grants and Entitlements	1,244,816	-	-	1,244,816
Intergovernmental	-	4,422,990	\$ -	4,422,990
Service Revenues	-	-	-	-
Fines & Fees	-	-	-	-
Interest Income	-	-	-	-
Miscellaneous Revenues	-	-	-	-
Total Revenues	1,561,816	4,422,990	-	5,984,806
Other Financing Sources				
Transfers In	-	-	-	-
Hospitality Tax	4,770,008	927,843	-	5,697,851
Local Accommodations Tax	1,680,230	606,768	-	2,286,998
State Accommodations Tax	164,681	-	-	164,681
Stormwater Utility Tax	353,222	136,500	-	489,722
TIF	8,598,281	56,625	150,000	8,804,906
General Fund	5,071,661	23,055	60,000	5,154,716
General Fund-ARPA	-	-	-	-
CIP Fund Balance	11,187,624	2,349,281	-	13,536,905
Total Other Financing Sources & Transfers In	31,825,707	4,100,072	210,000	36,135,779
Total Revenues and Other Financing Sources	\$ 33,387,523	\$ 8,523,062	\$ 210,000	\$ 42,120,585
Expenditures				
Economic Development Projects	\$ 1,514,455	\$ (661,369)	\$ 150,000	\$ 1,003,086
Facilities Projects	1,868,850	1,596,586	-	3,465,436
Housing Projects	740,816	489,580	-	1,230,396
Information Technology Infrastructure Projects	174,200	26,712	-	200,912
Land Acquisition	9,709,302	3,960,000	-	13,669,302
Park Projects	8,621,648	(333,724)	-	8,287,924
Road Projects	4,766,215	943,200	60,000	5,769,415
Stormwater and Sewer Projects	5,675,037	2,502,077	-	8,177,114
Total Expenditures	33,070,523	8,523,062	210,000	41,803,585
Other Funding Uses				
Transfer to General Fund	-	-	-	-
Contribution to Fund Balance	317,000	-	-	317,000
Total Transfers	317,000	-	-	317,000
Total Expenditures and Other Funding Uses	\$ 33,387,523	\$ 8,523,062	\$ 210,000	\$ 42,120,585



**Town of Bluffton
Debt Service Fund Budget**

Section X. Item #1.

	Adopted FY 2026 Budget	Budget Amendment #1	Budget Amendment #2	Proposed FY 2026 Budget
Revenues				
Property Taxes				
Real & Personal Property Tax (TIF)	\$ 4,744,142	\$ -	\$ -	\$ 4,744,142
GO Bond Debt Service Property Tax	577,005	-	-	577,005
Total Property Tax	5,321,147	-	-	5,321,147
Licenses & Permits				
Municipal Improvement District Fee	390,970	-	-	390,970
Interest Income				
	50,000	-	-	50,000
Total Revenues	5,762,117	-	-	5,762,117
Other Financing Sources				
Stormwater Utility Fund	292,800	-	-	292,800
Prior Year Fund Balance	4,788,128	56,625	150,000	4,994,753
Total Other Financing Sources	5,080,928	56,625	150,000	5,287,553
Total Revenues and Other Financing Sources	\$ 10,843,045	\$ 56,625	\$ 150,000	\$ 11,049,670
Expenditures				
Series 2014 TIF Bonds Debt Service				
Principal	\$ 919,815	\$ -	\$ -	\$ 919,815
Interest	11,866	-	-	11,866
Series 2022 TIF Bonds Debt Service				
Principal	338,887	-	-	338,887
Interest	302,046	-	-	302,046
Series 2020 GO Bonds Debt Service				
Principal	270,000	-	-	270,000
Interest	109,300	-	-	109,300
Series 2020A GO Bonds Debt Service (Projects)				
Principal	170,000	-	-	170,000
Interest	122,800	-	-	122,800
Miscellaneous				
	50	-	-	50
Total Expenditures	2,244,764	-	-	2,244,764
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	8,598,281	56,625	150,000	8,804,906
Total Other Funding Uses	8,598,281	56,625	150,000	8,804,906
Total Expenditures and Other Funding Uses	\$ 10,843,045	\$ 56,625	\$ 150,000	\$ 11,049,670

Council Motion Recommendation

Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2026 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds – Second & Final Reading

“I move to approve the First Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2026 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds.”

TOWN COUNCIL



STAFF REPORT
Executive Department

MEETING DATE:	March 10, 2026
PROJECT:	Resolution Expressing Support of the University of South Carolina Beaufort Sand Shark 20/20 Project Creating a Multi-Purpose Arena and Sports Complex
PROJECT MANAGER:	Paul Arvantides, CEO Don Ryan Center for Innovation

REQUEST

Adoption of a resolution expressing formal support for the Sand Shark 20/20 Project at the University of South Carolina Beaufort (USCB) Bluffton Campus.

BACKGROUND

The University of South Carolina Beaufort (USCB) became a four-year university in 2004 and has since grown into a significant educational, cultural, and economic institution serving the Lowcountry region. As part of its long-term campus and community development strategy, USCB has advanced the Sand Shark 20/20 Project, a comprehensive, multi-phase initiative focused on expanding campus infrastructure and enhancing regional amenities.

Phase 1 of the Sand Shark 20/20 Project includes development of a multi-purpose arena and sports park facilities. This phase is supported by approximately \$47 million in state-allocated funding and represents a substantial public investment in higher education, athletics, community events, and emergency preparedness for the region.

PROJECT DESCRIPTION

Phase 1 of the Sand Shark 20/20 Project includes:

- A multi-purpose arena with seating for more than 4,000 spectators, designed to accommodate collegiate athletics, commencements, concerts, conferences, trade shows, and emergency management operations.
- A sports park featuring baseball, softball, and track and field facilities, addressing current limitations that require student-athletes to utilize off-campus venues.

The project is planned to integrate with surrounding parks, transportation infrastructure, and future pedestrian connections, reinforcing coordinated regional planning efforts.

ANALYSIS

The Sand Shark 20/20 Project is anticipated to provide significant benefits to the Town of Bluffton and the surrounding region, including:

- Enhanced educational and athletic opportunities at USCB;

- Increased tourism and visitor activity;
- Expanded economic activity and local tax base growth;
- Opportunities for private investment such as hotels and supporting commercial development;
- Professional talent retention;
- Improved emergency preparedness.

The resolution does not commit the Town to financial participation and serves as a formal statement of support.

The project aligns with the Town's Comprehensive Plan goals related to regional cooperation, economic development, cultural and recreational amenities, and long-term resiliency.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution of Support for the Sand Shark 20/20 Project.

ATTACHMENTS:

1. Resolution
2. Proposed Motion

RESOLUTION NO. 2026-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, EXPRESSING FORMAL SUPPORT FOR THE SAND SHARK 20/20 PROJECT AT THE UNIVERSITY OF SOUTH CAROLINA BEAUFORT BLUFFTON CAMPUS

WHEREAS, the University of South Carolina Beaufort (USCB) has demonstrated significant growth since becoming a four-year university in 2004 and serves as an important educational, cultural, and economic anchor for the Lowcountry region; and

WHEREAS, the Sand Shark 20/20 Project is a comprehensive, multi-phase initiative designed to enhance USCB's Bluffton campus infrastructure while strengthening regional economic development, quality of life, and community engagement; and

WHEREAS, Phase 1 of the Sand Shark 20/20 Project includes a multi-purpose arena and sports park facilities supported by approximately \$47 million in state-allocated funding, representing a substantial public investment in the region's future; and

WHEREAS, the proposed multi-purpose arena will provide seating for more than 4,000 spectators and is designed to accommodate a wide range of uses including collegiate athletics, graduations, concerts, conferences, trade shows, and emergency management operations; and

WHEREAS, the sports park component of the project will include baseball, softball, and track and field facilities, addressing current limitations that require student-athletes to practice and compete off-campus and improving the ability of USCB to host collegiate and regional athletic events; and

WHEREAS, the Sand Shark 20/20 Project is expected to generate significant regional benefits, including increased tourism, expanded economic activity, enhanced tax base growth, and new opportunities for private investment such as hotels and supporting commercial development; and

WHEREAS, the project is planned to integrate with surrounding parks, transportation infrastructure, and future pedestrian connections, reinforcing coordinated regional planning and long-term growth objectives; and

WHEREAS, the Town of Bluffton recognizes the importance of strong partnerships among counties, municipalities, educational institutions, and the State of South Carolina in advancing projects that promote economic vitality, public safety, recreation, and community well-being; and

WHEREAS, the Town Council of the Town of Bluffton finds that the Sand Shark 20/20 Project aligns with the Town's strategic goals related to economic development, regional collaboration, and enhancement of cultural and recreational amenities for residents and visitors alike.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, THAT:

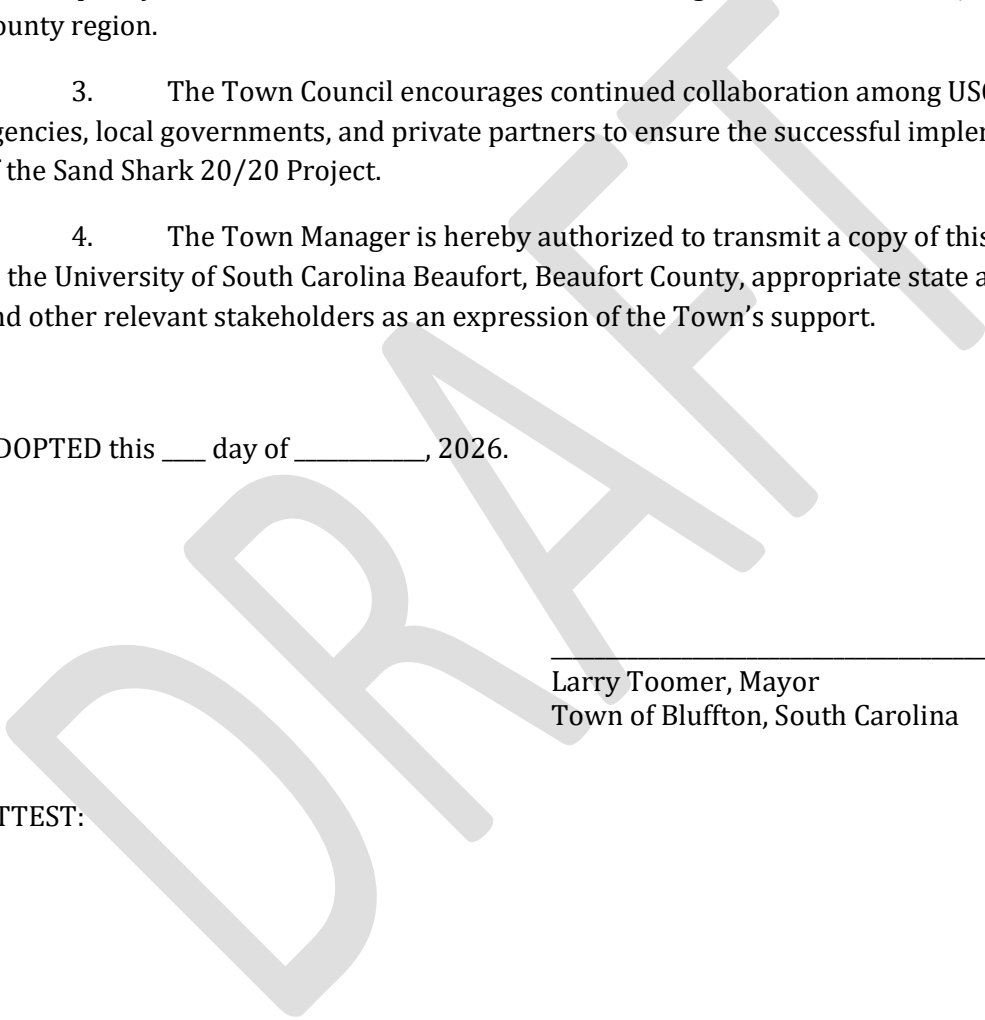
1. The Town Council hereby expresses its formal support for the Sand Shark 20/20 Project at the University of South Carolina Beaufort Bluffton Campus, including Phase 1 development of the multi-purpose arena and associated sports facilities.

2. The Town Council acknowledges the anticipated positive impacts of the project on education, economic development, tourism, emergency preparedness, and overall quality of life within the Town of Bluffton and the greater Beaufort and Jasper County region.

3. The Town Council encourages continued collaboration among USCB, state agencies, local governments, and private partners to ensure the successful implementation of the Sand Shark 20/20 Project.

4. The Town Manager is hereby authorized to transmit a copy of this resolution to the University of South Carolina Beaufort, Beaufort County, appropriate state agencies, and other relevant stakeholders as an expression of the Town's support.

ADOPTED this ___ day of _____, 2026.



Larry Toomer, Mayor
Town of Bluffton, South Carolina

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

**Attachment 2
Proposed Motion**

**Resolution Expressing Support of the University of South Carolina Beaufort Sand Shark 20/20 Project
Creating a Multi-Purpose Arena and Sports Complex.**

Proposed Motion

“I move to approve the resolution of support for the USCB Bluffton campus Sand Shark 20/20 Project, creating a multi-purpose arena and sports complex.”

TOWN COUNCIL



STAFF REPORT
Finance & Administration Department

MEETING DATE:	March 10, 2026
PROJECT:	Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2025
PROJECT MANAGER:	Shannon Milroy, Budget & Procurement Manager

REQUEST:

Town Staff requests Town Council to consider the Accommodations Tax Advisory Committee’s (ATAC) recommendations for grant awards as presented below:

Requesting Organization	Amount Requested	Amount Recommended
The Rotary Club of Bluffton: 2026 Mayfest Weekend	\$ 25,000	\$ 25,000
Beaufort Water Search and Rescue: Replacement of Boat	20,000	0
Total for Quarter Ending September 30, 2025	\$ 45,000	\$ 25,000

BACKGROUND:

In accordance with the grant process, the Accommodations Tax Advisory Committee (ATAC) held a meeting on February 17, 2026 to review the quarterly applications. There were two (2) applications to review and make recommendations of funding to Town Council.

Funds Currently Available for Distribution:

When comparing the State Accommodations Tax collections for the quarter ending December 2025 to the same quarter of last year, the revenues decreased \$23,534 or approximately 8.1%.

Total estimated State Accommodations Tax funds currently available for distribution are \$346,809 as outlined in the following chart:

State ATAX	
Remaining from Previous Quarters	\$ 213,831
2 nd Quarter Revenue	265,955
First \$25k to General Fund*	-
5% to General Fund	(13,298)
30% to DMO	(79,786)
15% to Town of Bluffton – Housing	(39,893)
Lapsed Grants	-
Total State ATAX Funds Remaining for Distribution	\$ 346,809

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

Funds Requested for Distribution:

□ **The Rotary Club of Bluffton requests \$25,000 to support advertising and promotion, facilities, security and transportation for the 2026 Mayfest event.**

- This will be the 47th annual Mayfest event
- Mayfest is a one-day festival held the Saturday of Mother’s Day weekend each year from 10 a.m. – 5 p.m. This year, the event will be held on May 9 in Old Town.
- Tourists comprised 35% of the 2025 Mayfest attendees
- This request is approximately 40% of the event’s \$61,800 budget
 - Additional revenue is anticipated from merchandise and alcohol sales, vendor fees, sponsorships and the value of in-kind contributions
- Eligible “tourism-related expenditures” include:
 - “Advertising and Promotion of Tourism” budgeted at \$15,2000 for newspaper, magazine, radio and television ads as well as posters/banners/signage, HHI/Bluffton Chamber of Commerce Vacation Planner and graphic design of ads.
 - Rental of venue, tables, chairs, stages, tents, and portable/temporary restrooms budgeted at \$11,000 under the “Facilities for Civic and Cultural Events” and “Public Facilities” categories.
 - Security budgeted at \$4,000.
 - “Tourist Transportation” to provide shuttles for attendees budgeted at \$6,000.

The committee voted unanimously to recommend a total award of \$25,000 presented in the chart below:

2026 Mayfest Event	Total Budget		Recommended ATAX Grant (approx. 40% of project budget)
Advertising and Promotion of Tourism:	\$ 15,200		\$ 15,000
Facilities for Civic and Cultural Events:	6,000		5,000
Public Facilities:	5,000	*	2,500
Municipality and County Services:	4,000	*	1,500
Tourist Transportation:	6,000	*	1,000
Project Expenses:	25,599.88		N/A
Total	\$ 61,799.88		\$ 25,000

* Based on percentage directly related to tourist attendance N/A – Not Applicable

□ Beaufort Water Search and Rescue requests \$20,000 for the purchase of a replacement boat used for water rescue services and water related event patrols.

- The boat would be stored at the Bluffton Township Fire District Station 30 located at 199 Burnt Church Road and dedicated to the Bluffton area to be used to conduct search and recovery in waterways under the direction of Beaufort County Emergency Management.
- The request is for 50% of the estimated \$40,000 cost for the replacement boat
 - Fundraising events, grants, individual donations and their county stipend will be utilized for the ongoing maintenance

The committee voted unanimously to not recommend an award to Town Council.

Purchase of Replacement Boat	Total Budget		Recommended ATAX Grant
Advertising and Promotion of Tourism:	\$ -		\$ -
Facilities for Civic and Cultural Events:	40,000		0
Public Facilities:	-	*	-
Municipality and County Services:	-	*	-
Tourist Transportation:	-	*	-
Project Expenses:	-		N/A
Total	\$ 40,000		\$ 0

* Based on percentage directly related to tourist attendance N/A – Not Applicable

NEXT STEPS:

Town Staff will notify organizations of award amount and requirements.

SUMMARY:

Below are the applications received for quarter ending December 31, 2025 and ATAC’s recommendation for each:

Requesting Organization	Amount Requested	Amount Recommended
The Rotary Club of Bluffton: 2026 Mayfest Weekend	\$ 25,000	\$ 25,000
Beaufort Water Search and Rescue: Replacement of Boat	20,000	0
Total for Quarter Ending September 30, 2025	\$ 45,000	\$ 25,000

ATTACHMENTS:

1. ATAC draft meeting minutes from February 17, 2026
2. The Rotary Club of Bluffton: 2026 Mayfest Weekend Grant Application
3. The Rotary Club of Bluffton: 2026 Mayfest Weekend ATAC Staff Report and Scoring Sheet
4. Beaufort Water Search and Rescue: Replacement of Boat Grant Application
5. Beaufort Water Search and Rescue: Replacement of Boat ATAC Staff Report and Scoring Sheet
6. Previously Funded Grant Listing
7. Recommended Motions

Accommodation Tax Advisory Committee Meeting

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

February 17, 2026

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

Garibaldi called the meeting to order at 6:01 p.m.

II. ROLL CALL

PRESENT

Nate Pringle
Ellen Shumaker
Scott Thrasher
Michael Garibaldi

ABSENT

Chairperson Christy Parker
Vice Chair Sam Britt
Jean Wilson

III. SPECIAL ELECTION

Due to the Chair and Vice-Chair being absent, there was a special election for Chairperson. Shumaker motioned to nominate Garibaldi as Chair for the February 17, 2026 meeting. Seconded by Thrasher. Voting Yea: Pringle, Shumaker, Thrasher; Abstaining: Garibaldi

The motion passed.

IV. ADOPTION OF MINUTES

1. Meeting Minutes of November 18, 2025

Motion made by Pringle to adopt minutes as drafted. Seconded by Shumaker.
Voting Yea: Pringle, Shumaker, Thrasher, Garibaldi

V. PUBLIC COMMENT

Mr. Alan Jordan of the Hilton Head Symphony Orchestra addressed ATAC regarding the requirement of a specific tagline be used for ATAX funded television and radio commercials. He requested a revised and shortened audio tagline be considered.

VI. FINANCIAL REPORT

Shannon Milroy, Budget & Procurement Manager, reported 2nd Quarter Fiscal Year 2026 collections of \$265,955 down slightly from the same quarter last fiscal year. Two applications for funding were received this quarter totaling \$45,000 in requests; there is \$346,809 available for distribution.

VII. OLD BUSINESS

VIII. NEW BUSINESS

1. Grant Application Q&A: The Rotary Club of Bluffton

Motion to recommend award of \$25,000 to Town Council made by Shumaker, Seconded by Thrasher.

Voting Yea: Pringle, Shumaker, Thrasher, Garibaldi

2. Grant Application Q&A: Beaufort Water Search & Rescue

Motion to not recommend an award to Town Council made by Thrasher, Seconded by Shumaker.

Voting Yea: Pringle, Shumaker, Thrasher, Garibaldi

IX. DISCUSSION

X. ADJOURNMENT

Motion to adjourn made by Shumaker, Seconded by Thrasher. Voting Yea: Pringle, Shumaker, Thrasher, Garibaldi

Meeting adjourned at 6:20 p.m.

DRAFT

Bullock, Jeremy

From: noreply@civicplus.com
Sent: Monday, December 29, 2025 2:31 PM
To: ATax Communications
Subject: Online Form Submittal: Accommodations Tax Grant Application

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

Accommodations Tax Grant Application

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Accommodations Tax Grant Application Instructions [Accommodations Tax Grant Application Instructions](#)

Accommodations Tax Grant Application Instructions I have read and acknowledged the Town of Bluffton, SC Accommodations Tax Grant Application Instructions.

(Section Break)

Application Date 12/30/2025

Project Name MAYFEST WEEKEND IN BLUFFTON

Project/Event Location BLUFFTON

Is this a new project or event? No

Project/Event Start Date: 5/8/2026

Project/Event End Date 5/11/2026

Multi-Year Project/Event? No

Total Project Costs	59,000
Total ATAX Funds Requested	25,000
Percent of Total Budget	42%
Date the funds are needed:	3/2/2026
Full Legal Organization Name	THE ROTARY CLUB OF BLUFFTON
Address	PO BOX 142
Street Address Line 2	<i>Field not completed.</i>
City	BLUFFTON
State	SC
Zip Code	29910
Applicant must be designated as a non-profit entity to receive ATAX funds. Is your entity a non-profit organization?	Yes

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Organization Primary Point of Contact

First Name	MARY
Last Name	O'Neill
Title	VICE PRESIDENT
Phone Number	843 304-1382
E-mail Address	maryaoneill6@aol.com

(Section Break)

Organization Secondary Point of Contact

First Name	CHARLIE
------------	---------

Last Name	WETMORE
Title	PRESIDENT
Phone Number	912-228 -0002
E-mail Address	charliewetmore3@gmail.com

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description: Quirky, eclectic, different, unique are all descriptors that have been associated with this town and it then decided to be celebrated with the conception of the Bluffton Village Festival/ Mayfest. Forty six years ago, Babbie Guscio, a unique individual herself, came up with the idea to have a festival to celebrate the people of Bluffton and a place where children could experience the beauty and talents unique to this area. To embrace and support the arts, a get together of culture in Bluffton complete with fabulous foods, ugly dogs, music, crafts and art.

As former mayor Emmett McCracken, reports “Now folks come from our of state and from all over, which speaks to the success the festival has gained over the years.”

The festival’s success, originating with Babbie Guscio and now since 2009 continues due to the work, dedication and efforts of the Rotary Club of Bluffton. And the hard work certainly pays off, as the event grows in popularity from year to year. Even though there are vendors and commercial sponsors, the festival is the antithesis of a commercialized fair. Bluffton Mayfest, an annual tradition held the Saturday before Mother’s Day from 10 a.m. to 5 p.m. in Old Town, exudes a laid-back attitude and a unique local flavor that exists only in that “Bluffton State of Mind.”

It’s the perfect addition to your Lowcountry Mother’s Day Weekend! And that is our exact message to our out-of-town visitors: Celebrate Mom with a Lowcountry weekend – enjoy our fine restaurants, take a boat excursion on the May River, visit the Heyward House to glean our history, shop our interesting boutiques and galleries, stay in our unique inns or guest rentals and experience Mayfest at its finest.

List any required permits, if applicable. If none, type “N/A”:	ABL AND TENT PERMIT
Describe all planned advertising and	Since its inception, Mayfest has been selling what Bluffton has to offer -art, culture, history and all located on the beautiful May

marketing for this project/event:

River. By branding Mayfest as part of a Mother's Day weekend, tourists should want to include it in their itinerary. To accomplish this our marketing will include out of town advertising and hopefully our town will benefit from the uptake in tourist numbers and dollars.

Please list all media outlets you intend to utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):

WTOC: 28 .30 TV commercials on WTOC morning and evening news, CBS morning news and Bounce programming.
 Radio: 107.9: and 106.9
 The Vacation Planner, designed and mailed by the Hilton Head Island- Bluffton Chamber to over 140,000 people including the digital component.

LOCAL
 • Celebrate Magazine's monthly circulation helps us reach tourists staying in Hilton Head Island vacation spots
 17,000 included in Visitor Check In Packages to Hotels, Short term rentals and Timeshare companies; 15,000 in Magazine Stands located in high traffic areas - May 2024 issue

Local life

City Sun (23,000 Households)- 4/16 and 5/07 Bluffton Sun; 5/08 Hilton Head Sun

Social Media posts

All advertising/marketing paid for with Town of Bluffton Accommodations Tax dollars must incorporate the branding shown here: **Town of Bluffton Brand Standards. The use of the Town's logo must meet the design standards outlined at the aforementioned link and be approved by the Town. Designs may be submitted electronically using this [link](#). Please allow five (5) business days for approval.**

Impact on or Benefit to Tourism:

Since its inception, Mayfest has been selling what Bluffton has to offer -art, culture, history and all located on the beautiful May River. By branding Mayfest as part of a Mother's Day weekend,

tourists included it in their itinerary. To accomplish this our marketing will include out of town advertising with HH Bluffton Chamber, radio, tv, social media, newsletter to out of towners and print ads and hopefully our town will benefit from the uptake in tourist numbers. Last year 35% of attendees were tourists and even though Rotary's income was down due to the festival only lasting 2 hours they stuck around after the storm passed and shopped. Unfortunately, at the time of the festival an emergency plan was not in place so therefore when the storm hit the festival was called rather than paused. Since within the next 2 hours the weather turned sunny the local retailers benefited tremendously due to the tourists that had come.

“Tourist” means a person who does not reside within the corporate limits of the Town or within a Town zip code that takes a trip into the corporate limits of the Town for any purpose, except daily commuting to and from work.

“Travel” and “Tourism” mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work.

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

To download the Town’s required Line-Item Budget Form, click here: [https://www.townofbluffton.sc.gov/DocumentCenter/View/4295/ATA X-Grant-Application-Line-Item-Budget-Form](https://www.townofbluffton.sc.gov/DocumentCenter/View/4295/ATA-X-Grant-Application-Line-Item-Budget-Form)

Download and save the form and hit "Back" in your web browser to return to the application. Once the form is completed, attach it on the following line.

Town’s required Line-Item Budget Form:	ATAX Grant Application Line-Item Budget 202410070635418371.pdf MAYFEST 2026.pdf
--	---

Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement	BRC P AND L July 1 2025 - Nov 30 2025 .pdf
--	--

Financial Guarantee [July BOD minutes.pdf](#)

Applicant must provide a copy of official minutes wherein the sponsoring organization approves the project and commits the organization to financial responsibility for carrying it out to the stage of completion.

Please attach Budget vs. Actual statements for prior two years events. [Rotary 2024-2025 budget and actuals.pdf](#)

Please attach Budget vs. Actual statements for prior two years events. [Mayfest 2025 budget and actuals.pdf](#)

(Section Break)

Have you requested, received, or been awarded ATAX funding from other state or local entities for this project/event? No

Have you received or been awarded ATAX funding from other state or local entities for any other project/event? No

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

PRIOR RECIPIENT'S REPORT

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information.

If you have not received ATAX funding from the Town of Bluffton, please answer "No" and skip this section, and sign and submit your application.

Has your organization previously received ATAX funds from the Town of Bluffton? Yes

Project/Event Name	MAYFEST WEEKEND IN BLUFFTON
Year Awarded	2025
Amount Awarded	24000
Was a final report submitted?	Yes
What was the total number of tourists?	700
What was the percentage of tourists?	35%

(Section Break)

Please attach a copy of your organization's IRS Designation Letter showing your non-profit status . [1958_IRS_letter.pdf](#)

Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants. [business license rotary 2025-26.pdf](#)

Additional Application Documents [BRC BAL SHEET 11-30-25.pdf](#)

Additional Application Documents *Field not completed.*

Additional Application Documents *Field not completed.*

Additional Application Documents *Field not completed.*

Additional Comments *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

All applicants will be required to come before the Accommodations Tax Advisory Committee (ATAC) and answer any and all questions when scheduled to do so.

Any organization awarded funds for advertising/marketing must incorporate the Bluffton Heart of the Lowcountry brand logo in all promotional materials and advertising.

The South Carolina Freedom of Information Act (FOIA) defines a “public body” as any organization or corporation supported in whole or in part by public funds or expending public funds. If awarded, your organization’s acceptance of public funds from the Town of Bluffton may cause your organization to come within the meaning of “public body” as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.

By submitting this application, the organization certifies that it has read and understands the paragraphs above. The organization additionally certifies that it does not discriminate in any manner on the basis of race, color, national origin, age, sex, disability, religion, or language and that all funds that may be received by the applicant organization from the Town of Bluffton, South Carolina will be solely used for the purposes set forth in this application and will comply with all laws and statutes, including the South Carolina Code of Laws regarding Allocations of Accommodations Tax Revenues.

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Signature	MARY O'NEILL
Signatory's Title or Position	VICE PRESIDENT

Email not displaying correctly? [View it in your browser.](#)





U. S. TREASURY DEPARTMENT
WASHINGTON 25

OFFICE OF

COMMISSIONER OF INTERNAL REVENUE

ADDRESSES REPLY TO
COMMISSIONER OF INTERNAL REVENUE
WASHINGTON 25, D. C.

AND REFER TO

T:R:EO:5
RMM

MAY 13 1958

Rotary International
c/o George R. Means, Secretary
1600 Ridge Avenue
Evanston, Illinois

Gentlemen:

Reference is made to your letter dated April 18, 1958, transmitting additional information for our use in reconsideration of your status for Federal income tax purposes under the provisions of section 501(a) of the Internal Revenue Code of 1954.

A review of our records discloses that in a ruling dated January 17, 1935, it was held that you were exempt under section 103(9) of the Revenue Act of 1932. This ruling was affirmed August 23, 1938 under the Revenue Act of 1936. Later, in a group ruling dated September 22, 1942, it was held that you and your subordinate clubs were entitled to exemption under section 101(9) of the Internal Revenue Code. Supplemental group rulings were thereafter issued annually from 1943 through 1958, holding you and your subordinate clubs exempt as social clubs under section 101(9) of the 1939 Code and under section 501(c)(7) of the 1954 Code.

Based upon a careful review of the information which you recently submitted together with all other evidence of record, it is our opinion that you and your subordinate clubs are entitled to exemption from Federal income tax under section 501(c)(4) of the 1954 Code as "organizations not organized for profit but operated exclusively for the promotion of social welfare", rather than as social clubs as described in section 501(c)(7) of the Code. Therefore, the above mentioned rulings dated January 17, 1935, August 23, 1938, September 22, 1942, and supplemental group rulings issued in the years 1943 to 1958, inclusive, are modified accordingly.

In view of the above, therefore, you and your subordinate clubs are not required to file income tax returns so long as there is no change in the character, purposes or method of operation of your organization or such subordinate clubs. Any such changes should be reported immediately

O V E R

2 - Rotary International

to the National Office of the Internal Revenue Service in Washington, D. C., in order that the effect of the changes upon your present exempt status or that of the subordinate clubs may be determined.

However, you and your subordinate units are required to file an information return, Form 990, annually, with the District Director of Internal Revenue for your district so long as this exemption remains in effect. This form may be obtained from your District Director and is required to be filed on or before the fifteenth day of the fifth month following the close of the respective annual accounting periods.

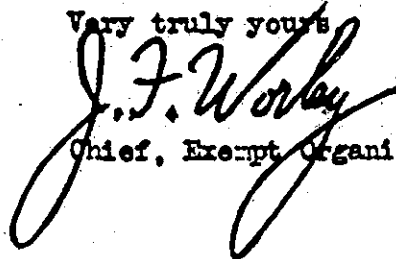
Failure by you or your subordinate units to file the required information return or to otherwise comply with the provisions of section 6033 of the Code and regulations applicable thereto may result in the termination of the exempt status of you or your subordinate units on the grounds that you or your subordinate units have not established that you are observing the conditions required for the continuation of an exempt status.

You should continue to furnish the National Office, annually, on the calendar year basis, lists, in duplicate, showing only the names, numbers and addresses of your new subordinate units and the names, numbers and addresses of any units which have ceased to exist. These lists should be submitted in alphabetical or numerical order and, if your subordinate units are located in more than one State, should be prepared separately by States. This information is necessary in order that we may advise the District Directors of Internal Revenue for the respective districts in which your new subordinate units are located of their exempt status as promptly as possible.

The annual lists should be accompanied by a statement signed by one of your principal officers stating whether the information previously submitted upon which your original ruling was based, is applicable in all respects to the new subordinate units. These lists and accompanying statements should be forwarded in time to reach the National Office not later than February 15 of each succeeding year.

The District Directors of Internal Revenue for the Districts in which the subordinate units referred to herein are located are being advised of this action.

Very truly yours

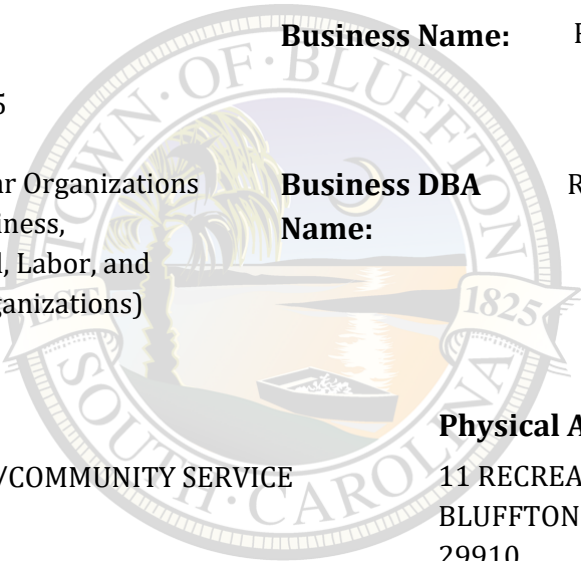


Chief, Exempt Organizations Branch

TOWN OF BLUFFTON

TOWN OF BLUFFTON - Expires:04/30/2026

License No.	25-03-6504	Business Name:	Rotary Club of Bluffton
Date Issued:	03/03/2025		
NAICS Title:	Other Similar Organizations (except Business, Professional, Labor, and Political Organizations)	Business DBA Name:	Rotary Club of Bluffton
Business Type:	NON PROFIT ORGANIZATION/COMMUNITY SERVICE	Physical Address:	11 RECREATION CT BLUFFTON SC 29910



NON-TRANSFERABLE | TO BE PLACED IN A CONSPICUOUS PLACE

Section 6-21 Purpose and Duration of Business License

ALL BUSINESSES LOCATED IN THE TOWN OF BLUFFTON MUST POST THE BUSINESS LICENSE IN A VISIBLE LOCATION WITHIN THE BUSINESS LOCATION AS REFERENCED ABOVE AND IS VALID FOR THIS LOCATION ONLY. ALL BUSINESSES LOCATED OUTSIDE THE TOWN OF BLUFFTON MUST KEEP A CURRENT COPY WHILE CONDUCTING BUSINESS INSIDE THE TOWN OF BLUFFTON. CHANGE IN LOCATION OR OWNERSHIP REQUIRES A NEW LICENSE. IF THE BUSINESS IS CLOSED, CONTACT OUR OFFICE AT 843-706-4501 TO UPDATE ACCOUNT.

John Anderson
Rotary Club of Bluffton
PO BOX 142
BLUFFTON, SC 29910

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

	Sponsorships	\$	15,000
	Donations	\$	0
	ATAX Grants/Funding from Other Entities*	\$	0
	<i>* Do NOT include anticipated award funds requested in this application</i>		
Other Grants (please name):		\$	NA
	Vendor Fees	\$	35,000
	Registration Fees	\$	
Other Fees (please name):		\$	
Other Fees (please name):		\$	
	Mercandise Sales	\$	6,000
Other Sales (please name): BEER AND WINE		\$	20,000
Other Sales (please name):		\$	
Other Revenue (please name):		\$	
Other Revenue (please name):		\$	
 Revenues - In-Kind Contributions			
	Volunteer Hours	\$	1272
	Donated Items	\$	
	Donated Services	\$	
Other (please name):		\$	
Other (please name):		\$	
Other (please name):		\$	
Total All Revenue Sources:		\$	1348

**TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET**

EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

	Amount
Advertising & Promotion of Tourism or Arts and Cultural Events	
Local Newspaper/Digital Advertising	\$ 2,500
Regional Newspaper/Digital Advertising	\$
National Newspaper/Digital Advertising	\$
Local Magazine/Digital Advertising	\$
Regional Magazine/Digital Advertising	\$ 5,000
National Magazine/Digital Advertising	\$
Local Radio Advertising	\$
Regional Radio Advertising	\$ 1500
National Radio Advertising	\$
Local Television Advertising	\$
Regional Television Advertising	\$ 3000
National Television Advertising	\$
Billboards	\$
Social Media Advertising	\$
E-mail and/or Text Blasts	\$
Postcards/Mailers	\$
Posters/Banners/Signage	\$ 1000
Graphic Design of Marketing/Writing or Press Releases	\$ 200.00
Web Hosting for Event (not organization)	\$
Other (please name): VACATION PLANNER HHI/BLUFFTON CHAMBER	\$ 2000
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Facilities for Civic and Cultural Events	
Rentals: Tables, Chairs, Stages, Tents	\$ 6,000
Rental: Sound, Audio Equipment	\$
Construction	\$
Repairs to Facilities	\$
Maintenance of Facilities	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

**TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET**

EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

	Amount
Tourist Transportation	
Company Name: OLD TOWN TROLLEY TOURS	\$ 6,000
Company Name:	\$
Public Facilities	
Temporary/Portable Restrooms	\$ 4000
Permanent Restrooms	\$
Parks	\$ 1000
Parking Lots	\$
Other (please name):	\$
Other (please name):	\$
Municipality and County Services	
Dumpster Rental/Trash Hauling	\$ 1000
Security Provided by Bluffton Police Department	\$
Security NOT Provided by Bluffton Police Department	\$ 3,000
Total of ATAX Eligible Expenses:	\$ 13722.5

Other/Ineligible Expenses

Applicants should list all other project/event expenses that are not eligible for ATAX funds and not listed above.

Item	Amount
ENTERTAINMENT	\$ 10,000
DRINKS	\$ 9000
MERCHANDISE	\$ 3000
VENDOR LICENSES	\$ 2000
BANNERS	\$ 1599.88
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total of Other/Ineligible Expenses:	\$ 15609.88
Total Project/Event Budget:	\$ 29332.38
Total Project/Event Profit or Loss	\$ -27984.38

BLUFFTON - ROTARY

Attach

Section X. Item #3.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Art & Seafood Festival	42,663.79	30,000.00	12,663.79	142.21 %
CART Fund	913.50	800.00	113.50	114.19 %
Cornhole for a Cause	(500.00)		(500.00)	
Foundation - Income (Op) - From Dues	2,743.94	3,225.00	(481.06)	85.08 %
GUEST MEALS	210.00	1,250.00	(1,040.00)	16.80 %
INITIATION FEE	250.00	400.00	(150.00)	62.50 %
MERCHANDISE - ROTARY STORE	0.00	208.35	(208.35)	0.00 %
Miscellaneous Sales		75.00	(75.00)	
Polio Plus - Income	4,555.00	3,300.00	1,255.00	138.03 %
QUARTERLY BREAKFAST	25,302.73	29,850.00	(4,547.27)	84.77 %
QUARTERLY DUES	6,351.67	7,095.00	(743.33)	89.52 %
Unapplied Cash Payment Income	190.00	0.00	190.00	
Total Income	\$82,680.63	\$76,203.35	\$6,477.28	108.50 %
GROSS PROFIT	\$82,680.63	\$76,203.35	\$6,477.28	108.50 %
Expenses				
Arts & Seafood - Drinks Tent	13,480.21	10,500.00	2,980.21	128.38 %
Bank Charges		25.00	(25.00)	
Breakfast	14,837.92	18,525.00	(3,687.08)	80.10 %
Conferences	295.00	380.00	(85.00)	77.63 %
CONTRIBUTIONS	10,357.05	13,494.00	(3,136.95)	76.75 %
Credit Card Machine Expense	1,447.77	1,662.50	(214.73)	87.08 %
District Governor Reception	755.00	800.00	(45.00)	94.38 %
Dues and Subscriptions	10,944.71	11,982.00	(1,037.29)	91.34 %
Flowers/Memorials		125.00	(125.00)	
Licenses and Permits	155.65	0.00	155.65	
Linens	1,289.22	1,583.35	(294.13)	81.42 %
Mayfest - Exp	2,846.00	0.00	2,846.00	
MERCH. - ROTARY STORE		700.00	(700.00)	
Miscellaneous	1,821.45	833.35	988.10	218.57 %
Miscellaneous Contributions	331.65	0.00	331.65	
Postage and Delivery	1.07	0.00	1.07	
Rotary Exchang Student	1,200.00	1,200.00	0.00	100.00 %
Rotary Leadership Institute	95.00		95.00	
Social Events - Expense	2,933.69	4,250.00	(1,316.31)	69.03 %
Storage - Compass	931.00	1,091.65	(160.65)	85.28 %
TELEPHONE & TABLETS	423.74	500.00	(76.26)	84.75 %
Total Expenses	\$64,146.13	\$67,651.85	\$ (3,505.72)	94.82 %
NET OPERATING INCOME	\$18,534.50	\$8,551.50	\$9,983.00	216.74 %
NET INCOME	\$18,534.50	\$8,551.50	\$9,983.00	216.74 %



**Bluffton Rotary Club
Board Meeting Minutes
July 21, 2025**



Present: Charlie Wetmore, Natalie Osterman, Doug Crawford, Don Kensey, Mike Tripka, Mary O’Neill, John Sandlin, Lauren Leonard, Cara Vercellone, John Miller, Elizabeth Hewell -- and Dan Ciuffreda and Michael Mamuszka (Guests). Doug Magill and Laura Higgins were not available.

President / Treasurer: Charlie Wetmore called the meeting to order at 6:00pm at 48 Lawrence Street in Old Town Bluffton.

- May Board Minutes were approved as written, with a motion to accept by Don Kensey and a second by Douglas Crawford. A copy will be distributed.
- The Budget review, discussion and vote were discussed by Charlie and Don under Club Business. The proposed budget includes minor increases.
- Don discussed Satellite Club approved initiation fee of \$75, including badges and pins, which is not currently the case for the Club. Discussion includes a proposal to include name badges, pins and a yellow shirt in Main Club initiation fee, for purposes of consistency. Motion – The Board voted that the \$125 would include badges, pins and a yellow shirt, with a motion made by Don Kensey and a second by Lauren Leonard. The Board voted to approve the motion.
- Scholarships have historically been \$1,000 each. The Club is doing two scholarships this year. The possibility of three scholarships was discussed as a future possibility, with a potential Budget amendment if necessary to facilitate same. The Budget as proposed includes an amendment to provide for two scholarships with an increase \$1,000 to \$2,500 each.
- Under Rotary formula, it was projected there would be eight net new members (Main Club) and five net new members (Satellite). This was perceived to be aggressive, and the Board voted to project five members in the Main Club and five in the Satellite Club.
- The fees for eight badges and eight pins will be omitted from the Budget -- and \$200 added for the Club to purchase wreaths for Wreaths Across America. Don will rework the budget to include these revised projections. Amendments can be also made in the future. The motion to approve the Budget was approved, subject to these revisions, and subject to Membership approval.
- RLI is coming up in September 20, 2025. Club has historically paid \$95 registration fee for a number of members. It was suggested that the fee cover up to eight members between the Main Club and the Satellite Club. This is covered in the Budget under Conferences. RLI line item should be removed.
- The President proposed (1) the possibility of including one or two members of the Satellite Club should be full Board members and (2) forming a new Committee, to include two members of the Main Club and two Members of the Satellite Club, and the President, to study and proposed revisions to the Bylaws, first for the Satellite Club and then for the Main Club. Mary O’Neill moved and Doug Crawford seconded Chair and Previous Chair of Satellite Club to be voting Board members. Amendment to motion, to provide that a designee of the Past Chair would be permitted in the absence of the Past Chair. Motion as amended approved. Amended motion passed with the vote of the Board.
- Committee to study Bylaws. Shawn proposed himself and Gary Jeger. Mary O’Neill and Doug Crawford volunteered to be involved on behalf of the Committee. No vote was required.

Past President: Mike Tripka

- The Past President had nothing to report.

Vice President: Mary O’Neill

- Mary discussed having a succession for the Vice President position. Mike Tripka should be on Committee, and Jim Evans and Louisa Harrison will be on this Committee.
- Mary will explain to the Wednesday Club meeting the function of the Vice President Committee.

President Elect: Natalie Osterman

- The President Elect had nothing to report.

Sgt. at Arms: Cara Vercellone

- Cara was not at the meeting, but Charlie Wetmore indicated she has many good proposals related to multimedia presentations and a game show concept.

Secretary: Douglas Crawford

- Dot has agreed to help on Secretary Committee still searching for additional members.
- Next meeting attendance report will be provided.
- Discussing minor purchases with Lauren.
- With regard to the yellow volunteer shirts, a restocking order is needed. There are three proposals, with the least expensive being that of the current vendor, Deb Carandalas, at \$4 per. Eagle Creations and another vendor also submitted proposals. A website alternative where members could order shirts was also discussed, subject to future discussions. The Board determined to continue with the current vendor, Deb, and to purchase the shirts.
- The possibility of volunteers wearing the Rotary aprons that are already in stock was also discussed.

Admin: Elizabeth Hewell

- Mix, Mingle and Membership event this coming Wednesday currently has forty people attending. Additional efforts will be made at the Main Club and Satellite to support this event .and to bring friends to the Club.

Membership: Lauren Leonard

- Lauren is requesting to purchase “Ask Me About Rotary” pins, to be worn by Committee members at meetings.
- Proposed giveaway for visitors (potential new members) to be raffled after meetings.
- Proposal to update Membership Brochure. May be some at Club. To be investigated.
- Proposal to have tent at Rotary events to promote membership. There is an entity called Five Star that sells Rotary tents, crab logo could be added. President also discussed New Member Kit.

Service Projects: John Miller

- First service project on August 16th is Oyster Reef restoration. Will be placing 32 wire baskets that were built last October. Sign-up sheet will be prepared.
- Hopeful that several more people will join Service Projects Committee to take lead on various projects. To coordinate with Satellite Club.
- Sheri Halphen (with contacts at United Way) will be taking lead on Rotary Readers.

Foundation: John Sandlin

- In mentoring process with Dean.
- Prepared to take on duties with matching points, allocating funds, etc.

