



Regular Town Council Meeting

Tuesday, December 09, 2025 at 5:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION

IV. ADOPTION OF THE MINUTES

- [1.](#) Regular Meeting Minutes of 11/13/2025

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Presentation of Awards for Christmas Parade Winners - Mayor Larry Toomer
2. Beaufort County School District Character Student of the Month - Mayor Larry Toomer
3. Don Ryan Center for Innovation Update - Paul Arvantides, CEO

VI. PUBLIC COMMENT

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

VIII. WORKSHOP AGENDA ITEMS

IX. PUBLIC HEARING & FINAL READING

X. FORMAL AGENDA ITEMS

- [1.](#) Acceptance of the Presentation of the Town of Bluffton FY 2025 Audit by Mauldin and Jenkins, LLC - Natalie Majorkiewicz, Director of Finance
- [2.](#) Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending September 30, 2025 - Shannon Milroy, Budget & Procurement Manager
 - A. Congregation Beth Yam Requesting \$7,770.25
 - B. Farmer's Market of Bluffton Requesting \$66,500.00
 - C. Hilton Head Choral Society Requesting \$10,000.00

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

E. May River Theatre Requesting \$49,764.00

- [3.](#) Approval to Authorize a Construction Contract with Hilton Head Landscapes, LLC for Site Development Construction of Buckwalter Place Park, Phases 3 and 4 (Fiscal Impact: \$1,071,496.54) - Pat Rooney, Manager of Capital Improvements Program
- [4.](#) Consideration of Public Art Committee Recommendation to Award a Public Art Commission at New Riverside Barn Park to Michael McLaughlin with a Fiscal Impact of \$58,000 – Chris Forster, Assistant Town Manager
- [5.](#) Consideration of an Ordinance to Amend the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Section 5.15.8 Accessory Buildings (New) and Section(s) 5.15.5.A-E Maximum Lot Coverage (New). First Reading – Kevin Icard, Director of Growth Management

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

XII. EXECUTIVE SESSION

1. Legal Advice Pertaining to an Appeal of a Decision Made by the Historic Preservation Commission (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])
2. Discussions Relating to Proposed Land Acquisition in the Area within the Buckwalter PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])
3. Discussion Relating to Proposed Contractual Matters Regarding Lease Agreements for Town Owned Property at 97 Progressive Street (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])
4. Legal Advice Pertaining to the Consideration of Condemnation of Property in Support of Pritchard Street for Light Pole Placement (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

XIII. ACTION FROM EXECUTIVE SESSION

XIV. ADJOURNMENT

NEXT MEETING DATE: TUESDAY, JANUARY 13, 2026

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

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com 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

November 13, 2025

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Toomer.

III. INVOCATION

The Invocation was led by Councilmember Frazier.

IV. ADOPTION OF THE MINUTES

1. Regular Meeting Minutes of 10/14/2025

A motion made by Councilmember Hamilton, seconded by Mayor Pro-tempore Wood to approve the Regular Meeting Minutes of 10/14/2025.

All were in favor and the motion passed.

2. Quarterly Workshop Meeting Minutes of 10/21/2025

A motion made by Councilmember Hamilton, seconded by Councilmember Frazier to approve the Quarterly Workshop Meeting Minutes of 10/21/2025.

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 Larry Toomer honored Darhon Major for the character trait of acceptance. He is a senior at May River High School.

2. Smoke Free and Vape Free Awareness Proclamation - Mayor Larry Toomer

Mayor Larry Toomer, on behalf of Town Council, presented a proclamation to Hanalyn Weitekamper, a Teens for Healthy Youth member.

VI. PUBLIC COMMENT

Jack Shearer - 8 Crossings Blvd - Mr. Shearer addressed council regarding potential development of the Pinecrest community.

James Laychford - 11 Grovewood Drive - Mr. Laychford addressed council regarding a connector road, expressing his concerns regarding entry/exit points.

Brendan Downing - 2 Fisherman Lane - Mr. Downing addressed council regarding the ordinance referencing specialized vehicles (golf carts).

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

Councilmember Frazier reported that she had no updates at this time.

Mayor Toomer spoke to Fred Hamilton and Emily Burden, congratulating them both for being reappointed to their Council seats in the recent election.

Mayor Pro-Tempore Wood wished his wife, Debbie, a happy 25th wedding anniversary.

Councilmember Hamilton congratulated Emily Burden on her success in the recent election.

Councilmember Burden congratulated Fred Hamilton on his success in the recent election.

VIII. WORKSHOP AGENDA ITEMS

1. Beaufort County Single-Use Plastics Survey Results - Juliana Zadik, Environmental Long-Range Planner

Juliana Zadik, Environmental Planner with Beaufort County presented the results of a regional single-use plastics survey. The survey contained items relating to the 2018 plastic bag ordinance and reducing unnecessary plastics.

IX. PUBLIC HEARING & FINAL READING

X. FORMAL AGENDA ITEMS

1. An Ordinance Authorizing the Town Manager to Execute and Deliver Such Documents, Covenants, Easements, and Restrictions in Accordance with the Conditions Imposed by Beaufort County Council as Part of the Green Space Program Over Certain Real Properties to be Purchased by the Town of Bluffton with Assigned Tax Map Nos. R610 030 000 0138 0000 and R610 030 000 1971 0000 – Second & Final Reading - Stephen Steese, Town Manager

A motion made by Mayor Pro-tempore Wood, seconded by Councilmember Burden to approve an ordinance authorizing the Town Manager to sign the grant agreements from Beaufort County and the South Carolina Conservation Bank, and the Beaufort County covenants agreement so long as they are in substantial form as those attached hereto.

Town Council unanimously approved the second and final reading of this ordinance.

2. Consideration of an Ordinance Amending Chapter 26, Article 2 of the Town Code to Establish Rules of Operation for Specialized Vehicles – Second & Final Reading – Kevin Icard, Director of Growth Management

A motion made by Councilmember Hamilton, seconded by Councilmember Frazier to approve the second and final reading of the ordinance amending Chapter 26, Article II of the Town Code to establish rules of operation for specialized vehicles.

Town Council, in a 4–1 vote, approved the second and final reading of the ordinance amending Chapter 26, Article II of the Town Code to establish rules of operation for specialized vehicles.

Voting Yea: Toomer, Wood, Hamilton, Frazier

Voting Nay: Burden

3. Consideration of Ordinance Amending Chapter 6 – Businesses and Business Regulations, Appendix A – Business Licenses Rate Schedule and Appendix B – Business License Class Schedule by NAICS Code of the Town Code as Required by Act 176 of 2020 - Second & Final Reading - Natalie Majorkiewicz, Director of Finance

A motion made by Mayor Pro-tempore Wood, seconded by Councilmember Hamilton to approve an Ordinance amending the Town of Bluffton Code of Ordinances, Chapter 6, Business and Business Regulations, Appendix A, Business Licenses Rate Schedule and Appendix B, Business License Class Schedule by NAICS Code to comply with Act 176 of 2020.

Town Council unanimously approved the second and final reading of the ordinance.

4. Consideration of Amendments to the Municipal Code of Ordinances, Chapter 12 – Environment, Article 3 – Noise Control and Chapter 13 – Public Property, Article 2 – Public Park and Boat Landing Rules, Section 13-38 Oyster Factory Park – Second & Final Reading - Heather Colin, Assistant Town Manager

Motion 1:

A motion was made by Councilmember Burden, seconded by Mayor Pro-Tempore Wood, to approve the amended motion to stop music at 9 p.m. Sunday–Thursday and at 10 p.m. on Fridays and Saturdays.

The motion passed in a 3–2 vote.

Voting Yea: Toomer, Wood, Burden

Voting Nay: Hamilton, Frazier

Motion 2:

A motion was made by Councilmember Burden, seconded by Mayor Pro-Tempore Wood, to approve the balance of the amendment.

The amended ordinance was approved in a 4–1 vote.

Voting Yea: Toomer, Wood, Burden, Hamilton

Voting Nay: Frazier

5. Consideration of an Intergovernmental Agreement with South Carolina Municipal Insurance Trust (SCMIT) for Workers' Compensation Protection for the Town of Bluffton - Steven Pecko, Accounting & Risk Manager

A motion made by Councilmember Frazier, seconded by Councilmember Hamilton to approve an Intergovernmental Agreement with South Carolina Municipal Insurance Trust (SCMIT) for Workers' Compensation Protection for the Town of Bluffton.

Town Council unanimously approved the agreement.

6. Consideration of an Ordinance for a Master Lease to the Don Ryan Center for Innovation, Inc. for Real Property Owned by the Town of Bluffton, identified as Beaufort County Tax Map No. R610 030 000 2066 0000 located at 97 Progressive Street, Bluffton, South Carolina – Second and Final Reading – Paul Arvantides, CEO of Don Ryan Center for Innovation

A motion made by Mayor Pro-tempore Wood, seconded by Councilmember Hamilton to approve an ordinance for a master lease to the Don Ryan Center for Innovation, Inc. for Real Property owned by the Town of Bluffton.

Town Council unanimously approved the second and final reading of the ordinance.

XI. CONSENT AGENDA ITEMS

A motion made by Councilmember Hamilton, seconded by Councilmember Burden to approve the Consent Agenda as submitted.

All were in favor and the motion passed.

1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
2. Town Manager Monthly Report
3. Consideration of a Resolution to Authorize Renewal of Cost-sharing Carolina Clear Stormwater Public Education Services between the Town of Bluffton and Beaufort County Stormwater Utility - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
4. Lung Cancer Awareness Proclamation - Mayor Larry Toomer
5. Consideration of a Resolution to Appoint the Town of Bluffton Ex Officio Representative to the Beaufort County Stormwater Utility Board - Kimberly Washok-Jones, Director of Projects and Watershed Resilience

XII. EXECUTIVE SESSION

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

1. Personnel Matters Regarding Town Council Appointments of Boards, Committees, and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])
2. Discussions Relating to Arrangements for Proposed Land Acquisition in the Area within the Buckwalter PUD and the New Riverside PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])
3. Discussion of a Proposed Agreement for Engineering Services for a Connector Road in the New Riverside Master Plan (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

XIII. ACTION FROM EXECUTIVE SESSION

1. Personnel Matters Regarding Town Council Appointments of Boards, Committees, and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])

A motion made by Councilmember Burden, seconded by Councilmember Hamilton to appoint Michael Sutcliffe to the Historic Preservation Commission with a term starting January 1, 2026, and ending June 30, 2027.

Town council unanimously approved the motion.

3. Discussion of a Proposed Agreement for Engineering Services for a Connector Road in the New Riverside Master Plan (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

A motion made by Councilmember Hamilton, seconded by Councilmember Burden authorizing the Town Manager to sign and approve an agreement for Engineering Services between the Town of Bluffton, Beaufort County and Village Park Homes, LLC for engineering

services for the development of plans for the construction of Holly Hill Lane from New Riverside Road to the entrance of New Riverside Park.

Town council unanimously approved the motion.

XIV. ADJOURNMENT

A motion made by Councilmember Hamilton, seconded by Councilmember Burden to adjourn the meeting at 6:48PM.

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

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

TOWN COUNCIL
STAFF REPORT
Finance & Administration Department



MEETING DATE:	December 09, 2025
PROJECT:	Acceptance of the Presentation of the Town of Bluffton FY2025 Audit by Mauldin and Jenkins, LLC
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM Director of Finance & Administration

RECOMMENDATION:

Town Council accept the Fiscal Year 2025 Audit for the Town of Bluffton presented by Mauldin & Jenkins, LLC and its inclusion in the Annual Comprehensive Financial Report for the year ending June 30, 2025.

BACKGROUND/DISCUSSION:

On March 2, 2021, the Town of Bluffton solicited a Request for Proposal (RFP) for Financial Audit Services. As a result, Town Council authorized the Town Manager to execute a contract with Mauldin & Jenkins, LLC for audit services for fiscal year ending June 30, 2021 through fiscal year ending June 30, 2026 during the June 8, 2021 Town Council meeting. This is the second contract awarded to Mauldin & Jenkins. This is the seventh year Mauldin & Jenkins has audited the Town of Bluffton’s financial records and assisted in the preparation of the Annual Comprehensive Financial Report (ACFR).

CURRENT STATUS:

Mauldin & Jenkins has substantially completed their audit of the Town of Bluffton for the fiscal year ended June 30, 2025 and is expected to issue an unmodified (clean) opinion.

Governmental Funds Financial Statements The governmental fund financial statements give the reader a detailed short-term view that helps determine if there are more or less financial resources available to finance the Town’s programs. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year.

Revenues have increased over prior year for consolidated budgeted funds by approximately 6.2%. Most notably, licenses and permits increased by 3,477,754 or 22.8% due to growth in commercial development from prior year.

Expenditures increased 5.9% more than the prior year for the consolidated funds mainly as projects in the Capital Improvements Program Fund reached significant milestones such as New Riverside Barn Park of approximately \$8.5 million, Economic Development project at Buckwalter of approximately \$4.3 million, and Buckwalter Place Park improvements of approximately \$856 thousand.

General Fund fund balance remains strong and had an increase of approximately \$8.2 million or 24.2% in FY 25, due to the strong performance of revenues and conservative spending. At June 30 the Town's General Fund had an unassigned (unrestricted) fund balance of approximately \$27.4 million or 98.9% of FY 25 expenditures.

NEXT STEPS:

A complete draft of the Annual Comprehensive Financial Report will be provided to Council. With Town Council's acceptance of the Fiscal Year 2025 Audit, staff will complete the Annual Comprehensive Financial Report and submit it to the necessary federal and state agencies, bond monitoring, GFOA and post to the Town's website for financial transparency by December 31, 2025.

ATTACHMENTS:

Attachment 1: DRAFT Fund Level Statements

Attachment 2: Recommended Motion

**BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2025**

	General Fund	Capital Improvement Programs Fund	Debt Service Fund	Stormwater Fund	Local Accommodations Tax Fund
ASSETS					
Cash and cash equivalents	\$ 23,664,213	\$ 1,664,875	\$ -	\$ -	\$ 3,608,242
Restricted cash and cash equivalents	603,372	4,014,111	5,871,883	8,740,915	-
Investments	16,030,708	-	8,479	-	-
Property taxes receivable, net	86,546	-	7,467	-	-
Other receivables	2,476,862	734,997	-	32,165	260,026
Prepaid assets	261,344	-	-	-	-
Due from other funds	22,145,531	4,305,206	7,386,760	1,312,035	846,508
Total assets	<u>\$ 65,268,576</u>	<u>\$ 10,719,189</u>	<u>\$ 13,274,589</u>	<u>\$ 10,085,115</u>	<u>\$ 4,714,776</u>
TOTAL LIABILITIES AND FUND BALANCES					
LIABILITIES					
Accounts payable	\$ 1,205,301	\$ 1,873,756	\$ -	\$ 174,726	\$ -
Salaries and benefits payable	879,126	-	-	38,129	-
Deposits and bonds payable	292,812	-	-	-	-
Due to other funds	17,705,746	2,023,504	2,245,202	5,392,776	1,207,389
Due to component unit	46,849	-	-	-	-
Due to other governments	2,205,001	8,542	-	-	-
Unearned revenue	685,502	-	-	-	-
Total liabilities	<u>23,020,337</u>	<u>3,905,802</u>	<u>2,245,202</u>	<u>5,605,631</u>	<u>1,207,389</u>
FUND BALANCES					
Non-spendable	261,344	-	-	-	-
Restricted	76,263	2,791,304	11,029,387	4,479,484	3,381,908
Committed	13,389,528	-	-	-	125,479
Assigned	1,150,000	4,022,083	-	-	-
Unassigned	27,371,104	-	-	-	-
Total fund balances	<u>42,248,239</u>	<u>6,813,387</u>	<u>11,029,387</u>	<u>4,479,484</u>	<u>3,507,387</u>
Total liabilities and fund balances	<u>\$ 65,268,576</u>	<u>\$ 10,719,189</u>	<u>\$ 13,274,589</u>	<u>\$ 10,085,115</u>	<u>\$ 4,714,776</u>

The accompanying notes are an integral part of these financial statements.

Hospitality Tax Fund	Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
\$ 14,078,051	\$ -	\$ 1,083,759	\$ 44,099,140
-	2,386,681	28,902	21,645,864
-	2,497,698	-	18,536,885
-	-	-	94,013
515,683	-	435,462	4,455,195
-	-	-	261,344
1,129,770	635,616	773,516	38,534,942
<u>\$ 15,723,504</u>	<u>\$ 5,519,995</u>	<u>\$ 2,321,639</u>	<u>\$ 127,627,383</u>

\$ 2,875	\$ -	\$ 179,829	\$ 3,436,487
-	-	-	917,255
-	-	-	292,812
8,065,304	1,017,575	877,446	38,534,942
-	-	-	46,849
-	-	-	2,213,543
-	-	-	685,502
<u>8,068,179</u>	<u>1,017,575</u>	<u>1,057,275</u>	<u>46,127,390</u>

-	-	-	261,344
7,655,325	4,502,420	1,264,364	35,180,455
-	-	-	13,515,007
-	-	-	5,172,083
-	-	-	27,371,104
<u>7,655,325</u>	<u>4,502,420</u>	<u>1,264,364</u>	<u>81,499,993</u>

<u>\$ 15,723,504</u>	<u>\$ 5,519,995</u>	<u>\$ 2,321,639</u>	<u>\$ 127,627,383</u>
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TOWN OF BLUFFTON, SOUTH CAROLINA

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

	General Fund	Capital Improvement Programs Fund	Debt Service Fund	Stormwater Fund	Local Accommodations Tax Fund
Revenues					
Property taxes	\$ 10,648,678	\$ -	\$ 5,410,231	\$ -	\$ -
Hospitality and accommodations taxes	-	-	-	-	1,804,969
Licenses and permits	18,157,842	180,000	395,025	-	-
Stormwater utility fees	-	-	-	2,936,961	-
Grants and entitlements	676,914	739,250	-	59,223	-
Intergovernmental	1,400,213	220,028	-	-	-
Service revenues	1,125,575	-	-	-	-
Fees and fines	896,556	-	-	-	-
Interest income	885,364	12,137	80,937	-	28,508
Miscellaneous	562,787	106,220	-	-	4,105
Total revenues	<u>34,353,929</u>	<u>1,257,635</u>	<u>5,886,193</u>	<u>2,996,184</u>	<u>1,837,582</u>
Expenditures					
Current:					
Legislative	136,690	-	-	-	-
Economic development	1,309,392	-	-	-	-
Executive	1,710,884	-	-	-	-
Human resources	575,002	-	-	-	-
Non-departmental	3,537,001	-	-	-	-
Finance	1,122,860	-	-	-	-
Municipal court	101,390	-	-	-	-
Municipal judges	494,566	-	-	-	-
Information technology	2,020,916	-	-	-	-
Facilities and asset management	2,991,635	-	-	-	-
Stormwater management	-	-	-	1,631,331	-
Growth management	3,487,532	-	-	-	-
Police	10,186,110	-	-	-	-
Community development	-	-	-	-	-
Capital outlay	-	17,351,147	-	-	-
Debt service:					
Principal retirement	-	-	1,643,939	-	-
Interest	-	-	601,774	-	-
Total expenditures	<u>27,673,978</u>	<u>17,351,147</u>	<u>2,245,713</u>	<u>1,631,331</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	<u>6,679,951</u>	<u>(16,093,512)</u>	<u>3,640,480</u>	<u>1,364,853</u>	<u>1,837,582</u>
Other financing sources (uses)					
Transfers in	4,452,625	13,792,949	296,050	-	-
Transfers out	(2,907,382)	-	(4,705,401)	(904,331)	(1,524,298)
Total other financing sources (uses)	<u>1,545,243</u>	<u>13,792,949</u>	<u>(4,409,351)</u>	<u>(904,331)</u>	<u>(1,524,298)</u>
Net change in fund balances	8,225,194	(2,300,563)	(768,871)	460,522	313,284
Fund balances, beginning of year	<u>34,023,045</u>	<u>9,113,950</u>	<u>11,798,258</u>	<u>4,018,962</u>	<u>3,194,103</u>
Fund balances, end of year	<u>\$ 42,248,239</u>	<u>\$ 6,813,387</u>	<u>\$ 11,029,387</u>	<u>\$ 4,479,484</u>	<u>\$ 3,507,387</u>

The accompanying notes are an integral part of these financial statements.

Hospitality Tax Fund	Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
\$ -	\$ -	\$ -	\$ 16,058,909
4,096,814	-	1,169,036	7,070,819
-	-	-	18,732,867
-	-	-	2,936,961
-	-	-	1,475,387
-	-	-	1,620,241
-	-	11,550	1,137,125
-	-	-	896,556
225,549	242,568	12,584	1,487,647
-	-	-	673,112
<u>4,322,363</u>	<u>242,568</u>	<u>1,193,170</u>	<u>52,089,624</u>
-	-	-	136,690
-	-	-	1,309,392
-	-	-	1,710,884
-	-	-	575,002
-	-	-	3,537,001
-	-	-	1,122,860
-	-	-	101,390
-	-	-	494,566
-	-	-	2,020,916
-	-	-	2,991,635
-	-	-	1,631,331
-	-	-	3,487,532
-	-	-	10,186,110
-	-	1,020,881	1,020,881
-	-	1,077	17,352,224
-	-	-	1,643,939
-	-	-	601,774
<u>-</u>	<u>-</u>	<u>1,021,958</u>	<u>49,924,127</u>
<u>4,322,363</u>	<u>242,568</u>	<u>171,212</u>	<u>2,165,497</u>
-	-	-	18,541,624
<u>(4,175,740)</u>	<u>(4,070,666)</u>	<u>(82,202)</u>	<u>(18,370,020)</u>
<u>(4,175,740)</u>	<u>(4,070,666)</u>	<u>(82,202)</u>	<u>171,604</u>
146,623	(3,828,098)	89,010	2,337,101
7,508,702	8,330,518	1,175,354	79,162,892
<u>\$ 7,655,325</u>	<u>\$ 4,502,420</u>	<u>\$ 1,264,364</u>	<u>\$ 81,499,993</u>

Council Motion Recommendation

Acceptance of the Presentation of the Town of Bluffton Fiscal Year 2025 Audit by
Mauldin and Jenkins, LLC

**"I move to accept the Fiscal Year 2025 Audit for the Town of Bluffton presented by
Mauldin & Jenkins, LLC and its inclusion in the Annual Comprehensive Financial
Report for the year ending June 30, 2025."**

TOWN COUNCIL

STAFF REPORT
Finance & Administration Department



MEETING DATE:	December 09, 2025
PROJECT:	Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending September 30, 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
Hilton Head Choral Society: Vienna Boys Choir Concerts	\$ 10,000	\$ 10,000
The New Bluffton Worship: 2025 Christmas Eve Under the Stars	11,500	11,500
Congregation Beth Yam: 2025 Hanukkah Celebration	7,770.25	7,770.25
Farmer’s Market of Bluffton: 2026 Market Season	66,500	66,500
May River Theatre, Inc.: 2026 Performance Season	49,764	49,764
Total for Quarter Ending September 30, 2025	\$ 145,534.25	\$ 145,534.25

BACKGROUND:

In accordance with the grant process, the Accommodations Tax Advisory Committee (ATAC) held a meeting on November 18, 2025 to review the quarterly applications. There were five (5) 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 September 2025 to the same quarter of last year, the revenues increased \$9,856 or approximately 3.7%.

Total estimated State Accommodations Tax funds currently available for distribution are \$258,139 as outlined in the following chart:

State ATAX	
Remaining from Previous Quarters	\$ 93,566
1 st Quarter Revenue	279,757
First \$25k to General Fund*	(25,000)
5% to General Fund	(12,738)
30% to DMO	(76,427)
15% to Town of Bluffton – Housing	(38,214)
Lapsed Grants	37,195
Total State ATAX Funds Remaining for Distribution	\$ 258,139

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

Funds Requested for Distribution:

□ Hilton Head Choral Society requests \$10,000 to support advertising and promotion of their 2026 Vienna Boys Choir Concerts.

- Hilton Head Choral Society is a first-time applicant
- Two concerts will be held; one each on February 23 and 24, 2026 at Lowcountry Community Church in Bluffton
- The venue has 1,000 seats for a potential sell out of 2,000 tickets
- This request is approximately 17% of the event's \$58,210 budget
 - Beaufort County also awarded \$5,000 to the choral society for advertising these concerts
- Eligible "tourism-related expenditures" include:
 - "Advertising and Promotion of Tourism" budgeted at \$15,000 for newspaper, magazine, and social media ads as well as TV spots, email blasts, postcards and posters.

The committee voted unanimously to recommend a total award of \$10,000 presented in the chart below:

Vienna Boys Choir Concerts	Total Budget		Recommended ATAX Grant (approx. 17% of project budget)
Advertising and Promotion of Tourism:	\$ 15,000		\$ 10,000
Facilities for Civic and Cultural Events:	5,000		-
Public Facilities:	-	*	-
Municipality and County Services:	800	*	-
Tourist Transportation:	-	*	-
Project Expenses:	37,410		N/A
Total	\$ 58,210		\$ 10,000

* Based on percentage directly related to tourist attendance

N/A – Not Applicable

□ The New Bluffton Worship requests \$11,500 to support advertising and promotion of tourism as well as facilities for civic and cultural events for the 2025 Christmas Eve Under the Stars event.

- This event will be held on December 24, 2025 at Oyster Factory Park.
- Approximately 26% of attendees were from out of town for the 2024 event.
- Eligible “tourism-related expenditures” include:
 - “Advertising and Promotion of Tourism” budgeted at \$9,100 for newspaper, magazine, social media and digital ads as well as email blasts, postcards/mailers and posters/signage
 - “Facilities for Civic and Cultural Events” budgeted at \$3,000 for rentals of tables, chairs, stages and tents

The committee voted unanimously to recommend a total award of \$11,500 presented in the chart below:

2025 Christmas Eve Under the Stars	Total Budget		Recommended ATAX Grant (approx. 71.4% of project budget)
Advertising and Promotion of Tourism:	\$ 9,100		\$ 9,100
Facilities for Civic and Cultural Events:	3,000		2,400
Public Facilities:	-	*	-
Municipality and County Services:	1,000	*	-
Tourist Transportation:	-	*	-
Project Expenses:	3,000		N/A
Total	\$ 16,100		\$ 11,500

* Based on percentage directly related to tourist attendance

N/A – Not Applicable

❑ **Congregation Beth Yam is requesting \$7,700.25 to support advertising and promotion of tourism as well as facilities for civic and cultural events for the 2025 Hanukkah Celebration in Bluffton.**

- The event will be held on December 21, 2025 at Martin Family Park
- The 2024 Hanukkah event drew approximately 38% tourist attendance
- The total budget for the project is \$10,770.25 with approximately 72% or \$7,770.25 being requested.
 - This event also receives monetary support from the Town's Events & Venues Department
- Eligible "tourism-related expenditures" include:
 - "Advertising and Promotion of Tourism" budgeted at \$3,670.25 for newspaper, magazine and social media ads and posters/signage
 - "Facilities for Civic and Cultural Events" budgeted at \$3,200 for rental of tables, chairs, tents and audio equipment
 - "Municipality and County Services" budgeted at \$900 for security to be provided by the Bluffton Police Department

The committee voted unanimously to recommend a total award of \$7,770.25 presented in the chart below:

2025 Hanukkah Celebration	Total Budget		Recommended ATAX Grant (approx. 72% of project budget)
Advertising and Promotion of Tourism:	\$ 3,670.25		\$ 3,670.25
Facilities for Civic and Cultural Events:	3,200		3,200
Public Facilities:	-		-
Municipality and County Services:	900	*	900
Tourist Transportation:	-	*	-
Project Expenses:	3,000		N/A
Total	\$ 10,770.25		\$ 7,770.25

* Based on percentage directly related to tourist attendance.

N/A – Not Applicable

❑ **Farmer's Market of Bluffton requests \$66,500 to support advertising and promotion of tourism and facilities for civic and cultural events for the 2026 Market Season.**

- The 2026 Market Season will run on Thursdays from January 8th to December 17th
- This year's request is 38% of the \$172,775 budget.
- Statistics consistently show approximately 75% tourist attendance
- Eligible "tourism-related expenditures" include:
 - "Advertising and Promotion of Tourism" budgeted at \$54,000
 - "Facilities for Civic and Cultural Events" budgeted at \$12,500 for costs related to market overflow space and rental of tents, tables, chairs, cones, etc.

The committee voted unanimously to recommend a total award of \$66,500 presented in the chart below:

2026 Farmer's Market Season	Total Budget		Recommended ATAX Grant (approx. 35% of project budget)
Advertising and Promotion of Tourism:	\$ 54,000		\$ 54,000
Facilities for Civic and Cultural Events:	7,500		12,500
Public Facilities:	5,000	*	-
Municipality and County Services:	-	*	-
Tourist Transportation:	-	*	-
Project Expenses:	106,275		N/A
Total	\$ 172,775		\$ 66,500

* Based on percentage directly related to tourist attendance

N/A – Not Applicable

□ **May River Theatre, Inc. is requesting \$49,764 to support advertising and promotion of tourism and facilities for civic and cultural events for their 2026 Performance Season**

- Performances planned during 2026 include three musicals (La Cage, Sweeney Todd, Young Frankenstein) and two plays (Intimate Apparel and Savannah Sippin' Society)
- Requested funds for this year are 41% of the total budget of \$117,195
- Review of ticketing site data for performances completed in 2025 as of the date of application show over 54% of patrons are tourists
- Eligible "tourism-related expenditures" include:
 - "Advertising and Promotion of Tourism" budgeted at \$29,344 for graphic design, newspaper, magazine and social media ads, postcards/mailers and posters/signage
 - "Facilities for Civic and Cultural Events" is budgeted at \$20,420 for the payment of production royalties

The committee voted unanimously to recommend a total award of \$49,764 presented in the chart below:

Restoration of the Historic Campbell Chapel – Phase 3	Total Budget		Recommended ATAX Grant (41% of project budget)
Advertising and Promotion of Tourism:	\$ 29,344		\$ 29,344
Facilities for Civic and Cultural Events:	20,420		20,420
Public Facilities:	-	*	-
Municipality and County Services:	-	*	-
Tourist Transportation:	-	*	-
Project Expenses:	67,431		N/A
Total	\$ 117,195		\$ 49,764

* 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 September 30, 2025 and ATAC's recommendation for each:

Requesting Organization	Amount Requested	Amount Recommended
Hilton Head Choral Society: Vienna Boys Choir Concerts	\$ 10,000	\$ 10,000
The New Bluffton Worship: 2025 Christmas Eve Under the Stars	11,500	11,500
Congregation Beth Yam: 2025 Hanukkah Celebration	7,770.25	7,770.25
Farmer's Market of Bluffton: 2026 Market Season	66,500	66,500
May River Theatre, Inc.: 2026 Performance Season	49,764	49,764
Total for Quarter Ending September 30, 2025	\$ 145,534.25	\$ 145,534.25

ATTACHMENTS:

1. ATAC draft meeting minutes from November 18, 2025
2. Hilton Head Choral Society: Vienna Boys Choir Concert Grant Application
3. Hilton Head Choral Society: Vienna Boys Choir Concert ATAC Staff Report and Scoring Sheet
4. The New Bluffton Worship: 2025 Christmas Eve Under the Stars Grant Application
5. The New Bluffton Worship: 2025 Christmas Eve Under the Stars ATAC Staff Report and Scoring Sheet
6. Congregation Beth Yam: 2025 Hanukkah Celebration Grant Application
7. Congregation Beth Yam: 2025 Hanukkah Celebration ATAC Staff Report and Scoring Sheet
8. Farmer's Market of Bluffton: 2026 Market Season Grant Application
9. Farmer's Market of Bluffton: 2026 Market Season ATAC Staff Report and Scoring Sheet
10. May River Theatre, Inc.: 2026 Performance Season Grant Application
11. May River Theatre, Inc.: 2026 Performance Season ATAC Staff Report and Scoring Sheet
12. Previously Funded Grant Listing
13. Recommended Motions

Accommodation Tax Advisory Committee Meeting

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

November 18, 2025

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

II. CALL TO ORDER

Chair Parker called the meeting to order at 6:00 p.m.

III. ROLL CALL

PRESENT

Chairperson Christy Parker

Vice Chair Sam Britt

Ellen Shumaker

Michael Garibaldi

ABSENT

Nate Pringle

Scott Thrasher

Jean Wilson

IV. ADOPTION OF MINUTES

1. Meeting Minutes of August 19, 2025

Motion made by Vice Chair Britt to adopt minutes as drafted. Seconded by Shumaker. Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi.

V. PUBLIC COMMENT

VI. FINANCIAL REPORT

Shannon Milroy, Budget & Procurement Manager, reported 1st Quarter Fiscal Year 2026 collections of \$279,757, up slightly from the same quarter last fiscal year. Five applications for funding were received this quarter totaling \$145,534 in requests; there is \$258,139 available for distribution.

VII. OLD BUSINESS

VIII. NEW BUSINESS

1. Adoption of Calendar Year 2026 Application Due Dates and ATAC Meeting Schedule

Motion made by Garibaldi to adopt calendar year 2026 grant application deadlines and ATAC meeting schedule as presented. Seconded by Vice Chair Britt.

Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi

2. Grant Application Q&A: Hilton Head Choral Society

Motion to recommend award of \$10,000 to Town Council made by Garibaldi, Seconded by Shumaker.

Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi

3. Grant Application Q&A: The New Bluffton Worship

Motion to recommend award of \$11,500 to Town Council made by Vice Chair Britt, Seconded by Shumaker.

Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi

4. Grant Application Q&A: Congregation Beth Yam

Motion to recommend award of \$7,770.25 to Town Council made by Garibaldi, Seconded by Shumaker.

Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi

5. Grant Application Q&A: Farmer's Market of Bluffton

Motion to recommend award of \$66,500 to Town Council made by Shumaker, Seconded by Garibaldi.

Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi

6. Grant Application Q&A: May River Theatre, Inc.

Motion to recommend award of \$49,764 to Town Council made by Shumaker, Seconded by Vice Chair Britt.

Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi

IX. DISCUSSION

1. ATAC Bylaws Updates

The topic of potential updates to the ATAC bylaws was broached but tabled for further discussion at a later meeting due to not having a full committee in attendance.

X. ADJOURNMENT

Motion to adjourn made by Garibaldi, Seconded by Vice Chair Britt. Voting Yea: Chairperson Parker, Vice Chair Britt, Shumaker, Garibaldi

Meeting adjourned at 6:37 p.m.

Milroy, Shannon

From: noreply@civicplus.com
Sent: Tuesday, September 23, 2025 3:17 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	9/25/2025
Project Name	Vienna Boys Choir Concerts
Project/Event Location	Low Country Community Church, Bluffton, SC
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:	2/23/2026

Project/Event End Date	2/24/2026
Multi-Year Project/Event?	No
Total Project Costs	\$58,210.00
Total ATAX Funds Requested	\$10,000
Percent of Total Budget	17%
Date the funds are needed:	1/1/2026
Full Legal Organization Name	Hilton Head Choral Society
Address	P.O.Box 22235
Street Address Line 2	<i>Field not completed.</i>
City	Hilton Head Island
State	SC
Zip Code	29925
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	David
Last Name	Coyle
Title	Grantwriter
Phone Number	8434220689
E-mail Address	dhcoyle@roadrunner.com

(Section Break)

Organization Secondary Point of Contact

First Name	Mona
Last Name	Huff
Title	Vice President
Phone Number	9143915320
E-mail Address	monahuff@gmail.com

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description: On the evenings of February 23 and 24, 2026 the Hilton Head Choral Society ("HHCS" or "we") is presenting concerts by the Vienna Boys Choir, a world-renowned choir from Vienna, Austria. The choir, made up of boys 8-15, has been performing since the 15th century when it was formed as the choir of the Austrian Empire. The choir began performing concerts away from Austria in the 1920s and made its first tour in the United States in 1932. Since then, it has become a favorite of audiences all over the country. HHCS is fortunate to be able to attract them to Bluffton since the majority of their concerts are in larger metropolitan area of venues close by. The concerts will be held at the Low Country Community Church on Buckwalter Pkwy. That venue was chosen because of its ability to accommodate very large audiences. In addition, the church, recognizing the uniqueness of this opportunity, is contributing the use of its facilities free of charge. We believe that programs such as these help make Bluffton an attractive destination for tourists.

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

Describe all planned advertising and marketing for this project/event: The following marketing activities are planned:
 -Digital marketing with a national magazine,with TV stations
 -Email blasts with partnering arts organizations
 -Magazine/print advertising in local magazines
 -Program ads in local and regional performing arts performances and venues
 -Social media posts
 -Rack cards and posters distributed widely
 -Web calendar postings

Please list all media outlets you intend to -Garden and Gun magazine
 -Charleston Gaillard Center

utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):

-WTOC
-Hilton Head/Bluffton Sun
-Local Life
-CH2/CB2
-WHHI
-SCETV and GPB

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:

Because of the unique nature of this event, it is difficult to anticipate the size of the audience for the two nights or how many of the attendees will be tourists. However, we do have one indication of the enthusiasm with which these concerts will be received. In 2018, when the Boys Choir was previously touring the U.S., HHCS sponsored a one night concert held on Hilton Head at Holy Family Catholic Church. That venue can hold about 1,000 persons and every seat was taken. Importantly, 45% of the attendees were from outside Hilton Head, a percentage twice as large as is typical for our normal Hilton Head concerts. We feel confident that this indicates that two nights of concerts will attract large audiences with a significant turnout of tourists. Adding to that confidence are several aspects of the Bluffton venue versus the Hilton Head one. The venue itself accommodates slightly larger audiences; it has significantly better parking facilities and has more comfortable seating and much better sight lines to the stage. In addition, attending a concert on the outskirts of Bluffton will be more convenient and easier for tourists than one at the south end of Hilton Head.

For purposes of budgeting for the concerts, we have been very conservative in our estimates of audience size, assuming total attendees of about 1,400 for the two nights. We will be surprised and disappointed if this figure is not exceeded. However, if tourist attendance is similar in percentage to that in 2018, our budget would indicate about 630 tourists. The actual number or attendees and tourists will be collected by our on-line ticketing system, [Tix.com](#) At the door purchasers will be asked for similar information by our box office volunteers.

We believe that arts and cultural events, such as these

concerts, help make Bluffton a well rounded and attractive destination for tourists. In particular, because the concerts end about 9 PM there is a likelihood that some attendees will want to spend the night in local accommodations.

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

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

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

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

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

Town’s required Line-Item Budget Form:	Bluffton ATAX Grant Application Line-Item Budget 202410070635418371(1).pdf
Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement	Financial Statement Fiscal 25.docx
Financial Guarantee	Bluffton Board Minutes.docx

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 entities for this project/event?	Yes
If yes, please list all sources and amounts: Awarding Agency	Beaufort County
Amount	Requested \$5,000.00
Awarding Agency	Field not completed.
Amount	Field not completed.
Have you received or been awarded ATAX funding from other state or local entities for any other project/event?	Yes
Awarding Agency	Hilton Head
Amount	\$20,000.00
Project/Event	2024-2025 Concert Season on Hilton Head
Year of Award	2025
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 501(c)(3) Determination Letter to HHCS.pdf
---	--

Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.	Business license Bluffton.pdf
--	---

Additional Application Documents	Field not completed.
----------------------------------	----------------------

Additional Application Documents	Field not completed.
----------------------------------	----------------------

Additional Application Documents	Field not completed.
----------------------------------	----------------------

Additional Application Documents	Field not completed.
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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	David H Coyle
Signatory's Title or Position	Grantwriter

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

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077552422
Dec. 15, 2008 LTR 4104
57-0834963 000000 00
00027018
BODC: TE

Section X. Item #2.

HILTON HEAD CHORAL SOCIETY INC
PO BOX 22235
HILTON HEAD SC 29925-2235353



008241

Employer Identification Number: 57-0834963
Person to Contact: Mr. R. Molloy
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Nov. 11, 2008, regarding your tax-exempt status.

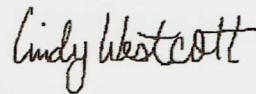
Our records indicate that a determination letter was issued in May 1989, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



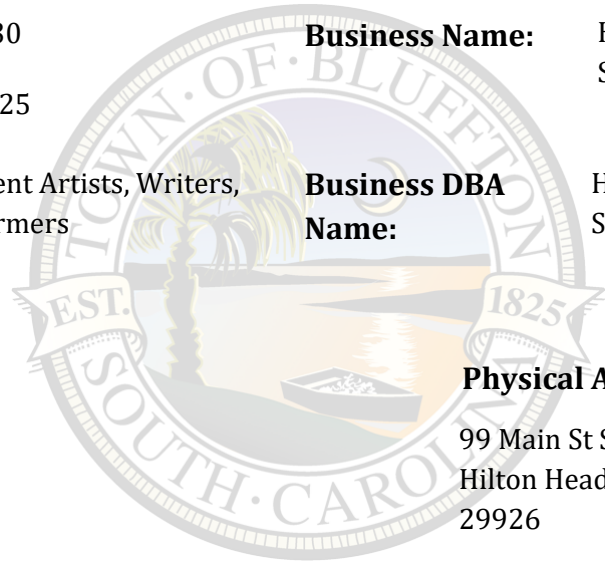
Cindy Westcott
Manager, EO Determinations

TOWN OF BLUFFTON

New Out-of-Town Business

TOWN OF BLUFFTON - Expires:04/30/2026

License No.	25-09-1530	Business Name:	Hilton Head Chorale Society
Date Issued:	09/17/2025		
NAICS Title:	Independent Artists, Writers, and Performers	Business DBA Name:	Hilton Head Chorale Society
Business Type:	Chorale Society	Physical Address:	99 Main St Ste# 103 Hilton Head Island, SC 29926



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.

Mona Huff
Hilton Head Chorale Society
PO Box 22235
Hilton Head Island, SC 29925

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

	Sponsorships	\$	
	Donations	\$	
	ATAX Grants/Funding from Other Entities*	\$	
* Do NOT include anticipated award funds requested in this application			
Other Grants (please name):		\$	
	Vendor Fees	\$	
	Registration Fees	\$	
Other Fees (please name):		\$	
Other Fees (please name):		\$	
	Merchandise Sales	\$	
Other Sales (please name): Ticket Sales		\$	60000
Other Sales (please name):		\$	
Other Revenue (please name):		\$	
Other Revenue (please name):		\$	
Revenues - In-Kind Contributions			
	Volunteer Hours	\$	
	Donated Items	\$	
	Donated Services	\$	
Other (please name):		\$	
Other (please name):		\$	
Other (please name):		\$	
Total All Revenue Sources:		\$	60000

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	\$	
Regional Newspaper/Digital Advertising	\$	
National Newspaper/Digital Advertising	\$	4000
Local Magazine/Digital Advertising	\$	3000
Regional Magazine/Digital Advertising	\$	1200
National Magazine/Digital Advertising	\$	
Local Radio Advertising	\$	
Regional Radio Advertising	\$	
National Radio Advertising	\$	
Local Television Advertising	\$	
Regional Television Advertising	\$	4500
National Television Advertising	\$	
Billboards	\$	
Social Media Advertising	\$	1000
E-mail and/or Text Blasts	\$	1000
Postcards/Mailers	\$	200
Posters/Banners/Signage	\$	100
Graphic Design of Marketing/Writing or Press Releases	\$	
Web Hosting for Event (not organization)	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	

Facilities for Civic and Cultural Events

Rentals: Tables, Chairs, Stages, Tents	\$	500
Rental: Sound, Audio Equipment	\$	400
Construction	\$	
Repairs to Facilities	\$	
Maintenance of Facilities	\$	1500
Other (please name): Church Staff	\$	600
Other (please name): Stage Crew	\$	2000
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: _____	\$ _____
Company Name: _____	\$ _____
Public Facilities	
Temporary/Portable Restrooms	\$ _____
Permanent Restrooms	\$ _____
Parks	\$ _____
Parking Lots	\$ _____
Other (please name): _____	\$ _____
Other (please name): _____	\$ _____
Municipality and County Services	
Dumpster Rental/Trash Hauling	\$ _____
Security Provided by Bluffton Police Department	\$ _____
Security NOT Provided by Bluffton Police Department	\$ 800
Total of ATAX Eligible Expenses:	\$ 20800

Other/Ineligible Expenses

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

Item	Amount
Programs	\$ 5655
Performance Props	\$ 1755
Fee for Vienna Boys Choir	\$ 30000
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total of Other/Ineligible Expenses:	\$ 37410
Total Project/Event Budget:	\$ 58210
Total Project/Event Profit or Loss	\$ 1790

Hilton Head Choral Society

Balance Sheet as of May 31, 2025

ASSETS

Current Assets

Checking/Savings

Operating Funds Checking

50,727.85

Reserve Fund

Savings

31,695.92

CD due 7-22-25

39,443.06

CD due 1-22-26

21,408.88

Total Reserve Fund

92,547.86

Total Current Assets

143,275.71

TOTAL ASSETS

143,275.71

LIABILITIES & EQUITY

Liabilities

0.00

Equity

Unrestricted Net Assets

112,694.63

Net Income

30,311.08

Total Equity

143,005.71

TOTAL LIABILITIES & EQUITY

143,005.71

**HILTON HEAD CHORAL SOCIETY
PROFIT AND LOSS STATEMENT
FISCAL YEAR ENDED
5/31/2025**

Income	
Contributions	\$37,824
Grants	
Beaufort County ATAX	1,250
Hilton Head ATAX (24&25)	17,908
SC Arts Commission	15,148
HHCS Endowment Fund	2,075
Interest	3,887
Concert Revenue	128,910
Membership Dues	<u>10,400</u>
Total Income	\$ 217402
Expenses	
Marketing	\$39,449
Performance/Production	26,507
Concert Payroll	46,200
Administrative Expense	28,581
Staff Compensation	<u>46,355</u>
Total Expense	\$187,092
Net Surplus	\$30,310



BOARD OF DIRECTORS MEETING – Sunday, September 21, 2025

MINUTES

Hilton Head Choral Society Board of Directors met at the Christ Lutheran Church in Hilton Head. President Christine Sibley-Hart called the meeting to order at 4:02 pm.

In attendance were Kathy Burmeister, Mari Chinich, Monica Franklin, Mona Huff, Samantha Larkin, Mindy Mason, Dustin Ousley, Christine Sibley-Hart, and Kristin Taylor.

ATAX Grant Application:

Mona Huff made the following motion:

I move the Board of Directors approve the application for a 2026 Accommodations Tax Grant from the Town of Bluffton. This application is to be submitted by David Coyle no later than September 26, 2025, and HHCS approves of the project/event and commits the organization to financial responsibility for carrying out the project/event to the stage of completion.

The motion was seconded and unanimously approved.

Respectfully submitted,
Mindy Mason, HHCS Secretary

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: November 18, 2025
 SUBJECT: Hilton Head Choral Society: Vienna Boys Choir Concerts in Bluffton
 PROJECT MANAGER: Shannon Milroy, Budget & Procurement Manager

Summarized below is the application from the Hilton Head Choral Society for Accommodations Tax grant dollars to support the Vienna Boys Choir Concerts to be held in Bluffton in 2026.

Total Budget, per application: \$58,210
Requested Amount: \$10,000
Percentage of Request^: 17%

^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	\$15,000		\$15,000
Facilities for Civic and Cultural Events	5,000		2,400**
Public Facilities		*	
Municipality and County Services	800	*	800
Tourist Transportation		*	
Other/Ineligible Project Expenses	37,410		40,010
Total	\$58,210		\$58,210

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

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

Advertising & Promotion:

Total budget \$15,000

- National Newspaper, Local Magazines, Regional Magazines & TV ads as well as social media, emails, postcards and posters.

Facilities for Civic and Cultural Events:

Total budget \$5,000**

- Rentals of tables/chairs and sound & audio equipment (\$900)
- Cleaning fee charged by event venue (\$1,500)
- **Church Staff & Stage Crew (\$2,600 - moved to "Other/Ineligible" category total in chart above)

Municipality and County Services:

Total budget \$800

- Security not provided by Bluffton Police Department

Other/Ineligible Project Expenses:

Total budget \$37,410

- Programs, performance props, fee for Vienna Boys Choir

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
\$10,000	11	5	5	3	4	5	33	

Advertising: Of the requested funds, 100% could be spent on marketing the event, but it is unclear if that is the intent. Advertising is planned for Garden and Gun Magazine (digitally) and in local vehicles The Bluffton Sun/The Hilton Head Sun, Local Life Magazine, CH2/CB2 Magazine and TV ads on WTOG and WHHI. Social media posts, rack cards, posters, program ads at local and regional performing arts performances and venues and web calendar postings will also be utilized.

Festival/Event: Two concerts are scheduled to take place, one each on the evenings of February 23 and 24, 2026.

Bluffton Event: Both performances will take place at Lowcountry Community Church in Bluffton.

Tourism Draw %: These concerts have never taken place in Bluffton before so tourism draw is hard to guesstimate. However, when the Vienna Boys Choir performed on HHI in 2018, a 1,000 seat venue was filled and the estimated tourism was 45%.

Benefit to Tourism: Both concerts are anticipated to end around 9:00 p.m. Therefore, it's anticipated that folks from out of town will stay the night afterwards.

Self-Sufficiency % (Financial Need): Amount requested is approximately 17% of the total budget. Ticket sales make up the majority of the anticipated revenue. The Choral Society has also requested \$5,000 from Beaufort County, but awards have not yet been made from that grant cycle.

Previous Funding Amounts

Fiscal Year	Requested Amount	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Lapsed	Comments
n/a							

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$10,000 for the Vienna Boys Choir Concerts.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: Hilton Head Choral SocietyProject: Vienna Boys Choir ConcertsProject Type: Event/Festival

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on 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 SUFFIECIENCY	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		

Milroy, Shannon

From: noreply@civicplus.com
Sent: Monday, September 29, 2025 2:50 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	9/25/2025
Project Name	Christmas Eve Under The Stars
Project/Event Location	Oyster Factory Park
Is this a new project or event?	No
Project/Event Start Date:	12/24/2025
Project/Event End Date	12/24/2025
Multi-Year Project/Event?	No

Total Project Costs	18,000
Total ATAX Funds Requested	11,500
Percent of Total Budget	63
Date the funds are needed:	12/1/2025
Full Legal Organization Name	The New Bluffton Worship
Address	39 Persimmons St
Street Address Line 2	Suite 203
City	Bluffton
State	South Carolina
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	Monica
Last Name	Barricks
Title	Executive Minister
Phone Number	864-838-5227
E-mail Address	blufftonworship@gmail.com

(Section Break)

Organization Secondary Point of Contact

First Name	Mary
------------	------

Last Name	Martinez
Title	Director of Children Ministry
Phone Number	404-593-5939
E-mail Address	blufftonworship@gmail.com

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description: Christmas Eve Under The Stars first launched on December 24, 2012, on an empty lot at Buckwalter Place. The hope of the inaugural event was to celebrate the birth of Jesus Christ and to bring together our beloved community on this amazing night. Now, 12 years later this event has moved to the Bluffton Oyster Factory Park and has grown to over 1,500 participants. It is presented by diverse congregations: The New Bluffton Worship and First Zion Missionary Baptist Church. The purpose remains the same; to celebrate Jesus and to bring our community together as one from all walks of life and creating an event that has become a tradition for locals and visitors alike. Every year we also take up a community offering for local charities. As a result, we have attracted people from all over SC including Jasper, Hampton and Colleton Counties as well as families from many other states in the country who have made Bluffton a destination to celebrate Christmas Eve. The goodwill fostered by this event invites people back to explore Bluffton's hospitality. We also livestream our services weekly and will be promoting Bluffton and Christmas Eve Under the Stars in future services to people watching all the way across the country to Oregon, Michigan, Wisconsin, Iowa, Ohio to name a few and international as far as Scotland. Wealso livestream this service for all to see who can't be there for the event but can encourage folks to come and experience the Bluffton State of Mind in the future. Every year Christmas Eve Under the Stars has been featured in numerous media and on TV stations such as WSAV. What makes this evening so special is that you can worship outside showcasing one of Bluffton's most beautiful locations at the Bluffton Oyster Factory Park and for one evening there are no races or divisions. Attendees are immersed in the true beauty of our precious home. We have found this event without walls creates a place at Christmas where people living in or traveling to our community can experience genuine local hospitality and the peace and goodwill of our Bluffton community. As a result, visitors frequent Bluffton stores and restaurants, and return at other times of the year. Christmas Eve Under The Stars is a true gift to our community.

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

Town of Bluffton Special Event Permit

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

The banners will be hung in various locations. A couple will go on First Zion Missionary Baptist Church property (which is located on Wharf Street in downtown Bluffton. Another couple will be hung in Sheridan Park where The New Bluffton Worship is located. The postcards will be sent out to the surrounding areas – primarily we want to target Beaufort, Jasper County (Hardeeville) and parts of Chatham County. We also have many members in our congregation that have family and friends that live in other states (VA, GA, NC, TN) and the postcards will be mailed directly to them inviting them to visit Bluffton during the Christmas Season and worship with us. We love to have the opportunity to give out items the night of Christmas Eve so that people who visit have something to remember us by and also remind them that they want to come back and visit again next year. We have also launched a new website and will be advertising on social media.

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

Jasper Sun Paper and Online
Bluffton Sun Paper and Online
Hilton Head Sun Paper and Online
CB2 Magazine and Online
Outreach Postcards
Google Ads
Facebook
WHHI
WSAV

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:

Tourists come to celebrate Christmas in a unique setting, showing off the beauty of Bluffton. While doing so they stay in Bluffton spending money in our restaurants, retail and lodging options. What a great way to show off our community and the Bluffton State of mind with a family-friendly event.

“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:

Event’s Agenda: As people arrive there will be pre-music from our worship band (bass, electric guitar, drums). Then there will be a performance from a choir along with more music from the band. An inspirational message given by two pastors. Throughout the night, people are encouraged to visit the pavilion at Oyster Factory Park so that they can get some hot chocolate, coffee, a sweet treat and more informafion about our churches and the community. The landscape of the park lends itself so well as to have Christmas lights and the firepit lit.

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

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

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

Town’s required Line-Item Budget Form:	ATAX-Grant-Application-Line-Item-Budget-Form.pdf
Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement	StatementofActivity ATAX 2025.pdf
Financial Guarantee	ATAX Grant Meeting and Minutes 2025.docx

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. [StatementofActivity ATAX 2025_1.pdf](#)
Actual statements for
prior two years events.

Please attach Budget vs. *Field not completed.*
Actual statements for
prior two years events.

(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

Christmas Eve Under The Stars

Year Awarded

2024

Amount Awarded

11,300.00

Was a final report submitted?

Yes

What was the total number of tourists?	700
What was the percentage of tourists?	38
(Section Break)	
Please attach a copy of your organization's IRS Designation Letter showing your non-profit status .	tax exempt form.pdf
Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.	business liscense.pdf
Additional Application Documents	<i>Field not completed.</i>
Additional Application Documents	<i>Field not completed.</i>
Additional Application Documents	<i>Field not completed.</i>
Additional Application Documents	<i>Field not completed.</i>
Additional Comments	<p>Event's Agenda: As people arrive there will be pre-music from our worship band (bass, electric guitar, drums). Then there will be a performance from a choir along with more music from the band. An inspirational message given by two pastors.</p> <p>Throughout the night, people are encouraged to visit the pavilion at Oyster Factory Park so that they can get some hot chocolate, coffee, a sweet treat and more informafion about our churches and the community. The landscape of the park lends itself so well as to have Christmas lights and the firepit lit.</p>

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.

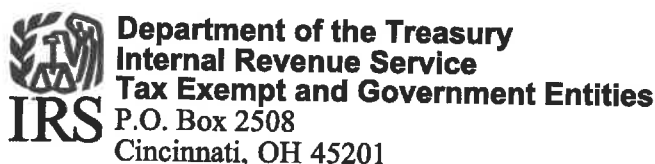
The South Carolina Freedom of Information Act (FOIA) defines a “public body” as any organization or corporation supported in whole or in part by public funds or expending public funds. If awarded, your organization's acceptance of public funds from the Town of Bluffton may cause your organization to 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	Monica, L, Barricks
Signatory's Title or Position	Executive Minister

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



THE NEW BLUFFTON WORSHIP INC
39 PERSIMMON STREET BUILDING 203
BLUFFTON, SC 29910

Date:
06/29/2023
Employer ID number:
88-4321470
Person to contact:
Name: Mrs. Johnson
ID number: 31287
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(i)
Form 990 / 990-EZ / 990-N required:
No
Effective date of exemption:
October 24, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053441004723

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.

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 to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

TOWN OF BLUFFTON

TOWN OF BLUFFTON - Expires:04/30/2026

License No.	25-02-6377	Business Name:	The New Bluffton Worship
Date Issued:	02/26/2025		
NAICS Title:	Other Similar Organizations (except Business, Professional, Labor, and Political Organizations)	Business DBA Name:	The New Bluffton Worship
Business Type:	Church	Physical Address:	39 PERSIMMON ST UNIT 203 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.

Monica Barricks
The New Bluffton Worship
39 PERSIMMON
BLUFFTON, SC 29910

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

	Sponsorships	\$	
	Donations	\$	
	ATAX Grants/Funding from Other Entities*	\$	
* Do NOT include anticipated award funds requested in this application			
Other Grants (please name):		\$	
	Vendor Fees	\$	
	Registration Fees	\$	
Other Fees (please name):		\$	
Other Fees (please name):		\$	
	Mercandise Sales	\$	
Other Sales (please name):		\$	
Other Sales (please name):		\$	
Other Revenue (please name):Budgeted Church Funds for Event		\$	5000
Other Revenue (please name):		\$	

Revenues - In-Kind Contributions

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

Total All Revenue Sources:	\$	5000
-----------------------------------	----	------

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	\$ 500.00
Regional Newspaper/Digital Advertising	\$
National Newspaper/Digital Advertising	\$
Local Magazine/Digital Advertising	\$
Regional Magazine/Digital Advertising	\$
National Magazine/Digital Advertising	\$ 1500.00
Local Radio Advertising	\$
Regional Radio Advertising	\$
National Radio Advertising	\$
Local Television Advertising	\$
Regional Television Advertising	\$
National Television Advertising	\$
Billboards	\$
Social Media Advertising	\$ 500.00
E-mail and/or Text Blasts	\$ 600.00
Postcards/Mailers	\$ 5000.00
Posters/Banners/Signage	\$ 1000.00
Graphic Design of Marketing/Writing or Press Releases	\$
Web Hosting for Event (not organization)	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

Facilities for Civic and Cultural Events

Rentals: Tables, Chairs, Stages, Tents	\$ 3000.00
Rental: Sound, Audio Equipment	\$
Construction	\$
Repairs to Facilities	\$
Maintenance of Facilities	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
EXPENSES

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

	Amount
Tourist Transportation	
Company Name: _____	\$ _____
Company Name: _____	\$ _____
Public Facilities	
Temporary/Portable Restrooms	\$ _____
Permanent Restrooms	\$ _____
Parks	\$ _____
Parking Lots	\$ _____
Other (please name): _____	\$ _____
Other (please name): _____	\$ _____
Municipality and County Services	
Dumpster Rental/Trash Hauling	\$ _____
Security Provided by Bluffton Police Department	\$ 1000.00
Security NOT Provided by Bluffton Police Department	\$ _____
Total of ATAX Eligible Expenses:	\$ 13100

Other/Ineligible Expenses

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

Item	Amount
_____	\$ _____
Paper Products and Supplies	\$ 1000.00
Miscellaneous (office supplies, counters ,clip boards, safety vests, etc)	\$ 1000.00
Coffee and Refreshments	\$ 1000.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total of Other/Ineligible Expenses:	\$ 3000
Total Project/Event Budget:	\$ 16100
Total Project/Event Profit or Loss	\$ -11100

Statement of Activity

The New Bluffton Worship

January 1-August 31, 2025

Att Section X. Item #2.

DISTRIBUTION ACCOUNT		TOTAL
Income		
4010 General Fund Donations		247,610.98
4040 Other Income		3,643.00
4050 Restricted Income		500.00
Total for Income		\$251,753.98
Cost of Goods Sold		
		\$251,753.98
Gross Profit		\$251,753.98
Expenses		
5000 Salaries and Compensation		\$201,749.61
5100 Worship Expenses		\$9,012.84
5124 Ministries		\$8,918.19
5200 Growth		\$8,479.69
5300 Facilities and Maintenance		\$78,579.41
5400 Insurance		\$1,266.75
5500 Administration		\$7,484.05
Total for Expenses		\$315,490.54
Net Operating Income		-\$63,736.56
Other Income		
6000 RF-Restricted Donations		\$26,552.27
6100 Interest Earned		16,145.38
6200 Other Misc Revenue		448.22
Total for Other Income		\$43,145.87
Other Expenses		
7000 Restricted Fund Expenditures		\$26,222.03
Total for Other Expenses		\$26,222.03
Net Other Income		\$16,923.84
Net Income		-\$46,812.72

Statement of Financial Position

The New Bluffton Worship
As of December 31, 2024

DISTRIBUTION ACCOUNT		TOTAL
Assets		
Current Assets		
Bank Accounts		\$1,014,903.65
Accounts Receivable		
Total for Current Assets		\$1,014,903.65
Other Assets		\$2,435.00
Total for Assets		\$1,017,338.65
Liabilities and Equity		
Liabilities		
Current Liabilities		\$4,308.27
Total for Liabilities		\$4,308.27
Equity		\$1,013,030.38
Total for Liabilities and Equity		\$1,017,338.65

Meeting Minutes: ATAX Grant – Christmas Eve Under The Stars

Weekly Wednesday Meetings from 08/06/2025 to 09/17/2025

Overview

This document contains summarized minutes from the weekly Wednesday meetings held between August 6, 2025, and September 17, 2025, focused on preparing the ATAX Grant application for the “Christmas Eve Under The Stars” event. Discussions included grant requirements, event planning, budgeting, community outreach, and task assignments.

08/06/2025 – Kickoff Meeting

- Introductions and roles confirmed for committee members.
- Reviewed previous year’s event outcomes and feedback.
- Outlined objectives for the 2025 event and ATAX Grant goals.
- Discussed initial deadlines and timeline for grant submission.
- Assigned research tasks: grant requirements, budget estimates, and partnership opportunities.

08/13/2025 – Grant Requirements & Budget Planning

- Presented findings on ATAX Grant eligibility and application process.
- Drafted preliminary event budget, including venue, entertainment, security, and marketing costs.
- Set deadline for budget finalization: 9/27/2025.

08/20/2025 – Event Logistics & Partnerships

- Discussed logistics: parking, accessibility, and emergency procedures.
- Committee members reported on outreach to local businesses and sponsors.
- Assigned team to draft event schedule and activities list.

08/27/2025 – Budget Finalization & Community Engagement

- Finalized budget and confirmed estimated expenses and funding sources.
- Discussed strategies for community involvement and volunteer recruitment.
- Agreed to create promotional materials for local media and social networks.
- Set timeline for grant application draft completion: 09/10/2025.

09/03/2025 – Application Drafting & Review

- Reviewed initial draft of ATAX Grant application.
- Committee provided feedback and suggested revisions.
- Updated event description, goals, and impact assessment sections.
- Assigned final editing tasks to sub-committee members.
- Confirmed outreach plans for community support letters.

09/10/2025 – Final Edits & Submission Preparation

- Presented revised grant application for final review.
- Integrated additional data on projected attendance and community benefits.
- Completed supporting documents: budget, schedule, letters of support.
- Set internal deadline for grant submission: 09/17/2025.
- Delegated submission responsibility to grants coordinator.

09/17/2025 – Submission Confirmation & Next Steps

- Reviewed next steps for event planning pending grant approval.
- Discussed contingency plans if funding is not awarded.
- Scheduled follow-up meeting for October to begin detailed event logistics.
- Expressed appreciation for committee efforts and ongoing collaboration.

Action Items Summary

- Continue outreach to potential partners and sponsors.
- Monitor grant application status and respond to any requests for additional information.
- Prepare to launch promotional campaign following grant approval.
- Begin volunteer recruitment and training plans.

Attendance

All meetings were attended by the ATAX Grant committee members. Specific attendance records are available upon request.

**CHRISTMAS UNDER THE STARS
2023 EXPENSE BUDGET**

	Budget	Actual
Facilities Expenses		
Uniforms for volunteers	2,000	
Stage and sound	8,500	
Tent (2)	1,200	
Chair rental and set up	2,000	
Candles and holders	<u>300</u>	
Facilities Expense Total	14,000	10,156
Marketing Expenses		
Banners and signs	1,500	
Post cards	2,500	
Social Media Post and Boosts	1,000	
Ads in magazines and papers	<u>2,000</u>	
Marketing Expense Total	7,000	6,422
Municipality Services Expense		
Park Rental Fees		
Police 16 man hrs @ \$60/hr	<u>1,440</u>	
Municipality Expense Total	1,440	180
Ineligible Expenses		
Water Bottles	1,930	
Bags	2,460	
Apparel	3,000	
Coffee/Refreshments	5,000	
Supplies	3,000	
Other	<u>2,515</u>	
Total Ineligible Expenses	17,905	14,872
TOTAL EXPENSES	40,345	31,630
ATAX GRANT AWARDED	15,280	
CHURCH FUNDS NEEDED	25,065	

Christmas Eve Under The Stars

2024 Expense Budget

Facilities Expenses

Budget

Actual

Stage and Sound	9,000	4,500
Chairs and Set Up	2,500	1,500
Candles and Holders	350	500
Total	11,850	6,500

Marketing Expenses

Banners and Signs	1,500	1,325
Postcard Mailing	2,500	3,400
Social Media Posts	1,000	700
Ads in Mag/Papers	2,000	1,700
Total	7,000	7,125

Municipality Service Expenses

Park Rental	0	0
Police	1,400	400
Total	1,400	400

Ineligible Expenses

Coffee/Refreshments	5,000	1,500
Supplies	3,000	1,000
Other	2,515	1,200
Total	10,515	3,700

Total Expenses Budgeted	30,765	17,725
ATAX Awarded		11,300
Church Funds		6,425

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: November 18, 2025
 SUBJECT: The New Bluffton Worship: 2025 Christmas Eve Under the Stars
 PROJECT MANAGER: Shannon Milroy, Budget & Procurement Manager

Summarized below is the application from The New Bluffton Worship for Accommodations Tax grant dollars in support of their 2025 Christmas Eve Under the Stars event.

Total Budget, per application: \$18,000
Requested Amount: \$11,500
Percentage of Request^: 63%

^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	\$9,100		\$9,100
Facilities for Civic and Cultural Events	3,000		3,000
Public Facilities		*	
Municipality and County Services	1,000	*	1,000
Tourist Transportation		*	
Other/Ineligible Project Expenses	3,000		3,000
Total	\$16,100		\$16,100

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

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

Advertising & Promotion:

Total Budget: \$9,100

- Local newspaper and magazine ads including digital, social media, email blasts, postcards/mailers, and posters/signage

Facilities for Civic and Cultural Events:

Total Budget: \$3,000

- Rentals of tables, chairs, stages, tents

Municipal and County Services:

Total Budget: \$1,000

- Security Provided by Bluffton Police Department

Other/Ineligible Project Expenses:

Total Budget: \$67,431

- Personnel, costumes, props, concessions, cast party/food, other production costs

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
\$11,500	8	5	5	2	3	2	25	

Advertising: Approximately 80% of the requested funds will be spent on advertising the event; most of the ads will be run locally and digitally in (The Jasper Sun, The Bluffton Sun, The Hilton Head Sun, and CB2) as well as via postcards, google ads, Facebook and on WHHI and WSAV.

Festival/Event: To be held on the evening of December 24, 2025.

Bluffton Event: The event will be held at Oyster Factory Park.

Tourism Draw %: The 2024 event had an estimated 38% tourist attendance.

Benefit to Tourism: Tourists visiting Bluffton during the holidays attend the event. While here, they spend money lodging as well as in local restaurants and retail shops.

Self-Sufficiency % (Financial Need): Amount requested is approximately 63% of the total budget, which is mostly for marketing the event. Church funds will cover additional expenses.

			Previous Funding Amounts				
Fiscal Year	Requested Amount	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Lapsed	Comments
2025	\$28,810	61.8%	\$25,100	\$25,100	\$11,359	\$13,741	Final Report Submitted
2024	\$23,110	77.5%	\$15,280	\$15,280	\$9,070	\$6,210	Final Report Submitted

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$11,500 for the 2025 Christmas Eve Under the Stars event.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: The New Bluffton Worship Project: 2025 Christmas Eve Under the Stars Project Type: Event/Festival

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on 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 SUFFIECIENCY	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		

Milroy, Shannon

From: noreply@civicplus.com
Sent: Monday, September 29, 2025 5:43 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	9/29/2025
Project Name	Third Annual Bluffton Hannukah Celebration
Project/Event Location	Martin Family Park
Is this a new project or event?	No
Project/Event Start Date:	12/21/2025
Project/Event End Date	12/21/2025
Multi-Year Project/Event?	No

Total Project Costs	10,770.25
Total ATAX Funds Requested	7,770.25
Percent of Total Budget	72.14%
Date the funds are needed:	12/1/2025
Full Legal Organization Name	Congregation Beth Yam
Address	4501 Meeting Street
Street Address Line 2	<i>Field not completed.</i>
City	Hilton Head
State	SC
Zip Code	29926
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	Rachel
Last Name	Pepin
Title	Director of Programming
Phone Number	8435051343
E-mail Address	rach.j.pepin@gmail.com

(Section Break)

Organization Secondary Point of Contact

First Name	Janet
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Last Name	Kelley
Title	President
Phone Number	8436892178
E-mail Address	president@bethyam.org

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description:	This is a celebration of the Holiday of Hanukkah. Hanukkah is an 8 night long holiday, and it is customary to celebrate each and every night. The holiday of Hanukkah is joyous, and commemorates the story of one drop of oil keeping the destroyed temple lit for 8 nights, which truly was a miracle. It is customary on Hanukkah to eat foods made in oil, and to dance, sing, and play dreidel games. A dreidel has Hebrew letters which are an acronym that stands for "A great miracle happened there" in reference to the miracle of light. This 3rd Annual Celebration will include lighting the menorah, a live band with music and dancing, traditional Hanukkah foods and dreidel games.
List any required permits, if applicable. If none, type "N/A":	N/A
Describe all planned advertising and marketing for this project/event:	We will be advertising in the Bluffton Sun and Hilton Head Sun as well as Local Life Magazine. We will also be boosting posts on our social media pages on Facebook and Instagram and using paid ads on local spotlight Facebook and Instagram pages. We will also be delivering flyers around town and posting them on community boards in each of the parks.
Please list all media outlets you intend to utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):	The Bluffton Sun, The Hilton Head Sun, Local Life Magazine

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:	<p>This event would draw tourists from other towns within Beaufort County and other neighboring counties to a lively celebration of such an important holiday. It is difficult to live in an area where Judaism is not as prevalent, and as such, events such as these always have a very high attendance. Our building is in Hilton Head, but we have many members that live outside of Hilton Head Island that would most certainly attend. We also receive many inquiries during the winter season from tourists that are snowbirds or are just changing locations often throughout the winter, seeking engagement opportunities for holidays. In year's past at community based events, we have asked many people where they are from, and most say they are visitors that were so glad to see Judaism being embraced in the heart of the south. With Anti- Semitism on the rise, an event like this helps promote Bluffton as a safe travel destination for Jewish people.</p>
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“Tourist” means a person who does not reside within the corporate limits of the Town or within a Town zip code that takes a trip into the corporate limits of the Town for any purpose, except daily commuting to and from work.

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

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

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

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

Town’s required Line-Item Budget Form:	Line Item Atax 2025.pdf
--	---

Most Recent Fiscal Year Balance Sheet and Profit	ataxfinancials.pdf
--	------------------------------------

and Loss Accounting
Statement

Financial Guarantee [Bluffton ATAX letter 2025.docx](#)

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. [atax24final.pdf](#)
Actual statements for
prior two years events.

