



Planning Commission Meeting

Wednesday, September 25, 2024 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 Hargray Channel 9 and 113 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

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

IV. ADOPTION OF MINUTES

- [1.](#) August 28, 2024 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

- [1.](#) **Venture at Okatie Bluffs (Street Naming):** A request by Willy Powell of Ward Edwards, Inc., on behalf of Adrien Dannemiller of Okatie Bluffs Owner LLC for approval of a Street Naming Application. The Applicant is proposing three street names that will provide access to the site from both Gibbet Rd and HWY 170, which will include interconnections to future developments. The project proposes six multifamily buildings, four garage buildings, a clubhouse, and associated amenities and infrastructure. The property is zoned Buckwalter Planned Unit Development and consists of approximately 22.0 acres identified by tax map number R610 028 000 0921 0000 located within the Parcel B-1 Master Plan. (STR-08-24-019274) (Staff - Angie Castrillon)
- [2.](#) Public Hearing and Recommendation to Town Council for that Certain Properties Owned by Rose Kitty and Ferrellgas Inc., Consisting of a Total of 1.38 Acres, More or Less, Located at 328, 330 and 332 Buck Island Road and identified by Beaufort County Tax Map Numbers R610 03

000 0016 0000 (328 and 330 Buck Island Road) and R610 039 000 018C 0000 (332 Buck Island Road). (Staff-Dan Frazier)

A. Consideration of an Amendment to the Town of Bluffton Comprehensive Plan "Blueprint Bluffton" to Amend the Said Properties from the Future Land Use Designation of Suburban Living to Neighborhood Center;

B. Consideration of a Zoning Map Amendment to Rezone the Subject Properties from the Residential General (RG) Zone District to the Light Industrial (LI) Zone District.

VIII. DISCUSSION

IX. ADJOURNMENT

NEXT MEETING DATE: Wednesday, October 23, 2024

"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.*

Planning Commission Meeting

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

August 28, 2024

I. CALL TO ORDER

Vice Chairman Wetmore called the meeting to order at 6pm

II. ROLL CALL

PRESENT

Vice Chairman Charlie Wetmore
Commissioner Michael Brock
Commissioner Rich Delcore
Commissioner Lydia DePauw
Commissioner Jim Flynn
Commissioner Daniel Grove

ABSENT

Chairwoman Amanda Jackson Denmark

III. ADOPTION OF MINUTES

1. July 24, 2024 Minutes

Commissioner Brock made the motion to adopt the minutes as written.

Seconded by Commissioner Flynn.

Voting Yea: Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore,
Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed.

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

- CVS at May River Crossing (Development Plan):** A request by Shelbi D'Avignon on behalf of the property owner CVS 75651 SC LLC for review of a preliminary development plan. The project consists of an 11,286 SF retail, clinic and pharmacy with drive thru, and associated infrastructure. The property is zoned Jones Estate PUD and consists of approximately 1.911 acres identified by tax map number R610 036 000 0979 0000 located within the May River Crossing Master Plan. (DP-04-24-019111) (Staff - Dan Frazier)

Staff presented. The applicant was present. The commissioners commented on the location of the dumpsters, and how that may present issues during the Highway Corridor Overlay District review. There was discussion regarding the requirements for the drive-thru cover. The commissioners discussed the requirements for the buffers.

Commissioner Delcore made the motion to approve the CVS at May River Crossing Preliminary Development Plan application as submitted.

Seconded by Commissioner Brock.

Voting Yea: Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed.

- 2. Buckwalter Parkway Healthcare (Development Plan):** A request by Joel C. Taylor of Tenet Healthcare, on behalf of Parcel C5 LLC, for approval of a Preliminary Development Plan. The project consists of a free-standing emergency department and medical offices in a single building to include approximately 50,250 SF. Proposed drives, parking, landscaping, utilities and supporting infrastructure. The property is zoned Buckwalter PUD and consists of approximately 10.9 acres identified by tax map numbers R610 022 000 1073 0000, R610 022 000 1081 0000, R610 022 000 1082 0000, R610 022 000 1084 0000 and located on the southeast corner of Buckwalter Parkway and Parkside Drive within the Buckwalter Commons. (DP-06-24-019190) (Staff - Dan Frazier)

Staff presented. The applicant was present. The commissioners had questions on the previously approved development plan at this location. Staff clarified that if approved, this development plan would supersede the previously approved development plan. There was discussion regarding the Traffic Impact Analysis and if a traffic signal would be required.

Commissioner Brock made the motion to approve the Buckwalter Parkway Healthcare Preliminary Development Plan application as submitted.