Bluffton Satellite Club: Shawn Marlowe

- Each quarter, Satellite Club will host a social. This coming Wednesday having Bourbon tasting. Possibility of Wine Time in October.
- Next meeting discussion about Machu Picchu, to be followed by discussion of Satellite Club vision. Focus on work, action and service.
- Opinion - Satellite Club Chair should be on Service Committee.
- A fundraiser has been proposed as a future event. Various organizations are being considered as a potential partner. Rose Hill Charity Polo Classic being strongly pitched for Spring or Fall.
- Two new members possible for Satellite Club – to attend Bourbon event.
- Ethan Cox will follow Gary Jeger as the next President of Satellite Club (next Rotary year).
- Charlie Wetmore mentioned both Clubs should work together. Suggested Main Club members attend a Satellite Club meeting.

Youth Services: Laure Higgins

- Laura Higgins not available.

Public Relations: Doug Magill

- Doug Magill not available.

The board meeting adjourned at 7:06 p.m

MAYFEST INCOME		MAYFEST EXPENSES	
2025	2025	2025	2025
Actual	Budget	Actual	Budget
Sponsorships	23,500.00	8,000.00	15,500.00
Vendor Revenue	40,090.72	35,000.00	5,090.72
ATAx Grant	18,198.05	24,000.00	(5,801.95)
Drink Revenue	2,937.52	20,000.00	(17,062.48)
Merchandise	805.00	6,000.00	(5,195.00)
Tips received	270.00	0.00	270.00
Total Revenue	85,801.29	93,000.00	(7,198.71)
MAYFEST EXPENSES			
Advertising & Promotion	11,956.60	15,000.00	(3,043.40)
Entertainment	6,242.71	9,000.00	(2,757.29)
Drinks	5,810.94	8,500.00	(2,689.06)
Merchandise	3,172.39	3,500.00	(327.61)
Security	2,748.50	4,000.00	(1,251.50)
Transportation	3,181.50	6,000.00	(2,818.50)
Trash/Bathrooms	4,129.92	5,000.00	(870.08)
Vendor Licenses	2,000.00	2,000.00	0.00
Tables, chairs & Other	3,601.07	0.00	3,601.07
Total Expenses	37,242.56	53,000.00	(15,757.44)
Net Profit	48,558.73	40,000.00	8,558.73

BLUFFTON - ROTARY

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Art & Seafood Festival	43,247.44	37,000.00	6,247.44	116.88 %
CART Fund	3,532.95	750.00	2,782.95	471.06 %
CONTRIBUTIONS - Miscellaneous	746.23	500.00	246.23	149.25 %
Foundation - Income (Op) - From Dues	5,478.12	5,000.00	478.12	109.56 %
GUEST MEALS	1,770.00	2,750.00	(980.00)	64.36 %
Happy Feet	2,500.00	2,500.00	0.00	100.00 %
INITIATION FEE	1,496.42	875.00	621.42	171.02 %
Mayfest Income	85,801.29	93,000.00	(7,198.71)	92.26 %
MERCHANDISE - ROTARY STORE	345.58	375.00	(29.42)	92.15 %
Miscellaneous Sales		225.00	(225.00)	
OYSTER ROAST	25,666.48	36,000.00	(10,333.52)	71.30 %
Polio Plus - Income		3,410.00	(3,410.00)	
QUARTERLY BREAKFAST	58,911.84	60,000.00	(1,088.16)	98.19 %
QUARTERLY DUES	12,135.14	11,000.00	1,135.14	110.32 %
ROTARY BADGES	181.37	185.00	(3.63)	98.04 %
ROTARY PINS	230.56	50.00	180.56	461.12 %
Unapplied Cash Payment Income	(70.00)	0.00	(70.00)	
Total Income	\$241,973.42	\$253,620.00	\$ (11,646.58)	95.41 %
GROSS PROFIT	\$241,973.42	\$253,620.00	\$ (11,646.58)	95.41 %
Expenses				
Arts & Seafood - Drinks Tent	12,201.73	15,000.00	(2,798.27)	81.34 %
Bank Charges	25.75	75.00	(49.25)	34.33 %
Breakfast	34,200.00	41,250.00	(7,050.00)	82.91 %
Cleaning Expense - RCC		735.00	(735.00)	
Conferences	998.96	4,000.00	(3,001.04)	24.97 %
CONTRIBUTIONS	84,470.80	53,620.00	30,850.80	157.54 %
Credit Card Machine Expense	3,370.19	3,300.00	70.19	102.13 %
District Governor Reception	(750.00)	800.00	(1,550.00)	(93.75 %)
Dues and Subscriptions	18,774.17	17,500.00	1,274.17	107.28 %
Flowers/Memorials		275.00	(275.00)	
Insurance Bonds	1,405.25	1,400.00	5.25	100.38 %
Licenses and Permits	217.74	0.00	217.74	
Linens	2,466.95	3,665.00	(1,198.05)	67.31 %
Mayfest - Exp	30,855.85	38,000.00	(7,144.15)	81.20 %
MERCH. - ROTARY STORE	414.67	550.00	(135.33)	75.39 %
Miscellaneous	4,268.03	915.00	3,353.03	466.45 %
Miscellaneous Contributions	7,574.40	0.00	7,574.40	
Oyster Roast Expenses	13,565.53	15,250.00	(1,684.47)	88.95 %
Postage and Delivery	170.00	170.00	0.00	100.00 %
Rotary Exchang Student	3,900.00	1,500.00	2,400.00	260.00 %
Social Events - Expense	5,802.24	8,765.00	(2,962.76)	66.20 %
Storage - Compass	4,516.00	4,725.00	(209.00)	95.58 %

BLUFFTON - ROTARY

Attach

Section X. Item #3.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
TELEPHONE & TABLETS	890.95	1,100.00	(209.05)	81.00 %
Total Expenses	\$229,339.21	\$212,595.00	\$16,744.21	107.88 %
NET OPERATING INCOME	\$12,634.21	\$41,025.00	\$ (28,390.79)	30.80 %
NET INCOME	\$12,634.21	\$41,025.00	\$ (28,390.79)	30.80 %

Balance Sheet

BLUFFTON - ROTARY

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Cash (CSB - Contributions #4432)	38,764.80
Cash (CSB - Operating #4424)	2,744.41
Cash (CSB - Reserve #4440)	13,055.12
Festival Cash Box	0.00
Total for Bank Accounts	\$54,564.33
Accounts Receivable	
Accounts Receivable	0.00
Total for Accounts Receivable	\$0.00
Other Current Assets	
Credit Card Receivables	0.00
Undeposited Funds	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$54,564.33
Total for Assets	\$54,564.33
Liabilities and Equity	
Liabilities	
Total for Liabilities	
Equity	
Opening Bal Equity	0.00
Reconciliation Adjustments	0.00
Retained Earnings	36,029.83
Net Income	18,534.50
Total for Equity	\$54,564.33
Total for Liabilities and Equity	\$54,564.33



ACCOMMODATIONS TAX ADVISORY COMMITTEE STAFF REPORT

Department of Finance & Administration

MEETING DATE: February 17, 2026
 SUBJECT: The Rotary Club of Bluffton: 2026 Mayfest Weekend in Bluffton
 PROJECT MANAGER: Jeremy Bullock, Grants Administrator

Summarized below is the application from The Rotary Club of Bluffton for Accommodations Tax grant dollars in support of advertising and expenses related to providing for tourists for the 2026 Mayfest Weekend in Bluffton.

Total Budget, per application: \$59,000
Requested Amount: \$25,000
Percentage of Request^: 42%

^Includes up to 100% for Advertising & Promotion plus up to 50% of remaining expenses

Eligible Tourism-Related Expense Categories (per SC Code of Laws)	Total Budget for Category, per budget form		Budget per Category (based on Budget Form), corrected as needed
Advertising & Promotion of Tourism or Arts and Cultural Events	\$15,200		\$15,200
Facilities for Civic and Cultural Events	6,000		6,000
Public Facilities	5,000	*	5,000
Municipality and County Services	4,000	*	4,000
Tourist Transportation	6,000	*	6,000
Other/Ineligible Project Expenses	15,609.88		25,599.88
Total	\$51,809.88		\$61,799.88

*Reimbursement will be based on the estimated percentage of tourists provided for

Budgeted Eligible Expenses Summary, based on submitted Line-Item Budget Form:

Advertising & Promotion:

Total budget \$15,200

- Local Newspaper, Regional Newspaper, Magazine Radio & Television ads, posters/banners/signage, HHI/Bluffton Chamber of Commerce Vacation Planner and graphic design of advertisements

Facilities for Civic and Cultural Events:

Total budget \$6,000

- Rentals of tables, chairs, stages, tents

Public Facilities:

Total budget \$5,000

- Rental of portable/temporary restrooms for attendees (\$4,000) and park rental (\$1,000)

Municipality and County Services:

Total budget \$4,000

- Dumpster Rental, Security provided by BPD (\$1,000), Security not provided by BPD (\$3,000)

Tourist Transportation:

Total budget \$6,000

- Old Town Trolley shuttles for attendees

Other/Ineligible Project Expenses:

Total Budget: \$25,599.88

- Vendor licenses, entertainment, merchandise, drinks and banners.

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

Amount Requested	Advertising (15)	Festival/Event (5)	Bluffton Event (5)	Tourism Draw % (5)	Benefit to Tourism (5)	Self-Sufficiency % (5)	Total of 40 possible	Comments
\$25,000	11	5	5	3	4	3	32	

Advertising: Comprises about 61% of the funds requested. Advertising will be placed in local and regional marketing vehicles.

Festival/Event: Mayfest is a one-day festival held the Saturday of Mother’s Day weekend each year from 10 a.m. - 5 p.m. Food, music, craft and artisan vendors line the streets to celebrate the quirky, eclectic, different and unique people and identity of Bluffton.

Bluffton Event: Mayfest is held in Old Town Bluffton.

Tourism Draw %: Tourists comprised 35% of the 2025 Mayfest Event attendees; zip codes were collected as attendees boarded the shuttles.

Benefit to Tourism: Additional advertising dollars would allow for the event to be marketed in out-of-town markets as a Mother’s Day weekend destination, thus increasing Bluffton tourism numbers and revenue.

Self-Sufficiency %: Amount requested is 40% of total expenses budget. Revenues of \$77,272 (not including an ATAX award) are anticipated from merchandise and alcohol sales, vendor fees and sponsorships and include the value of in-kind contributions. Based on the budget submitted, a profit of approximately \$15,473 is anticipated.

Previous Funding Amounts							
Fiscal Year	Requested Amount	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Lapsed	Comments
2025	\$24,000	26%	\$24,000	\$24,000	\$16,737.05*	\$7,262.95*	*Pending; final report/reimbursement under review
2024	\$15,000	29%	\$25,000	\$25,000	\$18,198.05	\$6,801.95	Final Report submitted; Reimbursement disbursed

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$25,000 for the 2026 Mayfest event.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: **The Rotary Club of Bluffton**

Project: **2026 MayFest**

Project Type: **Event/Festival**

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	<input style="width: 50px; height: 20px;" type="text"/>
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on where the advertising is placed.		
None of the funds go toward advertising	0 points	
Local newspapers/periodicals and electronic advertising (ex. Island Packet, The Bluffton Sun)	2 points	
Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days	4 points	
Larger regional publications and electronic marketing within 100 miles (ex. Charleston or Savannah news outlets)	6 points	
Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (ex. Atlanta, Charlotte, Washington, D.C., Chicago)	8 points	
Nationally distributed newspapers/periodicals/electronic marketing (ex. USA Today, NY Times, Southern Living Magazine)	10 points	
TOURIST FACILITIES	15	<input style="width: 50px; height: 20px; background-color: black;" type="text"/>
Higher point value given based on anticipated ratio of tourists to locals		
FESTIVAL/EVENT	5	<input style="width: 50px; height: 20px;" type="text"/>
Higher point value given to requests for festivals or events		
Length of event/festival should be considered. Is it an all-day event versus a two-hour event? Multi-day event?		
BLUFFTON EVENT	5	<input style="width: 50px; height: 20px;" type="text"/>
Higher point value given to events held within the town limits of Bluffton and/or spanning multiple locations		
TOURISM DRAW	5	<input style="width: 50px; height: 20px;" type="text"/>
0% of attendees are tourists based on historical or projected information	0 points	
1% - 20% of attendees are tourists based on historical or projected info	1 point	
21% - 40% of attendees are tourists based on historical or projected info	2 points	
41% - 60% of attendees are tourists based on historical or projected info	3 points	
61% - 80% of attendees are tourists based on historical or projected info	4 points	
81% - 100% of attendees are tourists based on historical or projected info	5 points	
BENEFIT TO TOURISM (LOCAL ECONOMY)	5	<input style="width: 50px; height: 20px;" type="text"/>
Higher point value given to events that encourage overnight stays and/or have local business participation		
SELF SUFFICIENCY	5	<input style="width: 50px; height: 20px;" type="text"/>
100% of budget from ATAX request	0 points	
80% - 99% of budget from ATAX request	1 point	
60% - 79% of budget from ATAX request	2 points	
40% - 59% of budget from ATAX request	3 points	
20% - 39% of budget from ATAX request	4 points	
1% - 19% of budget from ATAX request	5 points	
MISCELLANEOUS	10	<input style="width: 50px; height: 20px; background-color: black;" type="text"/>
Only use if applicant does not qualify as a festival/event		
Group Average Point Total (out of a possible 40 points)		<input style="width: 50px; height: 20px; text-align: center; border: 2px solid red;" type="text" value="0"/>
Group Average Percentage		<input style="width: 50px; height: 20px;" type="text"/>

Bullock, Jeremy

From: noreply@civicplus.com
Sent: Wednesday, December 31, 2025 12:42 PM
To: ATax Communications
Subject: Online Form Submittal: Accommodations Tax Grant Application

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

Accommodations Tax Grant Application

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Accommodations Tax Grant Application Instructions [Accommodations Tax Grant Application Instructions](#)

Accommodations Tax Grant Application Instructions I have read and acknowledged the Town of Bluffton, SC Accommodations Tax Grant Application Instructions.

(Section Break)

Application Date 12/5/2025

Project Name Water Rescue Services & Water Related Event Patrols

Project/Event Location Bluffton district

Is this a new project or event? Yes

If yes, did you or a team member discuss your application with town staff prior to applying? Yes

Project/Event Start Date: 1/1/2026

Project/Event End Date	12/31/2026
Multi-Year Project/Event?	No
Total Project Costs	40,000
Total ATAX Funds Requested	20,000
Percent of Total Budget	50
Date the funds are needed:	4/1/2026
Full Legal Organization Name	Beaufort Water Search And Rescue
Address	817 Paris Ave
Street Address Line 2	<i>Field not completed.</i>
City	Port Royal
State	SC
Zip Code	29935
Applicant must be designated as a non-profit entity to receive ATAX funds. Is your entity a non-profit organization?	Yes

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Organization Primary Point of Contact

First Name	Patrick
Last Name	Canning
Title	Board Member
Phone Number	4847645570
E-mail Address	patrick.canning@bwsar.org

(Section Break)

Organization Secondary Point of Contact

First Name	Clay
Last Name	Emminger
Title	Chief
Phone Number	8435251969
E-mail Address	clay.emminger@bwsar.org

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description: Beaufort Water Search and Rescue
 Serving Beaufort County Since 1975

2025

As a part of our primary mission and objectives, we conduct on-water search, rescue and recovery operations within the Beaufort County area. Our coverage area includes Port Royal, St Helena, Caliboque sounds, adjacent major and minor waterways, wetlands and marshlands. Also included are the immediate offshore waters and inland rivers. Our efforts are conducted under the direction of the Beaufort County Emergency Management office in conjunction with federal, state, local emergency response and law enforcement within our area of operations including;

- US Coast Guard (Tybee & Sector Charleston)
- SC Department of Natural Resources / Marine Patrol
- Beaufort City Police
- Beaufort County Sheriff – Marine Division
- Beaufort/Port Royal Fire Department
- Bluffton City Police
- Burton Fire / Rescue
- Beaufort County Office of Emergency Management
- MCAS Search & Rescue / Homeland Defense (NCIS USMCAS BEAUFORT)
- Parris Island Fire Rescue / Homeland Defense (NCIS USMCRD PISC)
- Town of Port Royal Police Department

To act under the direction of the Beaufort County Emergency Management office in the aftermath of a disaster (hurricane landfall, in-water plane crash, cruise ship sinking).

To provide a community service oriented, all-volunteer force,

with experience, equipment, expertise and an intimate knowledge of the local waterways dedicated to the protection of lives and property of the citizens and visitors of Beaufort County, South Carolina.

During the previous 12 months our volunteers had responded to 97 rescue missions in our local waterways totaling 2,249 man hours.

Additionally, we serve the community by providing special event support in the form of river patrols during;

Beaufort Water Festival for 10 days

Dragon Boat races, downtown Beaufort

YMCA Beaufort River Swim

Tybee Island, GA kayak race

Two Kayak races in Beaufort

Water Festival Kayak race

4th of July fireworks for Port Royal and Bluffton

The Sailing Regatta for Beaufort Yacht Club

Blue Angels bi-annual Air Show

In charge of the river closure for the water festival air show

Low Country Boil kayak race in Hilton Head

Christmas Parade of Lights Boat in Beaufort, Hilton Head and Dataw Island

New Year's Eve fireworks downtown Beaufort

Fireworks for Gullah Festival

Paddle Battle Biathlon

Hunting Island Paddlefest

BWSAR is an all-volunteer, water search and rescue organization whose primary mission is to support and assist local, state and federal emergency response agencies in times of need. It has taken years of commitment and hard work by many squad members to build an unprecedented relationship of trust and professional respect with these agencies. Much of BWSAR's support and funding depends on the continued recognition by local and state agencies of this high level of commitment, competence and dedication.

According to South Carolina Code of Laws Title 6 Chapter 4 Allocation of Accommodations Tax Revenues.

Section 6-4-10; (4), (b) "Tourism-related expenditures" include: (iii) construction, maintenance and operation of facilities for civic and cultural activities.

We feel that under the guidelines of this statute we support the community from a tourism and safety standpoint and kindly ask for your consideration in funding our efforts.

In conjunction with the Port Royal Sound Foundation, Junior Service League, USCB, Beaufort Sail & Power Squadron and

community Outreach Programs we provide support for a number of events such as Touch a Truck with area school districts, fire districts and daycare to engage children and boating.

The submission of this application with Bluffton City is so that our organization can purchase a replacement boat in the amount of \$40,000 and to provide for the continued support of the boating community in support of tourism and boating safety.

List any required permits, if applicable. If none, type "N/A":

N/A

Describe all planned advertising and marketing for this project/event:

N/A

Please list all media outlets you intend to utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):

N/A

All advertising/marketing paid for with Town of Bluffton Accommodations Tax dollars must incorporate the branding shown here: [Town of Bluffton Brand Standards](#). The use of the Town's logo must meet the design standards outlined at the aforementioned link and be approved by the Town. Designs may be submitted electronically using this [link](#). Please allow five (5) business days for approval.

Impact on or Benefit to Tourism:

No matter the time of day or location our all volunteer forces stationed both North and South of the Broad river are available for 911 water emergencies. Our Bluffton squad is based out of the Bluffton Fire District Station 30 located at 199 Burnt Church Road. Whether the boating emergency involves stranded boaters or injuries we are the first to arrive on scene to lend aid, secure a perimeter and transport boaters to safety.

“Tourist” means a person who does not reside within the corporate limits of the Town or within a Town zip code that takes a trip into the corporate limits of the Town for any purpose, except daily commuting to and from work.

“Travel” and **“Tourism”** mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work.

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

To download the Town’s required Line-Item Budget Form, click here:
<https://www.townofbluffton.sc.gov/DocumentCenter/View/4295/ATA-X-Grant-Application-Line-Item-Budget-Form>

Download and save the form and hit "Back" in your web browser to return to the application. Once the form is completed, attach it on the following line.

Town’s required Line-Item Budget Form: [ATAX Grant Application Line-Item Budget Form.pdf](#)

Most Recent Fiscal Year Profit and Loss worksheet.pdf
 Balance Sheet and Profit and Loss Accounting Statement

Financial Guarantee [2025.12.2 Meeting Minutes \(Board\).pdf](#)

Applicant must provide a copy of official minutes wherein the sponsoring organization approves the project and commits the organization to financial responsibility for carrying it out to the stage of completion.

(Section Break)

Have you requested, received, or been awarded ATAX funding from other state or local No

entities for this project/event?

Have you received or been awarded ATAX funding from other state or local entities for any other project/event? Yes

Awarding Agency Beaufort City ATAC

Amount 17,500

Project/Event Water Rescue Services & Water Safety Patrol, Bluffton District

Year of Award 2026

Awarding Agency *Field not completed.*

Amount *Field not completed.*

Project/Event *Field not completed.*

Year of Award *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

PRIOR RECIPIENT'S REPORT

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information.

If you have not received ATAX funding from the Town of Bluffton, please answer "No" and skip this section, and sign and submit your application.

Has your organization previously received ATAX funds from the Town of Bluffton? No

(Section Break)

Please attach a copy of your organization's IRS Designation Letter showing your non-profit status . [IRS Letter 947.pdf](#)

Please upload a copy of [exemption.pdf](#)
your current Town of
Bluffton Business
License, which is
required of all
applicants.

Additional Application Documents [CETASC 79108.pdf](#)

Additional Application Documents *Field not completed.*

Additional Application Documents *Field not completed.*

Additional Application Documents *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

All applicants will be required to come before the Accommodations Tax Advisory Committee (ATAC) and answer any and all questions when scheduled to do so.

Any organization awarded funds for advertising/marketing must incorporate the Bluffton Heart of the Lowcountry brand logo in all promotional materials and advertising.

The South Carolina Freedom of Information Act (FOIA) defines a “public body” as any organization or corporation supported in whole or in part by public funds or expending public funds. If awarded, your organization’s acceptance of public funds from the Town of Bluffton may cause your organization to come within the meaning of “public body” as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.

By submitting this application, the organization certifies that it has read and understands the paragraphs above. The organization additionally certifies that it does not discriminate in any manner on the basis of race, color, national origin, age, sex, disability, religion, or language and that all funds that may be received by the applicant organization from the Town of Bluffton, South Carolina will be solely used for the purposes set forth in this application and will comply with all laws and statutes, including the South

Carolina Code of Laws regarding Allocations of Accommodations Tax Revenues.

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Signature Patrick J Canning

Signatory's Title or Position Board Member

Email not displaying correctly? [View it in your browser.](#)



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Section X. Item #3.

Date: **NOV 27 2017**

BEAUFORT WATER SEARCH RESCUE
817 PARIS AVENUE
PORT ROYAL, SC 29935-0000

Employer Identification Number:
57-1126299
DLN:
26053706001137
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 15, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 947

Beaufort Water Search And Rescue responds at the direction of the Beaufort County Emergency Management office in the event of a water emergency.

We are not a business nor non-profit that charges for services or collects sales taxes, therefore we do not believe we have the need for a business license.



State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

Attachment

Section X. Item #3.

Dec 12, 2025

Beaufort Water Search and Rescue
Benjamin Whitmore
817 PARIS AVE
PORT ROYAL, SC 29935-2427

RE: Registration Confirmation

Charity Public ID: P9577

Dear Benjamin Whitmore :

This letter confirms that the Secretary of State's Office has received and accepted your Registration, therefore, your charitable organization is in compliance with the registration requirement of the "South Carolina Solicitation of Charitable Funds Act." The registration of your charitable organization will expire on May 15, 2026.

If any of the information on your Registration form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization.

If you have not yet filed your annual financial report or an extension for the annual financial report, the annual financial report is still due 4 ½ months after the close of your fiscal year.

- Annual financial reports must either be submitted on the Internal Revenue Service Form 990 or 990-EZ or the Secretary of State's Annual Financial Report Form.
- If you wish to extend the filing of that form with us, please submit a written request by email or fax to our office using the contact information below. Failure to submit the annual financial report may result in an administrative fine of up to \$2,000.00.

If you have any questions or concerns, please visit our website at www.sos.sc.gov or contact our office using the contact information below.

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

	Sponsorships	\$	0
	Donations	\$	0
	ATAX Grants/Funding from Other Entities*	\$	0
	<i>* Do NOT include anticipated award funds requested in this application</i>		
Other Grants (please name):		\$	0
	Vendor Fees	\$	0
	Registration Fees	\$	0
Other Fees (please name):		\$	0
Other Fees (please name):		\$	0
	Mercandise Sales	\$	0
Other Sales (please name):		\$	0
Other Sales (please name):		\$	0
Other Revenue (please name): BWSAR fundraising for replacement of R9		\$	20000
Other Revenue (please name):		\$	0

Revenues - In-Kind Contributions

	Volunteer Hours	\$	0
	Donated Items	\$	0
	Donated Services	\$	0
Other (please name):		\$	0
Other (please name):		\$	0
Other (please name):		\$	0

Total All Revenue Sources: \$ 20000

**TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET**

EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

	Amount
Advertising & Promotion of Tourism or Arts and Cultural Events	
Local Newspaper/Digital Advertising	\$ 0
Regional Newspaper/Digital Advertising	\$ 0
National Newspaper/Digital Advertising	\$ 0
Local Magazine/Digital Advertising	\$ 0
Regional Magazine/Digital Advertising	\$ 0
National Magazine/Digital Advertising	\$ 0
Local Radio Advertising	\$ 0
Regional Radio Advertising	\$ 0
National Radio Advertising	\$ 0
Local Television Advertising	\$ 0
Regional Television Advertising	\$ 0
National Television Advertising	\$ 0
Billboards	\$ 0
Social Media Advertising	\$ 0
E-mail and/or Text Blasts	\$ 0
Postcards/Mailers	\$ 0
Posters/Banners/Signage	\$ 0
Graphic Design of Marketing/Writing or Press Releases	\$ 0
Web Hosting for Event (not organization)	\$ 0
Other (please name):	\$ 0
Other (please name):	\$ 0
Other (please name):	\$ 0
Other (please name):	\$ 0
Other (please name):	\$ 0
Facilities for Civic and Cultural Events	
Rentals: Tables, Chairs, Stages, Tents	\$ 0
Rental: Sound, Audio Equipment	\$ 0
Construction	\$ 0
Repairs to Facilities	\$ 0
Maintenance of Facilities	\$ 0
Other (please name): BWSAR funds for replacement of R9	\$ 40000
Other (please name):	\$ 0
Other (please name):	\$ 0

**TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET**

EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

	Amount
Tourist Transportation	
Company Name: _____	\$ 0
Company Name: _____	\$ 0
Public Facilities	
Temporary/Portable Restrooms	\$ 0
Permanent Restrooms	\$ 0
Parks	\$ 0
Parking Lots	\$ 0
Other (please name): _____	\$ 0
Other (please name): _____	\$ 0
Municipality and County Services	
Dumpster Rental/Trash Hauling	\$ 0
Security Provided by Bluffton Police Department	\$ 0
Security NOT Provided by Bluffton Police Department	\$ 0
Total of ATAX Eligible Expenses:	\$ 40000

Other/Ineligible Expenses

Applicants should list all other project/event expenses that are not eligible for ATAX funds and not listed above.

Item	Amount
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
_____	\$ 0
Total of Other/Ineligible Expenses:	\$ 0
Total Project/Event Budget:	\$ 40000
Total Project/Event Profit or Loss	\$ -20000

Statement Of Accounts (2025 fiscal year) July 1, 2024 thru June 30. 2025

Revenues	
Individual Donations	\$3,000.00
fiscal 2024 carry forward	\$22,937.60
Beaufort County Grant	\$40,000.00
Beaufort City Grant	\$20,000.00
County Stipend (\$2,500 quarterly)	\$10,000.00
Asset Sales	\$14,200.00
Fundraising	\$40,562.00
Total	\$150,699.60

Expenses	
General Administrative Expense	\$7,691.43
Maintenance	\$11,871.00
Equipment Purchases	\$14,333.30
Fuel Expense	\$1,364.16
Insurance	\$6,074.21
Utilities	\$8,607.86
Purchase of R4	\$35,670.00
Purchase of Rigid Inflatable	\$15,516.00
Total	\$101,127.96
 Net	 \$49,571.64

Statement Of Accounts (2026 fiscal year) July 1, 2025 thru June 30. 2026

Revenues	
Individual Donations	\$3,000.00
fiscal 2024 carry forward	\$49,571.64
County Stipend	\$10,000.00
Asset Sales (anticipated)	\$12,000.00
Fundraising	\$42,000.00
Total	\$116,571.64

Expenses	
General Administrative Expense	\$7,500.00
Maintenance	\$10,000.00
Equipment Purchases	\$5,500.00
Fuel Expense	\$3,000.00
Insurance	\$6,250.00
Utilities	\$8,750.00
Purchase of (additional boat) Bluffton (BWSAR funds)	\$35,000.00
City of Beaufort (ATAX funds)	\$17,500.00
Purchase R9 (replacement) (BWSAR funds)	\$40,000.00
Bluffton City (ATAX funds)	\$20,000.00
 Total	 \$116,000.00



**Beaufort Water Search & Rescue
Board Meeting Minutes
Date: 02 December 2025
Chief: Clay Emminger**

I. Call to order at 1800 hours by board chair Ben Whitmore

II. Roll Call

Present:

- Ben Whitmore
- Will Gill
- John Sutcliff
- Patrick Canning
- Justin Owen

III. New Business

- Discussion over replacement of Bluffton Unit R-9 not to exceed \$40,000 and would require ATAX application for funding by our community liaison Patrick Canning in the upcoming first quarter of the new year.

IV. Old Business;

- Received notice of ATAX grant \$17,500 from Beaufort City on 11/21/25.
- Discussion over finances and replacement of Bluffton Unit R-8.
- Determination for purchase replacement boat not to exceed \$35,000, begin search.

V. Adjournment at 1900 hours;

- Motion approved: B. Whitmore
- Second P. Canning



ACCOMMODATIONS TAX ADVISORY COMMITTEE STAFF REPORT

Department of Finance & Administration

MEETING DATE: February 17, 2026
 SUBJECT: Beaufort Water Search and Rescue
 PROJECT MANAGER: Jeremy Bullock, Grants Administrator

Summarized below is the application from the Beaufort Water Search and Rescue for Accommodations Tax grant dollars in support of the purchase of a replacement boat in order to conduct continued support of rescue and recovery in the boating community.

Total Budget, per application: \$40,000
Requested Amount: \$20,000
Percentage of Request^: 50%

^Includes up to 100% for Advertising & Promotion plus up to 50% of remaining expenses

Eligible Tourism-Related Expense Categories (per SC Code of Laws)	Budget per Category (based on Budget Form)	Budget per Category (based on Budget Form), corrected as needed
Advertising & Promotion of Tourism or Arts and Cultural Events	\$-	\$-
Facilities for Civic and Cultural Events	40,000	40,000
Public Facilities	-	*
Municipality and County Services	-	*
Tourist Transportation	-	*
Other/Ineligible Project Expenses	-	-
Total	\$40,000	\$40,000

*Reimbursement will be based on the estimated percentage of tourists provided for

Budgeted Expenses Summary:

Facilities for Civic and Cultural Events:

Total Budget: \$40,000

- Purchase of replacement boat

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

Amount Requested	Tourist Facilities (15)	Tourism Draw % (5)	Benefit to Tourism (5)	Self-Sufficiency % (5)	Misc. (10)	Total of 40 possible	Comments
\$20,000	3	1	2	2	4	10	

Tourist Facilities: Funds would allow for the purchase of a boat to replace existing boat dedicated to the Bluffton area that would be used to conduct search and recovery in Bluffton waterways under the direction of Beaufort County Emergency Management in conjunction with federal, state and local response.

Tourism Draw %: The boat would be used to support recreational boating, existing waterway tours and special events.

Benefit to Tourism: BWSAR is an all-volunteer water search and rescue organization whose primary mission is to support and assist local, state and federal emergency response in times of need. BWSAR is on duty at local events/celebrations and responds to water safety incidents throughout the year.

Self-Sufficiency %: Requesting approximately 50% of the budget for a full replacement; fundraising events, grants, individual donations and county stipend allow for the ongoing maintenance of assets.

Previous Funding Amounts - N/A

Fiscal Year	Amount Requested	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments

Accommodations Tax Committee Recommendations and Comments:

The committee felt this purchase does not meet the intent of accommodations tax funds.

The Committee recommends funding \$ 0 for the purchase of a replacement boat.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: **Beaufort Water Search and Rescue**

Project: **Purchase of Boat**

Project Type: **Facilities**

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on where the advertising is placed.		
None of the funds go toward advertising	0 points	
Local newspapers/periodicals and electronic advertising (ex. Island Packet, The Bluffton Sun)	2 points	
Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days	4 points	
Larger regional publications and electronic marketing within 100 miles (ex. Charleston or Savannah news outlets)	6 points	
Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (ex. Atlanta, Charlotte, Washington, D.C., Chicago)	8 points	
Nationally distributed newspapers/periodicals/electronic marketing (ex. USA Today, NY Times, Southern Living Magazine)	10 points	
TOURIST FACILITIES	15	
Higher point value given based on anticipated ratio of tourists to locals		
FESTIVAL/EVENT	5	
Higher point value given to requests for festivals or events		
Length of event/festival should be considered. Is it an all-day event versus a two-hour event? Multi-day event?		
BLUFFTON EVENT	5	
Higher point value given to events held within the town limits of Bluffton and/or spanning multiple locations		
TOURISM DRAW	5	
0% of attendees are tourists based on historical or projected information	0 points	
1% - 20% of attendees are tourists based on historical or projected info	1 point	
21% - 40% of attendees are tourists based on historical or projected info	2 points	
41% - 60% of attendees are tourists based on historical or projected info	3 points	
61% - 80% of attendees are tourists based on historical or projected info	4 points	
81% - 100% of attendees are tourists based on historical or projected info	5 points	
BENEFIT TO TOURISM (LOCAL ECONOMY)	5	
Higher point value given to events that encourage overnight stays and/or have local business participation		
SELF SUFFICIENCY	5	
100% of budget from ATAX request	0 points	
80% - 99% of budget from ATAX request	1 point	
60% - 79% of budget from ATAX request	2 points	
40% - 59% of budget from ATAX request	3 points	
20% - 39% of budget from ATAX request	4 points	
1% - 19% of budget from ATAX request	5 points	
MISCELLANEOUS	10	
Only use if applicant does not qualify as a festival/event		
Group Average Point Total (out of a possible 40 points)		0
Group Average Percentage		

Grant Requests	Amount Requested	Advisory Committee Recommendation	Town Council Approved	Paid FY 2025	Paid FY 2026	Lapsed	Remaining
Applications Received January 2, 2024							
HHI-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner	\$ 45,000	\$ 45,000	\$ 45,000				\$ -
Gullah Traveling Theatre, Inc.: Gullah Kinfolk Come to Bluffton	\$ 26,841	\$ 9,750	\$ 9,750	\$ 1,618		\$ 8,131.52	-
Old Town Bluffton Merchants Society: Marketing	\$ 28,500	\$ 28,500	\$ 28,500	16,594	-	11,905.52	-
The Rotary Club of Bluffton: 2024 Mayfest Marketing & Transportation	\$ 15,000	\$ 25,000	\$ 25,000	18,198		6,801.95	-
Total Grants for 2nd Quarter Collections	\$ 115,341	\$ 108,250	\$ 108,250	\$ 36,411	\$ -	\$ 26,838.99	\$ -
Applications Received April 1, 2024							
Society of Bluffton Artists: 30th Anniversary	\$ 20,000	\$ 20,000	\$ 20,000	\$ 13,271		\$ 1,259.19	-
Hilton Head Symphony Orchestra: 2024 Bluffton Concerts	\$ 43,632	\$ 43,632	\$ 43,632	39,894		3,737.87	-
BlacQuity: 2024 River and Roots Festival	\$ 25,000	\$ 25,000	\$ 25,000	22,733		2,266.97	-
MLK Observance Committee: 9th Annual Bluffton Juneteenth Festival Weekend	\$ 20,000	\$ 20,000	\$ 20,000				3,092
HBF: Heyward House Welcome Center Q1 Allocation	\$ 40,000	\$ 40,000	\$ 40,000	40,000			-
HBF: Luke Peeples Music Celebration	\$ 5,000	\$ -	\$ -				-
Total Grants for 3rd Quarter Collections	\$ 153,632	\$ 148,632	\$ 148,632	\$ 115,898	\$ -	\$ 7,264.03	\$ 3,092
Applications Received July 1, 2024							
HBF: Heyward House Welcome Center Q2 Allocation	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		\$ -	\$ -
HBF: Luke Peeples Music Celebration	\$ 5,000	\$ 3,200	\$ 3,200	1,551		1,649.00	-
Historic Bluffton Arts & Seafood Festival: 2024 Arts & Seafood	\$ 80,000	\$ 80,000	\$ 80,000	80,000			-
Coastal Conservation Association: 2024 Conservation Weekend in Bluffton	\$ 10,000	\$ 10,000	\$ 10,000	9,259		740.87	-
Boys & Girls Club of the Lowcountry: 2024 Bike Bluffton	\$ 23,500	\$ 23,500	\$ 23,500	14,850		8,650.04	-
Total Grants for 4th Quarter Collections	\$ 158,500	\$ 156,700	\$ 156,700	\$ 145,660	\$ -	\$ 11,039.91	\$ -
Applications Received October 4, 2024							
Farmer's Market of Bluffton: 2025 Expenses	\$ 55,300	\$ 55,300	\$ 55,300	\$ 15,954	\$ 16,663.55		\$ 22,681.97
The New Bluffton Worship: 2024 Christmas Eve Under the Stars	\$ 28,810	\$ 25,100	\$ 25,100	11,359		\$ 13,741.16	-
Society of Bluffton Artists: Partial CY2025 Expenses - Marketing	\$ 27,000	\$ 27,000	\$ 27,000	17,526	5,794.59	3,679.12	-
Congregation Beth Yam: 2024 Hanukkah Celebration	\$ 2,980	\$ 2,830	\$ 2,830	1,000		1,830.00	-
Historic Bluffton Foundation: Heyward House Museum Operations - Q3 FY2025	\$ 40,000	\$ 40,000	\$ 20,000	20,000			-
May River Theatre: 2025 Performance Season Advertising & Royalties	\$ 42,826	\$ 42,826	\$ 42,826	31,657	8,169.14		3,000.07
Total Grants for 1st Quarter Collections	\$ 196,916	\$ 193,056	\$ 173,056	\$ 97,496	\$ 30,627.28	\$ 19,250.28	\$ 25,682.04
Applications Received December 31, 2024							
The Rotary Club of Bluffton: 2025 Mayfest Marketing & Transportation	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ 14,945	\$ -	\$ 9,055.26
Historic Bluffton Foundation: Heyward House Museum Operations - Q4 FY2025	\$ 40,000	n/a	n/a				
Historic Bluffton Foundation: Spring Tour of Homes	\$ 3,000	n/a	n/a				
Total Grants for 2nd Quarter Collections	\$ 67,000	\$ 24,000	\$ 24,000	\$ -	\$ 14,945	\$ -	\$ 9,055.26
Applications Received March 31, 2025							
Michael C. Riley High School Alumni Association: Project Face-Lift (Phase III)	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hilton Head Symphony Orchestra: 2025 Bluffton Concerts	\$ 48,781	\$ 48,781	\$ 48,781	-	39,499	-	9,281.93
Historic Bluffton Foundation: FY2026 Heyward House Museum Operations	\$ 50,000	\$ 50,000	\$ 50,000	-	-	-	50,000.00
Town of Bluffton: Sarah Riley Hooks Cottage Restoration	\$ 257,304	\$ 257,304	\$ 257,304	-	-	-	257,304.00
BlacQuity SC: Roots & Rivers Festival 2025	\$ 27,000	\$ 27,000	\$ 27,000	-	-	-	27,000.00
The Bluffton MLK Observance Committee: 10th Annual Bluffton Juneteenth Festival	\$ 23,000	\$ 23,000	\$ 23,000	-	17,166.63	5,833.37	-
Total Grants for 3rd Quarter Collections	\$ 426,085	\$ 406,085	\$ 406,085	\$ -	\$ 56,666	\$ 5,833.37	\$ 343,585.93
Applications Received June 30, 2025							
Michael C. Riley High School Alumni Association: Project Face-Lift (Phase III)	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	20,000.00	\$ -	\$ -
Coastal Conservation Association for 2025 Conservation Weekend in Bluffton	\$ 10,000	\$ 10,000	\$ 10,000	-	10,000.00	-	-
SOBA: FY2026 Marketing Expenses	\$ 40,000	\$ 40,000	\$ 40,000	-	7,501.91	-	32,498.09
Arts & Seafood for 2025 Event	\$ 80,000	\$ 80,000	\$ 80,000	-	-	-	80,000.00
Campbell Chapel Church: Additional Phases of Restoration Project	\$ 109,000	\$ 109,000	\$ 109,000	-	-	-	109,000.00
Campbell Chapel AME Church: SC Conference of AME Church	\$ 10,000	\$ 10,000	\$ 10,000	-	8,273.71	-	1,726.29
Historic Bluffton Foundation: Fall Tour of Homes	\$ 6,500	\$ 6,500	\$ 6,500	-	-	-	6,500.00
Total Grants for 4th Quarter Collections	\$ 275,500	\$ 275,500	\$ 275,500	\$ -	\$ 45,775.62	\$ -	\$ 229,724.38
Applications Received September 30, 2025							
Hilton Head Choral Society: 2026 Vienna Boys Choir Concerts in Bluffton	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00
The New Bluffton Worship: 2025 Christmas Eve Under the Stars	\$ 11,500	\$ 11,500	\$ 11,500	\$ -	\$ -	\$ -	\$ 11,500.00
Congregation Beth Yam: 2025 Hanukkah Celebration	\$ 7,770.25	\$ 7,770.25	\$ 7,770.25	\$ -	\$ -	\$ -	\$ 7,770.25
Farmer's Market of Bluffton: 2026 Expenses	\$ 66,500	\$ 66,500	\$ 66,500	\$ -	\$ -	\$ -	\$ 66,500.00
May River Theatre: 2026 Performance Season Advertising & Royalties	\$ 49,764	\$ 49,764	\$ 49,764	\$ -	\$ 11,140.70	\$ -	\$ 38,623.30
Total Grants for 1st Quarter Collections	\$ 145,534	\$ 145,534	\$ 145,534	\$ -	\$ 11,140.70	\$ -	\$ 134,393.55
Applications Received December 31, 2025							
The Rotary Club of Bluffton: 2026 Mayfest	\$ 25,000	\$ 25,000	\$ -	\$ -		\$ -	\$ -
Bluffton Gullah Cultural & Heritage Center: Deer Tongue Building Renovations	\$ 175,000	n/a	n/a				
Beaufort Water Search and Rescue	\$ 20,000	\$ -	\$ -	\$ -		\$ -	\$ -
Total Grants for 2nd Quarter Collections	\$ 220,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Grants	\$ 3,520,500	\$ 3,057,367	\$ 2,833,493	\$ 506,064.51	\$ 199,236.84	\$ 183,787.10	\$ 745,532.84

Recommendation of Motions

1. "I move to approve a \$25,000 grant to The Rotary Club of Bluffton in support of the 2026 Mayfest Weekend in Bluffton."

2. "I move to support the recommendation made by ATAC of no award to Beaufort Water Search and Rescue for the purchase of a replacement boat.

OR

I move to make an award of \$_____ to Beaufort Water Search and Rescue for the purchase of a replacement boat.

TOWN COUNCIL



STAFF REPORT Projects and Watershed Resilience Department

MEETING DATE:	March 10, 2026
PROJECT:	Approval to Authorize a Construction Contract with Sea Island Land Development, LLC for Construction of Bridge Street Streetscape, Phases 2 and 3 (Fiscal Impact: \$1,512,992.29)
PROJECT MANAGER:	Pat Rooney, Capital Improvement Program Manager

REQUEST: Staff requests Town Council authorize the Town Manager to execute a contract (Attachment 2) with Sea Island Land Development, LLC for \$1,210,393.83 for construction of Bridge Street Streetscape, Phases 2 and 3. Additionally, Staff requests a 25% contingency allowance of \$302,598.46 to cover any unforeseen changes that may arise during construction.

The total fiscal impact for the Trail construction is \$1,512,992.29 and is within the proposed budget for Fiscal Year (FY) 2026 and illustrated on the attached Project Data Sheet (Attachment 3).

BACKGROUND: With the approval of the Fiscal Year 2025-2026 Strategic Plan and Fiscal Year 2026 Budget, Town staff completed the design and construction documents for Bridge Street to include drainage and sidewalk improvements, new on-street parking, street lighting, a crosswalk and a wooden pedestrian boardwalk across Huger Cove.

The bidding process was performed in accordance with the Town’s Purchasing Ordinance including required public notice, a formal Invitation for Bid (IFB) posted on the Town’s Bidnet Direct account, bid opening and bid reviews for the lowest-priced, qualified, responsive and responsible offeror.

The bid opening was held on 2/5/2026 with four bidders providing complete and responsive bids including:

- Gulf Stream Construction \$1,721,079.71
- Jarrell Brothers Construction \$1,216,246.21
- JHC Corporation \$2,062,300.35
- Sea Island Land Development \$1,210,393.83

Sea Island Land Development was determined to be the lowest-priced, qualified, responsive and responsible bidder.

NEXT STEPS: Upon approval of this contract, Staff will initiate a pre-construction meeting and plan to commence construction in April 2026, with an approximate 200-day construction period, subject to inclement weather.

SUMMARY: This project originated from the Town of Bluffton’s 2019-2020 Strategic Plan. It is

supportive of the following Strategic Plan Guiding Principles:

- *Economic Growth 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 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.

Staff requests Town Council authorize the Town Manager to execute the proposed contract with Sea Island Land Development, LLC.