Please attach Budget vs. [ataxactual.docx](#)
Actual statements for
prior two years events.

(Section Break)

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

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

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 Yes
previously received

ATAX funds from the
Town of Bluffton?

Project/Event Name	Bluffton Hannukah Celebration
Year Awarded	2024
Amount Awarded	2830
Was a final report submitted?	Yes
What was the total number of tourists?	26
What was the percentage of tourists?	37.68%

(Section Break)

Please attach a copy of your organization's IRS Designation Letter showing your non-profit status .	Original Non Profit Status CBY-IRS letter (1).pdf
Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.	Report Permit63029 638751289495750096.pdf
Additional Application Documents	Original Non Profit Status CBY-IRS letter (1)_1.pdf
Additional Application Documents	atax23demo.docx
Additional Application Documents	ataxactual_2.docx
Additional Application Documents	<i>Field not completed.</i>
Additional Comments	<i>Field not completed.</i>

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	Rachel J Pepin
Signatory's Title or Position	Director of Programming

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

Internal Revenue Service
District Director

Department of the Treasury

Date: FEB 04 1983

Employer Identification Number:

57-0727506

Accounting Period Ending:

December 31

Foundation Status Classification:

509(a)(2)

Advance Ruling Period Ends:

December 31, 1993

Person to Contact:

B. Hickborn/ch

Contact Telephone Number:

404-221-4516

File Folder Number: 580004515

**The Jewish Community Association Of
Hilton Head Island, Inc.
1601 Lighthouse Lane
Hilton Head Island, SC 29928**

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section **509(a)(2)**.

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section **509(a)(2)** organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section **509(a)(2)** status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section **509(a)(2)** organization.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Enclosed: 990, Schedule A, &
Instructions
cc: Julian R. Friedman, Esquire

Michael J. Murphy
District Director

For tax years ending on and after December 31, 1987, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

TOWN OF BLUFFTON

TOWN OF BLUFFTON -

Expires:04/30/2026

License No. 25-02-5867 **Business Name:** Congregation Beth Yam

Date Issued: 02/14/2025

NAICS Title: Other Similar Organizations (except Business, Professional, Labor, and Political Organizations) **Business DBA Name:** Congregation Beth Yam

Business Type: Jewish Synagogue **Physical Address:** 4501 Meeting ST
Hilton Head Island, SC 29926

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.

Rachel Pepin
Congregation Beth Yam
4501 Meeting
Hilton Head, SC 29926

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

Sponsorships	\$	0
Donations	\$	500
ATAX Grants/Funding from Other Entities*	\$	
* Do NOT include anticipated award funds requested in this application		
Other Grants (please name):	\$	
Vendor Fees	\$	
Registration Fees	\$	
Other Fees (please name): Town of Bluffton Support	\$	2500
Other Fees (please name):	\$	
Mercandise Sales	\$	
Other Sales (please name):	\$	
Other Sales (please name):	\$	
Other Revenue (please name):	\$	
Other Revenue (please name):	\$	
Revenues - In-Kind Contributions		
Volunteer Hours	\$	500
Donated Items	\$	
Donated Services	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	
Total All Revenue Sources:	\$	3500

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	\$ 1041.25
Regional Newspaper/Digital Advertising	\$
National Newspaper/Digital Advertising	\$
Local Magazine/Digital Advertising	\$ 1379
Regional Magazine/Digital Advertising	\$
National Magazine/Digital Advertising	\$
Local Radio Advertising	\$
Regional Radio Advertising	\$
National Radio Advertising	\$
Local Television Advertising	\$
Regional Television Advertising	\$
National Television Advertising	\$
Billboards	\$
Social Media Advertising	\$ 1000
E-mail and/or Text Blasts	\$
Postcards/Mailers	\$
Posters/Banners/Signage	\$ 250
Graphic Design of Marketing/Writing or Press Releases	\$
Web Hosting for Event (not organization)	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

Facilities for Civic and Cultural Events

Rentals: Tables, Chairs, Stages, Tents	\$ 2200
Rental: Sound, Audio Equipment	\$ 1000
Construction	\$
Repairs to Facilities	\$
Maintenance of Facilities	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

Statement of Financial Position

Congregation Beth Yam

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF MAY 31, 2024 (PY)	AS OF MAY 31, 2025
Assets		
Current Assets		
Bank Accounts		
100000 Operating Funds	(\$54,056.46)	\$34,609.22
110000 Restricted Funds/Investments	\$286,136.80	\$305,751.01
Total for Bank Accounts	\$232,080.34	\$340,360.23
Accounts Receivable		
Other Current Assets	\$45,608.92	\$30,533.85
Total for Current Assets	\$277,689.26	\$370,894.08
Fixed Assets		
400000 FURNITURE & EQUIPMENT	\$354,960.77	\$354,960.77
410000 BUILDING	\$1,399,064.00	\$1,399,064.00
430000 Land	120,889.00	120,889.00
Total for Fixed Assets	\$1,874,913.77	\$1,874,913.77
Other Assets		
Total for Assets	\$2,152,603.03	\$2,245,807.85
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Credit Cards	\$1,016.49	\$4,535.59
Other Current Liabilities		
520000 Deferred Income - Prepaid	\$5,091.05	\$14,507.97
Due to/From Endowment Campaign	20,000.00	100.00
Due to/From Sisterhood		5.00
Payroll Liabilities	\$6,663.98	\$61.89
Total for Other Current Liabilities	\$31,755.03	\$14,674.86
Total for Current Liabilities	\$32,771.52	\$19,210.45
Long-term Liabilities		
Total for Liabilities	\$32,771.52	\$19,210.45
Equity		
Retained Earnings	0.00	0.00
Net Income	(26,577.24)	56,196.28
610000 Fund Balance - Unrestricted	1,860,271.95	1,864,650.11

Statement of Financial Position

Congregation Beth Yam

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF MAY 31, 2024 (PY)	AS OF MAY 31, 2025
610200 Fund Balances - Dedicated & Restricted	0	0
610500 Dedicated Funds	\$10,200.00	\$10,200.00
620000 Fund Balance-Restricted	0	0
620100 Adult Ed	4,785.45	4,785.45
620105 Aronson S/A	10,735.91	8,878.70
620110 Back Pack Buddies	2,288.53	
620120 Bellet MOTL	42,191.68	42,545.68
620150 Capital Reserve	125,891.54	140,610.29
620155 Caplan	2,680.86	
620158 Care Committee	4,673.86	4,883.07
620160 Cemetary	5,157.60	
620200 Flowers	205.42	18.00
620250 Israel Events	2,759.22	2,766.22
620300 Landscape	25.00	
620320 Music Funds	\$35,235.98	\$26,612.69
620450 Prayer Books	175.10	211.10
620500 Rabbi's Funds	\$15,593.00	\$10,283.99
620600 Religious School Funds	\$17,208.62	\$47,629.72
620700 Ritual Items	\$2,406.03	\$2,244.03
620750 Tzadekah	3,856.82	4,082.07
620900 Youth Group/Camp	66.18	
Total for 620000 Fund Balance-Restricted	\$275,936.80	\$295,551.01
Total for 610200 Fund Balances - Dedicated & Restricted	\$286,136.80	\$305,751.01
Total for Equity	\$2,119,831.51	\$2,226,597.40
Total for Liabilities and Equity	\$2,152,603.03	\$2,245,807.85

	A	M	N	O
1	INCOME STATEMENT COMPARED TO BUDGET 24/25 PROJECTED TO JUNE 30 2025			
2				
3				
4		Jul 2024 - June 2025 Projected	2024/25 Fiscal Year Budget	Over/Under Budget
5	Revenue			
6	700000 DUES			
7	700100 Dues - Resident	325,748.23	364,746.26	-38,998.03
8	700200 Dues- Affiliate	46,965.49	45,615.16	1,350.33
9	700400 Dues - Digital	600.00	343.44	256.56
10	Total 700000 DUES	\$373,313.72	\$410,704.86	(\$37,391.14)
11	710000 DONATIONS-UNRESTRICTED			
12	710100 Friends of Beth Yam	77,523.00	80,000.00	(2,477.00)
13	710101 Young Friends	0.00	500.00	(500.00)
14	710150 Fund Me	0.00	2,000.00	(2,000.00)
15	710200 Other Member Contributions	0.00	5,000.00	(5,000.00)
16	710200 Donations - Unrestricted*	16,761.80	15,000.00	1,761.80
17	710300 Contributions - Credit Card Fees	2,424.49	0.00	2,424.49
18	Total 710000 DONATIONS-UNRESTRICTED	\$96,709.29	\$102,500.00	(\$5,790.71)
39	740000 BUILDING/FACILITIES RENTAL			
40	740100 Building Rent Income-Church w/o	20,604.00	20,400.00	204.00
41	740300 Building Rent Income-Other	11,220.00		11,220.00
42	Total 740000 BUILDING/FACILITIES RENTAL	\$ 31,824.00	\$ 20,400.00	\$ 11,424.00
43	750000 SCHOOL TUITION	8,771.00	7,000.00	1,771.00
44	750001 Youth Group	0.00	0.00	0.00
45	750100 B'NAI MITZVAH FEES	1,190.00	900.00	290.00
46	760000 HHD RELATED INCOME			
47	760100 Book of Remembrance	3,400.00	1,300.00	2,100.00
48	760200 L'Shana Tova	1,465.00	550.00	915.00
49	760300 High Holiday Tickets	1,980.00		1,980.00
50	760400 High Holiday Appeal	1,850.00	5,000.00	-3,150.00
51	760600 Break the Fast	956.00	1,150.00	-194.00
52	760700 HHD Youth Experience	162.00		162.00
53	Total 760000 HHD RELATED INCOME	\$9,813.00	\$8,000.00	\$1,813.00
54	770000 MEMORIAL PLAQUE/TREE OF LIFE	2,083.37	1,000.00	1,083.37
55	780000 FUNDRAISING INCOME & EXPENSES			
56	780500 Ad Book			
57	780515 Ad Book 2024	25,475.00	15,000.00	10,475.00
58	780550 Ad Book Expenses	-4,630.00	-5,000.00	370.00
59	Total 780500 Ad Book	\$20,845.00	\$10,000.00	\$10,845.00
60	790200 Bluestone Awards/Remembrance			
61	790220 Bluestone Awards Remembrances & Donations	27,925.50		27,925.50
62	790220 Bluestone Awards Tickets	15,218.00		15,218.00
63	790250 Bluestone Expenses	-23,134.61		-23,134.61
64	790252 Bluestone Reserve	0.00		0.00
65	Total 790200 Bluestone Awards/Remembrance	\$20,008.89	\$0.00	\$20,008.89
66	Total 780000 FUNDRAISING INCOME & EXPENSES	\$40,863.89	\$10,000.00	\$30,863.89
67	780600 Charity Auction			
68	780615 Auction	22,401.84		22,401.84
69	Total 780600 Charity Auction	\$22,401.84	\$0.00	\$22,401.84
70	790000 Special Events	0.00	\$20,000.00	-20,000.00
71	800000 INVESTMENT INCOME-GEN FUND			
72	800102 Invest. Income-Schwab(from MM)	14,021.64	10,000.00	4,021.64
73	800300 Interest Income	1,074.56		1,074.56
74	Total 800000 INVESTMENT INCOME-GEN FUND	\$15,096.20	\$10,000.00	\$5,096.20
75	820000 OTHER INCOME			
76	820099 Other Income - General	2,207.04	2,000.00	207.04
78	Total 820000 OTHER INCOME	\$22,207.04	\$22,000.00	\$207.04
79	820150 Senior Grant	1,330.06		1,330.06
80	Total Revenue	\$625,593.41	\$612,504.86	\$13,088.55
81	Gross Profit	\$625,593.41	\$612,504.86	\$13,088.55

	A	M	N	O
1	INCOME STATEMENT COMPARED TO BUDGET 24/25 PROJECTED TO JUNE 30 2025			
2				
3				
4		Jul 2024 - June 2025 Projected	2024/25 Fiscal Year Budget	Over/Under Budget
82	Expenditures			
83	900000 BIMA/RELIGIOUS EXPENSES			
122	Total 900000 BIMA/RELIGIOUS EXPENSES	\$293,820.08	\$281,517.95	\$12,302.13
123	900900 HIGH HOLIDAY EXPENSE			
124	900950 HHD Expenses-Music			0.00
125	900951 HHD Music Expenses	15,690.00	15,390.64	299.36
126	900952 Trans. from Music Fd for HHD	0.00		0.00
127	900953 Reimb. From Other Restricted Funds	0.00		0.00
128	Total 900950 HHD Expenses-Music	\$15,690.00	\$15,390.64	\$299.36
129	900960 HHD Expenses-Other	211.53		211.53
130	900961 HHD Other Expenses	3,710.89	1,200.00	2,510.89
131	900962 Trans. from Flower Fd for HHD	0.00	-500.00	500.00
132	Total 900960 HHD Expenses-Other	\$3,922.42	\$700.00	\$3,222.42
133	900965 HHD Expense-Break the Fast	1,082.58	1,200.00	-117.42
175	Total 910000 PROGRAMS/COMMITTEES	\$3,535.97	\$12,800.00	(\$9,264.03)
176	911670 Congregational Seder			
177	911671 Congregational Seder/Annual Meeting Receipts	-3,924.00		-3,924.00
178	91672 Congregational Seder/Annual Meeting Expenses	2,424.61		2,424.61
179	Total 911670 Congregational Seder	(\$1,499.39)	\$0.00	(\$1,499.39)
188	Total 920000 RELIGIOUS SCHOOL EXPENSE	\$26,216.84	\$17,674.07	\$8,542.77
189	930000 BUILDING OPERATIONS & MAINT.			
190	930100 Electricity	11,666.95	10,980.00	686.95
191	930200 Water	644.00	660.00	-16.00
192	930300 Landscaping	3,437.50	5,120.00	-1,682.50
193	930301 Transfer from Landscape Fund	0.00	-219.82	219.82
194	930400 Real Estate & Property Tax	2,002.02	2,000.00	2.02
195	930401 House Committee Expense	831.46	1,000.00	-168.54
196	930405 Repairs & Maintenance	3,710.84	5,700.00	-1,989.16
197	930450 Equip Rental	427.55	513.00	-85.45
198	930500 Pest Control	1,996.50	1,917.00	79.50
199	930600 Cleaning	0.00		
200	930601 Briteden Cleaning Services	7,777.50	7,200.00	577.50
201	930602 Ron Bruns	3,255.00	3,000.00	255.00
202	930603 Other Cleaning	1,760.50	4,000.00	-2,239.50
203	930604 Cleaning Reimbursements (Events/Comm)	-2,965.00		-2,965.00
204	Total 930600 Cleaning	\$9,828.00	\$14,200.00	(\$4,372.00)
205	930700 Security	3,529.09		3,529.09
206	930705 Security/Alarm System	8,288.69	7,000.00	1,288.69
207	930710 Security Company	20,506.90	25,080.00	-4,573.10
208	930730 Security Reimbursements	-2,479.75		-2,479.75
209	Total 930700 Security	\$29,844.93	\$32,080.00	(\$2,235.07)
210	930800 Refuse Collection	1,441.31	2,527.80	-1,086.49
211	930900 Other Bldg & Maintenance	5,772.14	2,028.98	3,743.16
212	930950 Propane	137.39	344.00	-206.61
213	Total 930000 BUILDING OPERATIONS & MAINT.	\$71,740.59	\$78,850.96	(\$7,110.37)

	A	M	N	O
1	INCOME STATEMENT COMPARED TO BUDGET 24/25 PROJECTED TO JUNE 30 2025			
2				
3				
4		Jul 2024 - June 2025 Projected	2024/25 Fiscal Year Budget	Over/Under Budget
214	940000 GENERAL & ADMIN EXPENSES			
215	940300 URJ-Dues	3,600.00	3,600.00	0.00
216	940800 Information systems	1,559.13	0.00	1,559.13
217	940900 Bank Charges	627.69	480.00	147.69
218	941000 Board Expenses	657.02	2,500.00	-1,842.98
219	941300 Computer Supplies/Tech Support	5,486.27	4,500.00	986.27
220	941301 Tech Employee	11,520.00	9,880.00	1,640.00
221	941302 Tech Employee Reimb.	-621.00	0.00	-621.00
222	941350 Streamspot Lite Streaming	2,109.08	1,600.00	509.08
223	941400 Copier Rental	6,049.86	6,046.32	3.54
224	941700 Accounting/Payroll Software	1,715.21	1,620.00	95.21
225	941800 Legal and Professional	833.37	1,000.00	-166.63
226	941900 Salaries - Office & Admin	76,939.83	94,641.34	-17,701.51
227	941901 Salary-Director Fam Engagement	9,500.01	10,000.00	-499.99
228	942000 Payroll taxes Admin staff	7,080.71	8,005.06	-924.35
229	942100 Office Supplies	4,649.27	3,500.00	1,149.27
230	942200 Telephone-002	7,540.28	8,500.00	-959.71
231	942300 Other General & Admin Exp	50.62	100.00	-49.38
232	942400 Postage - G&A	2,705.61	2,500.00	205.61
233	942500 Insurance	38,596.73	40,600.00	-2,003.27
234	942550 Credit Card Fee Expense	3,315.94		3,315.94
235	9410002 Board Dinner Receipts/Retire Pres	-405.00		-405.00
236	Holiday Bonus	1,675.00		1,675.00
237	Total 940000 GENERAL & ADMIN EXPENSES	\$185,185.64	\$199,072.72	(\$13,887.08)
238	950000 EXP. & DISBURSEMENTS-REST. & DED			
239	95 Capital Improvements/Other			0.00
240	952900 Rabbi's Disc. Fund Expense			0.00
241	953101 RS Playground Equipment			0.00
242	957001 Israel Events Fund Expense			0.00
243	95800 Transfers From Reserved & Restricted Funds			0.00
244	Total 950000 EXP. & DISBURSEMENTS-REST. & DED	\$0.00	\$0.00	\$0.00
245	959999 Other/Uncategorized			
246	Total Expenditures	\$599,694.73	\$607,206.34	(\$7,511.61)
247	Net Operating Revenue	\$25,898.68	\$5,298.52	\$20,600.16
248	Other Revenue			
249	Unrealized Gains/Losses			
250	Total Other Revenue	347.94		347.94
251	Other Expenditures	\$347.94	\$0.00	\$347.94
252	710260 H Pertcheck Project	0.00		0.00
253	Total Other Expenditures	1,650.00		1,650.00
254	Net Other Revenue	\$1,650.00	\$0.00	\$1,650.00
255	Net Revenue	(\$1,302.06)	\$0.00	(\$1,302.06)
259		\$24,596.62	\$5,298.52	\$19,298.10



Rabbi:

Brad L. Bloom

President:

Janet Kelley

Officers:

Stuart Gaynes
Walter Margeson
Jon Bloom
Doug Luba
Gene Meyers

Directors:

Dayna Dehlinger
Cindy Green
Rebecca Mastrococco
Risa Prince
Jack Resnick
Scott Selkowitz
Steve Siegel

Helen Hauer
Sisterhood President,
ex officio

Jeff Shapiro
Men's Club President,
ex officio

Immediate Past

President:

Joel N. Greene

Past Presidents:

Judy Bluestone
Stanton Bluestone*
Irwin (Ted) David
Scottie Davis
Paula Flink*
Linda Harrison
Jane Joseph
Donald Kahaner
Seymour Lash*
Bernice Lewin*
Irwin Lindenbaum*
Pennie Meiselman
Hank Noble
Bert Reinhold*
Jack Resnick
Twyla Sable
Howard Sherman*
Candy Solomon
Robert Stone
Michael Weingarten*

Honorary Director:

Dan Caplan*

September 29, 2025

To Whom It May Concern:

Congregation Beth Yam is committed to having a Chanukah Celebration in Bluffton on December 21, 2025, even if the town does not approve the A Tax request. We will follow up on any financial responsibilities to the extent our budget will allow until the completion of the event.

Sincerely,

Janet Kelley
President
Congregation Beth Yam

4501 Meeting Street • Hilton Head, SC 29926
Phone: (843) 689-2178 • Fax: (843) 681-5531
Email: info@bethyam.org
www.bethyam.org

* Deceased

Bluffton A-Tax Funds 2023

	Applied For	Actual
Table and Chair Rentals	578	1284.85
Social Media Advertising	200	0
Bluffton Sun Ad	500	856.00
TOB Swag Bracelets	160	0
Bluffton PD	600	900
Miscellaneous Supplies	1,200	681.68
Musicians	1,500	1,200
Dreidels and Hannukah Gelt	300	203.99
Hannukah Food	1,100	929.42

Bluffton A-Tax Funds 2024

	Applied For	Actual
Table and Chair Rentals	1280	0
Social Media Advertising	350	0
Bluffton Sun Ad	450	0
Bluffton PD	900	360
Paper Goods/ Beverages/Misc	500	408
Musicians	1700	1400
Hannukah Food	800	525

Notes:

The table and chair rentals were canceled due to rain out of event. We called the rain out of event over 24 hours in advance, so we were able to receive a full refund.

Bluffton Sun ad was not run due to some reorganization of chairpersons within our organization and the deadlines of publication. We have a new chairperson, who has not only reserved our spot, but is also a correspondent who will also have an article about Hannukah at no additional cost.

Last year we utilized some free social media marketing with local groups, this year we have decided to invest with paid ads for larger ROI.

Bluffton PD posted 5 officer slots to fill , only 2 officers signed up.

Advertising Demographics

Bluffton Sun Readership: 25,015 Households

HHI Sun Readership- 26,074 Households

Attendance Information for ATAX Grant

We captured 236 zip codes at the event Saturday night. Of that total 69% (163 people) were 29909 & 29910; 31% (73 people) were from zip codes outside of Bluffton.

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: November 18, 2025
 SUBJECT: Congregation Beth Yam: 2025 Hanukkah Celebration
 PROJECT MANAGER: Shannon Milroy, Budget & Procurement Manager

Summarized below is the application from Congregation Beth Yam for Accommodations Tax grant dollars in support of the 2025 Hanukkah Celebration.

Total Budget, per application: \$10,770.25
Requested Amount: \$7,770.25
Percentage of Request^: 72.14%

^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	\$3,670.25	\$3,670.25
Facilities for Civic and Cultural Events	3,200	3,200
Public Facilities		*
Municipality and County Services	900	* 900
Tourist Transportation		*
Other/Ineligible Project Expenses	3,000	3,000
Total	\$10,770.25	\$10,770.25

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

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

Advertising & Promotion:

Total Budget: \$3,670.25

- Local newspaper and magazine ads, social media, posters/signage

Facilities for Civic and Cultural Events:

Total Budget: \$3,200

- Rentals for tables, chairs, tents, audio equipment

Municipal and County Services:

Total Budget: \$900

- Security to be provided by Bluffton Police Department

Other/Ineligible Project Expenses:

Total Budget: \$3,000

- Musicians, refreshments, paper products

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
\$7,770.25	6	4	5	2	3	2	22	

Advertising: Approximately 47% of the requested funds will be spent on advertising the Hanukkah Celebration; ads will run locally in The Bluffton and Hilton Head Sun newspapers as well as Local Life Magazine. Posts and paid ads on social media, flyers being handed out locally and posted on the parks' community boards are also planned.

Festival/Event: This year's celebration will take place on the evening of December 21, 2025.

Bluffton Event: The event will be held at Martin Family Park.

Tourism Draw %: For the 2024 event, the number of reported tourists was 26, which accounts for a tourism percentage of about 38%

Benefit to Tourism: Because Judaism is not prevalent in the area, people are drawn to this event from many areas outside of Bluffton.

Self-Sufficiency % (Financial Need): Requesting approximately 72% of the total budget. Donations, in-kind contributions via volunteer hours and support from the Town of Bluffton Events & Venue's Civic Events budget are the other anticipated revenue sources for the event.

Previous Funding Amounts

Fiscal Year	Requested Amount	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Lapsed	Comments
2025	\$2,980	44.3%	\$2,830	\$2,830	\$1,000	\$1,830	Final Report Submitted
2024	\$6,000	96%	Up to \$6,000	Up to \$6,000	\$1,995	\$4,005	Final Report Submitted

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$7,770.25 for the 2025 Hanukkah Celebration in Bluffton.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: **Congregation Beth Yam** Project: **2025 Hanukkah Celebration** Project Type: **Event/Festival**

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on 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 SUFFIECIENCY	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		

Milroy, Shannon

From: noreply@civicplus.com
Sent: Tuesday, September 30, 2025 9:30 AM
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	9/29/2025
Project Name	Farmers Market of Bluffton
Project/Event Location	Martin Family Park
Is this a new project or event?	No
Project/Event Start Date:	1/8/2026
Project/Event End Date	12/17/2026
Multi-Year Project/Event?	Yes

Total Project Costs	172775
Total ATAX Funds Requested	66500
Percent of Total Budget	38
Date the funds are needed:	1/1/2026
Full Legal Organization Name	Farmers Market of Bluffton
Address	Post Office Box 447
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	Kimber
Last Name	Viljac
Title	Executive Director
Phone Number	8434152447
E-mail Address	manager@farmersmarketbluffton.org

(Section Break)

Organization Secondary Point of Contact

First Name	Kara
------------	------

Last Name	Artman
Title	President of the Board of Directors
Phone Number	8158224552
E-mail Address	kara.artman@gmail.com

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description:	<p>The Farmers Market of Bluffton is a nonprofit organization committed to advancing local agriculture, entrepreneurship, and community engagement. Established as a central gathering place in the Town of Bluffton, the market provides a consistent and accessible outlet for farmers, food producers, and agricultural artisans to showcase and sell their goods. Each week, the market offers a wide variety of fresh local produce, specialty foods, prepared meals, and agricultural products, reflecting both the cultural heritage and contemporary spirit of the Lowcountry.</p> <p>The market attracts a diverse audience that includes regional visitors, international tourists seeking an authentic local experience as well as locals. By providing a platform for small businesses and independent producers, the Farmers Market of Bluffton strengthens the local economy, supports sustainable food systems, and enhances Bluffton's reputation as a one of the TOP DESTINATIONS for culinary and cultural experiences.</p> <p>In addition to serving as an economic driver, the market partners with other nonprofit organizations to expand their reach and provide opportunities for public education, outreach, and support services. Through these collaborations, the Farmers Market of Bluffton fosters social connection, promotes healthy living, and builds a stronger, more resilient community making it one of the most loved travel destinations in the country.</p>
List any required permits, if applicable. If none, type "N/A":	Special Events Permit, Business License
Describe all planned advertising and marketing for this project/event:	We plan to use social media outlets, send text alerts and email blasts to subscribers, advertise in various publications as well as utilize a marketing management service to help steer our advertising efforts in the most cost-effective and result-driven direction..
Please list all media outlets you intend to	We plan to use all social media outlets to include but not limited to Facebook, Instagram, etc.. We also send text alerts and

utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):

email blasts to subscribers. We plan to advertise in publications including but not limited to Celebrate HH/Bluffton, HHI/Bluffton,Sun City Sun, Local Life. (We are exploring some new ones for next year too.) We also advertise in the HHI/Bluffton Vacation Planner. In 2026, we will utilize a marketing management service to aid in the most effective and results-driven advertising to make the most out of every dollar spent.

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:

The Farmers Market of Bluffton has become a signature attraction for visitors, drawing tourists from across the region, the nation, and around the world. Market Day, held each Thursday, is a highlight for many travelers who plan their Bluffton visit around the experience. Visitors not only shop for fresh groceries, prepared foods, and specialty items at the market but also explore Bluffton’s local shops, restaurants, and historic charm. By providing an authentic taste of the Lowcountry—through its cuisine, culture, and community—the market enhances Bluffton’s appeal as a travel destination and contributes directly to the local tourism economy.

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

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

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

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

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

Town’s required Line-Item Budget Form:	Budget Town Line Item.pdf
Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement	2025 Stmt of Activity Jan - August.pdf
Financial Guarantee	FM Board Minutes 9.23.25.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.	2023 Budget to Actual.pdf
Please attach Budget vs. Actual statements for prior two years events.	<i>Field not completed.</i>

(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	Farmers Market of Bluffton
Year Awarded	2025
Amount Awarded	55300
Was a final report submitted?	No
If no please explain why and indicate when the final report will be submitted.	The year is not over yet.
What was the event's total attendance	1,500 weekly on average
What was the total number of tourists?	1125 weekly on average
What was the percentage of tourists?	75%
(Section Break)	
Please attach a copy of your organization's IRS Designation Letter showing your non-profit status .	Nonprofit status proof.pdf
Please upload a copy of your current Town of	Business License.pdf

Bluffton Business License, which is required of all applicants.

Additional Application Documents	<i>Field not completed.</i>
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Additional Application Documents	<i>Field not completed.</i>
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Additional Application Documents	<i>Field not completed.</i>
----------------------------------	-----------------------------

Additional Application Documents	<i>Field not completed.</i>
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Additional Comments	<i>Field not completed.</i>
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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	Kimber Lee Viljac
Signatory's Title or Position	Executive Director

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

INTERNAL REVENUE SERVICE
BOX 2508
CINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Exhibit B

Date: FEB 12, 2013
FARMERS MARKET OF BLUFFTON INC
PO BOX 447
BLUFFTON, SC 29910

Employer Identification Number:
26-2645371
DLN:
17053093357002
Contact Person:
ANDREA SPECK ID# 95044
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 21, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

TOWN OF BLUFFTON

TOWN OF BLUFFTON -

Expires:04/30/2026

License No. 25-05-0553

Business Name: Farmers Market of Bluffton

Date Issued: 05/20/2025

NAICS Title: Fruit and Vegetable Retailers

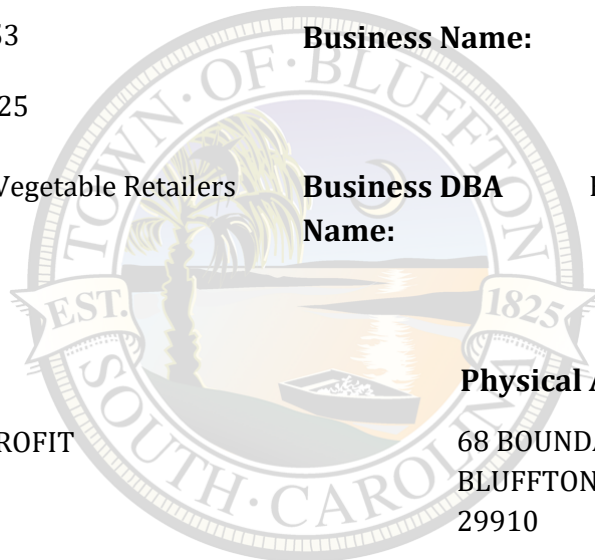
Business DBA Name: Farmers Market of Bluffton

Business Type:

FARMERS MARKET - NON PROFIT

Physical Address:

68 BOUNDARY ST UNIT 1
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.

Kim Viljac
Farmers Market of Bluffton
P.O. Box 447
Bluffton, SC 29910

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

Sponsorships	\$	12875
Donations	\$	
ATAX Grants/Funding from Other Entities*	\$	
* Do NOT include anticipated award funds requested in this application		
Other Grants (please name):AgSouth	\$	5000
Vendor Fees	\$	49450
Registration Fees	\$	
Other Fees (please name):Tent and Table Rentals	\$	1000
Other Fees (please name):	\$	
Mercandise Sales	\$	7000
Other Sales (please name):	\$	
Other Sales (please name):	\$	
Other Revenue (please name):	\$	
Other Revenue (please name):	\$	
Revenues - In-Kind Contributions		
Volunteer Hours	\$	
Donated Items	\$	
Donated Services	\$	
Other (please name):Entertainment, Equipment Storage, Office Space, Martin Family Park	\$	30950
Other (please name):	\$	
Other (please name):	\$	
Total All Revenue Sources:	\$	106275

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	\$
Regional Newspaper/Digital Advertising	\$
National Newspaper/Digital Advertising	\$
Local Magazine/Digital Advertising	\$ 18000
Regional Magazine/Digital Advertising	\$ 5000
National Magazine/Digital Advertising	\$
Local Radio Advertising	\$
Regional Radio Advertising	\$
National Radio Advertising	\$
Local Television Advertising	\$
Regional Television Advertising	\$
National Television Advertising	\$
Billboards	\$ 2500
Social Media Advertising	\$ 1132
E-mail and/or Text Blasts	\$ 4700
Postcards/Mailers	\$
Posters/Banners/Signage	\$ 3000
Graphic Design of Marketing/Writing or Press Releases	\$ 18000
Web Hosting for Event (not organization)	\$ 1668
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

Facilities for Civic and Cultural Events

Rentals: Tables, Chairs, Stages, Tents	\$
Rental: Sound, Audio Equipment	\$
Construction	\$
Repairs to Facilities	\$
Maintenance of Facilities	\$
Other (please name): Heyward House	\$ 7500
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:	\$	
Company Name:	\$	

Public Facilities

	\$	
Temporary/Portable Restrooms	\$	
Permanent Restrooms	\$	
Parks	\$	
Parking Lots	\$	
Other (please name):Facility Support	\$	5000
Other (please name):	\$	

Municipality and County Services

	\$	
Dumpster Rental/Trash Hauling	\$	
Security Provided by Bluffton Police Department	\$	
Security NOT Provided by Bluffton Police Department	\$	
Total of ATAX Eligible Expenses:	\$	66500

Other/Ineligible Expenses

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

Item	Amount	
Salary and Labor	\$	54740
Accounting Services	\$	2600
Merchandise	\$	5000
INSURANCE	\$	1100
MEMBERSHIP DUES/LICENSES	\$	1700
MARKET/OFFICE EQUIPMENT, SUPPLIES, PHONE, POSTAGE, BANK CHARGES	\$	10185
Entertainment, Equipment Storage, Office Space, Martin Family P	\$	30950
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total of Other/Ineligible Expenses:	\$	106275
Total Project/Event Budget:	\$	172775
Total Project/Event Profit or Loss	\$	-66500

Farmer's Market of Bluffton, Inc.

Statement of Activity January - December 2024

	NET ASSETS WITH RESTRICTIONS	NET ASSETS WITHOUT RESTRICTIONS	TOTAL
Revenue			
Income			\$0.00
Grants			\$0.00
ATAX Grant			\$0.00
ATAX - Advertising	21,507.53		\$21,507.53
ATAX - Usage/Rent	7,200.00		\$7,200.00
Total ATAX Grant	28,707.53		\$28,707.53
Total Grants	28,707.53		\$28,707.53
Merchandise		7,125.01	\$7,125.01
Sponsorship			\$0.00
Daily Sponsorship		1,370.00	\$1,370.00
Total Sponsorship		1,370.00	\$1,370.00
Tent/Table Revenue		655.00	\$655.00
Vendor Revenue			\$0.00
Farmer Vendor		12,300.00	\$12,300.00
Food Vendor		25,160.00	\$25,160.00
Total Vendor Revenue		37,460.00	\$37,460.00
Total Income	28,707.53	46,610.01	\$75,317.54
Rev Released from Restrictions	-28,707.53	28,707.53	\$0.00
Total Revenue	\$0.00	\$75,317.54	\$75,317.54
GROSS PROFIT	\$0.00	\$75,317.54	\$75,317.54
Expenditures			
Marketing and Promotions			\$0.00
Banners/Signage		420.37	\$420.37
Constant Contact Newsletter		1,747.41	\$1,747.41
Print Advertisements		17,572.38	\$17,572.38
Social Media		2,424.76	\$2,424.76
Web Design and Maintenance		1,668.00	\$1,668.00
Total Marketing and Promotions		23,832.92	\$23,832.92
Operations Expense			\$0.00
Bank Charges		90.00	\$90.00
Contract Labor			\$0.00
Accounting Services		1,800.00	\$1,800.00
Casual Labor		6,060.00	\$6,060.00
Market Manager		37,106.72	\$37,106.72
Total Contract Labor		44,966.72	\$44,966.72
Depreciation Expense		570.00	\$570.00
Entertainment		500.00	\$500.00
Facility Support		-133.00	\$ -133.00
Market Equipment Expense		1,116.90	\$1,116.90
Property Usage/Rent		5,400.00	\$5,400.00
Total Facility Support		6,383.90	\$6,383.90

Farmer's Market of Bluffton, Inc.

Statement of Activity January - December 2024

	NET ASSETS WITH RESTRICTIONS	NET ASSETS WITHOUT RESTRICTIONS	TOTAL
Insurance		1,060.00	\$1,060.00
Licenses/Permits		1,030.00	\$1,030.00
Market Merchandise			\$0.00
Market Merchandise to be Sold		2,917.02	\$2,917.02
Total Market Merchandise		2,917.02	\$2,917.02
Market Supplies		397.97	\$397.97
Membership Dues		1,150.00	\$1,150.00
Office Equipment/Software		819.86	\$819.86
Office Expense		199.82	\$199.82
Office Supplies		267.18	\$267.18
Phone		2,585.23	\$2,585.23
Postage		5.80	\$5.80
Total Operations Expense		62,943.50	\$62,943.50
Total Expenditures	\$0.00	\$86,776.42	\$86,776.42
NET OPERATING REVENUE	\$0.00	\$ -11,458.88	\$ -11,458.88
Other Revenue			
License Fee Income		645.00	\$645.00
Total Other Revenue	\$0.00	\$645.00	\$645.00
Other Expenditures			
Reconciliation Discrepancies-1		-4.00	\$ -4.00
Total Other Expenditures	\$0.00	\$ -4.00	\$ -4.00
NET OTHER REVENUE	\$0.00	\$649.00	\$649.00
NET REVENUE	\$0.00	\$ -10,809.88	\$ -10,809.88

Farmer's Market of Bluffton, Inc.

Statement of Financial Position

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Checking at Wells Fargo	4,144.13	9,965.82
Savings at Wells Fargo	168.25	168.25
Total Bank Accounts	\$4,312.38	\$10,134.07
Other Current Assets		
Town of Bluffton A-TAX Rec 2023	0.00	15,124.12
Town of Bluffton A-TAX Rec 2024	4,499.08	
Total Other Current Assets	\$4,499.08	\$15,124.12
Total Current Assets	\$8,811.46	\$25,258.19
Fixed Assets		
Office Equipment	1,499.31	1,499.31
Trailer	2,850.00	2,850.00
zAccumulated Depreciation	-2,354.00	-1,784.00
Total Fixed Assets	\$1,995.31	\$2,565.31
TOTAL ASSETS	\$10,806.77	\$27,823.50
LIABILITIES AND NET ASSETS		
Liabilities		
Current Liabilities		
Other Current Liabilities		
EIDL Loan	4,000.00	6,800.00
Loan Payable - Kim	2,950.00	2,850.00
Total Other Current Liabilities	\$6,950.00	\$9,650.00
Total Current Liabilities	\$6,950.00	\$9,650.00
Total Liabilities	\$6,950.00	\$9,650.00
Net Assets		
Net Assets With Restrictions	0.00	7,964.37
Net Assets Without Restrictions	14,666.65	-4,272.80
Net Revenue	-10,809.88	14,481.93
Total Net Assets	\$3,856.77	\$18,173.50
TOTAL LIABILITIES AND NET ASSETS	\$10,806.77	\$27,823.50

Farmer's Market of Bluffton, Inc.

Statement of Activity

January - August, 2025

	NET ASSETS WITH RESTRICTIONS	NET ASSETS WITHOUT RESTRICTIONS	TOTAL
Revenue			
Income			\$0.00
Grants			\$0.00
ATAX Grant			\$0.00
ATAX - Advertising	15,801.51		\$15,801.51
ATAX - Facility Support	219.98		\$219.98
ATAX - Usage/Rent	4,950.00		\$4,950.00
Total ATAX Grant	20,971.49		\$20,971.49
Total Grants	20,971.49		\$20,971.49
Merchandise		4,743.85	\$4,743.85
Sponsorship			\$0.00
Contracted Sponsors		5,000.00	\$5,000.00
Daily Sponsorship		5,075.00	\$5,075.00
Total Sponsorship		10,075.00	\$10,075.00
Tent/Table Revenue		515.00	\$515.00
Vendor Revenue			\$0.00
Farmer Vendor		10,660.00	\$10,660.00
Food Vendor		24,770.00	\$24,770.00
Total Vendor Revenue		35,430.00	\$35,430.00
Total Income	20,971.49	50,763.85	\$71,735.34
Rev Released from Restrictions	-18,371.33	18,371.33	\$0.00
Total Revenue	\$2,600.16	\$69,135.18	\$71,735.34
GROSS PROFIT	\$2,600.16	\$69,135.18	\$71,735.34
Expenditures			
Marketing and Promotions			\$0.00
Constant Contact Newsletter		1,322.17	\$1,322.17
Print Advertisements		13,010.50	\$13,010.50
Social Media		1,772.09	\$1,772.09
Web Design and Maintenance		1,112.00	\$1,112.00
Total Marketing and Promotions		17,216.76	\$17,216.76
Operations Expense			\$0.00
Bank Charges		10.00	\$10.00
Contract Labor			\$0.00
Accounting Services		1,200.00	\$1,200.00
Casual Labor		4,657.00	\$4,657.00
Market Manager		28,776.64	\$28,776.64
Total Contract Labor		34,633.64	\$34,633.64
Depreciation Expense		380.00	\$380.00

Farmer's Market of Bluffton, Inc.

Statement of Activity

January - August, 2025

	NET ASSETS WITH RESTRICTIONS	NET ASSETS WITHOUT RESTRICTIONS	TOTAL
Facility Support			\$0.00
Market Equipment Expense		636.67	\$636.67
Property Usage/Rent		7,800.00	\$7,800.00
Total Facility Support		8,436.67	\$8,436.67
Insurance		310.00	\$310.00
Licenses/Permits		1,020.00	\$1,020.00
Market Merchandise			\$0.00
Market Merchandise to be Sold		2,026.39	\$2,026.39
Total Market Merchandise		2,026.39	\$2,026.39
Market Supplies		57.47	\$57.47
Membership Dues		490.00	\$490.00
Office Equipment/Software		519.92	\$519.92
Office Supplies		323.11	\$323.11
Phone		1,179.34	\$1,179.34
Postage		264.74	\$264.74
Total Operations Expense		49,651.28	\$49,651.28
Over/Short		45.00	\$45.00
Total Expenditures	\$0.00	\$66,913.04	\$66,913.04
NET OPERATING REVENUE	\$2,600.16	\$2,222.14	\$4,822.30
Other Revenue			
Other Income		520.00	\$520.00
Total Other Revenue	\$0.00	\$520.00	\$520.00
NET OTHER REVENUE	\$0.00	\$520.00	\$520.00
NET REVENUE	\$2,600.16	\$2,742.14	\$5,342.30



Farmers Market of Bluffton, Board of Directors Meeting

9.23.25 Minutes

In attendance: Sarah Clemmons - Vice President, Kate Creech - Secretary, Meg James - Treasurer/Finance Chair, Bill Beltz - Immediate Past President, Kim Viljac - Director of Farmers Market

Meeting called to order at 6:20pm by Kate. Sarah seconds

August meeting minutes approved

Next meeting: October 21st (TBD Manor or Kate's house)

Adjournment at 7:30pm - Kate motions - Meg seconds

Board unanimously votes to approve and the responsibility of 2026 budget

I. Board Members

- A. Rebekah has resigned. Discussion of hiring her as marketing employee (atax)

II. Market Updates

- A. Vendors (in general - maxed out on baked goods vendors)
 1. Southern Peel is back at the Heyward House property. With event season they will not be able to attend every market
 2. Two Birds (greek food), Daniel (macarons), Earth Fed (plant based cheese), Sweets Obsessed, Sour Loaf, Jack's Vanilla Beans - All are doing great and have received a wonderful response from market shoppers
 3. Discussion of adjusting hours for market days during Fall/Winter as some shoppers are arriving at 11am when vendors are still setting up. This is mostly due to these shoppers being used to the summer hours of 10am-2pm.
 - a) Marketing idea on social media to express how the market typically slows down after 2:30pm so parking is much easier. The goal of this is to bring in more traffic for vendors between 3pm-4pm during fall winter hours

B. Events/PR/Merch

1. Pops in the Park - Kim has contacted Mary O'Neill. Market will close at 3pm for event
2. Halloween trick or treating scheduled for October 23rd
3. Thanksgiving - will have market Wednesday before thanksgiving
4. Christmas - last market will be December 18th. Will reopen on January 8th
 - a) Mention of costumes during Christmas market and possibly entering the Christmas parade - vendors could supply some of their goods so we could hand out during parade
5. Ordering beanies from John - jewel tones with Farmers Market applique
6. Discussion of ordering magnets with seasonal market hours and QR code
7. Suggestion of using Facebook Business Suite to schedule social media posts including weather related updates
8. Amiri rendering poster that can be used for a variety of market signage, announcements, etc.

III. Website - working on updating vendor bios

IV. Sponsors - huge success! Two for the previous market!

V. Funding

- A. AG South Grant - will know in November. \$5k non-restricted
 1. Desired use if for kids programs
- B. Donation of \$1k from Bill

VI. Budget

- A. Approval for Nikki raise
- B. Board unanimously votes to approve and the responsibility of 2026 budget

Tasks for next meeting:

- Everyone to review bylaws and Rebekah's marketing proposal for discussion at next meeting
- By law updated verbiage to include description and use of AI for notes
- Kim contacting Tabor to be attorney for updated by laws

Farmers Market of Bluffton, Inc.

Budget
For Year 2023

Att

Section X. Item #2.

INCOME

Grants

ATAX Grant-Town of Bluffton

ATAX - Advertising 38,000.00

ATAX - Facility Support 5,000.00

ATAX - Heyward House 7,500.00

Total ATAX Bluffton Grant

50,500.00

Donations In Kind**

Entertainment 12,500.00

Equipment Storage 2,400.00

Martin Family Park Property 7,500.00

Office Expense 1,800.00

Total Donations In Kind

24,200.00

Sponsorship

Contracted Sponsors 5,000.00

Daily Sponsorship 5,250.00

Total Sponsorship

10,250.00

Tent/Table Revenue

1,000.00

Vendor Revenue

Farm Vendor 14,000.00

Food Vendor 20,500.00

Total Vendor Revenue

34,500.00

Sales of Merchandise

6,000.00

TOTAL INCOME

126,450.00

EXPENSES

Advertising 38,000.00

Facility Support 5,000.00

Heyward House Rental 7,500.00

Entertainment 12,500.00

Equipment Storage 2,400.00

Martin Family Park Property 7,500.00

Office Expense 1,800.00

Bank Charges 160.00

Contract Labor: Accounting Services 1,500.00

Casual Labor 6,000.00

Market Manager 36,750.00

Cost of Merchandise 1,850.00

Insurance 1,000.00

Market Supplies 650.00

Membership Dues 440.00

Office Equipment/Software Expense 750.00

Office Supplies 650.00

Phone 1,800.00

Postage 200.00

TOTAL EXPENSES

126,450.00

ATAX BUDGET

Item:

Facility Support 5,000.00

Property Usage 7,500.00

12,500.00

Advertising per month 3,166.67

38,000.00

TOTAL ATAX

50,500.00

MARKET FUNDING SNAPSHOT

ATAX-Bluffton 50,500.00

Donations in Kind 24,200.00

Sponsors 10,250.00

Market Revenues 41,500.00Total 126,450.00

ATAX Funding

40%

501C3 GUIDELINE:

Total Donations 84,950.00

Total Funding 126,450.00

Donation %

69%

**These are expected donated services based on prior years

Farmer's Market of Bluffton, Inc.

Att Section X. Item #2.

Budget vs. Actuals: Budget_FY23_P&L_1 - FY23 P&L

January - December 2023

	TOTAL	
	ACTUAL	BUDGET
Revenue		
Income		
Donations In Kind		
Entertainment	12,500.00	12,500.00
Equipment Storage	2,400.00	2,400.00
Office Expense	1,800.00	1,800.00
Property Usage	7,500.00	7,500.00
Total Donations In Kind	24,200.00	24,200.00
Grants		
ATAX Grant		
ATAX - Advertising	33,043.99	38,000.00
ATAX - Facility Support	4,135.82	5,000.00
ATAX - Usage/Rent	10,500.00	7,500.00
Total ATAX Grant	47,679.81	50,500.00
Total Grants	47,679.81	50,500.00
Interest Income	0.20	
Merchandise	7,833.00	6,000.00
Sponsorship		
Contracted Sponsors	5,000.00	5,000.00
Daily Sponsorship	2,100.00	5,250.00
Total Sponsorship	7,100.00	10,250.00
Tent/Table Revenue	795.00	1,000.00
Vendor Revenue		
Farmer Vendor	12,975.00	14,000.00
Food Vendor	28,615.00	20,500.00
Total Vendor Revenue	41,590.00	34,500.00
Total Income	129,198.01	126,450.00
Rev Released from Restrictions		
Restrictions Satisfied by Payme	0.00	
Total Rev Released from Restrictions	0.00	
Uncategorized Income	930.00	
Total Revenue	\$130,128.01	\$126,450.00
GROSS PROFIT	\$130,128.01	\$126,450.00
Expenditures		
Credit Card Fees	-235.36	
Gift Certificate	25.00	
Marketing and Promotions		38,000.00
Constant Contact Newsletter	548.50	
Print Advertisements	22,540.78	
Social Media	3,336.08	
Web Design and Maintenance	1,668.00	

Farmer's Market of Bluffton, Inc.

Att Section X. Item #2.

Budget vs. Actuals: Budget_FY23_P&L_1 - FY23 P&L

January - December 2023

	TOTAL	
	ACTUAL	BUDGET
Total Marketing and Promotions	28,093.36	38,000.00
Operations Expense		
Bank Charges	45.00	160.00
Contract Labor		
Accounting Services	1,800.00	1,500.00
Casual Labor	6,510.00	6,000.00
Market Manager	37,443.52	36,750.00
Total Contract Labor	45,753.52	44,250.00
Depreciation Expense	434.00	
Facility Support		5,000.00
Market Equipment Expense	1,782.69	
Property Usage/Rent	7,800.00	7,500.00
Total Facility Support	9,582.69	12,500.00
Insurance	310.00	1,000.00
Licenses/Permits	420.00	
Market Merchandise		
Market Merchandise to be Sold	2,818.93	1,850.00
Total Market Merchandise	2,818.93	1,850.00
Market Supplies	509.82	650.00
Membership Dues	180.00	440.00
Office Equipment/Software	597.37	750.00
Office Supplies	428.76	650.00
Phone	2,237.62	1,800.00
Postage	242.37	200.00
Total Operations Expense	63,560.08	64,250.00
Over/Short	3.00	
Total Expenditures	\$91,446.08	\$102,250.00
NET OPERATING REVENUE	\$38,681.93	\$24,200.00
Other Expenditures		
Donation Usage		
Entertainment	12,500.00	12,500.00
Equipment Storage	2,400.00	2,400.00
Office Expense	1,800.00	1,800.00
Property Use	7,500.00	7,500.00
Total Donation Usage	24,200.00	24,200.00
Total Other Expenditures	\$24,200.00	\$24,200.00
NET OTHER REVENUE	\$ -24,200.00	\$ -24,200.00
NET REVENUE	\$14,481.93	\$0.00

**Farmers Market of Bluffton, Inc
Budget to Actual
For Year 2024**

INCOME	Budget	Actual	Difference	
Grants				
ATAX Grant-Town of Bluffton				
ATAX - Advertising	42,800.00	21,507.53		
ATAX - Facility Support	5,000.00	7,200.00		
ATAX - Heyward House	7,500.00	-		
Total ATAX Bluffton Grant	55,300.00	28,707.53	26,592.47	
Donations in Kind**				
Entertainment	12,500.00	-		
Equipment Storage	2,400.00	-		
Martin Family Park Property	7,500.00	-		
Office Expense	1,800.00	-		
Total Donations in Kind	24,200.00	-	24,200.00	
Sponsorship				
Contracted Sponsors	5,000.00			
Daily Sponsorship	5,250.00	1,370.00		
	10,250.00	1,370.00	8,880.00	
Tent/Table Revenue		1,000.00	655.00	345.00
Vendor Revenue				
Farm Vendor	14,000.00	12,300.00		
Food Vendor	25,100.00	25,160.00		
Total Vendor Revenue	39,100.00	37,460.00	1,640.00	
Sales of Merchandise	7,000.00	7,125.01	(125.01)	
TOTAL INCOME	136,850.00	75,317.54	61,532.46	
EXPENSES				
Advertising	42,800.00	23,832.92		
Facility Support	5,000.00	6,383.90		
Heyward House Rental	7,500.00	-		
Entertainment	12,500.00	500.00		
Equipment Storage	2,400.00	-		
Martin Family Park Property	7,500.00	-		
Office Expense	1,800.00	584.82		
Bank Charges	160.00	90.00		
Contract Labor: Accounting Services	2,100.00	1,800.00		
Casual Labor	6,000.00	6,060.00		
Market Manager	39,947.00	37,106.72		
Cost of Merchandise	3,000.00	2,917.02		
Insurance	1,000.00	1,060.00		
Market Supplies	1,303.00	397.97		
Membership Dues	440.00	1,150.00		
Office Equipment/Software Expense	750.00	819.86		
Office Supplies	650.00	267.18		
Phone	1,800.00	2,585.23		
Postage	200.00	5.80		
TOTAL EXPENSES	136,850.00	85,561.42	51,288.58	

ATAX BUDGET		
Item:		
Facility Support	5,000.00	
Property Usage	7,500.00	
		12,500.00
Advertising per month	3,566.67	
		42,800.00
TOTAL ATAX		55,300.00

MARKET FUNDING SNAPSHOT	
ATAX-Bluffton	55,300.00
Donations in Kind	24,200.00
Sponsors	10,250.00
Market Revenues	47,100.00
TOTAL	136,850.00
ATAX Funding	41%

501C3 GUIDELINE:	
Total Donations	89,750.00
Total Funding	136,850.00
	0
Donation %	66%

**These are expected donated services based on prior years.

ACCOMMODATIONS TAX ADVISORY COMMITTEE STAFF REPORT Department of Finance & Administration



MEETING DATE: November 18, 2025
SUBJECT: Farmer's Market of Bluffton: 2026 Market Season
PROJECT MANAGER: Shannon Milroy, Budget & Procurement Manager

Summarized below is the application from the Farmer's Market of Bluffton for Accommodations Tax grant dollars in support of their 2026 Market Season.

Total Budget, per application: \$172,775
Requested Amount: \$66,500
Percentage of Request^: 38%

^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	\$54,000		\$54,000
Facilities for Civic and Cultural Events	7,500		12,500**
Public Facilities	5,000	*	-
Municipality and County Services		*	
Tourist Transportation		*	
Other/Ineligible Project Expenses	106,275		106,275
Total	\$172,775		\$172,775

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

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

Advertising & Promotion:

Total Budget: \$54,000

- Local and regional magazine ads, billboards, social media, email/text blasts, posters/signage, graphic design and web hosting.

Facilities for Civic and Cultural Events:

Total Budget: \$7,500**

- Heyward House/Martin Family Park rental for market overflow is \$15,000 annually but half that total is donated in-kind for a net expense of \$7,500 per year
- The remaining \$5,000 is for support with rental of tents, tables, chairs, cones, etc.

Public Facilities

Total Budget: \$5,000

- Funds budgeted for Facility Support is moved to "Facilities for Civic and Cultural Events" on the chart above.

Other/Ineligible Project Expenses:

Total Budget: \$106,275

- Salaries and labor, accounting services, merchandise, insurance, administrative costs, as well as entertainment, equipment storage, and office space, which is donated in-kind.

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
\$66,500	9	5	5	4	5	4	32	

Advertising: Approximately 81% of requested funds will be spent on advertising, which will include ads in CB2/CH2, The HHI/Bluffton Sun, Sun City Sun, and Local Life. An ad will also run in the HHI/Bluffton Vacation Planner.

Festival/Event: Weekly event held every Thursday to attract and provide for tourists; in 2026, will be held from January 8th to December 17th

Bluffton Event: Held in Old Town Bluffton at Martin Family Park with overflow space provided at the Hayward House Common Grounds.

Tourism Draw %: Approximately 75%; data is collected informally by taking sample verbal zip code surveys at different times and different seasons when volunteers are available.

Benefit to Tourism: Market Day, held each Thursday, brings tourists from across the region who also explore local shops, restaurants and Bluffton's historic charm.

Self-Sufficiency % (Financial Need): Requesting approximately 38% of the total budget. Additional revenue streams include in-kind services and donations, contracted and daily sponsorships, vendor fees, table/tent rentals, merchandise sales and an AgSouth grant.

Previous Funding Amounts

Fiscal Year	Requested Amount	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Lapsed	Comments
2025	\$55,300	38%	\$55,300	\$55,300	\$20,971	n/a	2025 Market Season not yet complete; expenses thru August
2024	\$55,300	38%	\$55,300	\$55,300	\$32,360	\$22,940	Final Report Submitted
2023	\$50,500	40%	\$50,500	\$50,500	\$34,360	\$16,140	Final Report Submitted

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$66,500 for the 2026 Market Season.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: Farmer's Market of Bluffton Project: 2026 Market Season Project Type: Event/Festival

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on 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 SUFFIECIENCY	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		

Milroy, Shannon

From: noreply@civicplus.com
Sent: Tuesday, September 30, 2025 11:12 AM
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	9/30/2025
Project Name	Advertising and Royalty Funding 2026 Season
Project/Event Location	May River Theatre/Ulmer Auditorium
Is this a new project or event?	No
Project/Event Start Date:	1/1/2026
Project/Event End Date	12/31/2026
Multi-Year Project/Event?	No

Total Project Costs	\$120,839
Total ATAX Funds Requested	\$49,764
Percent of Total Budget	41 Percent
Date the funds are needed:	1/1/2026
Full Legal Organization Name	May River Theatre, Inc
Address	20 Bridge Street
Street Address Line 2	<i>Field not completed.</i>
City	Bluffton
State	South Carolina
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	Elizabeth
Last Name	Schlieger
Title	Board Chairperson
Phone Number	2627196912
E-mail Address	eschlieger@mns.com

(Section Break)

Organization Secondary Point of Contact

First Name	Cindy
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Last Name	Palko
Title	Board Member
Phone Number	8433041757
E-mail Address	cindypalko@yahoo.com

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description: This project includes the Royalties and the Advertising expenses associated with producing three musicals and two plays at May River Theatre. These live performances provide an arts enriching experience for both Bluffton residents and visitors to the greater Bluffton area. This is a continuation of our larger initiative.

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

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

A detail graphic is included in the attachments that show the yearly balance of our print making plan with a primary focus on marketing our main season shows and will then be utilized to supplement marketing for our smaller events and happenings. Building on our current print partnerships MRT will continue to advertise through the following local magazines: CB2, Local Life, and Pink. Each of these magazines has an additional digital service that will be utilized to reach a broader audience. In addition to this MRT will place advertisements in the Bluffton Sun newspaper.

Beyond print media we continue to develop our social media footprint primarily through scheduled MRT Facebook and Instagram posts that are supported through tagging and posting on local social media pages focused on informing residents and visitors of current events. Utilizing the same materials from our social media posts MRT also sends out a minimum of four email blasts from our ticketing website as well as a quarterly digital newsletter to those that have signed up for our mailing list.

An area we continue to look to expand is partnerships with other theatre and community organizations where we can post advertisements within playbills and programs for upcoming events. Currently we are working with The Gullah Traveling Theatre, Hilton Head Choral Society, Ghosted Savannah Improv, and May River High School. In addition to this we are actively involved in the Bluffton Chamber and OTBMS and utilize the meetings and events to build connections.

Where it is still in discussions, we are working with the other two community theaters in the area to develop marketing and ticketing initiatives that will engage and benefit the community.

Finally we will continue to utilize our existing structure for poster and rack card placement through our partnership with Accurate Litho.

Please list all media outlets you intend to utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):	CB2, Local Life, Pink, Bluffton Sun
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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:	<p>The current data available for the 2025 season continues to show that MRT's reach goes beyond the Bluffton community, bringing in visitors from Savannah, Charleston, Jacksonville and the many communities in between. We continue to bring in visitors from beyond that reach as well, including Charlotte and Atlanta. Due to our commitment to provide a compelling breadth of productions, we know of one group of individuals drive eight hours to see our summer production as we were the closest theatre producing that show, and they are now actively following us.</p> <p>Because we are now able to announce and publish our tickets for an entire season we have also seen an increase in individuals vacationing to the greater Bluffton area reaching out to purchase their tickets months in advance. This is a trend we look to build on.</p> <p>The following is based on the zip code data from our ticketing website, the 2025 shows that have been completed at this point show the following percentage of patron attendance from individuals outside of Bluffton: Full Monty: 59% - Sheila's Island: 58% - Spring Awakening: 60% - Baskerville: 41%. Next steps will be assessing if the increase in visitor attendance is</p>
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coincides with various tourism trends or if it is dependent on the production.

Based on this data MRT is increasing its tourism audience based on the definition provided within this document.

“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: MRT is on track to continue its impact on Bluffton tourism, specifically in the area of the performing arts. These funds will support the production of our five main season shows which include: La Cage Aux Folles, Intimate Apparel, Sweeney Todd, The Savannah Sippin Society and Young Frankenstein.

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

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

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

Town’s required Line-Item Budget Form: [2026 Production Expense Guide.pdf](#)

Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement [PL and Balance Sheet.pdf](#)

Financial Guarantee [2026 Financial Guarantee.docx](#)

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. [MRT Production Expenses 2023 \(1\).pdf](#)
Actual statements for
prior two years events.

Please attach Budget vs. [2024 Production Expense Guide.pdf](#)
Actual statements for
prior two years events.

(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 Advertising and Royalty Funding for 2025 Season

Year Awarded 2025

Amount Awarded 42826

Was a final report submitted?	No
If no please explain why and indicate when the final report will be submitted.	We still have one production that is in progress and utilizing funds from the 2025 grant. Final Report will be submitted at the completion of that production. Projected to be submitted end of November.
What was the event's total attendance	2233
What was the total number of tourists?	1218
What was the percentage of tourists?	56%
(Section Break)	
Please attach a copy of your organization's IRS Designation Letter showing your non-profit status .	MRT Legal Documents for ATAX20241004 (4).pdf
Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.	BusinessLicense.pdf
Additional Application Documents	2026 Marketing.docx
Additional Application Documents	2026 Production Calendar.pdf
Additional Application Documents	2026 Production Expense Guide 1.pdf
Additional Application Documents	ATAX Grant Application Line-Item BudgetMRT.pdf
Additional Comments	The 2026 Production Expense Guide provides a bit more insight into our expenses than the ATAX Grant Line-Item does. The Required line-item is attached as an additional document as I

was apprehensive about going back and attaching it in the correct spot.

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	Elizabeth R Schlieger
-----------	-----------------------

Signatory's Title or Position	MRT Board Chairperson
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Email not displaying correctly? [View it in your browser.](#)

Current 2026 Event and Production Timeline

Town Event - January 19th - Martin Luther King Day

Musical - February 20 - March 8 - La Cage

Play - April 17 - 26 - Intimate Apparel

Musical - June 12 - June 28 - Sweeney Todd

Gullah Event - July 11 and 12

10-Minute Play Festival - July 24 - July 26

Play - September 4 - 13 - Savannah Sippin' Society

Musical - October 30 - November 15 - Young Frankenstein

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Attachment **Section X. Item #2.**

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
May River Theatre Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► **501(c)(3)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO Box 1674

6 City, state, and ZIP code
Bluffton, S.C. 29910

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-				-				
--	--	--	---	--	--	--	---	--	--	--	--

or

Employer identification number

0	3	-	0	4	1	1	7	8	6
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► *Jeffrey L. Curry* Date ► **10/31/2023**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding later.

State of South Carolina
Office of the Secretary of State
Division of Public Charities



TO: Public Charities Customer
Charity Registration Statement

DATE: June 23, 2022

RE: May River Theatre Inc

We are sorry to inform you that the enclosed documents are being returned for the following reason(s):

- ☐ Filing fee of \$50.00 made payable to the Secretary of State is not included.
- ☐ We cannot accept starter checks. Your name, address, check number and account number must be pre-printed on the check.
- ☐ Registration Statement for a Charitable Organization form was not submitted with your payment.
This form can be found on our website at www.sos.sc.gov.
- ☐ A copy of your determination letter recognizing your charitable organization's tax-exempt status from the IRS must be attached.
- ☐ One or more questions on the form were not completed. Please complete .
- ☐ The name and/or street address of the registered agent must be included on the form.
- ☐ IRS 990, IRS 990-EZ, IRS 990-PF or Annual Financial Report Form for fiscal year must be completed.
- ☐ The CEO / President and CFO / Treasurer sections must be completed and signed.
- ☐ The organization cannot register until an outstanding violation has been resolved.
Violation # , fine amount due \$, ☐ to be determined.
- ☒ Other: **This organization registered online. Nothing is due until 5/15/2023.**

Please complete the required item(s) and return to us within 15 days.

If you have any further questions, please contact us by phone at 803-734-1790 or by email at charities@sos.sc.gov.

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2022 JUN 20 PM 5:07

**SOUTH CAROLINA
SECRETARY OF STATE**
PUBLIC CHARITIES DIVISION

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SC SECRETARY OF STATE
2022 MAY 12 AM 8:42

REGISTRATION STATEMENT FOR A CHARITABLE ORGANIZATION

Filing Instructions

- Pursuant to Section 33-56-30 of the South Carolina Code of Laws, failure to complete all sections of this form may cause your registration to be returned to you and may result in a possible violation and/or fine.
- If this is a renewal, this form cannot be accepted more than six (6) weeks prior to the current expiration.
- This form must be signed and accompanied by a filing fee of \$50.00 made payable to the Secretary of State.**
- If the annual financial report for the immediately preceeding fiscal year has not already been filed with the Secretary of State's Office, please submit it with this form. You must submit your financial report on the Annual Financial Report for a Charitable Organization which can be found on our website sos.sc.gov or on IRS Form 990, 990EZ, or 990PF; **we cannot accept IRS Form 990-N**. If the financial report is not ready you must submit a copy of the extension request submitted to the IRS.
- Please contact our office with any questions regarding this form at 803-734-1790 or email charities@sos.sc.gov.
- Mail to South Carolina Secretary of State, Attn: Division of Public Charities, 1205 Pendleton St., Suite 525, Columbia, SC 29201.
- Please type or print clearly.

Check one: ☐ Initial Registration ☒ Renewal

Current Fiscal Year Dates 01/01/22 to 12/31/22
(mo/day/year) (mo/day/year)

Enter Federal Employer's Identification Number: 03 - 0411786 Charity Public ID: C10054
(Renewal only)

1. Legal Name of Organization: May River Theatre Inc

- a. Doing Business As (DBA) Names: _____
(If applicable)
- b. Former Names Used by the Charity: _____
(If applicable)
- c. Organization's Website: _____
(If applicable)
- d. Please provide a contact person for your organization:

Jeff Corry Treasurer
Name Title
58 Crossings Blvd Bluffton, SC 29910
Address, City, State, Zip Code
843-705-3833
Daytime Phone Email

RECEIVED
SC SECRETARY OF STATE
2022 JUN 21 AM 7:06

2. Purpose for which this organization was formed. Attach a statement if necessary.

Provide quality theatrical performances to the Bluffton community

3. Tax-exempt status under the Internal Revenue Code: ☒ YES ☐ NO

If "Yes," please provide a copy of any determination letter recognizing the charitable organization's tax-exempt status from the Internal Revenue Service and any changes, amendments, or revocations to that letter.

4. Enter the state and country in which the organization was legally established, as well as the date of establishment:
 State SC Country Beaufort Date 07/19/2002
 (mo/day/year)

5. Form of organization. Check one: ☒ ** Corporation (includes all nonprofit [i.e. 501(c)3] and for profit corporations)
☐ Association ☐ Other _____
 (Please Specify)

**** All corporations must provide a name and street address for a registered agent.**

Jeff Corry

Name (This cannot be the name of the organization)

58 Crossings Blvd Bluffton SC 29910

Street Address (PO Box cannot be accepted) City State Zip Code

6. Complete A or B, whichever applies: (6A or 6B must be a street address, not a PO Box)

A. Principal address of the organization:

20 Bridge Street Bluffton SC 29910

Street Address, City, State, Zip Code

B. If the organization does not maintain an office, please provide the name and address of the person having custody of the organization's financial records:

Jeff Corry

Name

58 Crossings Blvd Bluffton SC 29910

Street Address, City, State, Zip Code

7. Addresses of any of your organization's offices in South Carolina. Attach a list if necessary.

Name Address, City, State, Zip Code

8. Names and addresses of any chapters, branches or affiliates of your organization in South Carolina. Attach a list if necessary.

Name Address, City, State, Zip Code

9. **For the current fiscal year**, please provide the names and addresses of your organization's officers, directors, trustees, and board members. Attach a list if necessary.

Elizabeth Schlieger 32 Halsey Cr Bluffton SC 29910 President
 Name Address, City, State, Zip Code Title

Jeff Corry 58 Crossings Blvd Bluffton SC 29910 Treasurer
 Name Address, City, State, Zip Code Title

Jennifer Green PO Box 1674 Bluffton SC 29910 Vice President
 Name Address, City, State, Zip Code Title

Michelle McElroy Cox 277 Station Pkwy Bluffton SC 29910 Secretary
 Name Address, City, State, Zip Code Title

10. Check all states in which your organization is authorized to solicit contributions.

AL		AK		AR		AZ		CA		CO		CT		DC		DE	
FL		GA		HI		IA		ID		IL		IN		KS		KY	
LA		MA		MD		ME		MI		MN		MO		MS		MT	
NC		ND		NE		NH		NJ		NM		NV		NY		OH	
OK		OR		PA		PR		RI		SC	✓	SD		TN		TX	
UT		VA		VT		WA		WI		WV		WY					

If any other governmental authority that is not listed above has authorized your organization to solicit contributions, enter the name of the governmental authority. Attach a list if necessary.

11. Check up to three boxes below that best describe the general purpose for which solicited contributions are to be used.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> A. Arts, Culture, Humanities
(inc. historical)
<input type="checkbox"/> B. Educational Institutions
(inc. literacy)
<input type="checkbox"/> C. Environment, Beautification
(inc. gardening, outdoor education)
<input type="checkbox"/> D. Animal-Related
(inc. wildlife sanctuaries)
<input type="checkbox"/> E. Health-General, Rehabilitative
(inc. nursing, family planning)
<input type="checkbox"/> F. Mental Health, Crisis Intervention
(inc. alcoholism, services for rape and abuse victims)
<input type="checkbox"/> G. Disease, Disorders, Medical Disciplines
<input type="checkbox"/> H. Medical Research
<input type="checkbox"/> I. Crime, Legal-Related
(inc. prevention of abuse, delinquency)
<input type="checkbox"/> J. Employment, Job-Related
(inc. voc. rehabilitation, unions)
<input type="checkbox"/> K. Agriculture, Food, Nutrition
(inc. livestock breeding) | <input type="checkbox"/> L. Housing, Shelter
(inc. senior citizen housing)
<input type="checkbox"/> M. Public Safety, Disaster Preparedness and Relief
(inc. rescue squads, auto safety)
<input type="checkbox"/> N. Recreation, Sports, Leisure, Athletics
(inc. social clubs, Special Olympics)
<input type="checkbox"/> O. Youth Development
<input type="checkbox"/> P. Human Services
(inc. thrift stores, YMCAs and YWCAs, hearing- or sight-impaired orgs.)
<input type="checkbox"/> Q. International, Foreign Affairs, National Security (inc. cultural exchange)
<input type="checkbox"/> R. Civil Rights, Social Action, Advocacy (inc. right to life and right to die, reproductive rights)
<input type="checkbox"/> S. Community Improvement, Capacity Building
(inc. neighborhood associations, service clubs, bus. development) | <input type="checkbox"/> T. Philanthropy, Volunteerism, Grant-making (inc. foundations)
<input type="checkbox"/> U. Science and Technology Research Institutes
(inc. computer science, engineering)
<input type="checkbox"/> V. Social Sciences Institutes
(inc. institutes for studies on population, minorities and economics)
<input type="checkbox"/> W. Public Affairs, Society Benefit
(inc. citizen participation, consumer protection, veterans' orgs., leadership development)
<input type="checkbox"/> X. Religion, Spiritual Development
(inc. religious broadcasters and interfaith coalitions)
<input type="checkbox"/> Y. Mutual / Membership Benefit
(inc. fraternal organizations, cemeteries)
<input type="checkbox"/> Z. Unknown, Other
Please Specify: _____ |
|---|---|--|

12. Is your organization currently, or has it in the past, been the subject of a legal or administrative action concerning a charitable solicitation, fundraising campaign, or campaign with a commercial co-venturer by another local, state or federal governmental authority including, but not limited to, registration or license revocation or denial, fines, injunctions or suspensions? [] YES [✓] NO If "Yes," please attach an explanation of all actions.
13. Have any of the organization's officers, directors, trustees or board members been the subject of a criminal conviction, including guilty or nolo contendere pleas, involving any charitable solicitations act, fraud, dishonesty, or false statement in a jurisdiction within the United States? [] YES [X] NO If "Yes," please attach a description and date of any such conviction.
14. If any of the charitable organization's officers, directors, trustees or board members are related to one another by blood, marriage or adoption, please provide a statement as to the relationship(s).
 N/A
15. If any of the charitable organization's officers, directors, trustees or board members are related by blood, marriage or adoption to a director or officer of a professional fundraising counsel or professional solicitor under contract with the charitable organization, please provide a statement as to the relationship(s).
 N/A

16. If your organization intends to use a professional solicitor, professional fundraising counsel, or commercial co-venturer, or hire individuals to solicit, please list their names and contact information. Attach a list if necessary.