Seconded by Commissioner Flynn.

Voting Yea: Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed.

- 3. Tommy's Express Carwash (Development Plan):** A request by David Karlyk, PE of Carolina Engineering, on behalf of One Bluff Park for approval of a Preliminary Development Plan. The project consists of constructing a 4,265 sq. ft. automated car wash with associated parking and infrastructure. The property is zoned Shultz PUD and consists of approximately 1.49 acres identified by tax map number R610 031 000 1691 0000 and located at the northeast corner of Bluffton Parkway and Simmonsville Road within the Bluffton Park Master Plan. (DP-06-24-019163) (Staff - Dan Frazier)

Staff presented. The applicant was present. The commissioners expressed concerns with vehicle stacking on this site and if traffic would overflow on to Simmonsville Road. The applicant, David Karlyk with Carolina Engineering, discussed the studies that were done and show that stacking should not be an issue even during peak business hours.

Commissioner DePauw made the motion to approve the Tommy's Express Carwash Preliminary Development Plan application as submitted.

Seconded by Commissioner Delcore.

Voting Yea: Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed.

VII. DISCUSSION

VIII. ADJOURNMENT

Motion made by Commissioner Brock made the motion to adjourn.

Seconded by Commissioner Flynn.

Voting Yea: Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed. The meeting adjourned at 6:47pm.

PLANNING COMMISSION



STAFF REPORT

DEPARTMENT OF GROWTH MANAGEMENT

MEETING DATE:	September 25, 2024
PROJECT:	STR-08-24-019274 Venture at Okatie Bluffs New Street Name Application
PROJECT MANAGER:	Angie Castrillon Planner Department of Growth Management

REQUEST: A request by Willy Powell of Ward Edwards, Inc., on behalf of Adrien Dannemiller of Okatie Bluffs Owner LLC for approval of a Street Naming Application. The project consists of six multifamily buildings, four garage buildings, a clubhouse, and associated amenities and infrastructure. The property is zoned Buckwalter Planned Unit Development and consists of approximately 22.0 acres identified by tax map number R610 028 000 0921 0000 located within the Parcel B-1 Master Plan. (Attachment 1).

Road Names

Cormorant Way – Accepted/No Conflict
 Kite Drive – Accepted/No Conflict
 Grebe Street – Accepted/No Conflict
 Razorbill Drive – Accepted/No Conflict
 Tufted Duck Drive – Accepted/No Conflict
 Chimney Swift Lane - Accepted/No Conflict
 Trumpeter Swan Road - Accepted/No Conflict
 Cinnamon Teal Road - Accepted/No Conflict
 Kittiwake Lane - Accepted/No Conflict
 Scarlet Ibis Way - Accepted/No Conflict

Denied Names

Oystercatcher Way

BACKGROUND: On December 20, 2023, the Town of Bluffton Planning Commission approved the Preliminary Development Plan for Venture at Okatie Bluffs. As of today, staff is awaiting resubmittal of the Final Development Plan. This street naming application provides potential names for three internal roads providing access to the site from Gibbet Road and HWY 170.

Staff comments were heard at the August 28, 2024, Development Review Committee Meeting (Attachment 2). The Applicant has provided a street naming exhibit that identifies the proposed street name locations (Attachment 3).

PLANNING COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.C.5 of the Unified Development Ordinance, the Planning Commission has the authority to take the following actions with respect to this application:

1. Approve the application as submitted by the Applicant;
2. Approve the application with conditions; or
3. Deny the application as submitted by the Applicant.

REVIEW CRITERIA & ANALYSIS: Town Staff and the Planning Commission are required to consider the criteria set forth in Section 3.15.3 of the Unified Development Ordinance in assessing an application for the New Street Name. These criteria are provided below followed by a Staff Finding(s) based upon review of the application submittals to date.

1. Section 3.15.3.A Does not already exist within Beaufort County;
2. Section 3.15.3.B Are not street types with the same primary name, such as Smith Street and Smith Boulevard;
3. Section 3.15.3.C Are not name(s) which sound alike or which might be confused with one another;
4. Section 3.15.3.D Does not use frivolous or complicated words, or unconventional spellings;
5. Section 3.15.3.E Are not numbers (such as 1st Street) or alphabetical letters (such as A Street);
6. Section 3.15.3.F Could not be perceived as offensive;
7. Section 3.15.3.G Are simple, logical, easy to pronounce, clear and brief;
8. Section 3.15.3.H Are associated with the history of Bluffton or the character of the Lowcountry when possible;
9. Section 3.15.3.I May represent a common theme within residential developments; and
10. Section 3.15.3.J The application must comply with applicable requirements in the Applications Manual.