ATTACHMENTS:

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



Approval to Authorize a Construction Contract with Sea Island Land Development, LLC for Construction of Bridge Street Streetscape, Phases 2 and 3 (Fiscal Impact: \$1,512,992.29)

Presentation to Town Council

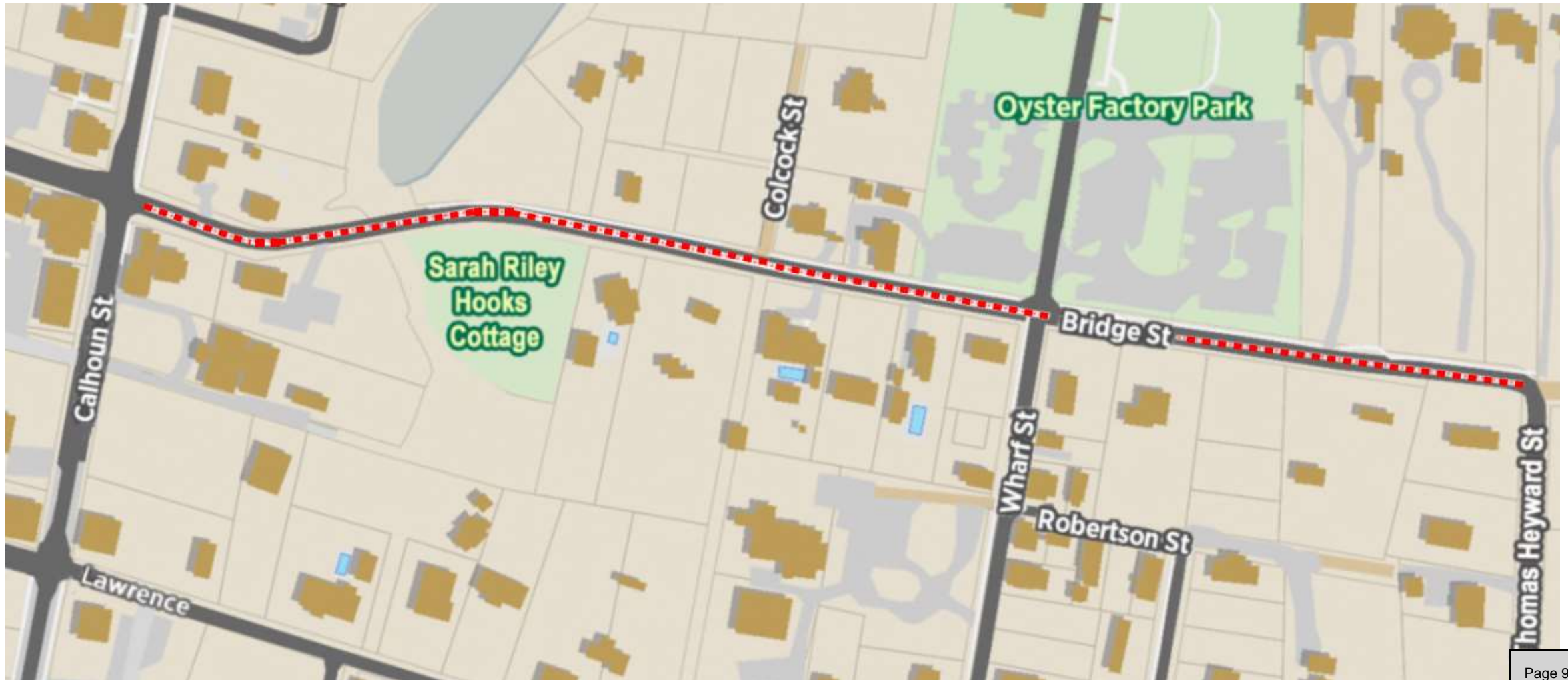
Pat Rooney, Capital Improvement Program Manager

Department of Projects & Watershed Resilience

March 10, 2026

Project Area

Calhoun Street to Thomas Heyward Street



Background

- The Bridge Street Streetscape scope includes drainage and sidewalk improvements, new on-street parking, street lighting, a crosswalk and a wooden pedestrian boardwalk across Huger Cove.
- The bidding process was performed in accordance with the Town's Purchasing Ordinance including required public notice, a formal Invitation for Bid (IFB) posted on the Town's Bidnet Direct account, bid opening and review.

Background (continued)



- The bid opening was held on 2/5/2026. Sea Island Land Development, LLC was determined to be the lowest-priced, qualified, responsive and responsible offeror.

• Gulf Stream Construction	\$1,721,079.71
• Jarrell Brothers Construction	\$1,216,246.21
• JHC Corporation	\$2,062,300.35
• Sea Island Land Development	\$1,210,393.83

Request

- Staff requests Town Council authorize the Town Manager to execute a contract with Sea Island Land Development, LLC for \$1,210,393.83 for construction of the Bridge Street Streetscape, Phases 2 and 3.
- Additionally, staff requests a 25% contingency allowance of \$302,598.46 to cover any unforeseen changes that may arise during construction.
- The total fiscal impact for the streetscape construction is \$1,512,992.29 and is within budget.

Next Steps

- Following Council approval, Staff will submit the contract for signatures and initiate the pre-construction meeting.
- A Notice to Proceed (NTP) will be issued at the pre-construction meeting and work is planned to commence April 2026.
- Construction is expected to be completed in the fall of 2026, subject to change due to inclement weather.



QUESTIONS & **DISCUSSION**

Proposed Motion



- *“I move to **approve (deny, approve as amended)** authorizing the Town Manager to enter into a contract with Sea Island Land Development, LLC for construction of Bridge Street Streetscape, Phases 2 and 3, in the amount of \$1,512,992.29, which includes a 25% contingency.”*

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

THIS AGREEMENT is by and between _____ Town of Bluffton _____ (“Owner”) and
Sea Island Land Development, LLC _____ (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

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

Installation of Streetscape and Roadway Improvements as shown on Barrier Island Engineering Drawings as referenced herein.

ARTICLE 2 – THE PROJECT

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

The construction of Streetscape and Roadway Improvements along Bridge Street in Bluffton, South Carolina from Calhoun Street to Thomas Heyward Road. The general scope of services includes but not limited to the following:

1. Mobilization and demolition
2. Erosion and sediment control
3. Coordination/Adjustments with existing utilities, proposed street lighting and associated conduit
4. Grading and stormwater drainage.
5. Roadway, parking, curbing and sidewalk paving
6. Signage and pavement markings
7. Traffic control
8. Grassing

ENGINEER

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

ARTICLE 3 – CONTRACT TIMES

3.01 *Time of the Essence*

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

4.02 *Days to Achieve Substantial Completion and Final Payment*

The Work will be substantially completed within 180 days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 200 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

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

ARTICLE 5 – CONTRACT PRICE

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

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

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

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

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

See bid attached.

Total of all Bid Prices (Unit Price Work)	\$1,210,393.83
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The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

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

ARTICLE 6 – PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

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

6.02 Progress Payments; Retainage

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

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

- a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - b. 10 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

6.03 *Final Payment*

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

ARTICLE 7 – INTEREST

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

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
- A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
 - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
 - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."

- E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

- A. The Contract Documents consist of the following:
 - 1. This Agreement
 - 2. Performance bond
 - 3. Payment bond.
 - 4. EJCDC General Conditions
 - 5. EJCDC Supplemental Conditions
 - 6. EJCDC Standard Addendum to Agreement
 - 7. EJCDC Special Conditions
 - 8. SC DOT Standard Specifications, Special Provisions, Supplemental Specs and Provisions
 - 9. Specifications as listed in the table of contents of the Project Manual.

- 10. Geotechnical Evaluation
- 11. Drawings
- 12. Addenda (numbers 1 to 4).
- 13. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid
 - b. Schedule
- 14. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a. Work Change Directives.
 - b. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

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

10.02 *Assignment of Contract*

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

10.03 *Successors and Assigns*

- A. Owner and Contractor each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal

representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

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

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 *Compliance*

- A. Offerors, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Offerors will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.
- B. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- i. Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- ii. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- iii. The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- iv. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- v. The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);
- vi. Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- vii. The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- viii. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- ix. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- x. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- xi. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);

xii. Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.).

C. Offerors shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 et seq); the Davis-Bacon Act (40 U.S.C. 3141 et seq.); McNamara-O’Hara Service Contract act (41 U.S.C. 351 et seq);

D. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).

E. Offerors shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.

F. Offerors shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.

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

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

OWNER: TOWN OF BLUFFTON

CONTRACTOR: SEA ISLAND LAND DEVELOPMENT, LLC

By: Stephen Steese
Title: Town Manager

By: _____
Title: _____

Attest: _____
Title: _____
Address for giving notices:
20 Bridge Street
PO Box 386
Bluffton, SC 29910

Attest: _____
Title: _____
Address for giving notices:

PO Box 31727
Charleston, SC 29417
License No.: CLG120464

BID FORM

BIEC Project Number: 23-009

BIEC Project Name: Bridge Street Streetscape Phase 2 & 3

Date: 12/10/2025; REVISED 1/30/2026

Prepared by: AJB

Checked by: CRZ



ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
9210301	MOBILIZATION	LS	1	10000	\$ 10,000.00
9210303	BONDS AND INSURANCE	LS	1	25000	\$ 25,000.00
1050800	CONST. STAKES, LINES & GRADES	EA	1	10000	\$ 10,000.00
150-1000	TRAFFIC CONTROL	LS	1	50000	\$ 50,000.00
9210504	AS-BUILT CONSTRUCTION PLANS	LS	1	5000	\$ 5,000.00
2016000	SELECTED REMOVAL OF MARKED TREES	EA	5	2500	\$ 12,500.00
2016001	SELECTIVE UNDERBRUSHING AT EAST SIDE BOARDWALK CONNECTION	LS	1	18550	\$ 18,550.00
7204000	CONCRETE WASHOUT	EA	1	1000	\$ 1,000.00
2024100	REMOVAL & DISPOSAL OF EXISTING RIBBON CURB	LF	309	5	\$ 1,545.00
2025000	REMOVAL & DISPOSAL OF EXISTING ASPHALT PAVEMENT	SY	4877	0	\$ -
2027000	REMOVAL & DISPOSAL OF EXISTING CONCRETE/SHELL	SY	258	21	\$ 5,418.00
2031200	SITE EXCAVATION	LS	1	25000	\$ 25,000.00
4013110	MILLING EXISTING ASPHALT PAVEMENT (1.0")	SY	4587	8.85	\$ 40,594.95
4112321	ASPHALT LEVELING COURSE PLACEMENT	SY	4587	12.97	\$ 59,493.39
9000010	ASPHALT SURFACE COURSE, INCLUDES BINDER	SY	4587	24.41683	\$ 112,000.00
600-0001	FLOWABLE FILL	CY	9	637	\$ 5,733.00
9210507	ELECTRICAL PEDISTAL RELOCATION	LS	1	2500	\$ 2,500.00
6251010	4" WH SLD LNE PVT EL PERM.PVMT.MARKING	LF	2458	1.73	\$ 4,252.34
6251074	4"YEL.SLD.LNES.- PERM.PVMT.MARKING	LF	1964	3.45	\$ 6,775.80
6251012	24" SOLID WHITE STOP BAR	EA	1	2128	\$ 2,128.00
7204100	CONCRETE SIDEWALK(4" UNIFORM)	SY	325	81.99	\$ 26,646.75
72041XX	TABBY SHELL CONCRETE SIDEWALK (4" UNIFORM)	SY	10	133.2	\$ 1,332.00
7204601	18" CURB AND GUTTER	LF	828	31.12	\$ 25,767.36
7204603	PERVIOUS PAVER SIDEWALK	SY	65	195.3	\$ 12,694.50

7204900	DETECTABLE WARNING MATERIAL	SF	17	97.75	\$	1,661.75
8068301	CONCRETE DRIVEWAY APRON	SY	102	131.89	\$	13,452.78
8153090	SILT FENCE	LF	3715	3.25	\$	12,073.75
6251075	24" RCP PIPE	LF	344	110.39	\$	37,974.16
6251076	18" RCP PIPE	LF	62	93.31	\$	5,785.22
6251076	24"X 24" CURB INLET	EA	4	10057.5	\$	40,230.00
6251077	24" X 24" GRATE INLET	EA	3	7175	\$	21,525.00
6251078	24" X 24" JUNCTION BOX	EA	1	6792	\$	6,792.00
6251079	BEVELED PIPE END SECTION	EA	2	2181	\$	4,362.00
SECTION SUBTOTAL					\$	607,787.75

BMP-01A - FILTRATION SYSTEM						
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE		TOTAL
8152004	ADS BARRACUDA MAX 4	LS	1	21875	\$	21,875.00
SECTION SUBTOTAL					\$	21,875.00

BMP-01B - FILTRATION SYSTEM						
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE		TOTAL
8152004	ADS BARRACUDA MAX 4	LS	1	20500	\$	20,500.00
SECTION SUBTOTAL					\$	20,500.00

BMP-01 PERMEABLE PARKING						
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE		TOTAL
72041XX	PERVIOUS PAVERS	SY	123	195.3	\$	24,021.90
72031XX	CONCRETE RIBBON CURB	LF	330	29.97	\$	9,890.10
3105XXX	BEDDING COURSE, NO 789	TON	10	120	\$	1,200.00
3106XXX	BASE COURSE, NO 57	TON	15	150	\$	2,250.00
3105001	SUBBASE, NO 2	TON	122	101	\$	12,322.00
3105002	6" PVC OBSERVATION WELL AND CAP	LS	1	1200	\$	1,200.00
SECTION SUBTOTAL					\$	50,884.00

BMP-02 PERMEABLE PAVERS					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
72041XX	PERVIOUS PAVERS	SY	13	195.3	\$ 2,538.90
72031XX	GALVANIZED STEEL EDGING	LF	57	29.97	\$ 1,708.29
3105XXX	BEDDING COURSE, NO 8	TON	3	250	\$ 750.00
3106XXX	WASHED NO 57	TON	7	150	\$ 1,050.00
3105001	6" PVC OBSERVATION WELL AND CAP	LS	1	1200	\$ 1,200.00
SECTION SUBTOTAL					\$ 7,247.19

BMP-03 PERMEABLE PAVERS					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
72041XX	PERVIOUS PAVERS	SY	18	195.3	\$ 3,515.40
72031XX	GALVANIZED STEEL EDGING	LF	64	50	\$ 3,200.00
3105XXX	BEDDING COURSE, NO 8	TON	5	250	\$ 1,250.00
3106XXX	WASHED NO 57	TON	6	150	\$ 900.00
3105001	6" PVC OBSERVATION WELL AND CAP	LS	1	1200	\$ 1,200.00
SECTION SUBTOTAL					\$ 10,065.40

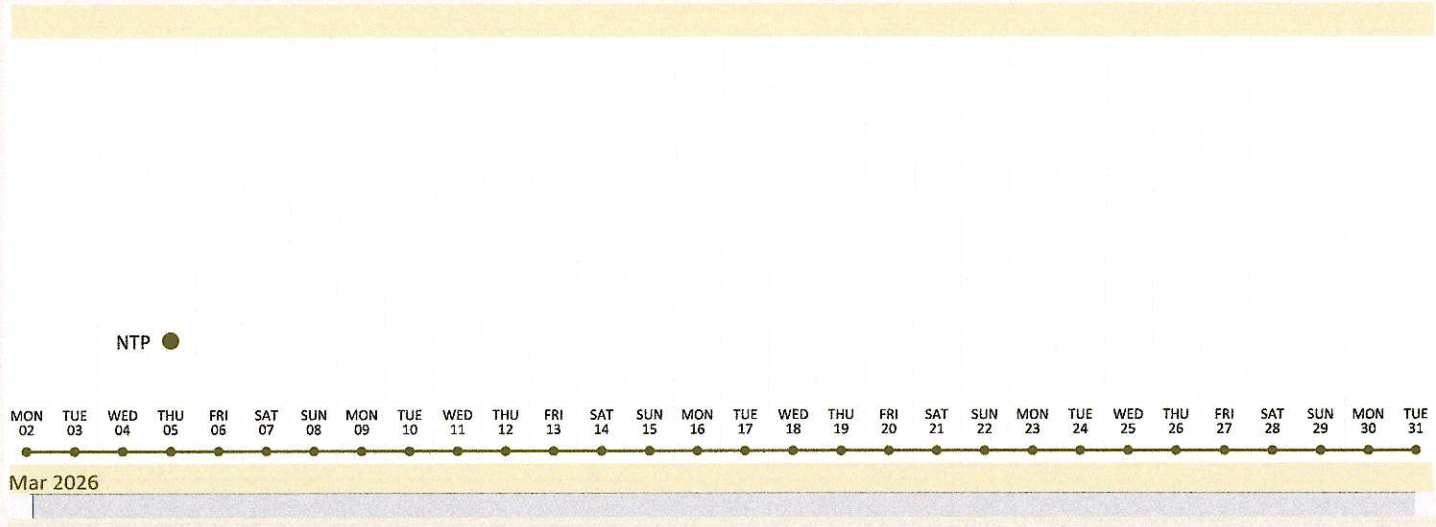
PEDESTRIAN BOARDWALK					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
9999999	TIMBER PEDESTRIAN BOARDWALK	LS	1	379020	\$ 379,020.00
SECTION SUBTOTAL					\$ 379,020.00

IT AND CONDUIT					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
8154050	DUAL 2" CONDUIT	LF	1750	55.04	\$ 96,320.00
8154051	12 FIBER SM INDOOR/OUTDOOR OFNP TB BLACK OS1	EA	4	799.825	\$ 3,199.30
8154052	UNDERGROUND ENCLOSURE	EA	7	336.375	\$ 2,354.63
8154053	LEAD TECH LABOR	LS	1	7495.7115	\$ 7,495.71
8154054	ICC 1U 3-PANEL FIBER BLANK ENCLOSURE	EA	1	119.485	\$ 119.49
8154055	ICC ICFOPL16BK 12-PORT CLASSIC ADAPTER	EA	1	17.572	\$ 17.57
8154056	LC SM INICAM HIGH PERFORMANCE CERAMIC FERRULE	EA	12	24.6675	\$ 296.01
8154057	18" SINGLE MODE LC SPLICE ON PIGTAIL	EA	1	54.418	\$ 54.42
8154058	COVER WITH COMMUNICATIONS LOGO	EA	7	37.375	\$ 261.63
8154059	UNDERGROUND ENCLOSURE BASE WITH OPEN BOTTOM	EA	7	413.678	\$ 2,895.75
SECTION SUBTOTAL					\$ 113,014.49
PROJECT TOTAL					\$ 1,210,393.83

ADDITIONAL - ALTERNATE UNIT PRICES		
DESCRIPTION	UNIT	UNIT PRICE
DEMO AND REPLACE CONCRETE SIDEWALK, AS IDENTIFIED IN FIELD	SF	18
MUCKING OF UNSUITABLE SUBGRADE SOILS	CY	25
IMPROVED PIPE TRENCH FOUNDATION, SCDOT STD DWG 714-020-00	LF	125


Bridge Street Streetscape Phase 2 & 3

Start Date 3/2/2026



Activity	Start	End	Notes
NTP	3/5/2026		
Submittals	3/15/2026	4/4/2026	
Material Procurement Pipe/ Storm Boxes	4/19/2026	4/21/2026	
SWPPP	4/5/2026	4/8/2026	
DEMO / Mill 0+00 to 3+50	4/13/2026	4/18/2026	
Install Pipe / Drainage Structures 0+00 to 3+50	4/21/2026	4/28/2026	
Bore Conduits/ Install Pullboxes 0+00 to 3+50	5/8/2026	5/10/2026	
Install Concrete Curb & Gutter 0+00 to 3+50	5/10/2026	5/15/2026	
Install Paving 0+00 to 3+50	5/15/2026	5/25/2026	
Install Striping 0+00 to 3+50	6/4/2026	6/6/2026	
Install Sidewalks 0+00 to 3+50	5/25/2026	5/30/2026	
DEMO / Mill 3+50 to 8.50	5/25/2026	5/30/2026	
Install Pipe / Drainage Structures 3+50 to 8+50	5/30/2026	6/6/2026	
Bore Conduits/ Install Pullboxes 3+50 to 8+50	6/16/2026	6/18/2026	
Install Concrete Curb & Gutter 3+50 to 8+50	6/28/2026	7/3/2026	

Activity	Start	End	Notes
Install Paving 3+50 to 8+50	7/3/2026	7/8/2026	
Install Striping 3+50 to 8+50	7/18/2026	7/20/2026	
Install Sidewalks 3+50 to 8+50	7/13/2026	7/18/2026	
DEMO / Mill 8+50 to 19+63.45	7/18/2026	7/23/2026	
Install Pipe / Drainage Structures 8+50 to 19+63.45	7/23/2026	7/28/2026	
Bore Conduits/ Install Pullboxes 8+50 to 12+50	8/7/2026	8/9/2026	
Install Concrete Curb & Gutter 8+50 to 19+63.45	8/19/2026	8/22/2026	
Install Paving 8+50 to 19+63.45	8/22/2026	8/27/2026	
Install Striping 8+50 to 19+63.45	8/27/2026	8/28/2026	
Install Lights/ Low Voltage	8/17/2026	8/22/2026	
Bridge Construction	5/19/2026	7/8/2026	
Final Inspections/ Punchlist	8/28/2026	9/2/2026	
Substantial Completion	9/2/2026		

Capital Improvements Program Project Data Sheet										
Project Name	Bridge Street Streetscape					Project #	S0008			
Program Type	Stormwater & Sewer	Project Manager			Constance Clarkson	Start to End	FY2020 - FY2027			
Project Scope					82					
<p>Bridge Street is a major east-west connector road in the Historic District that parallels the May River. This project includes the planning and construction of new streetscape improvements to include drainage improvements, sidewalks, on-street parking, street lighting, crosswalks, and ADA compliance improvements on Bridge from Burnt Church Road to Thomas Heyward Road. The project has been implemented in two phases. Phase 1 included streetscape improvements from Burnt Church Road to Calhoun Street and Phase 2 is located west of Calhoun Street to Thomas Heyward Road. Street lighting will be similar to the lighting used throughout the Historic District. The goal is to improve overall pedestrian circulation and safety in the Historic District. The result will be a stormwater retrofit that will reduce runoff including bacteria and other local pollutants of concern and improve overall water quality of the May River.</p>										
Project Budget										
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast	
Planning	\$ 66,105	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,105	
Design	45,324	29,000	98,260	37,652	-	-	-	-	181,236	
Construction	1,484,391	1,106,469	-	1,673,201	-	-	-	-	3,157,592	
Other	11,479	27,500	82,900	500	-	-	-	-	94,879	
Total	\$ 1,607,299	\$ 1,162,969	\$ 193,160	\$ 1,711,353	\$ -	\$ -	\$ -	\$ -	\$ 3,511,812	
Project Funding Sources										
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast	
TIF	\$ 1,607,299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,607,299	
SWU GO Bond	-	486,552	-	-	-	-	-	-	-	
Grant/Proviso	-	8,751	8,751	-	-	-	-	-	8,751	
SWU Fees	-	59,417	4,591	-	-	-	-	-	4,591	
Hospitality Tax	-	332,141	179,818	1,317,205	-	-	-	-	1,497,023	
Local ATAX	-	136,272	-	-	-	-	-	-	-	
CIP Fund Balance	-	139,836	-	276,108	-	-	-	-	276,108	
Total	\$ 1,607,299	\$ 1,162,969	\$ 193,160	\$ 1,593,313	\$ -	\$ -	\$ -	\$ -	\$ 3,393,772	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Economic Growth</i> Guiding Principle #6: Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.</p> <p><i>Infrastructure</i> Guiding Principle #3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Phase 1 construction was completed in FY24. Phase 2 design was completed in FY25. Phase 2 construction will start in FY26 with completion in FY27.</p>					
Project Origination					Project Performance Measures					
FY19-20 Strategic Plan.					The Comprehensive Plan promotes the provision for parking, interconnectivity, pedestrian access, and other matters related to the Historic District area. Project goal is to increase the Town's walk score, improve pedestrian safety and protect the May River.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Forecast			
Operations	Electrical	\$ 1,603	\$ 1,703	\$ 1,803	\$ 1,903	\$ 2,003	\$ 9,015			
Maintenance	Sidewalk/Streetscape	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000			
Maintenance	Drainage	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000			
Maintenance	Landscape	2,500	2,500	2,500	2,500	2,500	12,500			
Total		\$ 6,103	\$ 6,203	\$ 6,303	\$ 6,403	\$ 6,503	\$ 31,515			
<p>Method for Estimating Costs: Estimates for design and construction cost are based on historical cost data obtained from Bridge Street Streetscape Phase 1 and similar streetscape projects within the Town. O&M costs were provided by the Town's Public Services department.</p>										

Approval to Authorize a Construction Contract with Sea Island Land Development, LLC for Construction of Bridge Street Streetscape, Phases 2 and 3 (Fiscal Impact: \$1,512,992.29)

Proposed Motion

*“I move to **approve (deny or approve as amended)** authorizing the Town Manager to enter into a contract with Sea Island Land Development, LLC for construction of Bridge Street Streetscape, Phases 2 and 3, in the amount of \$1,512,992.29, which includes a 25% contingency.”*

RESOLUTION

TOWN OF BLUFFTON, SOUTH CAROLINA

**A RESOLUTION ACCEPTING
THE 2025 TOWN OF BLUFFTON HISTORIC RESOURCES UPDATE**

WHEREAS, in 1994, the Town of Bluffton conducted its first ever town-wide historic resource survey that evaluated 84 sites within Old Town Bluffton, primarily along Calhoun and Bridge streets; and

WHEREAS, as a direct result of the 1994 survey, on June 21, 1996, the Bluffton Historic District, including 38 contributing structures and two natural resources, was established, and listed in the National Register of Historic Places; and

WHEREAS, after the listing of the Bluffton Historic District in the National Register of Historic Places (NRHP), concerns were raised that some historic resources had been omitted from inclusion in the district and between August and October 2001, a second historic resources survey was conducted to identify and document all historic architectural resources so as to include eligible properties within the district; and

WHEREAS, on June 19, 2007, the local Old Town Bluffton Historic District was established; and

WHEREAS, on October 21, 2008, the Town Council approved and adopted the Historic Resources Survey which updated the previous town-wide survey completed in 1994; and

WHEREAS, since 2008, some contributing structures have been lost which highlighted the need to update the 2008 survey data of historic resources within the Old Town Bluffton Historic District; and

WHEREAS, in 2017, the Town of Bluffton was awarded an Underrepresented Community Grant from the National Park Service, Department of the Interior, State, Tribal, and Local Plans & Grants Division to perform an historic resource survey of properties within the Town of Bluffton to identify potential historic resources outside the Historic District within the Buck Island Road, Simmonsville Road, and Goethe Road corridors to inform future planning and preservation efforts, and to re-evaluate properties within Old Town Bluffton; and

WHEREAS, on December 24, 2021, the Town Council approved and accepted the 2019 Town of Bluffton Historic Resources Update which updated the previous town-wide survey completed in 2008; and

WHEREAS, in 2022, two new Contributing Resources were designated in the Old Town Bluffton Historic District and since 2019, additional resources have reached the age of fifty years that may meet the criteria for inclusion in the Old Town Bluffton Historic District as Contributing Resources, a fourth historic resources survey was conducted to identify and document all historic architectural resources so as to include eligible properties within the district; and

WHEREAS, the data collected will provide information needed to recommend new Contributing Resources to the Old Town Bluffton Historic District and identify other resources that may be eligible for individual listing in the National Register of Historic Places; and

WHEREAS, the Historic Preservation Commission has reviewed and recommended approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED, the 2025 Town of Bluffton Historic Resources Update attached hereto as Exhibit A is hereby approved and accepted by Town Council.

Larry C. Toomer
Mayor
Fred Hamilton
Mayor Pro Tempore
Stephen Steese
Town Manager

Dan Wood
Bridgette Frazier
Emily Burden
Council Members
Marcia Hunter
Town Clerk



February 18, 2026

Re: Bluffton Historic Resource Survey Update (Stantec, 2025)

To Mayor and Town Council:

The Historic Preservation Commission (HPC) is pleased to write this letter in support of Town Council’s Resolution Accepting the *2025 Bluffton Historic Resources Update*.

Pursuant to the Unified Development Ordinance (UDO), the HPC is tasked with “[e]stablishing and maintaining a system for the survey and inventory of historic resources within the Town of Bluffton” (§2.2.6.E.3.) and accordingly, we are pleased to endorse this latest survey which was undertaken by Stantec Consulting Services, Inc. This survey, the Town’s fifth above ground resource survey since 1994, serves as an update to the *Town of Bluffton Historic Resources Update* (Brockington, 2019) that was adopted by Town Council in 2021.

On February 4, 2026, during our regular Historic Preservation Commission meeting, we received a presentation from Stantec’s representatives outlining the project goals, the tasks completed, and their findings with future recommendations. We believe that this survey contains valuable new and expanded data that not only provides a more accurate baseline of our historic preservation efforts to date but will serve as a guide for future planning decisions for the Town.

Respectfully submitted,

Joe DePauw, Chair
Historic Preservation Commission

*Theodore D. Washington Municipal Building
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910
Telephone (843) 706-4500 Fax (843) 757-6720
www.townofbluffton.sc.gov*



STATISTICAL INFORMATION

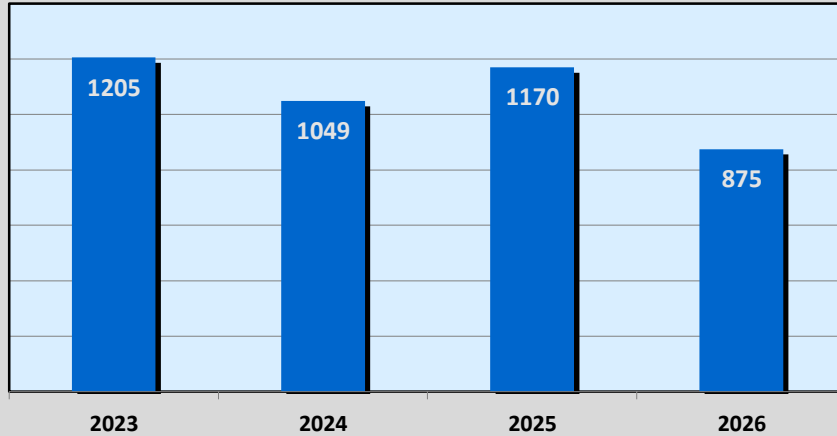
BLUFFTON POLICE DEPARTMENT

February 28, 2026

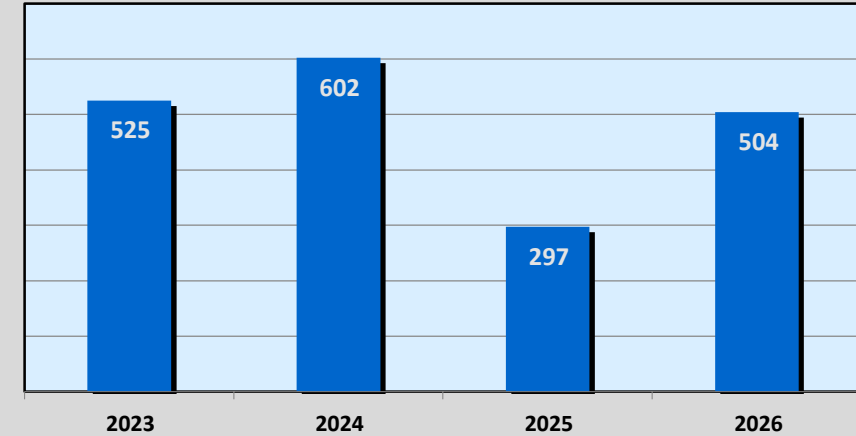
Presented by Chief Joseph Babkiewicz

DEPARTMENT HIGHLIGHTS

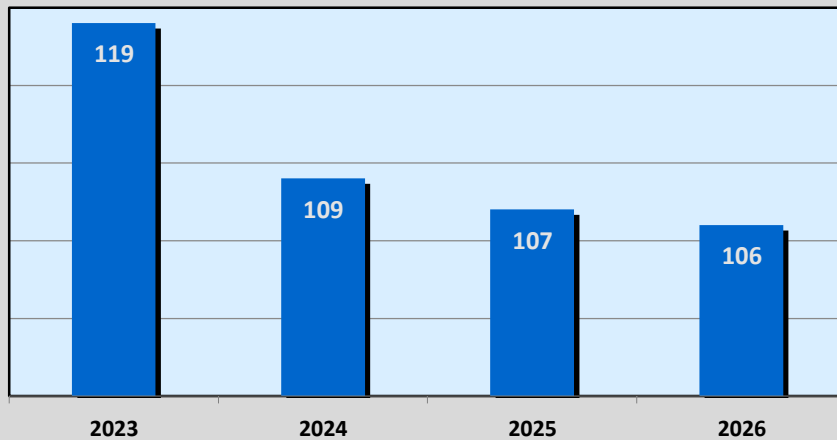
February Calls for Service Comparison



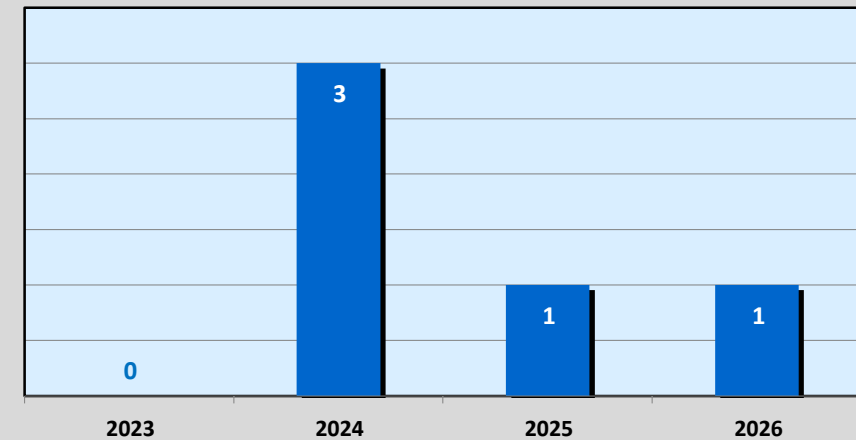
February Traffic Citation Comparison



February Collision Comparison

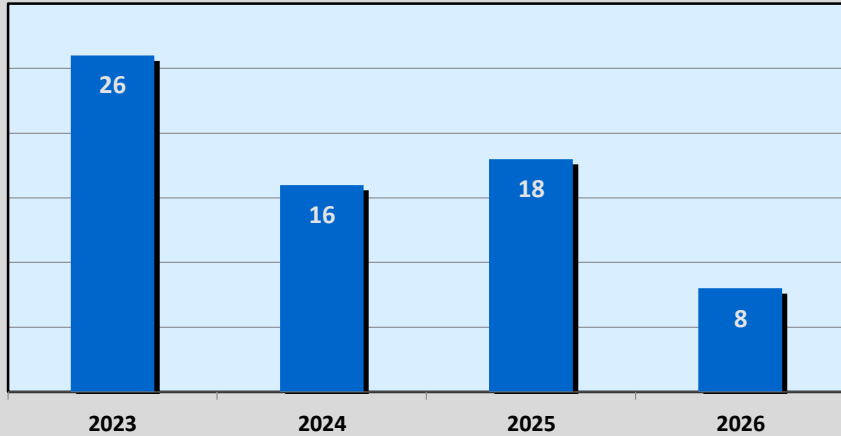


February Burglary Comparison

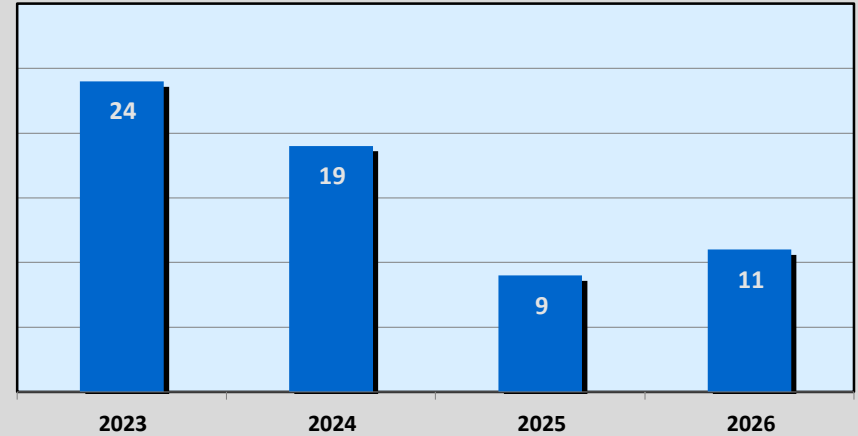


DEPARTMENT HIGHLIGHTS

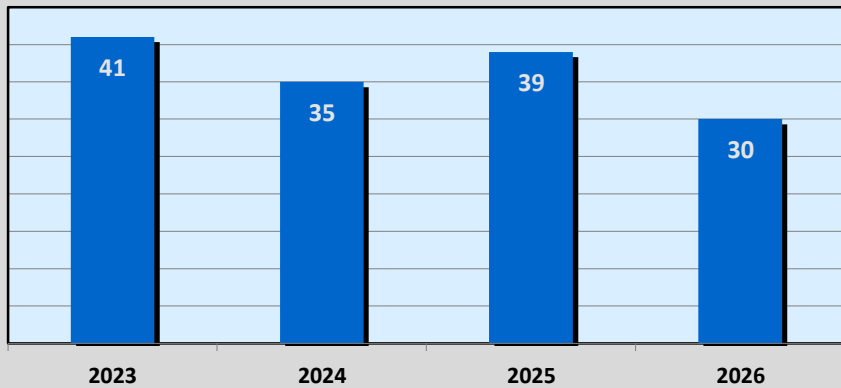
February Theft Comparison



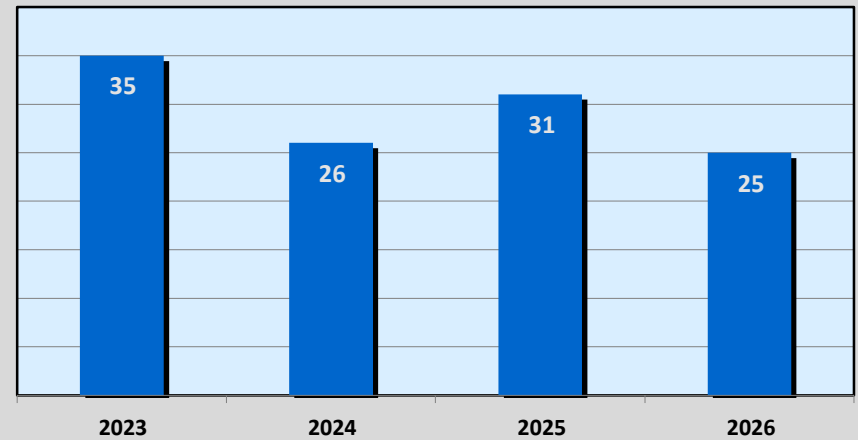
February Assault Comparison



February Domestic Calls for Service Comparison



February Arrest Comparison

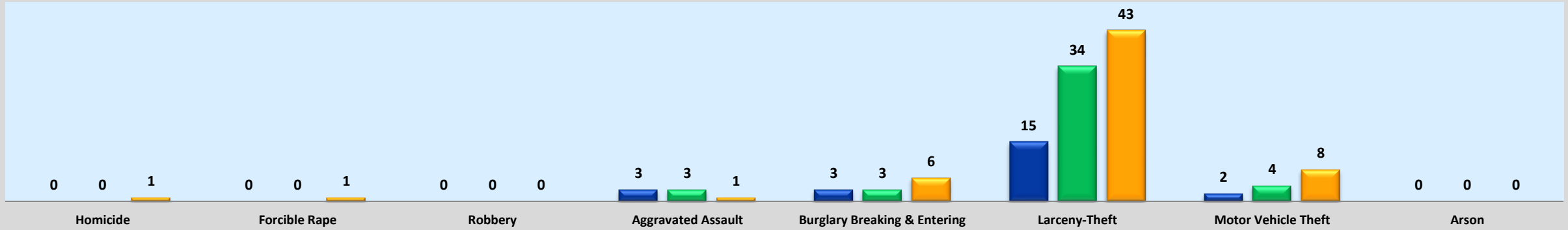


DEPARTMENT HIGHLIGHTS

Year-to-Date February

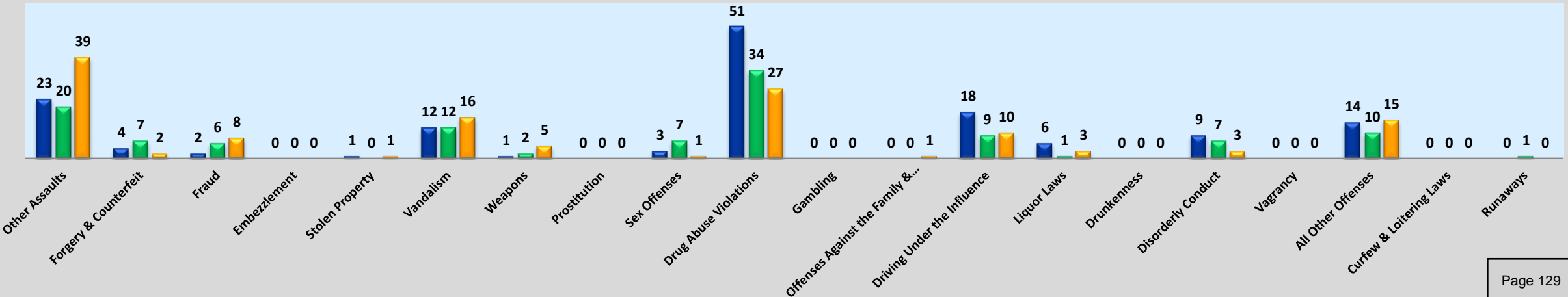
Part I Crimes

■ 2026 ■ 2025 ■ 2024



Part II Crimes

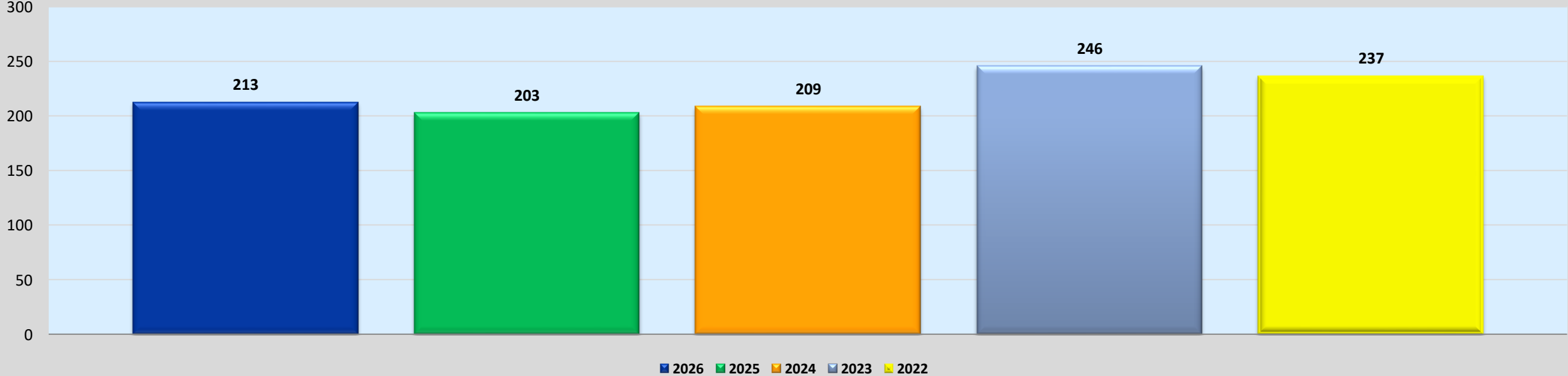
■ 2026 ■ 2025 ■ 2024



DEPARTMENT HIGHLIGHTS

Year-to-Date
February

Collisions



Law Enforcement Advisory Committee

- No meeting this month

Meetings Attended by Chief Joseph Babkiewicz

Every Wednesday – Senior Staff Communications Meeting

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

Feb 3rd – Meeting with Mayor and Town Manager

Feb 3rd – LEC Tour for Programs for Exceptional People

Feb 3rd – Command Staff meeting

Feb 3rd – Meeting with IT Director

Feb 4th – Meeting with Finance Director regarding Vehicles

Feb 4th – Attend February Birthday and Anniversary Celebrations

Feb 4th – Meeting with NAACP

Feb 5th – Attend Legal meeting

Feb 5th – Meeting with Town Manager

Feb 6th – Attend New Riverside Barn Grand Opening & Ribbon Cutting Ceremony

Feb 6th – Attend Bright Beginnings Academy Ribbon Cutting Ceremony

Feb 9th – Executive Staff meeting

Feb 9th – CALEA Assessment meeting and introductions

Feb 9th – Attend CIP meeting

Feb 10th – Attend Police Applicant PAT

Feb 10th – Attend Town Council meeting

Feb 11th – CALEA Assessment Exit Interview

Feb 11th – Attend End of Phase meeting – Officer Sandoval

Feb 11th – Attend End of Phase meeting – Officer Carter

Feb 12th – Command Staff meeting

Feb 13th – Attend Night to Shine / Touch a Truck @ Low Country Community Church

Meetings Attended by Chief Joseph Babkiewicz cont.