Name

Phone

Address, City, State, Zip Code

I certify that the information furnished in this application and all attached supplementary information is true and correct to the best of my knowledge, information and belief. I understand that the giving of false or incorrect information may constitute a misdemeanor carrying a penalty upon conviction of a fine of not more than two thousand dollars or imprisonment for not more than one year, or both, for a first offense. A second or subsequent offense may constitute a felony carrying a penalty upon conviction of a fine of not more than five thousand dollars or imprisonment of not more than five years, or both.

CHIEF FINANCIAL OFFICER / TREASURER

Jeff Corry

Print Name

5/9/22

Signature

Date

58 Crossings Blvd

Mailing Address

Bladensburg, S.C. 29910

City, State, Zip

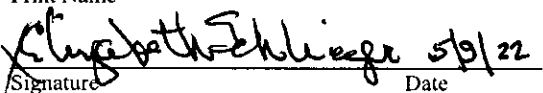
703.946.7740

Phone Number

CHIEF EXECUTIVE OFFICER / PRESIDENT

Elizabeth Schlieger

Print Name

5/9/22

Signature

Date

32 Halcyon Circle

Mailing Address

Bladensburg, S.C. 29910

City, State, Zip

262-719-6912

Phone Number

* The persons signing this form as CEO/President and CFO/Treasurer must be designated as such on the current fiscal year's list of officers, directors, trustees, and board members. If not, the registration will be returned for correction.

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

DEPARTMENT OF THE TREASURY

Date: JUN 19 2002

MAY RIVER THEATRE INC
7 BUTTONBUSH LN
HILTON HEAD ISLAND, SC 29926

Employer Identification Number:
03-0411786
DLN:
17053141049042
Contact Person:
GREGORY K OLWINE ID# 31382
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
February 19, 2002
Advance Ruling Period Ends:
December 31, 2006
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

STATE OF SOUTH CAROLINA

COUNTY OF BEAUFORT

LICENSE AGREEMENT

THIS NON-EXCLUSIVE LICENSE AGREEMENT (the "*Agreement*") is made and entered into as of the latest date of the execution of this Agreement by all of the Parties (the "*Effective Date*") by and between the TOWN OF BLUFFTON, a South Carolina municipal corporation (the "*Town*") and MAY RIVER THEATRE, INC., a South Carolina nonprofit corporation (the "*Organization*"), with the consent of the BEAUFORT COUNTY SCHOOL DISTRICT, a South Carolina political subdivision (the "*District*").

WHEREAS, the District is the record owner of certain real property located with the Town of Bluffton, South Carolina, as identified in Exhibit "*A*" hereto (the "*Property*"); and,

WHEREAS, on December 31, 2000, the District and the Town entered into a Lease Agreement whereby the Town leased the Property from the District, a copy of which is attached hereto as Exhibit "*B*" (the "*Lease*"); and,

WHEREAS, the District and the Town have executed multiple amendments to the Lease, in which the Town and the District have extended the term of the Lease through and including December 31, 2099; and,

WHEREAS, the Organization is a 501(c)(3) nonprofit corporation, incorporated pursuant to the laws of the State of South Carolina, that operates a community theater within the Town of Bluffton and produces between four (4) and five (5) shows a year with multiple showings; and,

WHEREAS, the Organization has approached the Town regarding the Organization's desire to use a portion of the Property consisting of Ulmer Auditorium and related facilities, as more fully set forth in Exhibit "*C*" attached hereto (the "*Premises*"), subject to the terms and conditions of this Agreement; and,

WHEREAS, the Town, by and through its Town Council, has determined that it is in the public interest to permit the Organization to use the Premises for the limited purposes described herein, as the Organization's use of the Premises will not interfere with any municipal business, will contribute to the social capital of the Town, and will serve to develop and promote cultural facilities in accordance with the Town of Bluffton's Comprehensive Plan, as amended; and,

WHEREAS, the District, as owner of the Property and consistent with the terms of the Lease, hereby executes this Agreement for the sole purpose of acknowledging its approval and consent of the terms of this Agreement; and,

WHEREAS, the execution of this Agreement has been authorized by Town of Bluffton Ordinance No. 2016-13

NOW, THEREFORE, in consideration of the mutual agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby covenant and agree as follows:

1. **License.** Town hereby grants to Organization a non-exclusive license (the "License") to use and occupy the Premises and rights of access thereto for the purposes hereinafter provided along with the right to use all equipment, furniture and fixtures, including communications and information systems equipment, cabling and appurtenant items that are owned by Town and located on the Premises as of the "Effective Date" (as such term is defined hereafter), for the applicable "License Period" (as such term is defined in paragraph 2 hereof), subject to the following conditions:

(a) Organization may use and occupy the Premises for the purposes stated forth herein, provided that the Premises are not needed for any Town-related purpose.

(b) Organization has inspected and is familiar with the Premises and accepts same and the contents thereof in their "AS IS" condition as of the Effective Date. Town shall not be required to perform any work or furnish any materials in order to prepare the Premises for Organization's use or occupancy.

(c) Organization shall ensure that all proceeds generated from the Organization's use of the Premises as a community theater shall be utilized to promote the arts, improving the quality of life of the citizens of Bluffton by producing or supporting cultural activities, or enhancing Bluffton's reputation as a local arts destination.

(d) The Parties agree that the Town reserves the right, through its Town Manager and his authorized representatives, to eject any objectionable person or persons from the Premises and upon the exercise of this authority by the Town Manager, Town staff, agents, or Town of Bluffton police officers, Organization hereby waives any right and all claim for damages against the Town for any said ejection.

(e) Organization shall secure a complete Release from all individuals providing any services to Organization at the Premises, whether as volunteers, agents, officers, employees or temporary paid contractors, that completely waives and releases the Town and the District from any and all liability and claims for injury or damage during the Organization's use of the Premises and said volunteer, employee, agent or officer's presence on the Property. The Organization shall provide said executed Releases to the Town prior to allowing such individual to use the Premises.

2. **License Period.** The License Period shall commence on the Effective Date and, subject to the provisions of subparagraphs (a) and (b) below (as and to the extent applicable), shall expire (subject to sooner termination as hereinafter provided) at 11:59 P.M. on the two-year anniversary of the Effective Date (the "Expiration Date"), unless sooner terminated pursuant to any term or provision hereof or pursuant to law. This In the event that this Agreement is not terminated by either party prior to the Expiration Date, then this Agreement shall automatically renew for an additional one-year term and shall thereafter renew annually for additional one-year

terms, unless sooner terminated pursuant to any term or provision hereof or pursuant to law. License to use the Premises will be temporary, revocable and conditional. The Town reserves the authority to revoke the license in its sole discretion at any time prior to expiration without penalty or liability, and to impose conditions upon the license as are in the public interest.

(a) Notwithstanding the foregoing, the Town shall have the right to terminate this Agreement by delivery to Organization of written notice delivered not less than three (3) months prior to the desired early termination date.

(b) In the event the term of the Lease shall sooner terminate in accordance with the provisions thereof (e.g., by reason of casualty or condemnation, and the landlord under the Lease shall exercise a right of termination contained in the Lease, or the Town, as the tenant thereunder shall exercise a right of termination thereunder), the licenses granted under this Agreement shall automatically terminate on the date of such termination of such Lease.

3. **License Fee.** Organization shall pay the Town an annual license fee of ONE AND NO/100 (\$1.00) DOLLARS for the use and possession of the Premises (the "License Fee") for the License Period. The License Fee shall be due and payable in the currency of the United State of America, payable in full within 30 days of the Effective Date, without deductions and setoffs and without prior demand therefore, and on the first (1st) day of each subsequent renewal term during the License Period.

4. **Uses.** Organization shall only use and occupy the Premises for and as a nonprofit community theater for the Bluffton community and as theater instructional space.

5. **Compliance with Law.** Organization shall promptly comply with all present and future applicable laws and regulations of all state, Federal, municipal and local governments, departments, commissions and boards and any direction of any public officer pursuant to law, and all orders, rules and regulations of any Board of Fire Underwriters or any similar body (all of the foregoing being hereinafter collectively referred to as "Laws") having jurisdiction.

6. **Observance of Lease Provisions.** This License Agreement is subject to, and Organization accepts this License Agreement subject to all the terms, covenants, provisions, conditions and agreements contained in the Leases. This License Agreement shall also be subject to, and Organization accepts this License Agreement also subject to, any amendments and supplements to the Leases hereafter made between the District and Town. Organization covenants and agrees (i) to perform, observe and be bound by each and every covenant, condition and provision of the related Leases as applicable to the related License Area (including the Building rules and regulations) and (ii) that Organization will not do or cause to be done or suffer or permit its agents or employees to do any act or thing to be done which would or might cause the District or the rights of Town as tenant thereunder to any Lease be cancelled, terminated or forfeited or make Town liable for any damages, claim or penalty.

7. **Repairs.** Organization, throughout the License Period, shall take good care of the Premises and the fixtures and appurtenances therein. Required maintenance of Premises and

fixtures as a result of normal wear and tear will be accomplished by the Town. Notwithstanding the foregoing, Organization is solely responsible for making any and all improvements to the Premises necessary for compliance with any applicable building code for the Organization's use of the Premises with such improvements to be first approved by the Town in writing.

8. **Damage and Destruction.**

(a) Town shall have no responsibility to Organization in the event of any damage to or theft of any equipment or property of the Organization and the Organization shall look to its own insurance coverage, if any, for recovery in the event of any such damage, loss or theft.

(b) If the Premises are destroyed or damaged by fire or other casualty, the License Fee as to such Premises shall abate from the date of the casualty to the date by which the District or Town shall have repaired and restored the Premises or damaged portion thereof (but not Organization's property and equipment therein) to substantially the same condition it was in prior to the occurrence of such casualty. If the casualty or damage occasioned to the Premises shall be so extensive as to entitle either or both of the District and Town to terminate the Lease, and either the District or Town shall terminate the Lease, then this Agreement shall automatically terminate on the Lease termination date, as provided for herein.

9. **Insurance/Indemnity.** The Organization hereby releases the Town and holds the Town harmless, and shall indemnify the Town against any and every claim, damage, loss, obligation, liability and responsibility, including attorneys' fees and costs, for loss or damage to persons or property occurring on or about the Premises occasioned by the use, occupancy, maintenance, or repair of the Premises by Organization, or out of any act of Organization, its agents, employees, volunteers or invitees. In order to comply with this provision, Organization shall purchase at its own expense public liability insurance coverage from an insurance company authorized to conduct business in the State of South Carolina with limits of \$1,000,000.00 for injury or damage to any one person and a limit of \$2,000,000.00 for injury or damage resulting from any one accident and a limit of \$100,000.00 for injury or damage to property. Such insurance coverage shall be evidenced by a certificate of insurance which shall be filed by Organization with the Town prior to the beginning of the term of this Agreement. Such insurance policy shall contain a provision naming the Town as additional insured, that the Town of Bluffton shall be held harmless from liability as provided herein and that said policy shall not be cancelled or modified without 30 days written notice to Town prior to any cancellation or modification.

10. **Assignment; Sublicensing.** The License granted hereby is personal to Organization and shall not be assigned nor shall Organization sublicense or otherwise permit or suffer the occupancy of any/all License Area(s) by any third party without first obtaining the prior written consent of Town and if required by the related Lease, the District.

11. **Alterations; Restoration.** No alterations may be made by Organization to the Premises without first obtaining the prior written consent of Town, which may be withheld in its

sole discretion. In the event Organization shall desire to make any alterations to the Premises, Organization shall provide Town prior written notice thereof, specifying in Organization's notice the scope and location of the desired alteration(s) as necessary to enable Town to formulate a judgment as to the effect such alteration(s) would have upon the building and its systems, and Town's use of, and operation within, that portion of the Property not constituting the Premises. Any costs associated with making such alterations, including, but limited to, construction or increased operating costs shall be borne by Organization.

12. **Default.** If either party defaults in the performance of any of its obligations hereunder and such default continues for more than thirty (30) days, in all cases after receipt of written notice from the non-defaulting party (except that if such nonmonetary default cannot be reasonably cured with the exercise of reasonable diligence during said 30-day period, such period shall be extended for reasonable additional time, provided that the defaulting party has commenced to cure such default within the 30-day period and proceeds diligently thereafter to effect such cure), the non-defaulting party shall have the right to terminate the License herein granted with respect to the Premises and pursue any other remedies available at law or in equity.

13. **Notices.** Any notices required under this Agreement shall be deemed given if mailed or hand-delivered to the parties as follows:

TOWN OF BLUFFTON
c/o Town Manager's Office
20 Bridge Street
Bluffton, SC 29910

MAY RIVER THEATRE, INC.
c/o President
[Street Address]
Bluffton, SC 29910

Or such other address with respect to either party as that party may, from time to time, designate in writing and forward to the other party as provided in this section.

14. **Warranties.** EXCEPT AS SET FORTH IN THIS LICENSE AGREEMENT, THE PARTIES DO NOT MAKE ANY WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THIS LICENSE AGREEMENT, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

15. **Inability To Perform.** Neither party shall be responsible for delays in the performance of its obligations caused by events beyond that party's reasonable control, including, but not limited to, acts of God.

16. **Signage.** Subject to the Lease, Town may permit Organization to install wall signs (whose size, composition and content shall be subject to Town's prior approval, which approval may be withheld in the sole discretion of Town) on the Premises (including the lobbies of such Premises).

17. **Parking.** Organization shall have nonexclusive access to the parking areas on the Property that are not otherwise reserved. The Town, in its sole discretion, may limit or reserve portions of the Property, including parking areas, for the Town of Bluffton use only.

18. Miscellaneous.

(a) **Counterparts.** This License Agreement may be executed in two or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same instrument.

(b) **Governing Law.** This License Agreement shall be governed by and construed in accordance with the laws of the particular area in which the Premises are located.

(c) **Section Headings.** The section titles herein are for convenience only and do not define, limit or construe the contents of such sections.

(d) **Attachments and Exhibits.** All attachments and exhibits to this License Agreement are hereby made a part hereof as if fully set out herein.

(e) **Severability.** If any provision or provisions in this License Agreement is/are found to be in violation of any law or otherwise unenforceable, all other provisions will remain unaffected and in full force and effect.

(f) **Other.** Time is of the essence with respect to the performance of every provision of this License Agreement in which time of performance is a factor. When a party is required to do something by this License Agreement, it shall do so at its sole cost and expense without right of reimbursement from the other party unless specific provision is made therefor. Whenever one party's consent or approval is required to be given as a condition to the other party's right to take any action pursuant to this License Agreement, unless another standard is expressly set forth, such consent or approval shall not be unreasonably withheld or delayed. This License Agreement may be executed in counterparts. Any executed copy of this License Agreement shall be deemed an original for all purposes.

(g) In the event either party resorts to litigation to protect or enforce its rights set forth herein, the prevailing party is entitled to recover its reasonable attorneys' fees and costs.

(h) The above recitals are hereby incorporated herein and are made an integral and substantive part of this Agreement.

*[REMAINDER OF PAGE INTENTIONALLY OMITTED,
EXHIBIT(S) AND SIGNATURE PAGE(S) TO FOLLOW.]*

Witness our hands and seals this 25 day of January 2019

ORGANIZATION:

May River Theatre, Inc.

By:

Name:

Title: President

Jennifer Harden Green
Jennifer Harden Green

TOWN:

Town of Bluffton

By:

Name: Marc Orlando

Title: Town Manager

Marc Orlando

In accordance with the Lease, the Beaufort County School District, as record owner of the Property, hereby consents to the within License and Agreement by the above-named parties.

BEAUFORT COUNTY SCHOOL DISTRICT

By:

Name:

Its:

Herbert M. Berg

TOWN OF BLUFFTON

TOWN OF BLUFFTON -

Expires:04/30/2026

License No.	25-03-7459	Business Name:	May River Theater, Inc.
Date Issued:	03/25/2025		
NAICS Title:	Promoters of Performing Arts, Sports, and Similar Events with Facilities	Business DBA Name:	May River Theater, Inc.
Business Type:	COMMUNITY THEATRE	Physical Address:	20 BRIDGE ST 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.

Jeffrey Corry
May River Theatre
58 Crossings Blvd PO Box 1674
Bluffton, SC 29910

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):	\$	
Other Fees (please name):	\$	
Mercandise Sales	\$	0
Other Sales (please name):	\$	
Other Sales (please name):	\$	
Other Revenue (please name): Ticket Sales (60% conservative)	\$	136539
Other Revenue (please name):	\$	

Revenues - In-Kind Contributions

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

Total All Revenue Sources: \$ **136539**

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	\$ 3030
Regional Newspaper/Digital Advertising	\$ 0
National Newspaper/Digital Advertising	\$ 0
Local Magazine/Digital Advertising	\$ 23314
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	\$ 500
E-mail and/or Text Blasts	\$ 0
Postcards/Mailers	\$ 750
Posters/Banners/Signage	\$ 750
Graphic Design of Marketing/Writing or Press Releases	\$ 1000
Web Hosting for Event (not organization)	\$ 0
Other (please name):Production Royalties	\$ 20420
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

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):	\$
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: _____	\$ 0
Company Name: _____	\$ 0
Public Facilities	
Temporary/Portable Restrooms	\$ 0
Permanent Restrooms	\$ 0
Parks	\$ 0
Parking Lots	\$ 0
Other (please name): _____	\$
Other (please name): _____	\$
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:	\$ 49764

Other/Ineligible Expenses

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

Item	Amount
See 2026 Production Expense Spreadsheet	\$ 67431
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
Total of Other/Ineligible Expenses:	\$ 67431
Total Project/Event Budget:	\$ 117195
Total Project/Event Profit or Loss	\$ 19344

CATEGORY	MUSICALS	PLAYS	
PERSONEL			
Director	2000	1500	
Musical Director	1500	NA	
Choreographer	1000	NA	
Set Design / Construction Lead	1000	1000	
Light Design	750	500	
Sound Design	500	250	
Sound Tech	300	200	
Light Tech	300	200	
Costume Design / Wardrobe Sup.	1000	1000	
Stage Manager	750	500	
Assistant Stage Manager	Volunteer Position	Volunteer Position	
Prop Master	250	250	
Stage Hands	Volunteer Position	Volunteer Position	
Crew	Volunteer Position	Volunteer Position	
Band Member #1	\$1,000	NA	
Band Member #2	\$1,000	NA	
Band Member #3	\$1,000	NA	
Band Member #4	\$1,000	NA	
Band Member #5	\$1,000	NA	
Additional Band Members	TBA		
Other			
Total Personnell Expenses	9350/14,350 w/pit	\$4,400	
PRODUCTION	3 Weekends (9)	2 Weekends (6)	
Royalties	5000 - 7000	1000 - 2000	
Scripts	500	200	
Costumes	1500	1000	
Props	500	500	
Set	1000	1000	
Lighting	250	250	
Audio (Include Mic Batteries)	\$500	NA	
Rentals	1500	NA	
Programs	750	750	
Concessions	450	250	
Opening Weekend Cast Meal (Sat)	\$150	\$150	
Cast Party (Food)	650	500	
Total	\$12,750 / \$14,750	\$5600 / \$5700	
MARKETING			
Graphic Design	250	250	
Magazine Ads (Print)			
Local Life - 6 Months	\$1,450	1/2 Page and Cube	\$1150 + \$300
Pink - 6 Months	\$819	1/2 Page and website banner	\$819
CB2 - 6 Months	\$1,350	1/2 Page with eblasts	\$900 + \$400
Newspaper Ads (Bluffton Sun)	\$505	1/2 Page ad	
Posters	150	150	
Rack Cards	150	150	
Billboards	NA	NA	
MRT Social Media Push	100	100	
OTBMS Social Media/Map	Free with Membership	Free with Membership	
Town of Bluffton Events	Free with Membership	Free with Membership	
Monthly	\$4774 Partial based on month		

CATEGORY	La Cage	Actual Cost
PERSONEL		
Director / Wigs	2500	
Music Director	1500	
Choreographer	1000	
Set Design / Construction Lead	1000	
Light Design	750	
Sound Design	500	
Sound Tech	300	
Light Tech	300	
Costume Design / Wardrobe Sup.	1500	
Stage Manager	750	
Assistant Stage Manager	Volunteer Position	
Large Prop Master	500	
Stage Hands	Volunteer Position	
Crew	Volunteer Position	
Projection/Tech Design	500	
Band Member #1	NA	
Band Member #2	NA	
Band Member #3	NA	
Band Member #4	NA	
Band Member #5	NA	
Other	Makeup and Hair Volunteers	
Total Personnell Expenses	\$11,100	
PRODUCTION		
Royalties	\$5,583	
Scripts	500	
Costumes	1500	
Props	500	
Set	1000	
Lighting	250	
Audio (Include Mic Batteries)	500	
Rentals/Rights for Music/Tracks	1500	
Programs	750	
Concessions	450	
Opening Weekend Cast Meal (Sat)	\$150	
Cast Party (Food)	\$750	
Total	13,433	
MARKETING		
Graphic Design	200	

Newspaper Ads (Print)		1,010	
Magazine Ads (Print)		3644	
Posters		150	
Rack Cards		150	
Billboards	x		
Social Media Push		100	
Total		\$5,254	
Total Production		29,787	
Potential ATAX Reimbursement		10,837	
Total Expenses		\$18,950	

CATEGORY	Sheila's Island	Actual Cost
PERSONEL		
Director	1500	
Musical Director	na	
Choreographer	na	
Set Design / Construction Lead	750	
Light Design	500	
Sound Design	500	
Sound Tech	200	
Light Tech	200	
Costume Design / Wardrobe Sup.	1000	
Stage Manager	500	
Projection/Tech Design	500	
Prop Master	250	
Stage Hands	Volunteer Position	
Crew	Volunteer Position	
Band Member #1	na	
Band Member #2	na	
Band Member #3	na	
Band Member #4	na	
Additional Band Members		
Other		
Total Personnell Expenses	\$5,900	
PRODUCTION		
Royalties	\$1,377	
Scripts	200	
Costumes	1000	
Props	500	
Set	1000	
Lighting	200	
Audio (Include Mic Batteries)	na	
Rentals	na	
Programs	500	
Concessions	250	
Cue to Cue Lunch	\$150	
Cast Party (Food)	450	
Total	\$5,627	
MARKETING		
Graphic Design (Logo)	200	
Newspaper Ads (Print)	505	
Magazine Ads (Print)	3644	
Posters	150	

Rack Cards	150	
Billboards	NA	
Social Media Push	100	
Total	\$4,749	
Production Total	\$16,276	
Potential ATAX Reimbursement	\$6,126	
Total Expenses	\$10,150	

CATEGORY	Sweeney Todd	
PERSONEL		
Director	2000	
Musical Director	1500	
Choreographer	500	Adj. for minimal dancing
Set Design / Construction Lead	1000	
Light Design	750	
Sound Design	500	
Sound Tech	300	
Light Tech	300	
Costume Design / Wardrobe Sup.	1000	
Stage Manager	750	
Projection/Tech Design	500	
Prop Master	250	
Stage Hands	Volunteer Position	
Crew	Volunteer Position	
Band Member #1	1000	
Band Member #2	1000	
Band Member #3	1000	
Band Member #4	1000	
Band Member #5	1000	
Additional Band Members		
Other	Spotlight Operator - Volunteer	
Total Personnel Expenses	\$9350 / 14,350 w/pit	
PRODUCTION		
Royalties	\$5,350	
Scripts	500	
Costumes	1500	
Props	500	
Set	1000	
Lighting	NA	
Audio (Include Mic Batteries)	500	
Rentals (Tracks)	1500	
Programs	500	
Concessions	250	
Opening Weekend Cast Meal (Sat)	\$150	
Cast Party (Food)	650	
Total	\$12,400	
MARKETING		
Graphic Design (Logo Pack)	200	
Newspaper Ads (Print)	505	

Magazine Ads (Print)	3,644	
Posters	150	
Rack Cards	150	
Billboards	N/A	
Social Media Push	100	
Total	\$4,749	
Total Prouction	\$26,499	
Potential ATAX Reimbursement	10,099	
Total Expenses	16,400	

Savan	Baskerville	Actual Cost
PERSONEL		
Director	1500	
Musical Director	na	
Choreographer	na	
Set Design / Construction Lead	750	
Light Design	500	
Sound Design	500	
Sound Tech	200	
Light Tech	200	
Costume Design / Wardrobe Sup.	750	
Stage Manager	500	
Projection/Tech Design	Added based on need	
Prop Master	250	
Stage Hands	Volunteer Position	
Crew	Volunteer Position	
Band Member #1	na	
Band Member #2	na	
Band Member #3	na	
Band Member #4	na	
Additional Band Members		
Other		
Total Personnell Expenses	\$5,150	
PRODUCTION		
Royalties	\$2,310	
Scripts	200	
Costumes	1000	
Props	500	
Set	1000	
Lighting	200	
Audio (Include Mic Batteries)	na	
Rentals	na	
Programs	500	
Concessions	250	
Opening Weekend Cast Meal (Sat)	\$150	
Cast Party (Food)	450	
Total	\$6,560	
MARKETING		
Graphic Design (Logo)	200	
Newspaper Ads (Print)	505	
Magazine Ads (Print)	3644	

Posters	150	
Rack Cards	150	
Billboards	x	
Social Media Push	100	
Total	\$4,749	
Production Total	\$16,459	
Potential ATAX Reimbursement	7059	
Total Expenses	\$9,400	

CATEGORY	Young Frankenstein
PERSONEL	
Director	2000
Musical Director	1500
Choreographer	1000
Set Design / Construction Lead	1000
Light Design	750
Sound Design	500
Sound Tech	300
Light Tech	300
Costume Design / Wardrobe Sup.	1000
Stage Manager	750
Projection/Tech Design	500
Prop Master	250
Stage Hands	Volunteer Position
Crew	Volunteer Position
Band Member #1	NA
Band Member #2	NA
Band Member #3	NA
Band Member #4	NA
Band Member #5	NA
Additional Band Members	NA
Other -	
Total Personnel Expenses	\$9,850
PRODUCTION	
Royalties	\$5,800
Scripts (Addition to base package)	175
Costumes	1000
Props	500
Set	1000
Lighting	250
Audio (Include Mic Batteries)	\$500
Rentals	1500
Programs	350
Concessions	250
Opening Weekend Cast Meal (Sat)	\$150
Cast Party (Food)	650
Total	\$12,125
MARKETING	
Graphic Design	200
Newspaper Ads (Print)	505

Magazine Ads (Print)	5,094
Posters	150
Rack Cards	150
Billboards	x
Social Media Push	100
Total	\$6,199
Total Production	\$28,174
Potential ATAX Reimbursement	11,999
Total Expenses	\$16,175

Print Media - 2026 Season Guide

The goal is to utilize funds to continue with four print publications and expand digital options during key performance times. We will also be looking to expand our social media presence. Color coded: Orange/LC - Yellow/IP - Green/ST - Blue/SS - Purple/YF - White/Season

TOTAL PRINT MARKETING: \$26,344

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
X \$819		X \$819			X \$819		X \$819		X \$819	X \$819	
	X \$1450		X \$1450		X \$1450		X \$1450	X \$1450	X \$1450		X \$1450
X \$1375		X \$1375		X \$1375		X \$1375		X \$1375		X \$1375	
X \$505	X \$505		X \$505		X \$505		X \$505		X \$505		
\$2699	\$1955	\$2194	\$1955	\$1375	\$2774	\$1375	\$2774	\$2825	\$2774	\$2194	\$1450

LOCAL MAGAZINE ADVERTISEMENT

Pink - Six ½ Page Advertisement with - no change in monthly fee - \$819
Full year of digital advertisement added - no charge

- Yearly Expense: \$4914

Print Ad Rates

	3x	6x	12x
2 Full Pages	\$2,800*	\$2,500*	\$2,299*
Full Page	\$1,649*	\$1,499*	\$1,399*
1/2 Page	\$885	\$819	\$729
1/3 Page	\$729	\$679	\$599
1/4 Page	\$639	\$559	\$499
1/6 Page	\$479	\$429	\$379

*Premium placement positions are available.

Ad Sizes

	Width (inches)	Height (inches)
2 Page Spread (bleed)	22	x 15
Full Page (bleed)	11	x 15
Full Page (trim size)	10.75	x 14.75
Full Page (non-bleed)	9.75	x 13.5
1/2 Page Vertical	4.75	x 13.5
1/2 Page Horizontal	9.75	x 6.5
1/3 Page Vertical	4.75	x 8.875
1/3 Page Horizontal	9.75	x 4.25
1/4 Page	4.75	x 6.5
1/6 Page	4.75	x 4.25

Position requests are given full consideration however, not guaranteed. The publisher cannot be held liable for failure to accommodate these requests.

Web Ad Rates

Placement	3x	6x	12x
Premium Banner Ad	\$579	\$499	\$399
Premium Side Bar Ad	\$349	\$299	\$249
Banner Ad	\$549	\$399	\$299
Side Bar Ad	\$319	\$249	\$199

Let's Get Social!

Like Us: [f PinkMagazineHHI](#)
[PinkMagazineHHI](#)

Hashtag Us: [#pinkmagazine](#) [#womentality](#)
[#itsallpinkhhi](#) [#pinkpartini](#)

Local Life - ½ Vertical Page with Magic Cube Advertisement on Local Life Website

- Yearly Expense: \$10,150 (\$1450 Monthly - Same as previous year.)

Product	Rate	Discount	Taxable	Net
Print Magazine LOCAL Life				
Dec 2025 - 1/2 V page - 4.5 x 10.875 Inches	\$1,150.00	\$0.00		\$1,150.00
Feb 2026 - 1/2 V page - 4.5 x 10.875 Inches	\$1,150.00	\$0.00		\$1,150.00
Apr 2026 - 1/2 V page - 4.5 x 10.875 Inches	\$1,150.00	\$0.00		\$1,150.00
Jun 2026 - 1/2 V page - 4.5 x 10.875 Inches	\$1,150.00	\$0.00		\$1,150.00
Aug 2026 - 1/2 V page - 4.5 x 10.875 Inches	\$1,150.00	\$0.00		\$1,150.00
Sept 2026 - 1/2 V page - 4.5 x 10.875 Inches	\$1,150.00	\$0.00		\$1,150.00
Oct 2026 - 1/2 V page - 4.5 x 10.875 Inches	\$1,150.00	\$0.00		\$1,150.00
Website LocalLifeSC.com				
Magic Cube Dec 01, 2025 - Dec 31, 2025	\$300.00	\$0.00		\$300.00
Magic Cube Feb 01, 2026 - Feb 28, 2026	\$300.00	\$0.00		\$300.00
Magic Cube Apr 01, 2026 - Apr 30, 2026	\$300.00	\$0.00		\$300.00
Magic Cube Jun 01, 2026 - Jun 30, 2026	\$300.00	\$0.00		\$300.00
Magic Cube Aug 01, 2026 - Aug 31, 2026	\$300.00	\$0.00		\$300.00
Magic Cube Sep 01, 2026 - Sep 30, 2026	\$300.00	\$0.00		\$300.00
Magic Cube Oct 01, 2026 - Oct 31, 2026	\$300.00	\$0.00		\$300.00

CB2 - 6 ½ page advertisements (\$975) with 6 eblasts

- Added the eblasts (\$400 each)
- Yearly Expense: \$8,250 ((\$1375 Monthly)

2026 MEDIA KIT

2025 RATES & SPECS

PAYMENT FOR AD IS REQUIRED PRIOR TO PRINT DEADLINE. Yes, sir, even for you. And for you as well, madam. A **3% SERVICE CHARGE** will be added to all credit card/ debit card transactions. You can send a check FOR .49 CENTS. (Tee.Hee.)

2025 AD RATES

RATES	1X	3X	6X	12X
2 PAGE SPREAD	\$4600	\$4370	\$4025	\$3565
FULL	\$2245	\$2185	\$1850	\$1725
2/3	\$1840	\$1822	\$1500	\$1400
HALF	\$1185	\$1127	\$975	\$900
THIRD	\$1010	\$950	\$795	\$700
QUARTER	\$800	\$740	\$585	\$475

LOCAL NEWSPAPER ADVERTISEMENT

Bluffton Sun - 6 ½ Page Ads - \$505 (Waiting on 2026 rates and dates, which will be out at the end of October. Went with 2025 Rates.)
 Yearly Expense - \$3030

The

Bluffton

Sun

2025 Rate Card

& Ad Specs

Sizes	1 Time	3x	6x	12x	18x	24x
Business Cards 3.25" x 2"	\$92	\$82	\$78	\$73	\$68	\$62
1/8 Page v 2.4" x 4.8" h 4.9" x 2.325"	\$165	\$155	\$145	\$135	\$125	\$120
1/4 Page v 4.9" x 4.8" h 9.96" x 2.325"	\$308	\$278	\$268	\$258	\$248	\$228
1/2 Page v 4.9" x 9.765" h 9.96" x 4.8"	\$595	\$535	\$505	\$485	\$455	\$435
Full Page v 9.96" x 9.765"	\$1130	\$1020	\$970	\$920	\$870	\$820

WHAT'S NEXT?

In an effort to expand our sponsorship and playbill advertising we have welcomed a new board member with decades of sales and marketing experience within the corporate world. We have set goals for the 2026 season to increase both our Sponsors and Playbill Advertisers. Throughout this process we are striving to build business partnerships that can benefit each entity along with new experiences for our patrons.

New Sponsorship Framework:

TIER	SUPPORTING	LEADING	HEADLINER	GRAND SEASON
Season Tickets (5 Shows)				4 Season Tickets
Individual Show Tickets	2 Tickets	6 Tickets	10 Tickets	
Dress Rehearsal Show Tickets	2 Tickets	6 Tickets	10 Tickets	20 Tickets
VIP Event Tickets			2 tickets to a May River Theatre VIP event	4 tickets to an "exclusive" Grand Season VIP event
Playbill Advertisement		1/4 Page	1/2 Page	Full Page
Digital Media Logo and Link	★	★	★	★
Website Logo and Link	★	★	★	★
Event Logo and Link		★	★	★
Email Blast Logo and Link		★	★	★
Curtain Speech Recognition			★	★
ANNUAL COST	\$500	\$2,500	\$5,000	\$10,000

All tickets are to season shows and excludes special events

New Ticket Prices:

To align with the other community theatres in the area we will be raising our ticket prices from a \$25/\$30 structure to a \$30/\$35 framework. With this increase we believe we can add additional group, senior, student and veteran discounts to attract additional patrons within the greater Bluffton area.

6:40 PM
09/29/25
Cash Basis

May River Theatre Co
Profit & Loss
January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
Ad Sales	250.00
Donations	1,130.00
Grants	
Bluffton ATAX	32,608.59
Total Grants	32,608.59
Interest Income	132.00
Miscellaneous Income	38.93
Ticket sales	66,849.78
Total Income	101,009.30
Gross Profit	101,009.30
Expense	
031721 PCI PCI Fee	330.37
Administration Expense	
Automobile Expense	
Fuel	12.51
Total Automobile Expense	12.51
board meeting	141.92
Computer and Software	1,419.00
Dues and Subscriptions	884.08
General Supplies	6,763.21
Meals	1,102.02
Postage and Delivery	101.28
Tax Preperation	525.00
Total Administration Expense	10,949.02
Advertising Expense	
Newspaper and Magazine	5,441.00
other	525.00
Photography	640.93
Posters	973.41
Printing and Reproduction	891.46
Web Design and Hosting	77.25
Advertising Expense - Other	8,419.00
Total Advertising Expense	16,968.05
Credit Card Processing	
Service charge	270.00
Total Credit Card Processing	270.00
Fundraising Expense	
Printing and Reproduction	699.00
Total Fundraising Expense	699.00
Insurance	357.00
Licenses and Permits	61.04
Online Ticketing	
Processing fee	138.30
Total Online Ticketing	138.30

6:40 PM
09/29/25
Cash Basis

May River Theatre Co
Profit & Loss
January through December 2025

	Jan - Dec 25
Personnel Expense	
Choreographer	1,000.00
Costume Designer	2,500.00
Director	8,800.00
Music Director	5,500.00
Music Director Asst	250.00
Sound and Light Tech	1,700.00
Sound and Lighting Designer	1,892.33
Stage Hand	900.00
Stage Manager	2,276.10
Tech Director/ Set Construction	2,250.00
Total Personnel Expense	27,068.43
Production Expense	
Cast Party Supplies	897.76
Concessions	1,046.45
Costumes	7,426.88
Lighting	24.24
Meals	207.41
Music and Audio	5,399.86
Photography/Videography	34.00
Programs	
Graphic Design	225.00
Printing and Reproduction	1,247.06
Total Programs	1,472.06
Props	1,896.91
Royalties, Scripts and Music	4,691.62
Set Construction	12,967.72
Tickets	
Printing and Reproduction	75.00
Total Tickets	75.00
Production Expense - Other	211.99
Total Production Expense	36,351.90
Rentals	
Storage Unit	7,407.00
Total Rentals	7,407.00
Repairs and Maintenance	2,436.70
Utilities	
Telephone	461.70
Total Utilities	461.70
Total Expense	103,498.51
Net Ordinary Income	-2,489.21
Other Income/Expense	
Other Income	
Other Income	746.78
Total Other Income	746.78
Other Expense	
Other Expenses	595.00
Total Other Expense	595.00
Net Other Income	151.78
Net Income	-2,337.43

7:03 PM
09/29/25
Accrual Basis

May River Theatre Co
Balance Sheet years
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash	-876.00
Debit Card Account	116.60
Palmetto State Bank	8,974.87
Total Checking/Savings	8,215.47
Accounts Receivable	
Accounts Receivable	-4,251.08
Total Accounts Receivable	-4,251.08
Total Current Assets	3,964.39
Fixed Assets	
Equipment	
2003 Stage Equip	15,419.30
2004 Auditorium Chairs	39,788.00
2007 Sound Equip	5,127.46
2013 Sound Equipment	1,069.95
2015 Box Office Equipment	715.46
2015 Office Furniture	388.30
2015 Sound Equipment	578.59
2016 Box Office Equipment	1,344.00
2016 Sound Equipment	547.42
2017 Sound Equipment	929.23
2017 Stage Equipment	661.44
Total Equipment	66,569.15
Stage	
2016 Permanent Set Install	765.52
Total Stage	765.52
zAccum Depreciation	-64,717.90
Total Fixed Assets	2,616.77
TOTAL ASSETS	6,581.16
LIABILITIES & EQUITY	
Equity	
Retained Earnings	8,918.59
Net Income	-2,337.43
Total Equity	6,581.16
TOTAL LIABILITIES & EQUITY	6,581.16

September 29, 2025

To: A-Tax Committee

From: Elizabeth Schlieger
MRT Board President

At our May River Theatre Board Meeting on September 9, 2025, the Board of Directors of the May River Theatre, Inc unanimously voted to apply for an A-Tax grant by September 30th, 2025. The grant application will be made to fund the advertising and royalty costs for the 2025 Season. The Board accepts full responsibility for the production of the 2026 Season and their share of the costs.

Elizabeth Schlieger
Board President - May River Theatre

CATEGORY	Glass Menagerie	Actual	Costs
PERSONEL			
Director	1500	1500	
Musical Director	NA		
Choreographer	NA		
Set Design / Construction Lead	1000	1000	
Light Design	250	350	
Sound Design	250	250	
Light/Sound Techs	200/200	200/200	
Costume Design / Wardrobe Sup.	500	500	
Stage Manager	500	500	
Assistant Stage Manager	Volunteer Position		
Prop Master	250	250	
Stage Hands	Volunteer Position		
Crew	Volunteer Position		
Band Member #1	NA		
Band Member #2	NA		
Band Member #3	NA		
Band Member #4	NA		
Band Member #5	NA		
Additional Band Members			
Other			
Total Personnell Expenses	\$4,900	\$5,000	
PRODUCTION			
Royalties	\$780	780	
Scripts	100	78	
Costumes	250 x	1200 (sets, props, costumes)	
Props	250 x		
Set	500	224.04	
Lighting	NA	\$100 John Services	
Audio (Include Mic Batteries)	NA	\$150 Board Rental	
Rentals/Rights for Music	NA	NA	
Programs	750	289.93	
Concessions	250	165.75	
Opening Weekend Cast Meal (Sat)	\$75	\$50	
Cast Party (Food)	500	\$294	
Total	3,433	3081.72	
MARKETING			
Graphic Design	500	In house - NA	
Newspaper Ads (Print)	450	402	
Magazine Ads (Print)	800	790	
Posters	150	25.73	
Rack Cards	150	NA	
Billboards	4,500	4,250	
Social Media Push	100		
Total	\$6,650	5,468	

CATEGORY	Rise and Fall of Little Voice	Actual Costs	
PERSONEL			
Director	1500	1500	
Musical Director	NA		
Choreographer	NA		
Set Design / Construction Lead	1000	1000	
Light Design	250	250	
Sound Design	250	NA	
/Sound Techs	200/200		
Costume Design / Wardrobe Sup.	500	500	
Stage Manager	500	500	
Assistant Stage Manager	Volunteer Position		
Prop Master	250	250	
Stage Hands	Volunteer Position		
Crew	Volunteer Position		
Band Member #1	NA		
Band Member #2	NA		
Band Member #3	NA		
Band Member #4	NA		
Band Member #5	NA		
Additional Band Members			
Other			
Total Personnel Expenses	\$4,650	4000	
PRODUCTION			
Royalties	\$1,770	1770	
Scripts	100	180.95	
Costumes	500	882	
Props	250		
Set	1000	665.73	
Lighting	NA	na	
Audio (Include Mic Batteries)	NA	na	
Rentals	NA	na	
Programs	750	\$70	
Concessions	250	103.36	
Opening Weekend Cast Meal (Sat)	\$75	NA	
Cast Party (Food)	500	264.15	
Total	\$5,195	3936.19	
MARKETING			
Graphic Design	200	NA	
Newspaper Ads (Print)	402	402	
Magazine Ads (Print)	1,088	1088	
Posters	150	17.27	256.24 (posters + rack cards)
Rack Cards	150		
Billboards	N/A		
Social Media Push	50		
Total	\$2,040	1746.24	

CATEGORY	RENT	Actual Costs	
PERSONEL			
Director	2000	2000	
Musical Director	2000	2000	
Choreographer	1500	1000	
Set Design / Construction Lead	1000	1000	
Light Design	500	500	
Sound Design	500	500	
Sound Tech	200	200	
Light Tech	200	200	
Costume Design / Wardrobe Sup.	1000	1000	
Stage Manager	750	750	
Assistant Stage Manager	Volunteer Position	NA	
Prop Master	250	250	
Stage Hands	Volunteer Position	NA	
Crew	Volunteer Position	NA	
Band Member #1	\$1,000	1000	Keys
Band Member #2	\$1,000	1000	Keys
Band Member #3	\$1,000	1000	Guitar
Band Member #4	\$1,000	1000	Drums
Additional Band Members	TBA		
Other	2 Spot Light Ops and Conc Manager	\$150	
Total Personnell Expenses	\$14,900	13,550	
PRODUCTION			
Royalties	\$2,400	2400	
Scripts	900	900	
Costumes	1000	1157.56	
Props	500	381.41	
Set	1000	477.87	
Lighting	500	124.75	
Audio (Include Mic Batteries)	\$500	406.64	
Rentals		350	
Programs	750	\$417	
Concessions	250	245.87	
Opening Weekend Cast Meal (Sat)	\$150	\$156	
Cast Party (Food)	650	666	
Total	\$8,600	\$7,688	
MARKETING			
Graphic Design (Logo)	575	NA	
Newspaper Ads (Print)	402	402	
Magazine Ads (Print)	1,088	790	
Posters	150	28.5	
Rack Cards	150	127.1	
Billboards	4,800	4250	
Social Media Push	100	0	
Total	\$7,265	\$5,597.60	

CATEGORY	Addams Family	Actual Costs	
PERSONEL			
Director	2000	2500	
Musical Director	1000	1000	
Choreographer	1500	1000	
Set Design / Construction Lead	1000	1000	
Light Design	500	500	
Sound Design	500	500	
Light/Sound Techs	200/200	200	
Costume Design / Wardrobe Sup.	1000	1000	
Wigs	Travis	DF	
Stage Manager	750	750	
Assistant Stage Manager	Volunteer Position		
Prop Master	Travis	DF	
Stage Hands	Volunteer Position		
Crew	Volunteer Position		
Band Member #1	NA		
Band Member #2	NA		
Band Member #3	NA		
Band Member #4	NA		
Band Member #5	NA		
Additional Band Members	NA		
Other -	Assistant Musical Director	\$250	
	Assistant Stage Manager	\$100	
	Spot Op X 2	\$100	
Total Personnel Expenses	\$9,400	8700	
PRODUCTION			
Royalties	\$5,000	5000	Shipping 75
Scripts (Addition to base package)	500	BP	
Costumes	2000	\$1,214.72	
Props	500	\$187.99	
Set	1000	\$998.31	
Lighting	250	x	
Audio (Include Mic Batteries)	\$500	89.23	
Rentals (Monitors)	400	250	
(Tracks)	1000	1,300	
Programs	350	\$313	
Concessions	250	425	
Opening Weekend Cast Meal (Sat)	\$150	x	
Cast Party (Food)	650	\$769 with Tip	
Total	\$11,450	\$10,547.25	
MARKETING			
Graphic Design	500	0	
Graphic Package (Included)	0	0	
Newspaper Ads (Print)	402	402	
Magazine Ads (Print)	1,088	790	

Posters	150	96.7	
Rack Cards	150	0	
Billboards	4,800	\$4,250	
Social Media Push	100	0	
Total	\$7,190	\$5,538.70	

CATEGORY	Series of One Acts	Actual Costs
PERSONNEL		
Director	1000	\$750
Musical Director	NA	
Choreographer	NA	
Set Design / Construction Lead	250	NA
Light Design	250	NA
Sound Design	250	NA
Sound Tech	Volunteer Position	
Light Tech	Volunteer Position	
Costume Design / Wardrobe Sup.	250	NA
Stage Manager	Volunteer Position	
Assistant Stage Manager	Volunteer Position	
Prop Master	250	NA
Stage Hands	Volunteer Position	
Crew	Volunteer Position	
Band Member #1	NA	
Band Member #2	NA	
Band Member #3	NA	
Band Member #4	NA	
Band Member #5	NA	
Additional Band Members		
Other		
Total Personnel Expenses	\$2,250	\$750
PRODUCTION		
Royalties	\$1,000	552.44
Scripts	100	
Costumes	* \$1000 (Each director is given a \$250 stipend)	\$750
Props	*	
Set	*	
Lighting	*	
Audio (Include Mic Batteries)	NA	
Rentals	NA	150
Programs	250	NA
Concessions	Donations	
Opening Weekend Cast Meal (Sat)	NA	
Cast Party (Food)	NA	
Total	\$2,350	1452.44
MARKETING		NA
Graphic Design	Volunteer	
Newspaper Ads (Print)	402	

Magazine Ads (Print)	1,088	
Posters	100	
Rack Cards	100	
Billboards	NA	
Social Media Push	50	
Total	\$1,740	
Total Production	\$6,340	

CATEGORY	Holiday Show	Actual Costs
PERSONEL/PRODUCTION PACKAGE		Volunteer
Artistic Director	2500	NA
Musical Director	1000	NA
Costume Designer	500	NA
Stage Manager	500	NA
Costumes	750	NA
Set / Props	750	NA
Other	100	NA
Total Package Amount	\$6,100	0
PERSONNEL		Volunteer
Set Design / Construction Lead	\$500	NA
Light Design	250	NA
Sound Design	250	NA
Sound Tech	200	NA
Light Tech	200	NA
Stage Hands	Volunteer Position	
Crew	Volunteer Position	
Total	\$1,400	0
PRODUCTION		
Royalties	500	170
Lighting	250	NA
Audio (Include Mic Batteries)	\$250	NA
Set/Props		90.59
Programs	750	120
Concessions	250	202
Opening Weekend Cast Meal (Sat)	\$150	NA
Cast Party (Food)	\$500	466
Total	\$2,650	1108.59
MARKETING		
Graphic Design	In House	NA
Newspaper Ads (Print)	402	NA
Magazine Ads (Print)	1088	790
Posters	150	NA
Rack Cards	150	NA
Billboards	N/A	
Social Media Push	50	NA
Total	\$1,840	790

CATEGORY	MUSICALS	PLAYS	LARGE CAST INCREASE (Casts of 20 and over)
PERSONEL			SMALL CAST DECREASE (Casts of less than 5)
Director	2000	1500	
Musical Director	1000	NA	
Choreographer	1000	NA	
Set Design / Construction Lead	1000	1000	
Light Design	500	250	
Sound Design	500	250	
Sound Tech	200	200	
Light Tech	200	200	
Costume Design / Wardrobe Sup.	1000	1000	
Stage Manager	750	500	
Assistant Stage Manager	Volunteer Position	Volunteer Position	
Prop Master	250	250	
Stage Hands	Volunteer Position	Volunteer Position	
Crew	Volunteer Position	Volunteer Position	
Band Member #1	\$1,000	NA	
Band Member #2	\$1,000	NA	
Band Member #3	\$1,000	NA	
Band Member #4	\$1,000	NA	
Band Member #5	\$1,000	NA	
Additional Band Members	TBA		
Other			
Total Personnell Expenses	\$13,650	\$6,150	
PRODUCTION			
Royalties	\$3,500	\$1,000	
Scripts	500	100	
Costumes	500 - 2000	500 - 2000	
Props	500	500	
Set	1000	1000	
Lighting	250	250	
Audio (Include Mic Batteries)	\$500	NA	
Rentals	400	NA	
Programs	750	750	
Concessions	250	250	
Opening Weekend Cast Meal (Sat)	\$150	\$150	
Cast Party (Food)	650	500	
Total	\$10,450	4500	
MARKETING			
Graphic Design	250	250	
Magazine Ads (Print)			
Stroll (Colleton River) - 12 Months	4 full, 2 1/3, 6 1/4 = \$5880		
Local Life - 6 Months	1/3 Square - \$5016		
Pink - 6 Months	1/2 Page - \$4914		
CB2 - 6 Months	1/2 Page - \$5850		
Newspaper Ads (Bluffton Sun)	1/4 page; 2/show - \$2412		
Posters	150	150	
Rack Cards	150	150	
Billboards	x	x	
Social Media Push	100	100	
Total			

Movie Advertisement	Researching		
MRT Merchandise	Researching		

	Calendar Girls	Actual Cost	
PERSONEL			
Director	1500	1500	
Music Assistant (Piano tracks)	250	NA	
Choreographer	NA		
Set Design / Construction Lead	1000	1000	
Light Design	250	250	
Sound Design	250	250	
Sound Tech	200	200	
Light Tech	200	200	
Costume Design / Wardrobe Sup.	1000	1000	
Stage Manager	500	500	
Assistant Stage Manager	Volunteer Position	NA	
Prop Master	250	NA	
Stage Hands	Volunteer Position		
Crew	Volunteer Position		
Band Member #1	NA		
Band Member #2	NA		
Band Member #3	NA		
Band Member #4	NA		
Band Member #5	NA		
Other	Makeup and Hair Volunteers	NA	
Total Personnell Expenses	\$5,400	\$4,900	
PRODUCTION			
Royalties	\$1,470	\$1,470	
Scripts	233.65	233.65	
Costumes	1000	\$1,067.90	
Props	500	1143.23	
Set	500	\$284.78	
Lighting	NA		
Audio (Include Mic Batteries)	NA		
Rentals/Rights for Music	200	NA	
Programs	500	\$590	
Concessions	250	\$537	
Opening Weekend Cast Meal (Sat)	\$150	NA	
Cast Party (Food)	\$650	\$740	
Total	5,954	\$6,066.56	
MARKETING			
Graphic Design	699	699	
Newspaper Ads (Print)	402	402	
Magazine Ads (Print)	3702	3702	
Posters	250	150.59	
Rack Cards	150	87.99	
Billboards	x		
Social Media Push	100	0	
Total	\$5,303	5041.58	
Show Specific Marketing			

Calendar Photography	\$500	500	
Calendar Printing (VistaPrint) 90	\$1,181.20 (100) \$11.81 Each	Sell for \$30 - Sold 70 (\$2080)	
Total	\$1,681	1681	
Total Production	18,338	17689.14	648.86

CATEGORY	Cabaret	Actual Cost	
PERSONEL			
Artistic Director	1500	1000	
Musical Director/Director	2000	2000	
Choreographer	1000	1000	
Set Design / Construction Lead	1000	1000	
Light Design	500	500	
Sound Design	500	500	
Sound Tech	200	NA	
Light Tech	200	200	
Costume Design / Wardrobe Sup.	1000	1000	
Stage Manager	750	750	
Assistant Stage Manager	Volunteer Position		
Prop Master	250	NA	
Stage Hands	Volunteer Position		
Crew	Volunteer Position	\$100 Cash	
Band Member #1	NA		
Band Member #2	NA		
Band Member #3	NA		
Band Member #4	NA		
Band Member #5	NA		
Additional Band Members			
Other	Spotlight Operators (2)	\$100	
Total Personnel Expenses	\$8,900	\$8,150	
PRODUCTION			
Royalties	\$4,500	4,696.21	
Scripts	500	Included in above	
Costumes	1000	1853.45	
Props	250	931.98	
Set	1000	947.56	
Lighting	NA	NA	
Audio (Include Mic Batteries)	500	90	
Rentals (Tracks)	1500	200	
Programs	500	\$590	
Concessions	250	103.02	
Opening Weekend Cast Meal (Sat)	\$150	na	
Cast Party (Food)	650	\$658.43	
Total	\$10,800	\$10,070.65	
MARKETING			
Graphic Design	200	na	
Newspaper Ads (Print)	402	na	
Magazine Ads (Print)	3,702	3500*	
Posters	200	82.39	
Rack Cards	150	na	
Billboards	N/A	na	
Social Media Push	150	na	
Total	\$4,804	\$3,582.39	

Total Prouction	\$24,504	21,803.04	2700.96

CATEGORY	Lend Me a Tenor	Actual Cost		
PERSONEL				
Director	1500	1500		
Musical Director	na			
Choreographer	na			
Set Design / Construction Lead	1000	1000		
Light Design	500	250		
Sound Design	500	250		
Sound Tech	200 NA			
Light Tech	200	200		
Costume Design / Wardrobe Sup.	500	500		
Stage Manager	500	500		
Assistant Stage Manager	Volunteer Position			
Prop Master	250	250		
Stage Hands	Volunteer Position			
Crew	Volunteer Position			
Band Member #1	na			
Band Member #2	na			
Band Member #3	na			
Band Member #4	na			
Additional Band Members				
Other				
Total Personnell Expenses	\$5,150	4,450		
PRODUCTION				
Royalties	\$1,359	1359		
Scripts	127.5	127.5		
Costumes	500	749.59		
Props	500 Part of set expense			
Set	500	1616		
Lighting	200 NA			
Audio (Include Mic Batteries)	na			
Rentals	na			
Programs	300	\$320		
Concessions	250	201.84		
Opening Weekend Cast Meal (Sat)	\$75 NA			
Cast Party (Food)	450	509		
Total	\$4,262	\$4,883		
MARKETING				
Graphic Design (Logo)	250 NA			
Newspaper Ads (Print)	402	334		
Magazine Ads (Print)	3702	3246.7		
Posters	250	55.61		
Rack Cards	150 NA			
Billboards	x na			
Social Media Push	100 NA			
Total	\$4,854	\$3,636.31		
Production Total	\$14,266	12,969	1296.69	

CATEGORY	Carrie	Actual Cost	
PERSONEL			
Director	1500	1000	
Musical Director	1500	1500	
Choreographer	1000	1000	
Set Design / Construction Lead	1000	1000	
Light Design	500	500	
Sound Design	500	500	
Sound Tech	200	200	
Light Tech	200	200	
Costume Design / Wardrobe Sup.	1000	1000	
Stage Manager	750	750	
Assistant Stage Manager	Volunteer Position		
Prop Master	250	NA	
Stage Hands - 2X Spotlight	Volunteer Position	NA	
Asst. Music Directir	NA	500	
Band Member #1	NA		
Band Member #2	NA		
Band Member #3	NA		
Band Member #4	NA		
Band Member #5	NA		
Additional Band Members	NA		
Other -			
Total Personnel Expenses	\$8,400	8150	250
PRODUCTION			
Royalties	\$3,950	5367.41	
Scripts (Addition to base package)	175	INC	
Costumes	1000	945.6	
Props	500	49.86	
Set	1000	827.96	
Lighting	250	NA	
Audio (Include Mic Batteries)	\$500	493.86	
Rentals	1500	INC	
Programs	350	295.32	
Concessions	250	42.92	
Opening Weekend Cast Meal (Sat)	\$150	NA	
Cast Party (Food)	650	750	
Total	\$12,550	8772.93	
MARKETING			
Graphic Design	250	In house	
Graphic Package (Included)	0	NA	
Newspaper Ads (Print)	402	334	
Magazine Ads (Print)	3,702	2553.17	
Posters	150	55.63	
Rack Cards	150	NA	
Billboards	x		
Social Media Push	100	NA	
Total	\$4,754	2942.8	1811.2
Total Production	\$25,204	19,865.73	5338.27

CATEGORY	Series of One Acts	Actual Cost	
PERSONNEL			
Director	1000	\$1,000	
Musical Director	500	NA	
Choreographer	NA		
Set Design / Construction Lead	250	250	
Light Design	250	250	
Sound Design			
Sound Tech	Volunteer Position		
Light Tech	Volunteer Position		
Costume Design / Wardrobe Sup.	250	NA	
Stage Manager	500	500	
Assistant Stage Manager	Volunteer Position		
Prop Master	250	NA	
Stage Hands	Volunteer Position		
Crew	Volunteer Position		
Band Member #1	NA		
Band Member #2	NA		
Band Member #3	NA		
Band Member #4	NA		
Band Member #5	NA		
Additional Band Members			
Other			
Total Personnel Expenses	\$2,750	2000	
PRODUCTION			
Royalties	\$1,000	870	
Scripts	100	54.57	
Costumes	1000	\$735	
Props	*		
Set	*	29.43	
Lighting	*		
Audio (Include Mic Batteries)	250	na	
Rentals	NA		
Programs	250	132	
Concessions	100	Left over from previous show	
Opening Weekend Cast Meal (Sat)	NA	NA	
Cast Party (Food)	NA	NA	
Total	\$2,600	1821	
MARKETING			
Graphic Design	Volunteer		
Newspaper Ads (Print)	402	230	
Magazine Ads (Print)	3,702	1984	
Posters	100	NA	
Rack Cards			
Billboards	NA		
Social Media Push	50	NA	
Total	\$4,254	2214	
Total Production	\$9,604	6035	\$3,569

CATEGORY	Rocky Horror	Actual Cost	
PERSONEL/PRODUCTION PACKAGE			
Artistic Director	250	250	
Musical Director	NA		
Costume Designer	NA		
Stage Manager	250	250	
Costumes	NA		
Set / Props	NA		
Other	NA		
Total Package Amount	\$500	500	
PERSONNEL			
Set Design / Construction Lead	NA		
SoundLight Design	250	250	
Sound Design	NA		
Sound Tech	Volunteer Position		
Light Tech	Volunteer Position		
Stage Hands	Volunteer Position		
Crew	Volunteer Position		
Total	\$250	250	
PRODUCTION			
Royalties	500	1525	
Lighting	NA		
Audio (Include Mic Batteries)	NA		
Rentals	NA		
Programs	250	NA (digital)	
Concessions	250	248.31	
Total	\$1,000	1773.31	
MARKETING		Included with Main Show	
Graphic Design	In House	NA	
Newspaper Ads (Print)		NA	
Magazine Ads (Print)		NA	
Posters		NA	
Rack Cards		NA	
Billboards	N/A	NA	
Social Media Push		NA	
Total	Included with other show ads		
Total Production	\$1,750	2523.31	773.31

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: November 18, 2025
 SUBJECT: May River Theatre: 2026 Performance Season
 PROJECT MANAGER: Shannon Milroy, Budget & Procurement Manager

Summarized below is the application from May River Theatre, Inc. for Accommodations Tax grant dollars in support of their 2026 Performance Season.

Total Budget, per application: \$120,839
Requested Amount: \$49,764
Percentage of Request^: 41%

^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	\$49,764		\$29,344
Facilities for Civic and Cultural Events	-		20,420**
Public Facilities		*	
Municipality and County Services		*	
Tourist Transportation		*	
Other/Ineligible Project Expenses	67,431		67,431
Total	\$117,195		\$117,195

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

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

Advertising & Promotion:

Total Budget: \$49,764

- Local newspaper and magazine ads, social media, postcards/mailers, posters/signage, graphic design
- \$20,420** for Production Royalties moved to Facilities category; see note below.

Facilities for Civic and Cultural Events:

Total Budget: \$0**

- Production Royalties included on the budget form under "Advertising & Promotion" are considered "Facilities" costs when reporting to TERC; \$20,420 budget for this expense is reflected on the chart above.

Other/Ineligible Project Expenses:

Total Budget: \$67,431

- Personnel, costumes, props, concessions, cast party/food, other production costs

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
\$49,794	9	5	5	3	4	3	29	

Advertising: Approximately 60% of the requested funds will be spent on advertising the Theatre's 2026 Performance Season; most of the ads will be run in local magazines (CB2, Local Life and Pink) with an additional digital reach.

Festival/Event: Each of the plays will have six (6) performances and the musicals will be extended to nine (9) performances each.

Bluffton Event: Productions take place in the auditorium located in Bluffton Town Hall.

Tourism Draw %: Review of ticketing site data for performances completed so far in 2025 shows that over 54% of patrons are from outside of Bluffton.

Benefit to Tourism: Attendees are from throughout Beaufort County and Savannah as well as vacationers from Charleston and Jacksonville who made the theatre a destination, which leads to increased traffic at Bluffton shops, restaurants and galleries.

Self-Sufficiency % (Financial Need): Amount requested is approximately 41% of the total budget. Ticket sales make up the remaining anticipated revenue.

Previous Funding Amounts							
Fiscal Year	Requested Amount	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Lapsed	Comments
2025	\$42,826	32%	\$42,826	\$42,826	\$36,911	n/a	2025 Performance Season not yet complete; expenses thru August
2024	\$39,801	40%	\$39,801	\$39,801	\$29,719	\$10,082	Final Report Submitted
2023	\$34,790	32.5%	\$38,715	\$38,715	\$36,105	\$2,610	Final Report Submitted

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$49,764 for their 2026 Performance Season.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: May River Theatre

Project: 2026 Performance Season

Project Type: Event/Festival

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on 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 SUFFIECIENCY	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 June 30, 2023							
Campbell Chapel	\$ 200,000	\$ 130,874	\$ 127,000	\$ 86,917	\$ 40,082.80	\$ -	\$ -
Boys & Girls Club: Bike Bluffton 2023	\$ 21,650	\$ 21,650	\$ 21,650			1,794.51	-
BlacQuity SC: Roots and River Festival (2nd request)	\$ 10,836	\$ 10,836	\$ 10,836			7,829.13	-
Congregation Beth Yam: 2023 Hanukkah Celebration	\$ 6,000	\$ 6,000	\$ 6,000			4,005	-
Coastal Conservation Association	\$ 10,000	\$ 10,000	\$ 10,000			1,028.25	-
Bluffton Gullah Cultural Heritage Center	\$ 350,000	\$ 350,000	\$ 175,000			-	-
Arts & Seafood Festival	\$ 80,000	\$ 80,000	\$ 80,000			-	-
Total Grants for 4th Quarter Payments	\$ 678,486	\$ 609,360	\$ 430,486	\$ 86,917	\$ 40,082.80	\$ 14,656.54	\$ -
Applications Received October 2, 2023							
The New Bluffton Worship: Christmas Eve Under the Stars	\$ 23,110	\$ 15,280	\$ 15,280			\$ 6,209.95	\$ -
Gullah Traveling Theatre, Inc.: Gullah Kinfolk Come to Bluffton	\$ 18,791	\$ -	\$ -			-	-
HHI-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner	\$ 45,000	\$ -	\$ -			-	-
May River Theatre: Advertising & Royalties for 2024 Season	\$ 39,801	\$ 39,801	\$ 39,801	\$ 7,032		10,081.57	-
Famer's Market of Bluffton: 2024 Expenses	\$ 55,300	\$ 55,300	\$ 55,300	16,650		22,939.57	-
Total Grants for 1st Quarter Collections	\$ 182,002	\$ 110,381	\$ 110,381	\$ 23,682	\$ -	\$ 39,231.09	\$ -
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			3,091.68	-
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	\$ -	\$ 10,355.71	\$ -
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	\$ 5,017.01		\$ 34,328.51
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	5,253.72		5,915.49
Total Grants for 1st Quarter Collections	\$ 196,916	\$ 193,056	\$ 173,056	\$ 97,496	\$ 16,065.32	\$ 19,250.28	\$ 40,244.00
Applications Received December 31, 2024							
The Rotary Club of Bluffton: 2025 Mayfest Marketing & Transportation	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ -	\$ 24,000.00
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 1st Quarter Collections	\$ 67,000	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ -	\$ 24,000.00
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	-	-	-	48,781.00
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	-	-	-	23,000.00
Total Grants for 2nd Quarter Collections	\$ 426,085	\$ 406,085	\$ 406,085	\$ -	\$ -	\$ -	\$ 406,085.00
Applications Received June 30, 2025							
Michael C. Riley High School Alumni Association: Project Face-Lift (Phase III)	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 7,462.02	\$ -	\$ 12,537.98
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	-	-	-	10,000.00
Historic Bluffton Foundation: Fall Tour of Homes	\$ 6,500	\$ 6,500	\$ 6,500	-	-	-	6,500.00
Total Grants for 3rd Quarter Collections	\$ 275,500	\$ 275,500	\$ 275,500	\$ -	\$ 14,963.93	\$ -	\$ 260,536.07
Applications Received September 30, 2025							
Hilton Head Choral Society: 2026 Vienna Boys Choir Concerts in Bluffton	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
The New Bluffton Worship: 2025 Christmas Eve Under the Stars	\$ 11,500	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ -
Congregation Beth Yam: 2025 Hanukkah Celebration	\$ 7,770	\$ 7,770	\$ -	\$ -	\$ -	\$ -	\$ -
Farmer's Market of Bluffton: 2026 Expenses	\$ 66,500	\$ 66,500	\$ -	\$ -	\$ -	\$ -	\$ -
May River Theatre: 2026 Performance Season Advertising & Royalties	\$ 49,764	\$ 49,764	\$ -	\$ -	\$ -	\$ -	\$ -
Total Grants for 4th Quarter Collections	\$ 145,534	\$ 145,534	\$ -	\$ -	\$ -	\$ -	\$ -
Total Grants	\$ 3,300,500	\$ 3,032,367	\$ 2,687,959	\$ 506,065	\$ 71,112.05	\$ 181,045.41	\$ 730,865.07

Recommendation of Motions

1. "I move to approve a \$10,000 grant to the Hilton Head Choral Society in support of the Vienna Boys Choir Concerts."
2. "I move to approve an \$11,500 grant to The New Bluffton Worship in support of the 2025 Christmas Eve Under the Stars event."
3. "I move to approve a \$7,770.25 grant to Congregation Beth Yam in support of the 2025 Hanukkah Celebration in Bluffton."
4. "I move to approve a \$66,500 grant to the Farmer's Market of Bluffton in support of the 2026 Market Season."
5. "I move to approve a \$49,764 grant to the May River Theatre in support of their 2026 Performance Season."

TOWN COUNCIL



STAFF REPORT
Projects and Watershed Resilience Department

MEETING DATE:	December 9, 2025
PROJECT:	Approval to Authorize a Construction Contract with Hilton Head Landscapes for Construction of the Buckwalter Place Park, Phases 3 and 4 (Fiscal Impact: \$1,071,496.54)
PROJECT MANAGER:	Pat Rooney, Manager Capital Improvements Program

REQUEST: Staff requests Town Council authorize the Town Manager to execute a contract (Attachment 2) with Hilton Head Landscapes for \$974,087.77 for construction of the Buckwalter Place Park, Phases 3 and 4. Additionally, Staff requests a 10% contingency allowance of \$97,408.77 to cover any unforeseen changes that may arise during construction.

The total fiscal impact for the park construction is \$1,071,496.54 and is within budget for Fiscal Year (FY) 2026 as illustrated on the attached Project Data Sheet (Attachment 3).

BACKGROUND: With the approval of Fiscal Year 2025-2026 Strategic Plan and FY 2026 Budget, Staff completed the design and construction documents for Buckwalter Place Park, Phases 3 and 4 to include three shade sails, two pavilions, fitness area, art area, misting station, a retractable awning for the amphitheater, electrical pedestals for public events, trellis swings and trellis benches.

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 review for the lowest priced, qualified, responsive and responsible offeror.

The bid opening was held on 10/30/2025 with two submissions. Hilton Head Landscapes was the only bidder to provide a complete and responsive bid. Post bid communications with Charter Vista confirmed they were missing information, unable to complete the bid sheet and provide other required documents, thus disqualifying their bid.

- | | |
|---|--------------|
| • Hilton Head Landscapes | \$974,087.77 |
| • Charter Vista (<i>incomplete submittal</i>) | \$807,959.85 |

NEXT STEPS: Upon approval of this contract, Staff will initiate a pre-construction meeting and plan to commence construction in December 2025, with an approximate 150-day construction period, subject to inclement weather and site furnishing lead times.

SUMMARY: This project originated from the Town of Bluffton’s 2025-2026 Strategic Plan. It is supportive of the following Strategic Plan Guiding Principles:

- *Community Quality of Life Guiding Principle #5.* Foster and support place-based initiatives and evaluate community policies, programs, gathering spaces, and events that promote

healthy and quality lifestyles for our diverse citizenry.

Staff requests Town Council authorize the Town Manager to execute the proposed contract with Hilton Head Landscapes for a total fiscal impact of \$1,071,496.54 which includes a 10% contingency and is within FY26 budget.