Finding. Town Staff finds that the ten (10) proposed new street names are acceptable and meet the requirements of Article 3 of the Unified Development Ordinance as stated above.

STAFF RECOMMENDATION: Staff finds that the requirements of Section 3.15.3 have been met and recommends that the Planning Commission approve the following ten (10) New Street Names:

1. Cormorant Way
2. Kite Drive
3. Grebe Street
4. Razorbill Drive
5. Tufted Duck Drive
6. Chimney Swift Lane
7. Trumpeter Swan Road
8. Cinnamon Teal Road
9. Kittiwake Lane
10. Scarlet Ibis Way

ATTACHMENTS:

1. New Street Name Application
2. DRC Comments
3. Street Name Exhibit



TOWN OF BLUFFTON NEW STREET NAME APPLICATION

Growth Management Custom

Section VII. Item #1.

20 Bridge Street
Bluffton, SC 29910
(843)706-4522

www.townofbluffton.sc.gov

applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Okatie Bluffs Owner LLC C/O Ward Edwards, Inc.		Name: Okatie Bluffs Owner LLC/Adrien Dannemiller	
Phone: 843-837-5250		Phone: 317-525-9464	
Mailing Address: PO Box 381 Bluffton, SC 29910		Mailing Address: 9820 Westpoint Drive, Ste 100 Indianapolis, IN 46256	
E-mail: wpowell@wardedwards.com		E-mail: adrien@millstonemgmt.com	
Town Business License # (if applicable):			
Project Information			
Proposed Street Name (in order of preference): see attached			
1.			
2.			
3.			
Street Location:		Tax Map Number(s): R610 028 000 0921 0000	
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. One (1) original plat and digital file showing the streets, proposed name of each, and a list of the proposed street name(s).			
<input checked="" type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Article 3 of the UDO.			
<input checked="" type="checkbox"/> 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Disclaimer:		The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature: <i>Adrien Dannemiller</i>		Date: 8/6/24	
Applicant Signature: <i>David S. Hyl</i>		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	

CIVIL ENGINEERING & LAND DEVELOPMENT CONSULTING

Project: **Venture at Okatie Bluffs – Street Naming Narrative**

Gibbet Road and Highway 170
Town of Bluffton, SC
Coordinates: W 80° 51' 32" / N 32° 13' 57"

Date: July 24, 2024

Applicant: **Okatie Bluffs Owner LLC**

Adrien Dannemiller
9820 Westpoint Drive, Suite 100
Indianapolis, IN 46256
E: adrien@millstonemgmt.com
P: 317-525-9464

Agent: **Ward Edwards, Inc.**

Primary Contact: Willy Powell
P.O. Box 381
Bluffton, SC 29910
E: wpowell@wardedwards.com
P: 843.384.2944

Town of Bluffton Street Name Application

Description

Venture at Okatie Bluffs is a proposed multi-family development located at the Northeastern corner of Gibbet Road and Highway 170 (Okatie Highway) within the Buckwalter Planned Unit Development (PUD) and the Town of Bluffton. The project proposes six multifamily buildings, four garage buildings, a clubhouse, and associated amenities within the Town of Bluffton.

There are three internal streets that will provide access to the site from both Gibbet Road and Highway 170 (Okatie Highway), which will include interconnections to future developments. We are requesting the use of **Cormorant Way, Kite Drive and Grebe Street** as the three street names, however, alternatives are listed on the exhibit attached as required on the application. Also, if the "Way" or "Drive" or "Street" need to be altered, kindly advise.

If you have any questions or comments during your review, please do not hesitate to contact me at (843) 384-2944 or wpowell@wardedwards.com.

Sincerely,

Ward Edwards Engineering



Willy Powell, PE
Project Manager



PLAN REVIEW COMMENTS FOR STR-08-24-019274

Section VII. Item #1.

Town of Bluffton
Department of Growth Management
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910
Telephone 843-706-4522

Plan Type:	Street Naming	Apply Date:	08/08/2024
Plan Status:	Pending	Plan Address:	
Case Manager:	Dan Frazier	Plan PIN #:	R610 028 000 0921 0000
Plan Description:	Venture at Okatie Bluffs proposed (3) street names that will provide access to the site from both Gibbet Rd and HWY 170, which will include interconnections to future developments. Requesting the use of Cormorant Way, Kite Drive, and Grebe Street as the three street names, however, alternatives are provided.		