- Feb 17th** – Attend Budget meeting
- Feb 18th** – Attend Police Tech Grant meeting
- Feb 18th** – Attend Winter Olympic Party
- Feb 18th** – NAACP Presentation
- Feb 19th** – Attend 7th Annual Black History Month Luncheon
- Feb 22nd** – Executive Staff meeting
- Feb 22nd** – Attend CIP meeting
- Feb 22nd** – Attend Mobile Town Hall meeting
- Feb 23rd** – Attend Police Applicant PAT
- Feb 24th** – Attend Drug Seizure Discussion meeting
- Feb 25th** – Meeting with Town Manager
- Feb 25th** – Meeting with Civilian
- Feb 26th** – Meeting with Growth Management Director
- Feb 27th** – Meeting with Civilian

Commendations -	Letter from Citizen commending Officer Christopher Cash
Complaints -	None

Police Department Demographics as of February 28, 2026

DEPARTMENT	Black	Hispanic	Other	White	Grand Total
Female	2	2	1	17	22
Male	8	5	3	36	52
Grand Total	10	7	4	53	74

SWORN OFFICERS	Black	Hispanic	Other	White	Grand Total
Female	1			9	10
Male	7	5	3	33	48
Grand Total	8	5	3	42	58

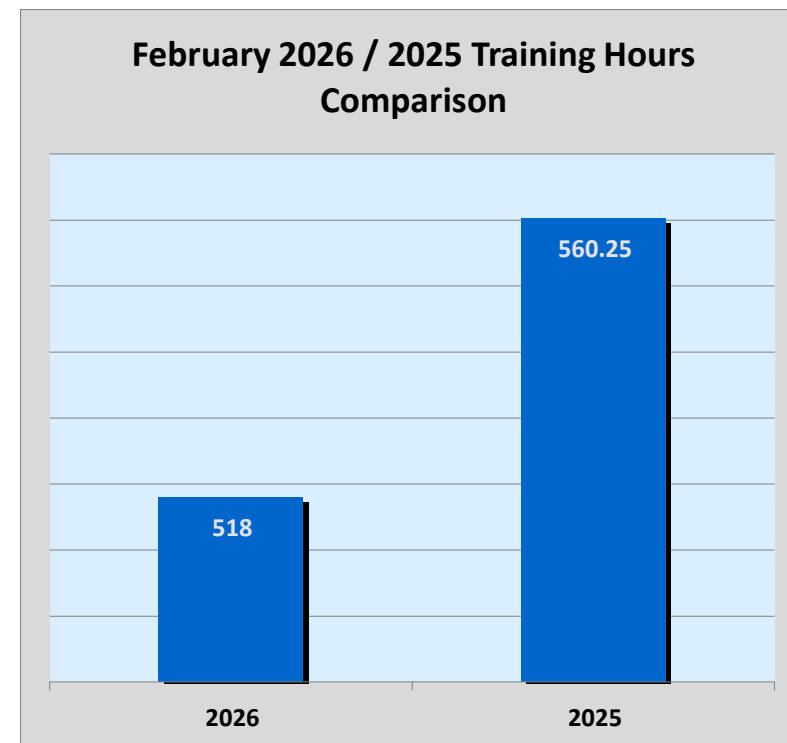
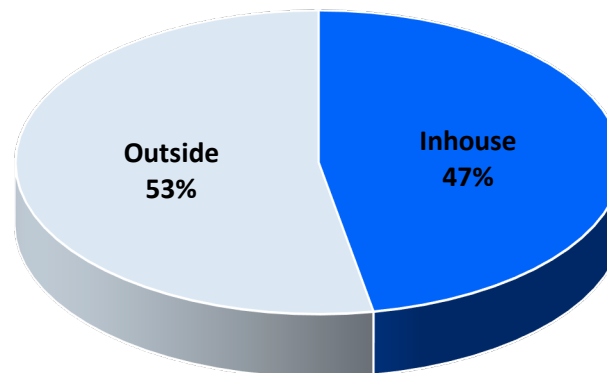
February Officer Training

In-House

- Legal Update 2025 - Part 2 - 16 Officers
- CDV Annual DV 2025 - Cultural Humility - 3 Officers
- Glock 47 Qualifications - 20 Officers
- Studio - Mental Illness - 24 Officer
- Intox DMT Operator Recertification - 21 Officers
- Line Up 2026 - January-February - 9 Officers
- Studio - Autism Crisis Intervention Training - 13 Officers
- Datamaster DMT Recertification - 1 Officer
- Ambush Awareness and Preparation - 1 Officer
- Extreme Ownership Leadership Training 101 - 2 Officers
- Extreme Ownership Leadership Training 102 - 2 Officers
- Extreme Ownership Leadership Training 103 - 1 Officer
- Taser 10 Recertification - 6 Officers
- Baton Recertification - 6 Officers

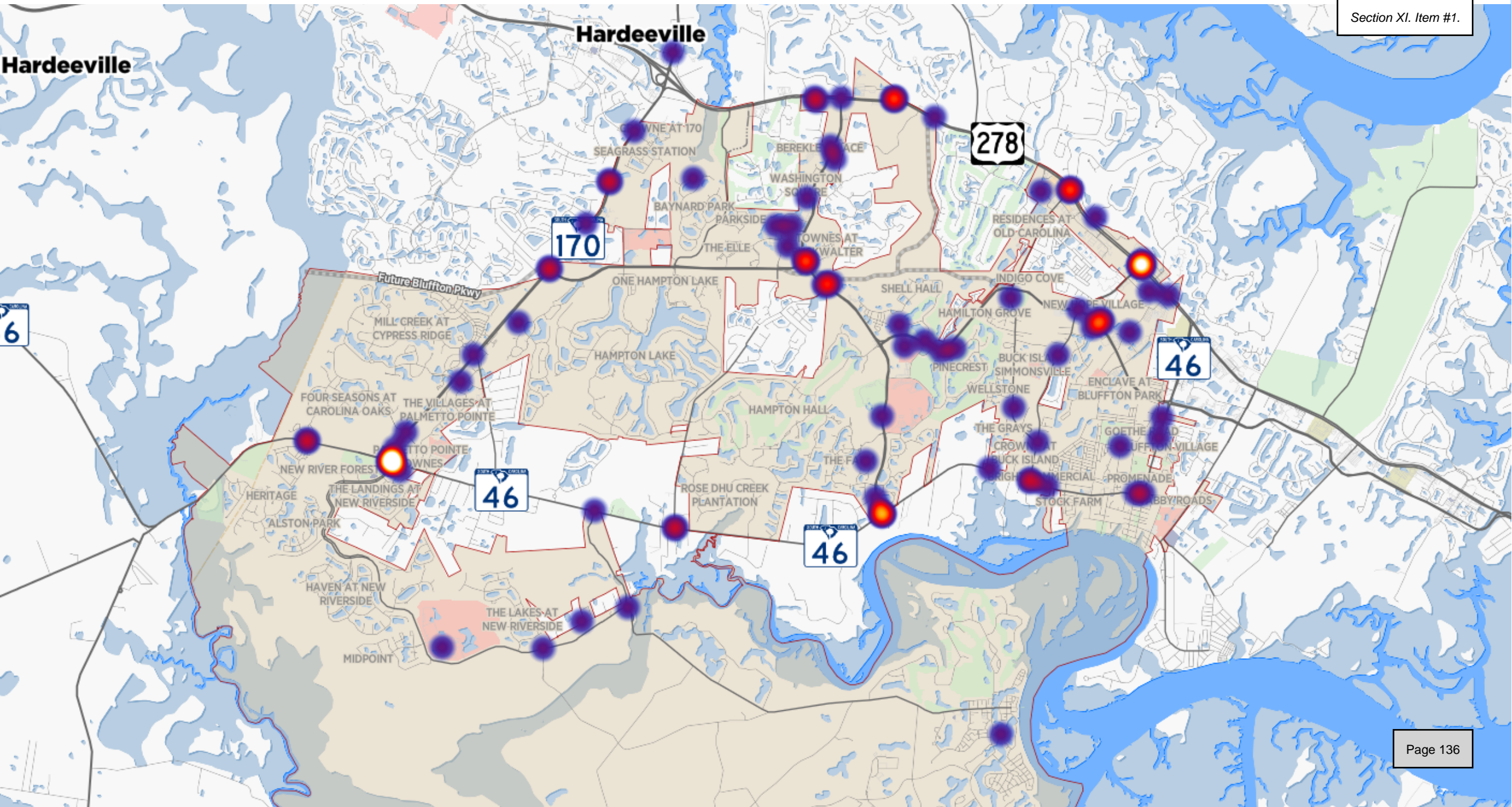
Outside

- AX200 Axiom Examination - 1 Officer
- Fleet Conference - 1 Civilian
- IPTM fto manager class - 1 Officer
- Burden of Command Training - 3 Officers
- Enterprise Fleet Management - 1 Civilian
- ASP / OC Instructor - 1 Officer
- RCTA Pro Active Criminal Patrol - 2 Officers
- FBI National SC Chapter Spring Conference - 1 Officer



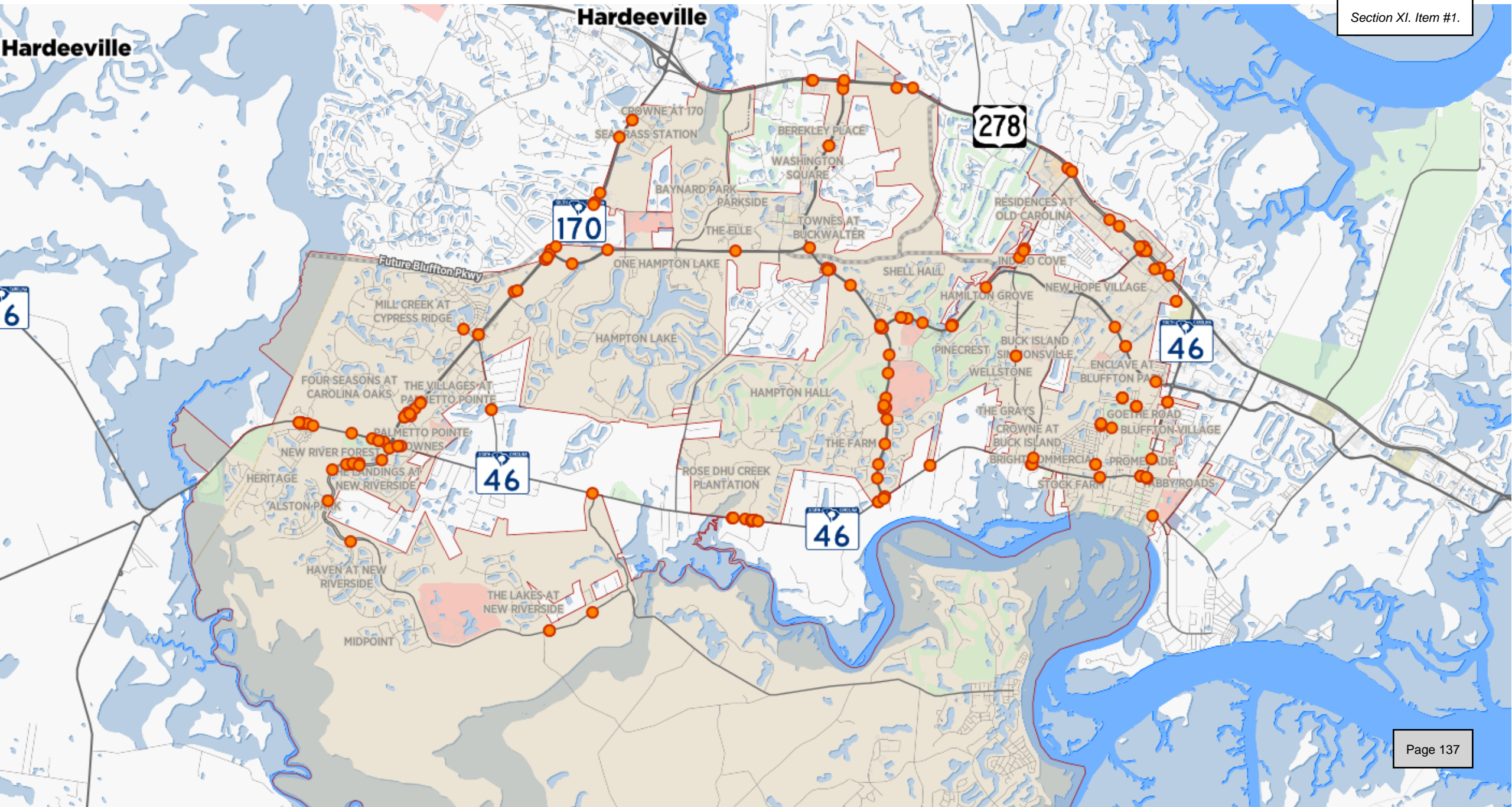
COLLISIONS (106) February 2026

Section XI. Item #1.



CITATIONS ISSUED (186) February 2026

Section XI. Item #1.

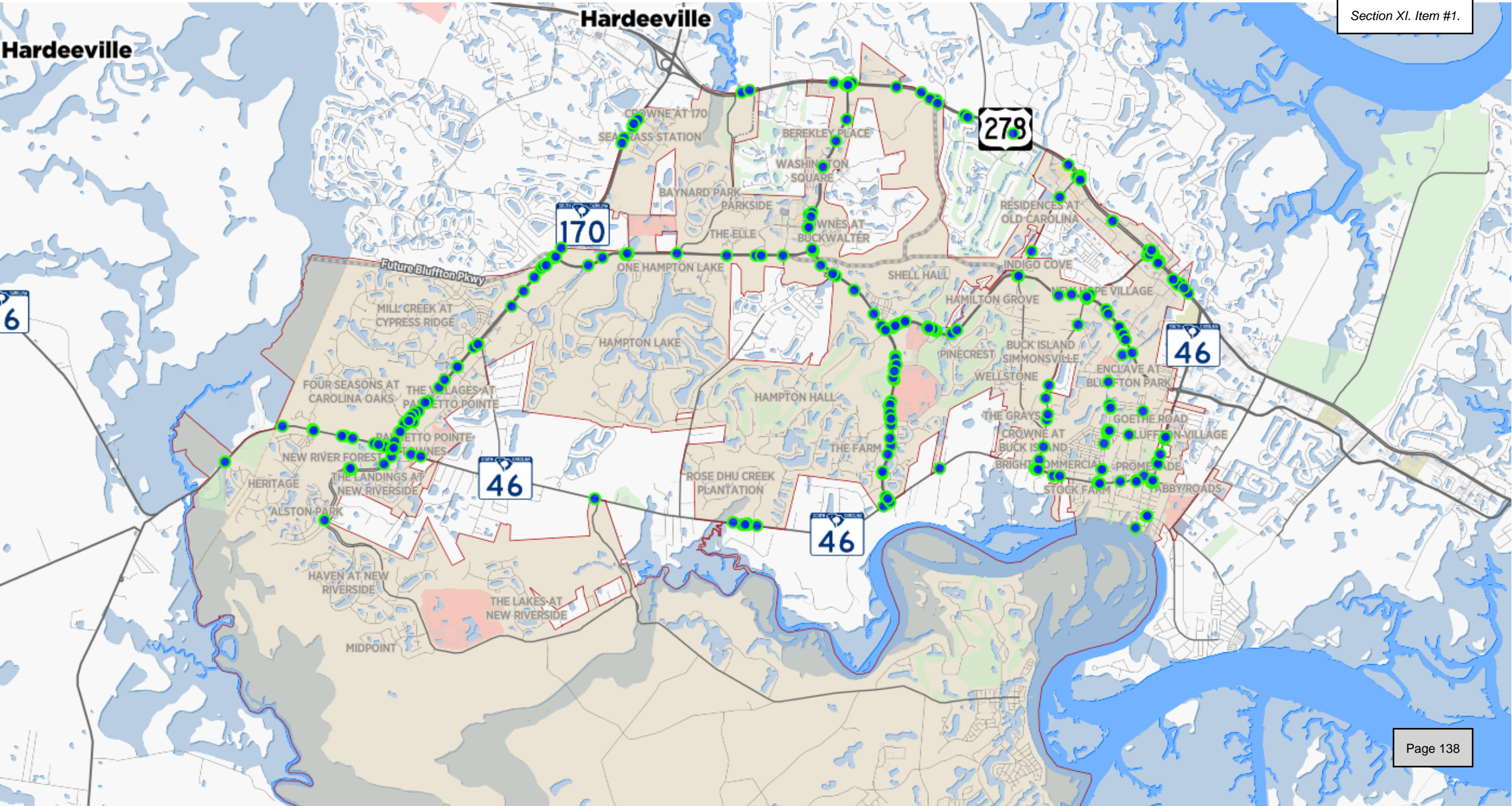


Hardeeville

Hardeeville

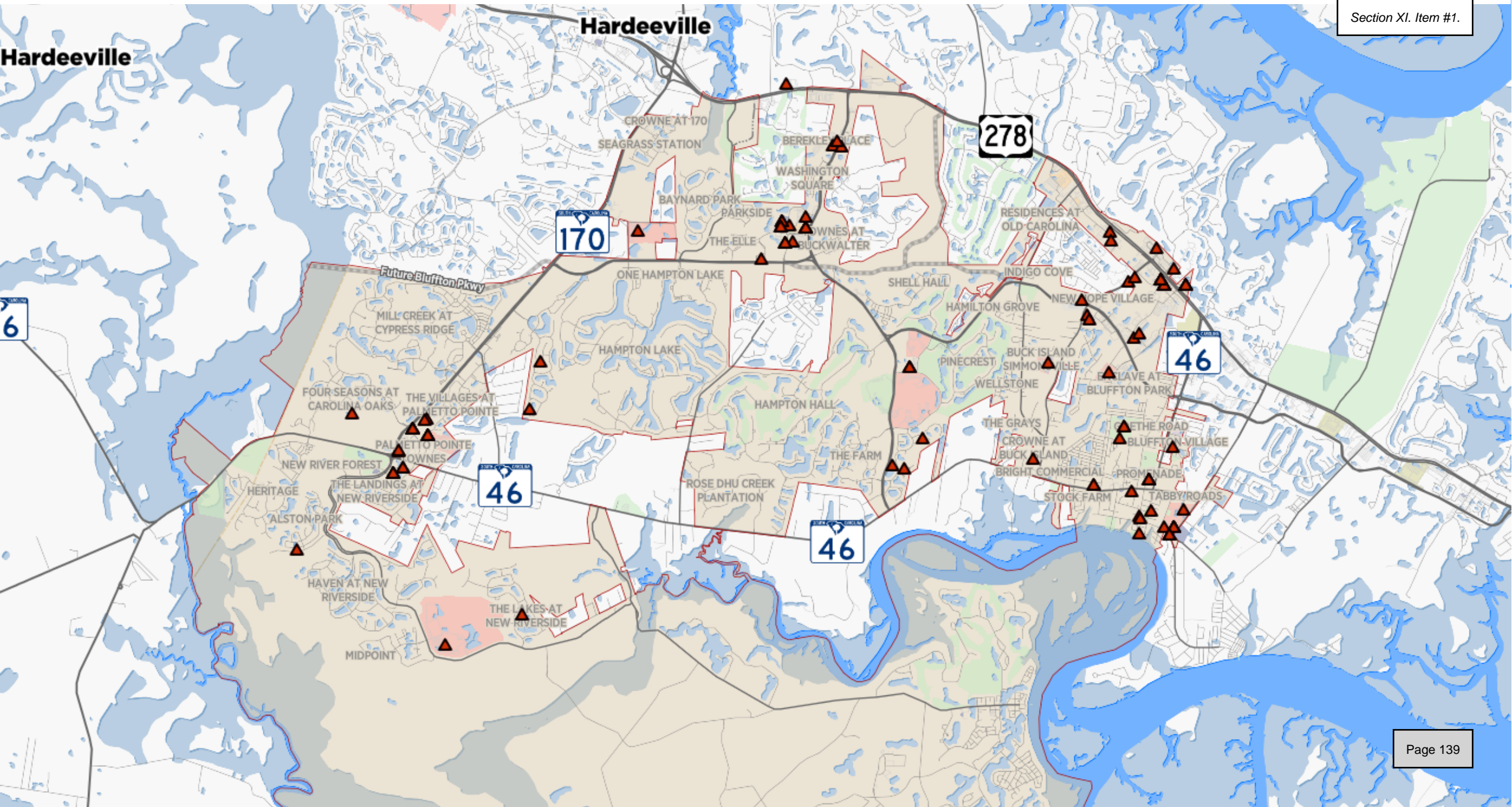
WARNINGS ISSUED (318) February 2026

Section XI. Item #1.



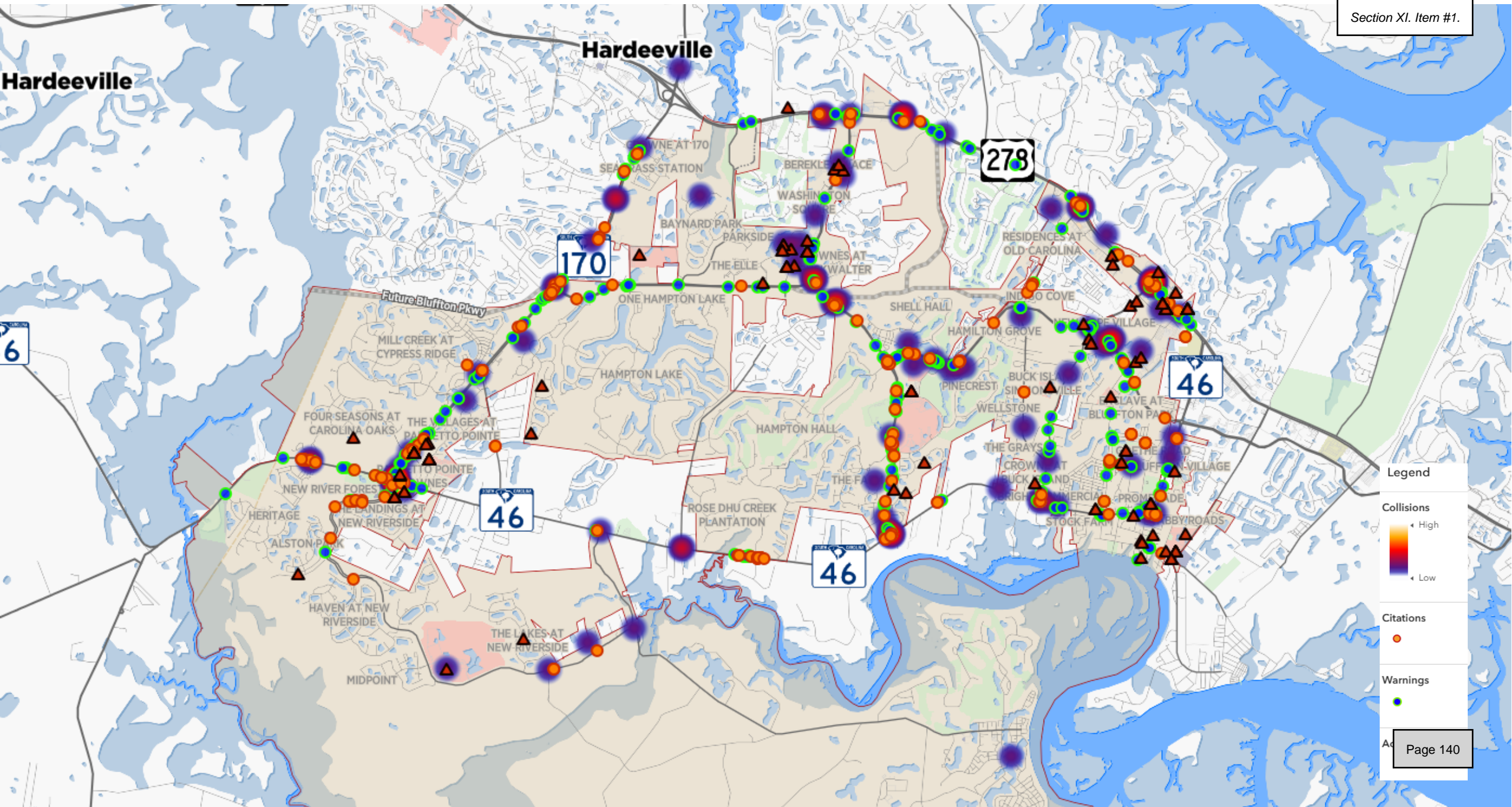
#1 CALL TYPE – Activated Alarms (108) February 2026

Section XI. Item #1.



Collisions, Citations, Warnings and Activated Alarms – February 2026

Section XI. Item #1.



Legend

Collisions
◀ High
◀ Low

Citations

Warnings

CALLS FOR SERVICE TOP 10 CALL TYPES	
Activated Alarm	108
Accident	77
Disturbance	70
Case Follow Up	68
911 Hang-Up	59
Reckless Driving	38
Assist Motorist	35
Miscellaneous Call	28
Domestic	28
Noise Complaint	26

PRO-ACTIVE PATROLS	
Extra Patrol - Business	2435
Traffic Stop	426
Extra Patrol - Residential	411
Traffic Enforcement	32

TOTAL CALLS FOR SERVICE: 875

AVERAGE PER DAY: 34

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
Operating Vehicle While License/Registration Expired	31
Driving Under Suspension; License not Suspended for DUI	24
Speeding; Greater than 25 mph over the Speed Limit	21
Speeding; more than 15 but less than 25 mph over the Speed Limit	21
Driving without a SC License	16
Failure to Maintain Proof of Insurance in Motor Vehicle	11
Possession of 28g (1oz) or less of Marijuana	10
Operating Uninsured Motor Vehicle	6
Open Container of Beer or Wine in Motor Vehicle	4
Failure to Return License Plate and Registration upon Loss of Insurance	4

TOTAL CITATIONS ISSUED: 186
 AVERAGE PER DAY: 7

UNIFORM TRAFFIC WARNINGS TOP 10 VIOLATIONS	
Speeding	99
Vehicle License Violation	46
Defective Equipment	36
Other	30
Improper Lane Use	27
Changing Lanes Unlawfully	24
Improper Turn	17
Disregarding Stop Sign	14
Disregarding Traffic Signal	6
Drivers License Violation	4

TOTAL WARNING ISSUED: 318
 AVERAGE PER DAY: 13

CRIMINAL INVESTIGATIONS	
Cases Assigned	4
Incident Reports	4
Supplemental Reports	52
Cases Closed	20
Arrests Made	2
Arrest Warrants	3
Juvenile Petitions	0
Bond Court	5
Case Call Outs	6
Search Warrants	9
Prelims/Grand Jury	3

Case Call Outs:

1. 26BP07322- Shots Fired at 138 Horizon Trail (2/16/2026) x3
2. 26BP07161 – (Suicide)
3. 26BP05099
4. 26BP07888/ 26S019206 – (Homicide -Suicide – BCSO) (Eisenmenger-Crime Scene Team)

Mental Health Advocate:

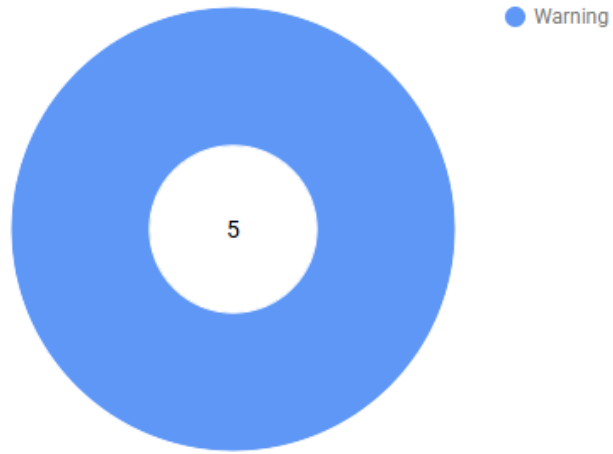
CIT: 1
 Referrals - 11
 Follow Ups - 38
 Supplemental Reports - 17

Victim Advocate:

Case Call Outs: 1
 Incident Reports: 1
 Case Closed: 6
 Bond Court: 1
 Supplemental Reports: 11
 ICAC Cases Assigned: 6

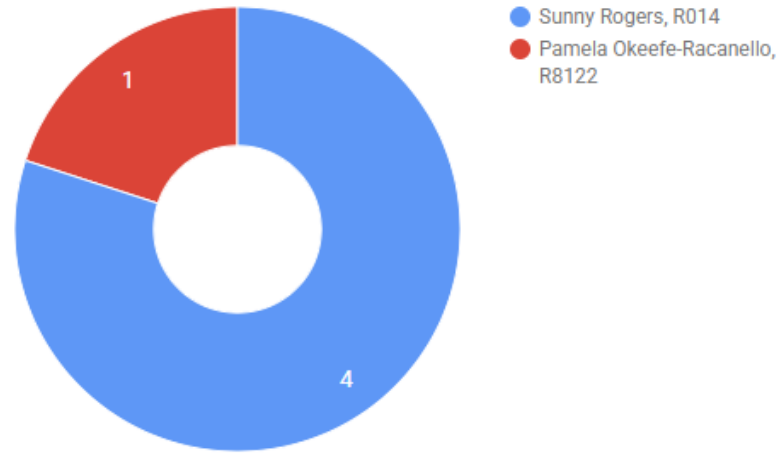
COMMUNITY SERVICE ASSISTANTS

Tickets By Status Last 30 Days



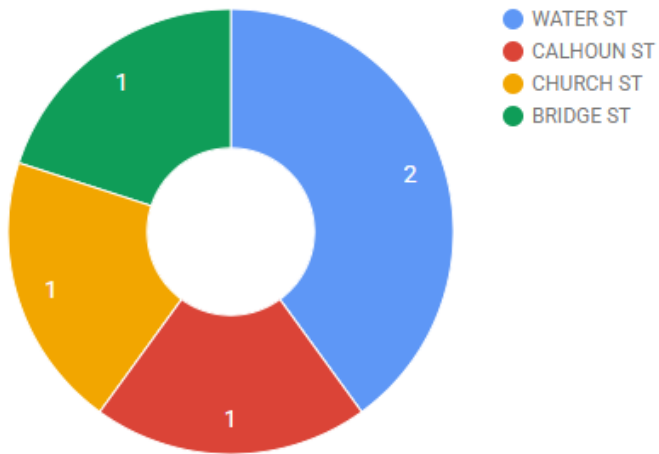
Total Count: 5 As of 2/25/2026, 12:00:00 AM

Tickets By Officer Last 30 Days



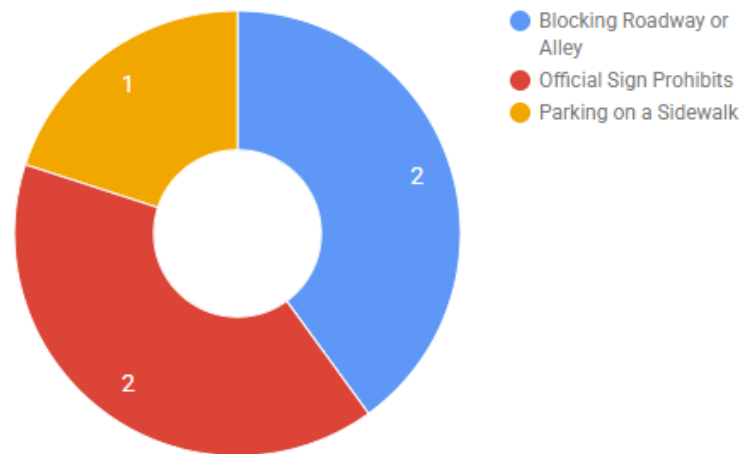
Total Count: 5 As of 2/25/2026, 12:00:00 AM

Tickets By Location Last 30 Days



Total Count: 5 As of 2/25/2026, 12:00:00 AM

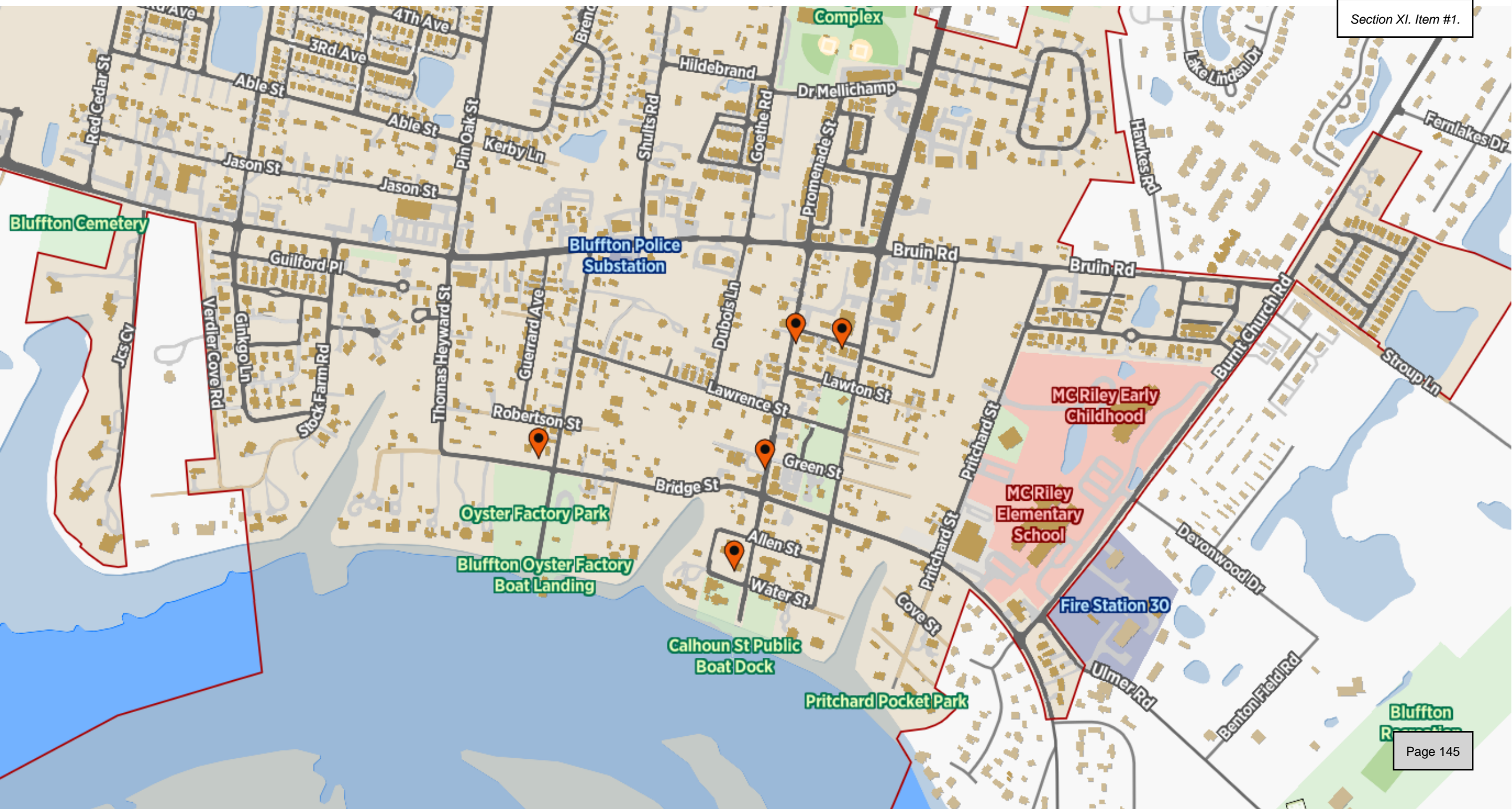
Tickets By Violation Last 30 Days



Total Count: 5 As of 2/25/2026, 12:00:00 AM

DOWNTOWN CITATIONS (5) – February 2026

Section XI. Item #1.



Code Enforcement:

William Bonhag

- Multiple business advertisement signs removed various location throughout Bluffton.

Complaints / Property Checks / Follow-ups / Ordinance Letters

- Kristy Carge and I met with Matt Cunningham on 11/4/25 to review his Bridge Collective operation as he needs to obtain a commercial Business license for his 1st floor businesses that are in operation, along with his second-floor apartment rentals. Matt's due date is January 15th, 2026 due to the taxes owed. On Tuesday 2/17/26 Matt appeared in court requesting a continuation, Court is now set for 3/10/26 at 9am
- Ian Duncan, owner of The Grind x 2 is scheduled for Court 1/20/26 as his lateness for tax payments continue to be late or failure to pay.
- Prior to court appearance Kristy Carge and I shall review any payments from Mr. Duncan.
- Mr. Duncan has caught up with his payments for now, his 2 tickets were Nole processed with the understanding any lateness moving forward shall result in future summons.

10 Buck Island

- Hull & Husk had constructed an oversized white tent in the parking lot of his located business to work on creating wood burning pellets without any permits or approval.
- Kevin Icard Director of Growth Management has been in a back-and-forth discussion with the owner Jared Jester, debating the usage of the exterior parking lot.
- NOV was issued on 12/1/25 with a compliance date of 12/22/25 due to ongoing discussions with Kevin Icard this date was postponed.
- Kevin Icard emailed Jared Jester on 12/18/25 with a 30-day extension as of this date.
- Jared has removed requested items at this time, will monitor for continued compliance going forward.

218 Simmonsville Road

- 3/14/24 Due to several violations, this location was boarded up.
- Property cleaned up, now pending information from Vicky Smalls and Rob Currall Building Official as to their next move regarding this structure.
- 12/26/25 This property is Heirs property, until this property is settled in court no actions can move forward.

Code Enforcement continued:

161 Buck Island Road

- This property is located behind Sharon Bowns house who has complained about the owner working on site w/o any permits.
- 6/25 Stop work order was placed at the site only to be removed by the owner with the sign being turned around where he placed his business license for land clearing w/o contacting water shed to answer his violations.
- 1/8/26, Bill Baugher and I met with Joaquin Costillo at Bill's office to explain his violations and the process for obtaining permits moving forward. Mr. Baugher has issued him 3 tickets and Codes issued 1 for his actions on site.
- Court is scheduled for 3/31/26 at 9am as Mr. Costillo retained the services of defense attorney Carol Miller.

1 Able Street

- Complaint filed with Kristy Carge regarding work being conducted at this location at all hours.
- Met with the property and business owner Veronica Jimenez for Talikas Trim Inc. that is licensed at 11 Sugary Drive not 1 Able Street.
- 11/5/25 Stop work Decal was placed on the house until all permits are obtained for the construction work being done.
- NOV was issued for NO BL at this location resulting in all construction materials and equipment needs to be removed due to Residential Zoned area.
- Returning to site by Wednesday 11/12/25 to review progress.
- As of 1/12/26 no permits or change of BL address have occurred
- 1/22/26 received a neighbor complaint from working late and toxic smells due to painting in and out of a tented area that was supposed to be removed after NOV issued 11/5/25 with a compliance date of 11/10/25
- On 1/22/25 2 tickets were issued: 1 for NO BL and 1 for unlawful continuance. Court matter for 2-17-26
- Tickets were paid in full \$2,175.00 with the understanding to stop all work, obtain permits and remove the trailer and painting tent.

214 Simmonsville Road

- On Thursday 2/5/26 , Jason Wagner contacted us regarding burning at this location by a landscape company and the residents, leading to extreme smoke resulting in his daughter requiring a breathing treatment prior to waiting for her bus.
- This is the second time we have been visiting for burning along with NO BL for any operations.
- 2 Summons were issued to Jennifer Velez along with an NOV for accumulations prohibited with a compliance date of Thursday 2/19/26. Possibly another citation to be issued.

Code Enforcement continued:

Four Seasons at Carolina Oaks / BACA Concrete & Construction

- 2/10/26 Tuesday, I received a complaint from David Swisher residing at 20 Brandywine Lane, an address towards the rear section where ongoing construction work is happening. Mr. Swisher and his wife fully understand ongoing construction.
- Monday morning 2/16/26 at approximately 5:50am BACA concrete was pouring concrete prior to the 7am working hour. Along with a pump truck disturbing the quiet of the residents.
- Contacted Tom from KHOV and then received a call from Miguel BACA owner of the company, to apologize for early work and will adhere to the 7am-7pm municipal ordinance, until daylight savings which is 7am-9pm M-S and noon to 7pm Sundays. Codes issued an NOV regarding the early start.
- 2/17/26 Tuesday, I received a second complaint from David Swisher residing at 20 Brandywine Lane, an address towards the rear section where ongoing construction work is happening. This time crews were working after 9pm with lights and creating lots of noise, disturbing the quiet for the residents. 7pm is the time limit to stop all work.
- This matter will be taken up with Miguel BACA at the site visit today 2/18/26. Phone call to the owner was not going through. Spoke with Steve site manager for KHOV, he will make sure times are adhered too moving forward.

STRATEGIC ACTION & FOCUSED ENFORCEMENT TEAM

Section XI. Item #1.

S.A.F.E Team	
Conducted traffic enforcement in Bluffton Park, The Landings, Hwy 278, May River Rd (Old Town)	May River Montessori School visit
Responded to multiple calls for service	HE McCracken Middle School visit
Assisted S.L.E.D with security at the BC Republican Party Event (Downtown Deli)	Bluffton High School visit
Attended Bluffton Community Kitchen (Campbell AME Church)	Attended Cross Schools Family Chapel Day
Assisted CID with a DJJ transport from Bennettsville SC to Beaufort SC back to Bennettsville	Attended Town Council Meeting at Bluffton Municipal Court
Assisted with tour of Police Department for programs exceptional people	Attended Bluffton Farmers Market on Thursdays
Conducted Firearms training with the new Glock 47 at Lowcountry Guns and Range	Covered Bluffton Town Municipal Court security on Tuesdays
Cpl Laccesaglia completed peer support certification	Attended virtual meeting with Flock staff and CID at law enforcement center
Cpl Laccesaglia assisted with 2 Dive Team call outs 2-20 / 2-21	Conducted Surveillance in Heritage at New Riverside with (4 days)
Cpl Laccesaglia attended Dive Training	Attended the Corporal / Sergeant meeting at law enforcement center 2-24
Covered May River High School Basketball event	Police Substation Walk-ins February: 2
Covered Lowcountry Community Church student ministry	

TRAFFIC STATS:	
Tickets:	12
Warnings:	13
Warrants:	1
Incident Reports:	
Arrest:	

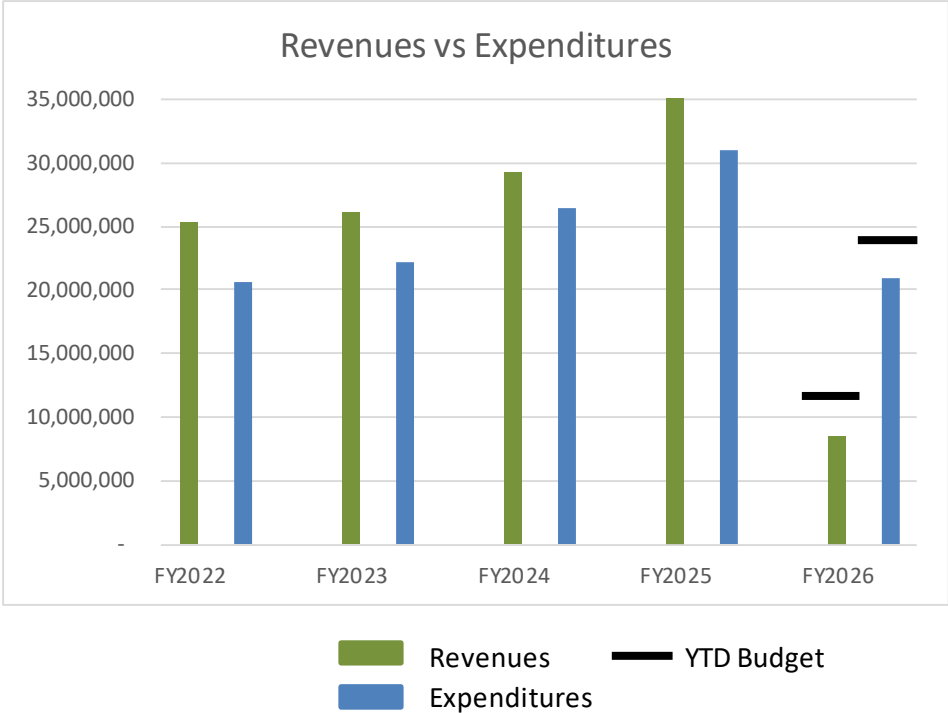
**TOWN COUNCIL
STAFF REPORT
Finance & Administration Department**



MEETING DATE:	March 10, 2026
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM, Director of Finance & Administration

General Fund Financial Overview:

The chart below shows the revenue collections and expenditures trend for the last four full years and FY2026 year-to-date (YTD) through January 2026. Revenues have been higher than expenditures for the last four full years.



FY2026 YTD through January shows General Fund total revenues below the total budgeted amount due to timing of property tax disbursement from Beaufort County. Building Safety Permits is showing the largest impact for the month. Total expenditures for January are below the total budget for all departments

FY26 General Fund Financial Overview

Revenues		Expenditures
\$8,563k	<i>YTD</i>	\$20,993k
68.4%	<i>% of Budget</i>	87.1%
\$12,528k	<i>YTD Budget</i>	\$24,114k

ATTACHMENTS:

1. General Fund
2. Stormwater Fund
3. Capital Improvement Program Fund
4. Debt Service Fund
5. Special Revenue Funds
6. Business License Statistics
7. Grant Index
8. Community Foundation of the Lowcountry Fund Balances



Town of Bluffton
Actual Versus Budget
For Period Ending January 31, 2026

Section XI. Item #1.

	Month of January 2026					Year-to-Date through January 31, 2026				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes	\$ 6,921,788	\$ 1,377,624	\$ (5,544,164)	\$ 7,389,837	\$ (6,012,213)	\$ 8,194,915	\$ 2,904,772	\$ (5,290,143)	\$ 8,748,750	\$ (5,843,978)
Licenses & Permits										
Business Licenses	158,917	99,244	(59,673)	133,068	(33,824)	817,022	576,406	(240,616)	625,118	(48,712)
MASC Telecommunications	-	-	-	-	-	304	35	(269)	297	(262)
MASC Insurance Tax Collection	-	-	-	-	-	13,871	205	(13,666)	12,086	(11,881)
Franchise Fees	96,184	191,861	95,677	86,470	105,391	770,736	908,177	137,441	692,899	215,278
Building Safety Permits	514,241	301,225	(213,016)	215,966	85,259	1,807,295	1,989,738	182,443	818,205	1,171,533
Application Fees	8,500	11,675	3,175	5,090	6,585	50,525	46,680	(3,845)	30,254	16,426
Total Licenses & Permits	<u>777,842</u>	<u>604,005</u>	<u>(173,837)</u>	<u>440,594</u>	<u>163,411</u>	<u>3,459,753</u>	<u>3,521,241</u>	<u>61,488</u>	<u>2,178,859</u>	<u>1,342,382</u>
Grants and Entitlements	349,483	187,824	(161,659)	176,675	11,149	803,488	854,465	50,977	530,325	324,140
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	127,360	57,941	(69,419)	86,132	(28,191)	518,544	387,616	(130,928)	352,286	35,330
Fines & Fees	10,900	10,315	(585)	10,846	(531)	62,409	96,660	34,250	62,111	34,549
Interest Income	80,644	33,548	(47,096)	27,274	6,274	391,641	456,796	65,155	132,454	324,342
Miscellaneous Revenues	7,161	85,234	78,073	32,681	52,553	342,459	151,987	(190,472)	392,677	(240,690)
Total Revenues	<u>8,275,178</u>	<u>2,356,491</u>	<u>(5,918,687)</u>	<u>8,164,039</u>	<u>(5,807,548)</u>	<u>13,773,209</u>	<u>8,373,537</u>	<u>(5,399,672)</u>	<u>12,397,462</u>	<u>(4,023,925)</u>
Other Financing Sources	500	-	(500)	-	-	7,900	-	(7,900)	-	-
Transfers In	-	90,359	90,359	-	90,359	84,267	189,701	105,434	130,306	59,395
Total Other Financing Sources & Transfers In	<u>500</u>	<u>90,359</u>	<u>89,859</u>	<u>-</u>	<u>90,359</u>	<u>92,167</u>	<u>189,701</u>	<u>97,534</u>	<u>130,306</u>	<u>59,395</u>
Total Revenues and Other Financing Sources	<u>\$ 8,275,678</u>	<u>\$ 2,446,850</u>	<u>\$ (5,828,828)</u>	<u>\$ 8,164,039</u>	<u>\$ (5,717,189)</u>	<u>\$ 13,865,376</u>	<u>\$ 8,563,238</u>	<u>\$ (5,302,138)</u>	<u>\$ 12,527,768</u>	<u>\$ (3,964,530)</u>
Expenditures										
Building Safety	\$ 83,571	\$ 46,592	\$ (36,979)	\$ 96,230	\$ (49,638)	\$ 457,660	\$ 399,819	\$ (57,841)	\$ 460,380	\$ (60,561)
Communications	74,009	33,922	(40,087)	44,284	(10,362)	395,823	218,553	(177,270)	236,843	(18,290)
Customer Service	27,636	13,244	(14,392)	31,104	(17,860)	141,386	122,167	(19,219)	137,497	(15,330)
Economic Development	46,382	33,481	(12,901)	46,382	(12,901)	312,694	281,387	(31,307)	281,387	-
Events & Venues	-	36,941	36,941	77,180	(40,239)	-	349,103	349,103	471,659	(122,556)
Executive	179,981	129,817	(50,164)	202,013	(72,196)	934,534	1,060,757	126,223	1,190,609	(129,852)
Finance & Administration	113,458	98,274	(15,184)	133,334	(35,060)	676,332	751,784	75,452	883,483	(131,699)
Human Resources	57,876	54,272	(3,604)	68,771	(14,499)	336,784	396,154	59,370	470,728	(74,574)
Information Technology	123,399	126,371	2,972	147,928	(21,557)	1,250,964	1,367,882	116,918	1,639,792	(271,910)
Municipal Court	45,140	41,480	(3,660)	47,137	(5,657)	312,906	284,298	(28,608)	296,874	(12,576)
Municipal Judges	8,061	9,720	1,659	8,330	1,390	57,567	58,509	942	60,461	(1,952)
Planning & Community Development	143,755	137,640	(6,115)	174,290	(36,650)	755,365	844,161	88,796	1,023,468	(179,307)
Police	902,110	1,093,697	191,587	985,089	108,608	5,370,304	5,972,268	601,964	6,969,378	(997,110)
Project Management	84,587	60,615	(23,972)	93,726	(33,111)	422,481	442,090	19,609	489,855	(47,765)
Public Services	188,344	204,578	16,234	233,916	(29,338)	1,422,906	1,677,825	254,919	2,083,793	(405,968)
Town Council	9,579	22,530	12,951	16,255	6,275	78,680	90,305	11,625	153,245	(62,940)
Town Wide	191,393	281,571	90,178	237,821	43,750	1,987,741	2,426,343	438,602	3,014,918	(588,575)
Total Expenditures	<u>2,279,281</u>	<u>2,424,745</u>	<u>145,464</u>	<u>2,643,790</u>	<u>(219,045)</u>	<u>14,914,127</u>	<u>16,743,405</u>	<u>1,829,278</u>	<u>19,864,370</u>	<u>(3,120,965)</u>
Other Financing Uses										
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	4,250,000	4,250,000	4,250,000	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,250,000</u>	<u>4,250,000</u>	<u>4,250,000</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 2,279,281</u>	<u>\$ 2,424,745</u>	<u>\$ 145,464</u>	<u>\$ 2,643,790</u>	<u>\$ (219,045)</u>	<u>\$ 14,914,127</u>	<u>\$ 20,993,405</u>	<u>\$ 6,079,278</u>	<u>\$ 24,114,370</u>	<u>\$ (3,120,965)</u>



**Town of Bluffton
Actual Versus Budget
For Period Ending January 31, 2026**

	Month of January 2026					Year-to-Date through January 31, 2026				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Stormwater Utility Fee	\$ 418,844	\$ 476,899	\$ 58,055	\$ 382,206	\$ 94,693	\$ 620,973	\$ 697,071	\$ 76,098	\$ 566,654	\$ 130,417
Licenses & Permits										
NPDES Plan Review Fee	6,773	7,880	1,107	7,283	597	54,248	47,025	(7,223)	58,332	(11,307)
NPDES Inspection Fee	57,450	35,800	(21,650)	51,602	(15,802)	205,150	231,625	26,475	184,266	47,359
Total Licenses & Permits	<u>64,223</u>	<u>43,680</u>	<u>(20,543)</u>	<u>58,885</u>	<u>(15,205)</u>	<u>259,398</u>	<u>278,650</u>	<u>19,252</u>	<u>242,598</u>	<u>36,052</u>
Total Revenues	<u>483,067</u>	<u>520,579</u>	<u>37,512</u>	<u>441,090</u>	<u>79,489</u>	<u>880,371</u>	<u>975,721</u>	<u>95,350</u>	<u>809,252</u>	<u>166,469</u>
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ 483,067</u>	<u>\$ 520,579</u>	<u>\$ 37,512</u>	<u>\$ 441,090</u>	<u>\$ 79,489</u>	<u>\$ 880,371</u>	<u>\$ 975,721</u>	<u>\$ 95,350</u>	<u>\$ 809,252</u>	<u>\$ 166,469</u>
Expenditures										
Watershed Management	\$ 180,544	\$ 150,720	\$ (29,824)	\$ 512,906	\$ (362,186)	\$ 755,734	\$ 1,247,168	\$ 491,434	\$ 2,146,958	\$ (899,790)
Total Expenditures	<u>180,544</u>	<u>150,720</u>	<u>(29,824)</u>	<u>512,906</u>	<u>(362,186)</u>	<u>755,734</u>	<u>1,247,168</u>	<u>491,434</u>	<u>2,146,958</u>	<u>(899,790)</u>
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Transfers Out to General Fund	-	-	-	-	-	-	-	-	-	-
Transfer Out to Debt Service	-	-	-	-	-	65,525	61,400	(4,125)	64,806	(3,406)
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>65,525</u>	<u>61,400</u>	<u>(4,125)</u>	<u>64,806</u>	<u>(3,406)</u>
Total Expenditures and Other Financing Uses	<u>\$ 180,544</u>	<u>\$ 150,720</u>	<u>\$ (29,824)</u>	<u>\$ 512,906</u>	<u>\$ (362,186)</u>	<u>\$ 821,259</u>	<u>\$ 1,308,568</u>	<u>\$ 487,309</u>	<u>\$ 2,211,764</u>	<u>\$ (903,196)</u>



**Town of Bluffton
Actual Versus Budget
For Period Ending January 31, 2026**

Section XI. Item #1.