ATTACHMENTS:

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



Approval to Authorize a Construction Contract with Hilton Head Landscapes for Construction of the Buckwalter Place Park, Phases 3 and 4 (Fiscal Impact: \$1,071,496.54)

Presentation to Town Council

Pat Rooney, Manager Capital Improvements Program

Department of Projects & Watershed Resilience

December 9, 2025

Project Location – Buckwalter Place Park West



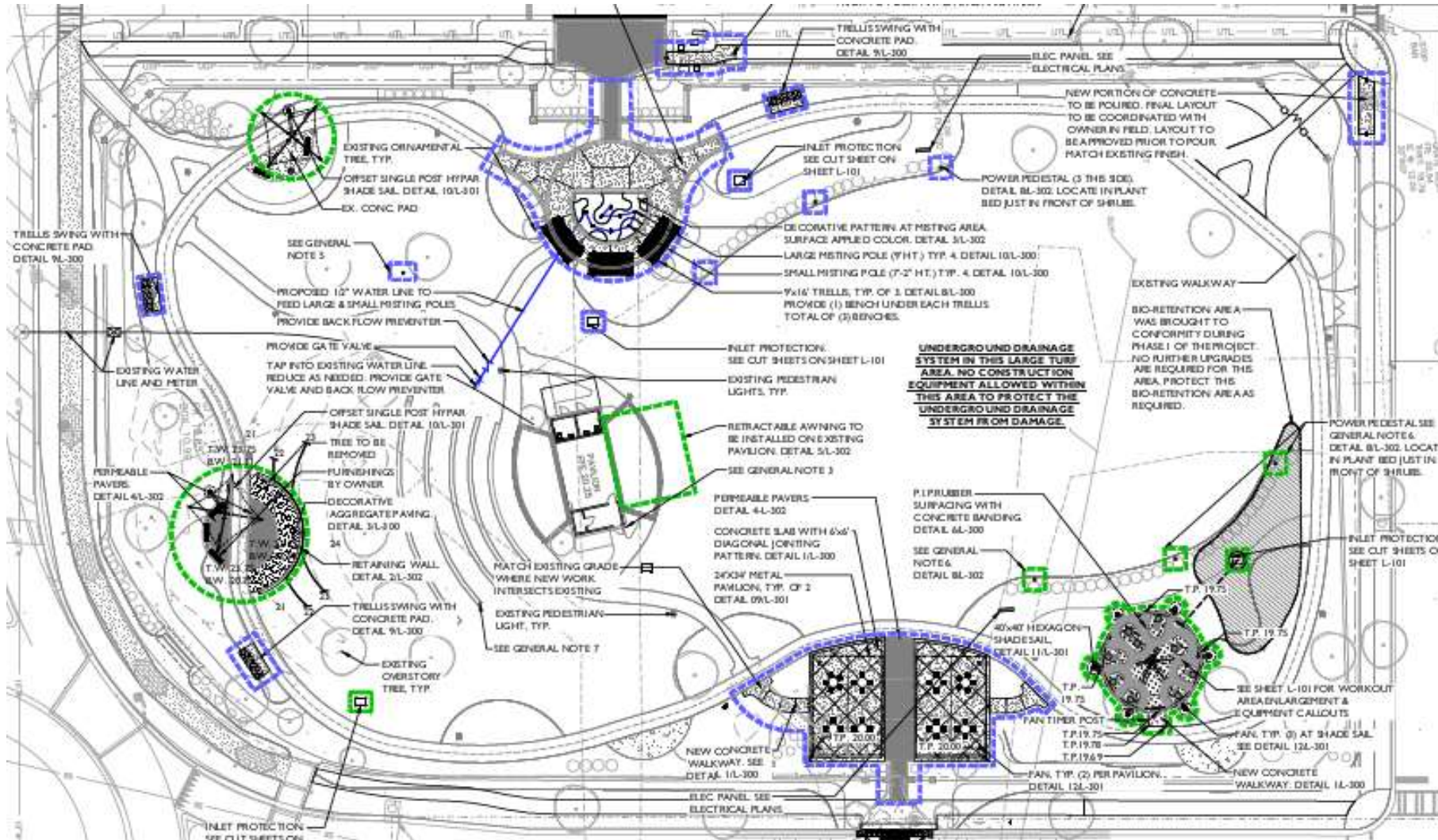
Background – Phases 1 & 2 Work Completed



- Restroom Expansion
- Perimeter Sidewalks
- Raised Crosswalk
- Site Lighting
- Entry Hardscape Improvements
- Seating Area with Shade Umbrella
- Landscape and Irrigation

Background – Proposed Phases 3 & 4

Scope of Work



- Two Open-Air Pavilions
- Two Shade Umbrellas
- Misting Station with Adjacent Shade Trellis and Seating
- Retractable Awning at Amphitheater Building
- Outdoor Fitness Equipment with Overhead Shade Sail
- Additional Seating Areas with Benches and Arbor/Swings
- Electrical Upgrades to Accommodate Events
- Landscape and Irrigation

Background - Procurement



- Bidding followed the Town's Purchasing Ordinance including required public notice, posting an Invitation for Bid (IFB), bid opening and review for the lowest priced, qualified, responsive and responsible offeror.
- Bid opening was held 10/30/2025 with two submissions:
 - Hilton Head Landscapes \$974,087.77
 - Charter Vista (*incomplete submittal*) \$807,959.85
- Hilton Head Landscapes was the only bidder to provide a complete and responsive bid.
- Post bid communications with Charter Vista confirmed they were missing information, unable to complete the bid sheet and provide other required documents, thus disqualifying their bid.

Request

- Staff requests Town Council authorize the Town Manager to execute a contract with Hilton Head Landscapes \$974,087.77 for construction of the Buckwalter Place Park, Phases 3 and 4.
- Additionally, staff requests a 10% contingency allowance of \$97,408.77 to cover any unforeseen changes that may arise during construction.
- The total fiscal impact for the construction is \$1,071,496.54, which includes the 10% contingency, and is within FY26 budget.

Next Steps



- Following Council approval, Staff will submit the contract for signatures and initiate the preconstruction meeting.
- A Notice to Proceed (NTP) will be issued at the pre-construction meeting and work is planned to commence December 2025, with an approximate 150-day construction period, subject to change due to inclement weather and site furnishing lead times.

QUESTIONS & **DISCUSSION**

Proposed Motion



- *“I move to **approve (deny or approve as amended)** authorizing the Town Manager to enter into a contract with Hilton Head Landscapes for construction of the Buckwalter Place Park, Phases 3 and 4 in the amount of \$1,071,496.54, which includes a 10% contingency.”*

STATE OF SOUTH CAROLINA) TOWN OF BLUFFTON AGREEMENT
COUNTY OF BEAUFORT) NUMBER 2026-19

THIS AGREEMENT is made the ____ of _____, 2025 between Hilton Head Landscapes, LLC (hereinafter called “Contractor”) and the Town of Bluffton (hereinafter called “Town”), a municipal corporation organized and existing under the laws of the State of South Carolina.

WHEREAS, the Town desires landscape and hardscape materials and services for Buckwalter Place Park phases 3 and 4; and

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

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

1. **Services/Schedule:** The Contractor shall perform services per the attached scope of work in Attachment 1 in accordance with the schedule in Attachment 3. **All work must be completed by May 15, 2026.**
2. **Deliverables:** The deliverables resulting from execution of the above-mentioned work shall include but not limited to:
Verification of utilities; identified demo and tree removal; installation of concrete walkways, concrete slabs, permeable pavers, retaining wall, shade sails and trellises as identified on drawings; electrical work, irrigation adjustments, landscaping.
3. **Fees:** The total cost of these services shall be **Nine Hundred and Seventy-Four Thousand, Eighty-Seven and 77/100 (\$974,087.77) Dollars** per Attachment 2 including the add/alternate line item.
4. **Invoicing:** The Contractor shall send invoices via email simultaneously to invoice@townofbluffton.com and to their Town project manager. Invoices may also be sent to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: Accounts Payable if emailing is not possible. The invoice should reference contract number 2026-19 and the purchase order associated with the task order. Approved invoices shall be paid within 30 days upon receipt of the invoice in the Finance Department.
5. **General Terms and Conditions:**
 - a. The Contractor shall be required to maintain the appropriate amounts and coverages of insurance for general liability, auto liability, professional liability (as required), and workers compensation as identified in Attachment 4 for the entire length of the agreement. The contractor must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured on their policy. The Contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
 - b. Work will commence at NOTICE TO PROCEED and/or Purchase Order and expire upon completion and acceptance of the project. All deliverables, whether goods, services, supplies, or other, shall become the property of the Town. Any deliverables that may be provided in hard copy and electronic form, such as drawings, plans, specifications, reports, or other, shall be provided in such formats and orientations as required by the Town.
 - c. Contractor shall be licensed to perform the work including, but not limited to, a current Town of Bluffton Business License and any required State of South Carolina license.
 - d. Contractor shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.

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

[Remainder of Page Intentionally Omitted. Signature Page to Follow.]

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

HILTON HEAD LANDSCAPES, LLC

Date: _____

By: _____

Print Name: _____

Position: _____

Witnesses: _____

TOWN OF BLUFFTON

Date: _____

By: _____

Print Name: _____

Position: _____

Witnesses: _____

- Attachments:
- 1. Scope of Work
 - 2. Fee Schedule
 - 3. Implementation Schedule
 - 4. Insurance

ATTACHMENT 1

SCOPE OF WORK

1. Verify underground utilities
2. Demo identified materials and remove identified trees
3. Provide and install concrete walkways, concrete slabs, permeable pavers, retaining wall, shade sails and trellises as identified in the drawings
4. Includes electrical work, adjusting irrigation, installing landscape materials

ATTACHMENT 2
FEE SCHEDULE

Project Name : Buckwalter Place Park
 Project Phase : Phase 3 and 4
 Project Location : Bluffton, SC
 Bid Sheet
 Date : 10/3/2025



Area Description : Phase 3 & 4 Scope of Work					
A	Site Preparation	Qty.	Unit Type	Unit Cost	Total
1	Inlet Protection	4	EA.	\$ 340.00	\$ 1,360.00
2	Demo small semi-circle concrete slab near main park entrance off Carecore Dr.	80	S.F.	\$ 5.00	\$ 400.00
3	Demo existing concrete slab with brick border at entrance off Carecore Dr.	2145	S.F.	\$ 4.00	\$ 8,580.00
4	Demo existing concrete walkways, curb, and aggregate from entrance off Innovation Dr.	3115	S.F.	\$ 4.00	\$ 12,460.00
5	Demo existing Oak tree at future workout area	1	EA.	\$ 750.00	\$ 750.00
6	Demo existing Magnolia at future sunken art garden	1	EA.	\$ 750.00	\$ 750.00
7	Demo small concrete slab at future sunken art garden	183	S.F.	\$ 5.00	\$ 915.00
8	Demo small portions of existing concrete walkways along the side and rear of Carecore Dr.	200	S.F.	\$ 5.00	\$ 1,000.00
9	Demo small portions of PIP walkway at main entrance of Carecore Dr.	250	S.F.	\$ 5.00	\$ 1,250.00
10	Surface applied color at misting station	350	S.F.	\$ 31.50	\$ 11,025.00
11	Grading and Site prep	1	L.S.	\$ 26,800.00	\$ 26,800.00
	SUBTOTAL				\$ 65,290.00
B	Hardscape & Site Furnishings	Qty.	Unit Type	Unit Cost	Total
1	Concrete walkways and small slabs at trellis swings	675	S.F.	\$ 17.00	\$ 11,475.00
2	Concrete plaza with brick border (Misting Area)	2145	S.F.	\$ 33.50	\$ 71,857.50
3	Concrete slabs at pavilions	2100	S.F.	\$ 16.50	\$ 34,650.00
4	Permeable pavers at sunken art garden	375	S.F.	\$ 23.00	\$ 8,625.00
5	Permeable pavers at pavilion entry	510	S.F.	\$ 23.00	\$ 11,730.00
6	Aggregate paving at sunken garden	375	S.F.	\$ 9.50	\$ 3,562.50
7	Retaining wall at sunken art garden	55	L.F.	\$ 345.00	\$ 18,975.00
8	PIP surfacing at workout area	962	S.F.	\$ 19.00	\$ 18,278.00
9	Concrete banding at PIP surfacing	106	L.F.	\$ 27.00	\$ 2,862.00
10	Hypar shade sails	2	EA.	\$ 26,920.00	\$ 53,840.00
11	Hexagon shade sail at workout area	1	EA.	\$ 62,424.00	\$ 62,424.00
12	Poligon Marquee 24'x34' Metal Pavilion	2	EA.	\$ 90,885.00	\$ 181,770.00
13	Cantilevered trellis at entrance	3	EA.	\$ 31,932.00	\$ 95,796.00
14	Glomist misting features	4	EA.	\$ 11,575.00	\$ 46,300.00
15	Glomist Nano misting features	4	EA.	\$ 11,575.00	\$ 46,300.00
16	Plumbing, connections, associated work with misting features	1	L.S.	\$ 12,523.00	\$ 12,523.00
17	Workout equipment	8	EA.	\$ 874.00	\$ 6,992.00
18	Trellis swings	3	EA.	\$ 9,950.00	\$ 29,850.00
19	Fans (at entrance pavilions and workout area)	7	EA.	\$ 1,278.00	\$ 8,946.00
20	Amphitheater Awning	1	EA.	\$ 22,031.00	\$ 22,031.00
	SUBTOTAL				\$ 748,787.00
C	Landscape	Qty.	Unit Type	Unit Cost	Total
1	ILE - Carissa Holly - 7 Gal.	12	EA.	\$ 74.25	\$ 891.00
2	LOR - Ruby Loropetalum - 7 Gal.	10	EA.	\$ 74.50	\$ 745.00
3	MUCP - Pink Muhly Grass - 3 Gal.	14	EA.	\$ 21.50	\$ 301.00
4	ROS - Coral Drift Rose - 3 Gal.	36	EA.	\$ 42.50	\$ 1,530.00
5	SER - Silver Saw Palmetto - 7 Gal.	7	EA.	\$ 133.00	\$ 931.00
6	VIB - Sandankwa Viburnum - 7 Gal.	61	EA.	\$ 67.50	\$ 4,117.50
7	DIA - Variegated Flax Lily - 1 Gal.	6	EA.	\$ 14.75	\$ 88.50
8	LIR - Big Blue Liriope - 1 Gal.	28	EA.	\$ 18.50	\$ 518.00
9	MUH - Pink Muhly Grass Massings - 1 Gal.	106	EA.	\$ 12.50	\$ 1,325.00
10	SPA - Sand Cordgrass - 1 Gal.	173	EA.	\$ 12.50	\$ 2,162.50
11	Turf (Match existing)	3621	S.F.	\$ 1.87	\$ 6,771.27
12	Mulch - Pinestraw Bales	150	EA.	\$ 10.00	\$ 1,500.00
13	Modify irrigation system	1	Allowance	\$ 7,200.00	\$ 7,200.00
14	Landscape maintenance during park closure	1	Allowance	\$ 5,400.00	\$ 5,400.00
	SUBTOTAL				\$ 33,480.77
D	Electrical	Qty.	Unit Type	Unit Cost	Total
1	Site Electrical (Panel,GFCI's, Lighting, Wiring, Feeds, Bore, Etc.), includes all pedestals	1	L.S.	\$ 74,080.00	\$ 74,080.00
E	Add Alternates	Qty.	Unit Type	Unit Cost	Total
1	Power Wash and Paint Amphitheater	1	L.S.	\$ 52,450.00	\$ 52,450.00
GRAND TOTAL					\$ 974,087.77

ATTACHMENT 3
IMPLEMENTATION SCHEDULE

2025

December

IMPLEMENTATION SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01	02	03	04	05	06	07
08	09 Contract Approval Meeting	10 Mobilization and pre-construction meeting with the Town	11 Inlet protection & Order all site amenities	12 Site prep	13	14
15 Site prep	16 Demo & dispose of concrete	17 Demo & dispose of concrete	18 Demo & dispose of concrete	19 Demo & dispose of concrete	20	21
22 Demo & dispose of concrete	23 Demo & dispose of concrete	24 Demo & dispose of concrete	25 OFF SITE	26 OFF SITE	27	28
29 Demo & dispose of concrete	30 Demo & dispose of concrete	31 Demo existing oak and magnolia tree	01 OFF SITE	02 OFF SITE	03	04
Notes:						

2026

January

IMPLEMENTATION SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	01	02	03	04
05 Concrete framing	06 Concrete framing	07 Concrete framing	08 Concrete framing	09 Concrete framing	10	11
12 Concrete walkways pour	13 Remove form boards and clean up	14 Concrete plaza pour	15 Concrete plaza pour	16 Concrete plaza pour	17	18
19 Remove form boards and clean up	20 Concrete pavilion pour	21 Concrete pavilion pour	22 Concrete pavilion pour	23 Remove form boards and clean up	24	25
26 Rough grading for retaining wall	27 Retaining wall	28 Retaining wall	29 Retaining wall	30 Retaining wall	31	01
02	03	Notes:				

2026

February

IMPLEMENTATION SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
02 Pavers at sunken garden	03 Pavers at sunken garden	04 Pavers at pavilion entry	05 Pavers at pavilion entry	06 Pavers at pavilion entry	07	08
09 Pavers at pavilion entry	10 Paving at sunken garden	11 Paving at sunken garden	12 Paving at sunken garden	13 Clean up all pavers and concrete debris	14	15
16 PIP surface at workout area	17 PIP surface at workout area	18 PIP surface at workout area	19 PIP surface at workout area	20 PIP surface at workout area	21	22
23 Concrete banding for PIP surface	24 Concrete banding for PIP surface	25 Concrete banding for PIP surface	26 Shade sail footers	27 Shade sail footers	28	01
Notes:						

2026

March

IMPLEMENTATION SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
02 Shade sail footers	03 Install shade sails	04 Install shade sails	05 Install shade sails	06 Install shade sails	07	08
09 Hexagon shade sail footers	10 Hexagon shade sail footers	11 Hexagon shade sail footers	12 Install hexagon shade sails	13 Install hexagon shade sails	14	15
16 Install hexagon shade sails	17 Poligon pavilion footers	18 Poligon pavilion footers	19 Install poligon pavilion	20 Install poligon pavilion	21	22
23 Install poligon pavilion	24 Install poligon pavilion	25 Install poligon pavilion	26 Cantilvered trellis footers	27 Cantilvered trellis footers	28	29
30 Install Cantilvered trellis	31 Install Cantilvered trellis					
Notes:						

<div> <div>2026</div> <div>April</div> <div>IMPLEMENTATION SCHEDULE</div> </div>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		01 Install Cantilvered trellis	02 Install Cantilvered trellis	03 Install Cantilvered trellis	04	05
06 Install Cantilvered trellis	07 Install Cantilvered trellis	08 Misting plumbing / Trellis swings	09 Misting plumbing / Trellis swings	10 Misting plumbing / Trellis swings	11	12
13 Trellis swing hanging	14 Misting coloring	15 Glomist and Glomist Nano install	16 Glomist and Glomist Nano install	17 Glomist and Glomist Nano install	18	19
20 Workout equipment install / Electrical	21 Workout equipment install / Electrical	22 Workout equipment install / Electrical	23 Workout equipment install / Electrical & Fans	24 Workout equipment install / Electrical & Fans	25	26
27 Irrigation / Awning	28 Irrigation / Awning	29 Awning	30 Planting			
Notes:						

<div>2026</div> <div>May</div> <div>IMPLEMENTATION SCHEDULE</div>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				01 Planting	02	03
04 Planting	05 Planting	06 Planting	07 Sod	08 Roll sod / pine straw	09	10
11 Punchlist / Power Wash and Paint Ampitheater	12 Punchlist / Power Wash and Paint Ampitheater	13 Punchlist / Power Wash and Paint Ampitheater	14 Punchlist / Power Wash and Paint Ampitheater	15 Punchlist / Power Wash and Paint Ampitheater	16	
Notes: THIS SCHEDULE IS PRELIMINARY AND SUBJECT TO CHANGE. LANDSCAPE MAINTENANCE IS ASSUMED TO RUN 12/1 - 5/15						

ATTACHMENT 4

INSURANCE COVERAGES

Workers Compensation – Contractor shall maintain Worker’s Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

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


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

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

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

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

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

Capital Improvements Program Fund Project Data Sheet									
Project Name	Buckwalter Place Park Improvements					Project #	P0008		
Program Type	Parks	Project Manager	Constance Clarkson			Start to End	FY2024-FY2026		
Project Scope					Project Photo or Map				
<p>This project consists of master planning, design and construction improvements of the public park and gathering place at the Buckwalter Place Park. Phase 1 included planting of 23 Sabal Palm trees. Phase 2 included additional sidewalks, pathway lighting and expansions to both restrooms. Phase 3 will include an interactive fountain, trellis swings, and redesign of the two main entries. Phase 4 will include an awning for the amphitheater, sound improvements, sunken art room, and outdoor fitness area. The goal is to provide shade, maintain open visibility, and add additional pedestrian connections.</p>									
Project Budget									
	Prior Years' Expended	FY2025 Amended Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	30,000	30,000	-	-	-	-	-	30,000
Construction	-	744,190	853,727	1,350,859	-	-	-	-	2,204,586
Other	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 774,190	\$ 883,727	\$ 1,350,859	\$ -	\$ -	\$ -	\$ -	\$ 2,234,586
Project Funding Sources									
	Prior Years' Expended	FY2025 Amended Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
Local ATAX	\$ -	\$ 544,190	\$ 653,727	\$ 1,150,859	\$ -	\$ -	\$ -	\$ -	\$ 1,804,586
MIDF	-	230,000	230,000	-	-	-	-	-	230,000
HTAX	-	-	-	200,000	-	-	-	-	200,000
	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 774,190	\$ 883,727	\$ 1,350,859	\$ -	\$ -	\$ -	\$ -	\$ 2,234,586
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> Guiding Principle #5: Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</p>					<p>Conceptual landscape design and Phase 1 was completed in FY24. Hardscape design and phase 2 construction was completed in FY25. Construction completion for Phases 3 and 4 is scheduled for FY26.</p>				
Project Origination					Project Performance Measures				
1) 2014 Comprehensive Plan, Public Recreation Facility needs, and 2) FY 2023-2024 Strategic Plan.					These improvements are designed to make this park more hospitable to encourage the discovery and use by citizens and visitors.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Forecast		
Operations	Electrical	\$ 2,900	\$ 3,200	\$ 3,500	\$ 3,800	\$ 4,200	\$ 17,600		
Maintenance	Landscape/Hardscape	11,400	11,400	11,400	11,400	11,400	57,000		
Total		\$ 14,300	\$ 14,600	\$ 14,900	\$ 15,200	\$ 15,600	\$ 74,600		
<p>Method for Estimating Costs: Design and construction is based on past projects or historical park bids in the region. O&M costs are based on current costs for this park.</p>									

Approval to Authorize a Construction Contract with Hilton Head Landscapes for Construction of the Buckwalter Place Park, Phases 3 and 4 (Fiscal Impact - \$1,071,496.54)

Proposed Motion

*"I move to **approve (deny or approve as amended)** authorizing the Town Manager to enter into a Contract with Hilton Head Landscapes for the construction of Buckwalter Place Park, Phases 3 and 4 for a total fiscal impact of \$1,071,496.54, which includes a 10% contingency."*

TOWN COUNCIL



STAFF REPORT
Executive Department

MEETING DATE:	November 13, 2025
PROJECT:	Consideration of Public Art Committee Recommendation to Award the Public Art Commission at New Riverside Barn Park to Michael McLoughlin (Fiscal Impact of \$65,000)
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Assistant Town Manager

RECOMMENDATION:

The Public Art Committee (PAC) voted unanimously to recommend the art commission designed by Mr. Michael McLoughlin titled Rabbit and Wren.

BACKGROUND:

The Public Art Committee was established in October 2023 to carry out the Council approved public art policy. The committee is responsible for making recommendations to Council on publicly funded public art or art to be placed on public property.

In May the PAC voted to create a Public Artist roster of pre-approved artists that may submit proposals on calls for public art. This Town of Bluffton artist roster consists of over 50 artists, local and national artists that work in a variety of mediums.

In Spring of 2025 the committee voted to put out a call for original pieces of work to be installed on Town property at New Riverside Barn Park.

CHANGES:

Primary feedback from the October 14th Council meeting was about the cost of the commission. The artist has proposed to reduce the size to just over five feet and performing more of the installation work himself without increasing his commission. This has reduced the cost to \$58,000.

DISCUSSION:

At the PAC meeting on July 29th, 2025, the committee reviewed proposals from ten artists. After a discussion the committee voted to proceed with requesting additional information from Mr. Michael McLaughlin. Mr. McLaughlin attended the August 26th, 2025, meeting and presented his background and proposal, and the committee voted unanimously to recommend his piece to Bluffton Town Council. At the October 14th Council meeting the vote was split with feedback

about cost concerns. The proposed commission is within budget as approved by Council in June 2025.

Mr. McLaughlin's piece is a bronze structure, approximately six feet in height, of a rabbit and wren in a playful stance. It will be placed on a concrete base in the ground, so it appears the artwork is flush with the ground.



Mr. McLaughlin, is based in Connecticut, but has been commissioned for several pieces of art around the country. As part of his research for our call for art, he visited Bluffton and met with members of the Bluffton Library, Bluffton Chamber of Commerce, Bluffton Historical Preservation Society and Audubon South Carolina. He based his proposal on animals native to the area and to complement the natural design of the recently constructed New Riverside Barn Park.

NEXT STEPS:

Approve, approve with conditions or deny the recommendation to award the commission to Michael McLaughlin.

Attachments:

1. Recommended Art Proposal
2. Motion





“Gentle as a friend’s hand resting on
my shoulder”

“This summer sunshine”

-Issa

Say not,
'I have found the truth',
but rather,
'I have found a truth.'
-Kahil Gibran





Nature offers us the ability to change the way we view our world.

All communities are composed of separate branches

But collectively,

We all belong to the same tree.



We as viewers should discover the unexpected, finding content that applies to another part of our lives and thus, the art becomes a co-creation.



“Joys come from simple and natural things:
Mists over meadows, sunlight on leaves,
The path of the moon over water.”

-Sigurd Olson

Before I begin,
I would like to express a very special thank you
to the following for their generous help in my
research and extra long list of questions!

**The Bluffton Branch Library
The Greater Bluffton Chamber of Commerce
The Bluffton Historical Preservation Society
Audubon South Carolina**

“Listen to the sounds around you.
It will teach you there are no soloists in nature,
only myriad voices singing in infinite chorus.”

Section X. Item #4.



The New Riverside Barn Park

The drawings contained within this sketchbook of concept proposals are intended to present the thought and sentiment I would strive to bring to YOUR unique sculpture/s

Sculpture is a journey we invent when we make it.





Bluffton, South Carolina

Section X. Item #4.



Home to



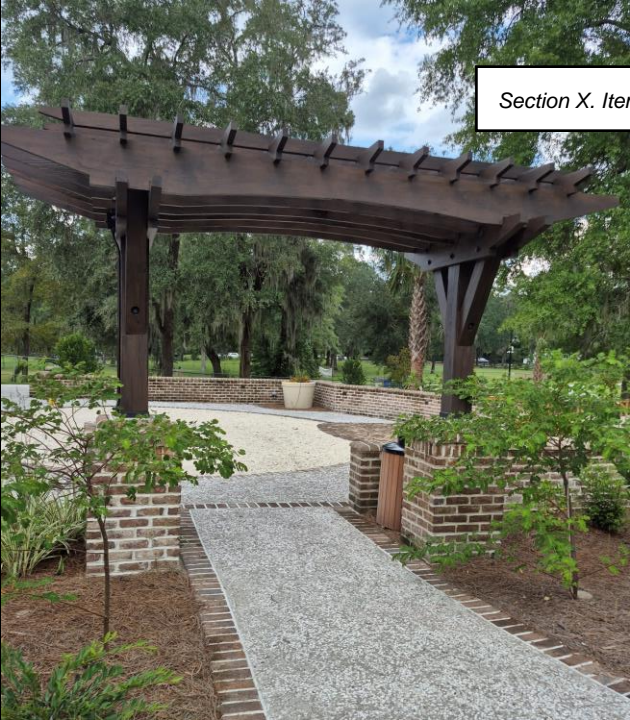
325 Bird species
116 Mammal inhabitants
Insects 12,500
Amphibians 142
Reptiles 118....

Pileated Woodpecker
Red, flying squirrels
Painted Turtle
Copperhead Snake

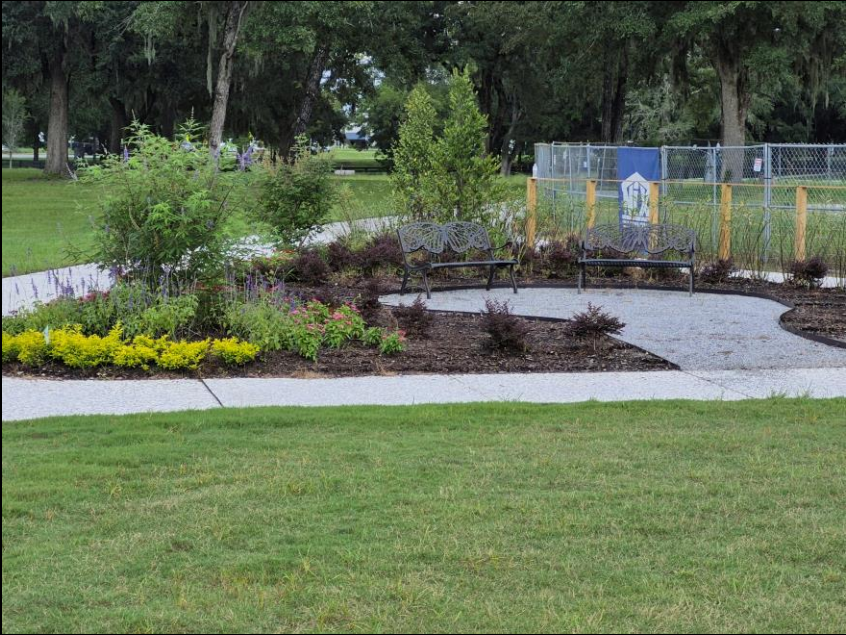


Black Bear
Brown Bat
Barn Owl
Leopard Frog
Beaver
So much inspiration!





Section X. Item #4.



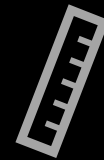


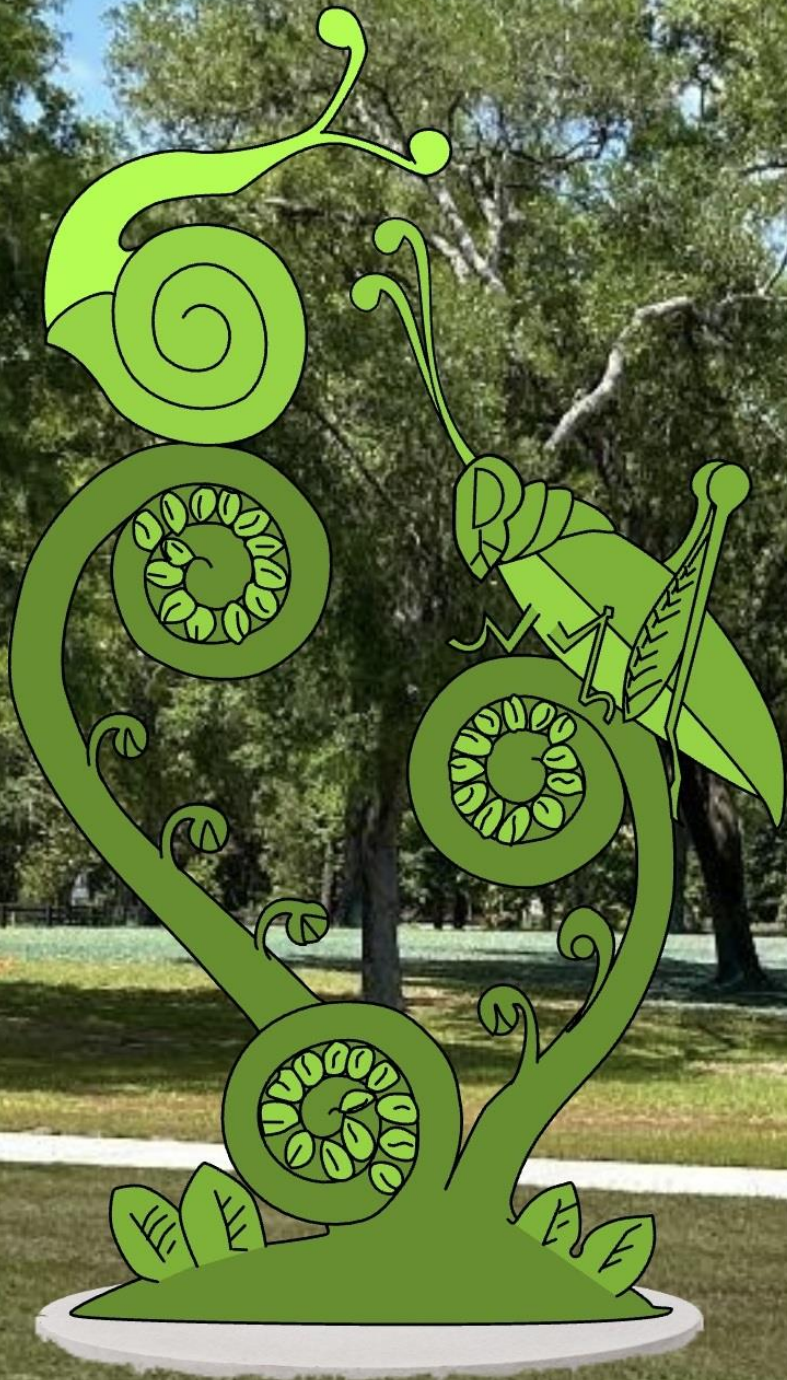


“Rabbit and Wren”

(Made of bronze or aluminum)

Total Height
5.2ft (bronze) or 6.2ft. (aluminum)





“The Conversation”

Snail & Grasshopper perched on fiddlehead ferns

Total Height
5.2ft (bronze) or 6.2ft. (aluminum)



Color and Maintenance

The choice of Patinas can suggest the graceful appearance of aged antiquity. It also has the ability to make bronze appear rich, bright & iridescent



Our unique applications of traditional & contemporary finishes require little to no maintenance.



Section X. Item #4.

3 coats of exterior UV protective are applied upon installation.





I come from a construction background.(USAF Combat Engineer) For the past 20 years I have applied this unique life experience to our artistic endeavors. As a result, I can always be found “hands-on” in every aspect of installation/s.

There are occasions when we are mandated by state and local ordinances to seek out and subcontract with qualified companies that can assist us in these endeavors. Like any contractor or home-owner, we strive to seek those companies that have the ability to communicate well, provide the highest quality and value for the service. (Good references, insurance and credentials).



Bronze?

Why “Silicon” Bronze in particular?

95% copper
4% silicon and
1% manganese.



This “modern” alloy recipe was formulated early in the 20th C by metallurgists seeking to meet the high demand for better quality castings intended for industrial and marine applications.



It contains good structural quality, finishes nicely and accepts patinas readily. It especially offers a high resistance to corrosion!

Belmont

Everdur Silicon Bronze Product 4951

With its pleasant color (and ability to accept a range of patinas) combined with good fluidity, low drossing, and a reasonable solidification range, Everdur Silicon Bronze is widely used in both industrial and creative applications. Everdur’s balance of mechanical properties and corrosion resistance has led to its use in valve and pump parts, impellers, bells and a variety of other engineering applications. More recently, Everdur’s excellent casting characteristics have resulted in it being the preferred Bronze for sculpture casting and in its wide acceptance for the jewelry caster as well.

Nominal Chemical Composition

Copper 95%
Silicon 4%
Manganese 1%



Typical Physical Properties

Unless otherwise stated, measured at room temperature, 68°F (20°C).

Property	U.S.	Metric
Melting Range (solidus/liquidus)	1550°F–1780°F	840°C–971°C
Pouring Range	1900°F–2250°F	1010°C–1235°C
Density	0.302 lbs/cu. in.	8.36 g/cu. cm.
Specific Gravity	8.36	8.36
Thermal Conductivity	16.4 Btu/ft./hr./sq. ft./°F	28 W/m/°K
Electrical Conductivity	6% IACS	6% IACS

Typical Mechanical Properties (test bar values – C80100)

Unless otherwise stated, measured at room temperature, 68°F (20°C).

Property	U.S.	Metric
Tensile Strength	55000 lbs/sq. in.	379 MPa
Yield Strength	25000 lbs/ sq. in.	172 MPa
Elongation in 2 in. (50 mm)	30%	30%
Brinell Hardness (500 kg. wt.)	85	85
Shear Strength	28000 lbs/sq. in.	190 MPa
Impact Strength Izod	33 ft. lbs	45 Joules

Continued

Belmont: *The Non Ferrous Specialists*

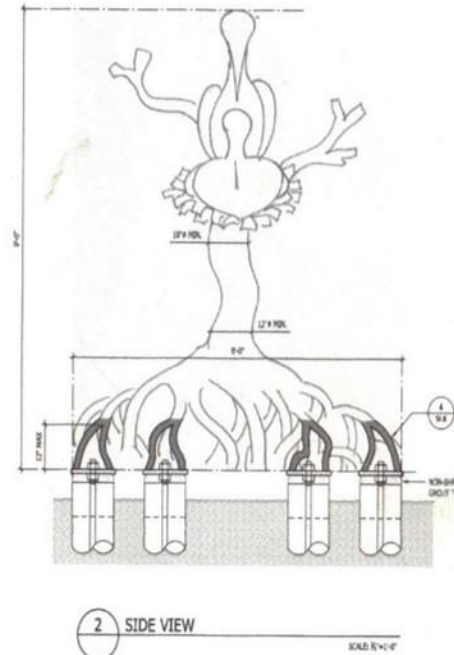
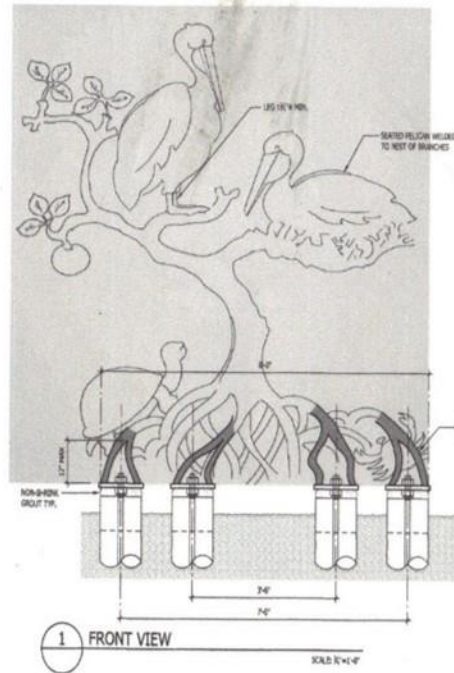
For maximum variety in non ferrous metals, alloys and shapes.

Custom shapes and compositions available.

For 20 years we have been fortunate enough to operate our own studio foundry.



This important asset allow us to perform all stages of our creative and technical fabrications under one roof.



STRUCTURAL NOTES

GENERAL NOTES

1. The governing Code for this project is the Florida Building Code, 2015 Edition. This Code prescribes which edition of each referenced standard applies to this project.
2. To the best of our knowledge, the Structural Drawings and Specifications comply with the applicable requirements of the governing Building Code.
3. Construction is to comply with the requirements of the governing Building Code and all other applicable Federal, State, and Local Codes, Standards, Regulations and Laws.

DESIGN WIND LOADS

- | | |
|---|---------------------------------|
| A. Governing Code | ASCE 7-10 |
| B. Building Map Category | I |
| C. Ultimate Wind Speed | $V = 160$ mph (I 2 second gust) |
| D. Alternate Wind Speed | $V = 127$ mph (I 2 second gust) |
| E. Mean Roof Height | 5.0 feet |
| F. Directionality Factor | $K_d = 0.85$ |
| G. Topographic Factor | $K_z = 1.0$ |
| H. Gust-Effects Factor | $G_e = 0.85$ |
| I. Exposure | C |
| J. Solid Freezing High and Signs | $C_f = 1.38$ to 1.8 |
| K. Velocity Pressure Exposure Coefficient | $K_z = 0.85$ |
| L. Velocity Pressure | $q = 48$ psf |

MATERIALS

Sculpture

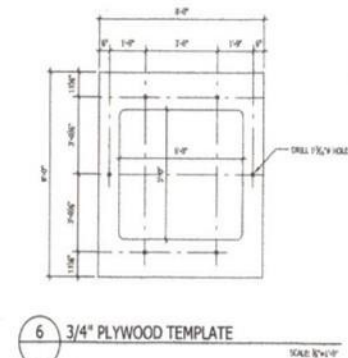
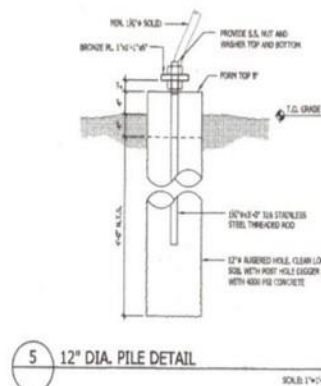
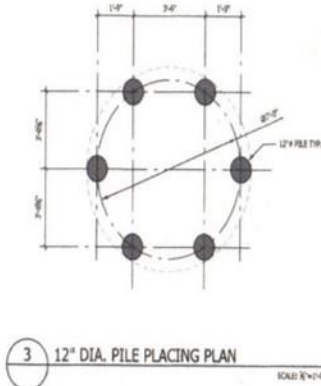
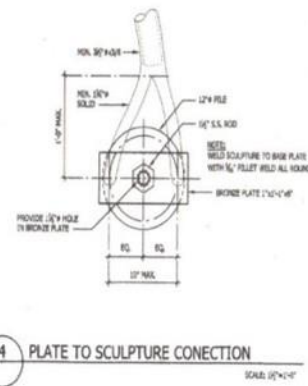
- Cast Silicon Bronze
- Bronze C87200 with minimum yield strength of 25,000 psi
- Wall thickness of casting: 1/8" to 1/4", UGM as being sold
- Approximate weight: 1,000 lbs
- Sculpture to be complete presentation added to silicon bronze base plates

Scalping Speed

1. 116 Stainless Steel
2. Rods shall be all threaded
3. Provide stainless steel washers under all nuts.

Figure 1

1. Use 1/2" diameter auger to a depth of 4"-6" below grade
2. Clean auger debris from hole with good hole digger.
3. Pour a 12" x 12" x 6" box of soil into hole.
4. Fill hole with 4000 psi concrete. Use trowel if required.
5. Approximately 24 cubic feet of concrete will be required.
6. Selenite or Gulemite may be used to line inside hole.
7. Insert 1 1/2" x 55 inch into concrete.
8. Document horizontal of diameter physical template for positioning anchor rods to match sculpture base plate hole locations. Use this tool and method of template to assure straight and vertical position of anchor rods.
9. Allow concrete to cure for a minimum of 5 days prior to bracing sculpture.



SEAL



BLISS & NYITRAY, INC.
STRUCTURAL ENGINEERS
 Certificate of Authorization No. CA-624
 900 Douglas Road, Suite 300
 Coral Gables Florida, 33134
 T:305-442-7086 F:305-632-0291
www.blissnyitray.com
 William Bart Wolfe, P.E., No. Reg. No. 29915
 Cell No. 786-269-2960 w.bart@blissnyitray.com
 BRE Project No. 12074

Michael McLaughlin
Bronze Sculpture Artist
31 Tarbleton Heights Road,
Fairfield, Connecticut 06424 U.S.A.
T: 950-525-1123
contact@mcsculpture.com

VILLAGE HALL PLAZA
BRONZE SCULPTURE
PALMETTO BAY, FLORIDA 33157

TEST TITLE

PLAN AND DETAILS

REVISIONS



Above all, safety is the highest priority.

Only the highest quality materials & installation methods .



Section X. Item #4.





3" Dia. S-Steel Dowel
embedded in concrete
and fastened to interior
of casting

12" Dia x 48" Deep
Concrete Caisson





Thank you so much for the opportunity to present our work. I am very honored and grateful for your consideration. Please feel free to reach out at any time for further information .



Section X. Item #4.





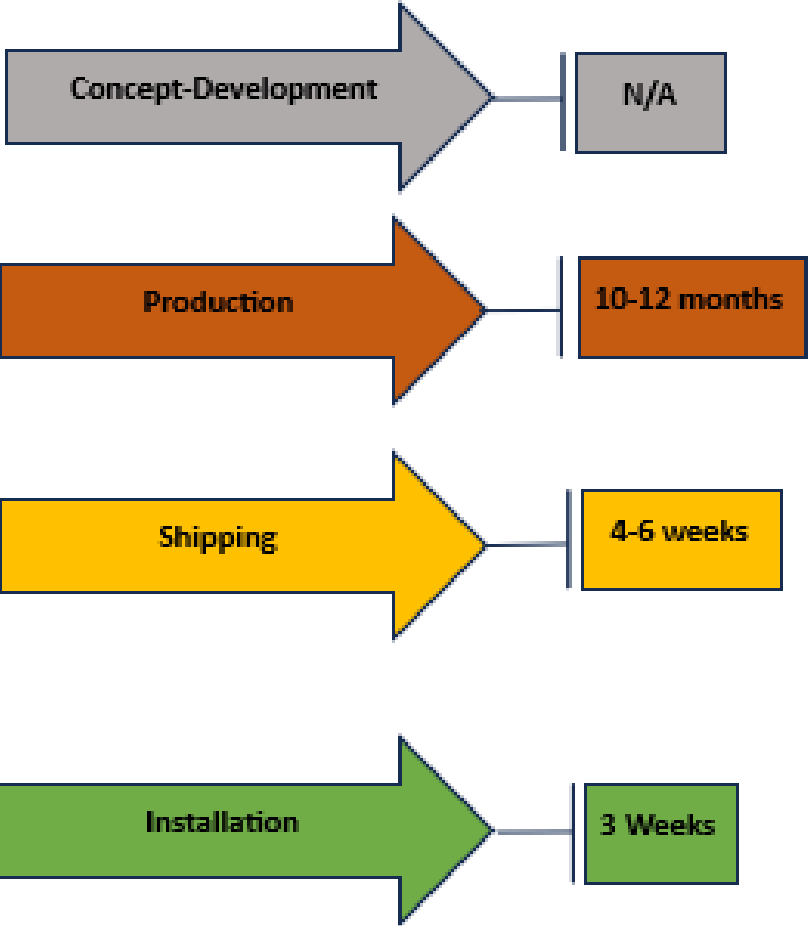








Project Time-line




Project Duration-10-12 Months

Concept & Development- Through the discussion and use of visual materials (drawings/models) the parameters of the project, ie. scale, placement, production schedule and projected requirements will be agreed upon. Administrative documentation is included

Section X. Item #4.

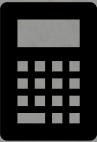
Production – The artist and team will create a full-scale prototype (plaster, clay wax or fiberglass) which will be delivered to the foundry for casting into the desired metal alloy. Upon completion there, the castings will be returned to the artist studio-workshop where fabrication, finishing and patina will be performed.

Shipping - Contracted freight handlers (or in some cases) the artist . Bonded, Insured DOT compliant 

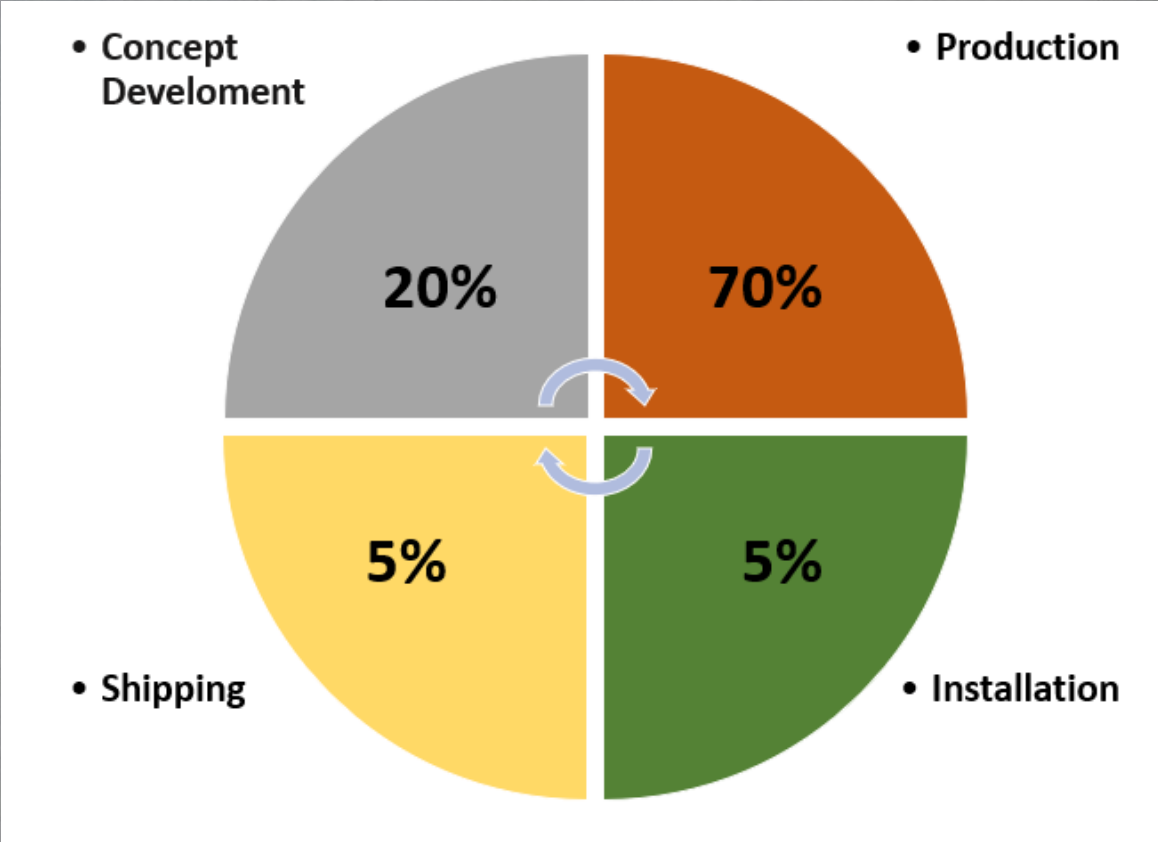
Installation- Due to the scale-weight of the art work, it may be necessary to contract licensed riggers with specialty equipment to assist in installation.

NB: Liability Insurance, permitting, engineering certificates, custom fees and incidentals are calculated in “production”. All requisite supplies, materials and associated costs for site clean up are included in “installation”





Project Budget



Patterns		\$5,000.00
Insurance		\$2,500.00
Foundry Costs		\$28,417.00
Fabrication		\$10,000.00
Delivery		\$5,000.00
Installation	*	\$3,400.00
Engineer	n/a	0
Permitting	n/a	0
Taxes	6.35% sales	\$3,683.00
Total		\$58,000

Professional References

Mystic River Foundry
Mystic, CT 06355
mrf@ricconnect.com

Maija McKnight
Public Arts Coordinator
Seattle, WA
maija.mcknight@seattle.gov

Cynthia Blazys
Torrington, CT
cblazys@hotmail.com

Lorre Broom
The Cooley Gallery
broom.lorre@gmail.com

Dan Meyers
Hillsborough County Architect
dlfmeyers@gmail.com

Reyna Ruiz
Former Community Liaison
City of Santa Cruz, CA
Reyna.m.ruiz@gmail.com

Crystal Birns
Former Public Art Director
City of Santa Cruz Redevelopment
cbirns@gmail.com

Darby Delsalle
Director of Planning and Zoning
Village of Palmetto Bay, FL
ddelsalle@palmettobay-fl.gov

35 Apple St.
Torrington, CT 06790
contact@mjmssculpture.com
(860) 459-7949

Curriculum Vitae

2007-13 Adjunct Art Teacher at Washington Montessori
2002-05 Apprenticed with sculptor Juan Andreu, Valen
2000-02 Teacher Intern at Old Saybrook High School
1995-99 Attended Lyme Academy of Fine Arts
1994-99 Historic Preservation Artist NEC Museum

Exhibitions and Commissions

2024 Harlinsdale Bridge, Franklin, TN
2023 Old Lyme Public Library
2022 City of Eden Prairie, MN Commission
2021 City of Newport Beach, CA Invitational
2020 Devereux Gardens Commission
2019 Seffner-Mango Community Park Commission, FL
2018 Chester Gallery
2017 Mirada Fine Art, Denver, CO
2017 Aviara Park Commission, Carlsbad, CA
2016 University of CT EVS Museum -Gallery
2016 Bushnell Plaza, Hartford
2015 New Britain Museum of American Art -Permanent Collection
2015 CT Governor's Invitational
2014 Village Hall Commission, Palmetto Bay, FL
2014 Eisenhower Gallery, Martha's Vineyard, MA
2013 Piasio Commission, Princeton NJ
2013 Lea Hill Park Commission, Auburn, WA
2012 Mystic Aquarium Exhibit
2012 B&T Grounds for Sculpture
2011 Stojanovich Park Commission, Campbell, CA
2011 Slater Museum, Norwich CT
2010 Sills Commission, Watch Hill, RI
2010 Gleason Fine Art, Portland, ME
2009 Reeves-Reed Arboretum, Summit, NJ
2009 Haddad Gallery, Hudson, NY
2008 John Slade Ely House, New Haven
2008 Poets Park Commission, Santa Cruz, CA
2007 Duffy Elementary School Commission, Hartford, CT
2007 Lascano Gallery, Gt Barrington, MA
2006 Walton Rd Commission, Port St. Lucie, FL
2005 Sun Lakes Community Library, Sun Lakes, AZ
2005 CODA Gallery, Palm Desert, CA

Awards

2009 Weiss Sculpture Prize
2008 The Lyngre Prize for Metal Sculpture
2005 The New Alliance Award



<http://mjmsculpture.com/>
Contact@mjmsculpture.com
860-459-7949



<https://www.instagram.com/mjmsculpture>



<https://facebook.com/michaelmclaughlinbronzesculpture>



<https://www.youtube.com/@mjmsculpture>

Attachment 2

Recommended Motion

Approval of Public Art Committee Recommendation to Award the Public Art Commission at New Riverside Barn Park to Michael McLoughlin (Fiscal Impact of \$58,000)– Chris Forster, Assistant Town Manager

“I make a motion to Approve the Public Art Committee Recommendation to Award the Public Art Commission at New Riverside Barn Park to Michael McLoughlin.”

TOWN COUNCIL

STAFF REPORT

Growth Management Department



MEETING DATE:	December 9, 2025
PROJECT:	Consideration of an Ordinance to Amend the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Section 5.15.8 Accessory Buildings (New). First Reading
PROJECT MANAGER:	Kevin Icard Director of Growth Management

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

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

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

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

Workshops on this topic were previously held with both the Planning Commission and the Historic Preservation Commission; however, no clear consensus emerged due to varied

perspectives. In April 2025, staff facilitated a Town Council workshop during which Council provided general direction to guide future standards.

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

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

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

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

Finding. The proposed amendments are consistent with Comprehensive Plan.

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

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

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

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

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

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

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

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

NEXT STEPS:

UDO Text Amendment Procedure	Date	Complete
Step 1. Planning Commission Public Hearing and Recommendation	October 22, 2025	✓
Step 2. Town Council – 1st Reading	December 9, 2025	✓
Step 3. Town Council Meeting – Final Reading and Public Hearing	January 13, 2026*	

*Tentative

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

Growth Management staff concurs with the Planning Commission’s recommendation to approve Section 5.15.8.R related to carport requirements; however, staff further recommends that Town Council also approve Sections 5.15.5.A–E, which establish the Maximum Lot Coverage percentages for each zoning district within Old Town, as part of the overall motion.

ATTACHMENTS:

1. Proposed Amendments

PROPOSED UNIFIED DEVELOPMENT ORDINANCE CHANGES

Section 5.15.8.R. Carports

General: Residential Detached Accessory Structure

Size Range: Maximum 400 SF, however, cannot exceed maximum lot coverage based on principal building type

Maximum Footprint: 400 SF

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

Characteristics:

- A detached or an attached accessory structure.
- Only one carport permitted per lot.
- Placement in rear of lot or at a minimum of 20 feet behind the front plane of the principal structure.
- Must be of same general character as primary structure.
- Solid walls are not permitted. No more than two (2) sides may be enclosed with louvered or horizontal panels or siding.
- Columns, posts and roof material shall be consistent with residential character.
- Roof must have a minimum pitch of 4:12.
- Limited electrical service is permitted. No internal plumbing is permitted.
- Not permitted on commercial or mixed-use lots.

Section 5.15.5.A Neighborhood Core Historic District

Neighborhood Core Building Type Requirements:	Front Build-to Zone	Lot Width Lot Width	Frontage Requirement	Setback (from rear property line)	Side Setback (from side property lines)	Height (in stories)	Maximum Lot Coverage
Main Street Building	10'-20'	50'-100'	70% - 90%	25'	5'	2-3	<u>80%</u>
Commercial Cottage	10'-15'	50'-75'	40% - 70%	25'	8'	1-1.5	<u>80%</u>
Live-Work Sideyard	10'-15'	50'-65'	50% - 75%	25'	5'	2-2.5	<u>80%</u>
Duplex	10'-15'	55'-70'	N/A	25'	5'	2-3	<u>75%</u>
Triplex	10'-15'	70'-100'					<u>75%</u>
Mansion Apartment House	10'-25'	60'-80'	N/A	25'	5'	2-2.5	<u>70%</u>
Civic Building	10'-25'	N/A	N/A	N/A	5'	2.5	<u>80%</u>
Carriage House	See Sec. 5.15.8.F. for placement and other requirements			5'	5'	1-2	
Additional Building Types	10'-25'	50'-100'	TBD by UDO Admin.	25'	5'	2-3	<u>80%</u>

Section 5.15.5.B Neighborhood Center Historic District

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

Section 5.15.5.C Neighborhood General Historic District

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

Section 5.15.5.D Neighborhood Conservation Historic District

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

Section 5.15.5.E Riverfront Edge Historic District

Riverfront Edge Building Type Requirements:	Riverfront Build-to Zone	Lot Width	Frontage Requirement	Setback (from rear property line)	Side Setback (from side property lines)	Height (in stories)	Maximum Lot Coverage
Carriage House	See Sec. 5.15.8.F. for placement and other requirements	N/A	N/A	5'	10	1-2	
Cottage	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥60'	N/A	20'	10'	1-1.5	<u>50%</u>
Vernacular House	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥75'	N/A	20'	20'	1.5	<u>50%</u>
Center Hall House	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥75'	N/A	20'	20'	2-2.5	<u>50%</u>
River House	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥75'	N/A	20'	20'	1.5-2	<u>50%</u>
Civic Building	15'-50'	≥60'	N/A	N/A	15'	1.5	<u>80%</u>
Additional Building Types	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥60'	N/A	20'	20'	1-2.5	<u>50%</u>



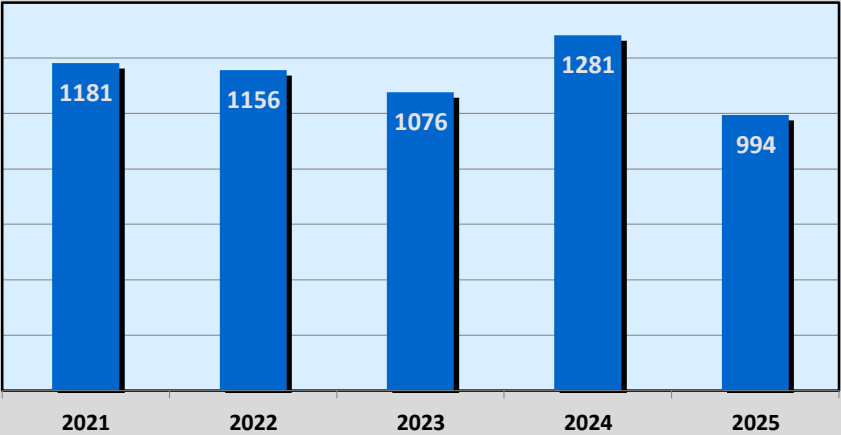
STATISTICAL INFORMATION

BLUFFTON POLICE DEPARTMENT

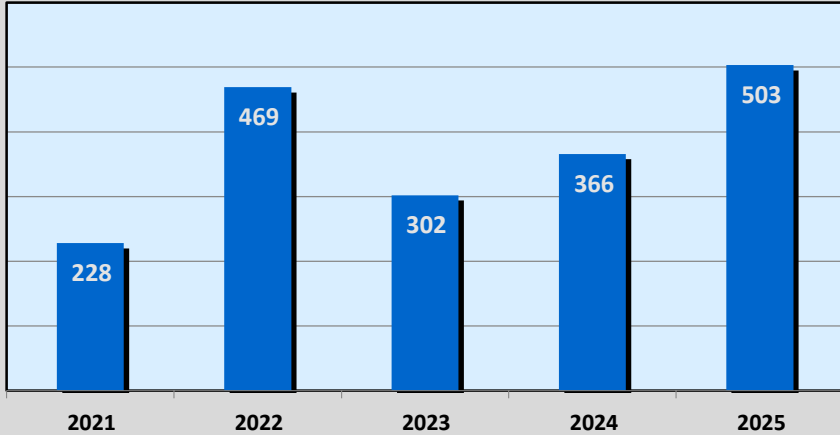
November 30, 2025

Presented by Chief Joseph Babkiewicz

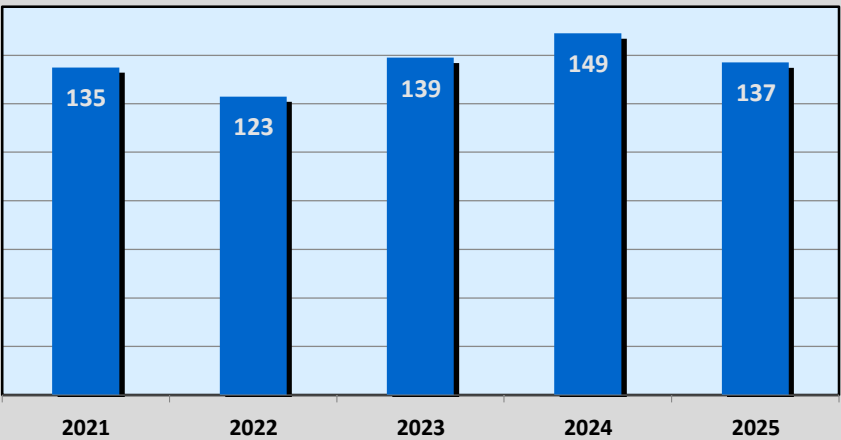
November Calls for Service Comparison



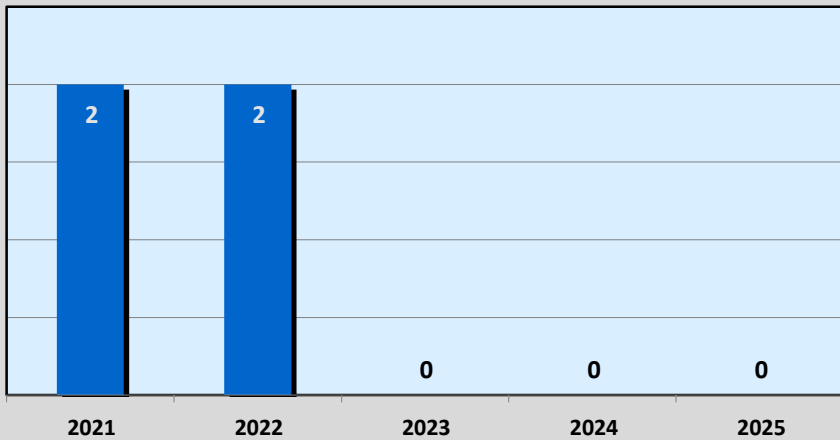
November Traffic Citation Comparison



November Collision Comparison



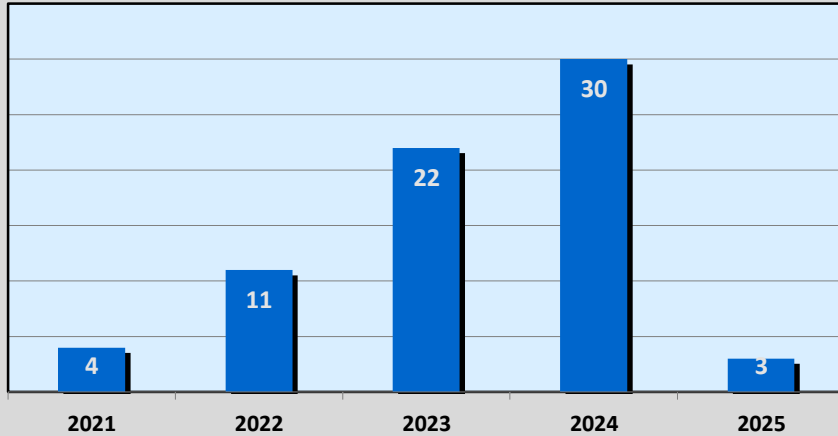
November Burglary Comparison



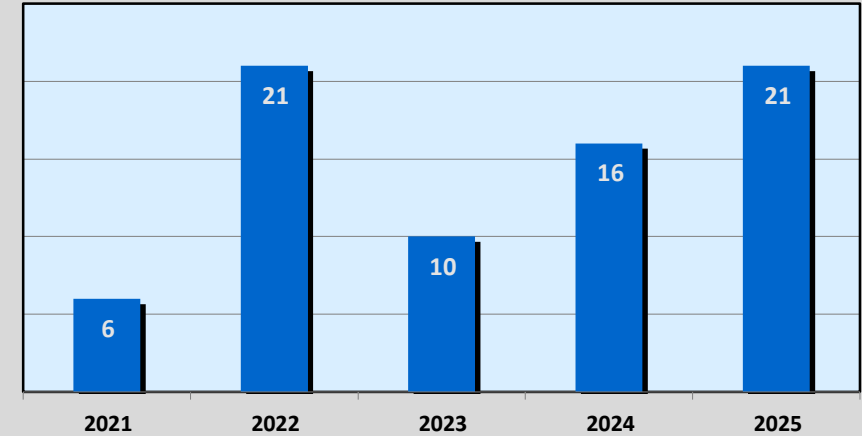
DEPARTMENT HIGHLIGHTS

Section XI. Item #1.

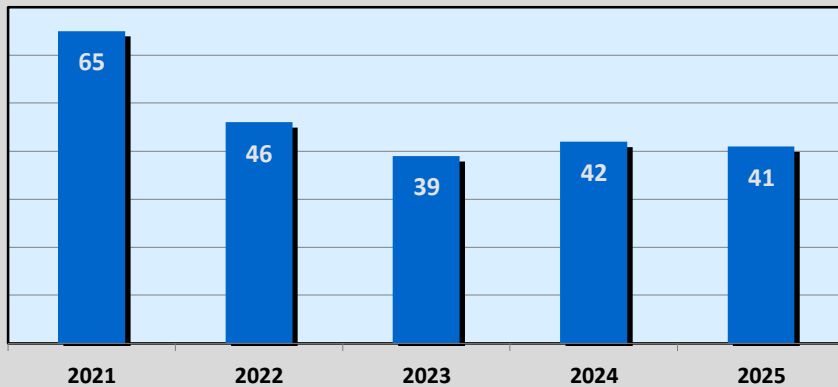
November Theft Comparison



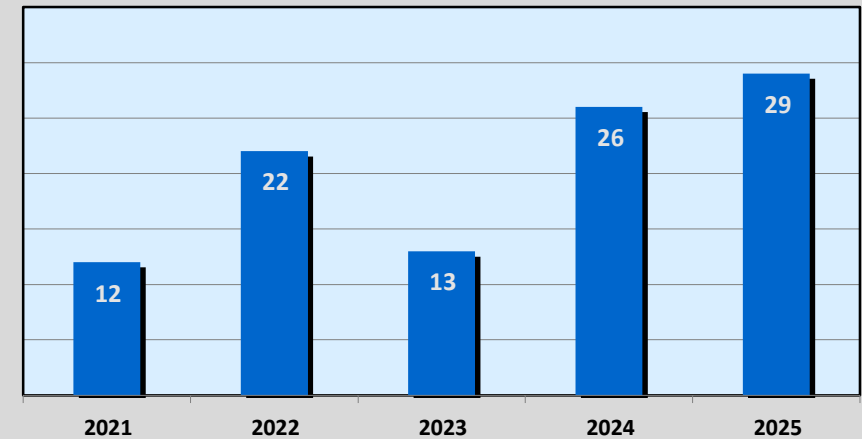
November Assault Comparison



November Domestic Calls for Service Comparison



November Arrest Comparison

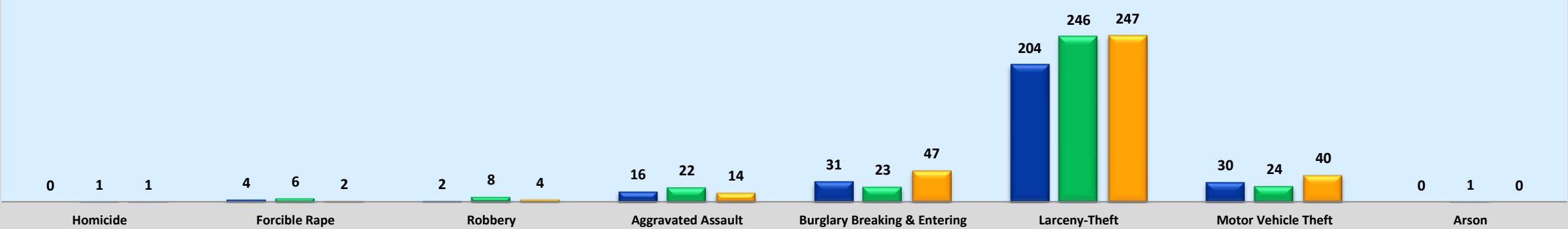


DEPARTMENT HIGHLIGHTS

Year-to-Date
November

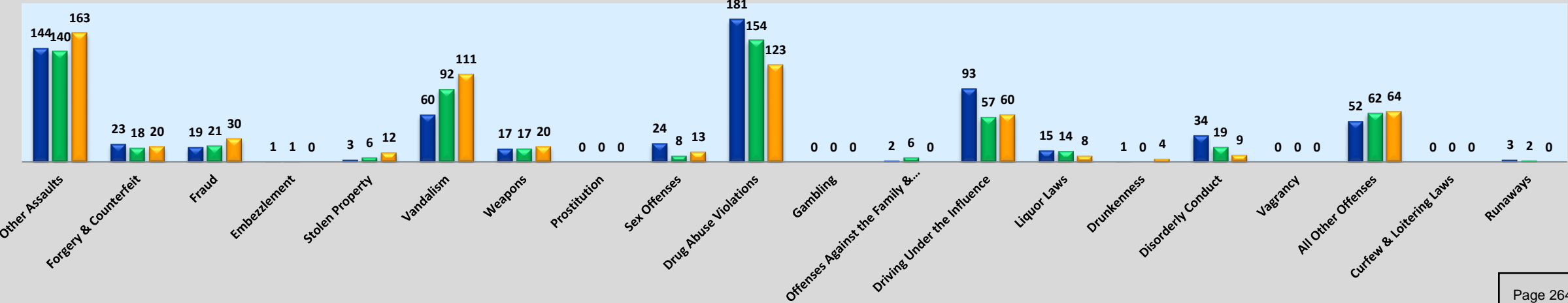
Part I Crimes

2025 2024 2023

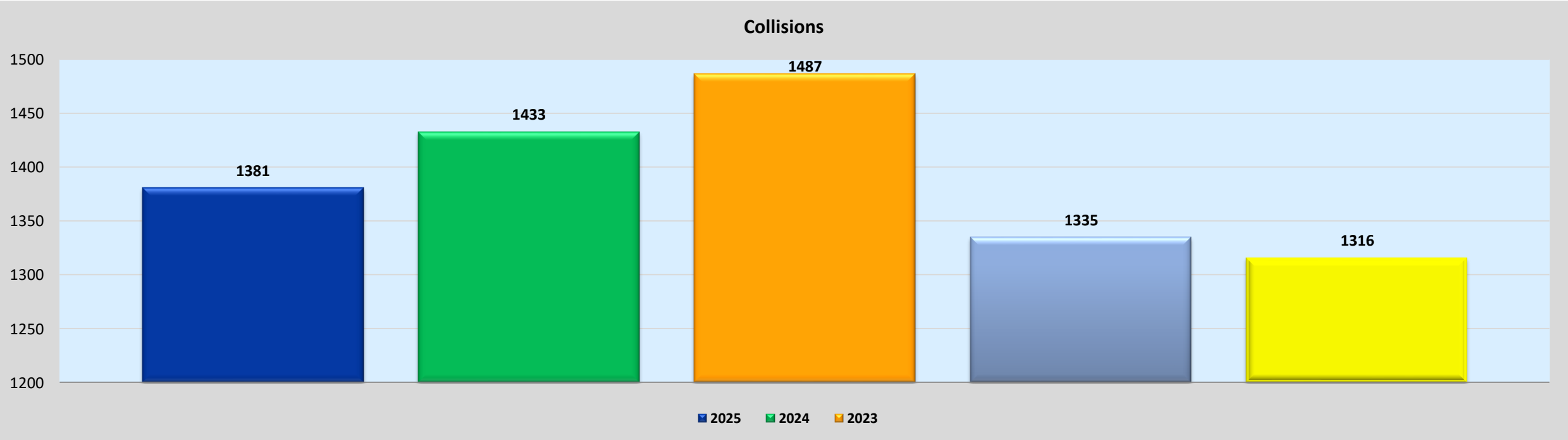


Part II Crimes

2025 2024 2023



Year-to-Date
November



Law Enforcement Advisory Committee

- 2025 Department Operations Review
- Holiday Season Events
- Upcoming CALEA Assessment
- Lexipol Policy Transition
- Training Simulator Trailer

Meetings Attended by Chief Joseph Babkiewicz

Every Wednesday – Senior Staff Communications Meeting

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

Nov 3rd – Attend Wellness Committee meeting

Nov 4th – Command Staff meeting

Nov 5th – Attend Staff Strategic Planning Workshop

Nov 5th - End of Phase 2 Meeting – Recruit Polo

Nov 6th – Attend Staff Strategic Planning Workshop

Nov 6th – Attend Marine Corp Birthday Celebration @ Hampton Hall

Nov 6th – Attend LECAC meeting

Nov 12th – Participate in Local Government Leadership Class

Nov 12th – Executive Level Command Staff meeting

Nov 12th – Attend November Birthday and Anniversary Event

Nov 13th – Attend Town Council meeting

Nov 16th – Guest Speaker @ Men's Club of Bluffton Breakfast

Nov 16th – Attend SGGCS Cornhole Tournament

Nov 17th – Attend CIP meeting

Nov 17th – Urban SDK Teams meeting

Nov 17th – Mobile Town Hall @ Pinecrest

Nov 18th – Attend MASC Presentation

Nov 18th – Ribbon Cutting @ Free Range Pediatrics

Nov 18th – Attend Monthly meeting with Human Resource

Nov 18th – End of Phase meeting – Recruit Polo

Nov 18th – End of Phase meeting – Recruit Smalley

Meetings Attended by Chief Joseph Babkiewicz cont.