Addressing Approval

Submission #: 1 Received: 08/08/2024 Completed: 08/23/2024

Reviewing Dept.	Complete Date	Reviewer	Status
Addressing Review	08/23/2024	Diego Farias	Approved with Conditions

Comments:

Road #1
Cormorant Way - acceptable
Heron Way - not acceptable
Egret Way - not acceptable
Skimmer Way - not acceptable

Road #2
Kite Drive - acceptable
Sanderling Drive - not acceptable
Tern Drive - not acceptable
Warbler Drive - not acceptable

Road #3
Grebe Street - acceptable
Chickadee Street - not acceptable
Kingfisher Street - not acceptable
Seagull Street - not acceptable

Planning Review

08/23/2024

Dan Frazier

Approved with Conditions

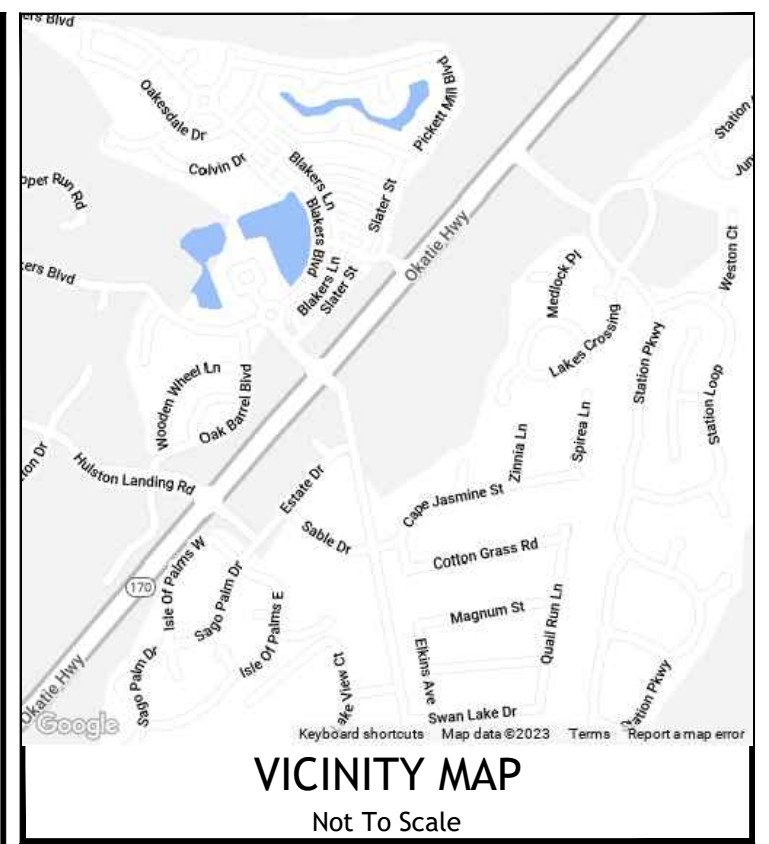
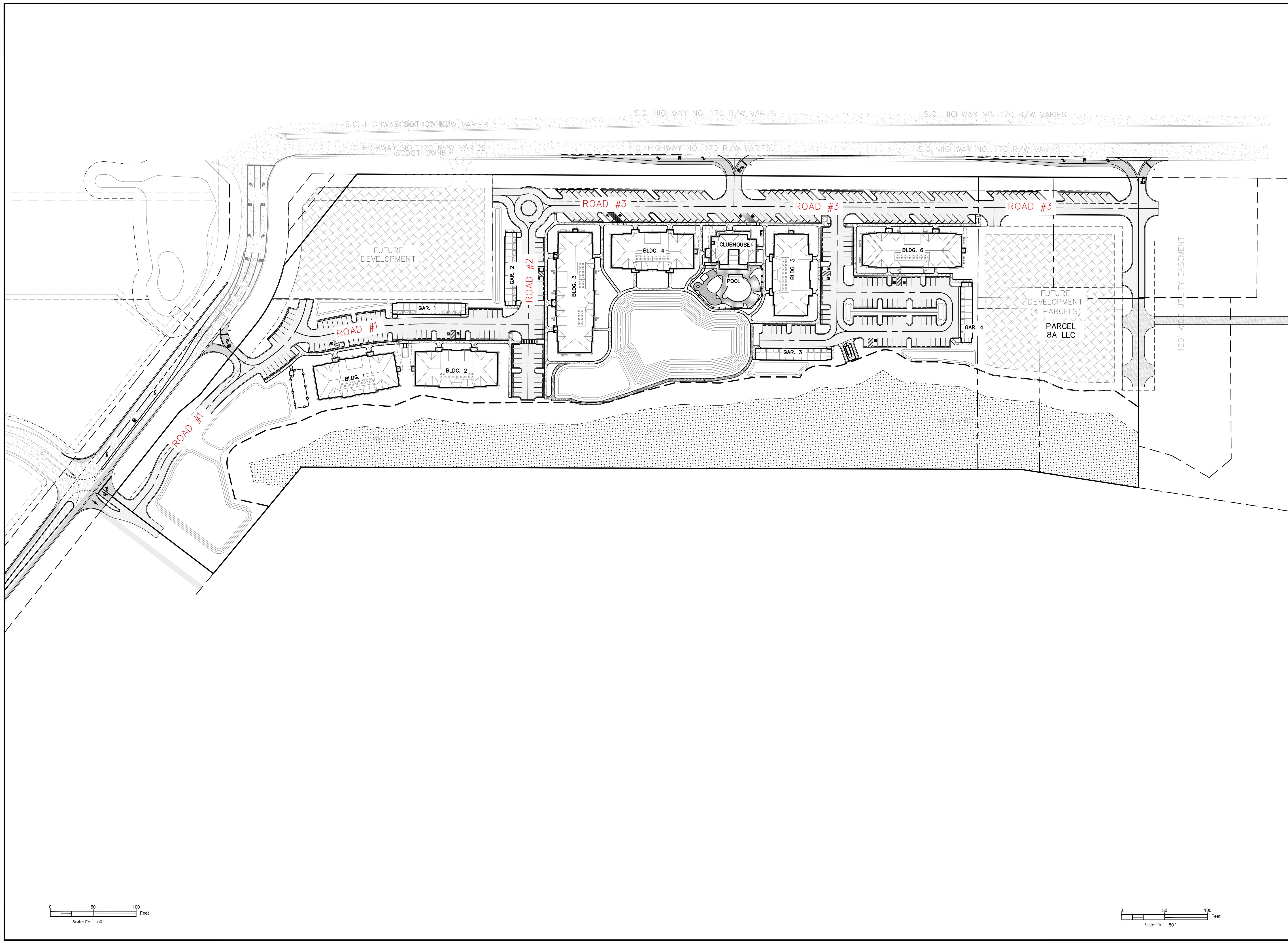
Comments:

1. From the original batch of street names requested, only one name per street was acceptable. On August 22, 2024, per Town request, the applicant provided an additional 8 street names with road, lane, drive and way as proposed suffixes.

- Oystercatcher Way
- Razorbill Drive
- Tufted Duck Drive
- Chimney Swift Lane
- Trumpeter Swan Road
- Cinnamon Teal Road
- Kittiwake Lane
- Scarlet Ibis Way

These names are currently being vetted.

Plan Review Case Notes:



STREET NAME EXHIBIT

VENTURE AT OKATIE BLUFFS

TOWN OF BLUFFTON, SC

PREPARED FOR:
OKATIE BLUFFS OWNER, LLC.

ROAD #1

1. CORMORANT WAY
2. HERON WAY
3. EGRET WAY
4. SKIMMER WAY

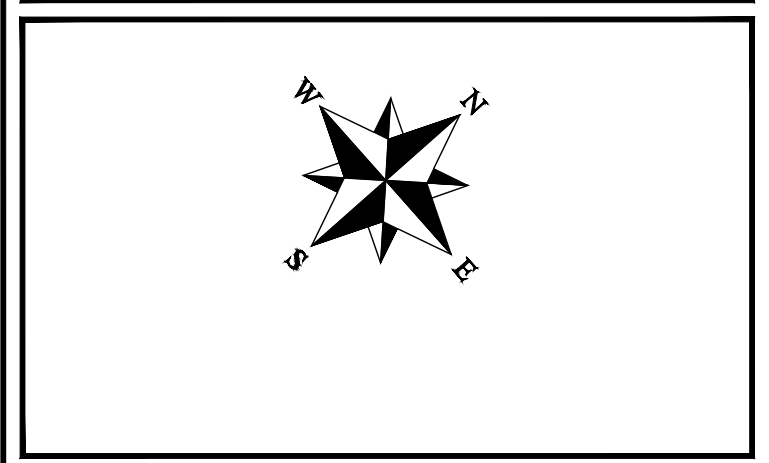
ROAD #2

1. KITE DRIVE
2. SANDERLING DRIVE
3. TERN DRIVE
4. WARBLER DRIVE

ROAD #3

1. GREBE STREET
2. CHICKADEE STREET
3. KINGFISHER STREET
4. SEAGULL STREET

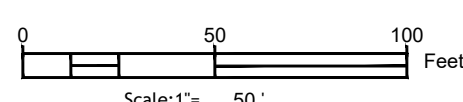
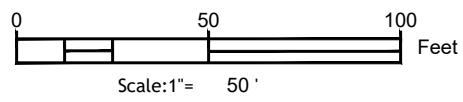
DOCUMENT IS CONCEPTUAL AND SUBJECT TO CHANGE.
WARD EDWARDS INC. ASSUMES NO LIABILITY FOR
ACCURACY OR DECISIONS MADE BY THE USER BASED UPON
INFORMATION CONTAINED HEREIN.