	Month of January 2026					Year-to-Date through January 31, 2026				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes										
Real & Personal Property Tax (TIF)	\$ 991,617	\$ 2,107,957	\$ 1,116,340	\$ 968,894	\$ 1,139,063	\$ 1,437,767	\$ 2,709,749	\$ 1,271,982	\$ 1,404,820	\$ 1,304,929
GO Bond Debt Service Property Tax	360,944	71,831	(289,113)	379,159	(307,328)	422,672	152,024	(270,648)	444,002	(291,978)
Total Property Tax	<u>1,352,561</u>	<u>2,179,788</u>	<u>827,227</u>	<u>1,348,053</u>	<u>831,735</u>	<u>1,860,439</u>	<u>2,861,773</u>	<u>1,001,334</u>	<u>1,848,822</u>	<u>1,012,951</u>
Licenses & Permits										
Municipal Improvement District Fee	261,740	56,089	(205,651)	258,955	(202,866)	288,434	88,488	(199,946)	285,366	(196,878)
Interest Income										
	5,084	2,473	(2,611)	3,280	(807)	59,805	18,972	(40,833)	38,584	(19,612)
Miscellaneous Revenues										
Total Revenues	<u>1,619,385</u>	<u>2,238,350</u>	<u>618,965</u>	<u>1,610,288</u>	<u>628,062</u>	<u>2,208,678</u>	<u>2,969,233</u>	<u>760,555</u>	<u>2,172,772</u>	<u>796,461</u>
Other Financing Sources										
Transfers In	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Total Other Financing Sources & Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>65,525</u>	<u>61,400</u>	<u>(4,125)</u>	<u>61,400</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ 1,619,385</u>	<u>\$ 2,238,350</u>	<u>\$ 618,965</u>	<u>\$ 1,610,288</u>	<u>\$ 628,062</u>	<u>\$ 2,274,203</u>	<u>\$ 3,030,633</u>	<u>\$ 756,430</u>	<u>\$ 2,234,172</u>	<u>\$ 796,461</u>
Expenditures										
Series 2014 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 896,386	\$ 919,815	\$ 23,429	\$ 919,815	\$ -
Interest	-	-	-	-	-	23,429	11,866	(11,563)	11,866	-
Series 2022 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-	-	-	-	-
Series 2020 GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	61,025	54,650	(6,375)	54,650	-
Series 2020A GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Miscellaneous										
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,046,365</u>	<u>1,047,731</u>	<u>1,366</u>	<u>1,047,731</u>	<u>-</u>
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	1,250,000	630,863	(619,137)	2,478,891	(1,848,028)	2,650,000	2,530,863	(119,137)	2,530,863	-
Total Transfers	<u>1,250,000</u>	<u>630,863</u>	<u>(619,137)</u>	<u>2,478,891</u>	<u>(1,848,028)</u>	<u>2,650,000</u>	<u>2,530,863</u>	<u>(119,137)</u>	<u>2,530,863</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 1,250,000</u>	<u>\$ 630,863</u>	<u>\$ (619,137)</u>	<u>\$ 2,478,891</u>	<u>\$ (1,848,028)</u>	<u>\$ 3,696,365</u>	<u>\$ 3,578,594</u>	<u>\$ (117,771)</u>	<u>\$ 3,578,594</u>	<u>\$ -</u>



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending January 31, 2026

	YTD Estimated	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Economic Development						
Buckwalter Place Multi-County Commerce Park Phase 2	\$ 114,979	\$ 1,514,455	(505,391)	\$ 1,009,064	\$ 894,085	11.4%
Total Economic Development	114,979	1,514,455	(505,391)	1,009,064	894,085	11.4%
Facilities						
Town Hall Improvements	11,599	-	14,380	14,380	2,781	80.7%
Squire Pope Carriage House	42,386	-	51,805	51,805	9,419	81.8%
Law Enforcement Center Facility Improvements	-	195,000	(36,076)	158,924	158,924	0.0%
Sarah Riley Hooks Cottage	545,070	1,162,350	435,401	1,597,751	1,052,681	34.1%
Town Facilities ADA Compliance Plan	-	100,000	-	100,000	100,000	0.0%
New Riverside Barn Park Event Lawn Pavilion - NEW	630,863	111,500	960,000	1,071,500	440,637	58.9%
New Riverside Barn Park Public Service Building - NEW	5,691	99,000	-	99,000	93,309	5.7%
Public Service Building Expansion & Watershed Facility - NEW	2,100	201,000	-	201,000	198,900	1.0%
Oscar Frazer Park Pavilion - NEW	3,000	-	195,000	195,000	192,000	1.5%
Total Facilities	1,240,709	1,868,850	1,620,510	3,489,360	2,248,651	35.6%
Housing						
Affordable Housing Project	485,019	740,816	489,580	1,230,396	745,377	39.4%
Total Housing	485,019	740,816	489,580	1,230,396	745,377	39.4%
Information Technology Infrastructure						
Community Safety Cameras Phase 6	2,719	139,200	-	139,200	136,481	2.0%
Network Improvements	14,356	35,000	26,712	61,712	47,356	23.3%
Total Parks	17,075	174,200	26,712	200,912	183,837	8.5%
Land						
Land Acquisition	7,691,436	9,709,302	3,960,000	13,669,302	5,977,866	56.3%
Total Land	7,691,436	9,709,302	3,960,000	13,669,302	5,977,866	56.3%
Parks						
Park Improvements	88,698	60,000	65,000	125,000	36,302	71.0%
Oyster Factory Park	202,144	973,502	-	973,502	771,358	20.8%
New Riverside Park/Barn Site	779,409	2,142,000	(1,322,399)	819,601	40,192	95.1%
New River Trail	1,197,947	3,661,787	1,247,733	4,909,520	3,711,573	24.4%
Buckwalter Place Park Improvements	79,426	1,350,859	91,585	1,442,444	1,363,018	5.5%
Buck Island - Simmonsville Neighborhood Park - NEW	-	198,500	-	198,500	198,500	0.0%
Public Art	43,308	100,000	141,440	241,440	198,132	17.9%
New Riverside Barn Park Phase 2 Trail & Disc Golf - NEW	11,965	135,000	-	135,000	123,035	8.9%
Total Parks	2,402,897	8,621,648	223,359	8,845,007	6,442,110	27.2%
Roads						
Pathway Pedestrian Safety Improvements	175,726	460,235	115,182	575,417	399,691	30.5%
Calhoun Street Streetscape	17,847	427,230	89,593	516,823	498,976	3.5%
Wharf Street Lighting	-	69,500	175,060	244,560	244,560	0.0%
Boundary Street Lighting	-	-	23,224	23,224	23,224	0.0%
Boundary Street Streetscape	32,905	3,359,250	(464,038)	2,895,212	2,862,307	1.1%
Townwide Wayfinding Signage System	-	-	72,238	72,238	72,238	0.0%
Historic District Overhead Power Conversion	-	74,000	(13,200)	60,800	60,800	0.0%
Ghost Roads	228	376,000	(53,784)	322,216	321,988	0.1%
Washington Square Connector	2,415	-	261,940	261,940	259,525	0.9%
Total Roads	229,121	4,766,215	206,215	4,972,430	4,743,309	4.6%
Stormwater and Sewer						
Sewer Connections Policy	35	459,046	150,189	609,235	609,200	0.0%
Historic District Sewer Extension Phase 4	162,326	575,760	3,079	578,839	416,513	28.0%
Historic District Sewer Extension Phase 5	212,375	183,920	332,859	516,779	304,404	41.1%
Historic District Sewer Extension Phase 6	186,049	201,700	442,776	644,476	458,427	28.9%
Bridge Street Streetscape	32,592	1,593,313	118,040	1,711,353	1,678,761	1.9%
Comprehensive Drainage Plan Improvements	-	84,500	121,500	206,000	206,000	0.0%
May River Action Plan Impervious Restoration/Water Quality Project	-	-	15,000	15,000	15,000	0.0%
Stoney Crest Campground/Old Palmetto Bluff Rd	962,603	1,352,432	-	1,352,432	389,829	71.2%
Pritchard Street Drainage Improvements	32,906	1,224,366	1,318,634	2,543,000	2,510,094	1.3%
Total Stormwater and Sewer	1,588,886	5,675,037	2,502,077	8,177,114	6,588,228	19.4%
Total CIP Expenditures	\$ 13,770,122	\$ 33,070,523	\$ 8,523,062	\$ 41,593,585	\$ 27,823,463	33.1%



Town of Bluffton
Special Revenue Accounts
For Period Ending January 31, 2026

	FY2026												Period 13	YTD	Original Estimate	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	512	616	659	542	280,235	483	266,375								549,422	1,097,875
Local Accommodations Tax	2,117	164,745	133,309	118,983	195,878	173,927	149,358								938,317	1,322,792
Hospitality Tax	4,562	336,180	358,387	355,891	379,408	400,676	357,198								2,192,302	4,261,955
Total Revenues	7,191	501,541	492,355	475,416	855,521	575,086	772,931	-	-	-	-	-	-	-	3,680,041	6,682,622

	FY2025												Period 13	YTD	Original Estimate	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	1,571	1,830	1,559	1,417	271,078	697	632	290,058	673	664	174,809	549	435,462	1,180,999	1,022,605	
Local Accommodations Tax	2,700	60,640	138,169	122,416	194,338	192,218	129,925	55,057	93,013	177,747	230,699	217,123	191,598	1,805,643	1,342,930	
Hospitality Tax	8,468	281,963	305,218	314,531	351,835	411,775	348,925	294,270	311,950	420,178	370,020	422,794	392,612	4,234,539	4,140,747	
Total Revenues	12,739	344,433	444,946	438,364	817,251	604,690	479,482	639,385	405,636	598,589	775,528	640,466	1,019,672	7,221,181	6,506,282	

	FY2026 VS FY2025 (more / (less))												Period 13	YTD		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	(1,059)	(1,214)	(900)	(875)	9,157	(214)	265,743								(631,577)	
Local Accommodations Tax	(583)	104,105	(4,860)	(3,433)	1,540	(18,291)	19,433								(867,326)	
Hospitality Tax	(3,906)	54,217	53,169	41,360	27,573	(11,099)	8,273								(2,042,237)	
Total Revenues	(5,548)	157,108	47,409	37,052	38,270	(29,604)	293,449	-	-	-	-	-	-	-	(3,541,140)	

	FY2024												Period 13	YTD	Original Estimate	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	1,533	1,721	1,963	237,553	1,773	2,006	249,085	1,857	2,041	161,350	1,868	1,570	457,086	1,121,406	1,030,150	
Local Accommodations Tax	5,551	152,136	108,061	124,885	176,611	171,277	117,868	70,760	89,999	183,177	210,129	186,173	269,837	1,866,464	1,597,500	
Hospitality Tax	54,512	340,435	282,100	283,048	355,917	349,776	385,693	223,058	314,287	383,243	392,360	423,103	345,958	4,133,490	3,788,036	
Total Revenues	61,596	494,292	392,124	645,486	534,301	523,059	752,646	295,675	406,327	727,770	604,357	610,846	1,072,881	7,121,360	6,415,686	

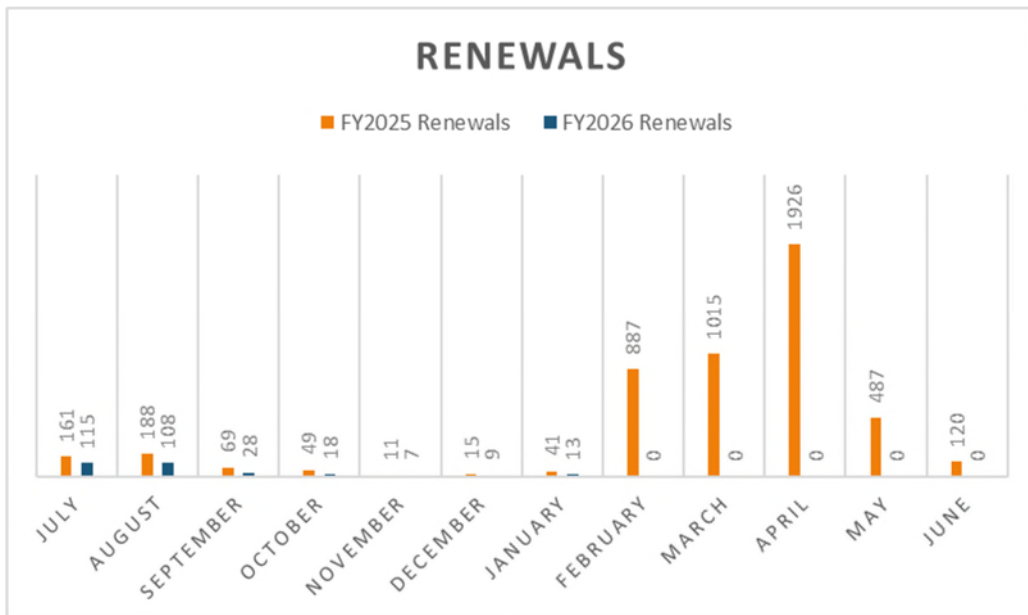
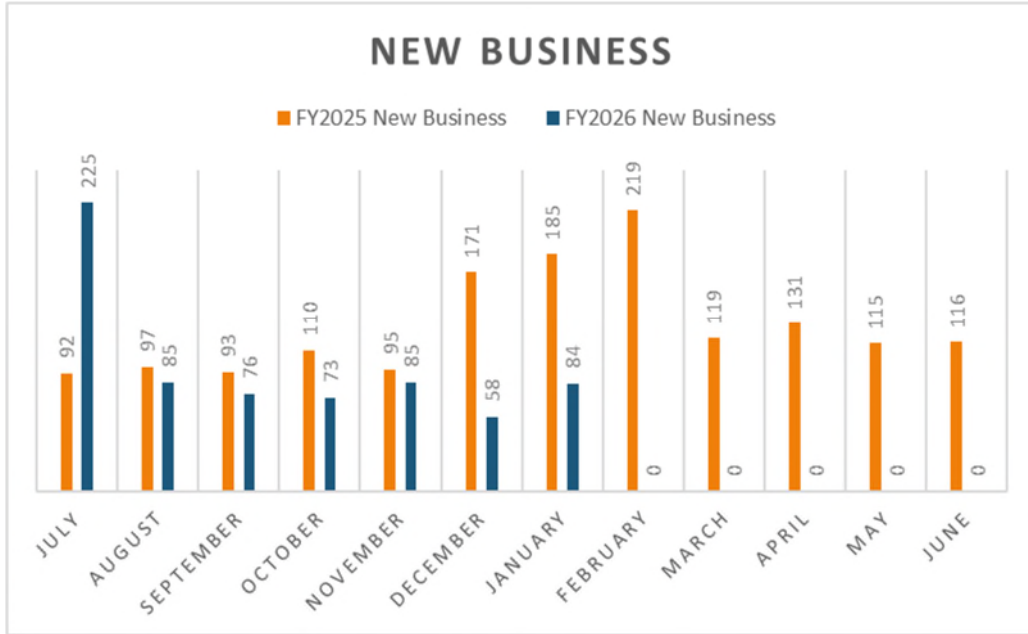
	FY2025 VS FY2024 (more / (less))												Period 13	YTD		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	38	109	(404)	(236,136)	269,305	(1,309)	(248,453)	288,201	(1,368)	(160,686)	172,941	(1,021)	(21,624)	59,593		
Local Accommodations Tax	(2,851)	(91,496)	30,108	(2,469)	17,727	20,941	12,057	(15,703)	3,014	(5,430)	20,570	30,950	(78,239)	(60,821)		
Hospitality Tax	(46,044)	(58,472)	23,118	31,483	(4,082)	61,999	(36,768)	71,212	(2,337)	36,935	(22,340)	(309)	46,654	101,049		
Total Revenues	(48,857)	(149,859)	52,822	(207,122)	282,950	81,631	(273,164)	343,710	(691)	(129,181)	171,171	29,620	(53,209)	99,821		

	FY2023												Period 13	YTD	Original Estimate	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	400	468	509	256,141	783	897	229,281	916	1,155	145,283	1,388	1,466	484,835	1,123,522	1,175,700	
Local Accommodations Tax	614	173,603	126,868	137,517	152,941	158,074	114,639	63,354	83,215	24,975	331,683	187,863	176,432	1,731,779	1,577,800	
Hospitality Tax	4,685	255,181	281,079	312,591	335,754	307,857	291,337	235,565	310,100	87,619	491,342	352,679	405,875	3,671,664	2,730,300	
Total Revenues	5,699	429,252	408,456	706,249	489,478	466,828	635,257	299,835	394,471	257,876	824,412	542,009	1,067,142	6,526,964	5,483,800	

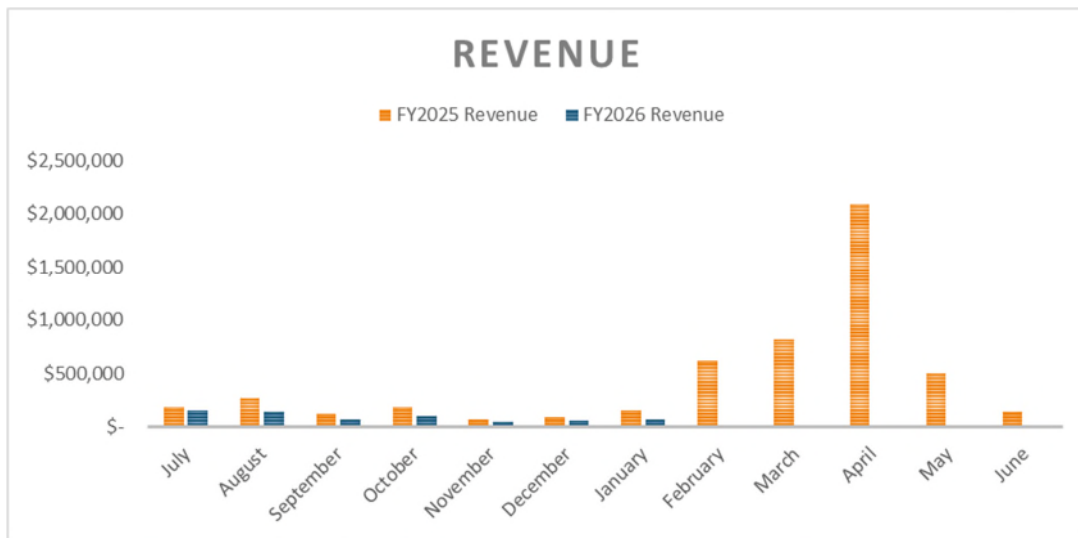
	FY2024 VS FY2023 (more / (less))												Period 13	YTD		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	1,133	1,253	1,454	(18,588)	990	1,109	19,804	941	886	16,067	480	104	(27,749)	(2,116)		
Local Accommodations Tax	4,937	(21,467)	(18,807)	(12,632)	23,670	13,203	3,229	7,406	6,784	158,202	(121,554)	(1,690)	93,405	134,685		
Hospitality Tax	49,827	85,254	1,021	(29,543)	20,163	41,919	94,356	(12,507)	4,187	295,624	(98,982)	70,424	(59,917)	461,826		
Total Revenues	55,897	65,040	(16,332)	(60,763)	44,823	56,231	117,389	(4,160)	11,856	469,894	(220,055)	68,837	5,739	594,396		

Business License Statistics:

Business License applications for FY2026 through January total 984 (686 new business and 298 renewals) compared to FY2025's total of 1,377 (843 new business and 534 renewals).



Business license renewals reflect a decrease of 68% or 28 and revenue collections decreased 80% or \$35,627 for the month of January when compared to last year as more businesses renewed timelier this year. Similarly, business license revenue generated through permits decreased by 43% or \$48,936.



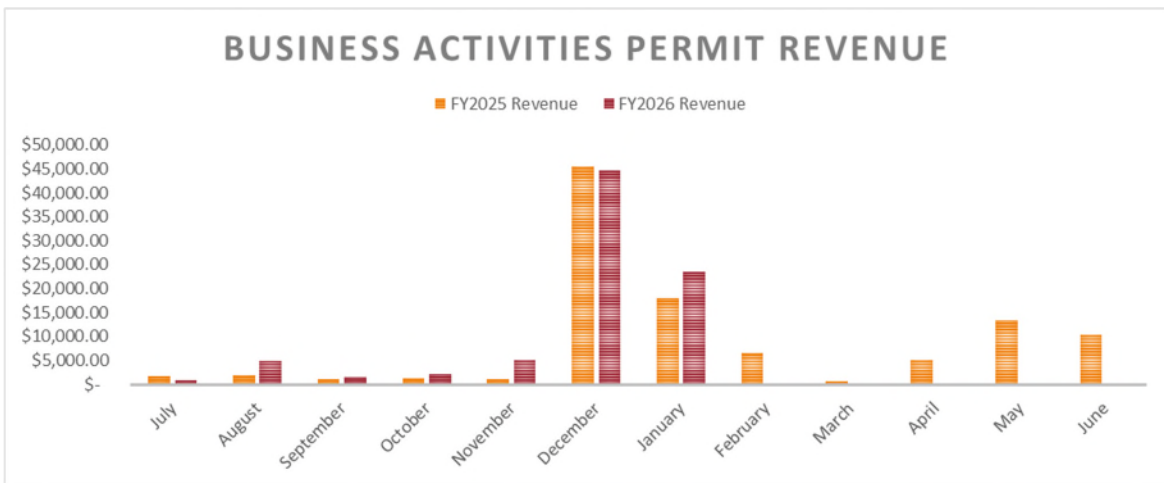
The amended ordinance that went into effect January 1st, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2025 business license renewals, there were five hundred, nineteen (519) renewals eligible for an incentive.

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

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

Included in the Business License Revenue are permits for both Mobile Vending and Short-Term Rental.

- Mobile Vending Permit (MVP): \$400 for a calendar year
 - One (1) MVPs issued in January
 - Forty-six (47) are compliant
 - Zero are non-compliant
 - Zero are in-process
 - There are forty-seven (47) identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
 - Seventy-One (71) STRPs issued in January
 - Two hundred and sixty-one (261) STRPs are compliant with a permit
 - Twenty-two (22) are non-compliant
 - Eight (8) are in-process
 - There are two hundred and ninety-one (291) properties identified



Grant Program / Name	Federal/ State/ Other	Grant #	Town Project Description	Department	Status	Amount Funded by Grant	Town's Match	Total Project Amount	Date of Award	Grant Start Date	Grant Expiration
South Carolina Infrastructure Investment Program (SCLIP)	Federal	A-23-C015	Stoney Crest area septic to sewer; local match split equally among Town, Beauf.Co, and BJWSA.	Stormwater	AWARDED TO BJWSA	\$ 5,925,000.00	\$1,975,000 divided equally among Town, County, and BJWSA	\$ 7,900,000.00	04/27/23	04/24/23	6/1/2026
American Rescue Plan Act (ARPA) grant from the State and Local Fiscal Recovery Fund (SLFRF)	Federal	SLT-5134	coronavirus recovery, Entitlement community with Tier 5 reporting	Finance	Active	\$ 1,982,471.00	none	\$ 1,982,471.00	05/27/21	03/03/21	obligated by 12/31/2024 expended by 12/31/2026
Nonpoint Source Implementation Program - Section 319(h) of the Clean Water Act	Federal	EQ-3-544	May River Watershed Action Plan, Phase VI - stormwater retrofit (Pritchard St)	Stormwater / CIP	Active	\$ 124,577.00	\$ 83,398.00	\$ 207,975.00	11/16/22	11/16/22	7/12/2026 Extension
Nonpoint Source Implementation Program - Section 319(h) - Clean Water Act	Federal	EQ-4-318	May River Phase VII - HD Sewer Phases 4-6	CIP	Active	\$ 529,850.00	\$ 367,920.00	\$ 897,770.00	6/16/2023	2/29/2024	9/30/2027
FY24 COPS Technology and Equipment Program Invitational Solicitation	Federal	15JCOPS-24-GG-02292	equipment for PD	Police	Active	\$ 1,348,000.00	none	\$ 1,348,000.00	9/30/2024	3/9/2024	12/31/2026 extension
FY23 State and Local Cybersecurity Grant Program	Federal	23SLCGP14	cybersecurity project	IT	Active	\$ 79,500.00	\$ 15,900.00	\$ 95,400.00	6/18/2025	6/1/2025	5/31/2026
State of South Carolina and Subrecipient Public Assistance Funding - Hurricane Helene	Federal	Agreement A47118	4829, Helene	Exec	Active	\$ 99,209.56	none; state match	\$ 113,773.84	4/15/2025	9/29/2024	until FEMA closes
State of South Carolina and Subrecipient Public Assistance Funding - Tropical Storm Debby	Federal	Agreement 6882F6	4835, Debby	Exec	Active	\$ 70,517.87	none; state match	\$ 92,554.69	4/18/2025	9/29/2024	until FEMA closes

FY24 State Appropriation Act	State	none	New River Linear Trail	CIP	Active	\$ 2,000,000.00	\$ 705,172.00	\$ 2,705,172.00	10/16/2023	10/16/2023	10/15/2026
National Opioid Guaranteed Political Subdivision Subfund	State	none	Opioid settlement money	Police	Active	\$ 30,400.00	none	\$ 30,400.00	7/15/2024	7/1/2024	6/30/2025
South Carolina Power Team Site Readiness Fund (SRF) Grant	Local	n/a	economic development for Buckwalter MCIP, Building A	Exec	Active	\$ 1,000,000.00	\$ 2,715,365.00	\$ 4,045,365.00	6/25/2024	11/13/2024	12/31/2025
FY25 State Appropriation Act	State	none	K9 program	Police	Active	\$ 50,000.00	none	\$ 50,000.00	7/24/2024	7/1/2024	6/15/2026
State of South Carolina and Subrecipient Public Assistance Funding - Hurricane Helene	State	Agreement A47118	4829, Helene	Exec	Active	\$ 14,564.28	none	see Federal project	4/15/2025	9/29/2024	until FEMA closes
State of South Carolina and Subrecipient Public Assistance Funding - Tropical Storm Debby	State	Agreement 6882F6	4835, Debby	Exec	Active	\$ 22,036.82	none	see Federal project	4/18/2025	9/29/2024	until FEMA closes
School Safety Program FY26 (School Resource Officer)	State	SR-018-C0702-26	continued funding for six SROs in FY26	Police	Active	\$ 540,346.00	none	\$ 540,346.00	7/28/2025	7/1/2025	6/30/2026
Palmetto Pride Tree Grant	Local/Non-Profit	none	Tree grant for 257 trees	Public Works	Active				9/30/2025	10/1/2025	9/30/2026
Sarah Riley Hooks Cottage Restoration	Local	25S-015-06102025	ATAX award for Sarah Riley Hooks Cottage	CIP	Active	\$ 257,304.00	\$ 600,000.00	\$ 857,680.00	7/16/2025	6/1/2025	5/31/2026
BJHT Home Repair Assistance	Local/Non-Profit		Home Repair Assistance (NAP)	Growth Management	Active	\$ 50,000.00	none	\$ 50,000.00	2/9/2026	2/9/2026	6/30/2026
						\$ 8,198,776.53					

Hazard Mitigation Grant Program	Federal		Historic District drainage	Watershed	pre-app approved 5/5/25; full application due 8/29/25	\$ 287,625.00	\$ 95,875.00	\$ 383,500.00			
National Coastal Resiliency Fund	private non-profit but this money is primarily Federal.		Planning Assessment for Wetlands Mitigation	Watershed	full application due 7/18/25; determination by 12/2025; awards between March and June 2026.	\$ -	\$ -	\$ -			Did not get funded- 12/3/25
Land and Water Conservation Fund	Federal		New Riverside Barn Park Phase 2	CIP	pre-app filed 9/11; full app due 12/5	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00			
Relentless Challenge Grant	State		DRCI- Smart Growth for Bluffton: Expanding and Attracting Business	DRCI	Reapplying May 2026	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00			

	As of January 2026					
	Bluffton Police Department Benevolence Fund		Mayor's Stay Safe Bluffton Scholarship Fund		Town of Bluffton Parks & Public Art Fund	
	Jan. 2026	FY through Jan. 2026	Jan. 2026	FY through Jan. 2026	Jan. 2026	FY through Jan. 2026
Beginning Balance	\$ 140,557.74	\$ 139,272.80	\$ 31,376.38	\$ 25,473.25	\$ 19,009.49	\$ 3,945.09
Contributions & Investment Activity						
Contributions to Fund	\$ -	\$ 600.00	\$ -	\$ 5,846.92	\$ -	\$ 15,000.00
Interest & Dividend Income	1,200.21	2,153.01	267.93	451.39	162.32	192.91
Investment Income & Losses	(939.85)	(157.37)	(209.80)	(47.69)	(127.11)	(93.29)
Total Contributions & Investment Activity	260.36	2,595.64	58.13	6,250.62	35.21	15,099.62
Expenses						
Distributions - Grants	-	-	-	-	-	-
Distributions - Program Expenses	-	-	-	-	-	-
Fees - Administrative & Investment	0.09	1,050.43	0.02	212.44	0.01	0.02
Fees - Credit Card Processing	-	-	-	76.94	-	-
Total Expenses	0.09	1,050.43	-	289.38	0.01	0.02
Net Change to Fund Balance	\$ 260.27	\$ 1,545.21	\$ 58.13	\$ 5,961.24	\$ 35.20	\$ 15,099.60
Pending Contributions						
Total Pending Contributions		\$ -		\$ -		\$ -
Pending Expenses						
Total Pending Expenses		-		-		-
Projected Ending Balance		\$ 140,818.01		\$ 31,434.49		\$ 19,044.69

TOWN COUNCIL



STAFF REPORT
Human Resources Department

MEETING DATE:	March 10, 2026
PROJECT:	February 2026 Activity Report
PROJECT MANAGER:	Anni Evans, Director of Human Resources

Human Resources Summary:

New Hire: 3

Jessica Sferlazzo
 Title: Welcome Center Asst Coord. PT
 Start date: February 5, 2026
 Department: Welcome Center

Craig Bowers
 Title: Building Inspector I
 Start date: February 5, 2026
 Department: Growth Management

Anthony Riehl
 Title: Building Inspector I
 Start date: February 19, 2026
 Department: Growth Management

Exits: 1

Brian Grant
 Title: Police Officer
 Exit date: February 20, 2026
 Department: Police

Interns Exit: 1

Angelina Cardone
 Exit date: February 11, 2026
 Department: Police

Promotions: 1

Victoria Smalls
 Title: Affordable Housing Director
 Date: February 19, 2026

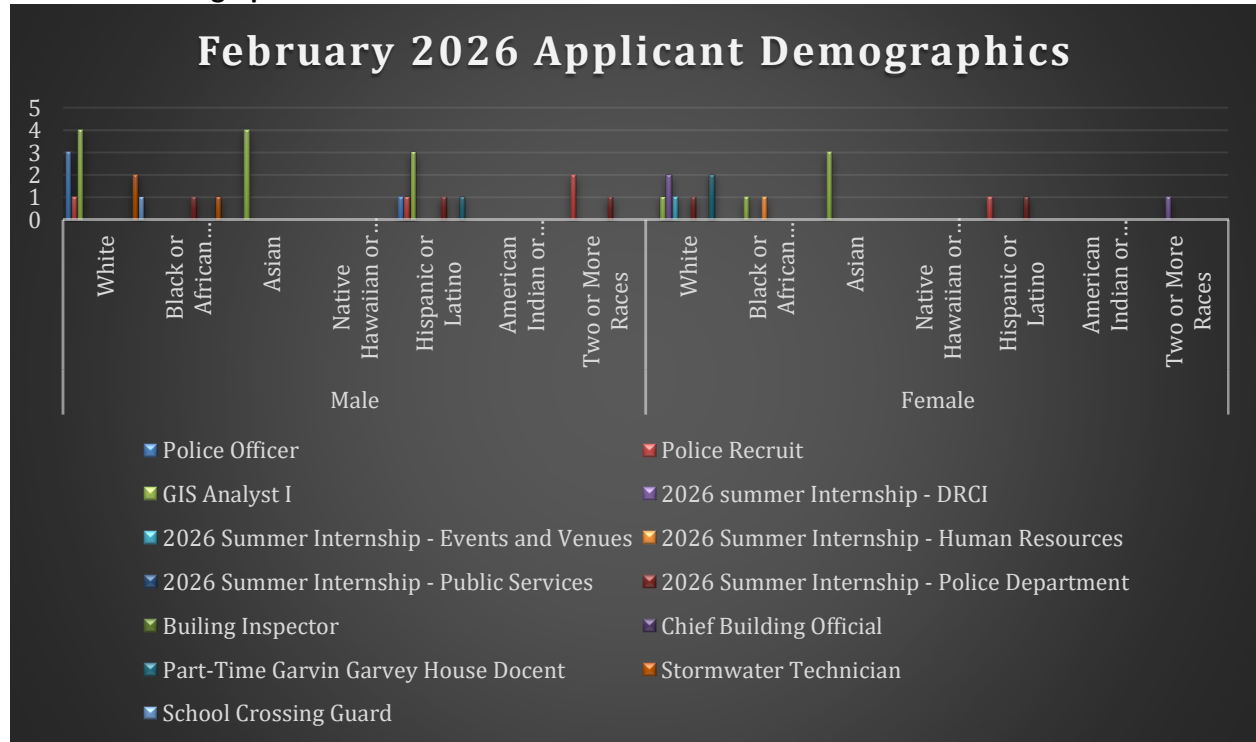
Jobs posted:

- | | |
|-------------------------|-----------------------------|
| Police Officer | Summer Intern opportunities |
| Police Recruit | Stormwater Technician |
| Building Inspector | GIS Analyst I |
| PT Garvin Garvey Docent | |
| Chief Building Official | |
| Crossing Guard | |

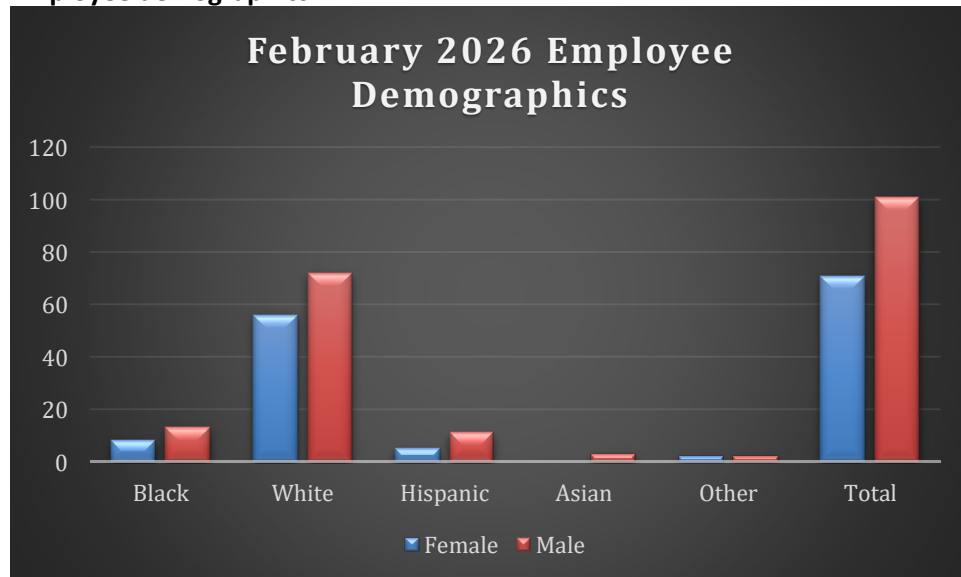
- Birthday/Anniversary Celebration – 2/4/26 Super Bowl Party
- February Wellness Events:

- Email campaigns for:
 - Heart Health
 - PEBA Heart Health benefits
- Heart Health coloring page contest
- Olympics Party 2/18
- Annual Employee Development Plans
- Leadership class: Session #1 2/11
- Employee Assistance Program: Employee Orientation 2/26
- Ghost Pirates Family Event: 2/13

Candidate demographics:



Employee demographics:



TOWN COUNCIL



STAFF REPORT
Municipal Court Department

MEETING DATE:	March 10, 2026
PROJECT:	January Activity Report
PROJECT MANAGER:	Lisa Cunningham, Clerk of Court

Court Summary

Town of Bluffton Municipal Court convenes every Tuesday morning. In January 2026 a total of four morning sessions. The Municipal Court currently has 286 cases pending, which is a combination of 205 criminal/traffic cases, 45 jury trial requests, and 36 defendants enrolled in alternative programs.

Indigent Defense cases

Town of Bluffton currently contracts with the Law Office of Carol Miller to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 29 pending as of January 2026.

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

There are currently 8 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 participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

Alcohol Education Program referred to as AEP has 1 active participants. AEP is only inclusive for alcohol related charges such as minor in possession of alcohol or false identification for

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

Pre-Trial Intervention referred to as PTI has 9 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 plus the cost of online driving class, counseling and/or drug testing.

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

Town of Bluffton Municipal Court Statistics for January 2026

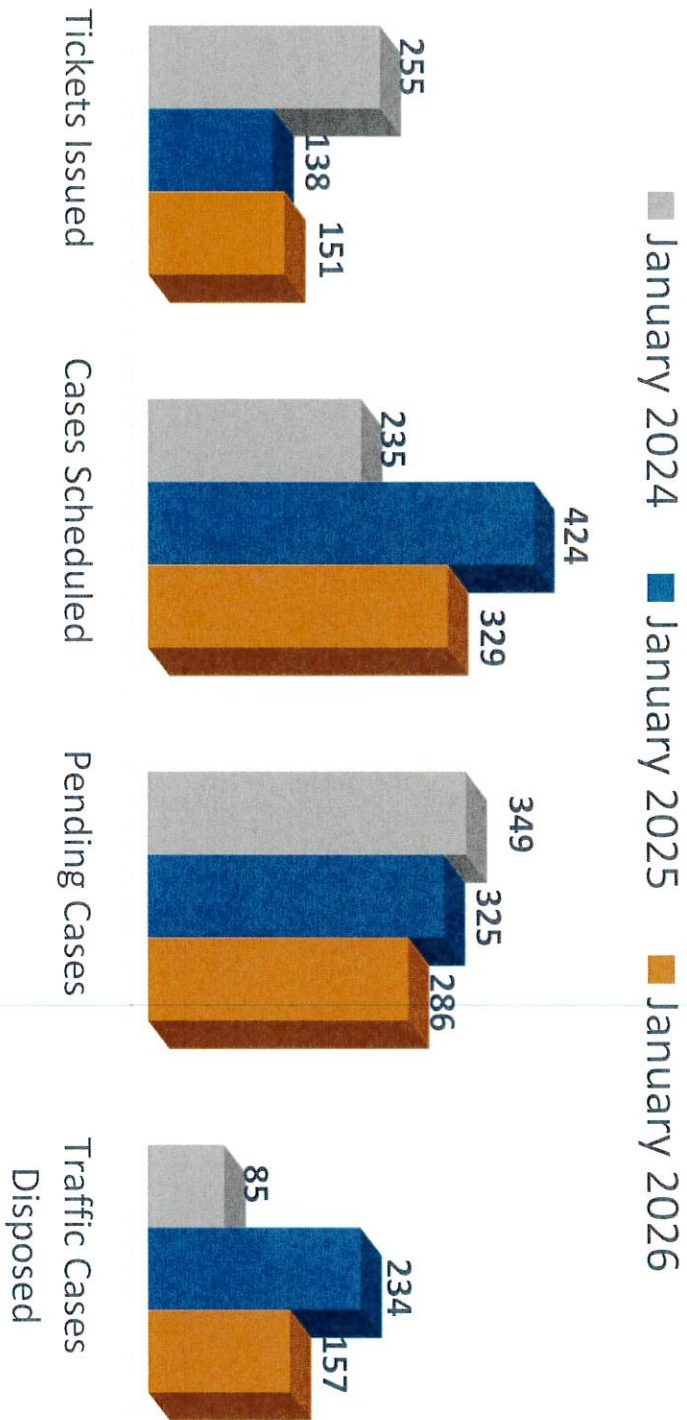
Presented by:

Lisa Cunningham, Clerk of Court



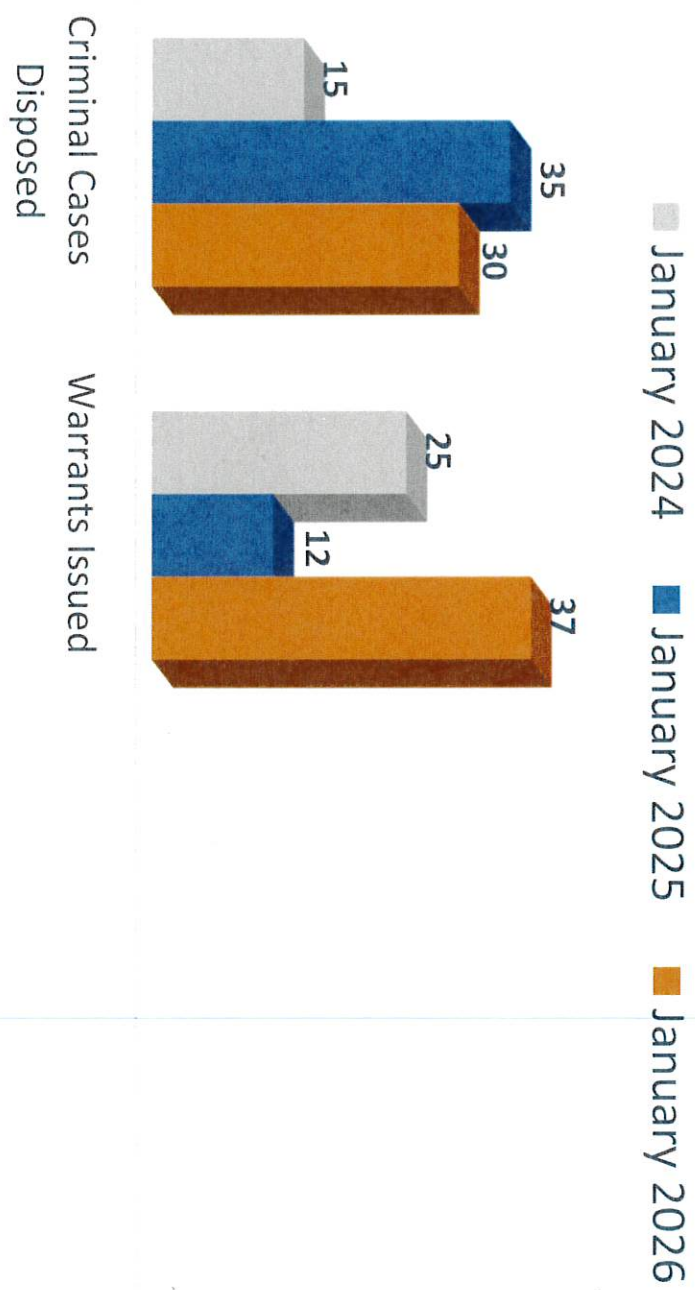


Town of Bluffton Municipal Court



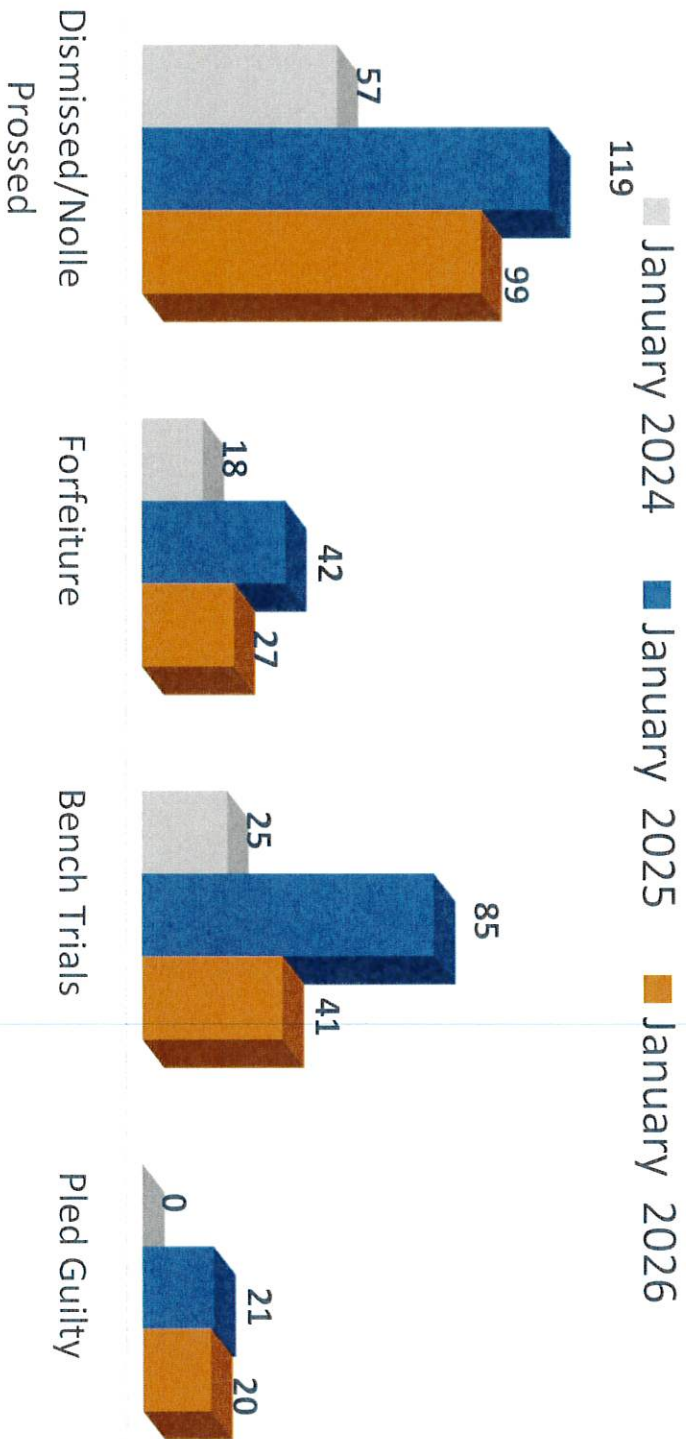


Town of Bluffton Municipal Court





Town of Bluffton Municipal Court





Town of Bluffton Municipal Court

Terminology

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

TOWN COUNCIL



STAFF REPORT
Projects and Watershed Resilience Department

MEETING DATE:	March 10, 2026
SUBJECT:	Projects and Watershed Resilience Department Monthly Report
PROJECT MANAGER:	Kimberly Washok-Jones, Department Director

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE

Administrative Update

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

FACILITIES

1. Law Enforcement Center Facility Improvements

- No activity - pending Council direction from Creech’s space needs analysis.
- PS is proposing HVAC replacement.