- Nov 19th** – Attend Cross Schools Passing of the Boxes
- Nov 19th** – Attend SC CIC Readiness Exercise
- Nov 19th** – Flock Safety meeting
- Nov 19th** – Command Staff meeting
- Nov 19th** – Attend Heyward House Turkey Drive
- Nov 20th** – Attend TOB Thanksgiving Feast
- Nov 24th** – Serve Thanksgiving Lunch @ Bluffton Elementary
- Nov 24th** – Attend Lunch meeting @ Montage Palmetto Bluff
- Nov 25th** – Participate in Turkey Drive Delivery
- Nov 25th** – Attend Lunch @ Hilton Head Creative Arts School
- Nov 26th** – Command Staff Interview

Commendations -	None
Complaints -	None

Police Department Demographics as of November 30, 2025

DEPARTMENT	Black	Hispanic	Other	White	Grand Total
Female	2	3	1	17	23
Male	8	5	3	36	52
Grand Total	10	8	4	53	75

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

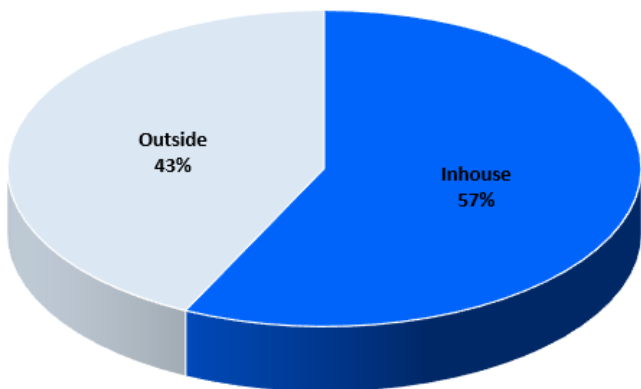
In-House

Line-Up 2025 July-August - 1 Officer
Line-Up 2025 May-June - 1 Officer
Officer Liability - 3 Officers
Racial Profiling - 1 Officer
Studio - Medical Admittance or Denial - 2 Officers
Studio - Police/Dog Encounters - 2 Officers
Line-Up 2025 September-October - 3 Officers
Foundations in Ethics for Law Enforcement - 39 Officers
Interviews and Interrogations - 1 Officer
Temporary Holding Facilities - 1 Officer
Line-Up 2025 March-April - 1 Officer
Line-Up 2025 July - August - 2 Officers
CDV - Annual DV 2025 - Cultural Humility - 22 Officers
Line-Up 2024 November-December - 1 officer
Legal Update 2025 - Part I - 1 Officer
Legal Update 2025 - Part 2 - 1 Officer
Studio - Mental Illness - 1 Officer
Addressing, Homeless Populations - 1 Officer
Airborne and Bloodborne Pathogens - 43 Officers
Community Policing - 1 Officer
Domestic Violence Overview - 1 Officer
Evidence Collection, Control, Storage - 1 Officer
Hazmat First Responder Awareness (FRA) Level 1 - 36 Officers
Interacting with the Mentally Ill as a First Responder - 35 Officers
Line of Duty Death - 1 Officer
Managing Fatigue in 24/7 Operation - 1 Officer
Rape Crisis; Crime Scene & Evidence Handling - 1 Officer
RETIRED Crisis Intervention in Dealing with Mentally Ill Subjects - 1 Officer
RETIRED School Resource Officers - 2 Officers
Trauma-Informed Sexual Assault Investigations - 1 Officer
Taser 10 Operator Course - 18 Officers
Baton/OC - 22 Officers

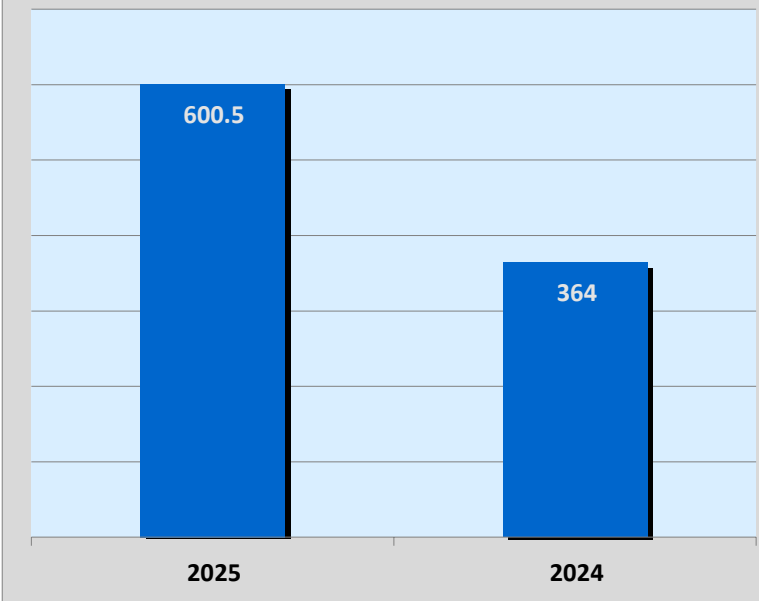
Outside

Basic Law Enforcement - SCCJA - 2 Recruits
Field Training Officer - 5 Officers

November Officer Training

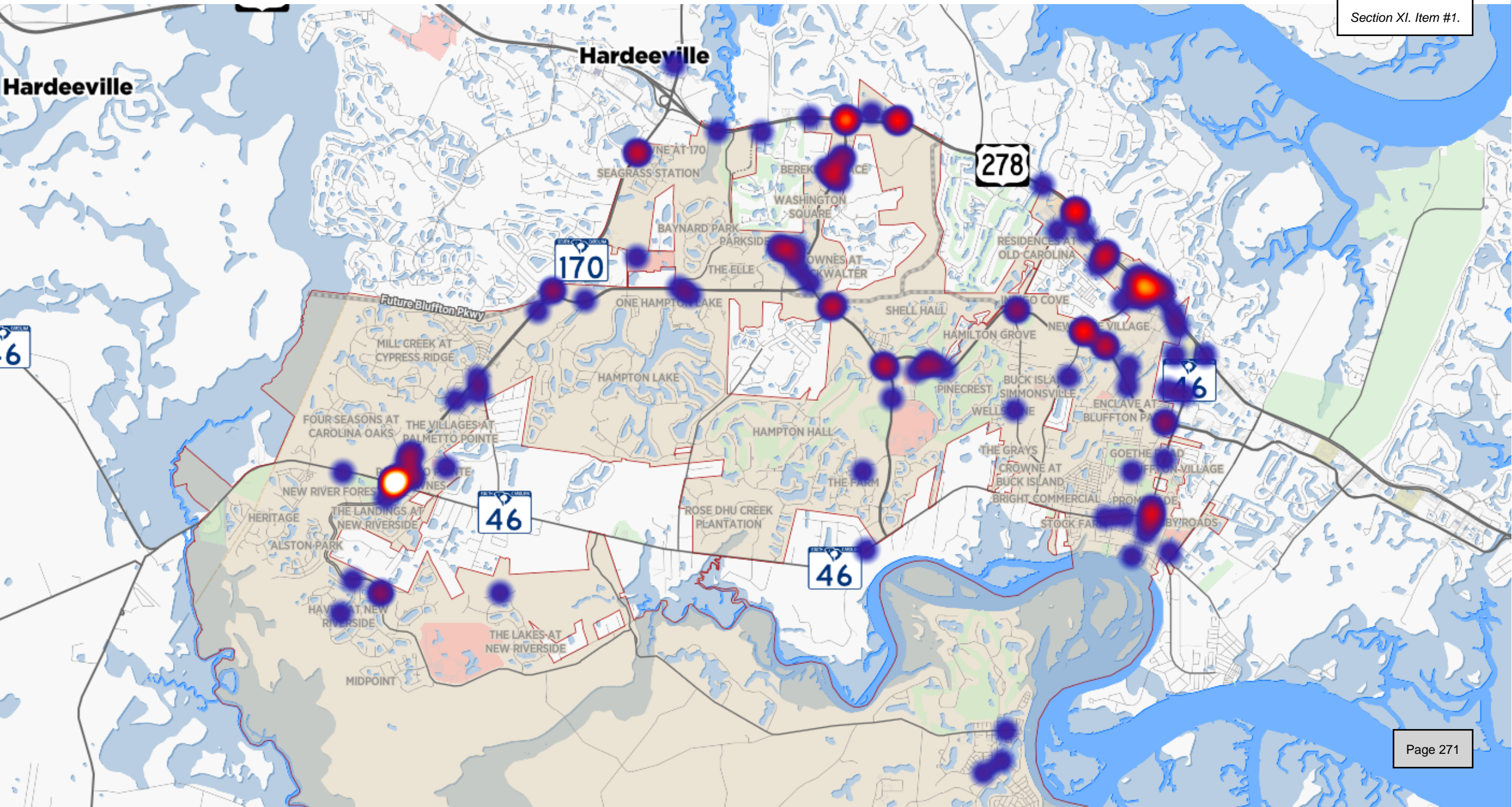


**November 2025 / 2024 Training Hours
Comparison**



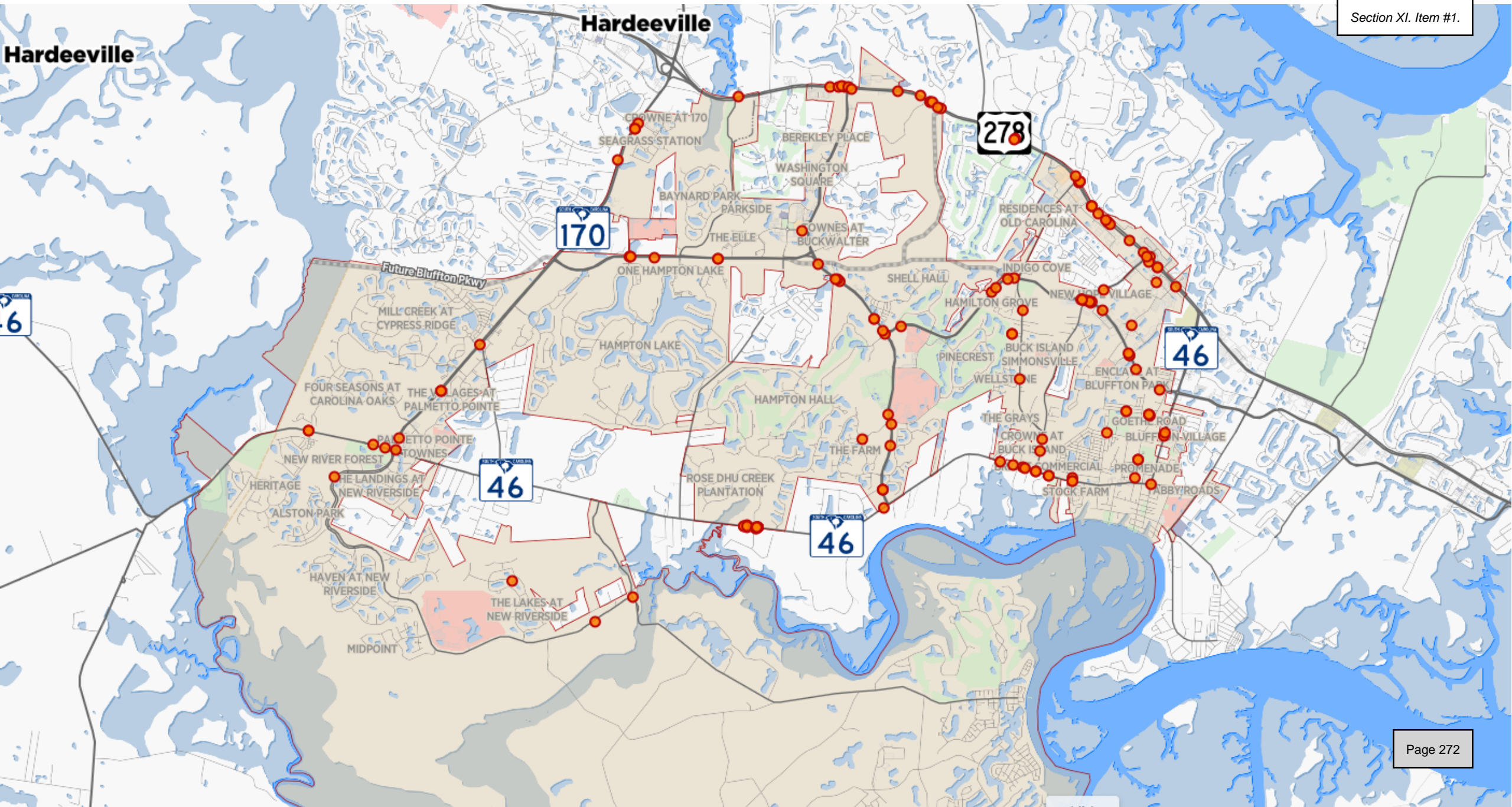
COLLISIONS (137) November 2025

Section XI. Item #1.



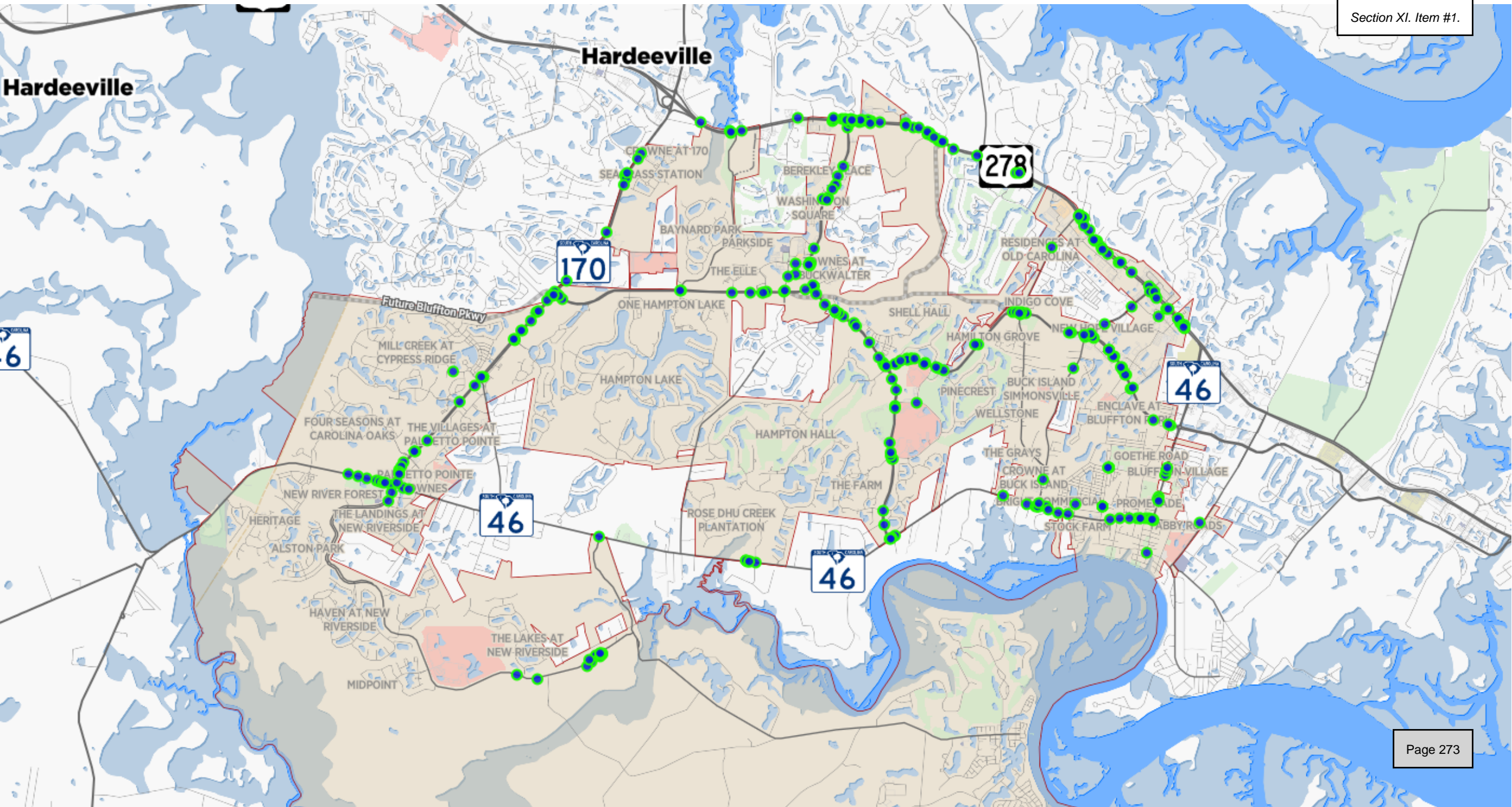
CITATIONS ISSUED (149) November 2025

Section XI. Item #1.



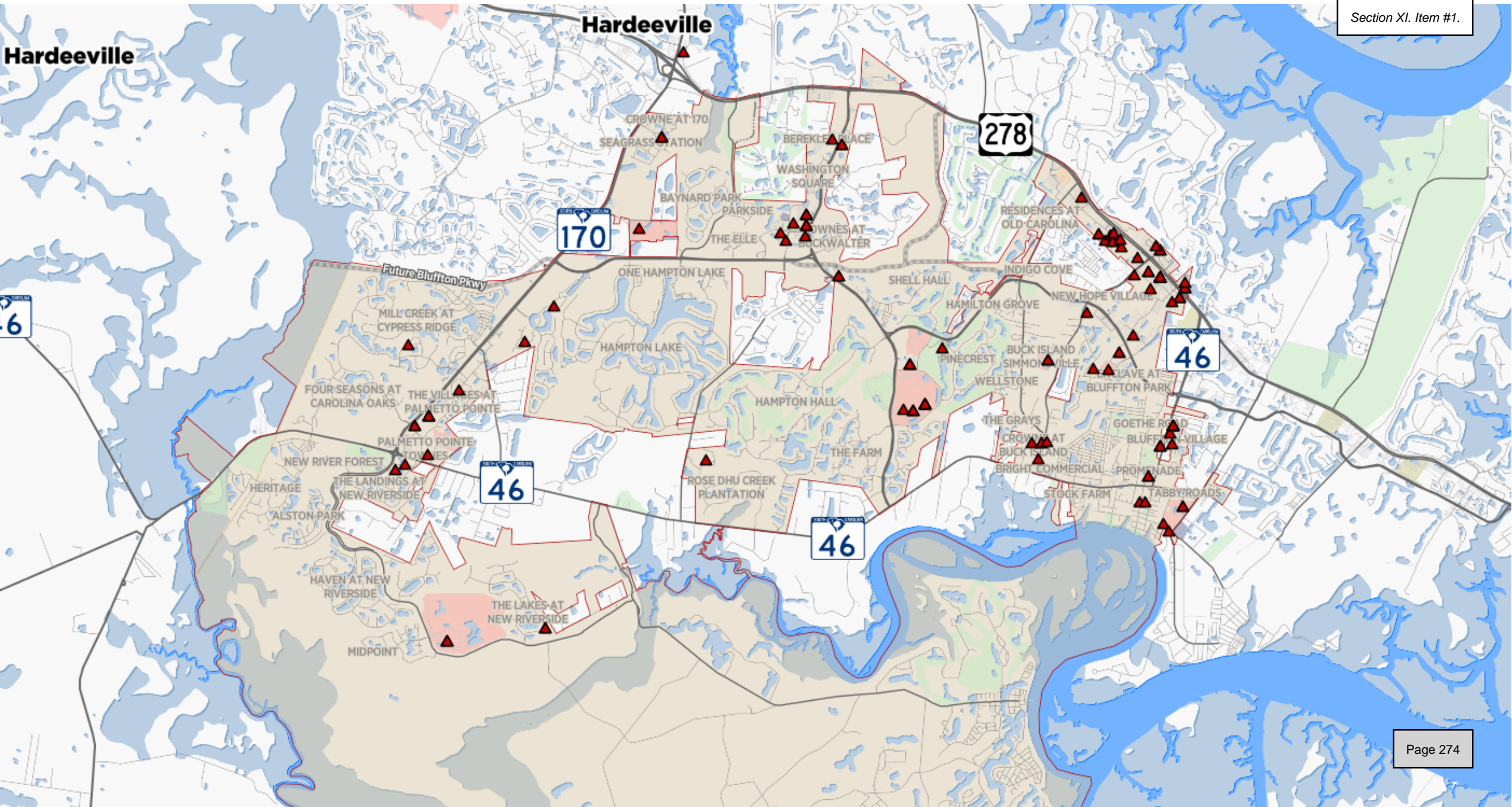
WARNINGS ISSUED (354) November 2025

Section XI. Item #1.



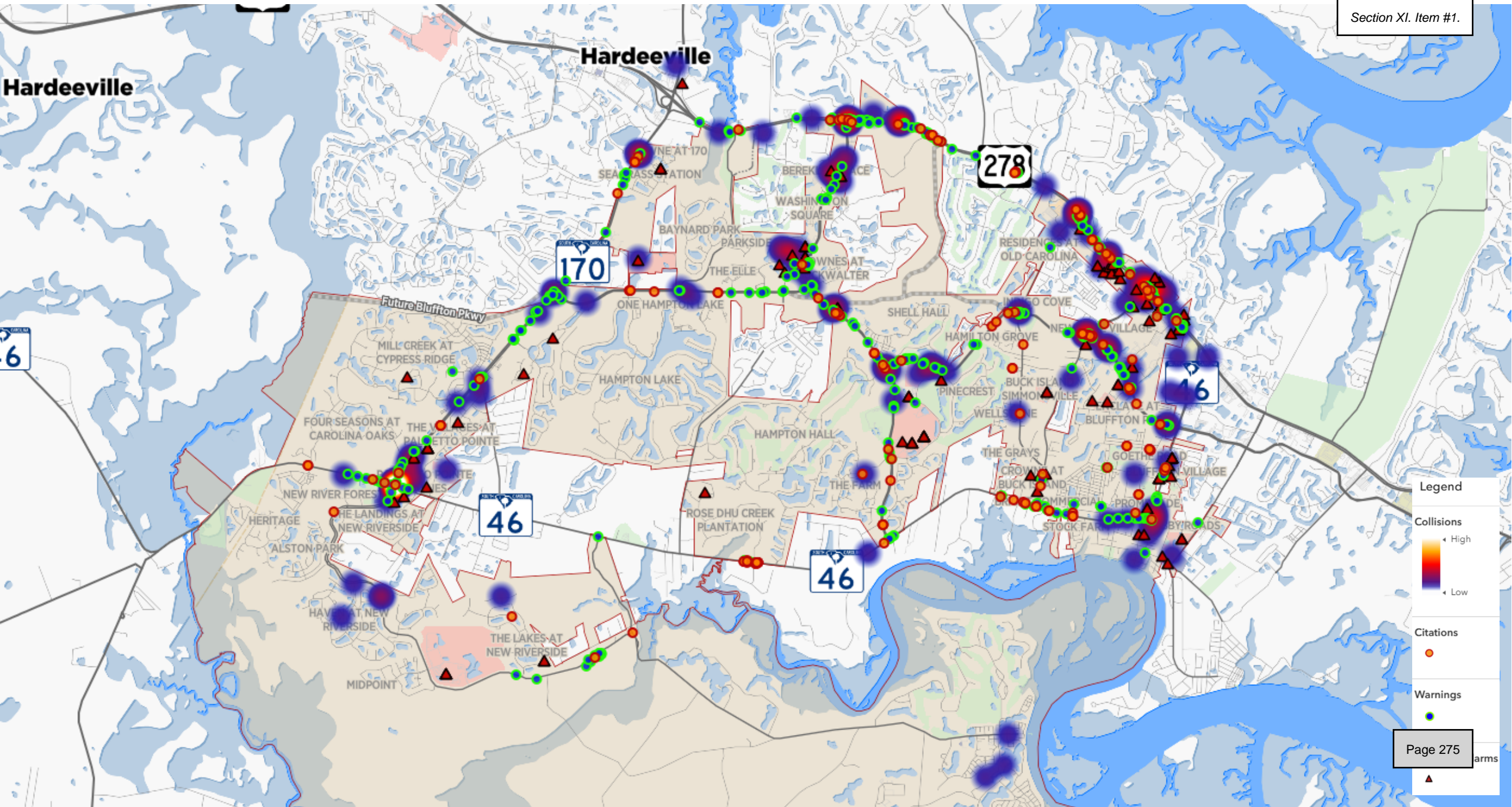
#1 CALL TYPE – Activated Alarms (119) November 2025

Section XI. Item #1.



Collisions, Citations, Warnings and Activated Alarms – November 2025

Section XI. Item #1.



CALLS FOR SERVICE TOP 10 CALL TYPES	
Activated Alarm	119
Case Follow Up	94
Accident	91
911 Hang-Up	73
Disturbance	70
Reckless Driving	56
Domestic	38
Assist Motorist	34
Accident W/Injuries	30
Noise Complaint	27

TOTAL CALLS FOR SERVICE: 994

AVERAGE PER DAY: 40

PRO-ACTIVE PATROLS	
Extra Patrol - Business	681
Traffic Stop	427
Extra Patrol - Residential	170
Traffic Enforcement	11

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS

Driving without a License - 1st Offense	25
Operating Vehicle While License/Registration Expired	21
Driving Under Suspension; License not suspended for DUI	17
Speeding; more than 15 but less than 25 mph over the Speed limit	16
Driving Under Suspension; License suspended for DUI	7
Speeding; Equal to or greater than 25 mph over the speed limit	7
Failure to Maintain Proof of Insurance	7
Public Disorderly Conduct	6
Possession of 28g (1 oz) or less of marijuana - 1st Offense	4
Open Container of Beer or Wine in Motor Vehicle	4

TOTAL CITATIONS ISSUED: 149
 AVERAGE PER DAY: 6

UNIFORM TRAFFIC WARNINGS
TOP 10 VIOLATIONS

Speeding	101
Defective Equipment	63
Vehicle License Violation	52
Improper Lane Use	30
Changing Lanes Unlawfully	20
Disregarding Stop Sign	15
Disregarding Traffic Signal	10
Improper Turn	10
Improper Lights	9
Driver License Violation	5

TOTAL WARNINGS ISSUED: 354
 AVERAGE PER DAY: 14

CRIMINAL INVESTIGATIONS	
Cases Assigned	12
Incident Reports	3
Supplemental Reports	39
Cases Closed	9
Arrests Made	2
Arrest Warrants	3
Juvenile Petitions	0
Bond Court	3
Case Call Outs	5
Search Warrants	2
Prelims/Grand Jury	3

Case Call Outs:

1. 25BP29137 – JCSO SW Assist
2. 25BP31318 – Attempted Murder

Mental Health Advocate:

CIT: 1

Referrals - 9

Follow Ups - 36

Supplemental Reports - 18

Victim Advocate:

Case Call Outs: 2

Incident Reports: 4

Case Closed: 4

Bond Court: 73

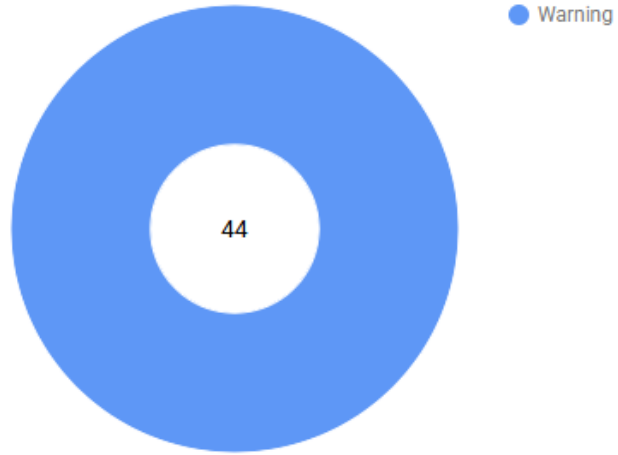
Supplemental Reports: 8

ICAC Cases Assigned: 5

COMMUNITY SERVICE ASSISTANTS

Section XI. Item #1.

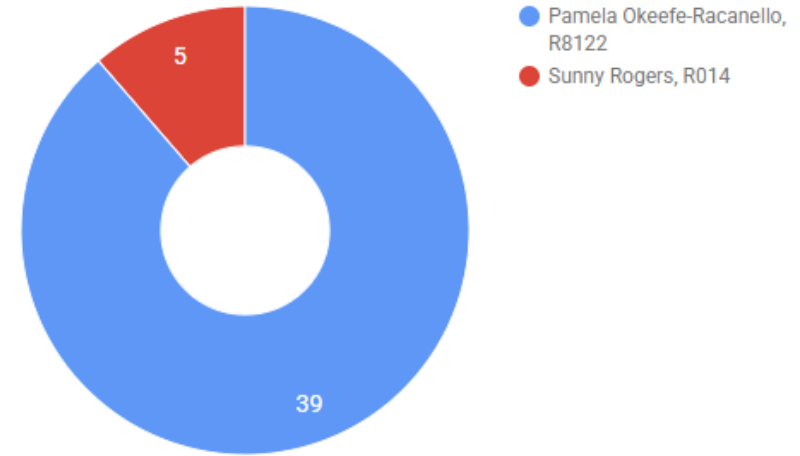
Tickets By Status Last 30 Days



Total Count: 44

As of 11/25/2025, 12:00:00 AM

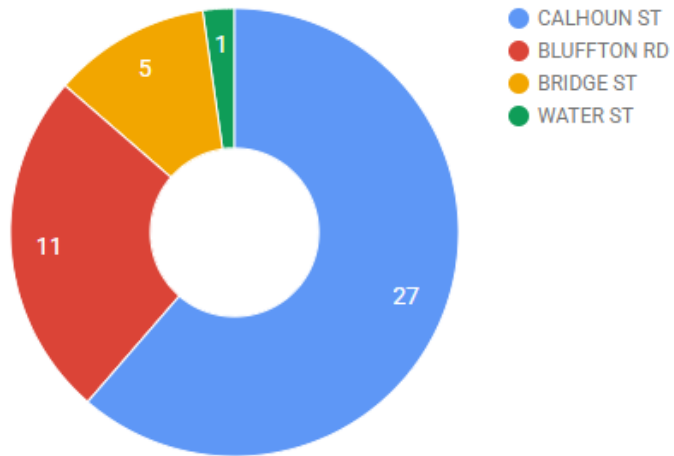
Tickets By Officer Last 30 Days



Total Count: 44

As of 11/25/2025, 12:00:00 AM

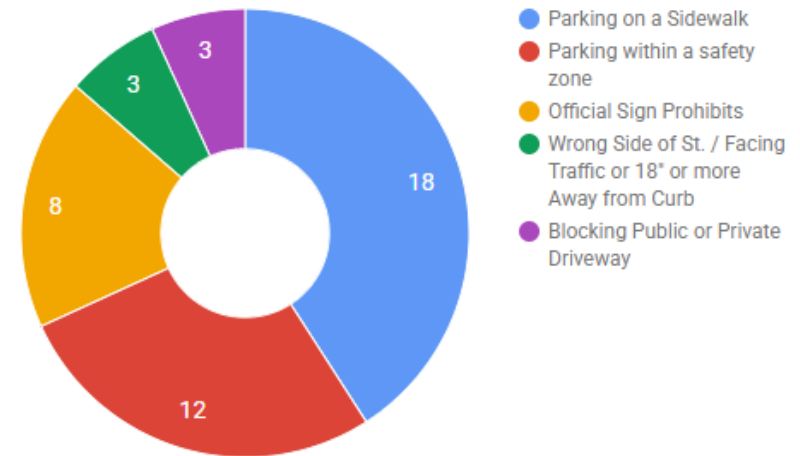
Tickets By Location Last 30 Days



Total Count: 44

As of 11/25/2025, 12:00:00 AM

Tickets By Violation Last 30 Days

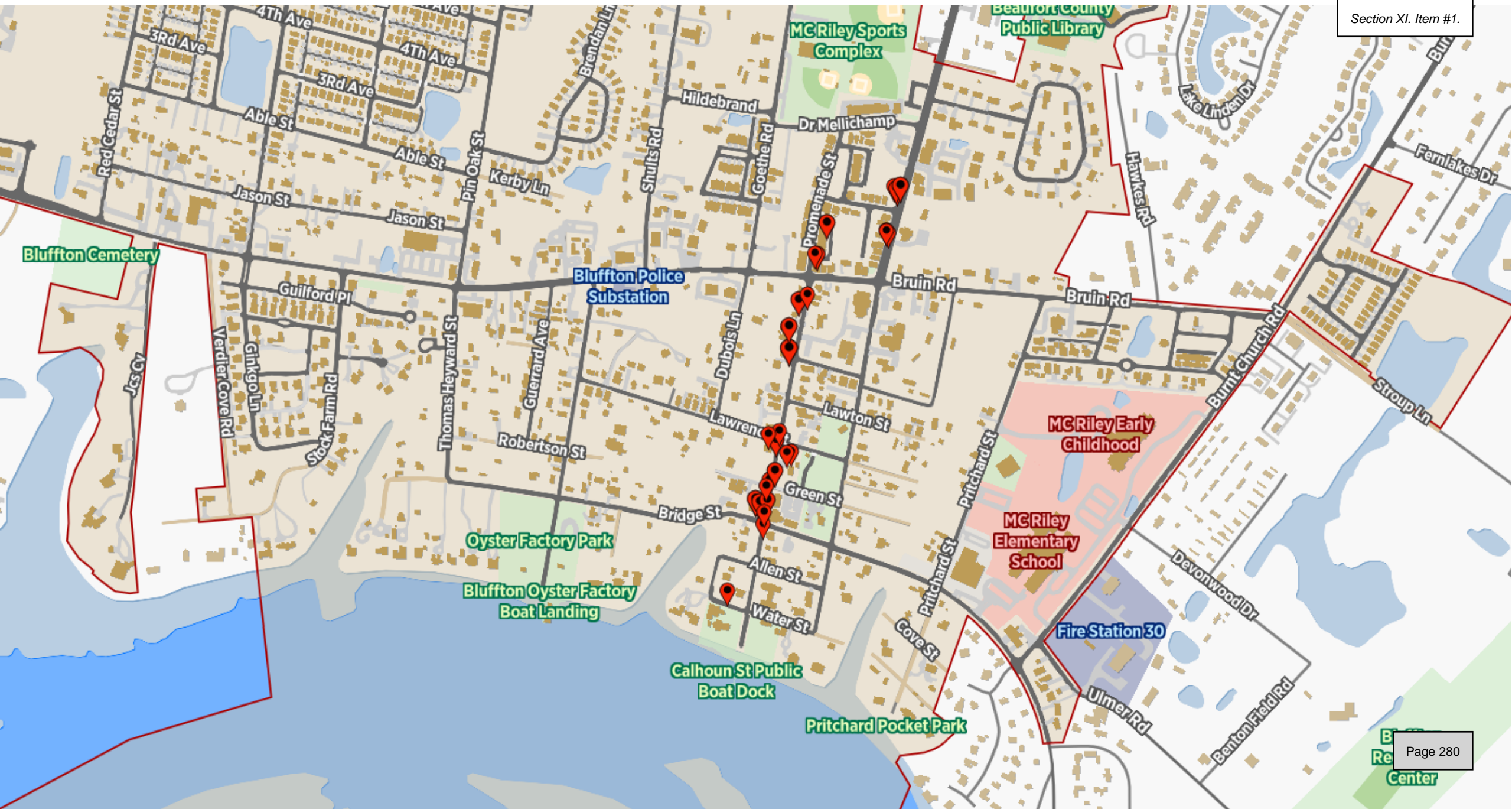


Total Count: 44

As of 11/25/2025, 12:00:00 AM

DOWNTOWN CITATIONS (44) – November 2025

Section XI. Item #1.



Code Enforcement:

William Bonhag

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

Complaints / Property Checks / Follow-ups / Ordinance Letters

- Kristy Carge and I met with Matt Cunningham on 11/4/25 to review his Bridge Collective operation as he needs to obtain a commercial Business license for his 1st floor businesses that are in operation, along with his second-floor apartment rentals. Matt's due date is January 15th, 2026 due to the taxes owed.
- Sidney Holland from Building Safety identified a roofing company conducting business at 58 Wyndham Drive w/o a business license. Upon visiting the location on Wednesday 11/19/25, Carlos Lopez stated he was in charge and their company is St. Judes Roofing, LLC turns out this is false as they are supposedly working under the general contractor's license (Serene Construction). Summons were issued to Carlos Lopez for working w/o a BL or LLR. Contractor told Sidney they are employees. Court date is 12/9/25.

28 Maiden Lane

- 11/6/25 via text message received from Andrea Moreno at Watershed via Mr. Toomer and Mr. Wood regarding smells emulating from this property. Andrea found no leaks or any discharges on site. Andrea found smelly oyster shells in a boat along with a chicken coop.
- Codes visited this location and issued an NOV per direction of Mr. Toomer and Mr. Wood via Andrea Moreno. On 11/6/25 I took photos and issued a NOV for Sec.12-28 (a) Vacant lots, premises and land (a) accumulations prohibited.
- The owner of this property is Mr. Toomers employee Johnny Jenkins. Mr. Jenkins called me to discuss it, as I advised him Vicky Smalls will be working on obtaining a dumpster via her department, he was very receptive to this action. Mr. Jenkins also stated that the truck in his side yard is Mr. Toomers.
- We will be following up for Friday 11/21/25 for his compliance date.

1 Able Street

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

Code Enforcement continued:

218 Simmonsville Road

- 3/14/24 Due to several violations, this location was boarded up.
- This matter is pending actions by Building Safety upon receipt of property ownership email or contact by Mrs. Mitchell to Robert Cullen. Unfortunately, Mrs. Mitchell has passed, and this matter is on hold with the Building Department.
- Vicky Smalls visited location with our team on 11/14/24. Vicky is trying to contact the oldest sibling regarding heirs' property transfer.
- Vicky will assist with dumpsters and town public works will use machinery to clean the property upon the completion of this demolition.
- 1/30/25 at 10am a meeting at Town Hall has been set up with Mr. Cohen along with 2 family relations to discuss either fixing the condition of the home and property clean-up. Removal of RV on site required.
- RV removed from site.
- Property cleaned up, now pending information from Vicky Smalls and Rob Currall Building Official as to their next move regarding this structure.
- 7/15/25 This property is Heirs property, until this property is settled in court no actions can move forward.

20 Twin Oaks Drive

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

Simmonsville Road Power Line Section/Santee Cooper

- The complaint was made by Bridgete Frazier due to cars and trucks parking, dumping and working from this area.
- Contact was made with Santee Cooper (property owner) and I am working with Matt Evans to have this location cleaned up and dirt piles removed. 2 weeks are being allocated for this area, unless it may be earlier as they are placing fences on both ends of their property with gates locked.
- 5/21/25 contacted Matt Evans from Santee, an estimate obtained by Santee for fencing for \$32,000, which was forwarded to his administrators.
- 8/7/25 l/m for Matt regarding the pending site review for cleanup, along with fencing status.
- As of 10/10 still pending actions of Santee Cooper, an abandoned delivery truck is on site.

Code Enforcement continued:

The Lakes at New Riverside

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

98 Fording Island Road

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

8 Pin Oak / Red Stripes

- Star/ Owner from squat and gobble filed an email complaint to Dan Wiltse, due to the burning of garbage from this location in Red Stripes outdoor firepit. Previously, Jason Lee Fire Inspector and Codes visited this location, spoke to the owner and requested him to clean up and cover the pit. (Failed to take any action for cleaning or covering the fire pit in question).
- 9/24/25 at approximately 2:30pm Dan Wiltse Fire Marshal, Jason Lee, /Fire Inspector, Sgt. Lancaster and I met with the owner on site for discussion.
- Codes issued 3 as follows:(1) for Sec.12-25 Public Health Nuisances (unsanitary fire pit with flies and Styrofoam cups and garbage, along with several beer bottles. (2) Sec.14-128 (b) 4. Town not liable, registration, notification, prohibitions (warming fires restricted to burning natural vegetation).
- The 3rd NOV was for failure to pay his July and August 2025 Hospitality taxes, Sec.24-69 (a) 2 Violations and Penalty / Failure to remit Hospitality taxes.
- Jason Lee BFD issued a Fire Department Notice as well.
- Upon codes return I shall follow up with Jason and Sharon White for compliance.
- Site appears clean as of 10/8/25 along with taxes paid up to date per Sharon White.

Code Enforcement continued:

108 Goethe Road

- Visited this property per Vicky Smalls complaint from the h/o at 4 Benjamin Road.
- Owner Juan Ruiz was spoken to regarding his condition of his property that has shingle piles around, loads of equipment and equipment scattered about his property.
- Trees were cut and dumped throughout this section.
- Nov was issued for cleaning up and removal of all items.
- Team visits scheduled for 9am Monday 6/16/25 2 Notice of Violations and 1 watershed violation issued to Juan Ruiz owner (needs to remove all commercial products and junk by Monday 6/23/25
- Failure to comply so a summons was issued for court appearance that was moved from July to 8/19/25, now pending postponed court date of 9/16/25.
- This matter had been deferred until 10/14/25 for court appearance due to completion of cleanup is presently ongoing for compliance. Inspection to follow for compliance. Compliance completed as of 10/14/25

COMMUNITY ACTION TEAM	
Covered Bluffton High School (SRO absence)	Covered Bluffton Town Municipal Court on Tuesdays
Attended 4 Seasons Community Meeting	Covered Bluffton Elementary School (SRO absence)
Responded to Low Country Community Church (Call for service)	Conducted Traffic enforcement in the Ninth Ave // Pin Oak St area
Responded to Palmetto Bluff (Call for service)	Assisted with picking up new patrol vehicles in Holly Hill
Responded to 101 Calhoun Bluffton United Methodist Church (Call for service)	Covered Bluffton Elementary Early Childhood Center (SRO absence)
Covered Low Country Community Church “Grill and Chill Event”	Covered Bluffton Planning Commission Meeting at Bluffton Municipal Court
Covered Low Country Community Church “Adult Ministry Event”	Attended Cross Schools “Operation Christmas Child”
Covered Low Country Community Church “Student Ministry Event”	Attended Cross Schools “Grandparents Day”
Covered Courtroom Security on Tuesdays for Bluffton Municipal Court	Covered Cross Schools (SRO absence)
Follow up at 128 Ninth Avenue	Police Presentation at Kid City USA School with SRO Thompson
Covered Town Council Meeting at Bluffton Municipal Court	Serve Thanksgiving lunch at Bluffton Elementary School
Attended Bluffton Farmers Market on Thursdays	Bluffton PD Policy Review
Follow up at 22 Twin Oaks Road	Police One Online Training
Responded to Buck Island Rd (Shots fired call for service)	Police Substation Walk-ins November: 0

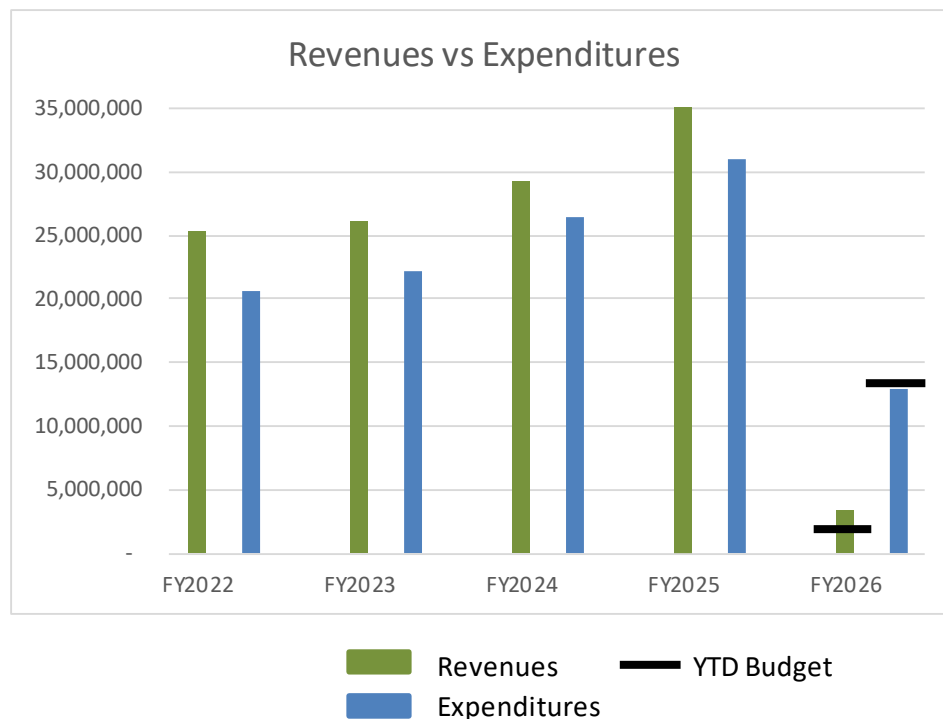
**TOWN COUNCIL
STAFF REPORT
Finance & Administration Department**



MEETING DATE:	December 09, 2025
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM, Director of Finance & Administration

General Fund Financial Overview:

The chart below shows the revenue collections and expenditures trend for the last four full years and FY2026 year-to-date (YTD) through October 2025. Revenues have been higher than expenditures for the last four full years.



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

FY26 General Fund Financial Overview

Revenues		Expenditures
\$3,252k	<i>YTD</i>	\$12,885k
143.1%	<i>% of Budget</i>	90.4%
\$2,273k	<i>YTD Budget</i>	\$14,259k

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 October 31, 2025

Section XI. Item #1.

	Month of October 2025					Year-to-Date through October 31, 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes	\$ 104,872	\$ 122,326	\$ 17,454	\$ 111,799	\$ 10,527	\$ 321,909	\$ 355,388	\$ 33,479	\$ 343,351	\$ 12,037
Licenses & Permits										
Business Licenses	192,438	63,504	(128,934)	161,137	(97,633)	435,327	312,714	(122,613)	359,516	(46,802)
MASC Telecommunications	-	-	-	-	-	302	16	(286)	295	(279)
MASC Insurance Tax Collection	-	-	-	-	-	1,563	205	(1,358)	1,362	(1,157)
Franchise Fees	221,776	125,230	(96,546)	199,379	(74,149)	313,592	227,534	(86,058)	281,922	(54,388)
Building Safety Permits	309,868	197,251	(112,617)	126,297	70,954	929,546	1,246,102	316,556	343,353	902,749
Application Fees	7,960	7,600	(360)	4,766	2,834	32,140	26,780	(5,360)	19,246	7,534
Total Licenses & Permits	732,042	393,585	(338,457)	491,579	(97,994)	1,712,470	1,813,351	100,881	1,005,694	807,657
Grants and Entitlements	229,032	278,833	49,801	176,825	102,008	408,064	466,816	58,752	353,650	113,166
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	162,216	58,115	(104,101)	109,405	(51,290)	294,819	215,313	(79,506)	199,425	15,888
Fines & Fees	12,029	9,571	(2,458)	11,972	(2,401)	38,615	66,716	28,101	38,433	28,283
Interest Income	(108,804)	69,841	178,645	(36,798)	106,639	218,788	292,186	73,398	73,995	218,191
Miscellaneous Revenues	111,506	17,418	(94,088)	52,040	(34,622)	316,159	42,550	(273,609)	257,960	(215,410)
Total Revenues	1,242,893	949,689	(293,204)	916,822	32,867	3,310,823	3,252,320	(58,504)	2,272,508	979,812
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	\$ 1,242,893	\$ 949,689	\$ (293,204)	\$ 916,822	\$ 32,867	\$ 3,310,823	\$ 3,252,320	\$ (58,504)	\$ 2,272,508	\$ 979,812
Expenditures										
Building Safety	\$ 57,694	\$ 48,434	\$ (9,260)	\$ 66,433	\$ (17,999)	\$ 253,121	\$ 230,583	\$ (22,538)	\$ 291,461	\$ (60,878)
Communications	46,875	25,886	(20,989)	28,048	(2,162)	217,949	122,159	(95,790)	130,411	(8,252)
Customer Service	19,068	19,834	766	21,461	(1,627)	75,240	76,746	1,506	84,681	(7,935)
Economic Development	46,731	33,956	(12,775)	46,731	(12,775)	201,044	164,961	(36,083)	201,044	(36,083)
Events & Venues	-	48,389	48,389	51,454	(3,065)	-	197,139	197,139	282,995	(85,856)
Executive	129,283	155,764	26,481	145,109	10,655	508,472	584,516	76,044	570,716	13,800
Finance & Administration	122,669	100,207	(22,462)	144,158	(43,951)	355,361	389,552	34,191	417,614	(28,062)
Human Resources	34,984	45,484	10,500	41,570	3,914	175,736	229,041	53,305	208,818	20,223
Information Technology	119,111	452,432	333,321	142,788	309,644	909,213	902,592	(6,621)	1,089,948	(187,356)
Municipal Court	27,759	33,885	6,126	28,987	4,898	116,546	148,251	31,705	121,701	26,550
Municipal Judges	5,918	6,018	100	6,115	(97)	33,022	30,587	(2,435)	34,124	(3,537)
Planning & Community Development	85,904	143,112	57,208	104,151	38,961	416,696	480,665	63,969	505,206	(24,541)
Police	733,882	731,826	(2,056)	858,166	(126,340)	3,006,734	2,961,162	(45,572)	3,513,418	(552,256)
Project Management	56,505	62,923	6,418	62,610	313	224,094	232,625	8,531	248,306	(15,681)
Public Services	192,484	207,717	15,233	239,058	(31,341)	779,527	847,333	67,806	968,142	(120,809)
Town Council	11,064	11,166	102	18,775	(7,609)	46,539	44,672	(1,867)	78,975	(34,303)
Town Wide	185,462	400,404	214,942	230,451	169,953	1,215,951	1,242,494	26,543	1,510,913	(268,419)
Total Expenditures	1,875,393	2,527,437	652,044	2,236,065	291,372	8,535,245	8,885,078	349,833	10,258,473	(1,373,395)
Other Financing Uses										
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	4,000,000	4,000,000	4,000,000	-
Total Transfers	-	-	-	-	-	-	4,000,000	4,000,000	4,000,000	-
Total Expenditures and Other Financing Uses	\$ 1,875,393	\$ 2,527,437	\$ 652,044	\$ 2,236,065	\$ 291,372	\$ 8,535,245	\$ 12,885,078	\$ 4,349,833	\$ 14,258,473	\$ (1,373,395)



Town of Bluffton
Actual Versus Budget
For Period Ending October 31, 2025

Section XI. Item #1.

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	Month of October 2025					Year-to-Date through October 31 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Stormwater Utility Fee	\$ 18,620	\$ 4,556	\$ (14,064)	\$ 16,991	\$ (12,435)	\$ 18,620	\$ 4,556	\$ (14,064)	\$ 16,991	\$ (12,435)
Licenses & Permits										
NPDES Plan Review Fee	12,075	16,200	4,125	12,984	3,216	28,975	29,145	170	31,157	(2,012)
NPDES Inspection Fee	29,150	39,825	10,675	26,183	13,642	100,900	128,875	27,975	90,629	38,246
Total Licenses & Permits	41,225	56,025	14,800	39,167	16,858	129,875	158,020	28,145	121,786	36,234
Total Revenues	59,845	60,581	736	56,158	4,423	148,495	162,576	14,081	138,777	23,799
 Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
 Total Revenues and Other Financing Sources	\$ 59,845	\$ 60,581	\$ 736	\$ 56,158	\$ 4,423	\$ 148,495	\$ 162,576	\$ 14,081	\$ 138,777	\$ 23,799
 Expenditures										
Watershed Management	\$ 87,451	\$ 388,111	\$ 300,660	\$ 248,439	\$ 139,672	\$ 351,881	\$ 736,462	\$ 384,581	\$ 999,656	\$ (263,194)
Total Expenditures	87,451	388,111	300,660	248,439	139,672	351,881	736,462	384,581	999,656	(263,194)
 Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Transfers Out to General Fund	-	-	-	-	-	-	-	-	-	-
Transfer Out to Debt Service	-	-	-	-	-	-	-	-	-	-
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	-	-	-	-	-
 Total Expenditures and Other Financing Uses	\$ 87,451	\$ 388,111	\$ 300,660	\$ 248,439	\$ 139,672	\$ 351,881	\$ 736,462	\$ 384,581	\$ 999,656	\$ (263,194)



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending October 31, 2025

	YTD Estimated	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Economic Development						
Buckwalter Place Multi-County Commerce Park Phase 2	\$ 3,643	\$ 1,514,455	(661,369)	\$ 853,086	\$ 849,443	0.4%
Total Economic Development	3,643	1,514,455	(661,369)	853,086	849,443	0.4%
Facilities						
Town Hall Improvements	-	-	14,380	14,380	14,380	0.0%
Squire Pope Carriage House	20,094	-	51,805	51,805	31,711	38.8%
Law Enforcement Center Facility Improvements	-	195,000	-	195,000	195,000	0.0%
Sarah Riley Hooks Cottage	216,410	1,162,350	435,401	1,597,751	1,381,341	13.5%
Town Facilities ADA Compliance Plan	-	100,000	-	100,000	100,000	0.0%
New Riverside Barn Park Event Lawn Pavilion - NEW	-	111,500	900,000	1,011,500	1,011,500	0.0%
New Riverside Barn Park Public Service Building - NEW	3,266	99,000	-	99,000	95,734	3.3%
Public Service Building Expansion & Watershed Facility - NEW	-	201,000	-	201,000	201,000	0.0%
Oscar Frazer Park Pavilion - NEW	-	-	195,000	195,000	195,000	0.0%
Total Facilities	239,770	1,868,850	1,596,586	3,465,436	3,225,666	6.9%
Housing						
Affordable Housing Project	277,098	740,816	489,580	1,230,396	953,298	22.5%
Total Housing	277,098	740,816	489,580	1,230,396	953,298	22.5%
Information Technology Infrastructure						
Community Safety Cameras Phase 6	1,850	139,200	-	139,200	137,350	1.3%
Network Improvements	14,356	35,000	26,712	61,712	47,356	23.3%
Total Parks	16,206	174,200	26,712	200,912	184,706	8.1%
Land						
Land Acquisition	4,881,969	9,709,302	3,960,000	13,669,302	8,787,333	35.7%
Total Land	4,881,969	9,709,302	3,960,000	13,669,302	8,787,333	35.7%
Parks						
Park Improvements	15,123	60,000	65,000	125,000	109,877	12.1%
Oyster Factory Park	41,065	973,502	-	973,502	932,437	4.2%
New Riverside Park/Barn Site	106,187	2,142,000	(1,879,482)	262,518	156,331	40.4%
New River Trail	500,331	3,661,787	1,289,318	4,951,105	4,450,774	10.1%
Buckwalter Place Park Improvements	28,426	1,350,859	50,000	1,400,859	1,372,433	2.0%
Buck Island - Simmonsville Neighborhood Park - NEW	-	198,500	-	198,500	198,500	0.0%
Public Art	33,418	100,000	141,440	241,440	208,022	13.8%
New Riverside Barn Park Phase 2 Trail & Disc Golf - NEW	6,226	135,000	-	135,000	128,774	4.6%
Total Parks	730,776	8,621,648	(333,724)	8,287,924	7,557,148	8.8%
Roads						
Pathway Pedestrian Safety Improvements	18,177	460,235	115,182	575,417	557,240	3.2%
Calhoun Street Streetscape	6,534	427,230	89,593	516,823	510,289	1.3%
Wharf Street Lighting	-	69,500	175,060	244,560	244,560	0.0%
Boundary Street Lighting	-	-	23,224	23,224	23,224	0.0%
Boundary Street Streetscape	7,910	3,359,250	205,962	3,565,212	3,557,302	0.2%
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	13,201	389,201	388,973	0.1%
Washington Square Connector	1,750	-	261,940	261,940	260,190	0.7%
Total Roads	34,599	4,766,215	943,200	5,709,415	5,674,816	0.6%
Stormwater and Sewer						
Sewer Connections Policy	35	459,046	150,189	609,235	609,200	0.0%
Historic District Sewer Extension Phase 4	101,646	575,760	3,079	578,839	477,193	17.6%
Historic District Sewer Extension Phase 5	139	183,920	332,859	516,779	516,640	0.0%
Historic District Sewer Extension Phase 6	109,931	201,700	442,776	644,476	534,545	17.1%
Bridge Street Streetscape	29,775	1,593,313	118,040	1,711,353	1,681,578	1.7%
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	14,046	1,224,366	1,318,634	2,543,000	2,528,954	0.6%
Total Stormwater and Sewer	1,218,175	5,675,037	2,502,077	8,177,114	6,958,939	14.9%
Total CIP Expenditures	\$ 7,402,236	\$ 33,070,523	\$ 8,523,062	\$ 41,593,585	\$ 34,191,349	17.8%



Town of Bluffton
Actual Versus Budget
For Period Ending October 31, 2025

Section XI. Item #1.

	Month of October 2025					Year-to-Date through October 31, 2025				
	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)	\$ 1,053	\$ 266	\$ (787)	\$ 1,029	\$ (763)	\$ 1,053	\$ 266	\$ (787)	\$ 1,029	\$ (763)
GO Bond Debt Service Property Tax	4,880	6,371	1,491	5,126	1,245	12,753	19,089	6,336	13,397	5,692
Total Property Tax	5,933	6,637	704	6,155	482	13,806	19,355	5,549	14,425	4,930
Licenses & Permits										
Municipal Improvement District Fee	150	75	(75)	148	(73)	150	75	(75)	148	(73)
Interest Income	9,225	2,839	(6,386)	5,952	(3,113)	41,144	12,668	(28,476)	26,545	(13,877)
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-
Total Revenues	<u>15,308</u>	<u>9,551</u>	<u>(5,757)</u>	<u>12,255</u>	<u>(2,704)</u>	<u>55,100</u>	<u>32,098</u>	<u>(23,002)</u>	<u>41,119</u>	<u>(9,021)</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>\$ 15,308</u>	<u>\$ 9,551</u>	<u>\$ (5,757)</u>	<u>\$ 12,255</u>	<u>\$ (2,704)</u>	<u>\$ 55,100</u>	<u>\$ 32,098</u>	<u>\$ (23,002)</u>	<u>\$ 41,119</u>	<u>\$ (9,021)</u>
Expenditures										
Series 2014 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>61,025</u>	<u>54,650</u>	<u>(6,375)</u>	<u>54,650</u>	<u>-</u>
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,025</u>	<u>\$ 54,650</u>	<u>\$ (6,375)</u>	<u>\$ 54,650</u>	<u>\$ -</u>



Town of Bluffton
Special Revenue Accounts
For Period Ending October 31, 2025

Section XI. Item #1.

FY2026														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	512	616	659	542										2,329
Local Accommodations Tax	2,117	164,745	133,309	118,983										419,154
Hospitality Tax	4,562	336,180	358,387	355,891										1,055,020
Total Revenues	7,191	501,541	492,355	475,416	-	-	-	-	-	-	-	-	-	1,476,503

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

FY2026 VS FY2025 (more / (less))														
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	(1,059)	(1,214)	(900)	(875)										(1,178,670)
Local Accommodations Tax	(583)	104,105	(4,860)	(3,433)										(1,386,489)
Hospitality Tax	(3,906)	54,217	53,169	41,360										(3,179,519)
Total Revenues	(5,548)	157,108	47,409	37,052	-	-	-	-	-	-	-	-	-	(5,744,678)

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

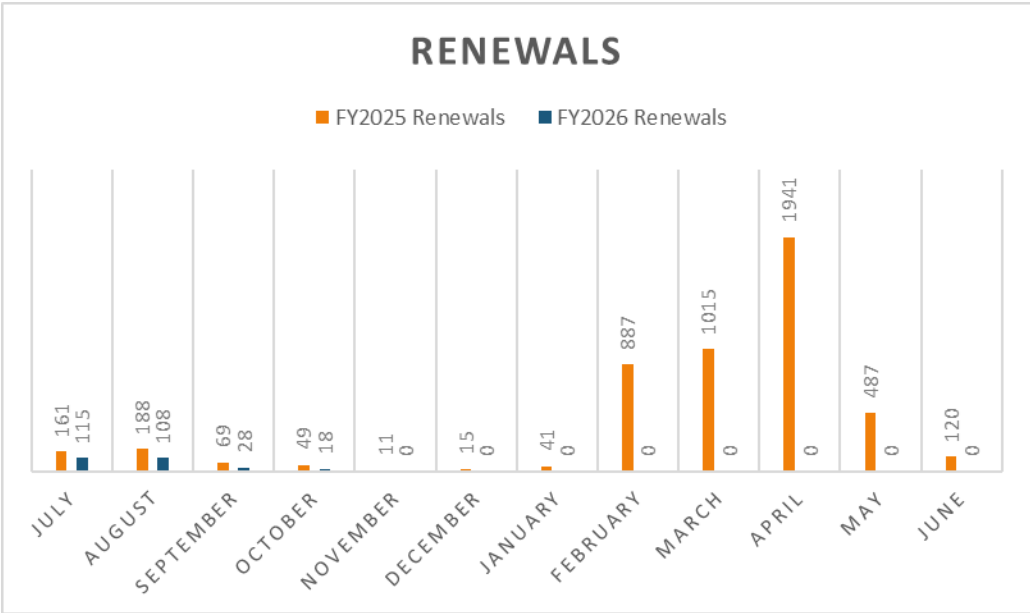
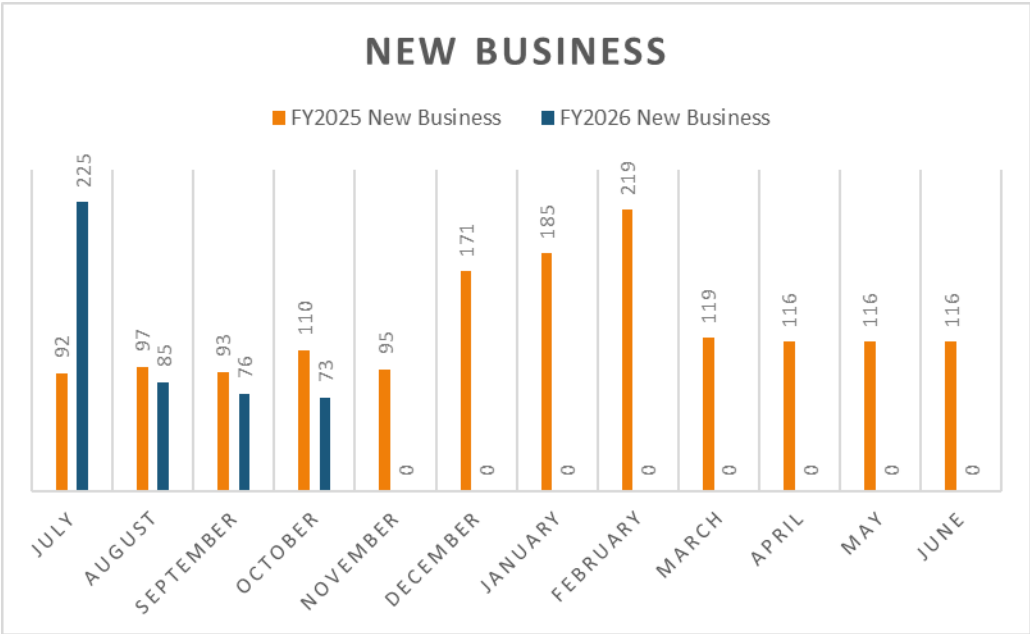
FY2025 VS FY2024 (more / (less))														
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	38	109	(404)	(236,136)	269,305	(1,309)	(248,453)	288,201	(1,368)	(160,686)	172,941	(1,021)	(21,624)	59,593
Local Accommodations Tax	(2,851)	(91,496)	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														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	400	468	509	256,141	783	897	229,281	916	1,155	145,283	1,388	1,466	484,835	1,123,522
Local Accommodations Tax	614	173,603	126,868	137,517	152,941	158,074	114,639	63,354	83,215	24,975	331,683	187,863	176,432	1,731,779
Hospitality Tax	4,685	255,181	281,079	312,591	335,754	307,857	291,337	235,565	310,100	87,619	491,342	352,679	405,875	3,671,664
Total Revenues	5,699	429,252	408,456	706,249	489,478	466,828	635,257	299,835	394,471	257,876	824,412	542,009	1,067,142	6,526,964

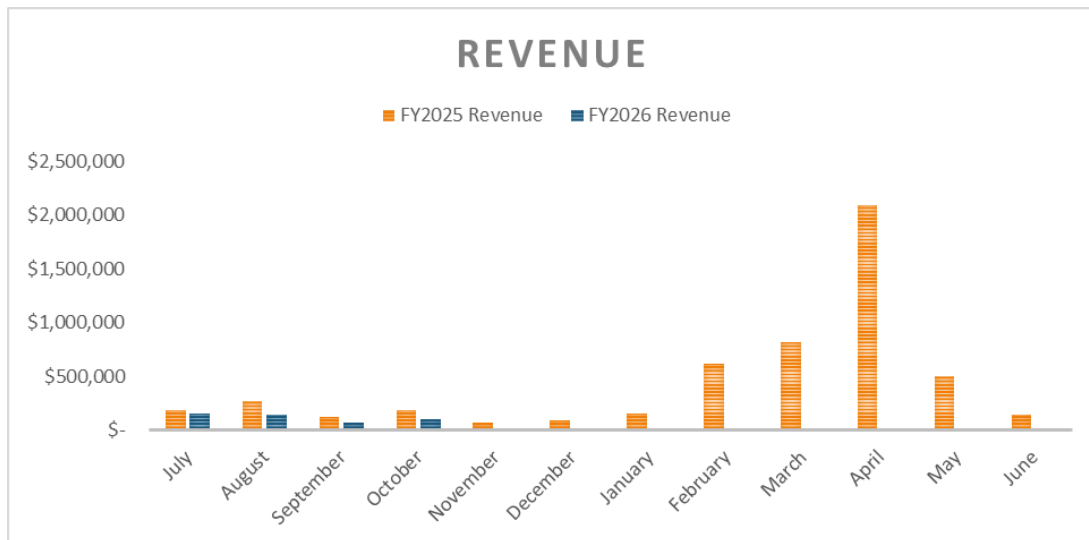
FY2024 VS FY2023 (more / (less))														
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	1,133	1,253	1,454	(18,588)	990	1,109	19,804	941	886	16,067	480	104	(27,749)	(2,116)
Local Accommodations Tax	4,937	(21,467)	(18,807)	(12,632)	23,670	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 October total 728 (459 new business and 269 renewals) compared to FY2025’s total of 859 (392 new business and 467 renewals).



Business license renewals reflect a decrease of 63% or 31 and revenue collections decreased 81% or \$99,070 for the month of October when compared to last year as more businesses renewed timelier this year. Business license revenue generated through permits increased by 11% or \$8,031.



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.

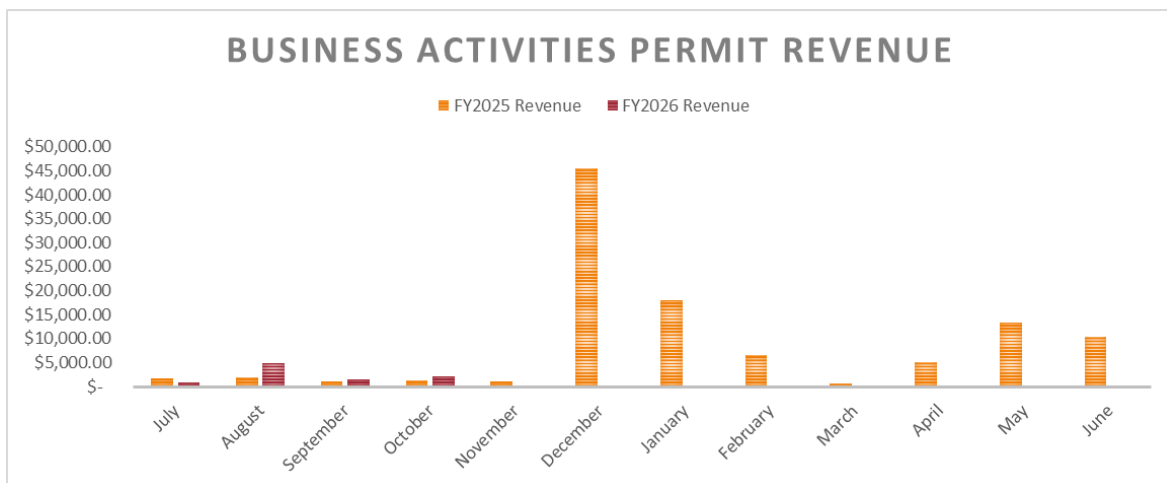
Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	196	\$ 4,844,151	\$ 7,250
20%	229	8,218,746	56,973
40%	185	13,954,412	94,8241
CAP	13	266,898,685	367,573
2+	300	9,923,607	12,618
Grand Total	923	303,839,601	\$ 539,235

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

Section XI. Item #1.