Ward Edwards
ENGINEERING

P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910
PH (843) 837-5250 / FAX (843) 837-2558
WWW.WARDEDWARDS.COM

PROJECT #:	220137
DATE:	07/24/24
PREPARED BY:	AFL
SHEET NUMBER:	EXHIBIT



PLANNING COMMISSION

STAFF REPORT

Growth Management Department



MEETING DATE:	September 25, 2024
PROJECT:	<p>Public Hearing and Recommendation to Town Council for that Certain Property Owned by Rose Kitty and Ferrellgas Inc., Consisting of a Total of 1.38 Acres, More or Less, Located at 328, 330 and 332 Buck Island Road and identified by Beaufort County Tax Map Numbers R610 03 000 0016 0000 (328 and 330 Buck Island Road) and R610 039 000 018C 0000 (332 Buck Island Road) for the Following Applications:</p> <ol style="list-style-type: none"> 1. Consideration of an Amendment to the Town of Bluffton Comprehensive Plan "Blueprint Bluffton" to Amend the Said Properties from the Future Land Use Designation of Suburban Living to Neighborhood Center; 2. Consideration of a Zoning Map Amendment to Rezone the Subject Properties from the Residential General (RG) District to the Light Industrial (LI) District.
PROJECT MANAGER:	Dan Frazier, AICP Growth Management Manager

REQUEST: Town Staff requests that Planning Commission hold Public Hearings and vote to forward recommendations to Town Council for the applications for certain properties containing a Total of 1.38 Acres, More or Less, Located at 328, 330 and 332 Buck Island Road and identified by Beaufort County Tax Map Numbers R610 03 000 0016 0000 (328 and 330 Buck Island Road) and R610 039 000 018C 0000 (332 Buck Island Road) for the Following Applications:

1. Consideration of an Amendment to the Town of Bluffton Comprehensive Plan "Blueprint Bluffton" to Amend the Said Property's Future Land Use Designation from Suburban Living to Neighborhood Center;
2. Consideration of a Zoning Map Amendment to Rezone the Subject Properties from the Residential General (RG) District to the Light Industrial (LI) District.

INTRODUCTION: On June 17, 2024, the Town of Bluffton (the "Applicant"), on behalf of the property owners Rose Kitty and Ferrellgas Inc, submitted applications (ZONE-06-24-019188 and COMP-06-24-019187) requesting approval of an Amendment to the

Town of Bluffton Official Zoning Map (Attachments 1, 2 and 3). The two subject parcels total +/- 1.38 acres and are identified by Beaufort County Tax Map Numbers R610 03 000 0016 0000 (328 and 330 Buck Island Road) and R610 039 000 018C 0000 (332 Buck Island Road). The parcels are contiguous and located on Buck Island Road approximately 370 feet north of the Buck Island Road at Simmonsville Road intersection.

The request includes two concurrent applications. The Applicant is requesting an amendment to the Official Zoning Map for the Town of Bluffton to rezone the two (2) subject parcels from the Residential General (RG) zone district to the Light Industrial (LI) zone district. The Applicant is also requesting to amend the future land use designation for the subject properties from the Suburban Living designation to Neighborhood Center.

Unified Development Ordinance Section 3.2.2.F states that the first step in the Zoning Map Amendment and Comprehensive Plan Amendment review process is to hold a Planning Commission Workshop for the request. The Planning Commission held a workshop for these applications on July 24, 2024.

BACKGROUND: On May 14, 2024, the Town of Bluffton adopted an update to the Buck Island-Simmonsville Neighborhood Plan. As part of the neighborhood planning process leading up the drafting of the plan update, these two parcels were identified properties containing long-time commercial non-conforming uses. As a result, an Action Plan strategy included in the updated neighborhood plan was to “explore the possibility of rezoning two residentially zoned properties with long-time commercial non-conforming uses on Buck Island Road to an appropriate commercial zoning district” (Attachment 4).

A more regional view of the Town’s Future Land Use Map and Zoning Map show that the current non-conforming use of the properties are more compatible with the future land use and zoning designations of the adjacent properties to the south (Attachments 5 and 6).