2. Sarah Riley Hooks Cottage

- Exterior painting, decking and interior trim are underway.
- Executed contract for site and landscape construction with Nix Construction.
- **Next Steps:**
 - Continue cottage reconstruction through FY26.
 - Begin site construction in March 2026.

3. New Riverside Barn Park – Public Services Building

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

4. New Riverside Barn Park – Event Lawn Pavilion

- Pavilion is **complete**.
- **Next Steps:**
 - Determine potential stage configurations for future concerts.

5. Public Services Expansion and New Watershed Facility

- Obtained wetland surveys to evaluate developable land for expansion.

HOUSING

1. Town of Bluffton Affordable Housing Project – The May

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

PARKS**1. Park Improvements**

- Complete landscape modifications at Wright Family Park in March.

2. Oyster Factory Park

- Pavilion repairs **complete**.
- Architect working on CDs of restroom expansion.
- **Next Steps:**
 - Complete plans and bid packages for the restroom expansion.
 - Replace fans and paint pavilion.

3. Oscar Frazier Park

- Splash Pad warranty repairs and resurfacing of splash pad perimeter deck are **complete**.

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

- Engineering design and permitting for the Phase 2 trails is **complete**.
- Public Services completed selective clearing for the Disc Golf Course.
- **Next Steps:**
 - Prepare solicitation for Phase 2 trails in March 2026 with construction in Summer 2026.
 - Complete bid documents for disc golf features (pads, baskets, steps, retaining walls, etc.).

5. New River Linear Trail

- BPD enforcing no trespassing until construction is completed in summer 2026.
- Construction of Bridges 2 and 3 and Four Seasons boardwalk connection are **complete**.
- **Next Steps:**
 - Construction of the New River pierhead is underway.

6. Buckwalter Place Park Improvements

- Hilton Head Landscape has begun construction of Phase 2 and 3 site improvements.
- Trellis swing and misting station layouts, retaining wall and submittals/permits are **complete**.
- **Next Steps:**
 - Public Art Committee considering options.
 - Install outdoor fitness equipment.
 - Concrete pour at misting stations.

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

- Main line sewer construction and as-builts for HD Sewer are **complete**.
- **Next Steps:**
 - BJWSA approved testing of main line system. Awaiting permit to operate from DES.
 - Begin service connections and pump stations construction.

2. Comprehensive Drainage Plan Improvements

- Draft Engineering Report for Crooked Cove **completed** and comments provided. Field meeting held to discuss recommended projects and alternatives.
- Additional flow data is needed to calibrate H/H 2D model for Crooked and Guerrard Coves and is in process.
- **Next Steps:**
 - Guerrard Cove Engineering Report submittal.
 - Scope of work for RFQu completed for Rose Dhu Creek drainage area. Internal comments provided and being evaluated/incorporated for posting of RFQu.
 - SCEMD HMCP Grant Application for Huger/Verdier Cove Watershed Study pending.

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

- Preliminary Design of 9 participating sites **complete**.
- 15 additional sites' concept plans **completed**.
- Internal discussions and review of Impervious Restoration Program policy document held and comments being prepared for Final Draft development.
- **Next Steps:**
 - Finalize Impervious Restoration Program Policy Document.
 - Collaborate with Director of Procurement for BCSD and private owners' agreement to construct impervious restoration projects at school sites.

4. Stoney Creek/Palmetto Bluff Sewer Partnership

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

ROADS

1. Pathway Pedestrian Safety Improvements

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

2. Bridge Street Streetscape

- **Completed** lighting plan, IT fiber conduit connection to Town Hall, and Montessori and Bluffton Telephone easements.
- Streetscape and lighting easements all donated and **completed**.
- Clarified SCDOT right of way conflict.
- **Next Steps:**
 - Construction Contract approval is proposed at the 3/10/26 TC meeting.
 - Construction is proposed to begin in May 2026.

3. Calhoun Street Streetscape

- Preliminary engineering design is 75% complete and plans submitted to agencies for review and approval.
- **Next Steps:**
 - Continue easement negotiations with May River Road property owners for main transmission line for underground power.
 - Continue to coordinate underground power layout and modifications with Dominion Energy and CDDC Design.
 - Prepare easement acquisition plats for Phase 1 in FY26 and begin easement acquisition.
 - Phased construction planned to begin in FY28 pending budget approval and acquisition of all required easements.

4. Boundary Street Streetscape

- Engineering design is 80% complete and submitted to agencies for review.
- Submitted SCDES permit amendment moving Lawrence St. drainage outfall to Green St.
- **Next Steps:**
 - Prepare easement exhibits, appraisals and continue easement negotiations.
 - Construction planned to be bid FY26, subject to acquisition of required easements and permit approvals.

5. Ghost Roads

- Surveying and easement exhibits are **complete**.
- **Next Steps:**
 - TC and legal's determination is the Town owns all Ghost Roads. No further action is necessary.

6. Pritchard Street Drainage Improvements

- Construction and administration are on-going.
- Change Order #1 approved.
- Design submittal for relocation of sidewalk North of MC Riley Early Childhood Learning Center to reduce tree removals under review.
- **Next Steps:**
 - All easements for construction have been acquired or agreed upon.
 - Continue construction through FY26.

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WATERSHED MANAGEMENT UPDATE

Administrative Update

- Town’s MS4 Program audit by SCDES for NPDES permit compliance received a satisfactory rating.
 - Verbal offer extended and accepted for the Stormwater Technician position.
 - Moreno attended the Beaufort County Stormwater Utility Board Meeting.
 - Lewis attended the Southern Lowcountry Resilience Collaborative (SLRC) Meeting.
 - Lewis attended the Salkahatchie Watershed Advisory Group Meeting.
 - Jones attended The Nature Conservancy’s South Coast Regional Advisory Group meeting for Coastal Resilience Implementation Plan development.
1. **SC Department of Environmental Services May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – Attachments 1 and 1a**
 2. **May River Watershed Action Plan Implementation Summary – Attachment 2, 2a, and 2b**
 - Pet Waste Station Program remains open to Bluffton residents and property owners.
 - May River headwaters stormwater model calibration continues. Staff provided feedback on the Model and Report. In-person model training with the consultant team scheduled.
 - SCDES collected shellfish harvesting samples in February. Microbial Source Tracking (MST) samples were taken with regulatory samples.
 - MST Sampling Program targets potential fecal sources from human, dog, deer, horse, and bird waste.
 - Samples are collected for five (5) wet and dry weather events for each subwatershed.
 - All dry sampling events for the coves have been completed. Additional samples will only be collected during qualifying wet weather conditions. None collected during this reporting period.
 3. **Resiliency**
 - Resilience Plan contract award anticipated for April 2026 Council approval.
 - Staff met with the City of Charleston to discuss their Resilience Plan.
 - Staff met with Furman University’s Shi Institute for the routine monthly check-in.
 - Staff received the SC Forestry Commission technical assistance grant final report and associated GIS files from the Green Infrastructure Center (GIC). These materials are under review.
 - Wetlands and Resiliency Ordinances:
 - Staff met with Duke University and the City of Folly Beach to discuss the Town’s wetland ordinance.
 - Staff met with the City of Norfolk, Virginia, to discuss their resilience ordinance and adoption process.
 - McCormick Taylor and Center for Watershed Protection continue wetland and resilience work.
 - Responses to public comments on the wetland ordinance are under consultant review until the end of March.
 - Reviews continue for Wetland Mapping Tool and its accompanying memorandum with minor revisions expected.

Municipal Separate Storm Sewer System (MS4) Program Update

1. **MS4 Minimum Control Measure (MCM) - #1 Public Education and Outreach, and MCM – #2 Public Participation and Involvement**
 - Designs submitted as part of the Storm Drain Art Pilot Project are to be reviewed by the

Public Art Committee in March.

- Staff met with the Hampton Lake ARB to discuss post-construction requirements.
 - Continued creating handouts for various business categories to include as part of the business license renewal process.
 - Discussing a possible grant for dog waste stations with Rotary. Staff presenting to the Rotary on 05/27/26 regarding the Town's Water Quality Program.
2. May River Watershed Action Plan Advisory Committee (WAPAC) voted to hold a meeting in March to further discuss the Town's resilience planning efforts. Staff are coordinating with the committee. – **Attachment 3**
 3. **MS4 MCM – #3 Illicit Discharge Detection and Elimination**
 - E. coli Concentrations Trend Map – **Attachment 4a**
 - Monthly, Microbial Source Tracking (MST) Map – **Attachment 4b**
 - Illicit Discharge Investigations – **Attachment 4c**
 4. **MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5**
 5. **MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6**
 6. **MS4 MCM – #6 Good Housekeeping (Staff Training/Education)**
 - Crotty, Sease, and Harrell attended the International Erosion Control Association's (IECA) Annual Conference.
 7. **MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**
 - Public Services performed weekly street sweeping on Calhoun St., Highway 46, Bruin Rd., May River Rd., Pin Oak St., and curbs/medians on Simmonsville and Buck Island Rds.
 - Performed ditch inspections.
 - Buckwalter ditch (917 LF)
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
 - Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Rds., Goethe Rd., Shults Rd., Jason and Able Sts., Whispering Pine Rd., May River Rd., and Eagles Field.
 8. **Citizen Request for Watershed Management Services & Activities – Attachment 7**

Attachments

1. SCDES Shellfish Harvesting Monitoring Data Year-to-Date
 - a. SCDES May River Shellfish Harvesting Status Exhibit
2. May River Watershed Action Plan Implementation Summary
 - a. Cumulative Microbial Source Tracking (MST) Results for Targeted Sampling
 - b. Targeted MST Sampling Sites Map
3. MS4 Minimum Control Measures #1 and #2 – WAPAC Meeting Schedule
4. MS4 Minimum Control Measure #3 – Illicit Discharge Detection and Elimination
 - a. E. coli Concentrations Trend Map
 - b. Monthly Microbial Source Tracking Trend Map – All Sources
 - c. Illicit Discharge Investigations
5. MS4 Minimum Control Measure #4 – Construction Site Stormwater Runoff Control
6. MS4 Minimum Control Measure #5 – Stormwater Plan Review and Related Activity
7. Citizen Request for Watershed Management Services and Activities Map
8. CIP Master Project Schedules

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026
	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)
December	33.0	NS	70.0		33.0	NS	17.0		7.8	NS	2.0		13.0	NS	6.1		7.8	NS	6.8		17.0	NS	2.0	
November	13.0	170.0	13.0		2.0	130.0	23.0		4.5	170.0	4.0		4.5	49.0	4.5		2.0	79.0	46.0		4.5	33.0	4.5	
October	33.0	49.0	70.0		23.0	17.0	170.0		17.0	13.0	70.0		33.0	2.0	70.0		2.0	11.0	79.0		6.8	17.0	13.0	
September	23.0	33.0	31.0		13.0	240.0	49.0		13.0	13.0	7.8		7.8	7.8	14.0		17.0	22.0	33.0		13.0	130.0	2.0	
August	23.0	33.0	220.0		49.0	23.0	49.0		6.8	23.0	79.0		13.0	49.0	79.0		23.0	49.0	33.0		2.0	13.0	7.8	
July	350.0	31.0	70.0		920.0	31.0	79.0		70.0	32.0	350.0		49.0	32.0	130.0		33.0	33.0	21.0		17.0	32.0	11.0	
June	14.0	7.8	170.0		7.8	7.8	170.0		23.0	6.8	110.0		13.0	4.5	49.0		33.0	2.0	23.0		13.0	2.0	6.8	
May	23.0	27.0	33.0		33.0	22.0	170.0		17.0	23.0	79.0		13.0	17.0	21.0		33.0	7.8	49.0		21.0	4.0	4.5	
April	170.0	49.0	NS		130.0	17.0	NS		110.0	17.0	NS		70.0	4.0	NS		NS	11.0	NS		7.8	23.0	NS	
March	23.0	49.0	240.0		49.0	31.0	46.0		17.0	11.0	23.0		17.0	4.5	7.8		17.0	22.0	13.0		17.0	4.5	4.0	
February	540.0	49.0	33.0		350.0	49.0	49.0		240.0	11.0	79.0		240.0	22.0	79.0		33.0	7.8	13.0		33.0	11.0	17.0	
January	33.0	49.0	NS	23.0	33.0	23.0	NS	4.5	13.0	4.5	NS	4.5	33.0	4.5	NS	7.8	7.8	7.8	NS	1.8	4.5	2.0	NS	2.0
** Truncated GeoMetric Mean	38.0	39.0	47.0	47.0	30.0	30.0	41.0	41.0	17.0	16.0	16.0	16.0	16.0	14.0	15.0	15.0	9.0	10.0	16.0	16.0	8.0	10.0	9.0	9.0
** Truncated 90th Percentile	211.0	187.0	168.0	168.0	152.0	163.0	193.0	193.0	77.0	79.0	72.0	72.0	71.0	74.0	64.0	64.0	44.0	47.0	61.0	61.0	26.0	38.0	36.0	36.0

NS = No Sample

SCDES Regulatory Requirements:

- Geometric Mean ≤ 14
- 90th Percentile ≤ 43

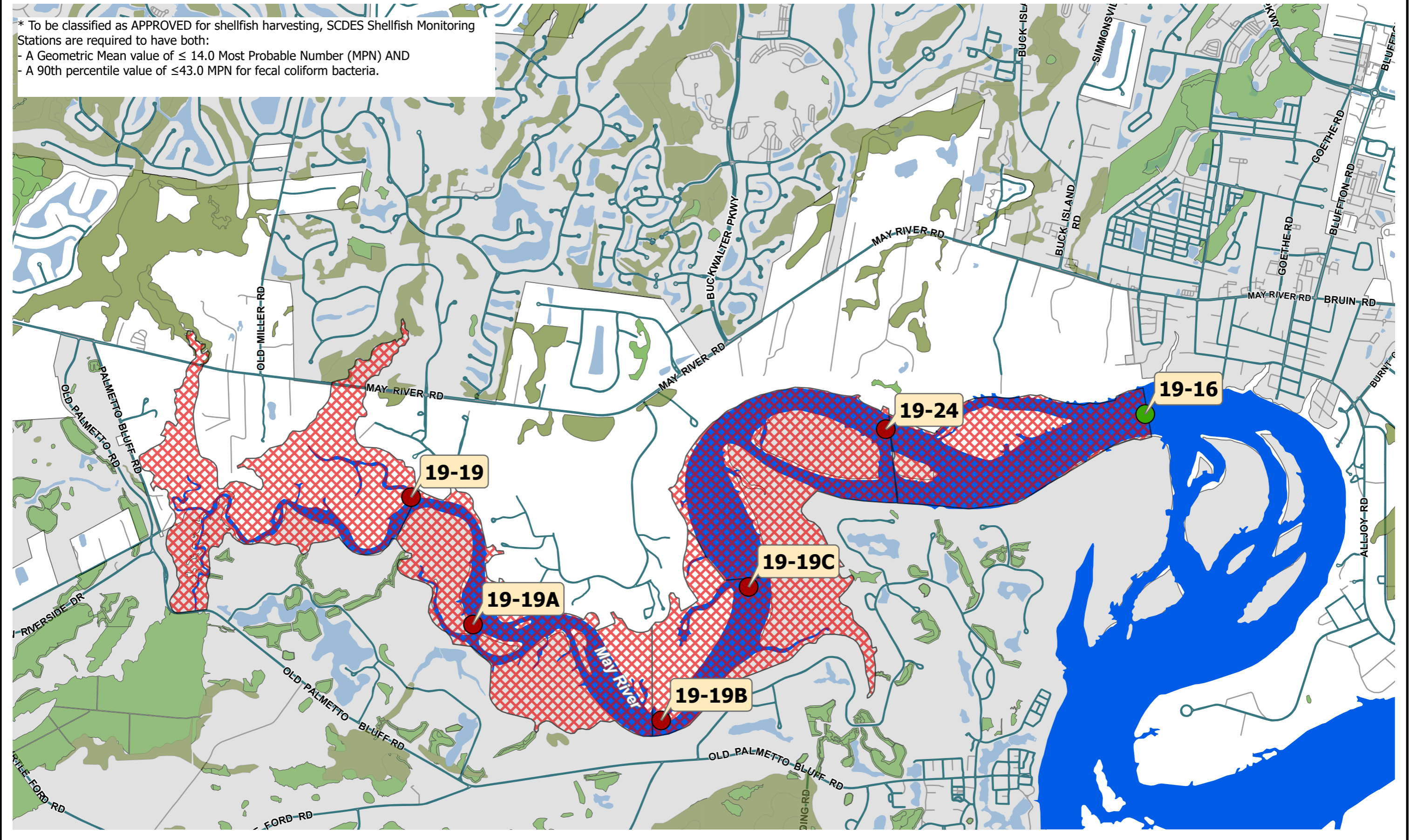
** Town staff calculations utilizing SCDES statistics

Note:

- December 2024 ends the data collection period for 2025 shellfish harvesting season.
- December 2025 ends the data collection period for 2026 shellfish harvesting season.
- 2024 fecal coliform data is part of the 2025 classification data collection period.
- 2025 fecal coliform data is part of the 2026 classification data collection period.

* To be classified as APPROVED for shellfish harvesting, SCDES Shellfish Monitoring Stations are required to have both:

- A Geometric Mean value of ≤ 14.0 Most Probable Number (MPN) AND
- A 90th percentile value of ≤ 43.0 MPN for fecal coliform bacteria.

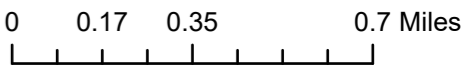
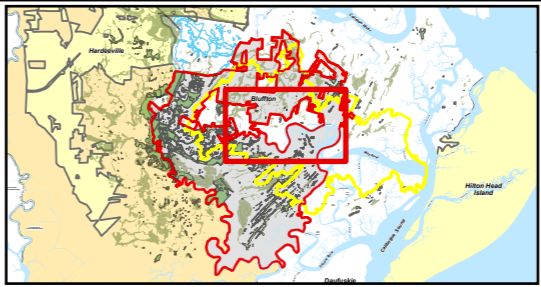


- Town Bluffton Jurisdiction
- Beaufort County Jurisdiction
- Restricted 2025/2026 Shellfish Season
- Streets
- Water
- Wetlands
- Open Shellfish Monitoring Station
- Closed Shellfish Monitoring Station

SCDES SHELLFISH HARVESTING STATUS

Town of Bluffton

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



May River Watershed Action Plan Update & Modeling Report (MRWAP) Implementation Summary

1. MRWAP Background

- *May River Watershed Action Plan Update & Modeling Report (MRWAP)* was completed November 2020.
- Town Council adopted the MRWAP as a supporting document to the Comprehensive Plan in February 2021.
- The Action Plan Update & Modeling Report included the development of watershed-water quality models (WQ Model) for the four (4) May River Headwaters subwatersheds (Stoney Creek, Rose Dhu Creek, Duck Pond, and Palmetto Bluff) where the shellfish impairments are located.
- The purpose of the modeling effort was to better understand fecal coliform (FC) fate and transport in the Headwaters subwatersheds to develop strategies ultimately intended to open all shellfish stations to harvesting. To capture the variety of storm events and environmental conditions, the Project Team developed a continuous simulation of both water quantity and quality.
- The MRWAP included new water quality improvement projects resulting from the WQ Model. Additionally, the potential fecal bacteria reduction benefits of septic to sewer conversion in the four (4) Headwaters subwatersheds were modeled.

2. Septic to Sewer Project Recommendations/Evaluations

Background:

- The MRWAP evaluated four (4) septic to sewer conversion projects in the Rose Dhu Creek and Stoney Creek subwatersheds:
 - Cahill
 - Gascoigne
 - Stoney Creek
 - Pritchardville
- These projects overlap with 42 subcatchments in the Stoney Creek watershed and 11 in Rose Dhu Creek. Based on WQ Model outputs, these projects alone may potentially reduce FC loading by 3.46x10¹³ FC per year.
- The estimated septic to sewer conversion costs of these projects is \$5.5 million.

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Update: Stoney Creek/Palmetto Bluff Sewer Partnership

- BJWSA is the Project Manager as the awardee of the RIA-SCIIP grant.
- **Next Steps:**
 - BJWSA updates can be found at: <https://bjwsa.org/251/Go2Sewer-for-a-Cleaner-Stoney-Creek>

3. MRWAP Impervious Restoration Water Quality Projects

Task 1: MRWAP Eleven (11) Proposed Projects Background

- Eleven (11) project sites (incorporating various individual BMPs) were selected in consultation with the Town (prioritizing subcatchments with FC bacteria hotspot and/or large impervious areas). These sites were evaluated in terms of the potential benefits gained by retrofitting to meet the 95th percentile storm retention, to the maximum extent possible, under the proposed Impervious Area Restoration/Stormwater Retrofit Program.
- Based on WQ Model outputs, these projects alone may potentially reduce FC loading by
 - 2.99×10¹⁴ FC reduction for the Full SWRv (entire sub-basin drainage area catchment).
 - 2.53×10¹⁴ FC reduction for the Reduced SWRv projects (impervious area drainage area of sub-basin catchment).
- The estimated Full SWRv projects costs is \$32.7 million and the estimated cost of Reduced SWRv projects is \$22.6 million.
- Currently the Towns’ Impervious Restoration Program is targeting Reduced SWRv for future projects.

Task 1: MRWAP Eleven (11) Proposed Projects Update

- Eleven (11) proposed project sites Rose Dhu Creek (6 projects) and Stoney Creek (5 projects):
 - All geotechnical work, evaluations, site assessments, planning, engineering, and preliminary designs for the 8 original sites is **complete**.
 - Bluffton Early Learning Center (BELC).
 - Boys and Girls Club of Bluffton (BGC).
 - Benton House (BH).
 - Bluffton High School (BHS).
 - Buckwalter Recreation Center (BRC).
 - ~~Lowcountry Community Church (LCC).~~ **Declined to Participate.**
 - McCracken Middle School/Bluffton Elementary School (MMSBES).
 - May River High School.
 - ~~One Hampton Lake Apartments (OHLA).~~ **Declined to Participate.**
 - Pritchardville Elementary School (PES).

- ~~Palmetto Pointe Townes (PPT)~~. **Declined to Participate.**
- Next Steps:
 - Finalize Impervious Restoration Program Policy Document.
 - Continue to collaborate with Director of Procurement for an agreement with BCSD and Private Owners to construct impervious restoration projects at school sites.

Task 2: Identify Fifteen (15) New Project Sites Background

- Identify 15 new project sites for Town of Bluffton Impervious Restoration/BMP Retrofit Projects.
- The Town wishes to identify an additional 15 project sites located within the municipal limits of Bluffton for the Impervious Restoration/BMP Retrofit Program. However, the criteria for site selection will be considered to be more “low hanging fruit” based on the following:
 - Within Town of Bluffton Municipal limits.
 - Soils – sandy soils with high infiltration rates offer the biggest bang for the buck for water quality treatment/improvement. Utilizing soil survey and other information target sites where infiltration can be maximized on-site.
 - Public or governmental agency land/property owner (not SCDOT RoW).

Task 2: Identify Fifteen (15) New Project Sites Update

- Preliminary Design of 9 participating sites complete.
 - 15 additional sites concept plan development completed.
 - Internal discussions and review of Impervious Restoration Program policy document held and comments being prepared for Final Draft development.
- Next Steps:
 - Finalize Impervious Restoration Program Policy Document.
 - Collaborate with the Director of Procurement for the Beaufort County School District and private owners’ agreement to construct impervious restoration projects at school sites.

Task 3: MRWAP Impervious Restoration Policy Documents Background

- MRWAP Section 5.4.4. Stormwater BMP Retrofit Projects of the May River Watershed Action Plan Update and Model Report identifies potential Impervious Restoration/BMP Retrofit projects located on Public and Private Land. As mentioned earlier, one of the primary site selection criteria, at time of report development, was to identify sites with large impervious areas so that pollutant load reductions could be estimated and the benefits of such projects on stormwater quality quantified/estimated, if implemented into construction. Generally, Public Funds are not expended to improve private property nor is Town of Bluffton funding generally expended on Public Land owned by another

government entity. In order for such projects identified in Section 5.4.4. to move forward in the interest of improved water quality and for the overall benefit and welfare of the constituents of the Town of Bluffton, Policy Documents need to be formulated that establishes the parameters of such a Program to be initiated and implemented.

Task 3: MRWAP Impervious Restoration Policy Documents Update

- Impervious Restoration Program Policy Document Draft submitted and under review. Fee-in-Lieu Program Policy Document - Adopted into the FY26 Master Fee Schedule at the July 2025 Town Council Meeting.
- As Adopted:
 - As part of the SoLoCo Stormwater Design Manual, developers may submit for MEP when the proposed development site has constraints or limitations to which prevent SoLoCo Stormwater Design Manual requirements from being met, specifically stormwater retention volume (SWRv) requirements. SWRv is the volume of stormwater runoff that a stormwater management system can store and treat to improve water quality. The MEP submittal must provide documentable evidence of the process the applicant has performed that demonstrates the restrictions to the use and implementation of the Best Management Practices (BMPs) to meet the SWRv requirements.
 - When a development project cannot accommodate the required SWRv due to on-site constraints identified in the approved MEP analysis, the developer is required to pay a Fee-In-Lieu (FIL) to the Town of Bluffton for the shortfall according to the FIL fee schedule has been adopted as part of the Master Fee Schedule. Funds collected through FIL payments will then be used by the Town to fund other qualified uses that protect water quality within the same watershed as the original project including:
 - The construction and maintenance of impervious restoration program water quality BMPs;
 - Purchase of land for increased conservation areas, application of Better Site Design to the approved Master Plan, buffers, undisturbed open space, and natural resource of significance areas, and
 - Purchase of development rights.
 - FIL payment is based on and equal to a unit of SWRv in cubic feet or designating a conservation area/easement area that protects a qualified natural resource that would otherwise require the same SWRv treatment if developed. The monetary value for a unit of SWRv is based on the current and typical costs for land as well as associated costs for design, construction, construction management, Town program management, post-construction inspection, and ongoing maintenance of water quality BMPs. The SWRv FIL rate is found in the Town’s Master Fee Schedule, under Section VII “Stormwater Management Fees,” allowing for annual

review and updates as needed based on the Consumer Price Index (CPI) or based on updated information regarding the cost of water quality BMP construction and maintenance, changes in the construction industry, availability of supplies, etc. If the developer and/or private property owner take responsibility for maintaining the BMP or provide land, then the associated cost for a unit of SWRv could be lessened accordingly.

Item/Description	Fee
<p style="text-align: center;">Fee-In-Lieu (FIL)</p> <p>For projects with an approved Maximum Extent Practicable (MEP) submittal, the FIL amount is calculated based on an applicant’s shortfall, in cubic feet (CF), of the required Stormwater Retention Volume (SWRv).</p>	<p>\$151.92/CF of SWRv</p>

- ToB CIP Project Impervious Restoration Program & incentives – Draft document in process.
- ToB SWRv Credit Trading Program - (under evaluation)

4. Other, Related MRWAP Recommendations

Background:

- The Town should incorporate volume reduction BMPs (those that encourage infiltration) within existing and future CIP projects to the maximum extent practical (MEP), especially for project locations with well-drained soils (HSG A or B).

Other, Related MRWAP Recommendations Update:

- Town is in progress of incorporating volume reduction BMPs within existing and future CIP projects to the MEP. Specific projects currently in progress include:
 - Bridge Street Streetscape Project
 - Water quality monitoring has been completed
 - Pritchard Street Drainage Improvement Project
 - Construction administration on-going.
 - Negotiations on Order #1 submittal resulting from changes in Bid Set Drawings versus For Construction Drawings due to required changes by permitting agencies finalized and being prepared for routing and approval.
 - Design submittal for relocation of sidewalk North of MC Riley Early Childhood learning Center to reduce tree removals under review.
 - **Prichard Street Next Steps:**

- All easements for construction have been acquired, except for one which is progressing through condemnation proceedings.

5. MRWAP Water Quality Program Recommendations Update

Background:

- Section 5.0 of the MRWAP included recommendations for the Town of Bluffton to improve upon their existing monitoring program (concentration and source typing) and flow.

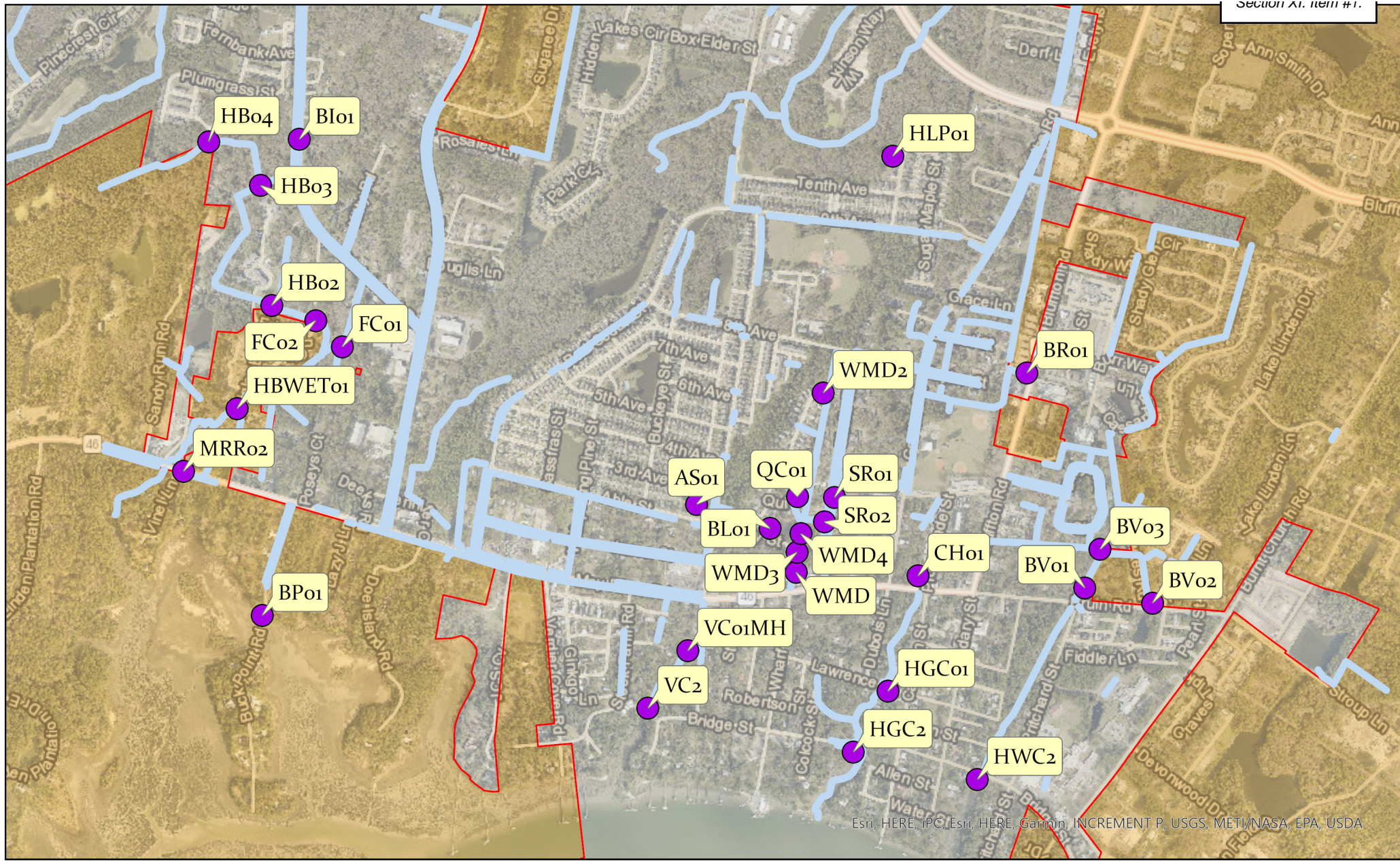
MRWAP Water Quality Program Recommendations Update:

- 5.1.1 In-House Microbial Source Tracking:
 - Staff have collaborated with Dr. Tye Pettay and the USCB Microbial Source Tracking (MST) Laboratory to develop new markers for tracking fecal contamination in the May River Watershed. The primary goal is to identify the sources of bacteria and establish effective mitigation plans. The human genetic marker remains the main focus of the Town’s MST sampling program, as it poses the greatest risk to human health.
 - With the introduction of the new MST markers, Town staff have initiated a targeted MST sampling program, starting with the Crooked Cove subwatershed. The Town has now expanded this program into the Heyward, Huger, and Verdier Cove subwatersheds. The MST Program examines multiple potential sources of contamination, including human, dog, deer, horse, and bird waste. Staff are collecting samples during five (5) wet weather events and five (5) dry weather events to characterize each subwatershed.
 - All five (5) dry weather events have been completed for these subwatersheds, leaving only the wet weather events to be collected. Staff continue to focus on interpreting the MST results and developing new educational initiatives before transitioning the MST targeted sampling program to additional subwatersheds.
- 5.1.2 Future (New) Bacteria Monitoring Locations & 5.1.3 Future (New) Water Flow Monitoring Locations
 - The contract for work associated with the calibration of the Town’s May River Watershed Action Plan model has been executed.
 - The 2025/2026 PCSWMM Model is complete, and a report has been provided by the consultant team. In-person PCSWMM training with the consultant team scheduled.

			Summary of All Targeted Microbial Source Tracking Marker Results To-Date									
			Human		Dog		Bird		Deer		Horse	
Sub-basin	Sampling Location	Location Description	Human (Number Times Detected/ Number Times Analyzed)	Percent of the Time Human Detected at Sampling Location	Dog (Number Times Detected/ Number Times Analyzed)	Percent of the Time Dog Detected at Sampling Location	Bird (Number Times Detected/ Number Times Analyzed)	Percent of the Time Bird Detected at Sampling Location	Deer (Number Times Detected/ Number Times Analyzed)	Percent of the Time Deer Detected at Sampling Location	Horse (Number Times Detected/ Number Times Analyzed)	Percent of the Time Horse Detected at Sampling Location
SCDES May River Shellfish Stations	19-19	May River at First Dock in Headwaters past Bluff	5/81	6.17%	2/17	11.76%	7/17	41.18%	3/15	20.00%	0/12	0.00%
	19-19A	Unnamed Tributary near SW corner of Gascoigne Bluff	3/82	3.66%	5/18	27.78%	4/17	23.53%	3/13	23.08%	0/12	0.00%
	19-19B	Bend in May River nearest the high bluff of Palmetto Bluff	4/80	5.00%	6/14	42.86%	3/14	21.43%	1/15	6.67%	1/11	9.09%
	19-19C	First Unnamed Tributary leading from Gascoigne Bluff	4/82	5.26%	2/18	11.11%	8/21	38.10%	0/14	0.00%	0/14	0.00%
	19-24	May River at Southern End of Crane Island	1/82	1.22%	2/20	10.00%	1/2	50.00%	0/9	0.00%	0/9	0.00%
Crooked Cove	HB04	Wetland area behind The Gray's Apartments	2/5	40.00%	1/5	20.00%	0/5	0.00%	5/5	100.00%	0/5	0.00%
	BI01	Buck Island Road Ditch	0/10	0.00%	6/10	60.00%	0/10	0.00%	6/10	60.00%	0/10	0.00%
	HB03	Wetland area behind The Gray's Apartments	1/7	14.29%	3/7	42.86%	0/7	0.00%	4/7	57.14%	1/7	14.29%
	HB02	Entrance to The Gray's Apartments	3/9	33.33%	5/9	55.56%	0/9	0.00%	3/9	33.33%	0/9	0.00%
	FC02	Frierson's Circle	2/10	20.00%	6/10	60.00%	3/10	30.00%	4/10	40.00%	0/10	0.00%
	HBWET01	Wetland area at Vista View Apartments	3/10	30.00%	3/10	30.00%	1/10	10.00%	3/10	30.00%	0/10	0.00%
	MRR02	Drainage ditch next to Cahill's	1/10	10.00%	8/10	80.00%	0/10	0.00%	4/10	40.00%	0/10	0.00%
	FC01	Frierson's Circle	1/9	11.11%	1/9	11.11%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	BP01	Buck Point Road	0/5	0.00%	4/5	80.00%	0/5	0.00%	1/5	20.00%	0/5	0.00%
Heyward Cove	BR01	Drainage ditch near Taylor's Warehouses on Bluffton Rd	2/9	22.22%	4/9	44.44%	0/9	0.00%	0/9	0.00%	0/9	0.00%
	BV01	Drainage ditch at the intersection of Bruin Rd and Pritchard St	1/9	11.11%	5/9	55.56%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	BV02	Drainage ditch at intersection of Hawkes Rd and Pritchard St	1/9	11.11%	2/9	22.22%	0/9	0.00%	0/9	0.00%	0/9	0.00%
	BV03	Drainage ditch at the end of Hawkes Rd	0/9	0.00%	5/9	55.56%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	HWC2	Heyward Cove overpass on Bridge St	4/6	66.67%	6/6	100.00%	1/6	16.67%	1/6	16.67%	0/6	0.00%
Huger Cove	HGC01	Drainage ditch on Lawrence St	4/9	44.44%	6/9	66.67%	1/9	11.11%	0/9	0.00%	0/9	0.00%
	CH01	Ditch that connects behind the promenade to May River Rd	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%
	HGC2	Huger Cove overpass on Bridge St	3/6	50.00%	5/6	83.33%	0/6	0.00%	0/6	0.00%	0/6	0.00%

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

Section XI, Item #1.



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

Town of Bluffton

Targeted MST Sampling Locations

Legend

- Targeted MST Sampling Locations
 - Targeted MST Sampling Locations
- Drainage Channels
 - Drainage Channels
- Jurisdiction
 - BEAUFORT COUNTY
 - BLUFFTON



TOWN OF BLUFFTON MAY RIVER WATERSHED ACTION PLAN ADVISORY COMMITTEE 2026 Meeting Schedule

MEETING DATES
January 22, 2026
March 9, 2026, 10am - 12:30pm
April 23, 2026
July 23, 2026
October 22, 2026

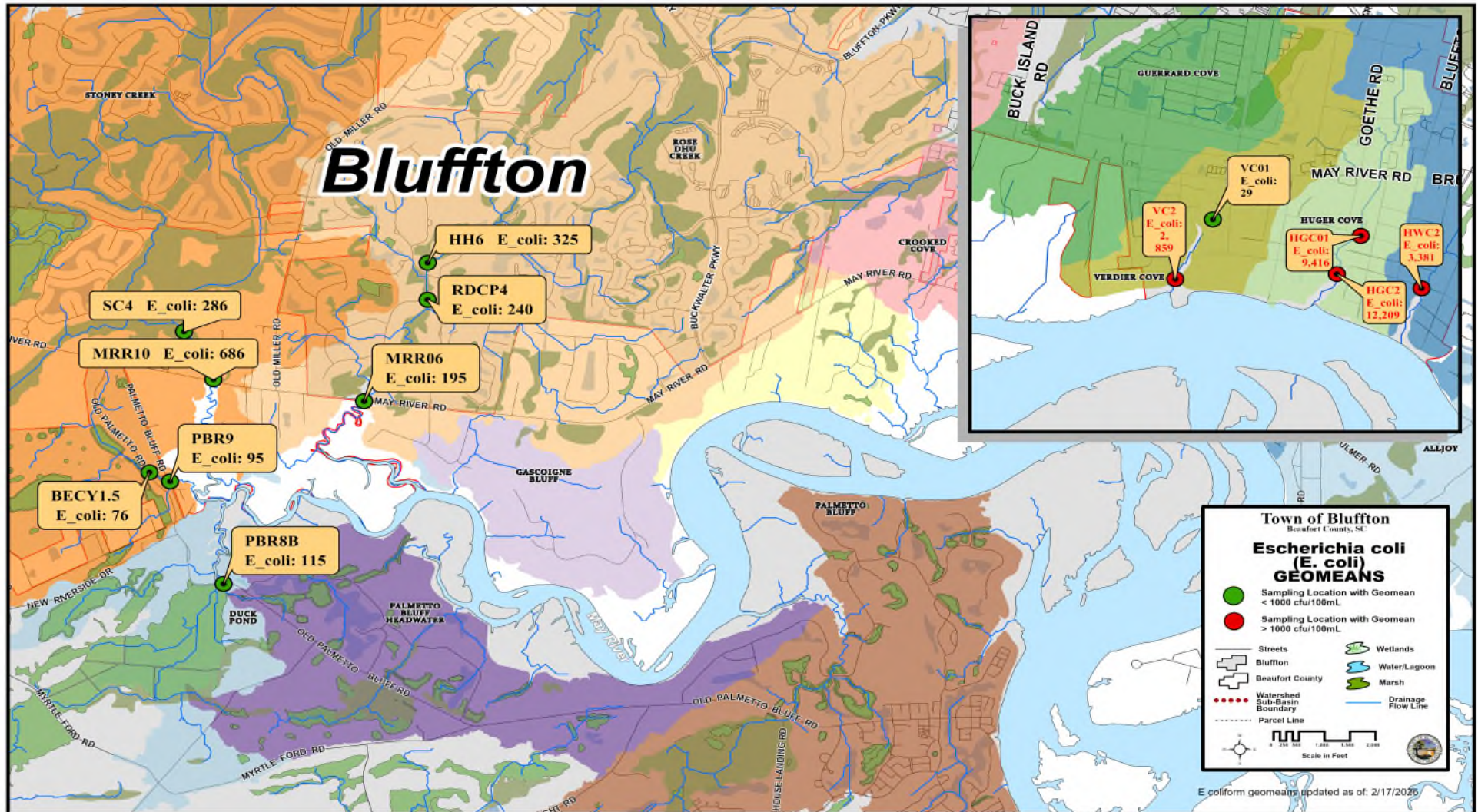
REGULAR MEETINGS ARE HELD THE 4th THURSDAY OF EACH MONTH AT 3:00 P.M.
EXCEPT MARCH

Please Note:

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

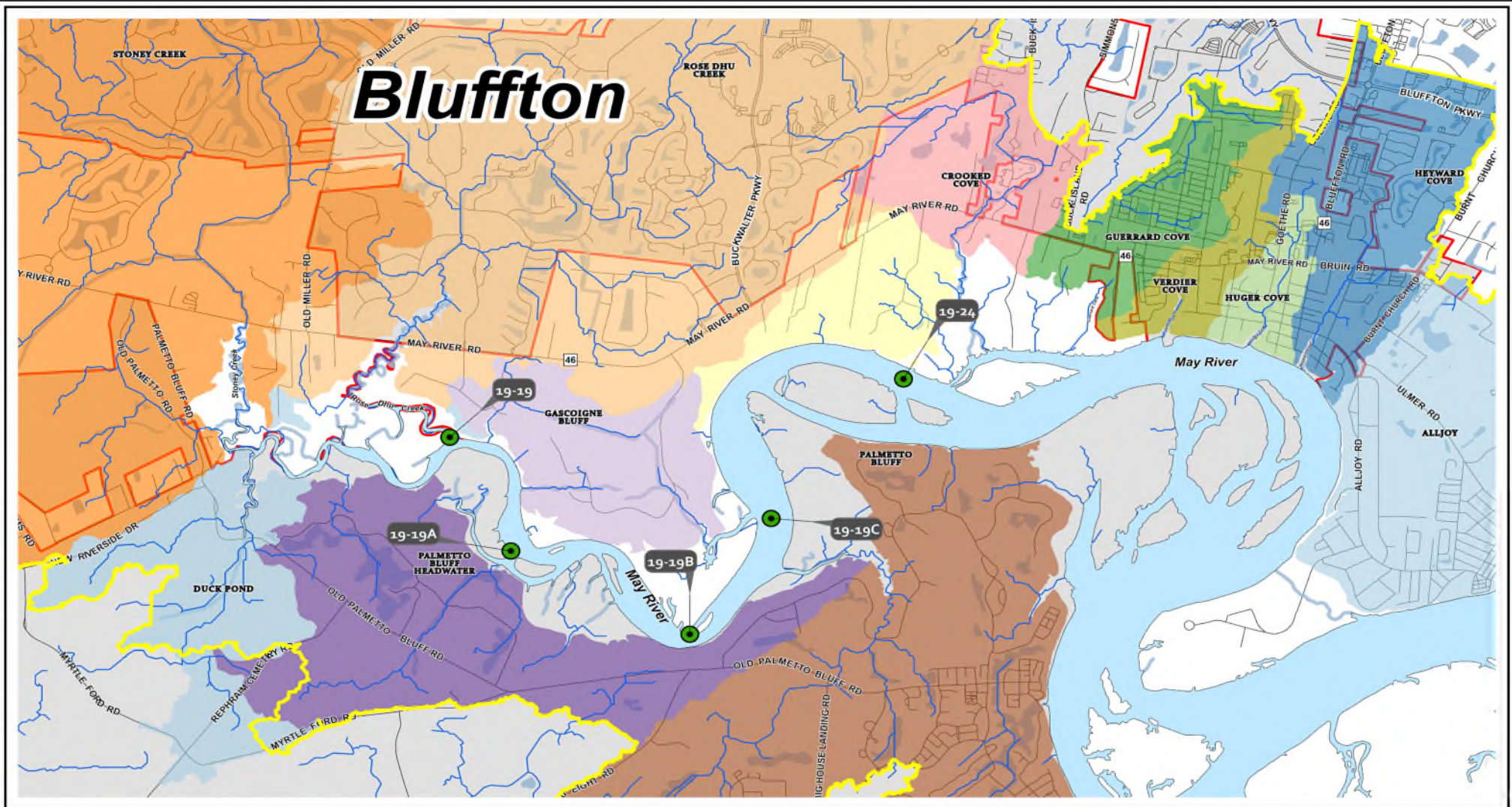
APPROVED

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



	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2026 YTD Totals	1,240	201	63