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

- Mobile Vending Permit (MVP): \$400 for a calendar year
 - Two (2) MVPs issued in October
 - Thirty-nine (39) are compliant
 - Zero are non-compliant
 - One (1) is pending
 - There are forty (40) identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
 - Three (3) STRPs issued in October
 - Two hundred and forty-seven (247) STRPs are compliant with a permit
 - Twenty-three (23) are non-compliant
 - Twelve (12) are in-process
 - There are two hundred and eighty-two (282) properties identified



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

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

\$ 8,148,776.53

Hazard Mitigation Grant Program	Federal		Historic District drainage	Watershed	pre-app approved 5/5/25; full application due 8/29/25	\$ 287,625.00	\$ 95,875.00	\$ 383,500.00			
National Coastal Resiliency Fund	private non-profit but this money is primarily Federal.		Planning Assessment for Wetlands Mitigation	Watershed	full application due 7/18/25; determination by 12/2025; awards between March and June 2026.	\$ 124,793.00	\$ -	\$ 145,058.00			
Land and Water Conservation Fund	Federal		New Riverside Barn Park Phase 2	CIP	pre-app filed 9/11; full app due 12/5	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00			
Relentless Challenge Grant	State		DRCI- Smart Growth for Bluffton: Expanding and Attracting Business	DRCI	Application submitted; Decision expected December 2025	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00			

	As of October 2025					
	Bluffton Police Department Benevolence Fund		Mayor's Stay Safe Bluffton Scholarship Fund		Town of Bluffton Parks & Public Art Fund	
	FY through		FY through		FY through	
	Oct. 2025	Oct. 2025	Oct. 2025	Oct. 2025	Oct. 2025	Oct. 2025
Beginning Balance	\$ 139,851.45	\$ 139,272.80	\$ 28,634.46	\$ 25,473.25	\$ 3,973.48	\$ 3,945.09
Contributions & Investement Activity						
Contributions to Fund	\$ -	\$ 100.00	\$ 831.95	\$ 3,914.45	\$ -	\$ 14.08
Interest & Dividend Income	79.90	849.93	16.57	160.98	2.28	9.29
Investment Income & Losses	224.10	456.83	46.47	90.86	6.37	13.67
Total Contributions & Investment Activity	304.00	1,406.76	894.99	4,166.29	8.65	37.04
Expenses						
Distributions - Grants	-	-	-	-	-	-
Distributions - Program Expenses	-	-	-	-	-	-
Fees - Administrative & Investment	0.11	524.22	0.02	99.31	-	-
Fees - Credit Card Processing	-	-	20.78	31.58	-	-
Total Expenses	0.11	524.22	20.80	130.89	-	-
Net Change to Fund Balance	\$ 303.89	\$ 882.54	\$ 874.19	\$ 4,035.40	\$ 8.65	\$ 37.04
Pending Contributions						
Total Pending Contributions		\$ -		\$ -		\$ -
Pending Expenses						
Total Pending Expenses		-		-		-
Projected Ending Balance		\$ 140,155.34		\$ 29,508.65		\$ 3,982.13

TOWN COUNCIL



STAFF REPORT
Human Resources Department

MEETING DATE:	December 9, 2025
PROJECT:	November 2025 Activity Report
PROJECT MANAGER:	Anni Evans, Director of Human Resources

Human Resources Summary:

New Hire: 1

David Masis Marin

Public Services Worker III – Trades Specialist

Start date: November 13, 2025

Department: Public Services

Exits: 2

Melinda Penny

Title: PT Welcome Center Coordinator

Exit date: November 18, 2025

Department: Events and Venues

Thomas McLure

Title: Crossing Guard

Exit date: November 19, 2025

Department: Police

Jobs posted:

Police Officer

Police Recruit

Public Services Worker III – Trades Specialist

PT Welcome Center Coordinator

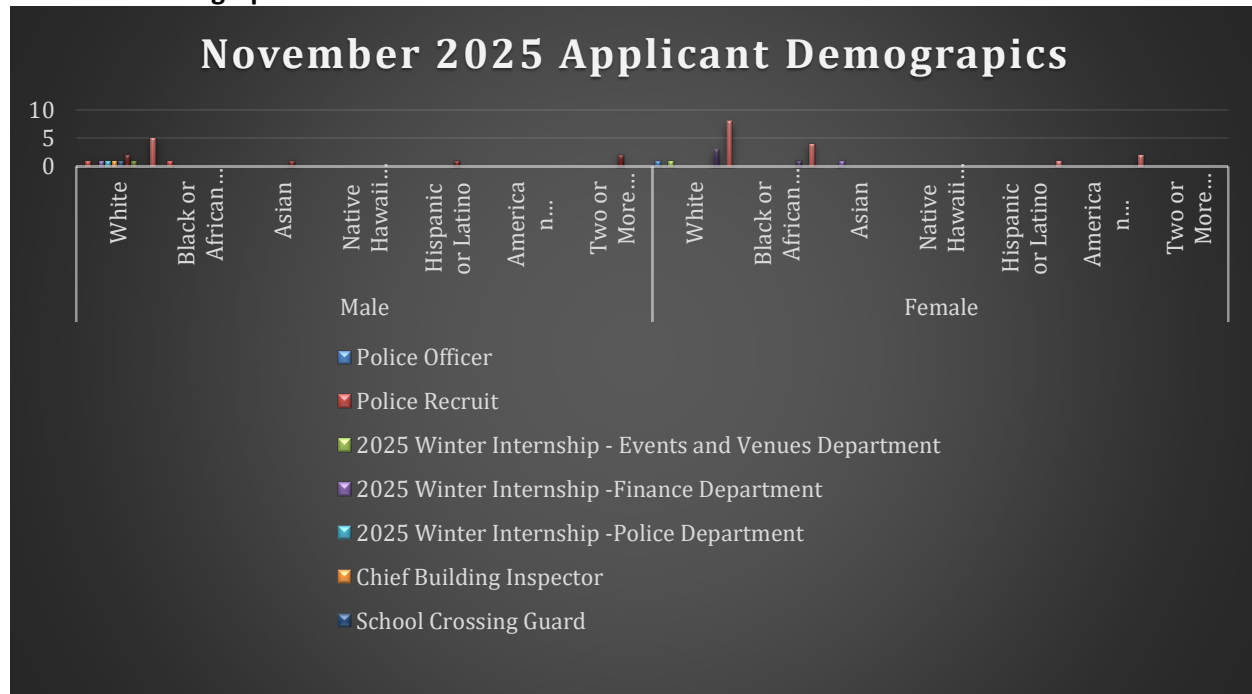
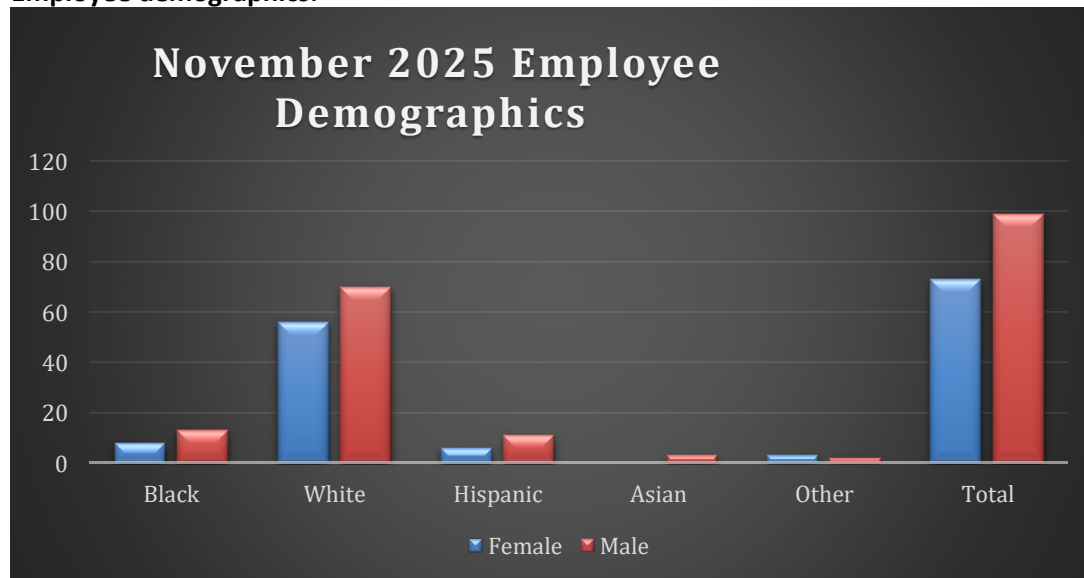
Chief Building Inspector

Chief Building Official

Crossing Guard

Customer Service Representative

- Birthday/Anniversary Celebration – 11/12/25 Soup Bar
- Thanksgiving Feast @ The Barn!
- November Wellness Events:
 - Email campaigns for:
 - Seasonal Affective Disorder Awareness Month
 - Diabetes Awareness Month
 - Pancreatic Cancer Awareness Month

Candidate demographics:**Employee demographics:**

TOWN COUNCIL



STAFF REPORT
Municipal Court Department

MEETING DATE:	December 9, 2025
PROJECT:	October Activity Report
PROJECT MANAGER:	Lisa Cunningham, Clerk of Court

Court Summary

Town of Bluffton Municipal Court convenes every Tuesday morning. In October 2025 a total of four morning sessions. The Municipal Court currently has 444 cases pending which is a combination of 401 criminal/traffic cases, 17 jury trial requests, and 26 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 27 pending as of October 2025.

Alternative Programs

Defendants are sometimes offered the opportunity to complete Alternative Programs in lieu of convictions on their traffic and/or criminal record.

There are currently 12 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 6 active participants in the Alive@25 classes which are offered through the National Safety Council. Alive@25 classes are for traffic offenders under 25 years of age who have never had a traffic infraction and the current charge pending carries no more than 4 points.

Traffic Education Program referred to as TEP has 1 active participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

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

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

Pre-Trial Intervention referred to as PTI has 7 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 October 2025

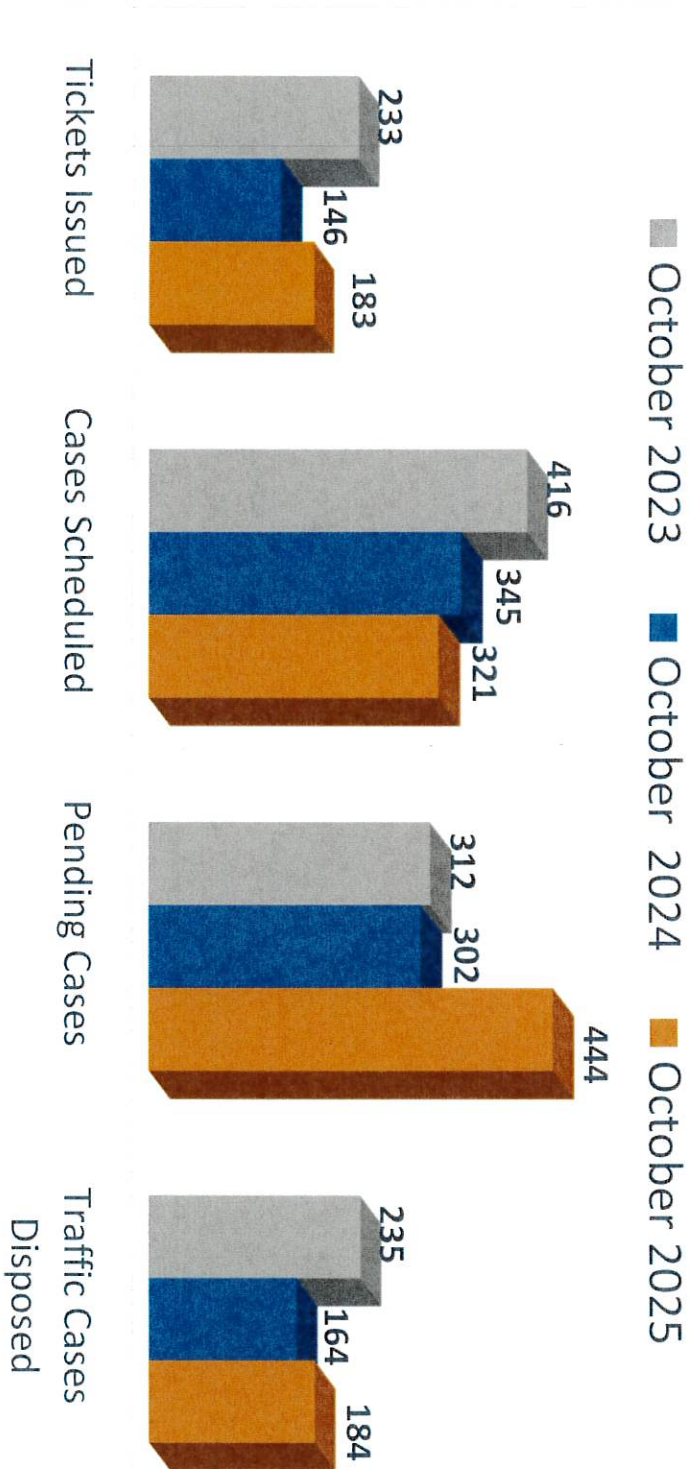
Presented by:

Lisa Cunningham, Clerk of Court



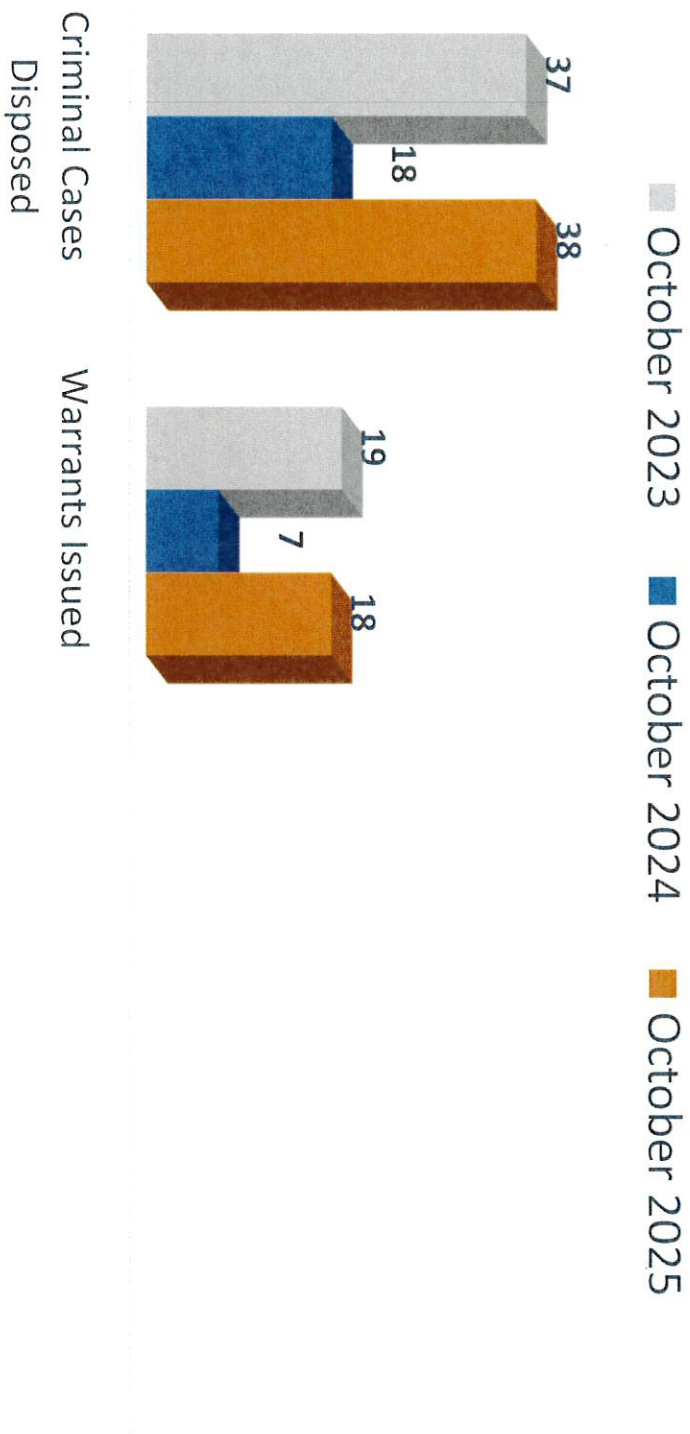


Town of Bluffton Municipal Court



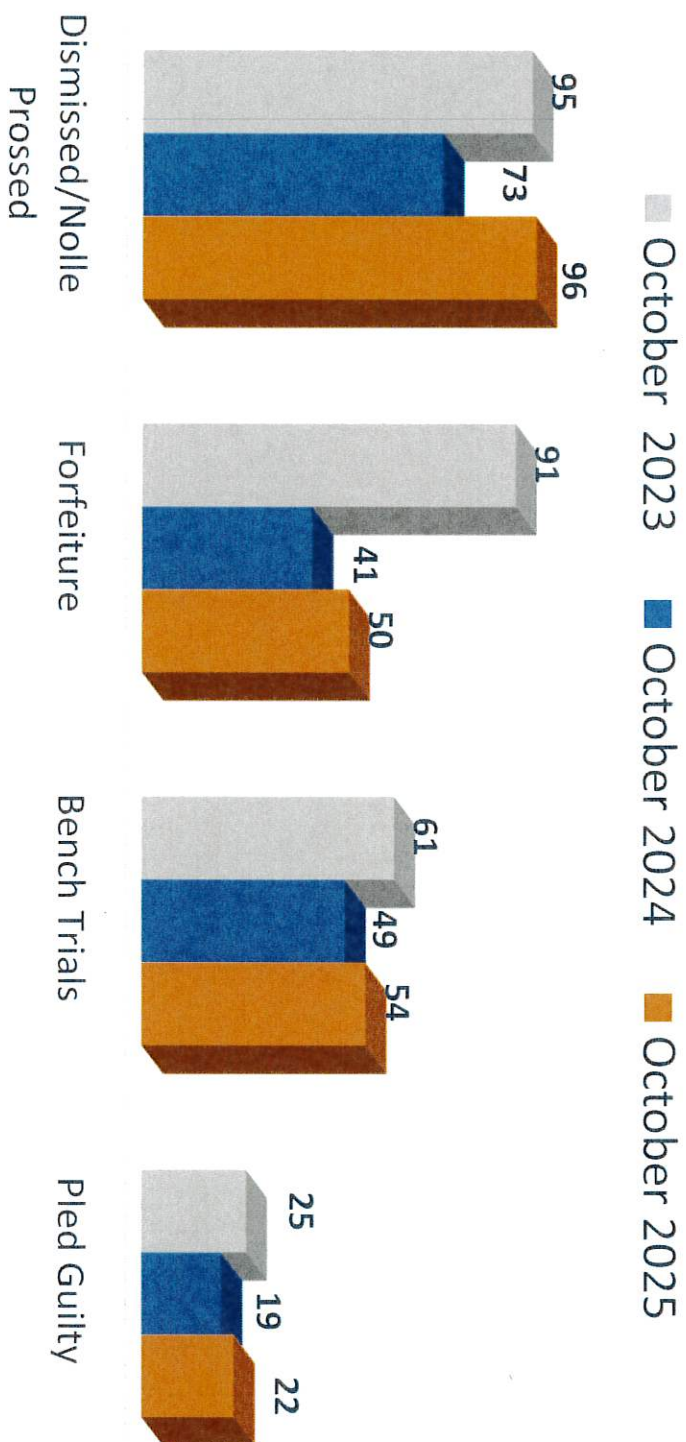


Town of Bluffton Municipal Court





Town of Bluffton Municipal Court





Town of Bluffton Municipal Court

Terminology

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

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	December 9, 2025
SUBJECT:	Projects and Watershed Resilience Department Monthly Report
PROJECT MANAGER:	Kimberly Washok-Jones, Department Director

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE

Administrative Update

- No activity to report.

FACILITIES

1. Law Enforcement Center Facility Improvements

- Pending Council direction from Creech space needs analysis study.

2. Sarah Riley Hooks Cottage

- Framing is **complete**. MEP sub-ups are underway.
- **Next Steps:**
 - Continue cottage reconstruction through FY26.
 - Update site development plans and Public Project approval per SCDOT comments.
 - Post solicitation for site and landscape development construction in December 2025.

3. New Riverside Barn Park – Public Services Building

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

4. New Riverside Barn Park – Event Lawn Pavilion

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

5. Public Services Expansion and New Watershed Facility

- Ordered wetland surveys to determine developable land for expansion.

HOUSING

1. Town of Bluffton Affordable Housing Project – The May

- WorkForce State of Mind partnership to construct 12 units at 1095 May River Rd.
- WorkForce State of Mind states construction to be complete in the 1st quarter of 2026.
- **Next Steps:**
 - Staff reviews applications for payment.
 - Coastal States Bank will accept/process mortgage applications.

PARKS

1. Park Improvements

- Council approved proceeding with a second pavilion at Oscar Frazier Park.

- DuBois Park swing/shade and turf replacement **complete**.
- **Next Steps:**
 - Prepare final design of a second pavilion at Oscar Frazier Park.
- 2. Oyster Factory Park**
 - Food truck paving and drainage **complete**.
 - Shearlock Engineering **completed** Structural Engineering design for pavilion column details.
 - Architect working on CDs of restroom expansion.
 - **Next Steps:**
 - Post bid package for pavilion post replacement.
 - Complete plans and bid packages for the restroom expansion.
- 3. Oscar Frazier Park**
 - Splash Pad **complete**. Working with contractors on warranty replacements and pavement improvements through the winter.
- 4. New Riverside Barn Park – Phase 2 Trails & Disc Golf**
 - Engineering Design and permitting for the Phase 2 trails is **complete**.
 - Preliminary design of disc golf course is **complete**.
 - **Next Steps:**
 - Prepare solicitation for Phase 2 trails in March 2026 with construction in Summer 2026.
 - Review stakeout of disc golf course and adjust as needed to complete final design.
- 5. New River Linear Trail**
 - BPD enforcing no trespassing until construction is completed in summer 2026.
 - **Completed** construction fencing, surveying, silt fencing, erosion control, debris mulching, and pathway subbase.
 - **Next Steps:**
 - Bridge 3 construction completion is scheduled for December 2025.
 - Four Seasons boardwalk connection construction pending their signed easement.
- 6. Buckwalter Place Park Improvements**
 - Wood + Partners **completed** CDs for Phases 2 and 3.
 - GHD engaged for geotechnical surveying.
 - **Next Steps:**
 - Public Art Committee considering sunken art room options.
 - Phases 2 and 3 construction contract presented for Council approval in December 2025.
 - Construction start anticipated 12/10/25.

STORMWATER & SEWER

- 1. Historic District Sewer Extension Phases 4 through 6 – Lawrence, Green and Water Streets**
 - Main line sewer construction for HD Sewer is nearing completion.
 - **Next Steps:**
 - Once completed, contractor prepares as-builts, test system, BJWSA accepts system and receives permit to operate from DES, then tie residents into sewer system.
 - Negotiations for rights of entry for sewer connections and construction are on-going.
- 2. Comprehensive Drainage Plan Improvements**
 - Draft Engineering Report for Crooked Cove review **completed**, comments being compiled and field meeting to be scheduled to discuss recommended projects.
 - Beaufort County Stormwater and SCDOT Regional Maintenance staff received Heyward Cove Engineering Report and Owner Asset Report findings.

- **Next Steps:**

- Guerrard Cove Engineering Report submittal.
- Develop scope for Rose Dhu Creek drainage area.

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

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

4. Stoney Creek/Palmetto Bluff Sewer Partnership

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

ROADS

1. Pathway Pedestrian Safety Improvements

- **Completed** Historic District for ADA compliance.
- **Completed** May River Road RRFB SCDOT encroachment permits.
- **Next Steps:**
 - Installation of May River Road RRFBs scheduled for December 2025.
 - The design of Bluffton Road crossing locations continues.
 - New Riverside Rd. crossing design awaiting developer, POA approval and Town Council acceptance of easement donations at December meeting.
 - Phase 3, 30 locations design work 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.
- Clarified SCDOT right of way conflict.
- **Next Steps:**
 - Continue engineering design for SCDOT permitting (95%).
 - Continue planning and design for underground power cost estimate.
 - Continue Streetscape easements for lighting and sidewalks.

3. Calhoun Street Streetscape

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

4. Boundary Street Lighting

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

5. Boundary Street Streetscape

- Engineering design is 80% complete and submitted to agencies for review.

- Submitted SCDES permit amendment moving Lawrence St. drainage outfall to Green St.
- **Next Steps:**
 - Continue coordinating with Dominion Energy to obtain underground power layout and facility locations.
 - Continue with engineering re-design and permitting for Green St. outfall.
 - Prepare easement exhibits, appraisals and continue easement negotiations.
 - Construction planned to be bid in FY26, subject to acquisition of required easements and permitting.

6. Ghost Roads

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

7. Pritchard Street Drainage Improvements

- Preconstruction meeting held with Gulf Stream Construction Inc. on 10/9/2025 and Notice to Proceed for Construction issued.
- **Next Steps:**
 - All easements for construction have been acquired, except one which is pending condemnation proceedings.

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WATERSHED MANAGEMENT UPDATE

Administrative Update

- Results are pending for SCDES's MS4 program audit for NPDES permit compliance.
- Nicole Wright has submitted her resignation effective 01/09/25.

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*

- A new Pet Waste Station Program webpage has launched. This program is open to Bluffton residents and property owners.
- May River headwaters stormwater model calibration continues. Staff met with the consultant team on 11/14/25.
- SCDES collected shellfish harvesting samples in November. Microbial Source Tracking (MST) samples were taken with regulatory samples. The human, dog, bird, horse, and ruminant markers were not detected in any of the MST samples collected.
- MST Sampling Program targets potential fecal sources from human, dog, deer, horse, and bird waste.
 - Samples are collected for five (5) wet and dry weather events for each subwatershed.
 - Staff completed all five (5) dry sampling events for the coves. Additional samples will only be collected during wet weather conditions.

3. Resiliency

- Staff drafted a Resilience Plan scope of work and is coordinating with the Director or Compliance and Contracts for posting.
- Furman University's Sustainability Practicum class visited the Town on 11/12/25. They met with staff to advance heat mapping initiatives and foster community engagement. They toured the Historic District and explored areas beyond the Historic District. Final report is in development.
- Staff attended the SC Forestry Commission's and Green Infrastructure Center (GIC)'s SC Technical Support 25-26 informational webinar.
- Wetlands and Resiliency Ordinances:
 - McCormick Taylor and Center for Watershed Protection continue wetland and resilience work.
 - Reviewed a draft wetland ordinance with Growth Management and legal.
 - Revised ordinance discussion anticipated for Town Council Workshop in January 2026.
 - Reviews continue for Wetland Mapping Tool and its accompanying memorandum.
 - Drafted a wetland waiver policy document to provide guidance and review criteria.

Municipal Separate Storm Sewer System (MS4) Program Update

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

- Information on the new Pet Waste Station Program will be in the Winter Newsletter.
- Creating handouts for private horse owners and equestrian facilities to emphasize the importance of proper waste management.
- Attended two Kids with Kayaks events and taught over 50 middle schoolers from H.E McCracken and River Ridge Academy on watershed protection and pollution prevention using the EnviroScope model.

- The next Watershed Action Plan Advisory Committee meeting will be held 01/22/26. –

Attachment 3

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

- E. coli Concentrations Trend Map – ***Attachment 4a***
- Monthly, Microbial Source Tracking (MST) Map – ***Attachment 4b***
- Illicit Discharge Investigations – ***Attachment 4c***

3. MS4 MCM – #4 Construction Site Stormwater Runoff Control – *Attachment 5*

4. MS4 MCM – #5 Stormwater Plan Review and Related Activity – *Attachment 6*

5. MS4 MCM – #6 Good Housekeeping (Staff Training/Education)

- Moreno and Lewis attended the SC Department of Environmental Services Environmental Assistance Conference in Columbia.
- Moreno attended the Southeast Chapter International Erosion Control Association's Field Day in Greenville.
- Crotty attended wetland permitting training in Charleston.
- Sease and Crotty received their recertification as Post-Construction BMP Inspectors.
- Staff conducted water quality sampling training.

6. MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)

- Public Services performed weekly street sweeping on Calhoun St., Highway 46, Bruin Rd., May River Rd., Pin Oak St., and curbs/medians on Simmonsville and Buck Island Rds.
- Performed ditch inspections.
 - Buckwalter ditch (917 LF)
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
- Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Rds., Goethe Rd., Shults Rd., Jason and Able Sts., Whispering Pine Rd., May River Rd., and Eagles Field.

7. Citizen Request for Watershed Management Services & Activities – *Attachment 7*

Attachments

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

Section XI. Item #1.

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025
	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)
December	33.0	33.0	NS		49.0	33.0	NS		17.0	7.8	NS		49.0	13.0	NS		6.8	7.8	NS		13.0	17.0	NS	
November	33.0	13.0	170.0	13.0	13.0	2.0	130.0	23.0	7.8	4.5	170.0	4.0	4.5	4.5	49.0	4.5	6.1	2.0	79.0	46.0	13.0	4.5	33.0	4.5
October	23.0	33.0	49.0	70.0	46.0	23.0	17.0	170.0	13.0	17.0	13.0	70.0	23.0	33.0	2.0	70.0	11.0	2.0	11.0	79.0	14.0	6.8	17.0	13.0
September	540.0	23.0	33.0	31.0	350.0	13.0	240.0	49.0	350.0	13.0	13.0	7.8	170.0	7.8	7.8	14.0	79.0	17.0	22.0	33.0	33.0	13.0	130.0	2.0
August	23.0	23.0	33.0	220.0	23.0	49.0	23.0	49.0	11.0	6.8	23.0	79.0	13.0	13.0	49.0	79.0	17.0	23.0	49.0	33.0	11.0	2.0	13.0	7.8
July	920.0	350.0	31.0	70.0	49.0	920.0	31.0	79.0	95.0	70.0	32.0	350.0	130.0	49.0	32.0	130.0	23.0	33.0	33.0	21.0	46.0	17.0	32.0	11.0
June	13.0	14.0	7.8	170.0	4.5	7.8	7.8	170.0	11.0	23.0	6.8	110.0	2.0	13.0	4.5	49.0	1.8	33.0	2.0	23.0	9.3	13.0	2.0	6.8
May	4.5	23.0	27.0	33.0	4.5	33.0	22.0	170.0	4.0	17.0	23.0	79.0	1.8	13.0	17.0	21.0	1.8	33.0	7.8	49.0	2.0	21.0	4.0	4.5
April	4.5	170.0	49.0	NS	4.5	130.0	17.0	NS	1.8	110.0	17.0	NS	2.0	70.0	4.0	NS	1.8	NS	11.0	NS	1.8	7.8	23.0	NS
March	33.0	23.0	49.0	240.0	23.0	49.0	31.0	46.0	2.0	17.0	11.0	23.0	4.5	17.0	4.5	7.8	2.0	17.0	22.0	13.0	2.0	17.0	4.5	4.0
February	23.0	540.0	49.0	33.0	31.0	350.0	49.0	49.0	17.0	240.0	11.0	79.0	22.0	240.0	22.0	79.0	2.0	33.0	7.8	13.0	11.0	33.0	11.0	17.0
January	49.0	33.0	49.0	NS	22.0	33.0	23.0	NS	33.0	13.0	4.5	NS	7.8	33.0	4.5	NS	7.8	7.8	7.8	NS	7.8	4.5	2.0	NS
** Truncated GeoMetric Mean	40.0	38.0	39.0	47.0	28.0	30.0	30.0	42.0	18.0	17.0	16.0	18.0	14.0	16.0	14.0	15.0	9.0	9.0	10.0	16.0	9.0	8.0	10.0	9.0
** Truncated 90th Percentile	192.0	211.0	187.0	169.0	91.0	152.0	163.0	200.0	72.0	77.0	79.0	73.0	54.0	71.0	74.0	67.0	41.0	44.0	47.0	64.0	32.0	26.0	38.0	37.0

NS = No Sample

SCDES Regulatory Requirements:

Geometric Mean ≤ 14

90th Percentile ≤ 43

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

Note:

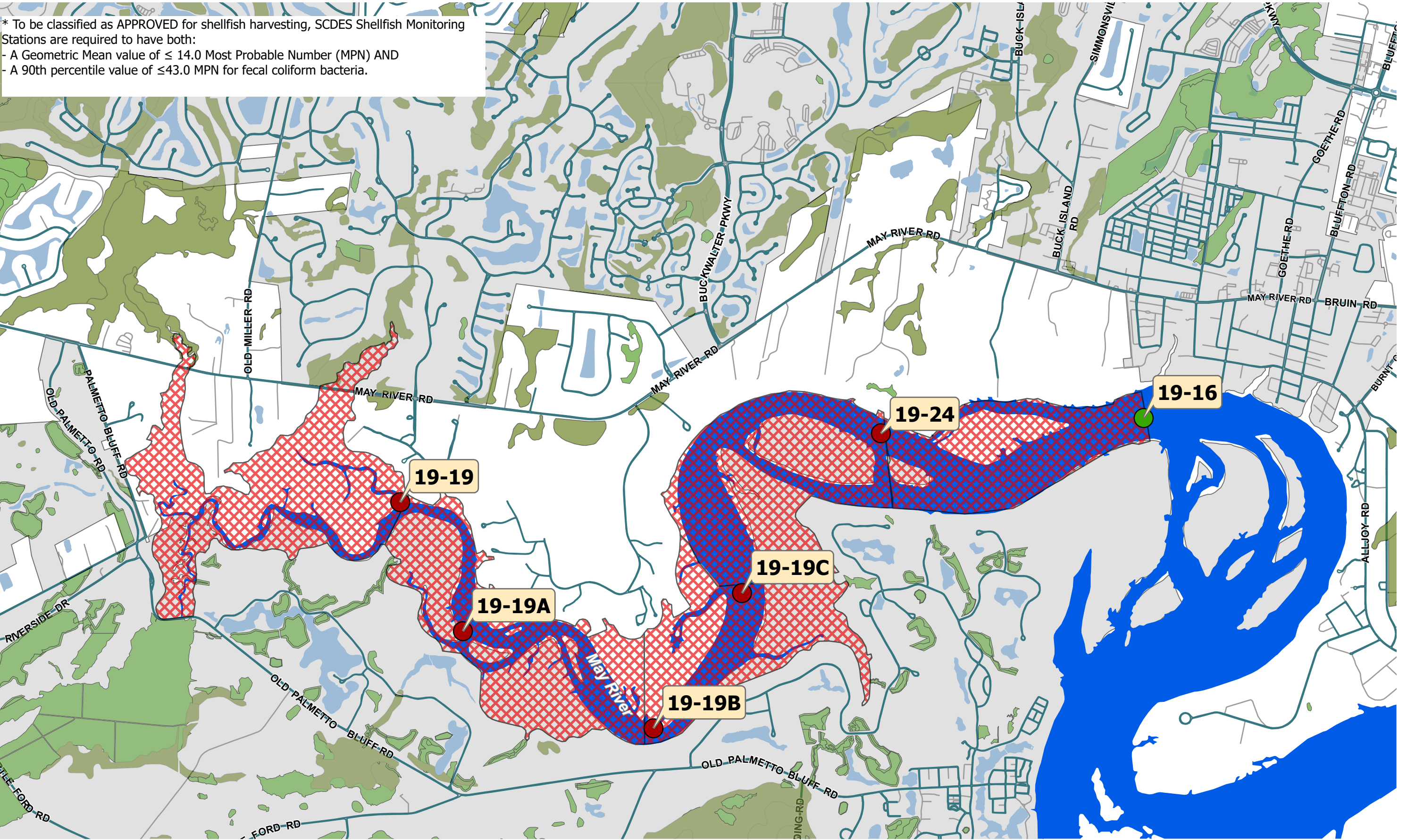
December 2024 ends the data collection period for 2025 shellfish harvesting season.

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

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

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

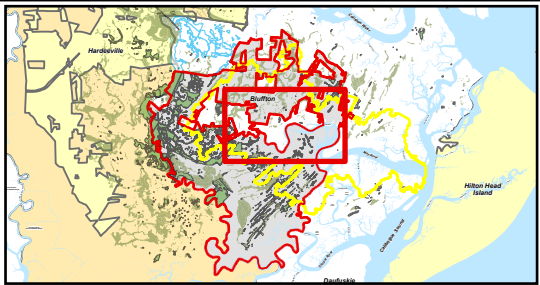
* To be classified as APPROVED for shellfish harvesting, SCDES Shellfish Monitoring Stations are required to have both:
- A Geometric Mean value of ≤ 14.0 Most Probable Number (MPN) AND
- A 90th percentile value of ≤ 43.0 MPN for fecal coliform bacteria.



- 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 3.46×10^{13} 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
 - 2.99×10^{14} FC reduction for the Full SWRv (entire sub-basin drainage area catchment).
 - 2.53×10^{14} FC reduction for the Reduced SWRv projects (impervious area drainage area of sub-basin catchment).
- The estimated Full SWRv projects costs is \$32.7 million and the estimated cost of Reduced SWRv projects is \$22.6 million.
- Currently the Towns' Impervious Restoration Program is targeting Reduced SWRv for future projects.

Task 1: MRWAP Eleven (11) Proposed Projects Update

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

▪ ~~Palmetto Pointe Townes (PPT)~~. **Declined to Participate.**

- Next Steps:
 - Finalize Impervious Restoration Program Policy Document.
 - Continue to collaborate with Director of Procurement for an agreement with BCSD and Private Owners to construct impervious restoration projects at school sites.

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

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

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

- Site evaluations at the 15 sites have been completed.
- Concept design development for the sites identified below ongoing:
 - Dominion Energy Engineering Office
 - Rose Dhu Equestrian Center
 - St. Gregory Catholic Church/School
 - River Ridge Academy
 - MC Riley Early Childhood Center
 - MC Riley Elementary School
 - MC Riley Sports Complex
 - Bluffton Middle School
 - Red Cedar Elementary School
 - Seagrass Station Road Site determined to be not feasible, low cost/benefit.
 - Bluffton Pkwy West (170 to Buckwalter)
 - Buckwalter Pkwy (Hampton Hall to May River Road)
 - Persimmon St/Sheridan Park Cir/Pennington Dr
 - Vaden Nissan Hilton Head
 - ~~NHC Healthcare/Bluffton (Healthcare, Rehab, Assisted Living)~~ **Declined to Participate**
- Next Steps:
 - Finalize Concept designs and proposed SWrv/Water quality benefit.

Task 3: MRWAP Impervious Restoration Policy Documents Background

- MRWAP Section 5.4.4. Stormwater BMP Retrofit Projects of the May River Watershed Action Plan Update and Model Report identifies potential Impervious Restoration/BMP Retrofit projects located on Public and Private Land. As mentioned earlier, one of the primary site selection criteria, at time of report development, was to identify sites with large impervious areas so that pollutant load reductions could be estimated and the benefits of such projects on stormwater quality quantified/estimated, if implemented into construction. Generally, Public Funds are not expended to improve private property nor is Town of Bluffton funding generally expended on Public Land owned by another government entity. In order for such projects identified in Section 5.4.4. to move forward in the interest of improved water quality and for the overall benefit and welfare of the constituents of the Town of Bluffton, Policy Documents need to be formulated that establishes the parameters of such a Program to be initiated and implemented.

Task 3: MRWAP Impervious Restoration Policy Documents Update

- Impervious Restoration Program Policy Document Draft submitted and under review. Fee-in-Lieu Program Policy Document - Adopted into the FY26 Master Fee Schedule at the July 2025 Town Council Meeting.
- As Adopted:
 - As part of the SoLoCo Stormwater Design Manual, developers may submit for MEP when the proposed development site has constraints or limitations to which prevent SoLoCo Stormwater Design Manual requirements from being met, specifically stormwater retention volume (SWRv) requirements. SWRv is the volume of stormwater runoff that a stormwater management system can store and treat to improve water quality. The MEP submittal must provide documentable evidence of the process the applicant has performed that demonstrates the restrictions to the use and implementation of the Best Management Practices (BMPs) to meet the SWRv requirements.
 - When a development project cannot accommodate the required SWRv due to on-site constraints identified in the approved MEP analysis, the developer could opt to pay a Fee-In-Lieu (FIL) to the Town of Bluffton for the shortfall according to the FIL fee schedule to be adopted as part of the FY26 budget Master Fee Schedule. Funds collected through FIL payments would then be used by the Town to fund other qualified uses that protect water quality within the same watershed as the original project including:
 - The construction and maintenance of impervious restoration program water quality BMPs;

- Purchase of land for increased conservation areas, application of Better Site Design to the approved Master Plan, buffers, undisturbed open space, and natural resource of significance areas, and
- Purchase of development rights.
- FIL payment would be based and equal to a unit of SWRv in cubic feet or designating a conservation area/easement area that protects a qualified natural resource that would otherwise require the same SWRv treatment if developed. The monetary value for a unit of SWRv would be based on the current and typical costs for land as well as associated costs for design, construction, construction management, Town program management, post-construction inspection, and ongoing maintenance of water quality BMPs. The SWRv FIL rate would be found as part of the Town's Master Fee Schedule, under Section VII "Stormwater Management Fees," allowing for annual review and updates as needed based on the Consumer Price Index (CPI) or based on updated information regarding the cost of water quality BMP construction and maintenance, changes in the construction industry, availability of supplies, etc. If the developer and/or private property owner take responsibility for maintaining the BMP or provide land, then the associated cost for a unit of SWRv could be lessened accordingly.

Item/Description	Fee
Fee-In-Lieu (FIL) For projects with an approved Maximum Extent Practicable (MEP) submittal, the FIL amount is calculated based on an applicant's shortfall, in cubic feet (CF), of the required Stormwater Retention Volume (SWRv).	\$151.92/CF of SWRv

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

4. Other, Related MRWAP Recommendations

Background:

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

Other, Related MRWAP Recommendations Update:

- Town is in progress of incorporating volume reduction BMPs within existing and future CIP projects to the MEP. Specific projects currently in progress include:

- Bridge Street Streetscape Project
 - Water quality monitoring has been completed
- Pritchard Street Drainage Improvement Project
- Obtained approval for proposed improvements with Beaufort County School District and Beaufort County on pool operation impacts.
- Street lighting agreement with Dominion approved.
- IFB posted July 29, 2025. Bids received and bid evaluation complete. Apparent responsive and responsible low bid determined to be Gulf Stream Construction Company, Inc.
- Town Council authorized Construction Contract at the October Town Council meeting.
- Conducted stormwater education and outreach with MC Riley Elementary teacher and students. Bluffton Today article in November about this outreach.
- Town Manager entered a contract with Gulf Stream Construction Company, Inc. to initiate work on the Pritchard Street Streetscape Project.
- **Next Steps**
 - Easement acquisitions continue.
 - Finalize permit approvals.

5. MRWAP Water Quality Program Recommendations Update

Background:

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

MRWAP Water Quality Program Recommendations Update:

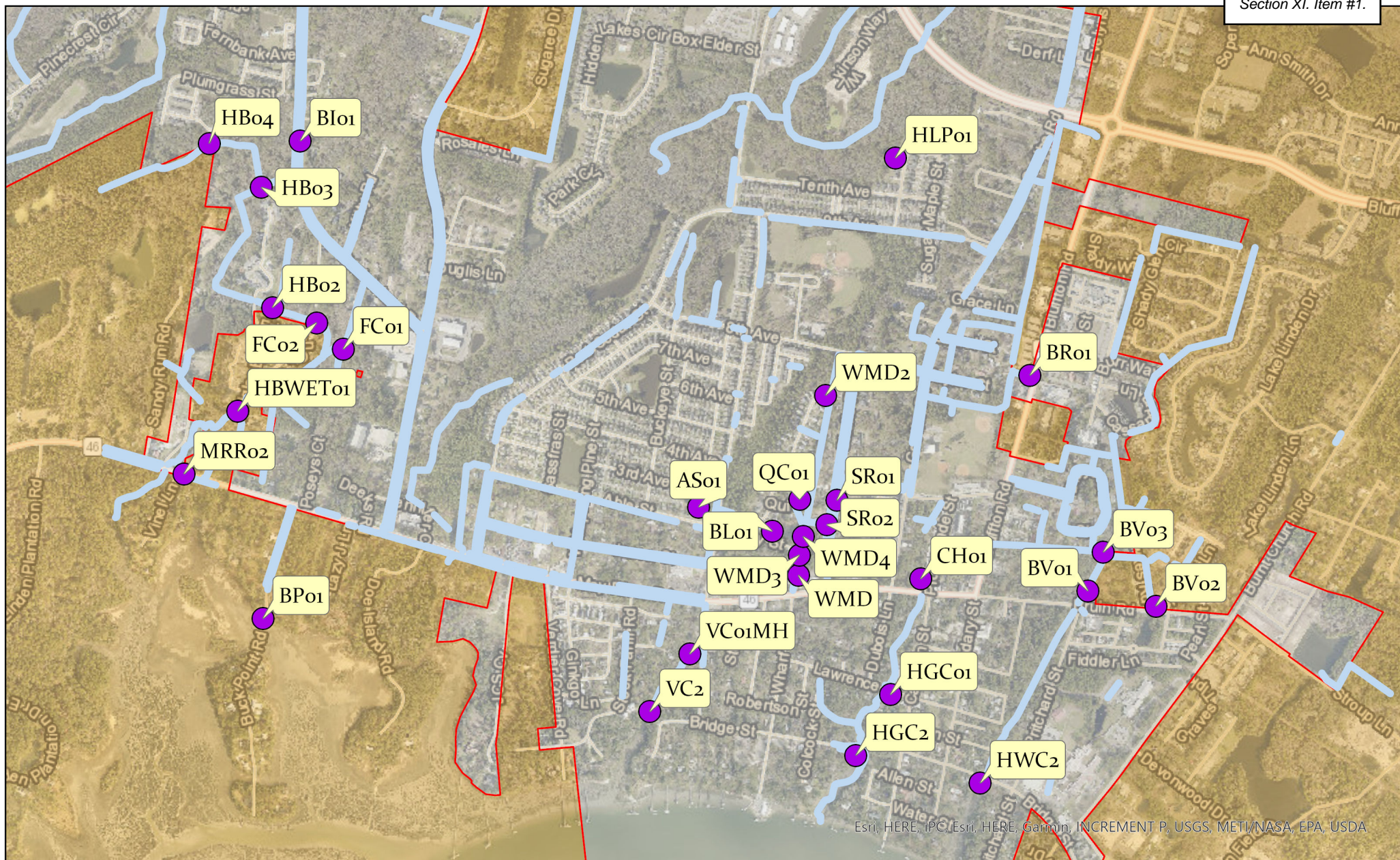
- 5.1.1 In-House Microbial Source Tracking:
 - Staff have collaborated with Dr. Tye Pettay and the USCB Microbial Source Tracking (MST) Laboratory to develop new markers for tracking fecal contamination in the May River Watershed. The primary goal is to identify the sources of bacteria and establish effective mitigation plans. The human genetic marker remains the main focus of the Town's MST sampling program, as it poses the greatest risk to human health.
 - With the introduction of the new MST markers, Town staff have initiated a targeted MST sampling program, starting with the Crooked Cove subwatershed. The Town has now expanded this program into the Heyward, Huger, and Verdier Cove subwatersheds. The MST Program examines multiple potential sources of contamination, including human, dog, deer, horse, and bird waste. Staff are collecting samples during five (5) wet weather events and five (5) dry weather events to characterize each subwatershed.

- All five (5) dry weather events have been completed for these subwatersheds, leaving only the wet weather events to be collected. Staff continue to focus on interpreting the MST results and developing new educational initiatives before transitioning the MST targeted sampling program to additional subwatersheds.
- 5.1.2 Future (New) Bacteria Monitoring Locations & 5.1.3 Future (New) Water Flow Monitoring Locations
 - The contract for work associated with the calibration of the Town's May River Watershed Action Plan model has been executed.
 - Staff have provided all Town Water Quality Program data to the consultant team. The first set of deliverables associated with this project are expected in December 2025.
 - The Town has Fiscal Year 2026 (FY26) funding for this work.

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

Section XI, Item #1.

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



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

Legend

Targeted MST
Sampling Locations

Targeted MST Sampling
Locations

Drainage Channels

Jurisdiction

BEAUFORT COUNTY

BLUFFTON

Town of Bluffton Targeted MST Sampling Locations



TOWN OF BLUFFTON

MAY RIVER WATERSHED ACTION PLAN

ADVISORY COMMITTEE

2026 Meeting Schedule

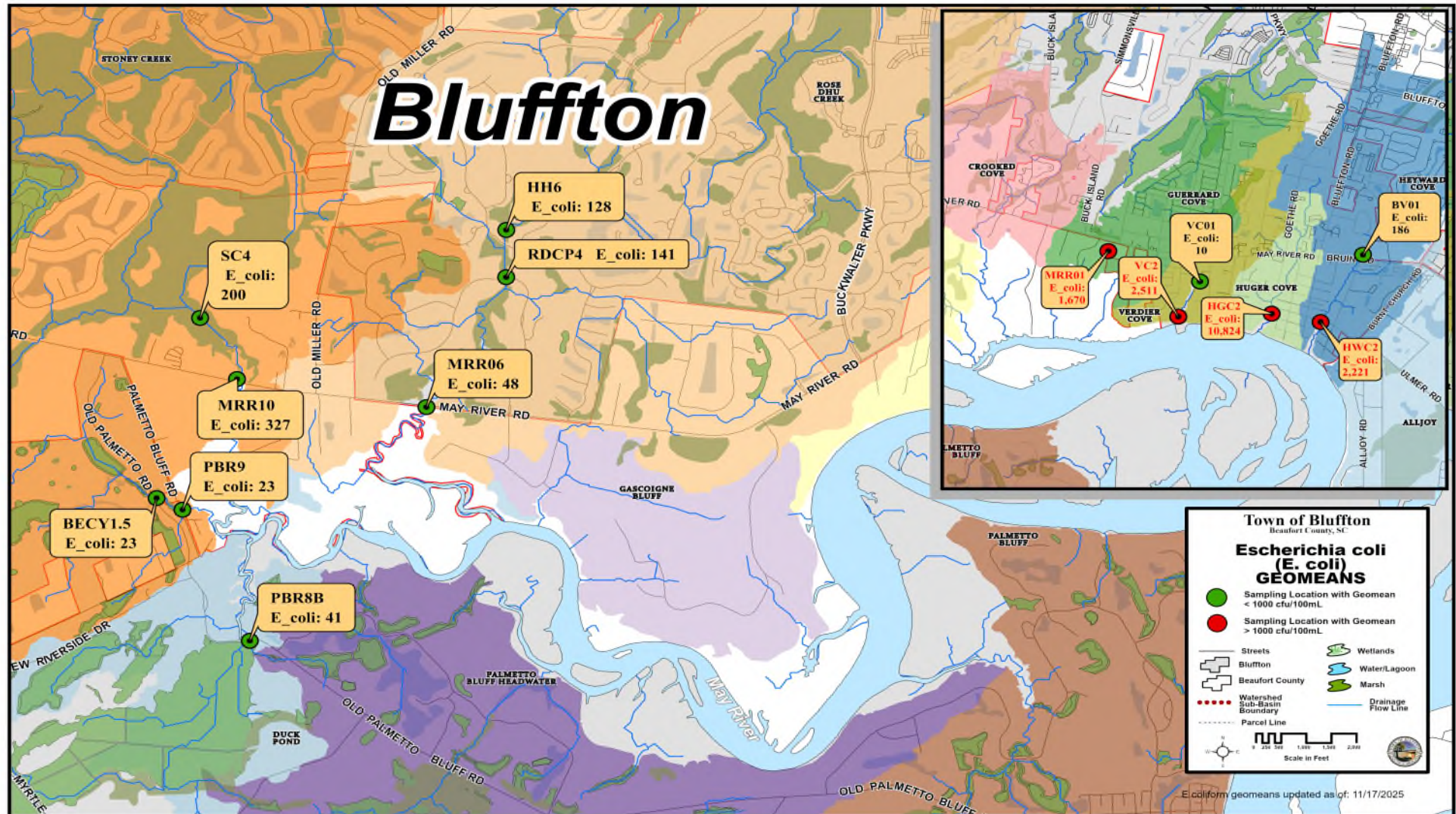
MEETING DATES
January 22, 2026
April 23, 2026
July 23, 2026
October 22, 2026

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

Please Note:

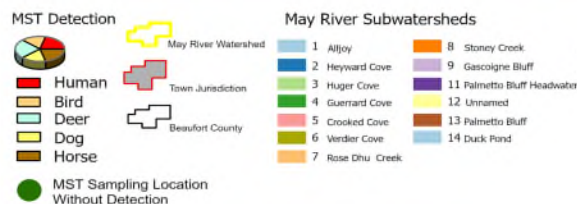
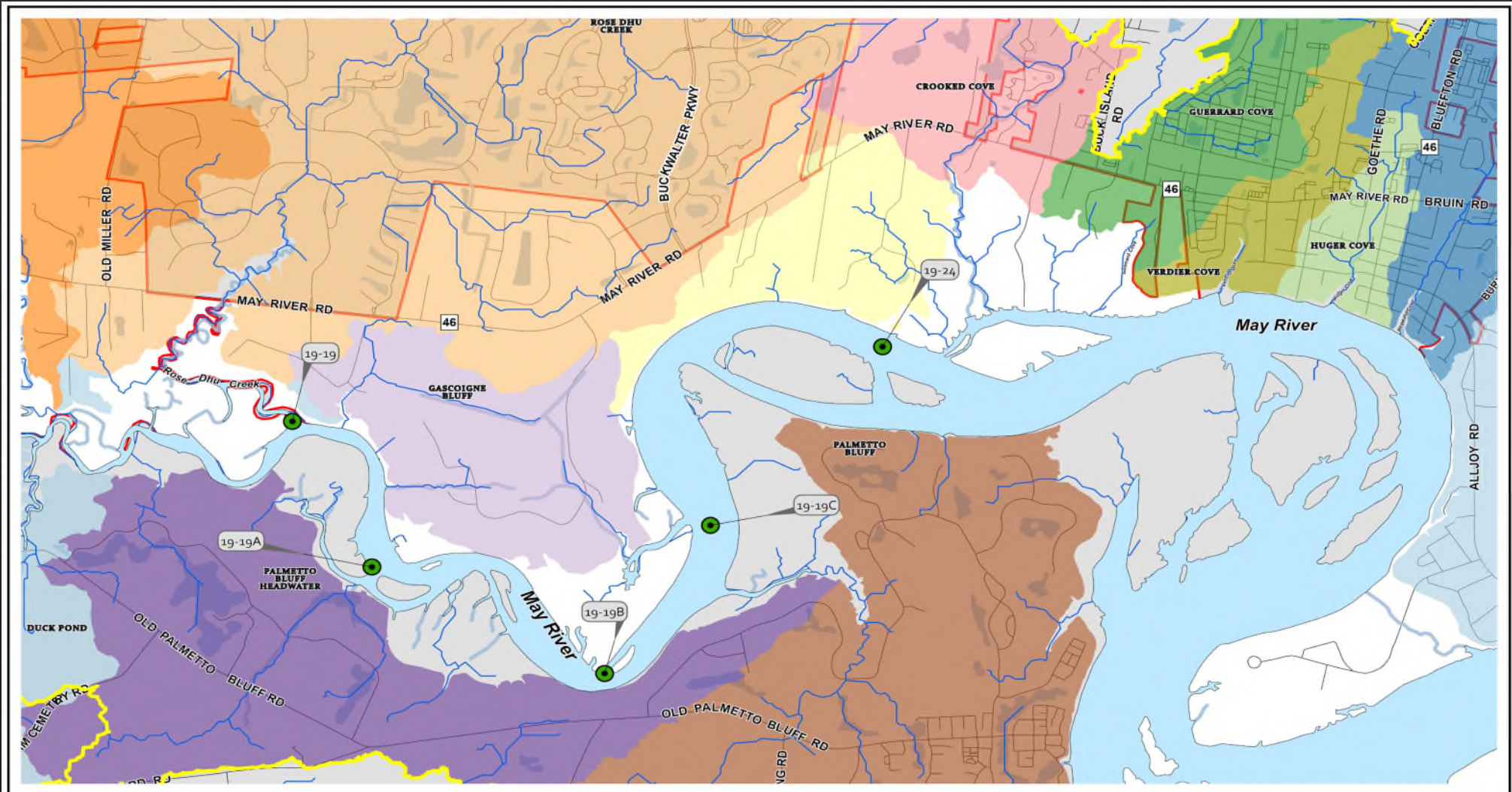
Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.

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



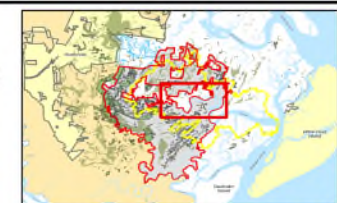
	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2026 YTD Totals	1172	182	9

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



MICROBIAL SOURCE TRACKING (MST) LOCATIONS Sampling Results for the Month of November 2025

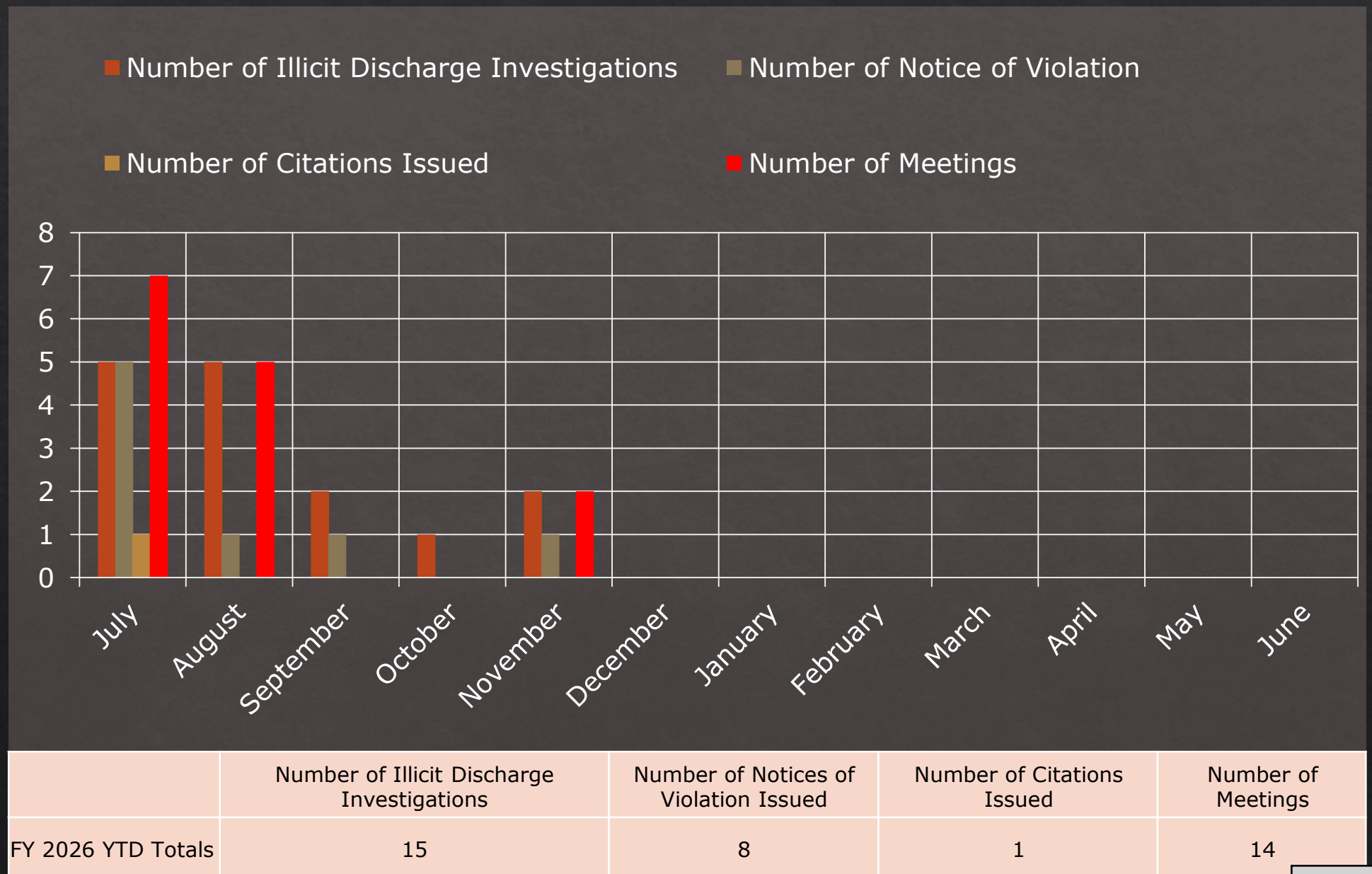
Town of Bluffton
Beaufort County, SC



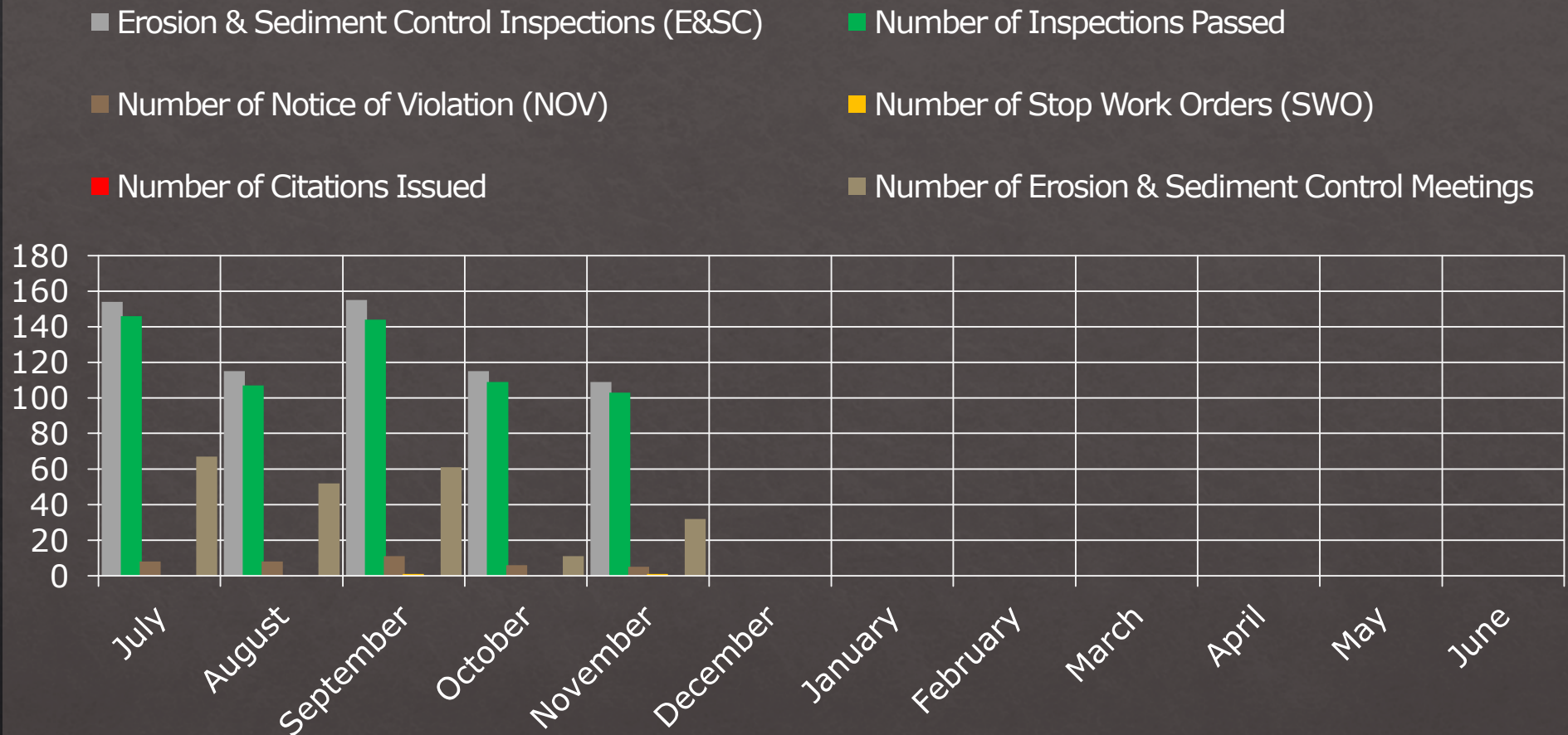
Updated Date: 11/17/2025



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



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



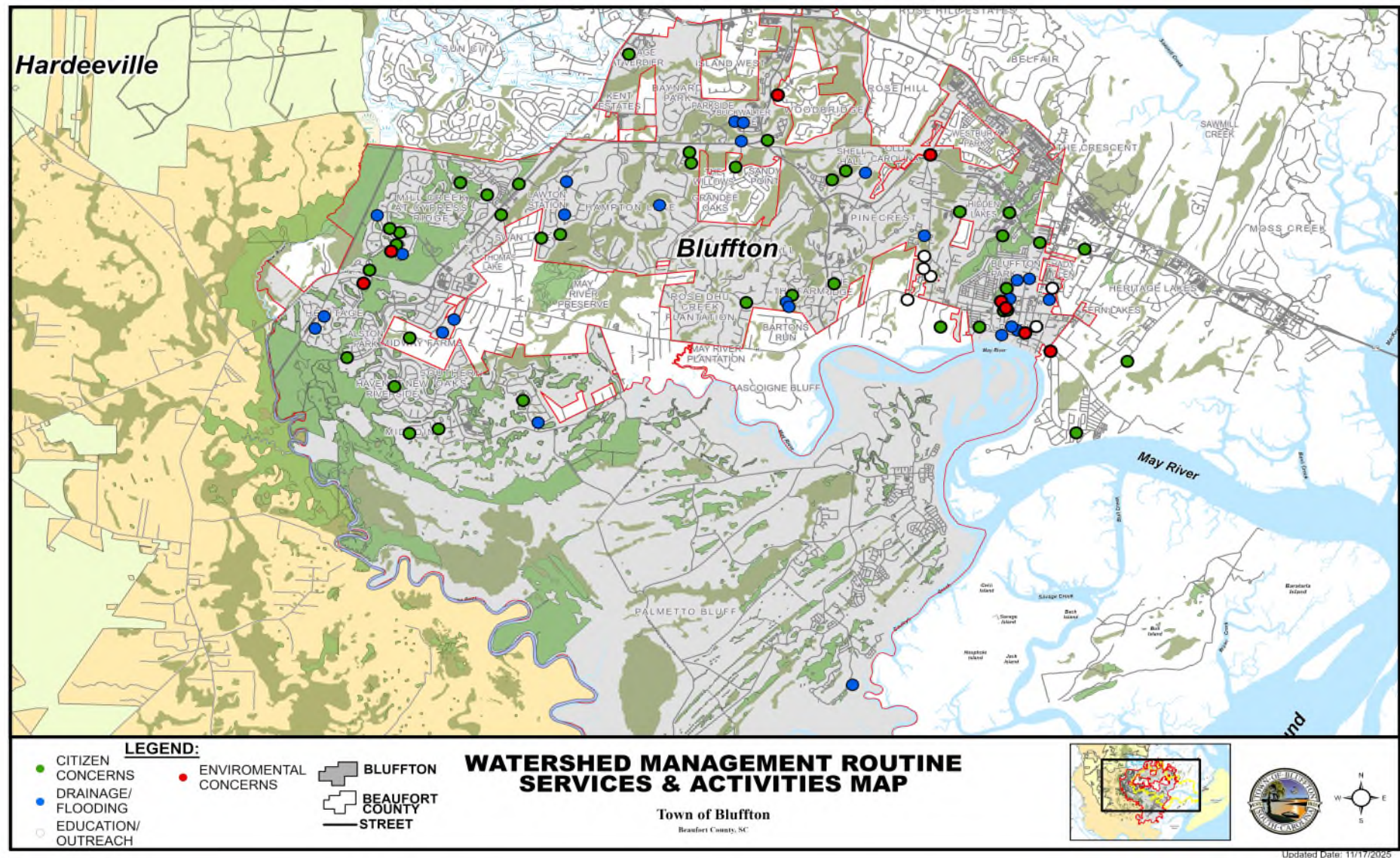
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NOV's Issued	Number of SWO Issued	Number of Citations Issued	Number of E&SC Meetings
FY 2026 YTD Totals	648	609	38	2	0	223

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	173	29	13	26	3	3	37	23	180.50 Hrs.