Blueprint Bluffton Comprehensive Plan - Future Land Use Map – The Future Land Use Map contained within the Town of Bluffton’s Comprehensive Plan identifies nine future land use categories that provide generalized recommendations as to where and how development should occur. The descriptions that accompany these categories prescribe the general character and types of development that are most appropriate in each category.

A description of the current and proposed future land use designations are as follows:

Future Land Use Designation (Current)

Suburban Living - The Suburban Living category is intended to include low density single-family neighborhoods. Much of this category includes portions of large Planned

Unit Developments that are under active construction or are built-out. Allowable density is up to three dwelling units per acre and must be at least one dwelling unit per acre. Community amenities such as trails, parks, and centralized swimming pools are encouraged.

Future Land Use Designation (Proposed)

Neighborhood Center - *The Neighborhood Center category is intended to guide emerging neighborhood-focused retail clusters throughout the community. These centers, such as Buckwalter Place, provide the opportunity for residents to be within walking distance of grocers, restaurants, retailers, and medical offices. These centers help establish neighborhood identity and are best served when supported by a mix of middle housing and single-family residences within walking or biking distance.*

A description of the current and proposed zoning districts are as follows:

Zoning (Current)

Residential General (RG) - *The RG district is intended to provide for moderate-density residential neighborhoods. This district will include a range of dwelling types in an integrated neighborhood setting with other civic and recreational uses. The regulations are designed to promote neighborhood character and accommodate a variety of dwelling types.*

Zoning (Proposed)

Light Industrial (LI) - *The LI district is intended to provide locations for light industrial, research and development, assembly, high technology production, precision manufacturing, and similar primary employment uses. This district can be used to integrate a number of mutually supportive uses within the district to create employment centers.*

ANALYSIS: Following is an analysis of the criteria for each application:

1. COMPREHENSIVE PLAN AMENDMENT

Town Staff, Planning Commission and Town Council are required to consider the criteria set forth in Section 3.3.3 of the Unified Development Ordinance in assessing an application for a Comprehensive Plan Amendment. These criteria are provided below followed by a Staff Finding(s) based upon review of the application submittals to date.

- a. **Consistency with the intent of the overall policies in the Comprehensive Plan.**

Finding: The two subject parcels were identified in the Buck Island-Simmonsville Neighborhood Plan Update as properties containing long-time commercial non-conforming uses. As a result, an Action Plan strategy included in the updated neighborhood plan was to explore the possibility of rezoning these two properties to an appropriate zoning district. The appropriate zoning district is Light Industrial, and the appropriate future land use designation to support the zoning is Neighborhood Center.

- b. Consistency with demographic changes, prevailing economic trends and/or newly recognized best planning practices that would deem the proposed amendment necessary and proper for the advancement of the Town of Bluffton's goals.

Finding: The application is consistent with demographic changes, prevailing economic trends and/or newly recognized best planning practices that would deem the proposed amendment necessary and proper for the advancement of the Town of Bluffton's goals.

- c. If applicable, the ability of public infrastructure and services to sufficiently accommodate the requested amendment to the Comprehensive Plan.

Finding: The Properties subject to the Amendment are currently served by public infrastructure and services and any new development on the site is anticipated to have little to no impact on existing services.

- d. Appropriate and efficient use of public funds, the future growth, development and redevelopment of its area of jurisdiction, and consideration of the fiscal impact on property owners.

Finding: Approval of the amendment would have little or no fiscal impact on public funds.

- e. Enhancement of the health, safety, and welfare of the Town of Bluffton.

Finding: The application will enhance the health safety and welfare of the Town of Bluffton.

- f. Consistency with applicable South Carolina Planning law and consideration of case law.

Finding: The application is consistent with applicable South Carolina Planning law and case law.

- g. Impact of the proposed amendment on the provision of public services.

Finding: The proposed amendment will have little to no impact on public services.

h. The application must comply with applicable requirements in the Applications Manual.

Finding: The application has been reviewed by Staff and has been determined to be complete, meeting all requirements of the Applications Manual.

2. ZONING MAP AMENDMENT

Article 3, Section 3.4.3 of the Unified Development Ordinance provides the following review criteria:

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

Finding: The zoning map amendment request will be consistent with the proposed future land use designation of Neighborhood Center. Upon approval of the concurrent Comprehensive Plan Amendment, the request will meet this criteria.

b. Capability of the site's physical, geological, hydrological and other environmental features to support the breadth and intensity of uses that could be developed in the proposed zoning district.

Finding: The properties are capable of supporting the breadth and intensity of uses permitted within the Light Industrial (LI) zoning district.

c. Compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning districts in terms of suitability of location, impacts on the environment, noise, density, nature of use, traffic impacts, aesthetics, ability to develop adjacent properties under existing zoning, and potential influence on property values.