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



MST Detection

- Human (Red circle)
- Bird (Yellow circle)
- Deer (Green circle)
- Dog (Blue circle)
- Horse (Brown circle)
- MST Sampling Location Without Detection (Green circle)

May River Subwatersheds

- 1 Alljoy
- 2 Heyward Cove
- 3 Huger Cove
- 4 Guerrard Cove
- 5 Crooked Cove
- 6 Verdier Cove
- 7 Rose Dhu Creek
- 8 Stoney Creek
- 9 Gascoigne Bluff
- 10 Palmetto Bluff Headwater
- 11 Palmetto Bluff
- 12 Unnamed
- 13 Palmetto Bluff
- 14 Duck Pond

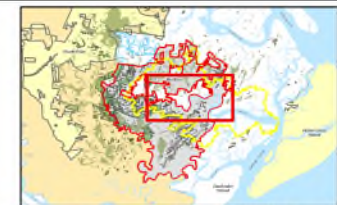
Map Symbols

- May River Watershed (Yellow outline)
- Town Jurisdiction (Red outline)
- Beaufort County (Grey outline)

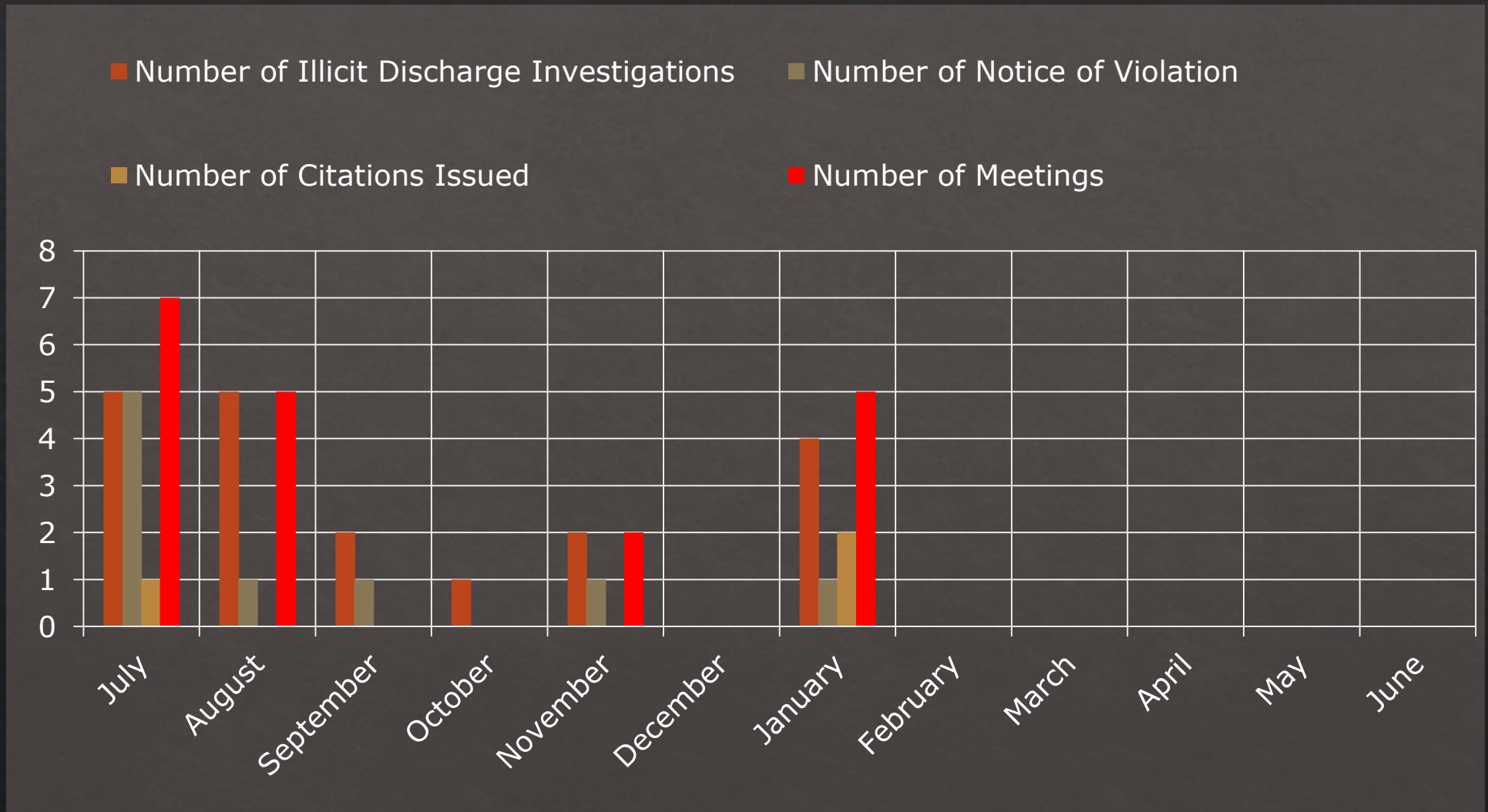
Town of Bluffton Beaufort County, SC

MICROBIAL SOURCE TRACKING (MST) LOCATIONS

SAMPLING RESULTS FOR THE PREVIOUS REPORTING PERIOD

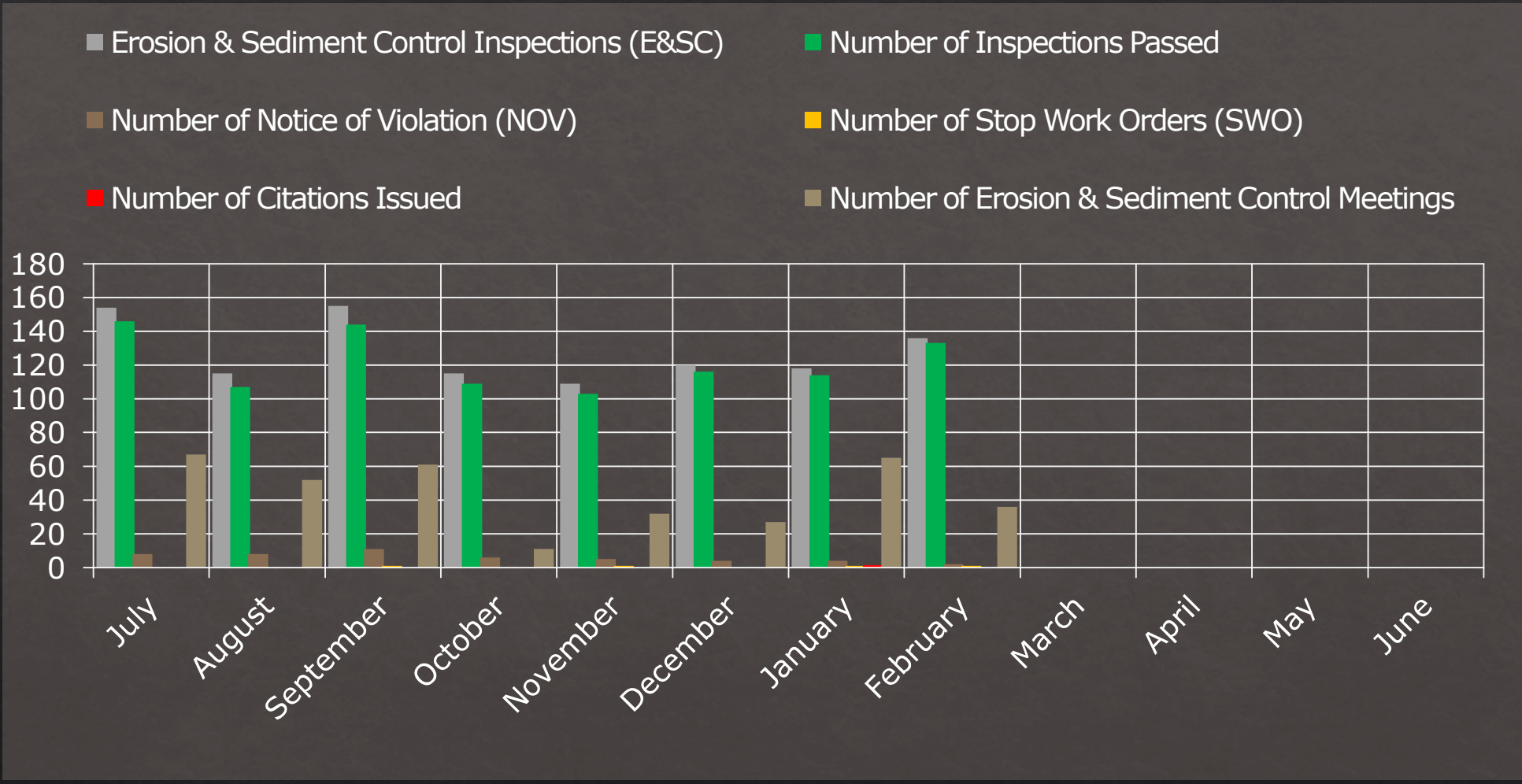


MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



	Number of Illicit Discharge Investigations	Number of Notices of Violation Issued	Number of Citations Issued	Number of Meetings
FY 2026 YTD Totals	19	9	3	19

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



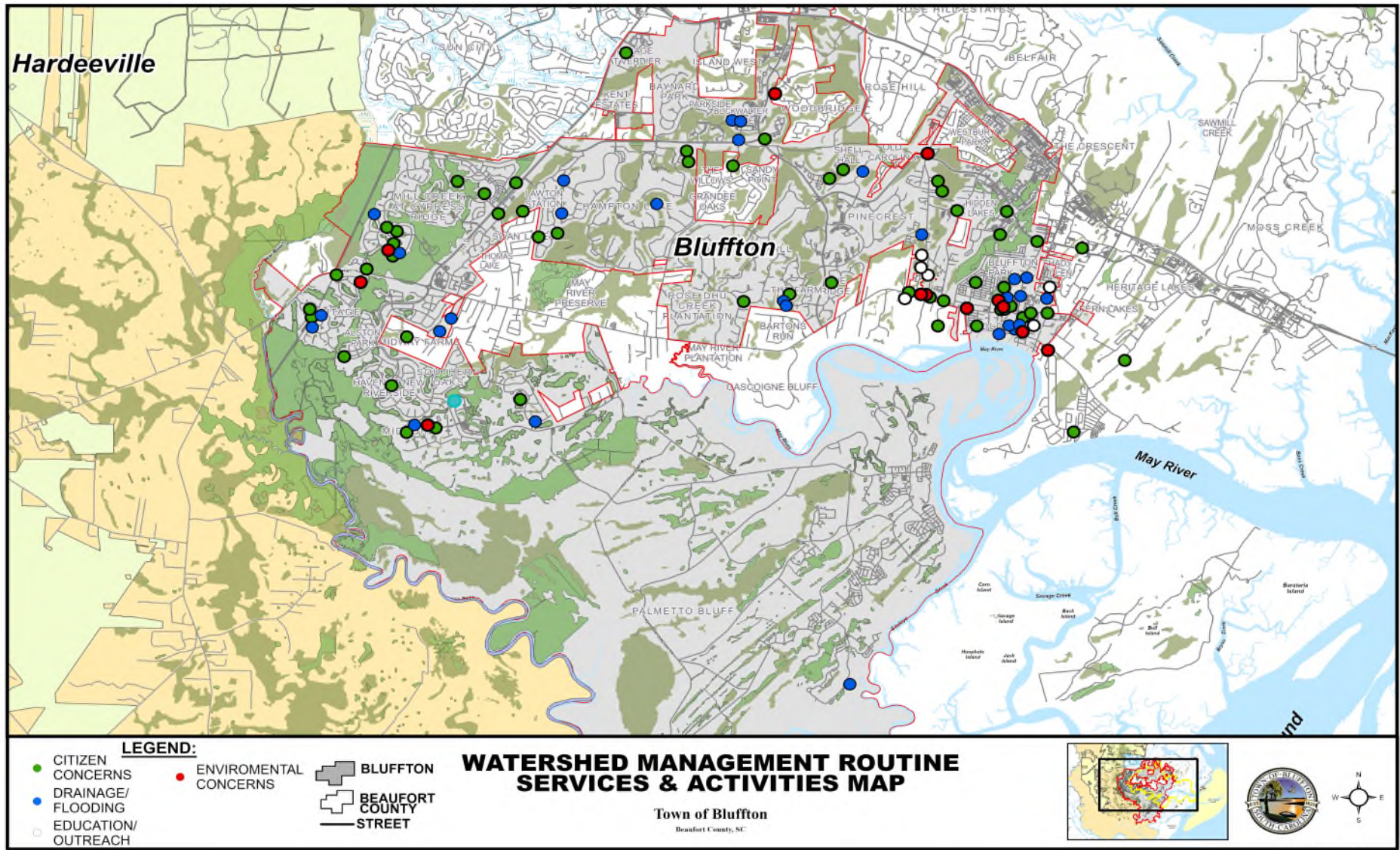
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NOV's Issued	Number of SWO Issued	Number of Citations Issued	Number of E&SC Meetings
FY 2026 YTD Totals	1,022	972	48	4	1	351

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



	Plan Reviews MS4 Reviews	SoLoCo Plan Reviews	Sureties	CCC Inspections	Pre-Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2026 YTD	252	47	19	42	6	5	68	30	248.50 Hrs.

Citizen Request for Watershed Mngt. Services & Activities Map



Number of Citizen Requests Investigated

Number of Meetings

FY 2026 YTD Totals

69

38

FY26 CIP Master Project Schedule



Planning*
 Design**
 Construction***

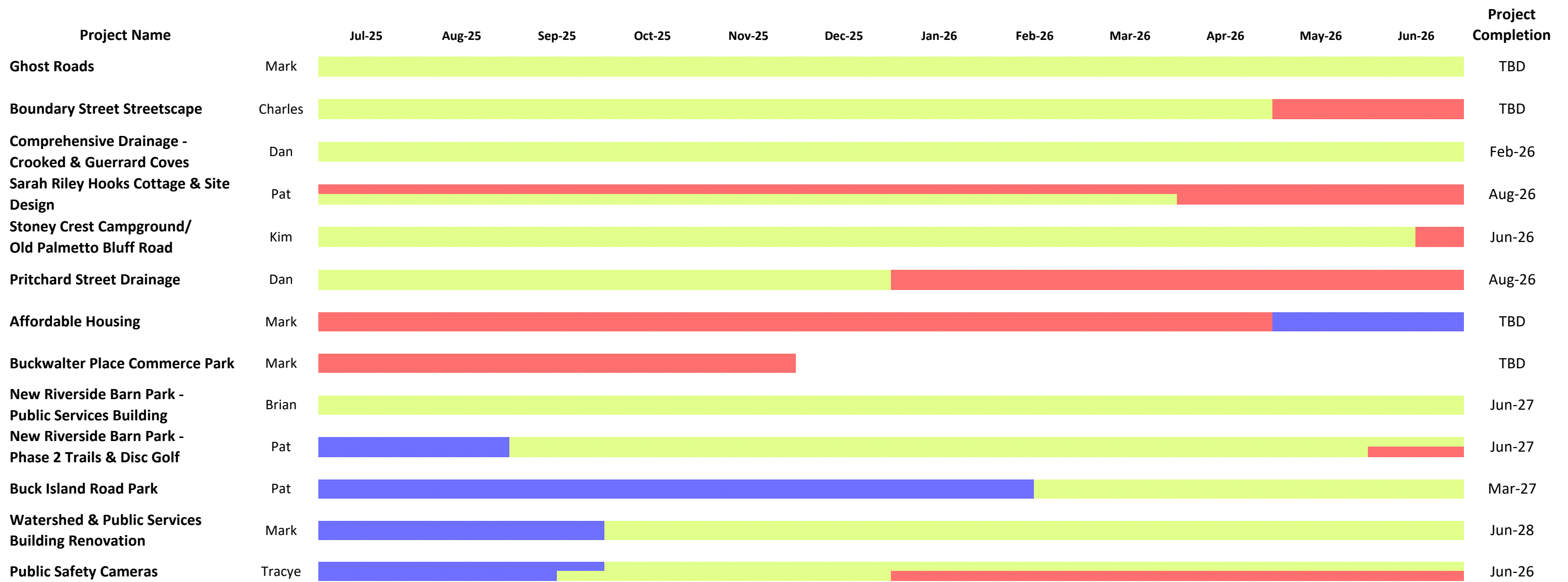
**Planning includes surveying, environmental and cultural investigations, initial master planning and other due diligence reports and studies.*

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

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

SUBJECT TO CHANGE

FY26 CIP Master Project Schedule



Planning*
 Design**
 Construction***

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

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

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

SUBJECT TO CHANGE

TOWN COUNCIL STAFF REPORT
Public Services Department



MEETING DATE:	March 10, 2026
SUBJECT:	Public Services Department Monthly Report
DIRECTOR:	Larry Beckler, Director of Public Services

PUBLIC SERVICES UPDATE

1. **MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**
 - **Street Sweeping** - Performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, Bridge Street, Church Street, Lawton Street, Lawrence Street, Allen Street, Water Street, Boundary Street, and curbs and medians on Simmonsville and Buck Island Roads.
 - **Ditch Inspections** - Performed ditch inspections
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
 - **Ongoing Roadside Mowing, Litter Clean-up and Maintenance** of Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road, Bluffton Road, Boundary, Calhoun, Bridge Street, Pritchard Street, Buckwalter Boulevard, Bruin Road, Green Street, James Gadson Drive, Thomas Heyward, Church St, Water St, Lawton St. and Colcock St.

2. **FACILITIES**
 - **Ongoing Maintenance** of Town Hall, Law Enforcement Center, Public Services, Rotary Community Center, Watershed Management, Police Sub-station, Don Ryan Center, The Cove and general repairs of the Garvin House and Sarah Riley.

3. **PARKS**
 - **Ongoing Park Facilities and Landscape Maintenance** of Dubois Park, Martin Family Park, Oscar Frasier, Field of Dreams, Buckwalter Place Park, Oyster Factory Park, Pritchard Pocket Park, May River Pocket Park, Wright Family Park, Eagles Fields, New Riverside Barn, New River Trail, Evercore Park.

4. **ADDITIONAL ACTIVITIES**
 - Cement Pad and Bench installed on May River at site where pole was struck by vehicle
 - Furniture Assembled for New Riverside Barn
 - Paper Towel holders installed at New Riverside Barn

- Soap Dispensers installed at RCC
- New Trash can enclosure fabricated and installed at Oyster Factory Park
- Stone placed around Fire System Drain at NRB
- Bulbs replaced at Calhoun Station
- Graded Town Hall Parking Lot, Pritchard St ext, Lawton, Green St & Oyster Factory parking lots
- Lighting issues at LEC and Calhoun Station addressed
- Dry & Wet Fire Suppression system repaired due to frozen pipe burst
- Welcome center Fire Alarm tested and passed
- Furniture relocated from DRCI to The Cove
- Final installs for wedding (“green”) room completed at New Riverside Barn
- Banners installed for Black History Month
- Onsite Sunday for water line breaks at park water fountains & Splash Pad
- ServPro responded for clean-up because of burst pipes at Town Hall
- Started layout of Disc Golf Course at New Riverside Park w/ consultant
- Cleared Disc Golf Course – Joint effort Grounds & Maintenance crews
- Duct cleaning performed at Watershed Building and Police Substation
- Installation of base moldings at Town Hall at water damage areas
- Fabricated and installed signs for Golf Cart restricted areas @ Oyster Factory Park
- Installed Paper Towel dispensers, Toilet Paper Holders, soap and sanitizer dispensers at the Cove.
- Replaced filter and diagnosed issue with Water dispenser at the LEC
- Repaired all but one water fountain from past ice storm (Oyster Factory – still waiting on a part)
- Furniture assembly completed and delivered to Watershed
- Irrigation Repairs at LEC & Town Hall
- Underground water line burst at Town Hall under Calhoun Station shed. Myself and 5 Public service staff worked all day on Presidents Day to shut down and secure area.
- Repaired burst water line at Town Hall, re-set shed back to original location and mulched and cleaned area.

5. PREPPING FOR SPECIAL AND CIVIC EVENTS

- Set-up & support for following events:
 - Farmers Market- Martin Family Park
 - Prepped & Setup for Homebuying Workshop at RCC
 - Prepped & Setup for SoLoCo at RCC
 - Prepped for Rotary Club Annual Oyster Roaster, Oyster Factory Park
 - Prepped & Setup for Taste of Bluffton: Lowcountry Edition-Oyster Factory Park

6. EQUIPMENT & MAINTENANCE REPAIR

- Mowers Serviced
- Blowers Serviced
- Serviced Skid Steer, Forest Mulcher, Articulating Loader

- Serviced chainsaws then maintained daily while working on Disc Golf project
- Service and repair to “water buffalo” – parts ordered
- Diagnosed issue with Ex-Mark mower (cracked block)

7. TRAINING

- Staff completed weekly training topics
- Staff completed Employee Development Plans

8. BEAUTIFICATION COMMITTEE

- **Agenda & Minutes Attached**

9. ATTACHMENTS

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

Public Services Monthly Cost Reports – February 2026 *(Cost Includes Labor & Equipment)*

ASSETS AND EVENTS	COST
FACILITIES	\$2333
PARKS	\$24271
ROADS AND TRAILS	\$2694
SPECIAL EVENTS	\$2640

Beautification Committee Meeting

Theodore D. Washington Municipal Building, Okatie River Conference Room, 20 Bridge Street,
Bluffton, SC

January 15, 2026

I. CALL TO ORDER

Chairman Bowen called the meeting to order at 9:01AM.

II. ROLL CALL

PRESENT

Chairman Bowen

Dan Ciufreda

Jessica Palladino

High Williamson

Larry Beckler

ABSENT

Vice Chair Dot Jeger

III. ADOPTION OF MINUTES

Chairman Bowen made a motion to approve the November 20, 2025 minutes as written.

Motion was seconded by Hugh Williamson.

Voting Yea: Dan Ciufreda and Jessica Palladino.

All were in favor and motion passed.

IV. PUBLIC COMMENT

V. OLD BUSINESS

1. Paint Out Pollution Storm Drain Art Project Update

Media News Release issued on January 5, 2026.

2. Holiday Decorating / Undecorating Update

The town was undecorated in only three days. Reorganized and constructed new decoration storage. No Christmas decorations came out of BC budget.

3. Steve Doocy's Main Street USA Tour Submission Update

No response from Fox and Friends about whether the Main Street USA show will be continued in 2026.

VI. NEW BUSINESS

1. Non Toxic Neighborhoods Program Implementation

Public Services works with Non Toxic Neighborhoods to use non-toxic turf management. Drafting resolution for council that will make these non-toxic, environmentally friendly practices mandatory.

2. Linear Trail Renovation

Estimated time of completion in early spring. Refurbishing 3 bridges and building an observation/crabbing dock. Connecting path to nearest residential community. Council discussed possibility of having March meeting on location to observe renovations and make plans to add plantings.

3. Wright Family Park Tree Planting

Cedar tree needs to be removed. Replace with large 8" caliper live oak. Also plans to replace live Oak in front of Town Hall for Arbor Day.

4. White Goods Pickup

Larry and Colleen to meet with Victoria Smalls on 1/21/2026. Date of pickup TBD. Expand pick up from last year's locations to Buck Island, Simmonsville, Goethe Road and Schultz Roads. Public Services will post notices in residents mailbox in addition to using social media to advertise. BC to help distribute door hangers.

VII. DISCUSSION

Hugh Williamson questioned when butterfly garden landscape contract will expire. Master Gardeners to take over maintenance of garden in April. No use of insecticides or pesticides. Specify in contract that milkweed, flowering plants and passion vine must be kept. Jessica Palladino can provide native passion flowers.

Council discussed seeking out additional grant opportunities for native trees and flowers.

Council discussed cleaning up Oyster Factory Park to make it more visually appealing. Dumpster is already enclosed behind gate. Promote repopulating native environments. Perhaps use Oyster Shells to create enclosure. disguise trash cans at Oyster Factory Park. Enclose behind fence bump-out. Make sure boaters can maintain access but remove eye sore.

Council discussed replicating Chamelia garden from Hilton Head Honey Hill at New Riverside or across from Eagles Field. Town meeting to ask residents for input on what to include in the new park.

VIII. ADJOURNMENT

Chairman Bowen adjourned the meeting at 9:33AM.

NEXT MEETING DATE: THURSDAY, FEBRUARY 19, 2026



Beautification Committee Meeting

Thursday, February 19, 2026 at 9:00 AM

Theodore D. Washington Municipal Building, Okatie River Conference Room, 20 Bridge Street,
Bluffton, SC

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

IV. PUBLIC COMMENT

V. OLD BUSINESS

1. Paint Out Pollution Storm Drain Art Project Update
2. Non Toxic Neighborhoods Program Implementation Update
3. Linear Trail Renovation Update
4. White Goods Pickup Update
5. Arbor Day & Tree Planting Update

VI. NEW BUSINESS

1. Rotary Center/Beautification Committee Pet Waste Station Donation

VII. DISCUSSION

VIII. ADJOURNMENT

NEXT MEETING DATE: THURSDAY, MARCH 19, 2026

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

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

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

Public comment is limited to 3 minutes per speaker.



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

February 2026

Overview:

February was a high-visibility and forward-moving month for DRCI. While the planned ribbon cutting for The COVE was postponed due to inclement weather, momentum continued across programming, partnerships, and strategic initiatives. Highlights included participation and sponsorship of BCEDC's Converge Conference, multiple diligence meetings with prospective entrepreneurs, progress on grant strategy, and the soft launch of the new DRCI website. The team remained focused on preparing for a strong 2026 through program enhancements, technology upgrades, and business development initiatives and the opening of The COVE.

Entrepreneur Program Update

- Diligence meetings with:
 - Sarah Wright – Flex & Fit Body Training
 - Effervescent Yoga (restart discussion)
 - Rosano
 - Dr. Weniger
 - Sol Balance
- Conducted several 1:1 introductory and diligence calls with prospective entrepreneurs
- Guided and prepared a local entrepreneur for a meeting with DoorDash, including executive-level pitch preparation
- Continued LivePlan implementation for early-stage startups

STARTUP Companies

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

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

- **Buysight.ai**
- ***New – 221B Studios**
- ***New – Rosano**

GROWTH Companies:

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

- **Bluffton Electric**
- **Delta Roofing**

THRIVE Companies

Ongoing long-term work with established Growth companies

- **Universal Bookkeeper**
- **HardeeGreens (Hardeeville)**

Mentor Program

- Continued mentor alignment and engagement conversations
- Matched mentors with new STARTUP participants
- Ongoing refinement of program expectations and structure

Operations, Economic Development, Events and Meetings:

- Attended, presented, and sponsored BCEDC’s Converge Conference
- Sent COVE 2nd floor leases for signature
- Met with Jeremy to discuss upcoming grant opportunities
- Ongoing coordination with IT on technology infrastructure at The COVE
- Taught three entrepreneurship classes at Hilton Head Christian Academy on developing pitch presentations
- Conducted Marketing Plan 2026 strategy meeting
- Hosted SC Works Workforce Initiative event at The HUB
- Completed new DRCI website soft launch
- AI strategy meeting with TCL

- Continued LivePlan integration for early-stage clients
- Continued refinement of digital systems to support scaling programs
- Professional Development & Leadership - Kristin attended leadership training
- Paul attended SCEDA Institute

Partnerships

Key Collaborations:

- **Hardeeville:** Quarterly meeting and 2026 Strategic Planning
- **Beaufort County Economic Development Corporation:** Ongoing collaboration on multiple impactful projects including collaboration. Attended board meeting. Attended, presented and sponsored Converge Conference
- **Greater Bluffton Chamber:** Participated in numerous ribbon cuttings, showcasing the growth and expansion of local businesses and attended. Working on 2026 lunch and learn schedule for the GBCC
- **Hilton Head – Bluffton Chamber:** Collaborating with HHI Bluffton Chamber for JobsNow 2026 Job Fair scheduled for March
- **Hispanic Business Association of the Lowcountry:** Ongoing membership, Paul Arvantides is a member of the HBA Lowcountry Partnerships Committee
- **Beaufort County Airport Board:** David Nelems is a member of this Board
- **Furman University:** Ongoing collaboration through Strategic AI Program; exploring expanded offerings



GROWTH MANAGEMENT UPDATE

March 10, 2026

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

- a. **Planning Commission:** February 25, 2026, meeting agenda attached. Next meeting scheduled for Wednesday, March 25, 2026.
- b. **Historic Preservation Commission:** February 4, 2026, meeting agenda attached. Next meeting scheduled for Wednesday, March 4, 2026.
- c. **Board of Zoning Appeals:** February 3, 2026, cancellation notice attached. Next meeting scheduled for Tuesday, March 3, 2026.
- d. **Development Review Committee:** February 4, 11 & 18, 2026, meeting agendas attached. February 25, 2026, cancellation notice attached. Next meeting scheduled for Wednesday, March 4, 2026.
- e. **Historic Preservation Review Committee:** February 23, 2026, meeting agenda attached. February 2, 9 & 17, 2026 cancellation notices attached. Next meeting scheduled for Monday, March 2, 2026.
- f. **Construction Board of Adjustment and Appeals:** February 24, 2026, cancellation notice attached. Next meeting scheduled for Tuesday, March 24, 2026.
- g. **Affordable Housing Committee:** February 5, 2026, meeting agenda attached. Next meeting scheduled for Thursday, March 12, 2026.

2. Community Development / Affordable Housing Committee Work Program:

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

A total of 30 homes have received repairs at a total of \$273,005.64. These repairs consist of roofing, flooring, decks, plumbing, tree service and property cleanup. Applications are being processed weekly, and staff continue to work diligently to ensure residents are living in their homes safe and dry.

ATTACHMENTS:

1. Planning Commission meeting agenda for February 25, 2026.
2. Historic Preservation Commission meeting agenda notice for February 4, 2026.
3. Board of Zoning Appeals cancellation notice for February 3, 2026.
4. Development Review Committee meeting agendas for February 4, 11 & 18, 2026.
Cancellation notice for February 25, 2026.
5. Historic Preservation Review Committee meeting agenda for February 23, 2026.
Cancellation notices for February 2, 9 & 1, 2026.
6. Construction Board of Adjustments and Appeals cancellation notice for February 24, 2026.
7. Affordable Housing Committee meeting agenda for February 5, 2026.
8. Building Permits and Planning Applications:
 - a. Building Permits Issued FY 2019-2026 (to February 18, 2026).
 - b. Building Permits Issued Per Month FY 2019-2026 (to February 18, 2026).
 - c. Value of Construction FY 2019-2026 (to February 18, 2026).
 - d. New Single Family Residential Building Permits Issued Per Month FY 2019-2026 (to February 18, 2026).
 - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2019-2026 (to February 18, 2026).
 - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2019-2026 (to February 18, 2026).
 - g. New Commercial Construction/Additions Heated Square Footage FY 2019-2026 (to February 18, 2026).
 - h. Planning and Community Development Applications Approved FY 2019-2026 (to February 18, 2026).
 - i. Multi Family Apartments Value FY 2019-2026 (to February 18, 2026).
 - j. Multi Family Apartments Square Footage FY 2019-2026 (to February 18, 2026).
 - k. Multi Family Apartments Total Units FY 2019-2026 (to February 18, 2026).



Planning Commission Meeting

Wednesday, February 25, 2026 at 6:00 PM

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

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

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

IV. ADOPTION OF MINUTES

- 1. November 19, 2025 Minutes

V. ELECTION OF OFFICERS

- 1. Election of Planning Commission Chair
- 2. Election of Planning Commission Vice-Chair
- 3. Election of Development Review Committee Member

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

- 1. **Novant Health Bluffton Medical Center (Development Plan):** A request by Hilton Head Medical Center, LLC, for approval of a Preliminary Development Plan application. The project consists of a three (3) story 164,000 SF hospital with associated drives, parking, landscape, and utility infrastructure. The property is within the Buckwalter Planned Unit Development (PUD) and consists of approximately 17.8 acres identified by the tax map numbers R610 029 000 2487 0000 and R600 029 000 2410 0000 located west of Buckwalter Parkway south of Bluffton Parkway within the Parkway Corners Initial Master Plan. (DP-07-25-019862) (Staff - Dan Frazier)

IX. DISCUSSION

X. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 25, 2026

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Historic Preservation Commission Meeting

Wednesday, February 04, 2026 at 6:00 PM

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

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

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

IV. ADOPTION OF MINUTES

- 1. January 7, 2026 Minutes

V. PUBLIC COMMENT

VI. PRESENTATIONS

- 1. Presentation by Stantec, Inc of the Town of Bluffton Historic Resource Survey. (Staff - Glen Umberger)

VII. OLD BUSINESS

VIII. NEW BUSINESS

- 1. **Certificate of Appropriateness (28 Wharf Street):** A request by Malcolm Claxton (Applicant), on behalf of JRA Holdings, LLC (Owner), for review of a Certificate of Appropriateness-Historic District, to allow the renovation and minor expansion of an existing 1-story house of 1,157 SF to 1,508 SF and construction of a new 2-story detached Carriage House of approximately 768 SF located at 28 Wharf Street. The property is located in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-08-25-019913) (Staff - Charlotte Moore)

IX. DISCUSSION

1. Historic District Monthly Update. (Staff)

X. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 4, 2026

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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.

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

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, February 3, 2026 at 6:00 p.m.

Has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for Tuesday,
March 3, 2026.

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



Development Review Committee Meeting

Wednesday, February 04, 2026 at 1:00 PM

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

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **1181 May River Road (Development Plan):** A request by Nathan Sturre of Sturre Engineering. on behalf of property owner Trevor Wells for review of a Preliminary Development Plan application. The project consists of the construction of a two-story 8,000 SF mixed use building with associated infrastructure. The property is zoned Neighborhood Core and consists of 1.4 acres identified by tax map number 6610 039 000 097A 0000. (DP-06-25-019806) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, February 11, 2026

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Public comment is limited to 3 minutes per speaker.



Development Review Committee Meeting

Wednesday, February 11, 2026 at 1:00 PM

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

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **The Goddard School (Development Plan):** A request by Trey Scott on behalf of Sunshine Bluffton Group, LLC, for approval of a Final Development Plan. The project consists of the construction of a two-story 10,634 SF day care building with associated infrastructure. The property is zoned Buckwalter Planned Unit Development (PUD) and consists of approximately 1.6 acres identified by tax map number R614 022 000 1128 0000 within the Washington Square Master Plan. (DP-06-25-019796) (Staff - Dan Frazier)
2. **Bluffton High School - CTE Building (Public Project):** A request by Ward Edwards Engineering on behalf of Beaufort County School District for approval of a Public Project. The project consists of the construction of a new Career and Technical Education (CTE) Building with associated infrastructure. The property is zoned Residential General (RG) identified by tax map number R610 038 000 0049 0000 and consists of 95.8 acres located at 12 H.E. McCracken Circle. (DP-01-26-020096) (Staff - Dan Frazier)
3. **Livewell Terrace (Development Plan):** A request by Livewell Terrace LP on behalf of property owner Beaufort Memorial for approval of a Final Development Plan. The project consists of the construction of a 120-unit apartment complex with a leasing office and future medical building and associated infrastructure. The property is zoned Buckwalter Planned Unit Development (PUD) and consists of approximately 10.1 acres identified by tax map number R610 030 000 0712 0000 within the Buckwalter Commons Phase 1 Master Plan. (DP-02-25-019581) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, February 18, 2026

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Public comment is limited to 3 minutes per speaker.*



Development Review Committee Meeting

Wednesday, February 18, 2026 at 1:00 PM

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

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **89 Bridge Street (Development Plan Amendment):** A request by Amanda Denmark of Pearce Scott Architects, on behalf of property owners Jamie and Allyn Oliver for review of a Development Plan Amendment application. The project consists of the renovation of the existing 802 SF garage into a proposed studio with associated parking and infrastructure. The property is zoned Neighborhood Conservation - Historic District (NC-HD) and consists of approximately 0.3 acres identified by tax map number R610 039 00A 0324 0000 and located at 89 Bridge Street in Old Town Bluffton Historic District. (DP-04-25-019712) (Staff - Dan Frazier)
2. **Vereens Site Improvements (Development Plan Amendment):** A request by Davis & Floyd, on behalf of property owner Vereens for review of a Development Plan Amendment application. access to allow two-way traffic and constructing a concrete slab for onsite material storage, with associated infrastructure improvements. The property is zoned Light Industrial (LI) and consists of approximately 0.91 acres identified by tax map number R610 039 000 0016 0000 and located at 358 Buck Island Road. (DPA-01-26-020095) (Staff - Dan Frazier)
3. **New Riverside - Parcel 8A (Initial Master Plan):** A request by Rob Marek of Pulte and John Paul Moore of Thomas & Hutton on behalf of property owner Pioneer Land & Timber, LLC for review of an Initial Master Plan application. The project consists of 104 single family detached dwelling units with associated amenities, open space, roads, utility and stormwater infrastructure. The property is zoned New Riverside PUD and consists of approximately 100.69 acres identified by tax map number R610 044 000 0126 0000 located at the southwest corner

of the intersection of New Riverside Road and Myrtle Ford Road. (MP-01-26-020100) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, February 25, 2026

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

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Public comment is limited to 3 minutes per speaker.*



PUBLIC NOTICE

THE DEVELOPMENT REVIEW
COMMITTEE (DRC)
Meeting scheduled for

Wednesday, February 25, 2026 at 1:00 P.M.

has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for
Wednesday, March 4, 2026.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 2, 2026 at 4:00 P.M.

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

The next meeting is scheduled for
Monday, February 9, 2026.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 9, 2026 at 4:00 P.M.

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

The next meeting is scheduled for
Tuesday, February 17, 2026.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Tuesday, February 17, 2026 at 4:00 P.M.

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

The next meeting is scheduled for
Monday, February 23, 2026.

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



Historic Preservation Review Committee Meeting

Monday, February 23, 2026 at 4:00 PM

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

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **95 Green Street (COFA-08-24-019275):** A request Glenda Mikulak Roberts (Applicant and Owner) for review of a Certificate of Appropriateness - HD to construct a new 2-story house of approximately 1,987 SF at 95 Green Street, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. This is a second Concept Plan review. (Staff - Charlotte Moore)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, March 2 , 2026

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

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

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

Tuesday, February 24, 2026, at 6:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, March 24, 2026.

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



Affordable Housing Committee Meeting

Thursday, February 05, 2026 at 10:00 AM

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

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

1. December 4, 2025

IV. PUBLIC COMMENT

V. FINANCIAL REPORT

VI. OLD BUSINESS

VII. NEW BUSINESS

1. FY26 Neighborhood Assistance Budget Update
2. Neighborhood Assistance Program Policy Update

VIII. DISCUSSION

1. Meredith Watson, Mortgage Banker - South State Bank

IX. ADJOURNMENT

NEXT MEETING DATE: Thursday, March 5, 2026

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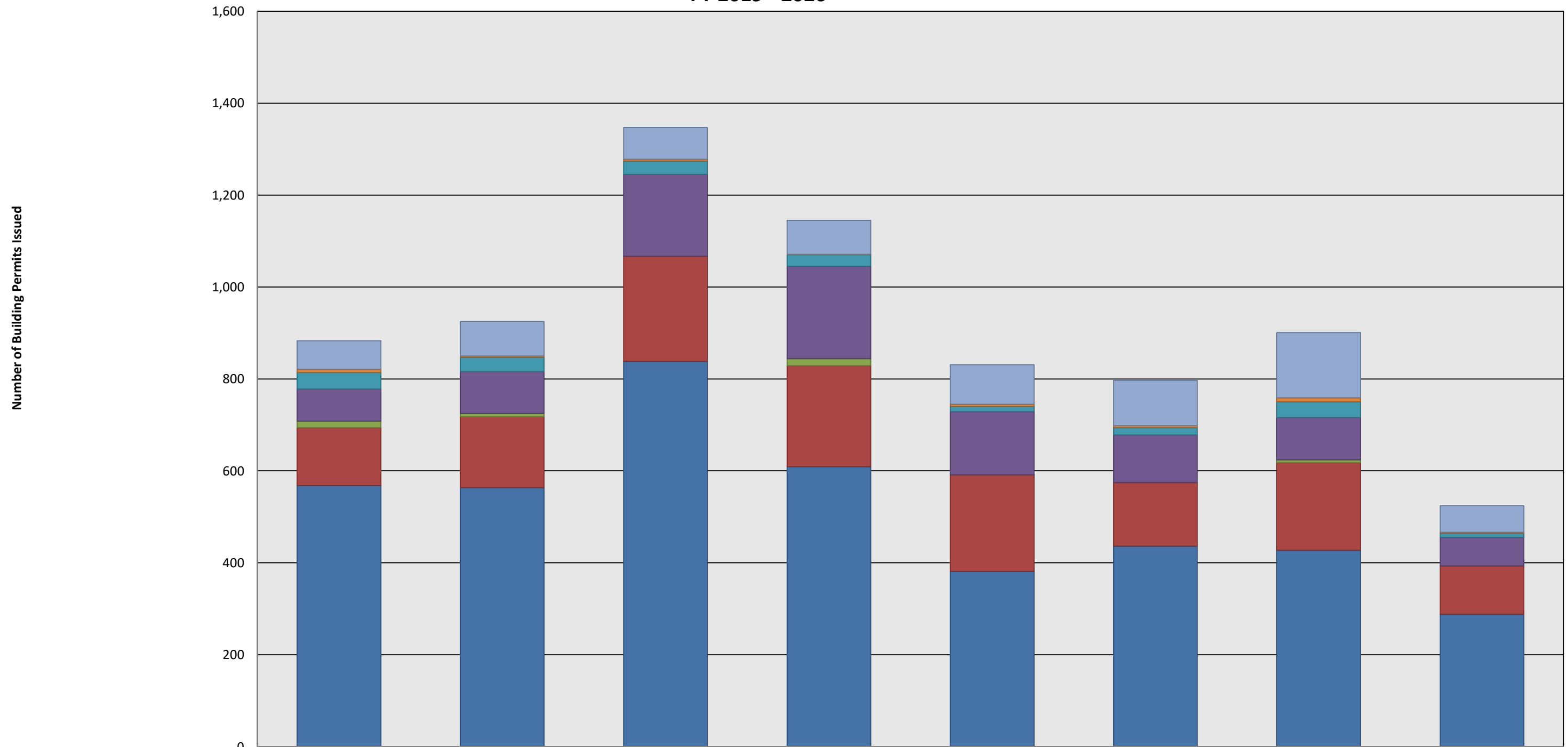
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**Town of Bluffton
Building Permits Issued
FY 2019 - 2026**

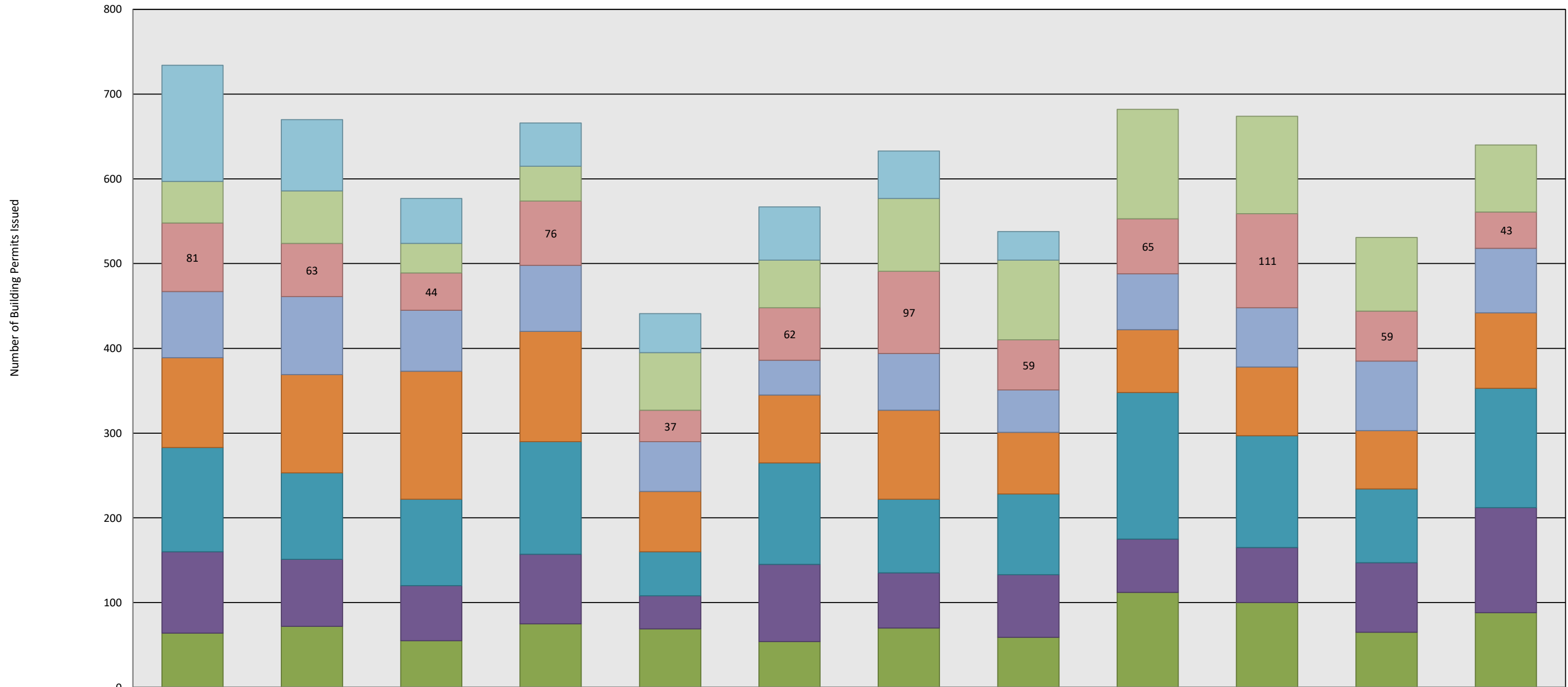
Attachment 8a



Year	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024- June 2025)	FY 2026 (July 2025 - June 2026)
Other Commercial	62	75	69	74	86	99	142	58
Commercial Addition	7	3	4	1	5	4	9	2
New Commercial Construction/ Tenant Upfit	36	31	29	25	11	16	34	9
Other Residential	70	91	178	201	138	104	92	62
New Multi Family - Apartments	14	7	0	15	0	0	6	0
Residential Addition	126	155	229	220	210	138	191	105
New Single Family	568	563	838	609	381	436	427	288

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. Commercial addition includes: additions, screen enclosure, shell.
 5. Other commercial includes: remodel and accessory structure.