Citizen Request for Watershed Mngt. Services & Activities Map



Number of Citizen Requests Investigated

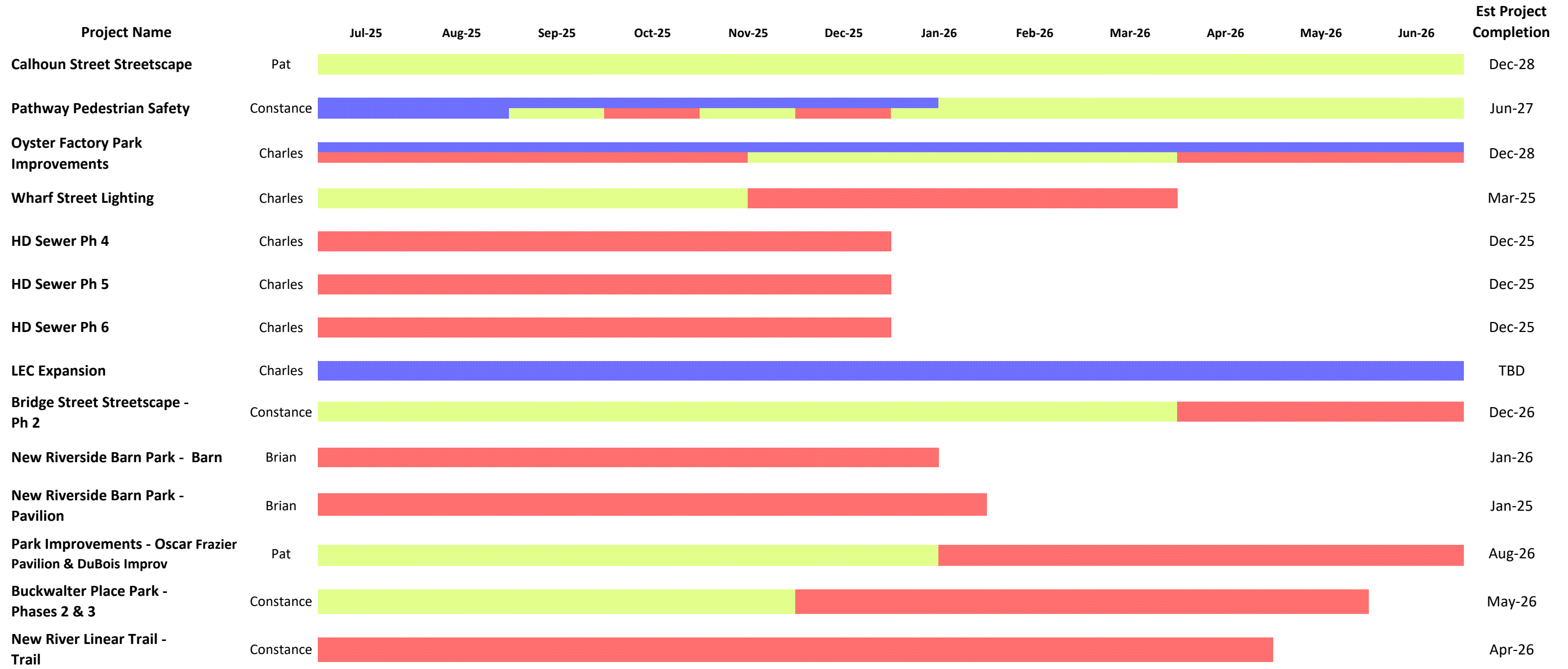
Number of Meetings

FY 2026 YTD Totals

57

27

FY26
CIP Master Project Schedule



Planning*

Design**

Construction***

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

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

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

SUBJECT TO CHANGE

FY26
CIP Master Project Schedule



Planning* Design** Construction***

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

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

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

TOWN COUNCIL STAFF REPORT

Public Services Department



MEETING DATE:	December 9, 2025
SUBJECT:	Public Services Department Monthly Report
DIRECTOR:	Larry Beckler, Director of Public Services

PUBLIC SERVICES UPDATE

1. **MS4 MCM – #6 GOOD HOUSEKEEPING (Ditch, Drainage and Roadside Maintenance)**
 - **Street Sweeping** - Performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, Bridge Street, Church Street, Lawton Street, Lawrence Street, Allen Street, Water Street, Boundary Street, and curbs and medians on Simmonsville and Buck Island Roads.
 - **Ditch Inspections** - Performed ditch inspections
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
 - **Ongoing Roadside Mowing, Litter Clean-up and Maintenance** of Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road, Bluffton Road, Boundary, Calhoun, Bridge Street, Pritchard Street, Buckwalter Boulevard, Bruin Road, Green Street, James Gadson Drive, Thomas Heyward, Church St, Water St, Lawton St. and Colcock St.
2. **FACILITIES**
 - **Ongoing Maintenance** of Town Hall, Law Enforcement Center, Public Services, Rotary Community Center, Watershed Management, Police Sub-station, Don Ryan Center, and general repairs of the Garvin House and Sarah Riley.
3. **PARKS**
 - **Ongoing Park Facilities and Landscape Maintenance** of Dubois Park, Martin Family Park, Oscar Frasier, Field of Dreams, Buckwalter Place Park, Oyster Factory Park, Pritchard Pocket Park, May River Pocket Park, Wright Family Park, Eagles Fields, New Riverside Barn, New River Trail, Evercore Park.
4. **ADDITIONAL ACTIVITIES**
 - Removed downed tree across trail entrance at Buckwalter place Trail
 - Pruned large overhead limbs on Goethe that interfered with Truck traffic

- All buildings treated – bug & pest control
- RCC Septic tank pumped & flushed
- Planted 125 of the 257 trees from the Palmetto Pride Tree Grant at Oyster Factory Park, Wright Family Park, Martin Family Park, Town Hall and Oscar Frazier Park.
- Started new 30' panel Christmas Tree structure assembly
- Repaired flagpole lines at LEC
- Replace flush valve at Substation
- Reset slate seats at Buckwalter Place Park Amphitheater
- Planted balance of trees (132) from the Palmetto Pride Tree Grant at Buckwalter Place & New Riverside Barn Park
- Christmas Decorations completed at the New Riverside Barn Park
- Mounted new hanging flower baskets along May River Rd
- Removed Halloween Decorations at PS, LEC & Town Hall
- Installed Christmas decorations, Martin, DuBois, Wright, Oyster, Calhoun St & May River Rd
- Christmas decorations started at Buckwalter Place Park & LEC
- Repairs at Men's room Oscar Frazer Park
- Power Washed Tabby Wall at Buckwalter Circle
- Repairs made at RCC Sewer ejection pump
- Replaced exterior light fixture at Substation
- Power washed chairs at Martin Family Park
- Tested all lights on decorations
- Replace Oyster Table at Oyster Factory Park
- Repaired bridge at Shrimp Boat at DuBois Park
- Removed Veterans Day banner and installed Christmas Banner
- Relocated pedestrian Yield bollards 5' further from intersections on Mellichamp Dr
- Toilet repairs at Oscar Frazier & LEC
- Assisted Welcome Center with Holiday Decorations
- Pest control actions at Watershed Building
- Built Public Services parade Float
- Received and installed Christmas tree at Martin Family Park
- Hired David Masis Marin as our new Trades Specialist

5. PREPPING FOR SPECIAL AND CIVIC EVENTS

- Set-up & support for following events:
 - Farmers Market- Martin Family Park
 - Set up for 7th Annual Candy Bounce Back, Field of Dreams
 - Prepped & set up for SOLOCO at RCC
 - Prepped for Under the Ancient Oaks, Martin Family Park
 - Prepped RCC for two days of Strategic Planning meetings
 - Prepped for Veterans Day Parade

- Prepped & Supported TOB Concert Series: Southern Heat, Buckwalter Amphitheater
- Prepped & Cleanup for Thanksgiving Feast at New Riverside Barn

6. EQUIPMENT MAINTENANCE AND REPAIR

- Added stake pockets to landscape trailer
- Installed new fenders and painted entire landscape trailer
- Fabricated 42 “pigtales” receptacles for Christmas wreaths
- Repaired auger- new carburetor & fuel tank
- Fabricated brackets for snowflakes - NRBP
- Replaced door handle on Ford Ranger
- Prepped, tested & new blades on chain saws

7. TRAINING

- Staff completed weekly training topics
- Attend Lowcountry Regional Public Works Training Conference with department supervisors
- Toured I2 Recycle Plant operation
- Audio/Video training at New Riverside Barn

8. BEAUTIFICATION COMMITTEE

- Agenda & Minutes Attached

9. ATTACHMENTS

- Public Services Monthly Cost Report – (Below)

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

ASSETS AND EVENTS	COST
FACILITIES	\$13,181.00
PARKS	\$16,910.00
ROADS AND TRAILS	\$2,635.00
SPECIAL EVENTS	\$1,820.00

Beautification Committee Meeting

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

October 16, 2025

I. CALL TO ORDER

Chairman Bowen called the meeting to order at 9:00 AM.

II. ROLL CALL

PRESENT

Chairman Johnny Bowen

Vice Chair Dot Jeger

Dan Ciufreda

Hugh Williamson

ABSENT

Jessica Palladino

III. ADOPTION OF MINUTES

September 18, 2025 Minutes

Chairman Bowen made a motion to approve September 18, 2025 minutes as written.

Motion was seconded by Vice Chair Jegger.

Voting Yea: Chairman Bown, Vice Chair Jegger, Ciuffreda and Williamson.

All were in favor and the motion passed.

IV. PUBLIC COMMENT

V. OLD BUSINESS

1. Palmetto Pride Tree Grant Update & Planting Schedule

Members to solicit volunteers from the Rotary Club to plant trees at New Riverside Barn Park on Friday, November 7th at 8:00 AM.

2. Paint Out Pollution Storm Drain Art Project Update & Slogan Vote

Members voted on their top six favorite slogans to use for the solicitation of art from Bluffton Middle and High Schools for the first phase of the Storm Drain Art Project. The winning slogans were as follows:

"Only rain down the drain"

"Be a part of the solution, not water pollution"

"Keep it clean, we're all downstream"

"The river begins here"

"All drains lead to the ocean"

"Don't let trash travel"

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

Members discussed partnering with the Town of Bluffton's Public Information Officer, Debbie Szpanka, to coordinate a submission for the Town of Bluffton. The Public Services Coordinator, Colleen Hall, will do additional research on Steve Doocy's Main Street USA Tour submission requirements and reach out to Debbie Szpanka for assistance.

4. Hanging Flower Baskets Update, Delayed Shipping

Members informed of delayed shipping of hanging planters from the vendor, Planters Unlimited. Estimated shipping date for the hanging planters is September 18, 2025. Charter Vista is expected to begin work filling the Town's flower pots in early November.

VI. NEW BUSINESS

1. Review 2026 Committee Meeting Dates

Members reviewed and voted on the adoption of 2026 Beautification Committee Meeting Dates.

Chairman Bowen made a motion to adopt the 2026 Committee Meeting Dates as presented.

Seconded by Vice Chair Jeger.

Voting Yea: Chairman Bowen, Vice Chair Jeger, Ciuffreda, Williamson

All were in favor and the motion passed.

2. Discuss Cancellation of November Committee Meeting

Members discussed whether or not to meet in the months of November and December.

All members agreed to meet in November. All members agreed that a meeting in December was not necessary.

VII. DISCUSSION

VIII. ADJOURNMENT

Chairman Bowen adjourned the meeting at 9:31 AM.

NEXT MEETING DATE: THURSDAY, NOVEMBER 20, 2025



Beautification Committee Meeting

Thursday, November 20, 2025 at 9:00 AM

**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. ADOPTION OF MINUTES**
- IV. PUBLIC COMMENT**
- V. OLD BUSINESS**
 - 1. Paint Out Pollution Storm Drain Art Project Update**
 - 2. Steve Doocy's Main Street USA Tour Submission Update**
 - 3. Hanging Flower Baskets Update**
- VI. NEW BUSINESS**
 - 1. Holiday Decorating Update**
- VII. DISCUSSION**
- VIII. ADJOURNMENT**

NEXT MEETING DATE: THURSDAY, JANUARY 15, 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.



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

November 2025

Overview:

November was a month of continued innovation, strategic planning, and program development for the Don Ryan Center for Innovation. The team finalized and submitted the SC Relentless Challenge Grant, advanced internal AI initiatives, and laid the groundwork for 2026 through staff and board planning sessions. Additionally, DRCI maintained strong visibility through presentations, networking events, diligence meetings, and educational engagement. Website development and KPI alignment remained a priority, with efforts focused on enhanced reporting and program clarity moving into the new year.

Entrepreneur Program Update

STARTUP Companies

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

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

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

Held STARTUP diligence meetings with:

- 221B Studios
- Amber Lucido
- Lowcountry Soda

GROWTH Companies:

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

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

THRIVE Companies

Ongoing long-term work with established Growth companies

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

Mentor Program

Mentorship Network:

- Met with new mentor Tom Moseley
- Continued engagement with mentors supporting new STARTUP clients
- Reviewed mentorship goals as part of 2026 strategic planning
- Planning mentor working lunch for beginning of December

Economic Development Update

- Working with Startup Companies AMA Private Dining and Part of the Family on finding locations for their business expansions
- Two LOIs have been sent out to finalize leases for the two remaining retail locations on the first floor of The COVE
- Master Lease for The COVE has been approved and signed

- In negotiations with our first potential tenant for the new DRCI Landing Pad
- Three LOIs sent out for lease negotiations to the potential upstairs tenants

Operations, Events and Meetings:

- Final submission of SC Relentless Challenge Grant
- Building tour and update with SC Power Team and Palmetto Electric Cooperative
- Site discussions and walk-throughs: Unit 102 in new building, Pinellas Drive, and 10 William Pope Drive
- Met with Michael Czymbor with Forino to discuss future properties for our program clients
- Tech planning for new building with Tracye Stormer
- Participated in DRCI Board Strategic Review Meeting
- Conducted internal 2026 strategic planning session with DRCI staff
- Continued KPI collection and internal system development
- Ongoing work on DRCI website redesign and content enhancements
- Reviewed and tested AI tools: MadisonAI, Prophecy.gov, Gov.ai
- Explored AI use cases with TOB HR and staff
- Demoed internal AI workflows and engaged in partner discussions
- Met with Paul Taylor from SCORE

Partnerships

Key Collaborations:

- **Hardeeville:** Quarterly meeting with Hardeeville City Manager Josh Gruber
- **BlacQuity:** Fall cohort graduated
- **Beaufort County Economic Development Corporation:** Ongoing collaboration on multiple impactful projects including collaboration. Attended board meeting.
- **Greater Bluffton Chamber:** Participated in numerous ribbon cuttings, showcasing the growth and expansion of local businesses and attended. Continuing to host lunch and learns for the GBCC and represented DRCI at their monthly Member Benefits Meeting
- **Hilton Head – Bluffton Chamber:** Attended several ribbon cuttings and networking events, presented at HHI–Bluffton Chamber Junior Leadership Career Day and presented to HHI Chamber Leadership Class
- **Hispanic Business Association of the Lowcountry:** Ongoing membership, Paul Arvantides is a member of the HBA Lowcountry Partnerships Committee.
- **Beaufort County Airport Board:** David Nelems is a member of this Board

- **Furman University:** Ongoing collaboration through Strategic AI Program; exploring expanded offerings
- **Beaufort County School District:** AI Roundtable



GROWTH MANAGEMENT UPDATE

December 9, 2025

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

- a. **Planning Commission:** November 19, 2025, meeting agenda attached. Next meeting scheduled for Wednesday, December 17, 2025.
- b. **Historic Preservation Commission:** November 5, 2025, meeting agenda attached. Next meeting scheduled for Wednesday, December 3, 2025.
- c. **Board of Zoning Appeals:** November 4, 2025, cancellation notice attached. Next meeting scheduled for Tuesday, December 2, 2025.
- d. **Development Review Committee:** November 5, 12 & 19, 2025, meeting agendas attached. November 26, 2025, cancellation notice attached. Next meeting scheduled for Wednesday, December 3, 2025.
- e. **Historic Preservation Review Committee:** November 3, 10, 17 & 24 2025, cancellation notices attached. Next meeting scheduled for Monday, December 1, 2025.
- f. **Construction Board of Adjustment and Appeals:** November 18, 2025, cancellation notice attached. Next meeting scheduled for Tuesday, December 16, 2025.
- g. **Affordable Housing Committee:** November 6, 2025, cancellation notice attached. Next meeting scheduled for Thursday, December 4, 2025.

2. Community Development / Affordable Housing Committee Work Program:

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

A total of twenty-two homes have received repairs at a total of \$170,097. These repairs consist of roofing, flooring, decks, plumbing and tree service.

Applications are being processed weekly, and staff is reviewing those estimates along with Building Safety to make sure that funds are spent accurately and all requested repairs are being made.

Repair estimates continue to rise, and staff will make every effort to ensure our residents have safe, decent and suitable living environments.

To date, four homes are waiting on estimates to be submitted, and two applications are out for income verification.

ATTACHMENTS:

1. Planning Commission meeting agenda for November 19, 2025.
2. Historic Preservation Commission meeting agenda notice for November 5, 2025.
3. Board of Zoning Appeals cancellation notice for November 4, 2025.
4. Development Review Committee meeting agendas for November 5, 12, & 19, 2025.
Cancellation notice for November 26, 2025.
5. Historic Preservation Review Committee cancellation notices for November 3, 10, 17, & 24, 2025.
6. Construction Board of Adjustments and Appeals cancellation notice for November 18, 2025.
7. Affordable Housing Committee cancellation notice for November 6, 2025.
8. Building Permits and Planning Applications:
 - a. Building Permits Issued FY 2019-2026 (to November 20, 2025).
 - b. Building Permits Issued Per Month FY 2019-2026 (to November 20, 2025).
 - c. Value of Construction FY 2019-2026 (to November 20, 2025).
 - d. New Single Family Residential Building Permits Issued Per Month FY 2019-2026 (to November 20, 2025).
 - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2019-2026 (to November 20, 2025).
 - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2019-2026 (to November 20, 2025).
 - g. New Commercial Construction/Additions Heated Square Footage FY 2019-2026 (to November 20, 2025).
 - h. Planning and Community Development Applications Approved FY 2019-2026 (to November 20, 2025).
 - i. Multi Family Apartments Value FY 2019-2026 (to November 20, 2025).
 - j. Multi Family Apartments Square Footage FY 2019-2026 (to November 20, 2025).
 - k. Multi Family Apartments Total Units FY 2019-2026 (to November 20, 2025).



Planning Commission Meeting

Wednesday, November 19, 2025 at 6:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

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

IV. ADOPTION OF MINUTES

1. October 22, 2025 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

1. **Adoption of 2026 Planning Commission Meeting Dates:** (Staff - Dan Frazier)
2. **Adoption of 2026 Development Review Committee Meeting Dates:** (Staff - Dan Frazier)
3. **Chipotle at May River Crossing (Development Plan):** A request by OnPoint Partners, LLC on behalf of First Chatham Bank, for approval of a Preliminary Development Plan application. The project consists of the construction of a single-story 2,385 SF restaurant with associated infrastructure. The property is within the Jones Estate Planned Unit Development (PUD) consists of 1.12 acres identified by tax map number R610 036 000 3211 0000 within the May River Crossing Master Plan at the intersection of May River Crossing Road and Pondberry Road. (DP-08-25-019908) (Staff - Dan Frazier)

VIII. DISCUSSION

IX. ADJOURNMENT

NEXT MEETING DATE: Wednesday, December 17, 2025

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Public comment is limited to 3 minutes per speaker.



Historic Preservation Commission Meeting

Wednesday, November 05, 2025 at 6:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

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

IV. ADOPTION OF MINUTES

1. October 10, 2025 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

1. **54 Stock Farm Road:** A request by Amanda Denmark (Pearce Scott Architects), Applicant, on behalf of Erik and Paige Blechinger, Owners, for approval of a Certificate of Appropriateness-Historic District, to allow construction of a 1.5-story Main Residence (an Additional Building Type) of approximately 3,008 SF and a 1-story detached Carriage House of approximately 602 SF located at 54 Stock Farm Road. The property is in Old Town Historic District and zoned Neighborhood Conservation-Historic District (NCV-HD). (COFA-04-25-019626) (Staff - Charlotte Moore)
2. **36 Wharf Street:** A request by Jamie Guscio (Kingfisher Construction), Applicant, on behalf of Kathy Barbina and Tim Harris, Owners, for approval of an amended Certificate of Appropriateness-HD to allow the construction of a new 2-story Carriage House of 1200 square feet. The property is in Old Town Bluffton Historic District, and zoned Neighborhood General-HD (NG-HD). (COFA-03-25-019657)(Staff - Charlotte Moore)

3. Adoption of 2026 Historic Preservation Commission Meeting Dates: (Staff - Charlotte Moore)
4. Adoption of 2026 Historic Preservation Review Committee Meeting Dates: (Staff - Charlotte Moore)

VIII. DISCUSSION

1. Historic District Monthly Update. (Staff)

IX. ADJOURNMENT

NEXT MEETING DATE: Wednesday, December 3, 2025

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PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, November 4, 2025 at 6:00 p.m.

Has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for Tuesday,
December 2, 2025.

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



Development Review Committee Meeting

Wednesday, November 05, 2025 at 1:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **PickUp USA Fitness Club at Westbury Park (Development Plan):** A request by Brad Buss of Ward Edwards Inc., on behalf of Eric Zwilsky of 1 Corinthians, LLC, for approval of a Final Development Plan. The project consists of a 18,336 SF basketball-focused fitness facility with associated access, parking, utilities and stormwater infrastructure. The property is zoned General Mixed Use (GMU) and consists of approximately 6.0 acres identified by tax map numbers R610 031 000 0212 0000 and R610 031 000 0173 0000. (DP-10-24-019391) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 12, 2025

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Development Review Committee Meeting

Wednesday, November 12, 2025 at 1:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **Culver's (Development Plan):** A request by William Heintz of Kimley-Horn, on behalf of Rolling Dough Properties, LLC, for approval of a Final Development Plan. The project consists of a 4,496 SF quick service restaurant with associated patio, parking and infrastructure. The property is zoned Buckwalter PUD and consists of approximately 1.52 acres identified by tax map number R610 030 000 2002 000 and located at the southeast corner of Buckwalter Place Blvd and Innovation Drive within the Buckwalter Place Master Plan. (DP-10-24-019406) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 19, 2025

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Development Review Committee Meeting

Wednesday, November 19, 2025 at 1:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **Midpoint at New Riverside Phase 4 (Subdivision):** A request by JP Moore of Thomas and Hutton, on behalf of Sam Bellock of Pulte Homes Company for approval of a Subdivision application. The project consists of the subdivision of Parcel 6A to create 90 single-family lots with associated right of way and common areas. The property is zoned New Riverside PUD and consists of approximately 36.3 acres identified by tax map number R610 044 000 0012 0000 and located along Coral Cove Road, Mint Meadows, Pebble Path Road, and Scarlet Sage Drive within the Midpoint at New Riverside Master Plan. (SUB-10-25-019978) (Staff – Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 26, 2025

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Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

THE DEVELOPMENT REVIEW COMMITTEE (DRC) Meeting scheduled for

**Wednesday, November 26, 2025 at 1:00
P.M.**

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

**The next meeting is scheduled for
Wednesday, December 3, 2025.**

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, November 3, 2025 at 4:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Monday, November 10, 2025.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, November 10, 2025 at 4:00
P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Monday, November 17, 2025.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, November 17, 2025 at 4:00
P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Monday, November 24, 2025.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, November 24, 2025 at 4:00
P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Monday, December 1, 2025.

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



PUBLIC NOTICE

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

Tuesday, November 18, 2025, at 6:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, December 16, 2025.

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



PUBLIC NOTICE

The Affordable Housing
Committee (AHC)
meeting scheduled for

Thursday, November 6, 2025, at
10:00 A.M.

Has been CANCELLED, due to the
Town's Strategic Planning Workshop.

The next meeting is scheduled for
Thursday, December 4, 2025

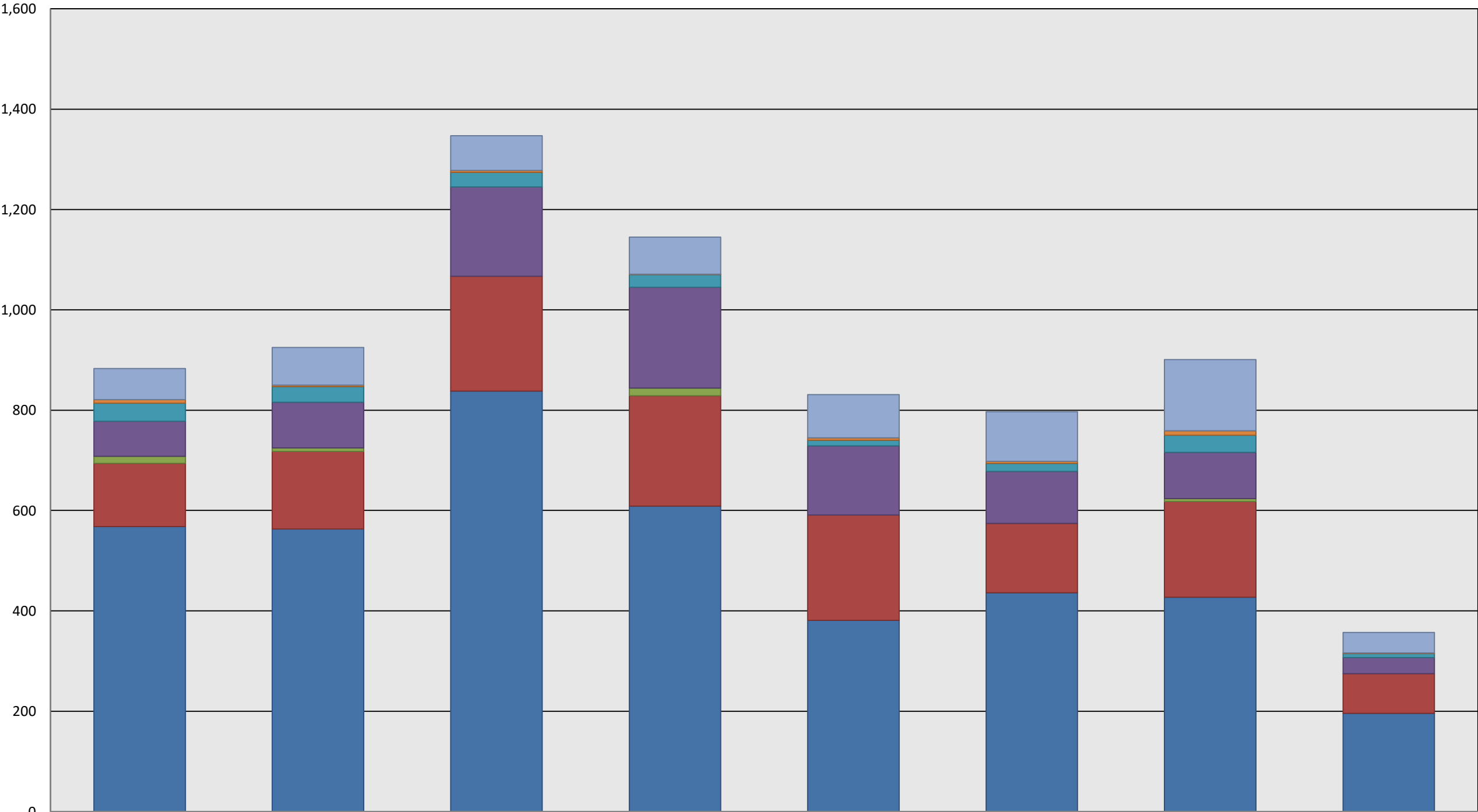
If you have questions, please contact,
Growth Management at: 843-706-4500

Town of Bluffton
Building Permits Issued
FY 2019 - 2026

Attachment 8a

Section XI. Item #1.

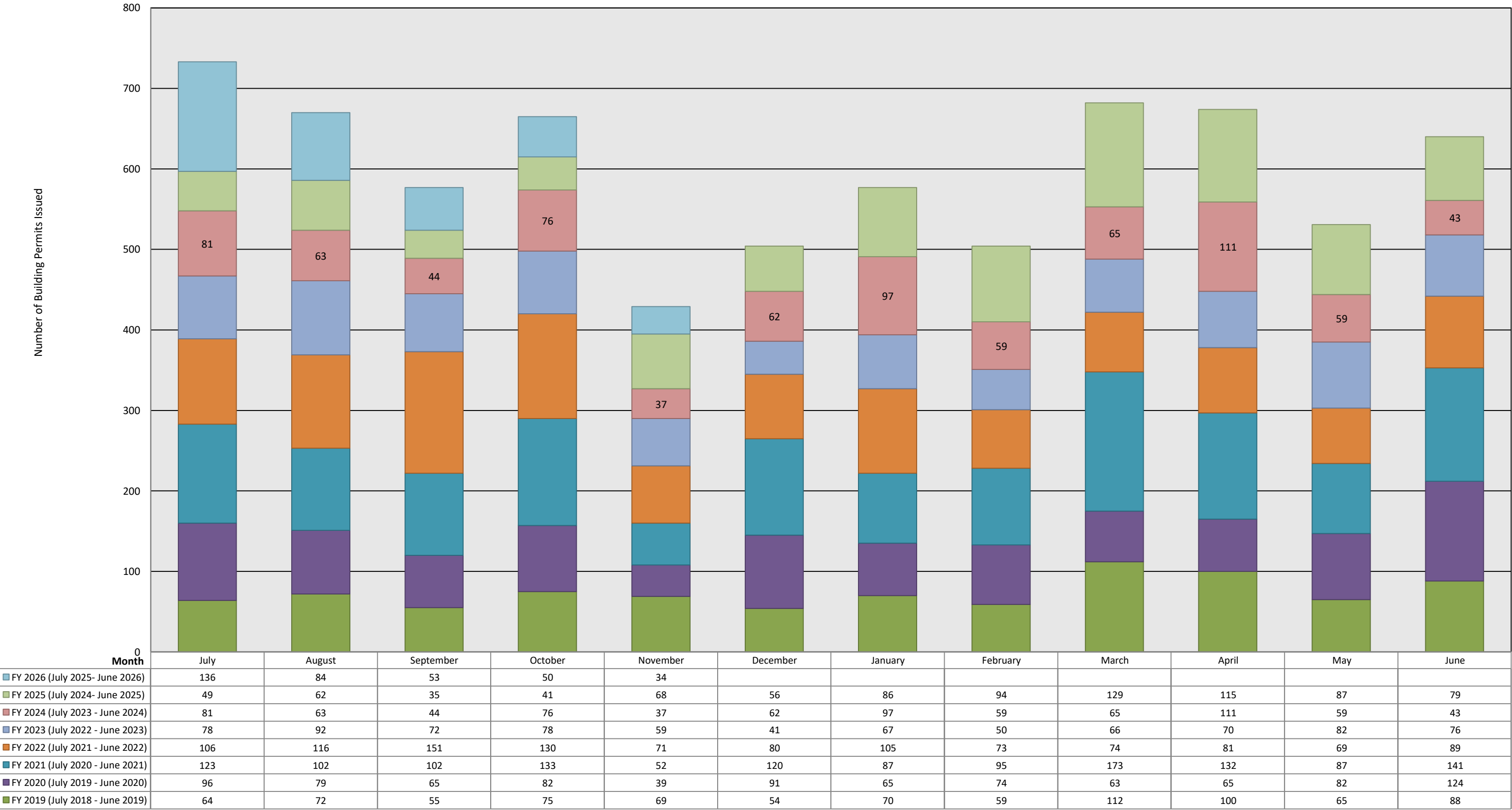
Number of Building Permits Issued



Year	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024- June 2025)	FY 2026 (July 2025 - June 2026)
Other Commercial	62	75	69	74	86	99	142	41
Commercial Addition	7	3	4	1	5	4	9	1
New Commercial Construction/ Tenant Upfit	36	31	29	25	11	16	34	8
Other Residential	70	91	178	201	138	104	92	32
New Multi Family - Apartments	14	7	0	15	0	0	6	0
Residential Addition	126	155	229	220	210	138	191	79
New Single Family	568	563	838	609	381	436	427	196

Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.
2. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.
3. Other residential includes: new accessory structure, new accessory residence.
4. Commerical addition includes: additions, screen enclosure, shell.
5. Other commerical includes: remodel and accessory structure.

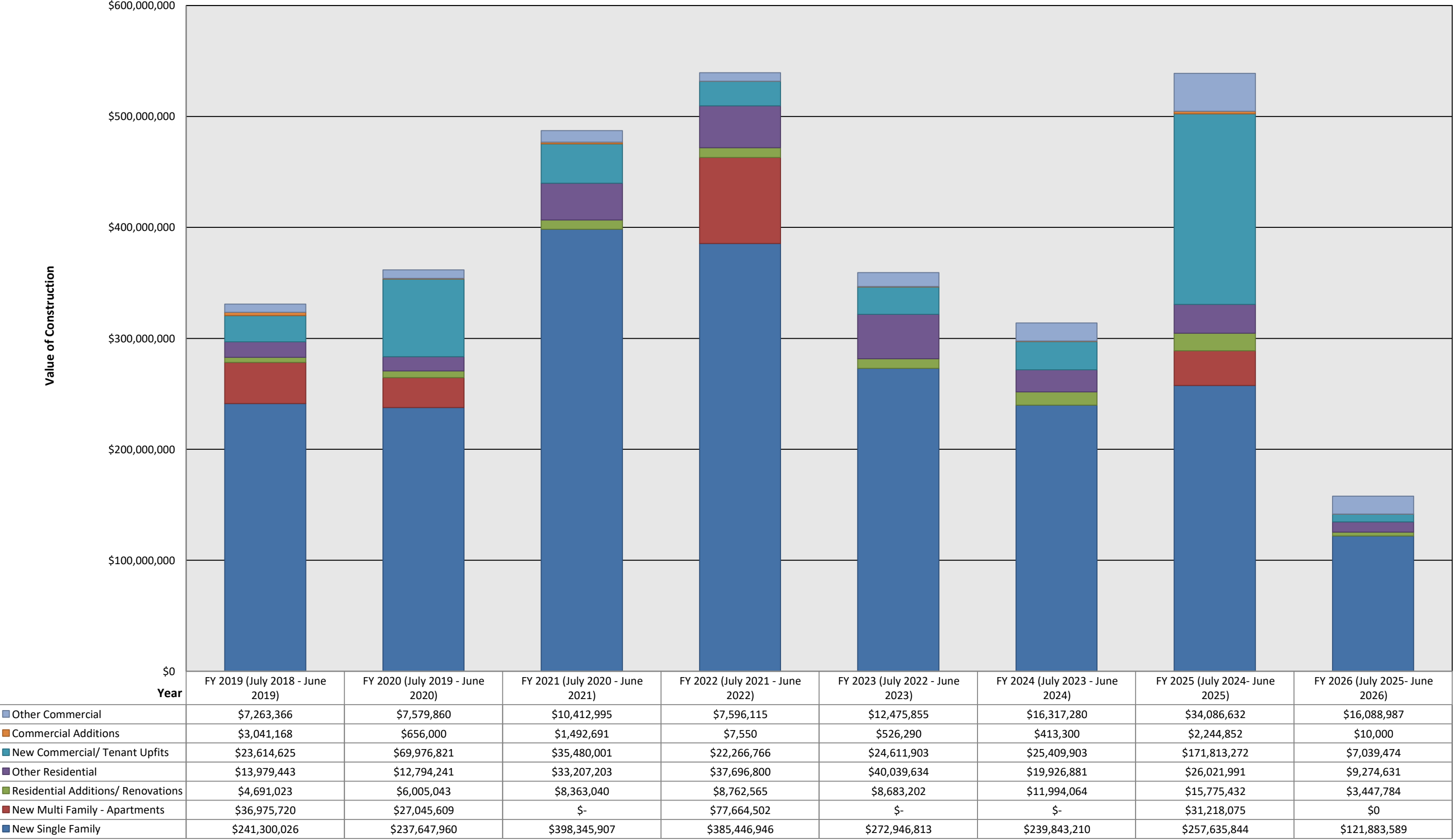
Town of Bluffton
Building Permits Issued Per Month
FY 2019 - 2026



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

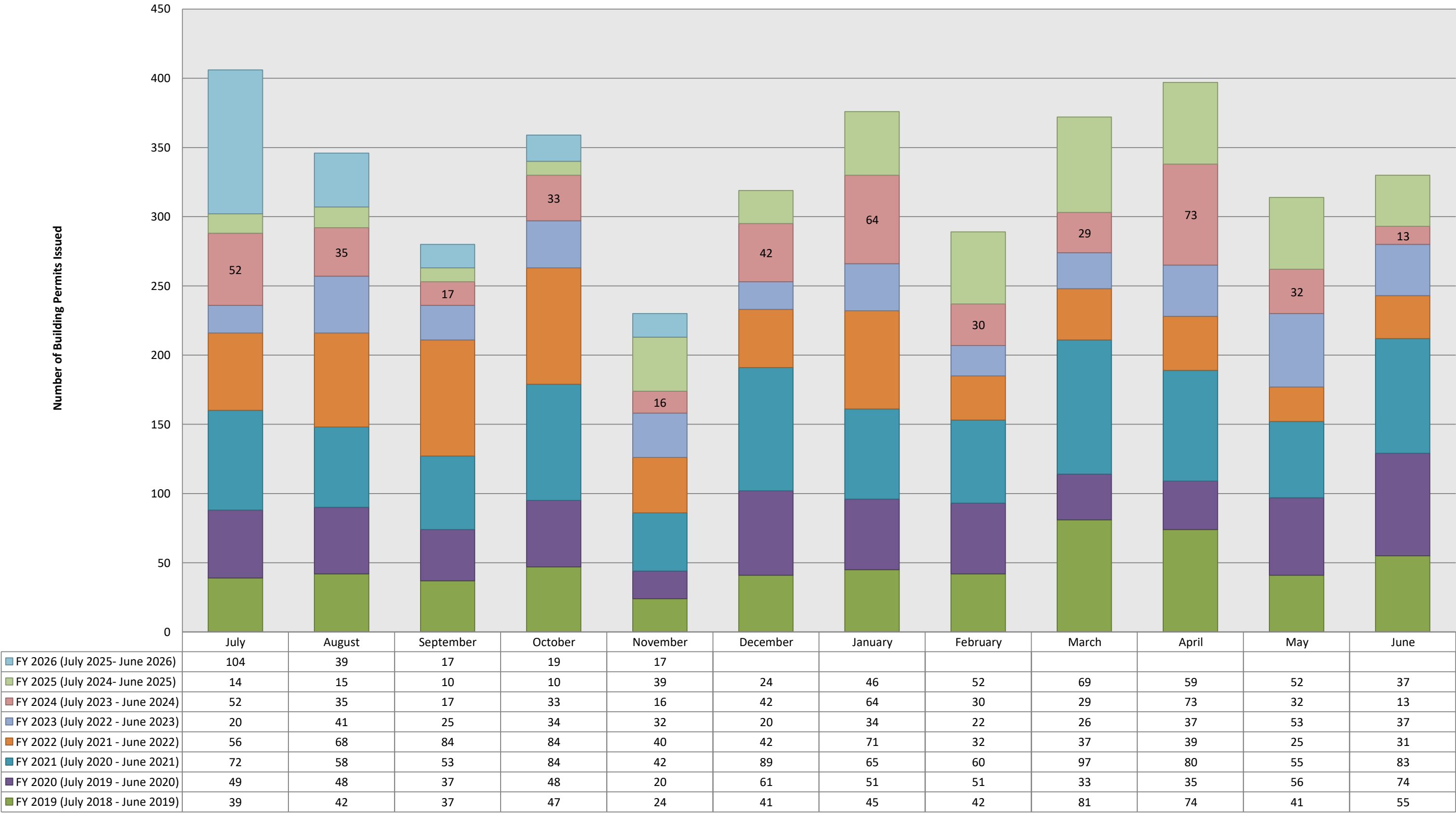
Town of Bluffton
Value of Construction
FY 2019 - 2026

Attachment 8c



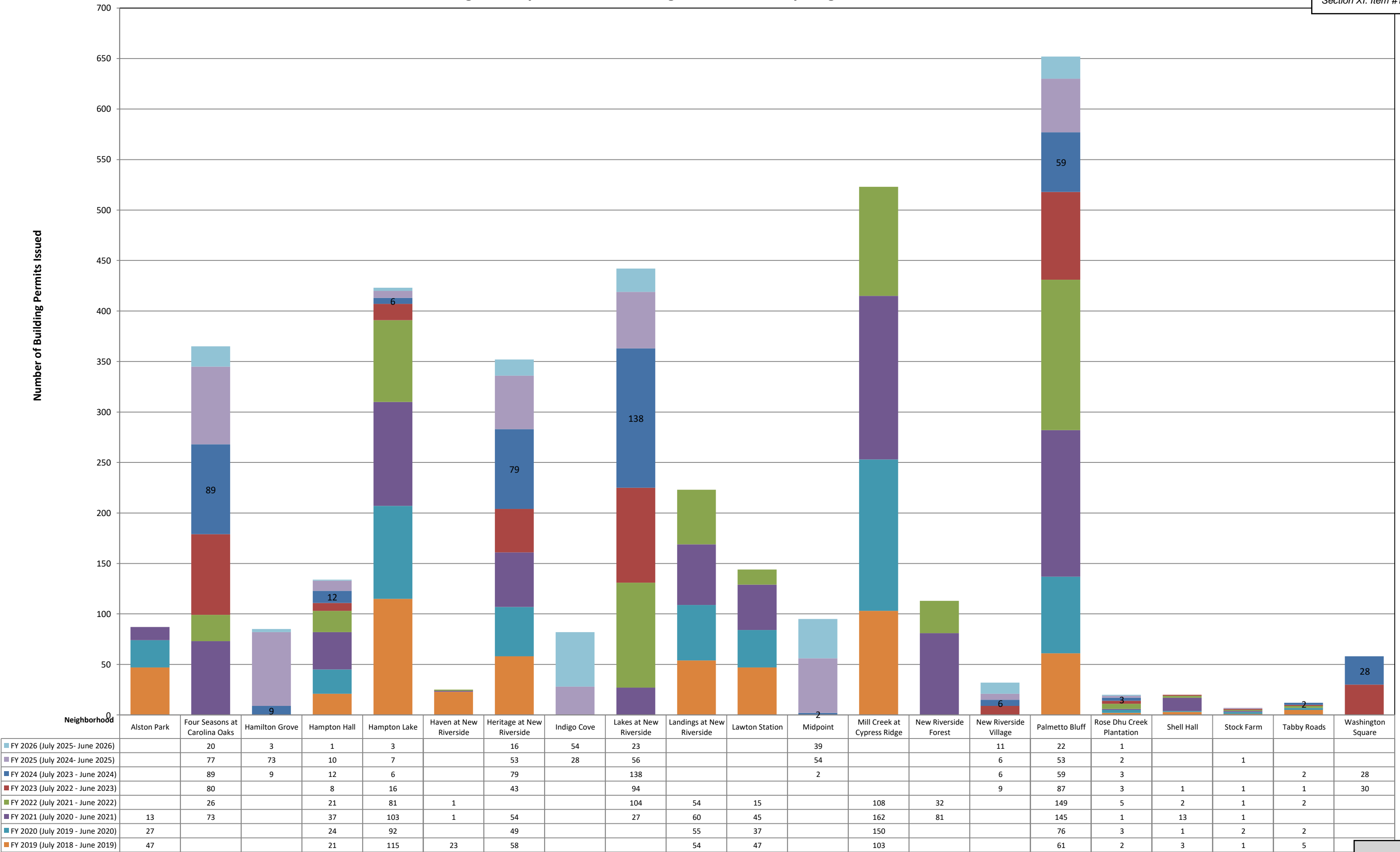
Notes: 1. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.
2. Other residential includes: new accessory structure, new accessory residence.
3. Commerical addition includes: additions, screen enclosure, shell.
4. Other commerical includes: remodel and accessory structure.

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



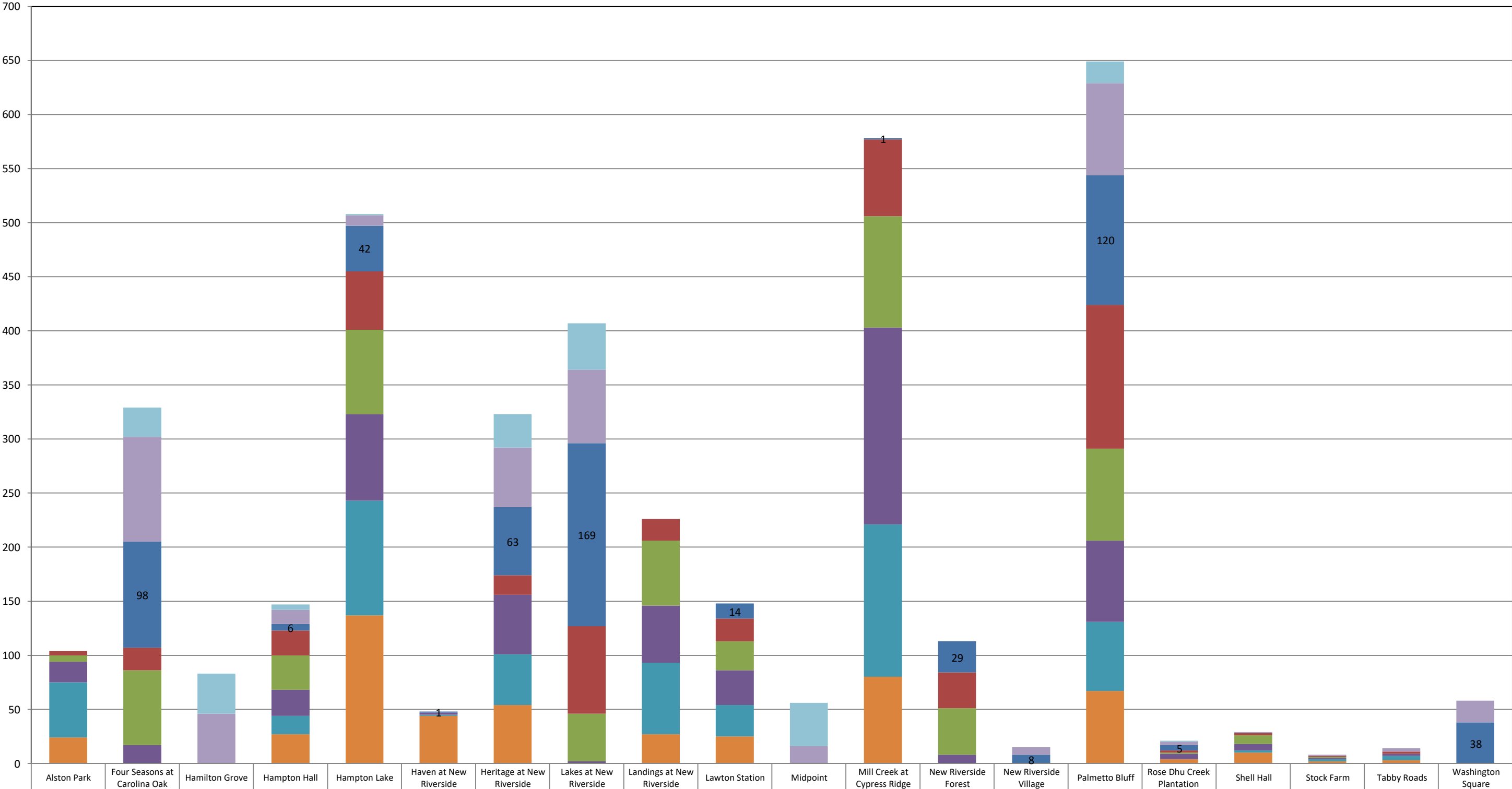
Note: Building Permits Issued excludes those Building Permits which were voided or withdrawn.

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



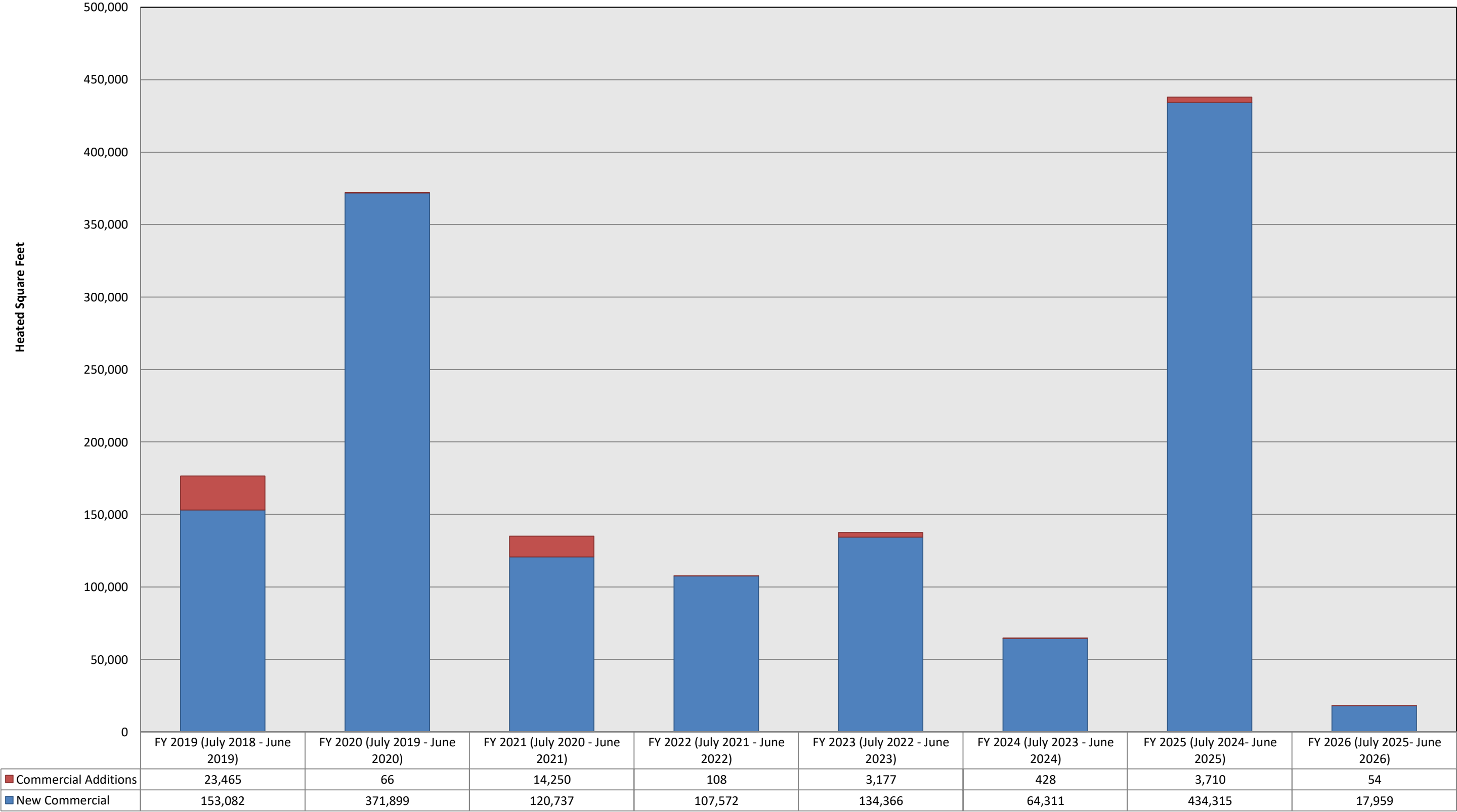
Town of Bluffton
New Single Family Certificates of Occupancy Issued by Neighborhood FY 2019 - 2026

Number of New Housing Starts



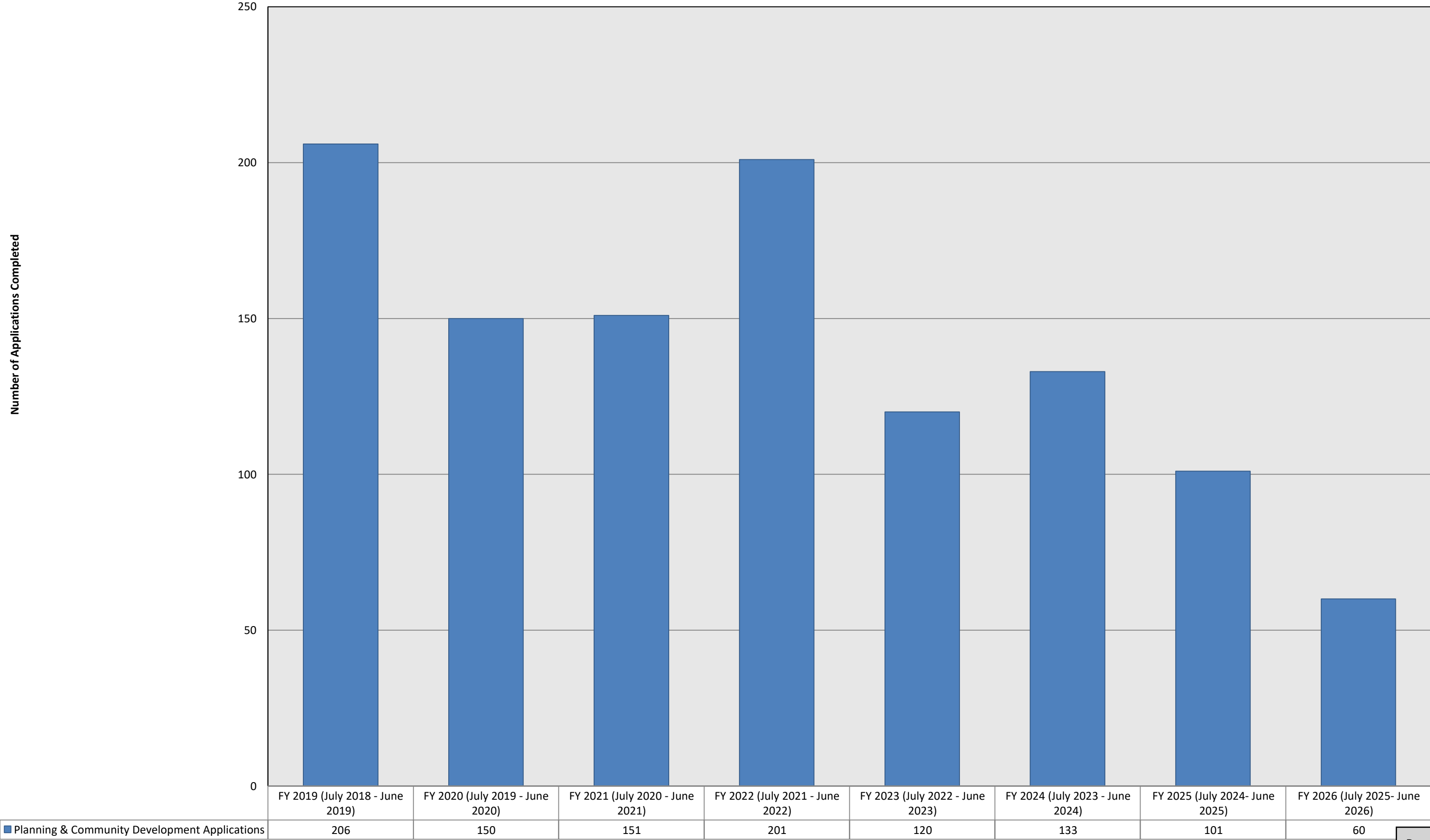
FY 2026 (July 2025- June 2026)		27	37	5	1		31	43		40				20	1			
FY 2025 (July 2024- June 2025)		97	46	13	10		55	68		16			7	85	3	1	1	3
FY 2024 (July 2023 - June 2024)		98		6	42	1	63	169	14		1	29	8	120	5			38
FY 2023 (July 2022 - June 2023)	4	21		23	54		18	81	20	21	71	33		133	2	2	1	2
FY 2022 (July 2021 - 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

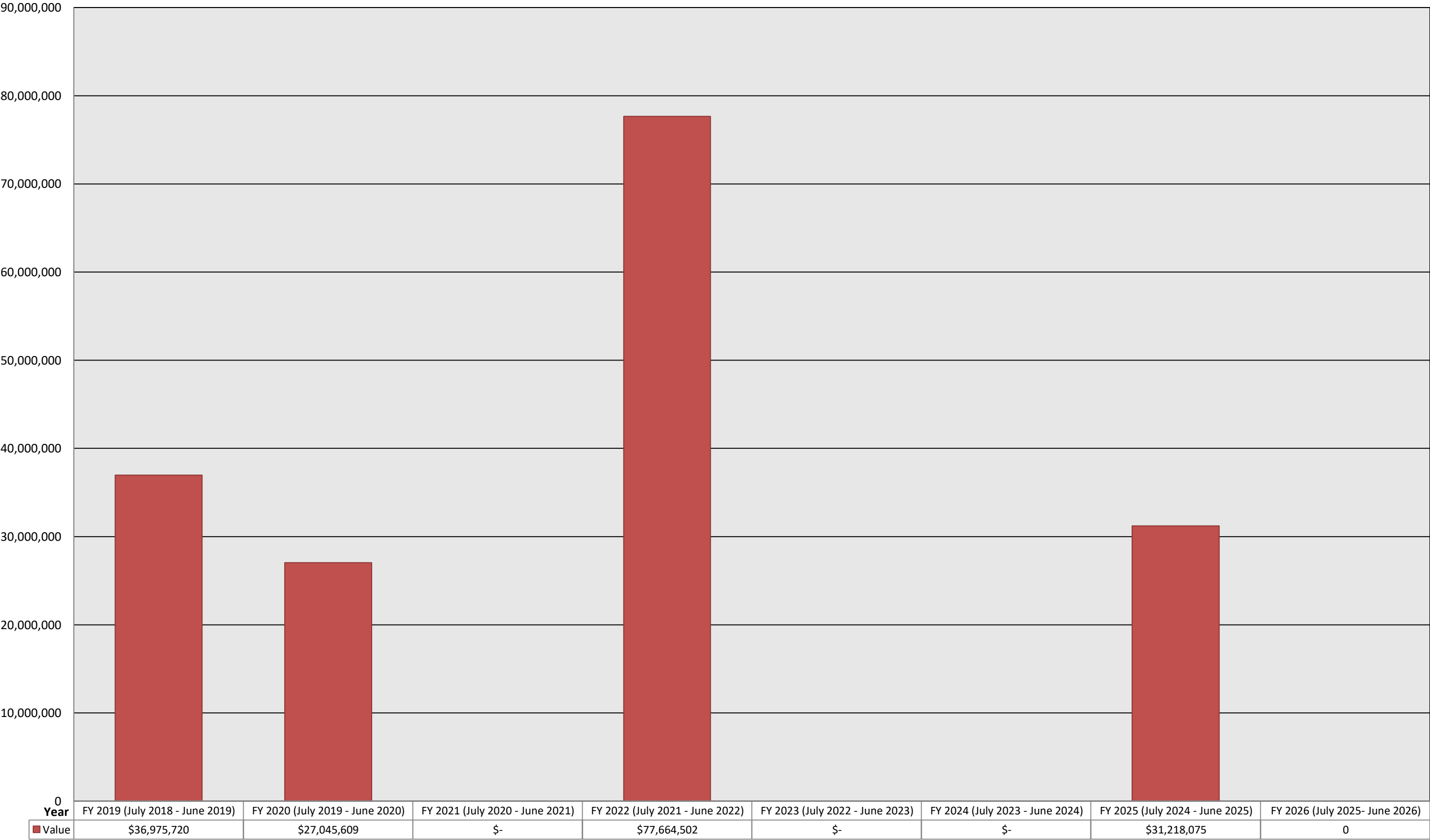


Town of Bluffton
Multi Family Apartments Value
FY 2018 - 2025

Attachment 8i

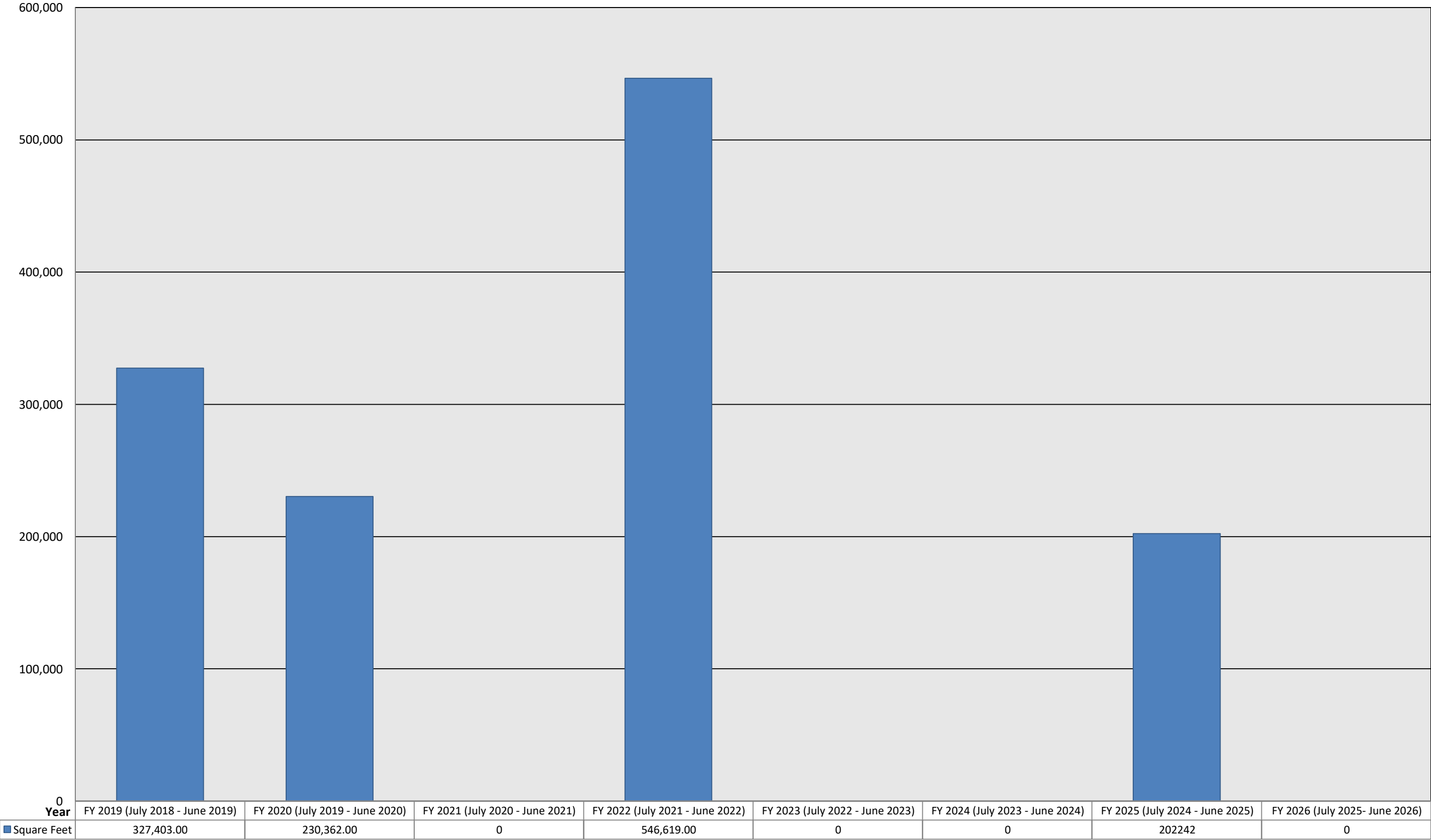
Section XI. Item #1.

Value of Multi Family Apartments



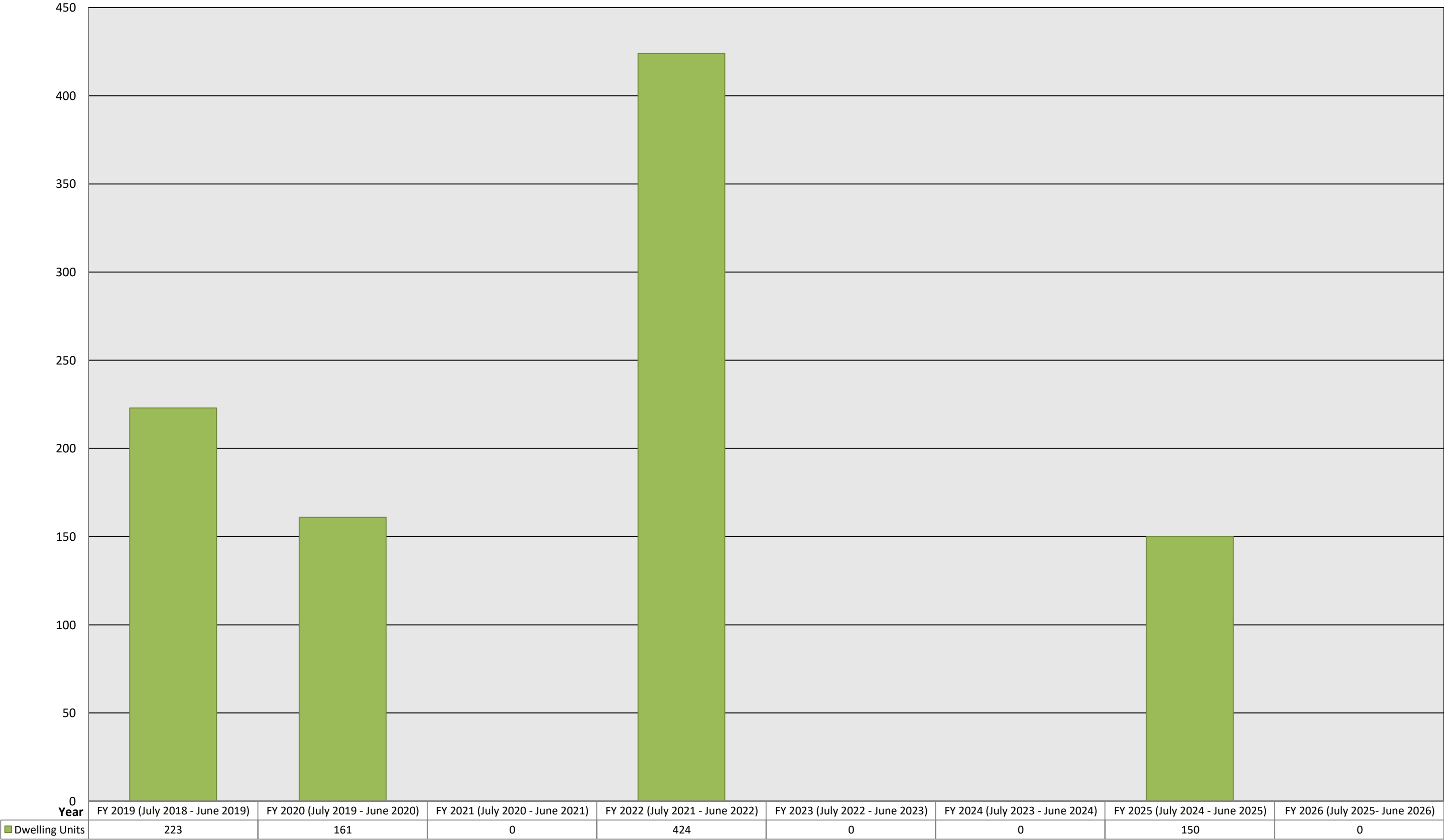
Town of Bluffton
Multi Family Apartments Square Footage
FY 2018 - 2025

Square Footage of Multi Family Apartments



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

Multi Family Apartments Total Units





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

To: Town Council
From: Stephen Steese, Town Manager
Date: December 1, 2025

Town Operations / Community Meetings

- Town elections were held November 4th. Councilman Hamilton and Councilwoman Burden both won reelection and will be sworn in at the January 2026 Council Meeting.
- Hurricane season officially ended on December 1st, but the waters around us have been quiet for several weeks. We made it through the season with no impacts from any named storm.
- We had Strategic Planning November 6th led by our consultants. We will take the proposed Action Items and put them together to create the FY 27-28 Strategic Plan for Council to adopt in early 2026. This will guide us over the next two Fiscal Years.
- Staff and I attended mediation on 34 Thomas Heyward Street on November 14th. This will come to Council for an update and potential decision at the December Council Meeting.
- Mobile Town Halls:
 - The Town held a Mobile Town Hall for the Pinecrest neighborhood with around 35-40 residents in attendance on November 17th. We received positive feedback from those in attendance.
 - We are working to finalize a Mobile Town Hall for Palmetto Bluff in January.
 - We have also received a request for a Mobile Town Hall in The Haven and are working to schedule in March.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tempore / Manager meetings.
- Councilmembers and staff attended the SOLOCO meeting in Hardeeville on November 25th. I made a presentation about projects, updates, and priorities in Bluffton. We also received an update from Hilton Head Island on their initiatives and from Beaufort County on the Transportation Penny.
- Mayor and I attended the quarterly countywide Mayor/Manager Meeting in Hardeeville.
- Mayor, Council, and staff attended several ribbon cutting events.
- Mayor and I presented to the Chamber Leadership Program on November 12th.

Updates and Miscellaneous Information

- Town held our final concert of the season on November 14th at Buckwalter Park.
- Town held our annual Thanksgiving Feast at the New Riverside Barn on November 20th. This was the first event at the new barn facility.
- Town offices were closed November 11th in observance of Veteran's Day.
- Town offices were closed November 27th and 28th in observance of Thanksgiving.
- Staff has been preparing for the Tree Lighting and Christmas Parade on December 5th and 6th.

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	December 9, 2025
PROJECT:	Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a Portion of the Pathway Pedestrian Safety Improvements Project
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

REQUEST: Town Staff requests Town Council approve the Resolution (Attachment 1) authorizing the acceptance of easement donations for the purpose of completing a portion of the Pathway Pedestrian Safety Improvements Project.

BACKGROUND: With the approval of the Fiscal Year 2025-2026 Strategic Plan, Staff continue to implement the Pathway Pedestrian Safety Improvements. The acquisition of these easements is necessary to complete a planned crosswalk between the Town-owned property of New Riverside Barn and New Riverside Village Park. A sample Easement is included as Attachment 2.

These private easement donations are necessary as the crosswalk will be located across New Riverside Road, a privately owned road.

NEXT STEPS:

1. Town Council approves the acceptance of the easement donations.
2. Town Manager and property owners execute easements.
3. Recording of easements.

SUMMARY: Town Staff requests Town Council accept the donation of the easements and authorize the Town Manager and Staff to take such actions as are necessary to complete the acceptance of the easement donations in support of a crosswalk between New Riverside Barn and New Riverside Village Park across New Riverside Road, a privately owned road.

ATTACHMENTS:

1. Resolution
2. Sample Easement
3. Proposed Motion

RESOLUTION

A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT DONATIONS FROM PROPERTY OWNERS NECESSARY TO COMPLETE A PORTION OF THE PATHWAY PEDESTRIAN SAFETY IMPROVEMENTS PROJECT

WHEREAS, the Town of Bluffton is pursuing additional pathway improvements throughout the Town of Bluffton to provide connectivity and pedestrian safety; and,

WHEREAS, to complete the Project, the Town needs to acquire easement interests from certain owners of certain parcels of real property at the selected pathway locations which draft easements are attached hereto as Exhibit "A" (collectively, the "*Easements*"); and,

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

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

2. The Mayor, Town Manager, and Town Clerk are each hereby authorized to execute any and all documents necessary to affect the donations and conveyance of the Easements as donations 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 _____,
2025.**

Larry Toomer, Mayor
Town of Bluffton, South Carolina

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

EXHIBIT "A"
(THE EASEMENTS)

	Property Owner	Tax Map Number	Address
1	New Riverside Association, Inc.	R610 044 000 0016 0000	New Riverside Road Right of Way, Bluffton, SC
2	New Riverside Village Property Owner's Association, Inc.	R610 044 000 0157 0000 R610 039 000 3721 0000	New Riverside Road Buffer Parcel, Bluffton, SC

PREPARED WITHOUT BENEFIT OF TITLE EXAMINATION BY:

FINGER, MELNICK, BROOKS & LABRUCE, P.A.
Attn: Brittan L. Ward
 Post Office Box 24005
 Hilton Head Island, South Carolina 29925
 (843) 681-7000

UPON RECORDING, PLEASE RETURN TO:

THE TOWN OF BLUFFTON
Attn: Town Clerk
 20 Bridge Street
 Bluffton, South Carolina 29910

STATE OF SOUTH CAROLINA)	CROSSWALK EASEMENT AGREEMENT
)	TMS No. R610-044-000-0016-0000
)	
COUNTY OF BEAUFORT)	

THIS STREETSCAPE EASEMENT AGREEMENT (the “*Agreement*”) is made and entered into on this ____ day of _____, 2025, (the “*Effective Date*”) by and between **NEW RIVERSIDE ASSOCIATION, INC.**, (the “*Grantor*”) and **THE TOWN OF BLUFFTON**, a South Carolina municipal corporation of 20 Bridge Street, Bluffton, South Carolina 29910 (the “*Town*”).

WITNESSETH

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

ALL that certain piece, parcel or tract of land located in Beaufort County, South Carolina, containing 137.193 acres, more or less, as more fully shown and described on that certain plat thereof entitled “A PLAT OF (137.193 ACRE) KNOWN AS NEW RIVERSIDE ROAD, Town of Bluffton, Beaufort County, South Carolina prepared for: New Riverside, LLC”, prepared by Thomas & Hutton Engineering Co., dated June 29, 2005 and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 108 at Page 44.

THIS being the same property conveyed to Grantor by deed of New Riverside, LLC, dated December 20, 2007, and recorded on January 4, 2008, in the Office of the Register of Deeds for Beaufort County, South Carolina, in Record Book 2668 at Page 1925.

Tax Map No.	R610-044-000-0016-0000
Street Address:	New Riverside Road Right of Way Bluffton, South Carolina 29910

WHEREAS, the Grantee seeks to acquire a portion of the Property for a public purpose, more particularly the installation of a crosswalk across New Riverside Road, a private road in the Town of Bluffton, South Carolina (herein, the “*Project*”); and,

WHEREAS, in order to proceed with the Project, the Grantee will need to acquire certain permanent easement interests on the Property, which easement is specifically shown, described, and designated on **EXHIBIT “A”** hereto as “**PERMANENT EASEMENT**” consisting of approximately **10,927 SQUARE FEET**; (herein, the “*Crosswalk Easement Area*”); and

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

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

AGREEMENT

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, subject to the terms and conditions set forth herein, Grantor, for TEN AND NO/100 (\$10.00) DOLLARS and no other consideration, the receipt and sufficiency of which are hereby acknowledged, hereby declares, grants, bargains, donates, aligns, conveys, imposes and confirms unto the Grantee, its successors, successors-in-title and assigns, and Grantee’s contractors, tenants, invitees, customers, agents, and employees such non-exclusive, perpetual, commercial, and transmissible easements and rights-of-way, over, under, across, through, and upon the Easement Areas, for the benefit of the Grantee, 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 Area 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 Easements, 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 does acknowledge 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. **Permanent Easements.** Subject to the provisions of this Easement Agreement, the Grantor hereby grants and conveys to the Grantee a non-exclusive, perpetual, commercial, transmissible, and irrevocable easements to construct, operate and maintain certain crosswalk improvements, including but not limited to the right, privilege and authority, from time to time, to enter upon, construct, extend, inspect, operate, replace, relocate, repair, and perpetually maintain upon, over, along, across, through, and under the Crosswalk Easement Area such (a) lights, fixtures, poles, support infrastructure, communications infrastructure, conduits, wiring, meters, boxes, enclosures, transformers, hand-holes, transformer enclosures, connection boxes and/or other subsurface or above-ground lighting and electric utility improvements (the “*Utility Improvements*”), (b) sidewalk, paver, pathway, crosswalk, crosswalk signals, rapid flash beacons, signs, emergency telephone or computer systems, walkway furniture, planters, irrigation lines, and/or other walkway

improvements (the “*Crosswalk Improvements*”), (with the Utility Improvements and the Crosswalk Improvements collectively the “*Improvements*”), together with the right of ingress, egress, and access to and from and across and upon those portions of the Property immediately adjacent to the Crosswalk Easement Area as may be necessary or convenient for the purposes connected therewith. Together with the right, from time to time, to install any or all of the Improvements in the Crosswalk Easement Area near the easement/lot lines provided, however, any damage to the property of Grantor caused by a Grantee Party in the exercise of its rights hereunder shall be repaired by said Grantee Party at its cost and expense. The Grantee and its contractors, agents and employees (collectively and together with Grantee, the “*Grantee Parties*”) shall operate on the Crosswalk 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. Additionally, in no event shall any of the Grantee Parties materially interfere with vehicular and/or pedestrian access to and from the Property and the public thoroughfare abutting thereto and/or the business operations being conducted on the Property or otherwise utilize any Property outside of the Crosswalk Easement Area, except as otherwise provided herein. The parties to this Agreement agree that should a Grantee Party disturb any asphalt, concrete, or other all-weather surface in the performance of its rights or obligations hereunder, said Grantee Party shall be responsible for repairing the same.