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

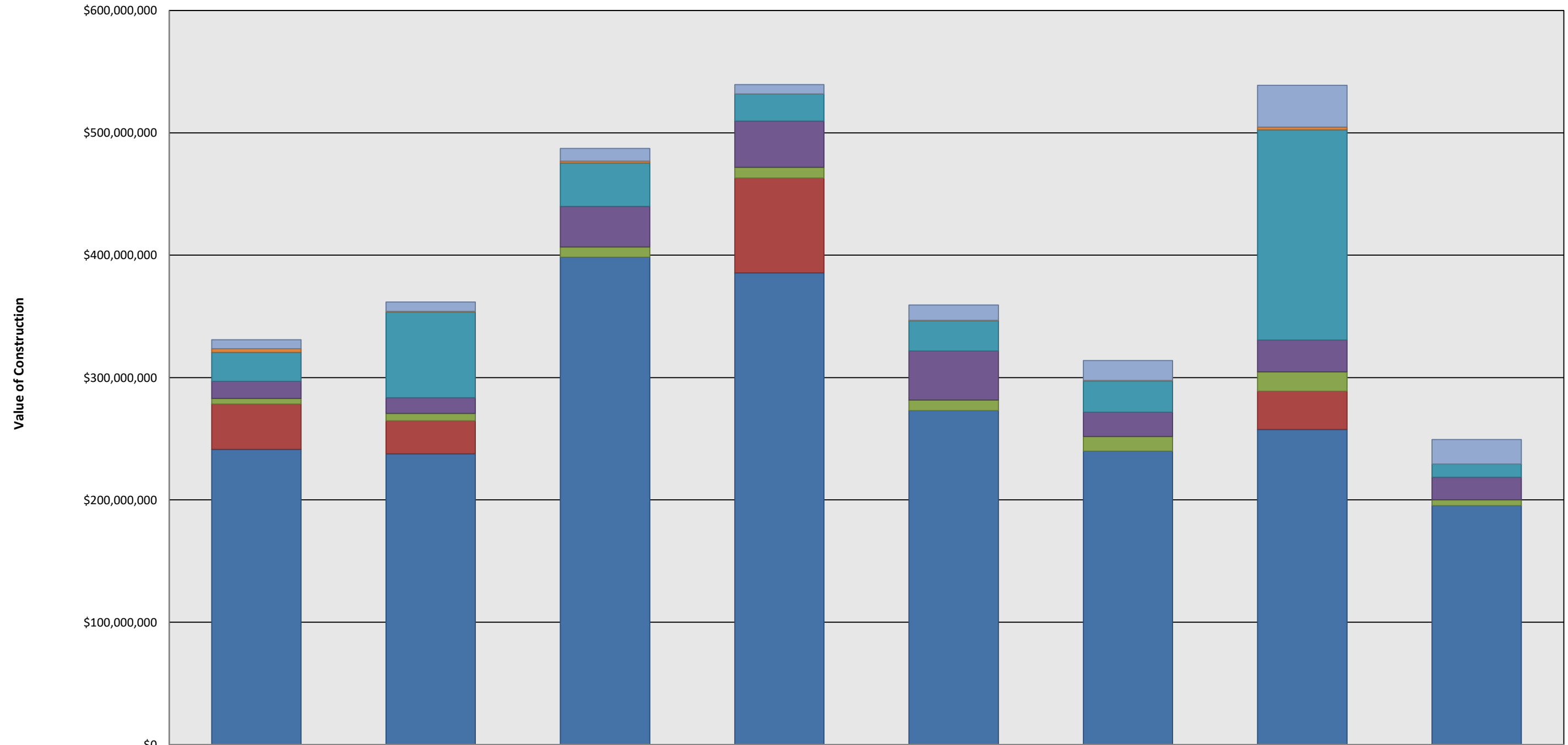


Month	July	August	September	October	November	December	January	February	March	April	May	June
FY 2026 (July 2025- June 2026)	137	84	53	51	46	63	56	34				
FY 2025 (July 2024- June 2025)	49	62	35	41	68	56	86	94	129	115	87	79
FY 2024 (July 2023 - June 2024)	81	63	44	76	37	62	97	59	65	111	59	43
FY 2023 (July 2022 - June 2023)	78	92	72	78	59	41	67	50	66	70	82	76
FY 2022 (July 2021 - June 2022)	106	116	151	130	71	80	105	73	74	81	69	89
FY 2021 (July 2020 - June 2021)	123	102	102	133	52	120	87	95	173	132	87	141
FY 2020 (July 2019 - June 2020)	96	79	65	82	39	91	65	74	63	65	82	124
FY 2019 (July 2018 - June 2019)	64	72	55	75	69	54	70	59	112	100	65	88

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

**Town of Bluffton
Value of Construction
FY 2019 - 2026**

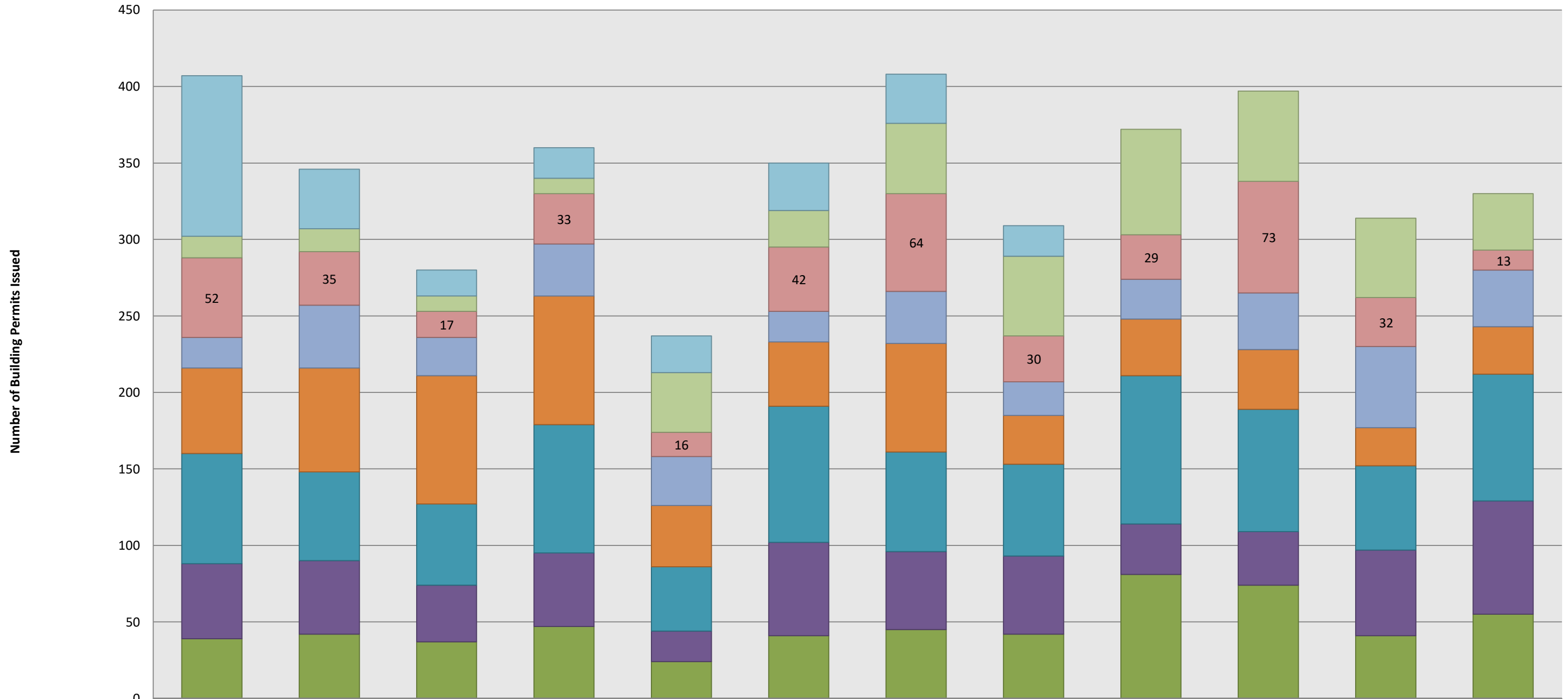
Attachment 8c



Year	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024- June 2025)	FY 2026 (July 2025- June 2026)
Other Commercial	\$7,263,366	\$7,579,860	\$10,412,995	\$7,596,115	\$12,475,855	\$16,317,280	\$34,086,632	\$19,984,099
Commercial Additions	\$3,041,168	\$656,000	\$1,492,691	\$7,550	\$526,290	\$413,300	\$2,244,852	\$66,300
New Commercial/ Tenant Upfits	\$23,614,625	\$69,976,821	\$35,480,001	\$22,266,766	\$24,611,903	\$25,409,903	\$171,813,272	\$10,828,285
Other Residential	\$13,979,443	\$12,794,241	\$33,207,203	\$37,696,800	\$40,039,634	\$19,926,881	\$26,021,991	\$18,557,242
Residential Additions/ Renovations	\$4,691,023	\$6,005,043	\$8,363,040	\$8,762,565	\$8,683,202	\$11,994,064	\$15,775,432	\$4,764,410
New Multi Family - Apartments	\$36,975,720	\$27,045,609	\$-	\$77,664,502	\$-	\$-	\$31,218,075	\$0
New Single Family	\$241,300,026	\$237,647,960	\$398,345,907	\$385,446,946	\$272,946,813	\$239,843,210	\$257,635,844	\$195,166,150

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

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

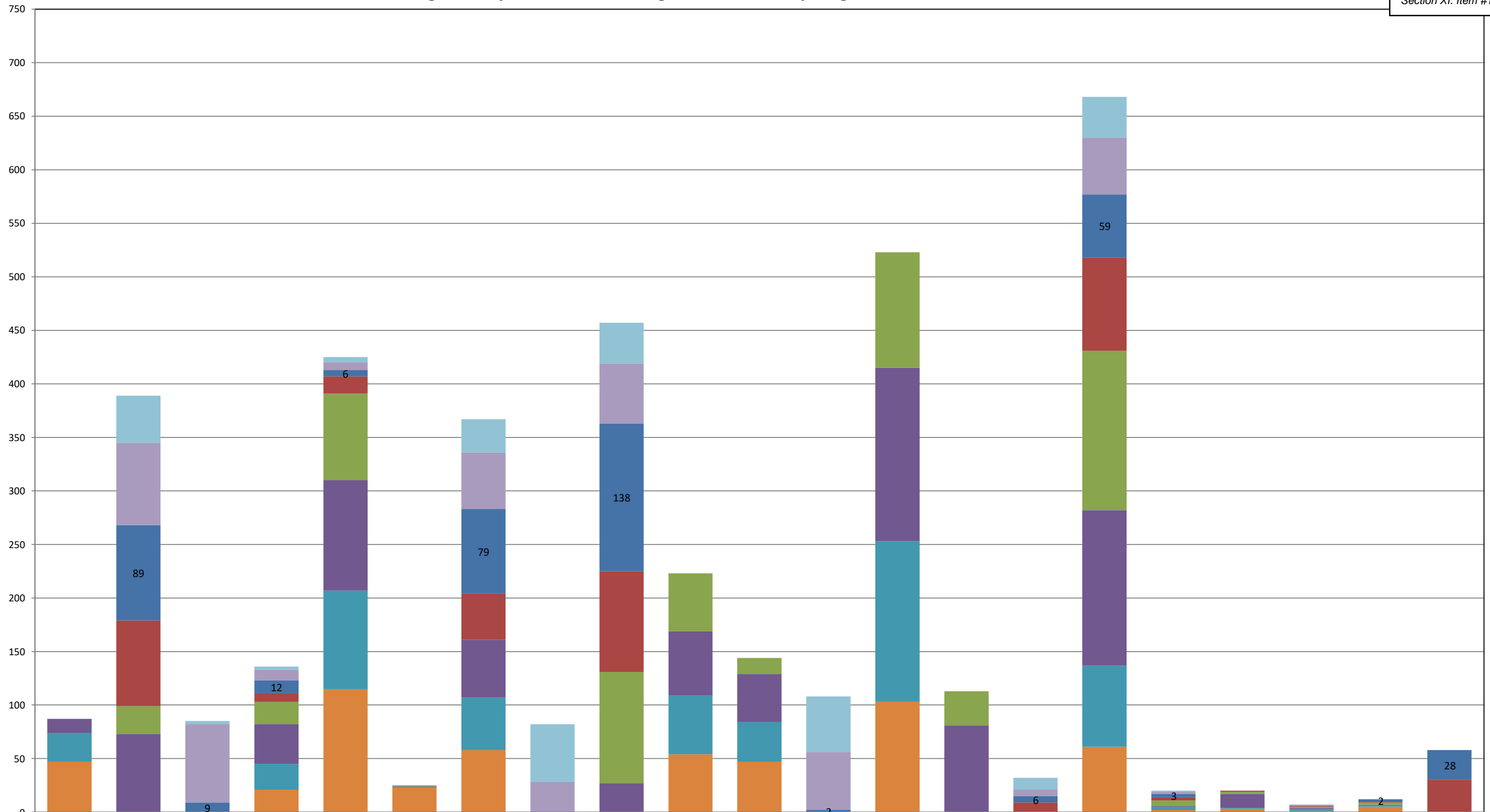


	July	August	September	October	November	December	January	February	March	April	May	June
FY 2026 (July 2025- June 2026)	105	39	17	20	24	31	32	20				
FY 2025 (July 2024- June 2025)	14	15	10	10	39	24	46	52	69	59	52	37
FY 2024 (July 2023 - June 2024)	52	35	17	33	16	42	64	30	29	73	32	13
FY 2023 (July 2022 - June 2023)	20	41	25	34	32	20	34	22	26	37	53	37
FY 2022 (July 2021 - June 2022)	56	68	84	84	40	42	71	32	37	39	25	31
FY 2021 (July 2020 - June 2021)	72	58	53	84	42	89	65	60	97	80	55	83
FY 2020 (July 2019 - June 2020)	49	48	37	48	20	61	51	51	33	35	56	74
FY 2019 (July 2018 - June 2019)	39	42	37	47	24	41	45	42	81	74	41	55

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

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

Number of Building Permits Issued

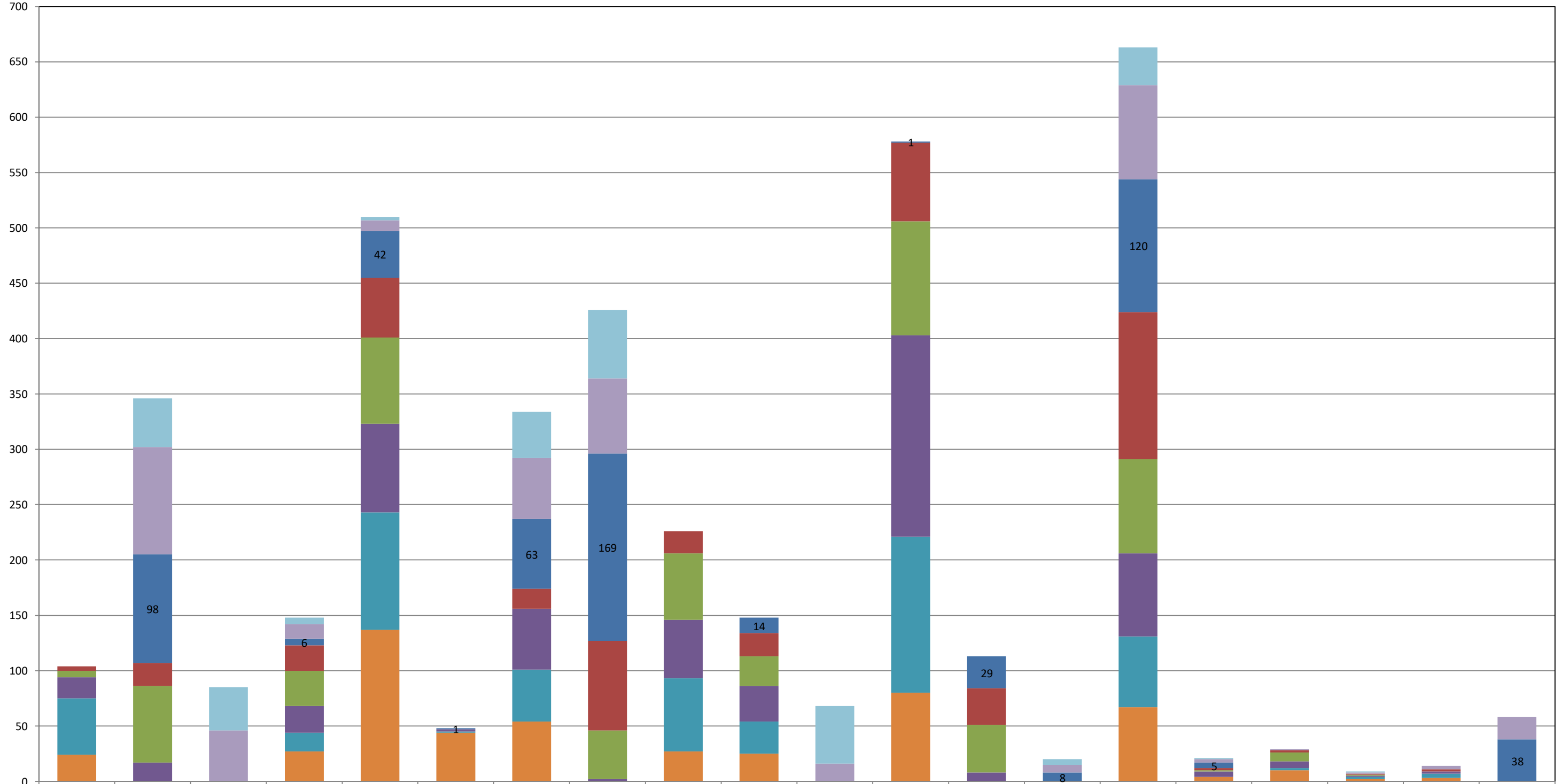


Neighborhood	Alston Park	Four Seasons at Carolina Oaks	Hamilton Grove	Hampton Hall	Hampton Lake	Haven at New Riverside	Heritage at New Riverside	Indigo Cove	Lakes at New Riverside	Landings at New Riverside	Lawton Station	Midpoint	Mill Creek at Cypress Ridge	New Riverside Forest	New Riverside Village	Palmetto Bluff	Rose Dhu Creek Plantation	Shell Hall	Stock Farm	Tabby Roads	Washington Square	
FY 2026 (July 2025 - June 2026)		44	3	3	5		31	54	38			52			11	38	1					
FY 2025 (July 2024 - June 2025)		77	73	10	7		53	28	56			54			6	53	2		1			
FY 2024 (July 2023 - June 2024)		89	9	12	6		79		138			2			6	59	3			2		28
FY 2023 (July 2022 - June 2023)		80		8	16		43		94						9	87	3	1	1	1	1	30
FY 2022 (July 2021 - June 2022)		26		21	81	1			104	54	15		108	32		149	5	2	1	2		
FY 2021 (July 2020 - June 2021)	13	73		37	103	1	54		27	60	45		162	81		145	1	13	1			
FY 2020 (July 2019 - June 2020)	27			24	92		49			55	37		150			76	3	1	2	2		
FY 2019 (July 2018 - June 2019)	47			21	115	23	58			54	47		103			61	2	3	1	5		

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

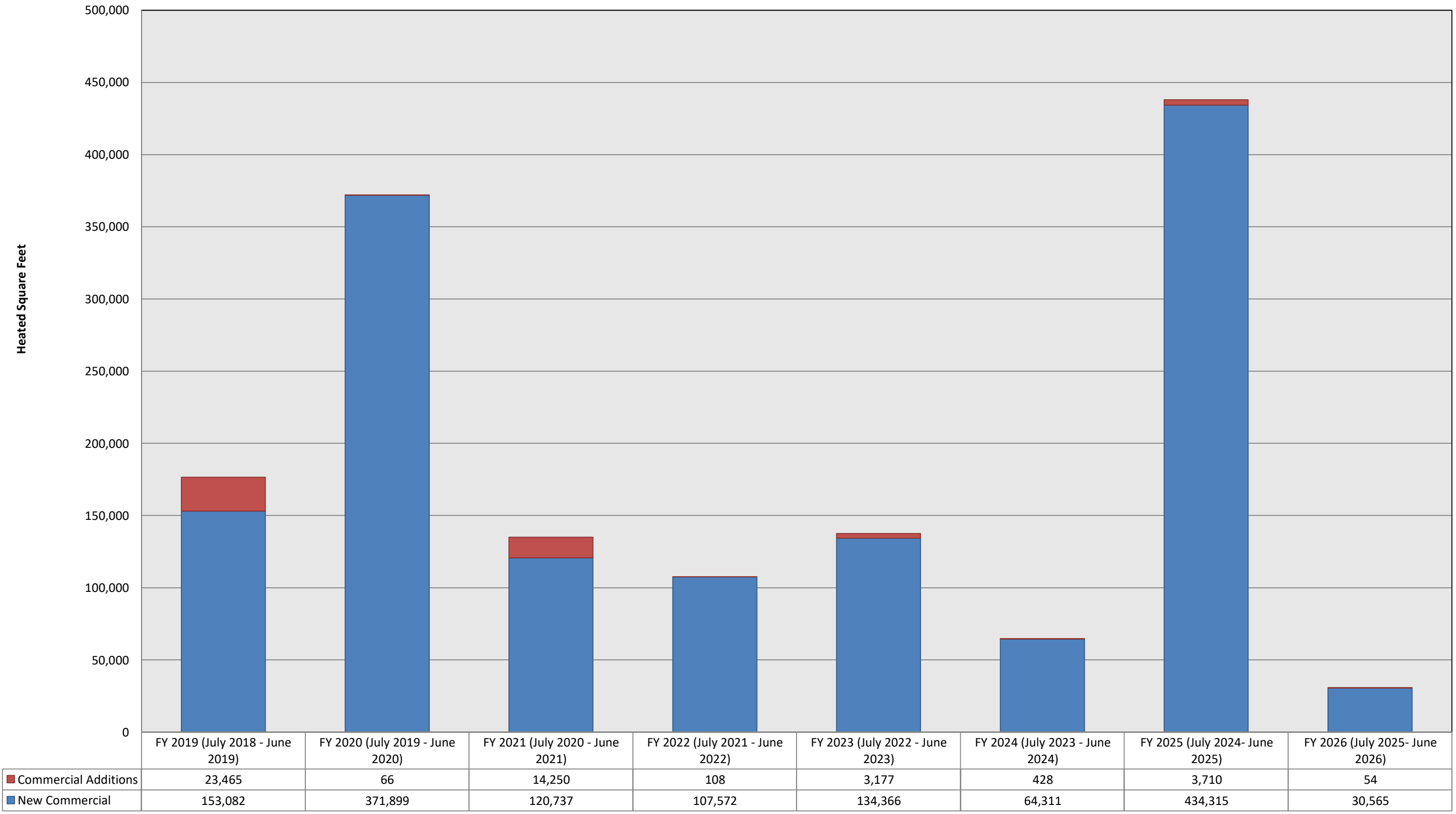
Section XI. Item #1.

Number of New Housing Starts



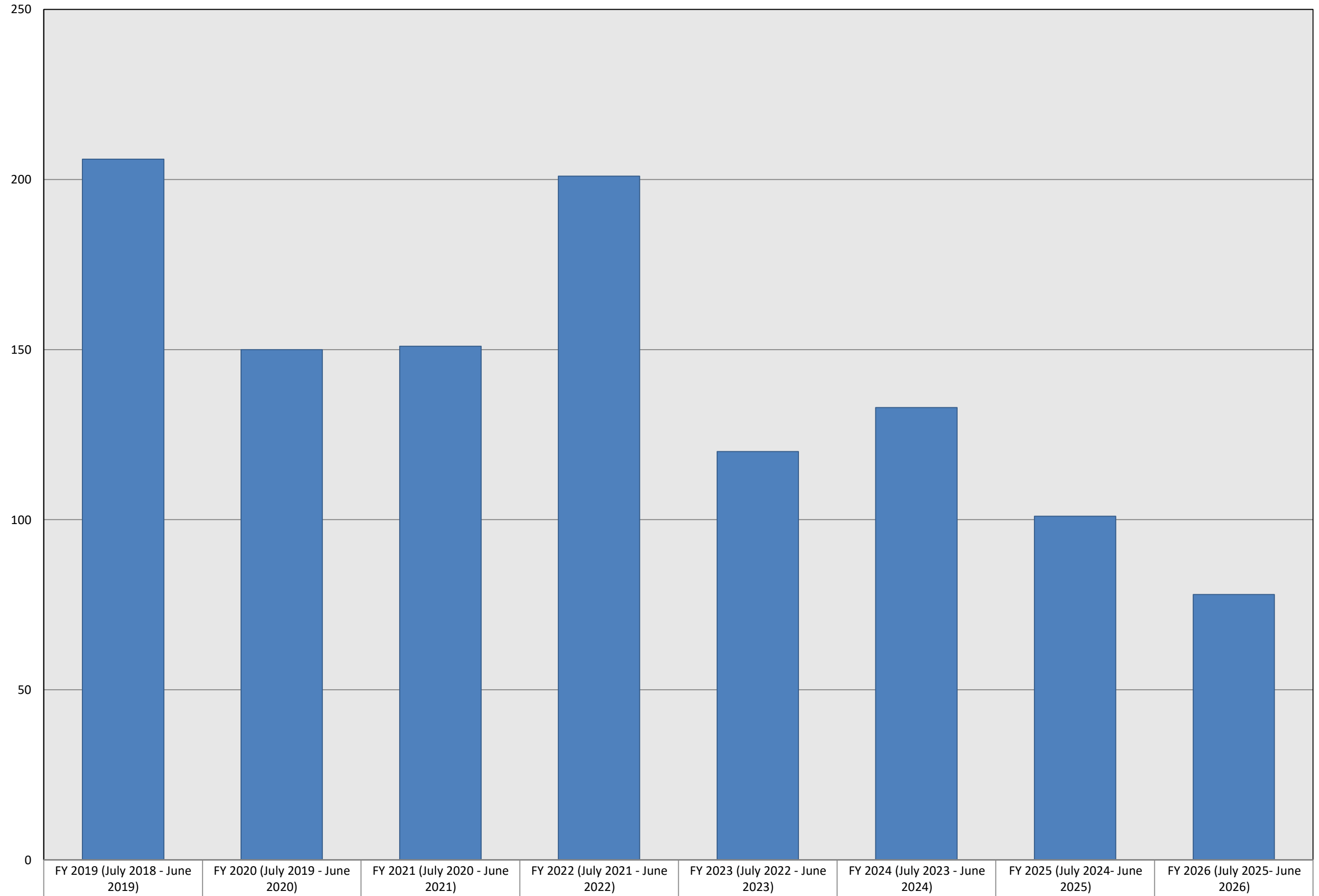
	Alston Park	Four Seasons at Carolina Oak	Hamilton Grove	Hampton Hall	Hampton Lake	Haven at New Riverside	Heritage at New Riverside	Lakes at New Riverside	Landings at New Riverside	Lawton Station	Midpoint	Mill Creek at Cypress Ridge	New Riverside Forest	New Riverside Village	Palmetto Bluff	Rose Dhu Creek Plantation	Shell Hall	Stock Farm	Tabby Roads	Washington Square
FY 2026 (July 2025 - June 2026)		44	39	6	3		42	62			52			5	34	1		1		
FY 2025 (July 2024 - June 2025)		97	46	13	10		55	68			16			7	85	3	1	1	3	20
FY 2024 (July 2023 - June 2024)		98		6	42	1	63	169		14		1	29	8	120	5				38
FY 2023 (July 2022 - June 2023)	4	21		23	54		18	81	20	21		71	33		133	2	2	1	2	
FY 2022 (July 2021 - June 2022)	6	69		32	78			44	60	27		103	43		85	1	8	1		
FY 2021 (July 2020 - June 2021)	19	17		24	80	2	55	2	53	32		182	8		75	5	6	1	2	
FY 2020 (July 2019 - June 2020)	51			17	106	1	47		66	29		141			64		2	2	4	
FY 2019 (July 2018 - June 2019)	24			27	137	44	54		27	25		80			67	4	10	2	3	

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



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

Number of Applications Completed

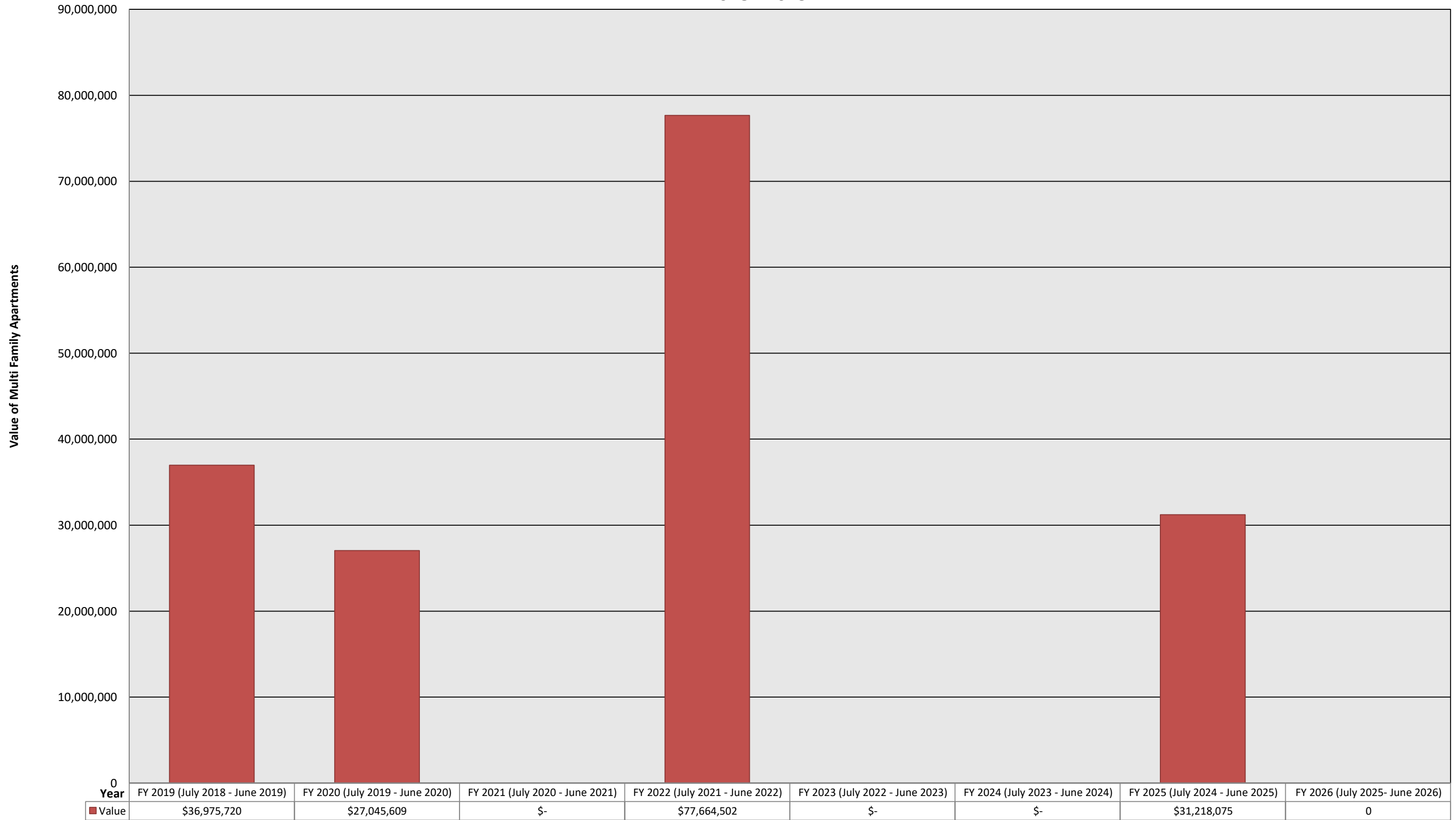


■ Planning & Community Development Applications

Town of Bluffton
Multi Family Apartments Value
FY 2018 - 2025

Attachment 8i

Section XI. Item #1.

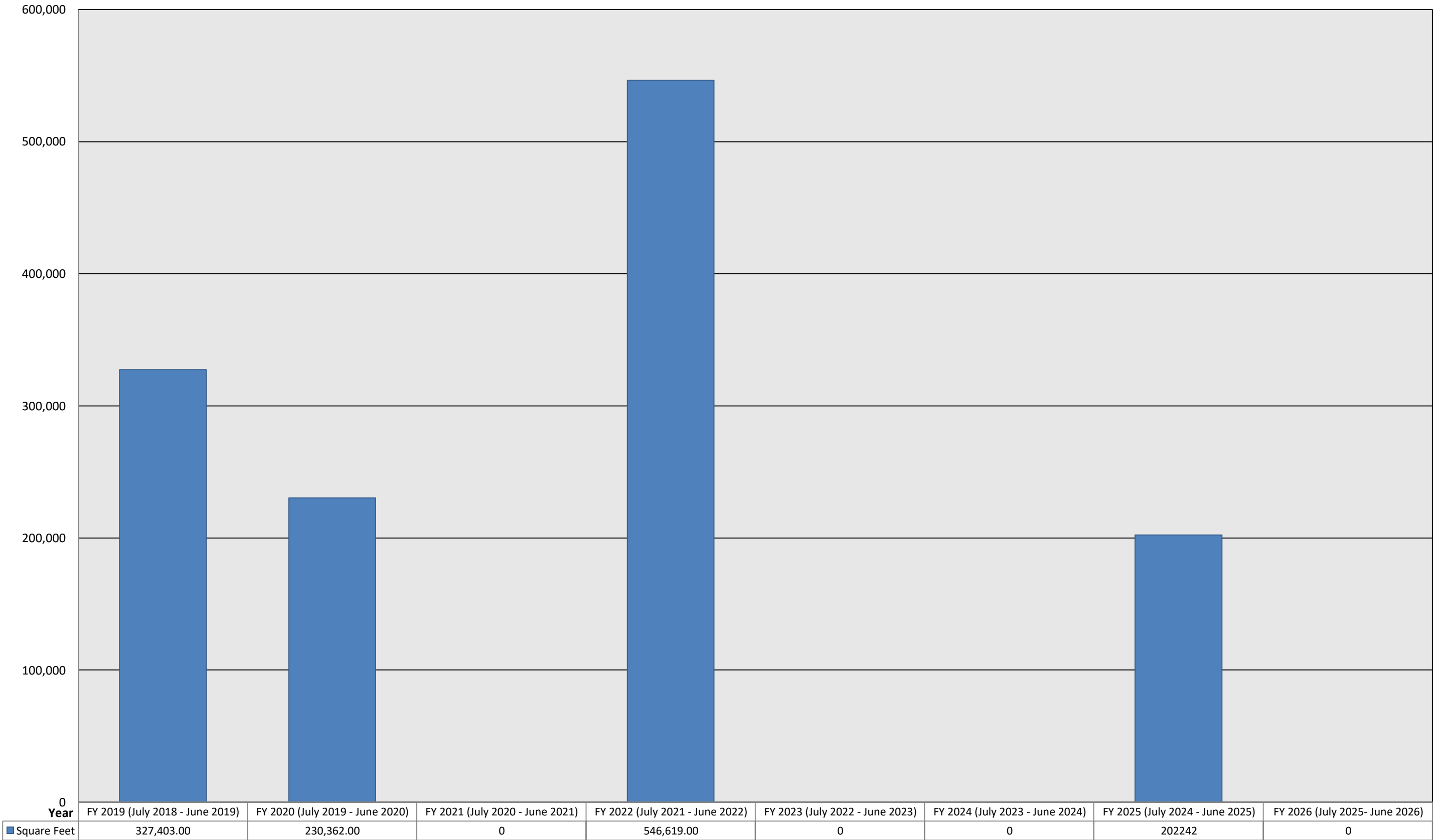


Town of Bluffton
Multi Family Apartments Square Footage
FY 2018 - 2025

Attachment 8j

Section XI. Item #1.

Square Footage of Multi Family Apartments

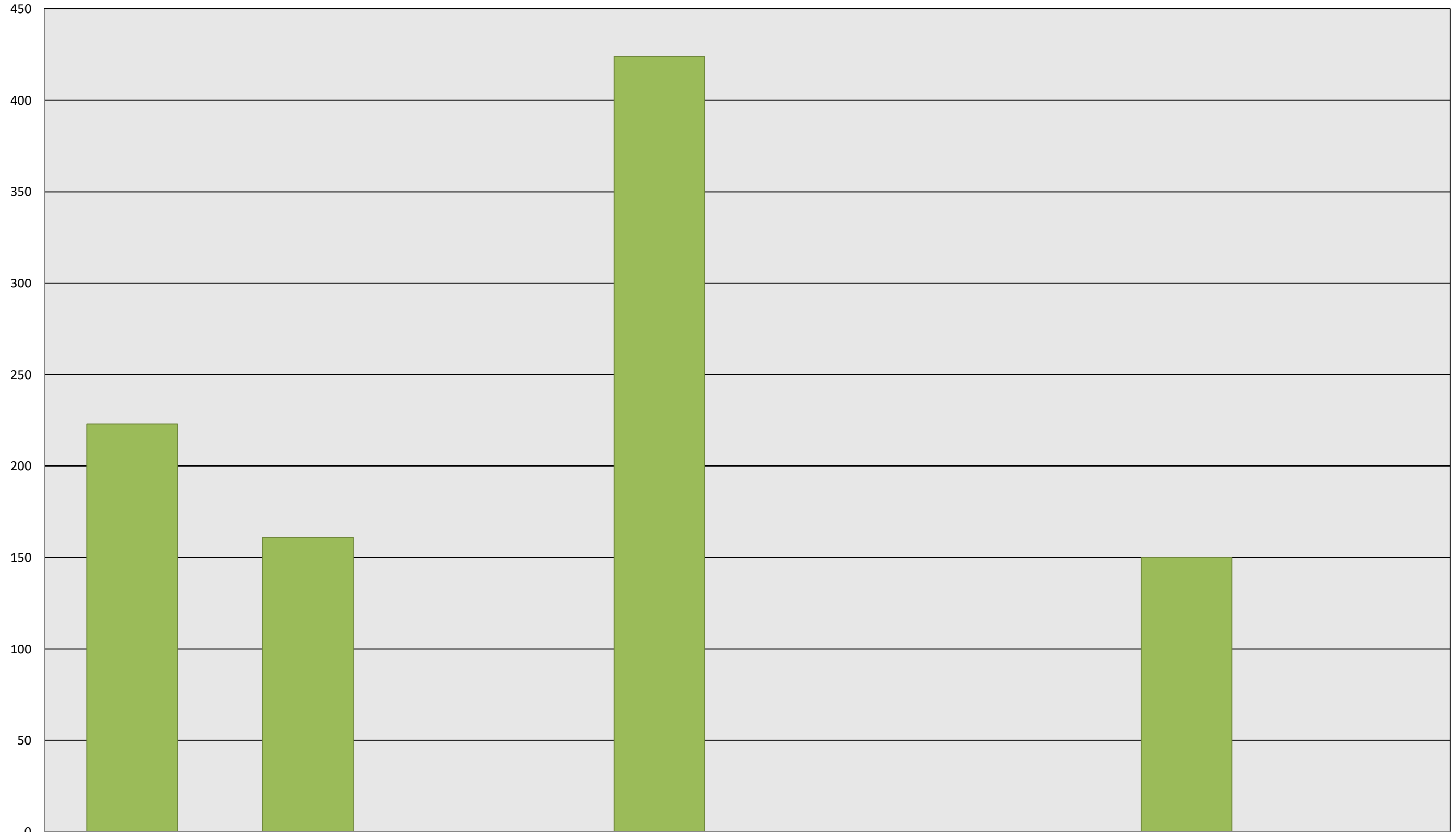


Town of Bluffton
Multi Family Apartments Total Units
FY 2018 - 2025

Attachment 8k

Section XI. Item #1.

Multi Family Apartments Total Units



Year	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024 - June 2025)	FY 2026 (July 2025- June 2026)
Dwelling Units	223	161	0	424	0	0	150	0



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

To: Town Council
From: Stephen Steese, Town Manager
Date: March 2, 2026

Town Operations / Community Meetings

- Town Staff presented proposed updates to the Town’s Wetland Buffer Ordinance. These proposed edits are currently out for public comment until March and have been shared via press release, posted on social media, and directly with groups and firms.
- Offices were closed February 2nd due to a few inches of snow from a snowstorm.
- We held a community input session for the proposed Buck Island Park. We had about 15 residents attend and provide input on potential park features.
- The Town held our Grand Opening and ribbon-cutting for the New Riverside Barn. The facility events start the end of February and is booked most of the year.
- The Town will host the Beaufort County Transportation Advisory Committee at The NR Barn on March 4th. We will present recommendations to the committee as they create a proposed list of projects for the potential 2026 Transportation Penny Referendum in November.
- Mobile Town Halls:
 - We held a Mobile Town Hall for Palmetto Bluff on February 23rd at The Lodge. There were right around 20 residents present for the meeting.
 - We have a Mobile Town Hall at The Haven on March 12th in the ballroom of their Community Center.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tempore / Manager meetings.
- Mayor, Council, and staff attended the SOLOCO meeting held at the New Riverside Barn on February 23rd. This was a special meeting to hear updates from our State Legislators. Senator Davis and Rep. Hager presented and answered questions on items including power utility priorities, state transportation modernization, concurrency, and other topics.
- Mayor, Council, and staff attended the 2026 HHI-Bluffton Chamber Ball.
- Mayor, Council, and staff attended the ribbon-cutting event for New Beginning Childcare on the first floor of The COVE at Buckwalter.
- Mayor, Council, and staff visited, toured, and met with staff at four (4) Performing Art Centers to hear how they were set-up, funded, and operate.

Updates and Miscellaneous Information

- Councilmembers and staff attended the Beaufort County Economic Development Corporation’s Converge Conference. We heard updates from each of the mayors, DRCI, and other partners on economic development successes and programs.
 - Town held our Family Night at the Savannah Ghost Pirates’ game on February 13th, with Mayor Toomer dropping the ceremonial first puck.
 - Town offices were closed February 16th in observance of President’s Day.
-

TOWN COUNCIL

STAFF REPORT
Projects and Watershed Resilience Department



MEETING DATE:	March 10, 2026
PROJECT:	Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a Portion of the Public Safety Cameras Project
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police

REQUEST: Town Staff requests Town Council approve the Resolution (Attachment 1) authorizing the acceptance of easement donations from multiple properties identified below for the purpose of completing a portion of the Public Safety Cameras Project.

	<u>Parcel Number</u>	<u>Address</u>
1	R610 044 000 0016 0000	New Riverside Road Right of Way
2	R610 022 000 0125 0000	14W Saint Gregory Dr., Bluffton, SC
3	R610 031 000 0160 0000	23 Simmonsville Rd., Bluffton, SC
4	R610 031 000 0787 0000	11 Towne Dr., Bluffton, SC
5	R610 029 000 1720 0000	Innovation Dr. Right of Way
6	R610 040 000 0880 0000	Stroup Ln. Right of Way
7	R614 039 00A 0018 0000	Promenade St. Right of Way
8	R614 039 00A 0018 0000	6 Promenade St., Bluffton, SC

BACKGROUND: With the approval of the Fiscal Year 2025-2026 Strategic Plan, Staff continue to implement the Public Safety Cameras project improvements. The acquisition of the easements is necessary to complete camera installations in Bluffton. Sample Easement is included as Attachment 2.

Private easement donation(s) are necessary as the cameras cannot be located within the South Carolina Department of Transportation Right of Way due to pending state litigation.

NEXT STEPS:

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

SUMMARY: Town Staff requests Town Council accept the donations and authorizes the Town Manager and Staff to take such actions as are necessary to complete the acceptance of the easement donations to complete a portion of the Public Safety Cameras Project.

ATTACHMENTS:

1. Resolution
2. Sample Easement
3. Proposed Motion

RESOLUTION 2026-

**A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT
DONATIONS FROM PROPERTY OWNERS NECESSARY TO COMPLETE
THE PUBLIC SAFETY CAMERAS PROJECT**

WHEREAS, the Bluffton Police Department is seeking to expand the public safety camera system while upgrading technology to help our officers prevent, detect and solve crime that occurs; and,

WHEREAS, to complete the Project, the Town needs to acquire easement interests from certain owners of a certain parcels of real property abutting various roadways within the Town of Bluffton, the locations of which are attached hereto as Exhibit “A” (collectively, the “*Easement Parcels*”); and,

WHEREAS, the property owners have, or will, voluntarily offered to execute the Easements and convey these easement interests to the Town as a donation for a public purpose; and,

WHEREAS, the Town desires to accept the donation of the easements and Town Council has determined that it is in the public interest for the Town to accept the donation and conveyance of the easements from; and,

WHEREAS, Town Council desires to authorize the Town Manager to execute such documents and to expend such funds as are necessary to complete the donation and conveyance of the easements to the Town and, to the extent necessary, to ratify the Town Manager’s actions related to the same.

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

1. The Town Council hereby authorizes the acceptance of the donation and conveyance of the Easements to the Town as a donation to the Town for any valid public purpose and approves the Easements in substantially the form attached hereto as Exhibit “B”.

2. The Mayor, Town Manager, and Town Clerk are each hereby authorized to execute any and all documents necessary to effect the donation and conveyance of the Easements as a donation to the Town, including, without limitation, the acceptance and recordation of the above-referenced Easements with the Office of the Register of Deeds for Beaufort County, South Carolina. The Town Manager is hereby authorized to pay such reasonable costs of the transaction as may be necessary.

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

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

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

EXHIBIT "A" (EASEMENT PARCELS)

	Parcel Number	Address
1	R610 044 000 0016 0000	New Riverside Road Right of Way
2	R610 022 000 0125 0000	14W Saint Gregory Dr., Bluffton, SC
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7	R614 039 00A 0018 0000	Promenade St. Right of Way
8	R614 039 00A 0018 0000	6 Promenade St., Bluffton, SC

EXHIBIT "B" (FORM OF EASEMENT)

AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

8. Other Provisions, Terms and Conditions.

a. *Construction of Agreement.* Each party acknowledges that it has participated in the negotiation and drafting of this Agreement. No provision of this Agreement shall be construed against or interpreted to the disadvantage of any Party hereto or thereto by any court by reason of such Party having or being deemed to have structured, dictated, or drafted any provision in the Agreement.

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

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

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

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

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

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

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

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

_____(SEAL)
(Signature of Notary Public)

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

EXHIBIT “A”
(Easement Depiction)

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

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

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

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

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

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8. Other Provisions, Terms and Conditions.

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

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

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

EXHIBIT “A”
(Easement Depiction)

Attachment 3
Proposed Motion

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

Proposed Motion

*"I move to **approve, (deny or approve as amended)** a Resolution authorizing acceptance of easement donations from property owners to complete a portion of the Public Safety Cameras project."*