Further, the Grantor shall grant and hereby grants and conveys to Grantee, its heirs, legal representatives, tenants, employees, agents, invitees, customers, successors and assigns, and any other persons whomsoever claiming under or through said parties, including but not limited to the general public (herein collectively, the “*Public*”), upon the completion of the Improvements in the Crosswalk Easement Area in accordance with the Project’s final construction plans, a perpetual, irrevocable, non-exclusive, ingress, egress, regress, pedestrian and vehicular access easement in, under, upon, about, over, across and through the Improvements now existing or hereafter constructed in the Crosswalk Easement Area. The Public may use the Crosswalk Easement Area for (i) ingress, egress, regress and access; (ii) the perpetual, non-exclusive and irrevocable right to use the Improvements now existing or hereafter constructed in the Crosswalk Easement Area for the purposes of pedestrian circulation; and (iii) all other purposes reasonably necessary for the Public’s use and enjoyment of the Improvements; provided, however, the Town may, in its reasonable discretion, establish certain rules, restrictions and regulations over the Public’s use of and access to the Crosswalk Easement Area and Improvements as determined in the sole discretion of the Town.

4. **Temporary Construction Easement.** The Grantor hereby grants and conveys to the Grantee Parties a one (1) year non-exclusive, irrevocable, temporary construction easement, license and permission upon, over, along, across, through, and under the Temporary Easement Area, for the purposes of constructing any and all Improvements set forth in the Project’s final construction plans, including but not limited to: (i) ingress, egress, regress and access to the Property, (ii) use of the Temporary Easement Area for a staging area for the construction of the Project, (iii) use of the Temporary Easement Area as a lay down area for equipment and supplies to be used in the construction of the Project, (iv) parking vehicles, equipment and construction trailers during the construction of the Property, and (v) any such other incidental uses reasonably necessary or desirable during the construction of the Project, as determined in the sole discretion of the Grantee. The Grantee Parties shall operate on the Temporary 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.

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 Area to the boundary line of the Property and adjacent rights-of-way. Further, the grant of this Easement and the improvements in the Easement Area 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, encumbering the Property.

7. **Town Council Approval.** Notwithstanding anything in this 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. **Incorporation of Recitals.** The above recitals and attached Exhibits 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.
- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **Captions.** The section headings appearing in this Agreement are for convenience of reference only and are not intended to any extent for the purpose, to limit or define the test of any section or any subsection hereof.

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

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

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

WITNESS Grantor's Hand and Seal this ____ day of _____, 2025.

SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF:

(Signature of First Witness)

(Printed Name of First Witness)

(Signature of Second Witness or Notary Public)

(Printed Name of Second Witness or Notary Public)

GRANTOR:

NEW RIVERSIDE ASSOCIATION, INC.

_____(L.S.)

Printed Name: _____

Title: _____

STATE OF _____)

COUNTY OF _____)

ACKNOWLEDGMENT

I HEREBY CERTIFY that on this ____ day of _____, 2025, before me, the undersigned Notary Public of the State and County aforesaid, personally appeared _____ as _____ for **NEW RIVERSIDE ASSOCIATION, INC.**, known or satisfactorily proven to be the persons whose names are subscribed to the within instrument, who acknowledged the execution thereof.

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

_____(SEAL)
(Signature of Notary Public)

Notary Printed Name: _____

Notary Public for the State of _____

My Commission Expires: _____

WITNESS Grantee's Hand and Seal this ____ day of _____, 2025.

SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF:

(Signature of First Witness)

(Printed Name of First Witness)

(Signature of Second Witness or Notary Public)

(Printed Name of Second Witness or Notary Public)

GRANTEE:

TOWN OF BLUFFTON, a South Carolina
municipal corporation

By: _____ (L.S.)

Name: STEPHEN STEESE, ICMA-CM

Title: TOWN MANAGER

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

ACKNOWLEDGMENT

I HEREBY CERTIFY that on this ____ day of _____, 2025,
before me, the undersigned Notary Public of the State and County aforesaid, personally appeared
STEPHEN STEESE as TOWN MANAGER for the TOWN OF BLUFFTON, a South Carolina municipal
corporation, known or satisfactorily proven to me to be the person whose name is subscribed to the
within instrument, who, on behalf of the corporation, acknowledged the execution thereof.

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

(Signature of Notary Public) (SEAL)

Notary Printed Name: _____

Notary Public for the State of South Carolina

My Commission Expires: _____

EXHIBIT “A”
(Easement Depiction)

**AFFIDAVIT OF TRUE CONSIDERATION AND
CLAIM FOR EXEMPTION FROM:**

STATE RECORDING FEE - S.C. CODE OF LAWS SECTION 12-24-40;
APPLICABLE COUNTY & MUNICIPAL TRANSFER FEE ORDINANCES

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

PERSONALLY appeared before the undersigned, who is duly sworn, deposes and says that the following is a true and correct statement concerning the CONSIDERATION for the conveyance set forth below, and concerning any EXEMPTION claimed under the laws of the State of South Carolina, County of Beaufort.

GRANTOR: NEW RIVERSIDE ASSOCIATION, INC.

GRANTEE: THE TOWN OF BLUFFTON;

GRANTEE MAILING ADDRESS: 20 Bridge Street, Bluffton, SC 29910

DATE OF CONVEYANCE: _____

TRUE CONSIDERATION: \$10.00

TAX DISTRICT/MAP/PARCEL NO: R610-044-000-0016-0000

STATE RECORDING FEE EXEMPTION: This transfer is exempt from the statutory Recording Fee required by the State of South Carolina in accordance with Section 12-24-40(2) transferring realty subject to the federal government or to a state, its agencies and departments, and its political subdivisions, including school districts.

TRANSFER FEE EXEMPTION (if applicable): This transfer is exempt – transferring realty to state government agency.

Signed:

Print Name: Brittany L. Ward
Capacity: Finger, Melnick, Brooks & LaBruce, P.A.
Attorney for Town

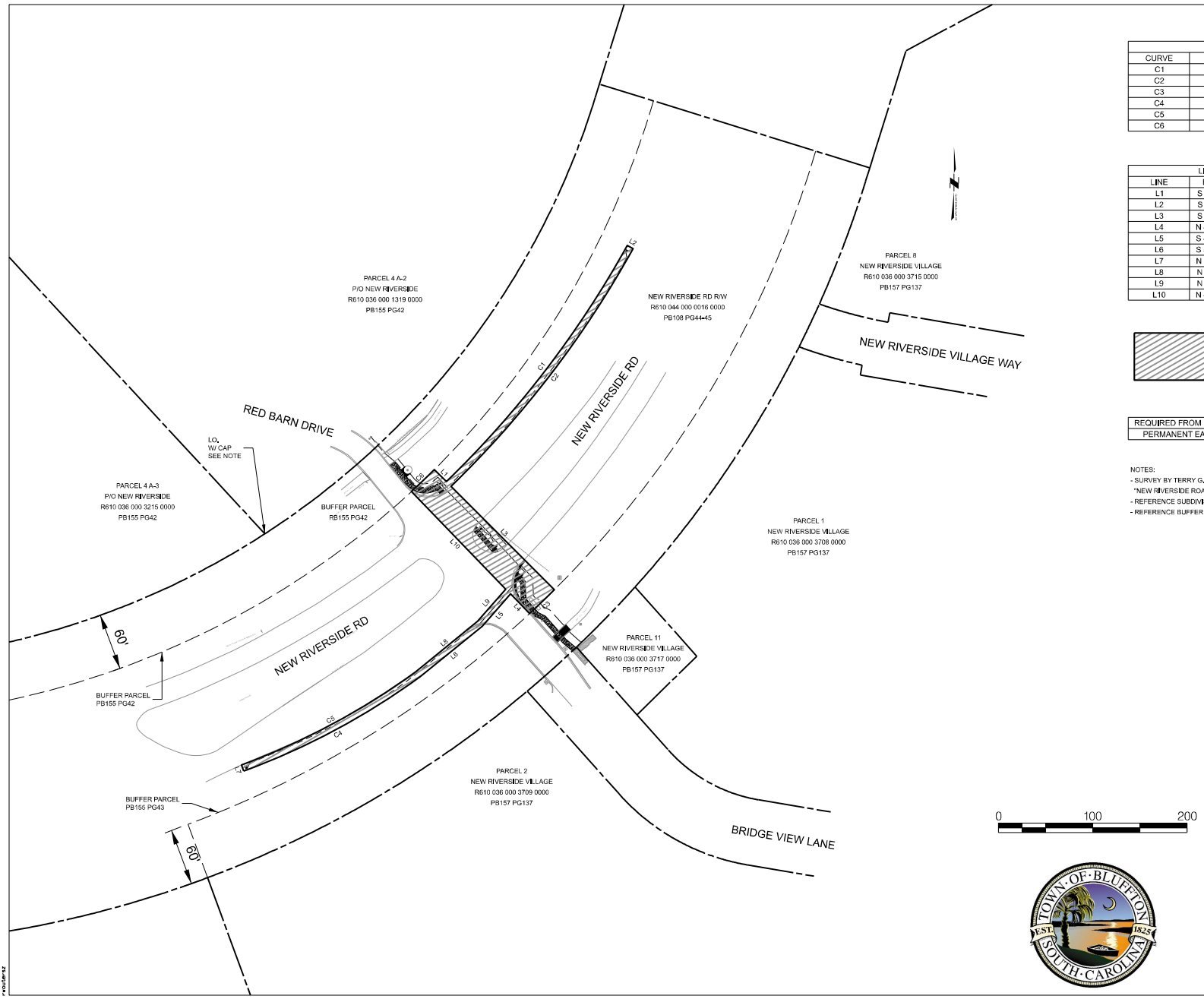
Sworn to and subscribed before me on
this _____ day of _____, _____.

Notary Public of South Carolina
My commission expires:

ROD OFFICE USE ONLY

State Stamps Collected: \$ _____
Transfer Fee Collected: \$ _____

Recording Date: _____
Book: _____ Page: _____



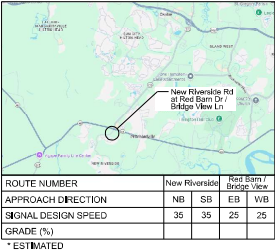
CURVE TABLE					
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	1075.00'	316.51'	N 37°27'55" E	315.37'	16°52'10"
C2	1082.00'	318.46'	S 37°27'44" W	317.31'	16°51'49"
C3	1090.00'	36.54'	S 46°06'51" W	36.54'	1°55'14"
C4	1150.00'	760.00'	S 61°52'23" W	212.32'	15°54'41"
C5	1150.00'	767.00'	N 61°52'49" E	210.19'	15°53'49"
C6	910.00'	33.60'	N 46°14'34" E	33.60'	2°06'57"

LINE TABLE		
LINE	BEARING	LENGTH
L1	S 45°00'14" E	18.06'
L2	S 60°58'11" E	7.00'
L3	S 45°00'14" E	154.84'
L4	N 44°04'10" W	29.11'
L5	S 41°07'19" W	45.44'
L6	S 50°47'15" W	84.63'
L7	N 20°11'17" W	7.00'
L8	N 50°47'15" E	83.85'
L9	N 41°07'19" E	45.43'
L10	N 44°04'10" W	143.81'



REQUIRED FROM PROPERTY	TOTAL AREA
PERMANENT EASEMENT	10,927 SF 0.25 AC

- NOTES:
- SURVEY BY TERRY G. HATCHELL, LICENSE NO. 11059, PREPARED FOR TOWN OF BLUFFTON, TITLED "NEW RIVERSIDE ROAD, BRIDGE VIEW LANE & RED BARN DRIVE" DATED 05/16/2025, JOB NO. SC250056.
 - REFERENCE SUBDIVISION PLAT PB157 PG137.
 - REFERENCE BUFFER PARCEL PLAT PB155 PG42.



ROUTE NUMBER	New Riverside	Red Barn / Bridge View
APPROACH DIRECTION	NB SB	EB WB
SIGNAL DESIGN SPEED	35 35	25 25
GRADE (%)		
* ESTIMATED		



The John R. McAdams Company, Inc.
341 Tractor St Suite 23
Greenville, SC 29601
phone (813) 361-5000
fax (813) 361-2208
www.mcadamsco.com

DATE: 11-2025	JOB NO: BLF25003	SHEET NO: 1 OF 1
New Riverside Rd at Red Barn Dr / Bridge View Ln		TOWN OF BLUFFTON
NEW RIVERSIDE ROAD EASEMENT PLAN		
REVISION NUMBER	REVISIONS	DATE BY

THIS IS A COPY. THE ORIGINAL DRAWING IS ON FILE WITH MCADAMS ANY AND ALL LIABILITY IS LIMITED TO THE ORIGINAL, UP TO AND INCLUDING THE LAST REVISIONS.

CON BY: RW

PREPARED WITHOUT BENEFIT OF TITLE EXAMINATION BY:
FINGER, MELNICK, BROOKS & LABRUCE, P.A.
Attn: Brittan L. Ward
Post Office Box 24005
Hilton Head Island, South Carolina 29925
(843) 681-7000

UPON RECORDING, PLEASE RETURN TO:
THE TOWN OF BLUFFTON
Attn: Town Clerk
20 Bridge Street
Bluffton, South Carolina 29910

STATE OF SOUTH CAROLINA)	CROSSWALK EASEMENT AGREEMENT TMS No. R610-044-000-0157-0000 and R610-039-000-3721-0000
)	
)	
COUNTY OF BEAUFORT)	

THIS STREETSCAPE EASEMENT AGREEMENT (the “*Agreement*”) is made and entered into on this ____ day of _____, 2025, (the “*Effective Date*”) by and between **NEW RIVERSIDE VILLAGE PROPERTY OWNER’S ASSOCIATION, INC.**, (the “*Grantor*”) and **THE TOWN OF BLUFFTON**, a South Carolina municipal corporation of 20 Bridge Street, Bluffton, South Carolina 29910 (the “*Town*”).

WITNESSETH

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

ALL that certain piece, parcel or tract of land situate, lying and being in the County of Beaufort, State of South Carolina, containing 1.4310 acres, more or less, as fully shown and described as “Buffer Parcel” on that certain plat prepared by Thomas & Hutton Engineering Co., entitled “PARCELS 4B-2, 4B-3 AND A PORTION OF NEW RIVERSIDE ROAD RIGHT OF WAY, TOWN OF BLUFFTON, BEAUFORT COUNTY, SOUTH CAROLINA” which plat is recorded in the Register of Deeds Office for Beaufort County in Plat Book 155 at Page 43. Said tract having such size, shape, metes, bounds and location as will by reference to said plat more fully appear.

THIS being the same property conveyed to Grantor by deed of MFH Land, LLC, dated August 23, 2024, and recorded on August 23, 2024, in the Office of the Register of Deeds for Beaufort County, South Carolina, in Record Book 4361 at Page 1117.

Tax Map No. R610-044-000-0157-0000
Street Address: New Riverside Road Buffer Parcel
 Bluffton, South Carolina 29910

AND

ALL that certain piece, parcel or tract of land, situate, lying and being in the County of Beaufort, State of South Carolina, known and designated as FOREST TRACE, BRIDGE VIEW LANE, HOPE POND WAY, PARKSIDE COMMONS, NEW RIVERSIDE VILLAGE WAY, as shown on that certain plat prepared by Thomas & Hutton Engineering Co., entitled "SUBDIVISION PLAT NEW RIVERSIDE VILLAGE, TOWN OF BLUFFTON, BEAUFORT COUNTY, SOUTH CAROLINA" which plat is recorded in the ROD Office for Beaufort County in Plat Book 157 at Page 137. Said tract having such size, shape, metes, bounds and location as will by reference to said plat more fully appear.

THIS being the same property conveyed to Grantor by deed of MFH Land, LLC dated July 2, 2024 and recorded on July 24, 2024, in the Office of the Register of Deeds for Beaufort County, South Carolina, in Record Book 4353 at Page 1107.

Tax Map No. R610 039 000 3721 0000
Street Address: Bridge View Lane Right of Way

WHEREAS, the Grantee seeks to acquire a portion of the Property for a public purpose, more particularly the installation of a crosswalk across New Riverside Road, a private road in the Town of Bluffton, South Carolina, (herein, the "*Project*"); and,

WHEREAS, in order to proceed with the Project, the Grantee will need to acquire certain permanent easement interests on the Property, which easement is specifically shown, described, and designated on EXHIBIT "A" hereto as (i) "**PERMANENT EASEMENT**" consisting of approximately **1,341 SQUARE FEET**; and (ii) "**PERMANENT EASEMENT**" consisting of approximately **9 SQUARE FEET**; (herein collectively, the "*Crosswalk Easement Area*"); and;

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

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

AGREEMENT

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, subject to the terms and conditions set forth herein, Grantor, for TEN AND NO/100 (\$10.00) DOLLARS and no other consideration, the receipt and sufficiency of which are hereby acknowledged, hereby declares, grants, bargains, donates, aligns, conveys, imposes and confirms unto the Grantee, its successors, successors-in-title and assigns, and Grantee's contractors, tenants, invitees, customers, agents, and employees such non-exclusive, perpetual, commercial, and transmissible easements and rights-of-way, over, under, across, through, and upon the Easement Areas, for the benefit of the Grantee, 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 Area 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 Easements, 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 does acknowledge 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. **Permanent Easements.** Subject to the provisions of this Easement Agreement, the Grantor hereby grants and conveys to the Grantee a non-exclusive, perpetual, commercial, transmissible, and irrevocable easements to construct, operate and maintain certain crosswalk improvements, including but not limited to the right, privilege and authority, from time to time, to enter upon, construct, extend, inspect, operate, replace, relocate, repair, and perpetually maintain upon, over, along, across, through, and under the Crosswalk Easement Area such (a) lights, fixtures, poles, support infrastructure, communications infrastructure, conduits, wiring, meters, boxes, enclosures, transformers, hand-holes, transformer enclosures, connection boxes and/or other subsurface or above-ground lighting and electric utility improvements (the "*Utility Improvements*"); (b) sidewalk, paver, pathway, crosswalk, crosswalk signals, rapid flash beacons, signs, emergency telephone or computer systems, walkway furniture, planters, irrigation lines, and/or other walkway improvements (the "*Crosswalk Improvements*"), (with the Utility Improvements and the Crosswalk Improvements collectively the "*Improvements*"), together with the right of ingress, egress, and access to and from and across and upon those portions of the Property immediately adjacent to the Crosswalk Easement Area as may be necessary or convenient for the purposes connected therewith. Together with the right, from time to time, to install any or all of the Improvements in the Crosswalk Easement Area near the easement/lot lines provided, however, any damage to the property of Grantor caused by a Grantee Party in the exercise of its rights hereunder shall be repaired by said Grantee Party at its cost and expense. The Grantee and its contractors, agents and employees (collectively and together with Grantee, the "*Grantee Parties*") shall operate on the Crosswalk 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. Additionally, in no event shall any of the Grantee Parties materially interfere with vehicular and/or pedestrian access to and from the Property and the public thoroughfare abutting thereto and/or the business operations being conducted on the Property or otherwise utilize any Property outside of the Crosswalk Easement Area, except as otherwise provided herein. The parties to this Agreement agree that should a Grantee Party disturb any asphalt, concrete, or other all-weather surface in the performance of its rights or obligations hereunder, said Grantee Party shall be responsible for repairing the same.

Further, the Grantor shall grant and hereby grants and conveys to Grantee, its heirs, legal representatives, tenants, employees, agents, invitees, customers, successors and assigns, and any other persons whomsoever claiming under or through said parties, including but not limited to the general public (herein collectively, the "*Public*"), upon the completion of the Improvements in the Crosswalk Easement Area in accordance with the Project's final construction plans, a perpetual, irrevocable, non-exclusive, ingress, egress, regress, pedestrian and vehicular access easement in, under, upon, about, over, across and through the Improvements now existing or hereafter constructed in the Crosswalk Easement Area. The Public may use the Crosswalk Easement Area for (i) ingress, egress, regress and access; (ii) the perpetual, non-exclusive and irrevocable right to use the Improvements now existing or hereafter constructed in the Crosswalk Easement Area for the purposes of pedestrian circulation; and (iii) all other purposes reasonably necessary for the Public's use and enjoyment of the

Improvements; provided, however, the Town may, in its reasonable discretion, establish certain rules, restrictions and regulations over the Public's use of and access to the Crosswalk Easement Area and Improvements as determined in the sole discretion of the Town.

4. **Temporary Construction Easement.** The Grantor hereby grants and conveys to the Grantee Parties a one (1) year non-exclusive, irrevocable, temporary construction easement, license and permission upon, over, along, across, through, and under the Temporary Easement Area, for the purposes of constructing any and all Improvements set forth in the Project's final construction plans, including but not limited to: (i) ingress, egress, regress and access to the Property, (ii) use of the Temporary Easement Area for a staging area for the construction of the Project, (iii) use of the Temporary Easement Area as a lay down area for equipment and supplies to be used in the construction of the Project, (iv) parking vehicles, equipment and construction trailers during the construction of the Property, and (v) any such other incidental uses reasonably necessary or desirable during the construction of the Project, as determined in the sole discretion of the Grantee. The Grantee Parties shall operate on the Temporary 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.

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 Area to the boundary line of the Property and adjacent rights-of-way. Further, the grant of this Easement and the improvements in the Easement Area 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, encumbering the Property.

7. **Town Council Approval.** Notwithstanding anything in this 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. **Incorporation of Recitals.** The above recitals and attached Exhibits 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.
- b. **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.
- c. **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.

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

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

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

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

WITNESS Grantor's Hand and Seal this ____ day of _____, 2025.

SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF:

(Signature of First Witness)

(Printed Name of First Witness)

(Signature of Second Witness or Notary Public)

(Printed Name of Second Witness or Notary Public)

GRANTOR:

**NEW RIVERSIDE VILLAGE PROPERTY
OWNER'S ASSOCIATION, INC.**

_____(L.S.)

Printed Name: _____

Title: _____

STATE OF _____)

COUNTY OF _____)

ACKNOWLEDGMENT

I HEREBY CERTIFY that on this ____ day of _____, 2025, before me, the undersigned Notary Public of the State and County aforesaid, personally appeared _____ as _____ for **NEW RIVERSIDE VILLAGE PROPERTY OWNER'S ASSOCIATION, INC.**, known or satisfactorily proven to be the persons whose names are subscribed to the within instrument, who acknowledged the execution thereof.

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

_____(SEAL)
(Signature of Notary Public)

Notary Printed Name: _____

Notary Public for the State of _____

My Commission Expires: _____

WITNESS Grantee's Hand and Seal this ____ day of _____, 2025.

SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF:

(Signature of First Witness)

(Printed Name of First Witness)

(Signature of Second Witness or Notary Public)

(Printed Name of Second Witness or Notary Public)

GRANTEE:
TOWN OF BLUFFTON, a South Carolina
municipal corporation

By: _____ (L.S.)
Name: STEPHEN STEESE, ICMA-CM
Title: TOWN MANAGER

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

ACKNOWLEDGMENT

I HEREBY CERTIFY that on this ____ day of _____, 2025,
before me, the undersigned Notary Public of the State and County aforesaid, personally appeared
STEPHEN STEESE as TOWN MANAGER for the TOWN OF BLUFFTON, a South Carolina municipal
corporation, known or satisfactorily proven to me to be the person whose name is subscribed to the
within instrument, who, on behalf of the corporation, acknowledged the execution thereof.

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

(Signature of Notary Public) (SEAL)

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

EXHIBIT “A”
(Easement Depiction)

**AFFIDAVIT OF TRUE CONSIDERATION AND
CLAIM FOR EXEMPTION FROM:**

STATE RECORDING FEE - S.C. CODE OF LAWS SECTION 12-24-40;
APPLICABLE COUNTY & MUNICIPAL TRANSFER FEE ORDINANCES

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

PERSONALLY appeared before the undersigned, who is duly sworn, deposes and says that the following is a true and correct statement concerning the CONSIDERATION for the conveyance set forth below, and concerning any EXEMPTION claimed under the laws of the State of South Carolina, County of Beaufort.

GRANTOR: NEW RIVERSIDE VILLAGE PROPERTY OWNER'S ASSOCIATION, INC.

GRANTEE: THE TOWN OF BLUFFTON;

GRANTEE MAILING ADDRESS: 20 Bridge Street, Bluffton, SC 29910

DATE OF CONVEYANCE: _____

TRUE CONSIDERATION: \$10.00

TAX DISTRICT/MAP/PARCEL NO: R610-044-000-0157-0000 and R610-039-000-3721-0000

STATE RECORDING FEE EXEMPTION: This transfer is exempt from the statutory Recording Fee required by the State of South Carolina in accordance with Section 12-24-40(2) transferring realty subject to the federal government or to a state, its agencies and departments, and its political subdivisions, including school districts.

TRANSFER FEE EXEMPTION (if applicable): This transfer is exempt – transferring realty to state government agency.

Signed:

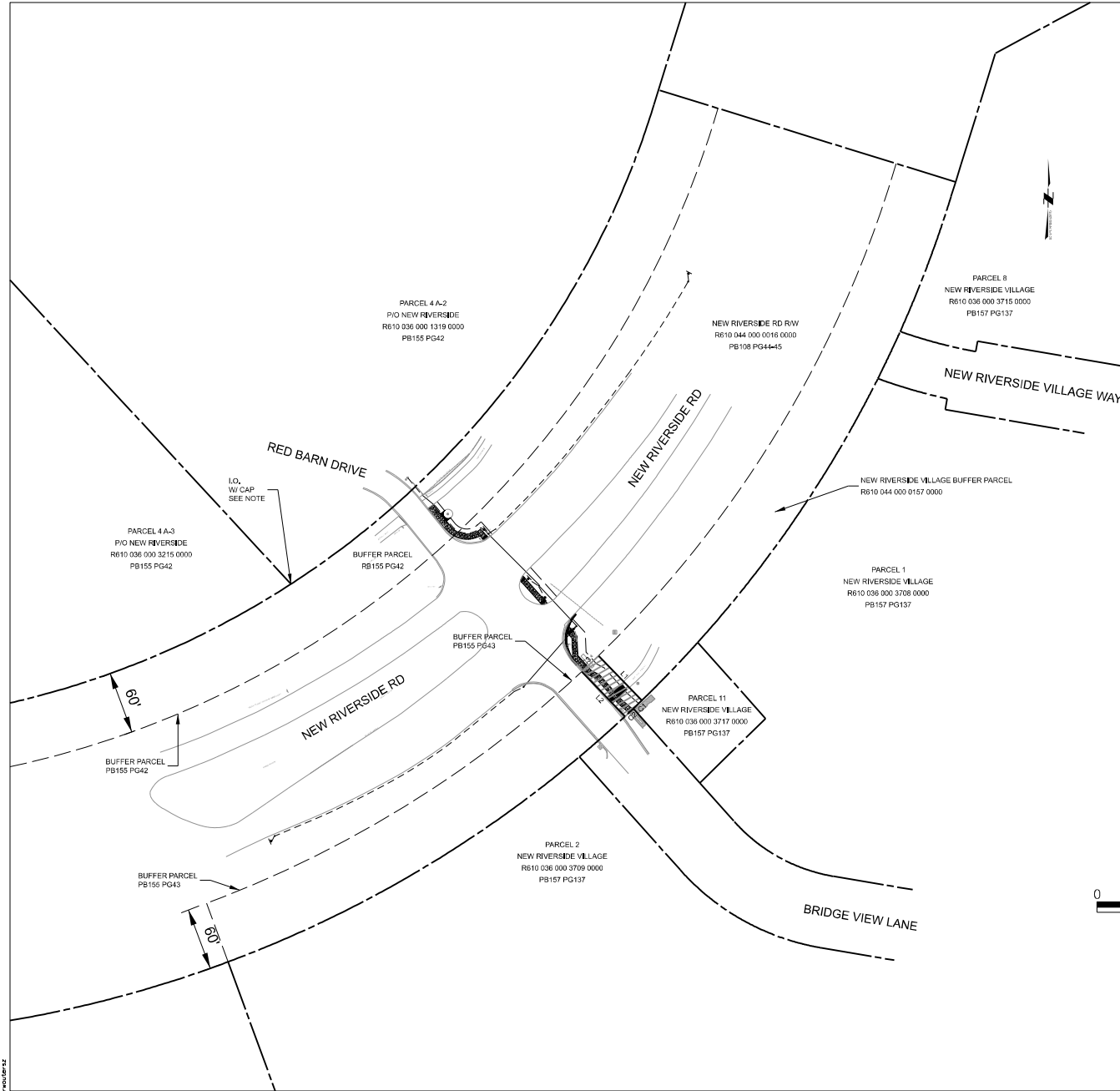
Print Name: Brittany L. Ward
Capacity: Finger, Melnick, Brooks & LaBruce, P.A.
Attorney for Town

Sworn to and subscribed before me on
this _____ day of _____, _____.

Notary Public of South Carolina
My commission expires:

ROD OFFICE USE ONLY

State Stamps Collected: \$ _____ Recording Date: _____
Transfer Fee Collected: \$ _____ Book: _____ Page: _____

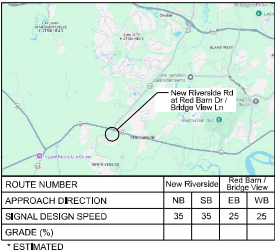


CURVE TABLE					
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	1150.00'	11.38'	N 37°27'55" E	11.38'	00°34'01"
C2	1150.00'	10.98'	S 46°11'04" W	10.98'	00°32'48"
C3	1090.00'	22.32'	S 46°44'29" W	22.32'	1°10'24"

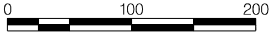



REQUIRED FROM PROPERTY	TOTAL AREA
PERMANENT EASEMENT	1,341 SF 0.03 AC

NOTES:
- SURVEY BY TERRY G. HATCHELL, LICENSE NO. 11059, PREPARED FOR TOWN OF BLUFFTON, TITLED "NEW RIVERSIDE ROAD, BRIDGE VIEW LANE & RED BARN DRIVE" DATED 05/18/2025, JOB NO. SC250056.
- REFERENCE SUBDIVISION PLAT PB157 PG137.
- REFERENCE BUFFER PARCEL PLAT PB155 PG42.



ROUTE NUMBER	New Riverside		Red Barn / Bridge View	
APPROACH DIRECTION	NB	SB	EB	WB
SIGNAL DESIGN SPEED	35	35	25	25
GRADE (%)				
* ESTIMATED				





The John R. McAdams Company, Inc.
341 Tractor St Suite 23
Greenville, SC 29603
phone (803) 361-5000
fax (803) 361-2308
www.mcadams.com

DATE: 11-2025 | JOB NO: BLF25003 | SHEET NO: 1 OF 1

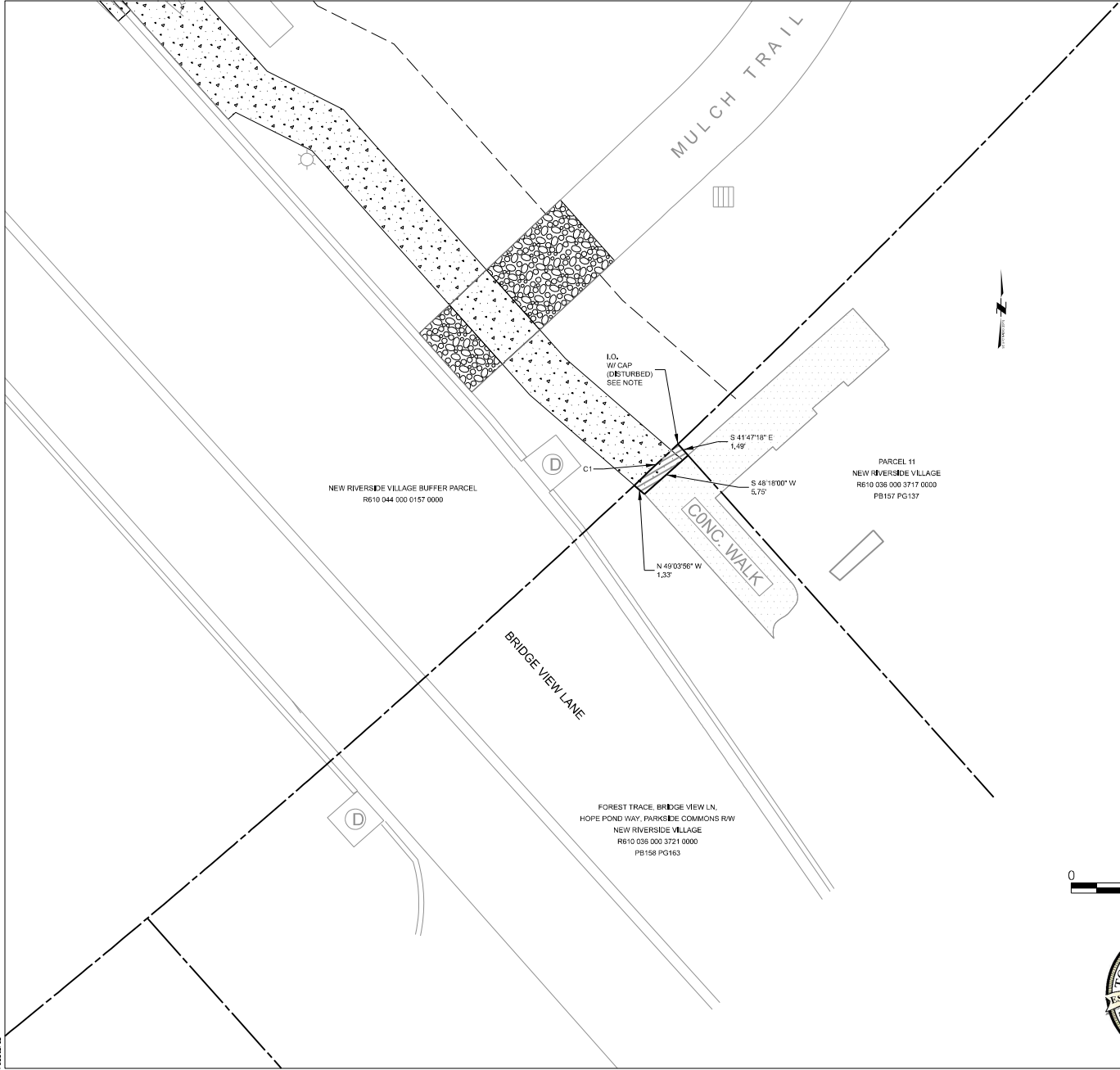
New Riverside Rd at Red Barn Dr / Bridge View Ln | TOWN OF BLUFFTON

BUFFER PARCEL EASEMENT PLAN

REVISION NUMBER	REVISIONS	DATE	BY

THIS IS A COPY. THE ORIGINAL DRAWING IS ON FILE WITH MCADAMS. ANY AND ALL LIABILITY IS LIMITED TO THE ORIGINAL, UP TO AND INCLUDING THE LAST REVISIONS.

CON: RW

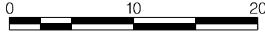
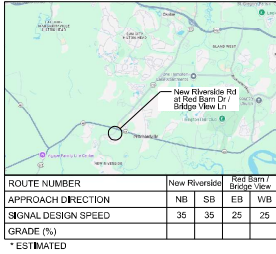


CURVE TABLE					
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	1150.00'	5.92'	N 46°36'56" E	5.92'	00°17'42"



REQUIRED FROM PROPERTY	TOTAL AREA
PERMANENT EASEMENT	9 SF

NOTES:
- SURVEY BY TERRY G. HATCHELL, LICENSE NO. 11050, PREPARED FOR TOWN OF BLUFFTON, TITLED
"NEW RIVERSIDE ROAD, BRIDGE VIEW LANE & RED BARN DRIVE" DATED 05/16/2025, JOB NO. SC250056.
- REFERENCE SUBDIVISION PLAT PB157 PG137.
- REFERENCE BUFFER PARCEL PLAT PB155 PG42.



The John R. McAdams Company, Inc.
341 Tractor St Suite 23
Greenville, SC 29603
phone (803) 361-5000
fax (803) 361-2308
www.mcadams.com

DATE: 11-2025	JOB NO: BLF25003	SHEET NO: 1 OF 1
New Riverside Rd at Red Barn Dr / Bridge View Ln		TOWN OF BLUFFTON
BRIDGE VIEW LANE EASEMENT PLAN		
REVISION NUMBER	REVISIONS	DATE BY

THIS IS A COPY. THE ORIGINAL DRAWING IS ON FILE WITH MCADAMS ANY AND ALL LIABILITY IS LIMITED TO THE ORIGINAL, UP TO AND INCLUDING THE LAST REVISIONS.

CON BY: RW

PREPARED WITHOUT BENEFIT OF TITLE EXAMINATION BY:

FINGER, MELNICK, BROOKS & LABRUCE, P.A.

Attn: Brittan L. Ward

Post Office Box 24005

Hilton Head Island, South Carolina 29925

(843) 681-7000

UPON RECORDING, PLEASE RETURN TO:

THE TOWN OF BLUFFTON

Attn: Town Clerk

20 Bridge Street

Bluffton, South Carolina 29910

STATE OF SOUTH CAROLINA)
)
)
COUNTY OF BEAUFORT)

CROSSWALK EASEMENT AGREEMENT
TMS No. R610-044-000-0016-0000

THIS STREETSCAPE EASEMENT AGREEMENT (the “*Agreement*”) is made and entered into on this ____ day of _____, 2025, (the “*Effective Date*”) by and between **NEW RIVERSIDE ASSOCIATION, INC.**, (the “*Grantor*”) and **THE TOWN OF BLUFFTON**, a South Carolina municipal corporation of 20 Bridge Street, Bluffton, South Carolina 29910 (the “*Town*”).

WITNESSETH

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

ALL that certain piece, parcel or tract of land located in Beaufort County, South Carolina, containing 137.193 acres, more or less, as more fully shown and described on that certain plat thereof entitled “A PLAT OF (137.193 ACRE) KNOWN AS NEW RIVERSIDE ROAD, Town of Bluffton, Beaufort County, South Carolina prepared for: New Riverside, LLC”, prepared by Thomas & Hutton Engineering Co., dated June 29, 2005 and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 108 at Page 44.

THIS being the same property conveyed to Grantor by deed of New Riverside, LLC, dated December 20, 2007, and recorded on January 4, 2008, in the Office of the Register of Deeds for Beaufort County, South Carolina, in Record Book 2668 at Page 1925.

Tax Map No. R610-044-000-0016-0000
Street Address: New Riverside Road Right of Way
 Bluffton, South Carolina 29910

WHEREAS, the Grantee seeks to acquire a portion of the Property for a public purpose, more particularly the installation of a crosswalk across New Riverside Road, a private road in the Town of Bluffton, South Carolina (herein, the “*Project*”); and,

WHEREAS, in order to proceed with the Project, the Grantee will need to acquire certain permanent easement interests on the Property, which easement is specifically shown, described, and designated on **EXHIBIT “A”** hereto as “**PERMANENT EASEMENT**” consisting of approximately **10,927 SQUARE FEET**; (herein, the “*Crosswalk Easement Area*”); and

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

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

AGREEMENT

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, subject to the terms and conditions set forth herein, Grantor, for TEN AND NO/100 (\$10.00) DOLLARS and no other consideration, the receipt and sufficiency of which are hereby acknowledged, hereby declares, grants, bargains, donates, aligns, conveys, imposes and confirms unto the Grantee, its successors, successors-in-title and assigns, and Grantee’s contractors, tenants, invitees, customers, agents, and employees such non-exclusive, perpetual, commercial, and transmissible easements and rights-of-way, over, under, across, through, and upon the Easement Areas, for the benefit of the Grantee, 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 Area 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 Easements, 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 does acknowledge 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. **Permanent Easements.** Subject to the provisions of this Easement Agreement, the Grantor hereby grants and conveys to the Grantee a non-exclusive, perpetual, commercial, transmissible, and irrevocable easements to construct, operate and maintain certain crosswalk improvements, including but not limited to the right, privilege and authority, from time to time, to enter upon, construct, extend, inspect, operate, replace, relocate, repair, and perpetually maintain upon, over, along, across, through, and under the Crosswalk Easement Area such (a) lights, fixtures, poles, support infrastructure, communications infrastructure, conduits, wiring, meters, boxes, enclosures, transformers, hand-holes, transformer enclosures, connection boxes and/or other subsurface or above-ground lighting and electric utility improvements (the “*Utility Improvements*”), (b) sidewalk, paver, pathway, crosswalk, crosswalk signals, rapid flash beacons, signs, emergency telephone or computer systems, walkway furniture, planters, irrigation lines, and/or other walkway

improvements (the “*Crosswalk Improvements*”), (with the Utility Improvements and the Crosswalk Improvements collectively the “*Improvements*”), together with the right of ingress, egress, and access to and from and across and upon those portions of the Property immediately adjacent to the Crosswalk Easement Area as may be necessary or convenient for the purposes connected therewith. Together with the right, from time to time, to install any or all of the Improvements in the Crosswalk Easement Area near the easement/lot lines provided, however, any damage to the property of Grantor caused by a Grantee Party in the exercise of its rights hereunder shall be repaired by said Grantee Party at its cost and expense. The Grantee and its contractors, agents and employees (collectively and together with Grantee, the “*Grantee Parties*”) shall operate on the Crosswalk 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. Additionally, in no event shall any of the Grantee Parties materially interfere with vehicular and/or pedestrian access to and from the Property and the public thoroughfare abutting thereto and/or the business operations being conducted on the Property or otherwise utilize any Property outside of the Crosswalk Easement Area, except as otherwise provided herein. The parties to this Agreement agree that should a Grantee Party disturb any asphalt, concrete, or other all-weather surface in the performance of its rights or obligations hereunder, said Grantee Party shall be responsible for repairing the same.

Further, the Grantor shall grant and hereby grants and conveys to Grantee, its heirs, legal representatives, tenants, employees, agents, invitees, customers, successors and assigns, and any other persons whomsoever claiming under or through said parties, including but not limited to the general public (herein collectively, the “*Public*”), upon the completion of the Improvements in the Crosswalk Easement Area in accordance with the Project’s final construction plans, a perpetual, irrevocable, non-exclusive, ingress, egress, regress, pedestrian and vehicular access easement in, under, upon, about, over, across and through the Improvements now existing or hereafter constructed in the Crosswalk Easement Area. The Public may use the Crosswalk Easement Area for (i) ingress, egress, regress and access; (ii) the perpetual, non-exclusive and irrevocable right to use the Improvements now existing or hereafter constructed in the Crosswalk Easement Area for the purposes of pedestrian circulation; and (iii) all other purposes reasonably necessary for the Public’s use and enjoyment of the Improvements; provided, however, the Town may, in its reasonable discretion, establish certain rules, restrictions and regulations over the Public’s use of and access to the Crosswalk Easement Area and Improvements as determined in the sole discretion of the Town.

4. **Temporary Construction Easement.** The Grantor hereby grants and conveys to the Grantee Parties a one (1) year non-exclusive, irrevocable, temporary construction easement, license and permission upon, over, along, across, through, and under the Temporary Easement Area, for the purposes of constructing any and all Improvements set forth in the Project’s final construction plans, including but not limited to: (i) ingress, egress, regress and access to the Property, (ii) use of the Temporary Easement Area for a staging area for the construction of the Project, (iii) use of the Temporary Easement Area as a lay down area for equipment and supplies to be used in the construction of the Project, (iv) parking vehicles, equipment and construction trailers during the construction of the Property, and (v) any such other incidental uses reasonably necessary or desirable during the construction of the Project, as determined in the sole discretion of the Grantee. The Grantee Parties shall operate on the Temporary 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.

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 Area to the boundary line of the Property and adjacent rights-of-way. Further, the grant of this Easement and the improvements in the Easement Area 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, encumbering the Property.

7. **Town Council Approval.** Notwithstanding anything in this 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. **Incorporation of Recitals.** The above recitals and attached Exhibits 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.
- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **Captions.** The section headings appearing in this Agreement are for convenience of reference only and are not intended to any extent for the purpose, to limit or define the test of any section or any subsection hereof.

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

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

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

WITNESS Grantor's Hand and Seal this ____ day of _____, 2025.

SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF:

(Signature of First Witness)

(Printed Name of First Witness)

(Signature of Second Witness or Notary Public)

(Printed Name of Second Witness or Notary Public)

GRANTOR:

NEW RIVERSIDE ASSOCIATION, INC.

_____(L.S.)

Printed Name: _____

Title: _____

STATE OF _____)

COUNTY OF _____)

ACKNOWLEDGMENT

I HEREBY CERTIFY that on this ____ day of _____, 2025, before me, the undersigned Notary Public of the State and County aforesaid, personally appeared _____ as _____ for **NEW RIVERSIDE ASSOCIATION, INC.**, known or satisfactorily proven to be the persons whose names are subscribed to the within instrument, who acknowledged the execution thereof.

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

_____(SEAL)
(Signature of Notary Public)

Notary Printed Name: _____

Notary Public for the State of _____

My Commission Expires: _____

WITNESS Grantee's Hand and Seal this ____ day of _____, 2025.

SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF:

(Signature of First Witness)

(Printed Name of First Witness)

(Signature of Second Witness **or** Notary Public)

(Printed Name of Second Witness **or** Notary Public)

GRANTEE:

TOWN OF BLUFFTON, a South Carolina
municipal corporation

By: _____ (L.S.)

Name: STEPHEN STEESE, ICMA-CM

Title: TOWN MANAGER

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

ACKNOWLEDGMENT

I HEREBY CERTIFY that on this ____ day of _____, 2025,
before me, the undersigned Notary Public of the State and County aforesaid, personally appeared
STEPHEN STEESE as TOWN MANAGER for the TOWN OF BLUFFTON, a South Carolina municipal
corporation, known or satisfactorily proven to me to be the person whose name is subscribed to the
within instrument, who, on behalf of the corporation, acknowledged the execution thereof.

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

(Signature of Notary Public) (SEAL)

Notary Printed Name: _____

Notary Public for the State of South Carolina

My Commission Expires: _____

EXHIBIT “A”
(Easement Depiction)

**AFFIDAVIT OF TRUE CONSIDERATION AND
CLAIM FOR EXEMPTION FROM:**

STATE RECORDING FEE - S.C. CODE OF LAWS SECTION 12-24-40;
APPLICABLE COUNTY & MUNICIPAL TRANSFER FEE ORDINANCES

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

PERSONALLY appeared before the undersigned, who is duly sworn, deposes and says that the following is a true and correct statement concerning the CONSIDERATION for the conveyance set forth below, and concerning any EXEMPTION claimed under the laws of the State of South Carolina, County of Beaufort.

GRANTOR: NEW RIVERSIDE ASSOCIATION, INC.

GRANTEE: THE TOWN OF BLUFFTON;

GRANTEE MAILING ADDRESS: 20 Bridge Street, Bluffton, SC 29910

DATE OF CONVEYANCE:

TRUE CONSIDERATION: \$10.00

TAX DISTRICT/MAP/PARCEL NO: R610-044-000-0016-0000

STATE RECORDING FEE EXEMPTION: This transfer is exempt from the statutory Recording Fee required by the State of South Carolina in accordance with Section 12-24-40(2) transferring realty subject to the federal government or to a state, its agencies and departments, and its political subdivisions, including school districts.

TRANSFER FEE EXEMPTION (if applicable): This transfer is exempt – transferring realty to state government agency.

Signed:

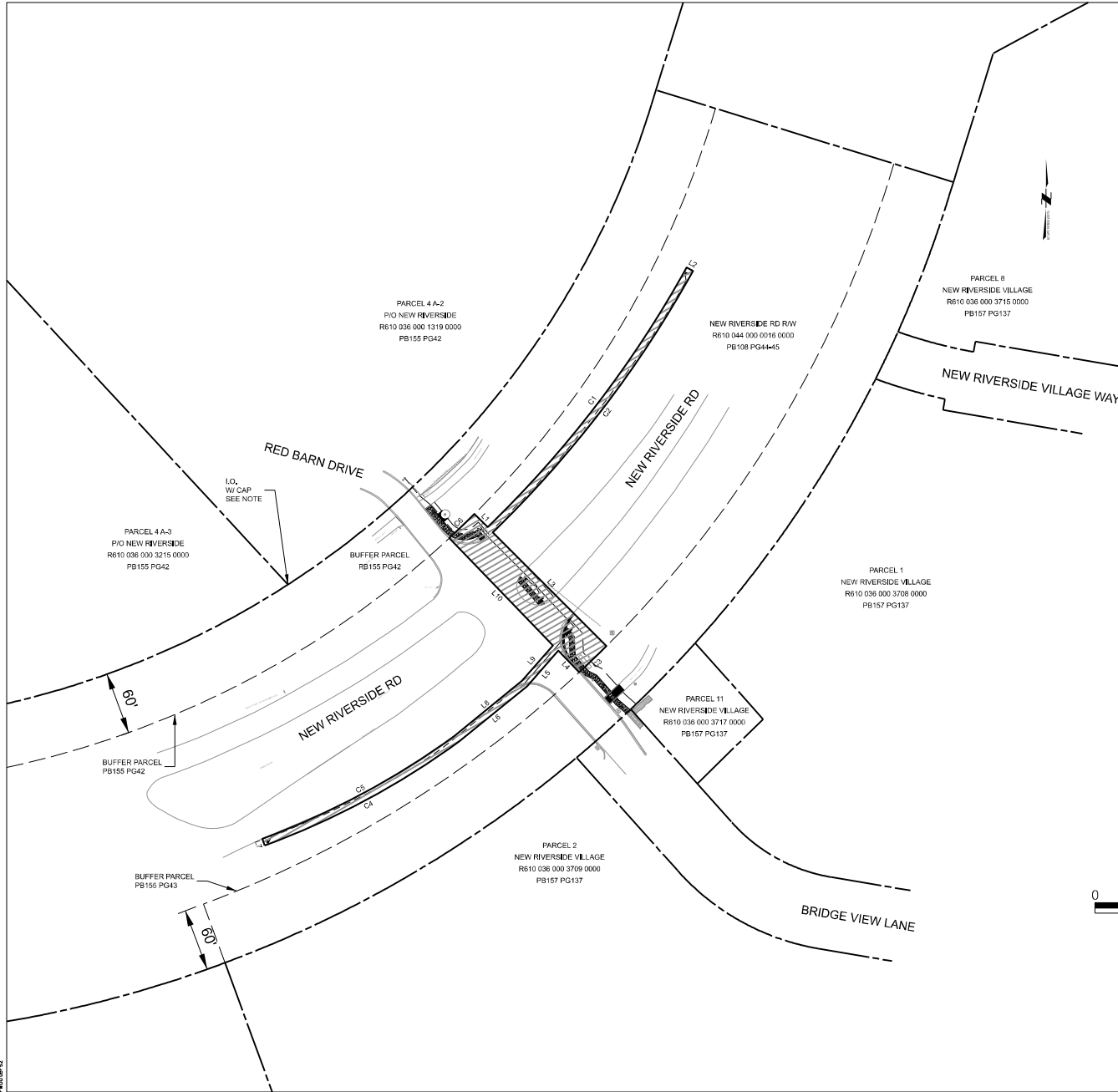
Print Name: Brittany L. Ward
Capacity: Finger, Melnick, Brooks & LaBruce, P.A.
Attorney for Town

Sworn to and subscribed before me on
this _____ day of _____, _____.

Notary Public of South Carolina
My commission expires:

ROD OFFICE USE ONLY

State Stamps Collected: \$ _____ Recording Date: _____
Transfer Fee Collected: \$ _____ Book: _____ Page: _____



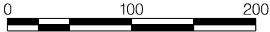
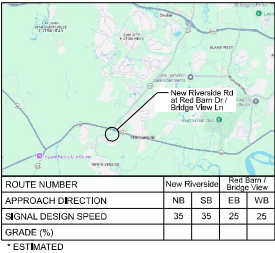
CURVE TABLE					
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	1075.00'	316.51'	N 37°27'55" E	315.37'	16°52'10"
C2	1082.00'	318.46'	S 37°27'44" W	317.31'	16°51'49"
C3	1090.00'	36.54'	S 46°06'51" W	36.54'	1°55'14"
C4	1150.00'	760.00'	S 61°52'23" W	212.32'	15°54'41"
C5	1150.00'	767.00'	N 61°52'49" E	210.19'	15°53'49"
C6	910.00'	33.60'	N 46°14'34" E	33.60'	2°06'57"

LINE TABLE		
LINE	BEARING	LENGTH
L1	S 45°00'14" E	18.06'
L2	S 60°58'11" E	7.00'
L3	S 45°00'14" E	154.84'
L4	N 44°04'10" W	29.11'
L5	S 41°07'19" W	45.44'
L6	S 50°47'15" W	84.63'
L7	N 20°11'17" W	7.00'
L8	N 50°47'15" E	83.85'
L9	N 41°07'19" E	45.43'
L10	N 44°04'10" W	143.81'



REQUIRED FROM PROPERTY	TOTAL AREA
PERMANENT EASEMENT	10,927 SF 0.25 AC

- NOTES:
- SURVEY BY TERRY G. HATCHELL, LICENSE NO. 11059, PREPARED FOR TOWN OF BLUFFTON, TITLED "NEW RIVERSIDE ROAD, BRIDGE VIEW LANE & RED BARN DRIVE" DATED 05/16/2025, JOB NO. SC250056.
 - REFERENCE SUBDIVISION PLAT PB157 PG137.
 - REFERENCE BUFFER PARCEL PLAT PB155 PG42.



The John R. McAdams Company, Inc.
341 Tractor B Suite 23
Greenville, SC 29601
phone (803) 361-5000
fax (803) 361-2208
www.mcadamsco.com

DATE: 11-2025	JOB NO: BLF25003	SHEET NO: 1 OF 1
New Riverside Rd at Red Barn Dr / Bridge View Ln		TOWN OF BLUFFTON
NEW RIVERSIDE ROAD EASEMENT PLAN		
REVISION NUMBER	REVISIONS	DATE BY

THIS IS A COPY. THE ORIGINAL DRAWING IS ON FILE WITH MCADAMS ANY AND ALL LIABILITY IS LIMITED TO THE ORIGINAL, UP TO AND INCLUDING THE LAST REVISIONS.

DATE: 11-2025

Attachment 3
Proposed Motion

Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a Portion of the Pathway Pedestrian Safety Improvements 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 Pathway Pedestrian Safety Improvements Project."



QUARTERLY REPORT FISCAL YEAR 2026-Q1

JULY – SEPTEMBER 2025






**METRICS
UPDATE**

DESTINATION METRICS

JULY 1 – SEPTEMBER 30, 2025

This was a softer quarter for Bluffton’s lodging sector, reflecting the nationwide trend of moderating occupancy amid broader economic uncertainty. However, rates have held firm, underscoring the continued appeal of the Bluffton market. With new development, special events, and steady regional demand, we’re optimistic about a stronger performance heading into the new year.

 <p>OCC: Occupancy Rates</p>	>	<p>July</p> <p>72%</p> <p>▼ -8% YOY</p>	<p>August</p> <p>63%</p> <p>▼ -14% YOY</p>	<p>September</p> <p>61%</p> <p>▼ -20% YOY</p>
 <p>ADR: Average Daily Rate</p>	>	<p>July</p> <p>\$143</p> <p>+1% YOY</p>	<p>August</p> <p>\$128</p> <p>▲ +3% YOY</p>	<p>September</p> <p>\$122</p> <p>▼ -1% YOY</p>
 <p>RevPAR: Revenue per Available Room</p>	>	<p>July</p> <p>\$103</p> <p>▼ -7% YOY</p>	<p>August</p> <p>\$80</p> <p>▼ -12% YOY</p>	<p>September</p> <p>\$74</p> <p>▼ -20% YOY</p>

TOWN OF BLUFFTON SOCIAL REPORT

JULY 1 – SEPTEMBER 30, 2025

Facebook was a standout performer this quarter, with Page Likes increasing an incredible 193.8% YoY to 3,335. Similarly, total engagements soared by 99.4% YoY, reaching 124,643. This massive growth confirms our content is not just reaching a wider audience but is actively resonating with them. Our Instagram presence saw continued, steady growth, with our follower count climbing 23.3% YoY to 14,526. Total engagements for the quarter were 13,647, an increase of 8.8% YoY, demonstrating consistent community interaction.

Our X account showed impressive growth, with followers up 8% YoY and total engagements surging by an exceptional 138.9% YoY. This confirms that our strategic shift toward a more community-focused content approach is successfully building a more interactive and loyal audience. On TikTok, we saw our follower base grow by 5.7% YoY to 2,453. Our total engagements also increased by a strong 58.8% YoY, indicating that our brand is successfully gaining traction and building a presence on this key platform.

Followers/Facebook Page Likes

Engagements

3,335
^ +194% YOY



124,643
^ +99%% YOY

14,526
^ +23% YOY



13,647
^ +9% YOY

756
^ +8% YOY



227
^ +139%% YOY

2,453
^ +6% YOY

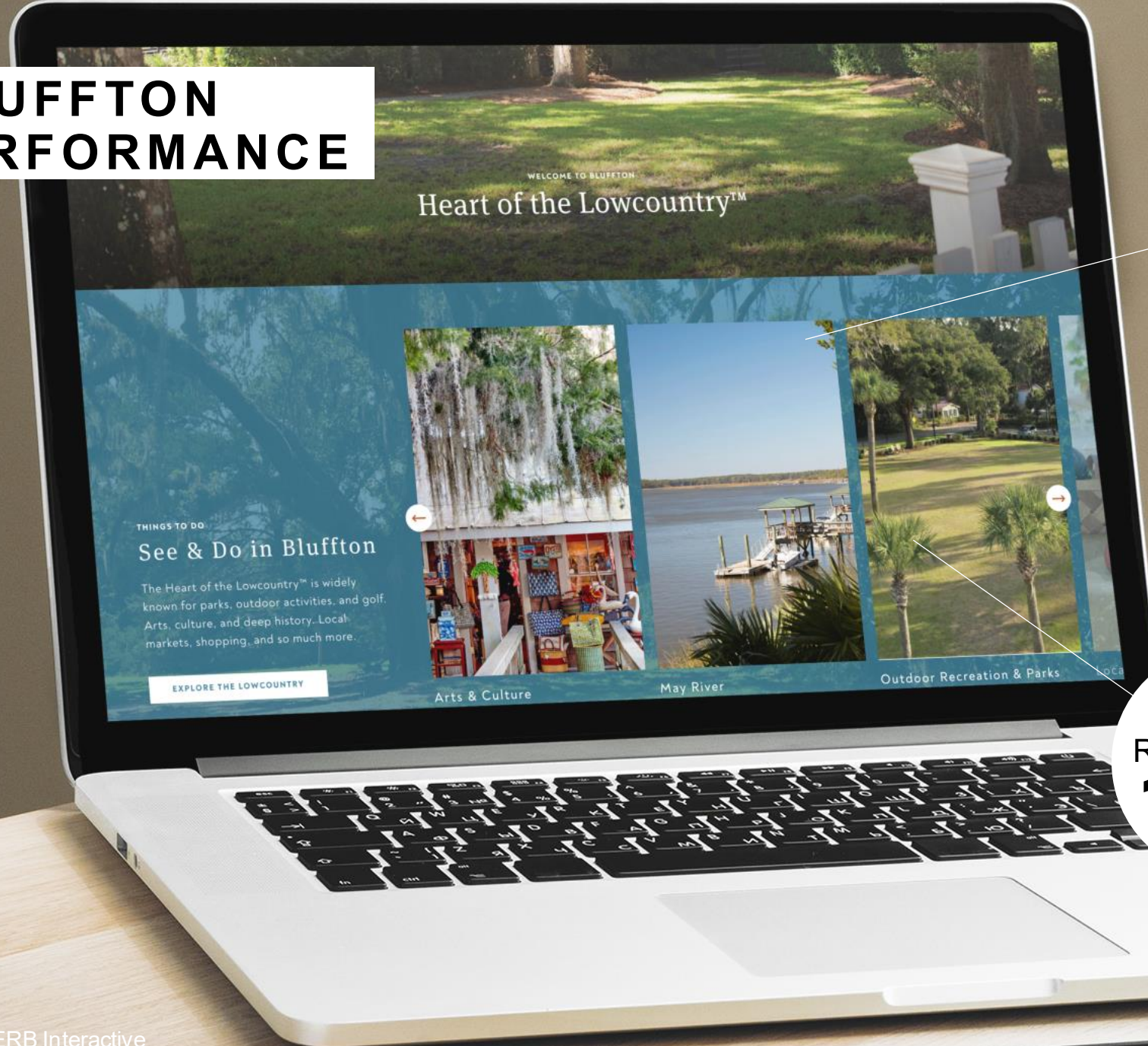


486
^ +59% YOY

TOWN OF BLUFFTON WEBSITE PERFORMANCE

Section XI. Item #4.

SESSIONS
70.6K
+68% YOY



PARTNER
REFERRALS
12.4K
+68% YOY

EVENTS & RIBBON CUTTINGS

JULY 1 – SEPTEMBER 30, 2025

For FY26-Q1 time frame, our organization's events included:

- Links & Legacy Golf Invitational at Colleton River
- Conversation + Cocktails at The Loft (Nectar Bluffton)
- South Carolina Chamber Blueprint Luncheon at TCL Culinary Institute of the South (formally Grassroots Tour) in partnership with the Great Bluffton Chamber, Beaufort Regional Chamber, and Jasper County Chamber
- Novant Healthcare at Westbury Park
- 221B Studios
- Ma Daisy's Porch
- Wildflower Girls

Novant Healthcare at Westbury Park



221B Studios



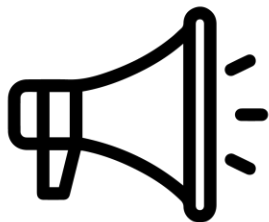
Ma Daisy's Porch



Wildflower Girls

PUBLIC RELATIONS

JULY 1 – SEPTEMBER 30, 2025



30
STORIES/
MENTIONS

347,109,967
IMPRESSIONS

\$256,189
AD VALUE

TRAVEL+
LEISURE



EBONY
MOVING BLACK FORWARD



yahoo!life



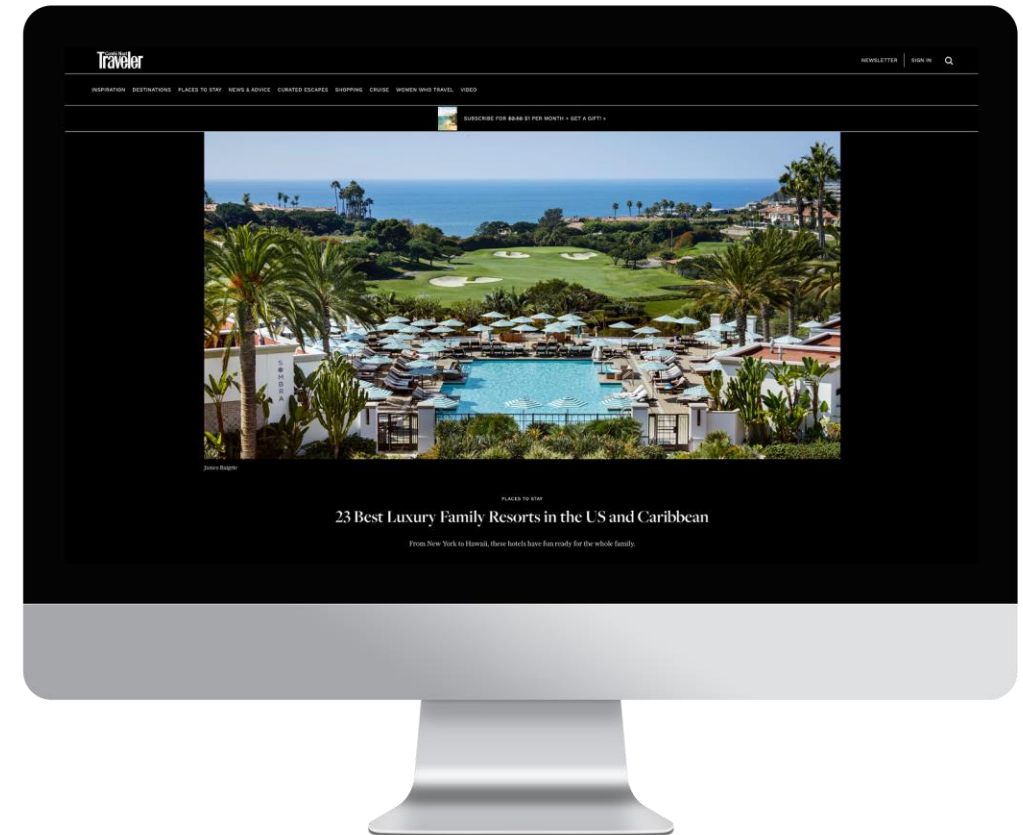
Southern Living®

MEDIA PARTNERSHIP – CONDÉ NAST TRAVELER: 23 BEST FAMILY LUXURY RESORTS IN THE U.S.

SEPTEMBER 19, 2025

Publication: Condé Nast Traveler

Why it matters: Features like this demonstrate how our destination marketing efforts continue to spotlight Bluffton's unique culture, character, and sense of place. National coverage—such as the recent mention of Montage Palmetto Bluff—underscores that our storytelling is resonating with high-value audiences and strengthening awareness of Bluffton as a premier Lowcountry destination.

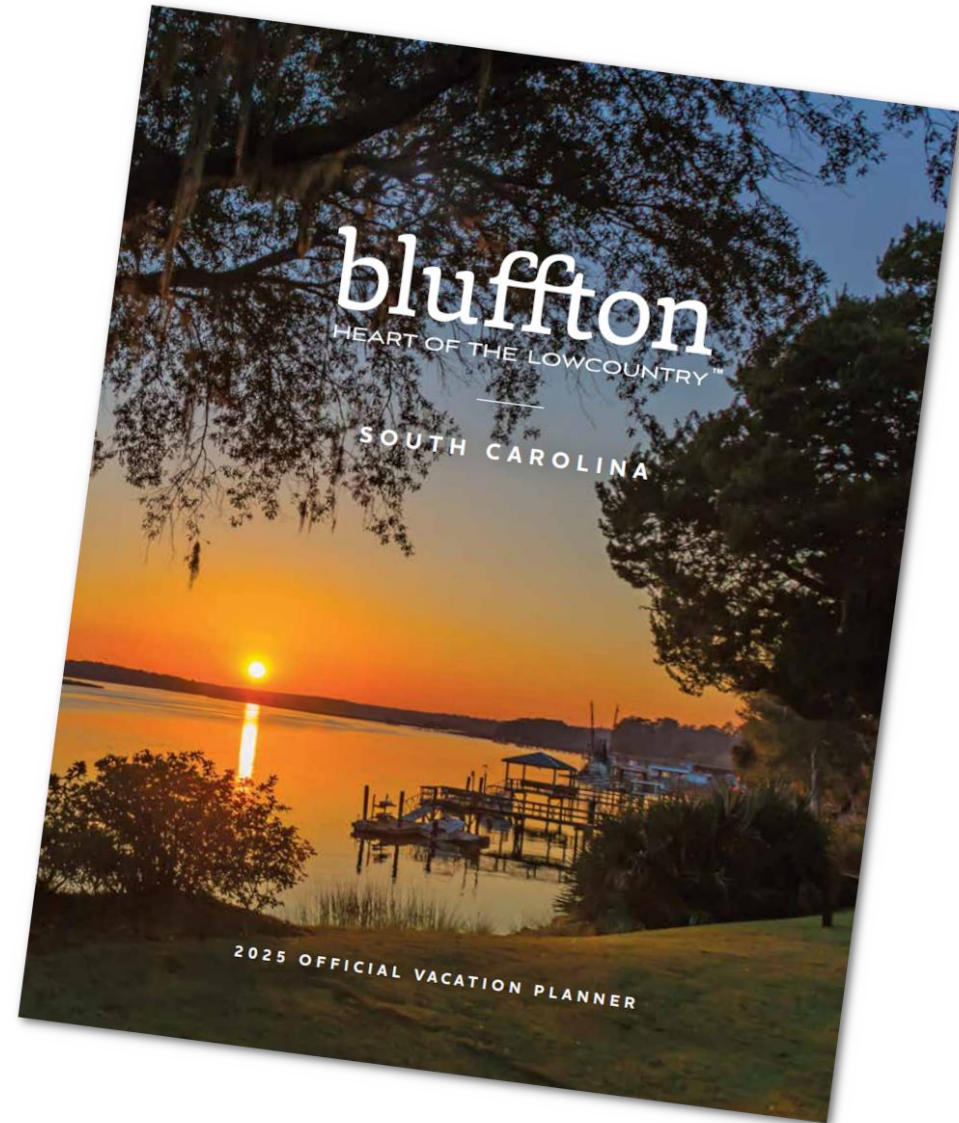


DESTINATION OFFICIAL VACATION PLANNER

JULY 1 – SEPTEMBER 30, 2025

The official Vacation Planner is the first touchpoint visitors receive when planning their visit to the Heart of the Lowcountry™.

Official Bluffton Vacation Planner: **4,650**
Official Hilton Head Island, Bluffton,
Daufuskie Island Vacation Planner: **9,342**



[2025 VACATION PLANNER](#)

THANK
YOU

Section XI. Item #4.





TOWN OF BLUFFTON 2026 Town Council Meeting Schedule

MEETING DATES
January 13, 2026
February 10, 2026
March 10, 2026
**April 07, 2026
May 12, 2026
June 09, 2026
July 14, 2026
August 11, 2026
September 08, 2026
October 13, 2026
November 10, 2026
December 08, 2026
January 12, 2027

REGULAR MEETINGS ARE HELD THE 2nd TUESDAY OF EACH MONTH AT 5:00 P.M.

Please Note:

1. Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.
2. **Due to RBC Heritage/Beaufort County School District Spring Break, the April meeting will be held a week earlier.



TOWN OF BLUFFTON

2026 Town Council

Meeting Schedule

DRAFT



TOWN OF BLUFFTON

2026 Town Council Quarterly Workshop Meeting Schedule

MEETING DATES
January 20, 2026
April 21, 2026
May 21, 2026 – BUDGET
May 28, 2026 – BUDGET
July 21, 2026
October 20, 2026

TOWN COUNCIL WORKSHOPS BEGIN AT 5:00 P.M.

Please Note:

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



TOWN OF BLUFFTON

2026 Town Council Quarterly Workshop

Meeting Schedule

DRAFT