Finding: The rezoning of the Properties to Light Industrial (LI) is compatible with surrounding uses and zoning districts which are light industrial. The current long time commercial and light industrial non-conforming use of the properties currently have minimal impacts to the surrounding area.

- d. **Capacity of public infrastructure and services to sufficiently accommodate all potential uses allowed in the proposed district without compromising the public health, safety and welfare of the Town of Bluffton.**

Finding: There is current capacity of public infrastructure and services to sufficiently accommodate all potential uses allowed in the proposed district without compromising the public health, safety and welfare of the Town of Bluffton.

- e. **Public need for the potential uses permitted in the requested zoning district.**

Finding: The public need for the current non-conforming uses on the properties have been established. The zoning map amendment to the Light Industrial District will bring the current use into conformance.

- f. **The application must comply with applicable requirements in the Applications Manual.**

Finding: The application has been reviewed by Staff and has been determined to be complete, meeting all requirements of the Applications Manual.

SCHEDULE: The proposed schedule for the applications is provided as Attachment 7.

ATTACHMENTS:

1. Application Submittal
2. Existing Zoning
3. Future Land Use Map
4. Buck Island – Simmonsville Neighborhood Plan
5. Future Land Use Map (Regional)
6. Zone Map (Regional)
7. Meeting Schedule



TOWN OF BLUFFTON

ZONING MAP AMENDMENT APPLICATION

Growth Management Customer

Section VII. Item #2.

 Bluffton, SC 29910
 (843) 706-4500

www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Stephen Steese		Name: Town of Bluffton c/o Town Manager	
Phone: 843-706-4500		Phone: 843-706-4500	
Mailing Address: 20 Bridge Street, Bluffton SC 29910		Mailing Address: 20 Bridge Street, Bluffton SC 29910	
E-mail: ssteese@townofbluffton.com		E-mail: ssteese@townofbluffton.com	
Town Business License # (if applicable):			
Project Information			
Project Name: Kitty Property Rezoning		Acreage: 1.37 +/-	
Project Location: 328, 330 & 332 Buck Island Road		Comprehensive Plan Amendment: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Existing Zoning: Residential General - UDO		Proposed Zoning: Light Industrial - UDO	
Parcel Number(s): R610 039 000 0016 0000, & R610 039 000 018C 0000			
Project Description: Rezone two properties from Residential General to Light Industrial, as outlined as an action item in the 2024 Buck Island Simmonsville Neighborhood Plan.			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Digital files of the maps and/or plans depicting the subject property. <input checked="" type="checkbox"/> 2. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input checked="" type="checkbox"/> 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton. <input type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this application.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature:		Date: 6/17/24	
For Office Use			
Application Number: Zone- 06-24 - 019188		Date Received: 6/17/24	
Received By:		Date Approved:	



TOWN OF BLUFFTON ZONING MAP AMENDMENT APPLICATION PROCESS NARRATIVE

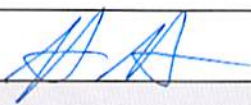
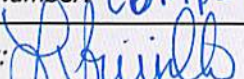
The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended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

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



TOWN OF BLUFFTON COMPREHENSIVE PLAN AMENDMENT APPLICATION

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4522
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Stephen Steese - Town Manager		Name: Stephen Steese - Town Manager	
Phone: 843-706-4500		Phone: 843-706-4500	
Mailing Address: 20 Bridge Street, Bluffton SC 29910		Mailing Address: 20 Bridge Street, Bluffton SC 29910	
E-mail: ssteese@townofbluffton.com		E-mail: ssteese@townofbluffton.com	
Town Business License # (if applicable):			
Project Information			
Project Name: Buck Island Road/Kitty Property			
Project Location: 328, 330 & 332 Buck Island Road			
Zoning District: Current - Residential General Proposed - Light Industrial		Acreage: 1.37 +/-	
Tax Map Number(s): R 610 - 039 - 0016 - 0000 ; R 610 - 039 - 018C - 0000 R - - - - - ; R - - - - -			
Project Description: FLUM - Update for 328, 330 & 332 Buck Island Road. Associated with rezoning request for addresses listed above. To update the Future Land Use Map to change from Suburban Living to Neighborhood Center.			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) full sized copies and digital files of the maps and/or plans depicting the subject property. <input type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature: 		Date: 6/17/24	
For Office Use			
Application Number: COMP-06-24-019187		Date Received: 6/17/24	
Received By: 		Date Approved:	

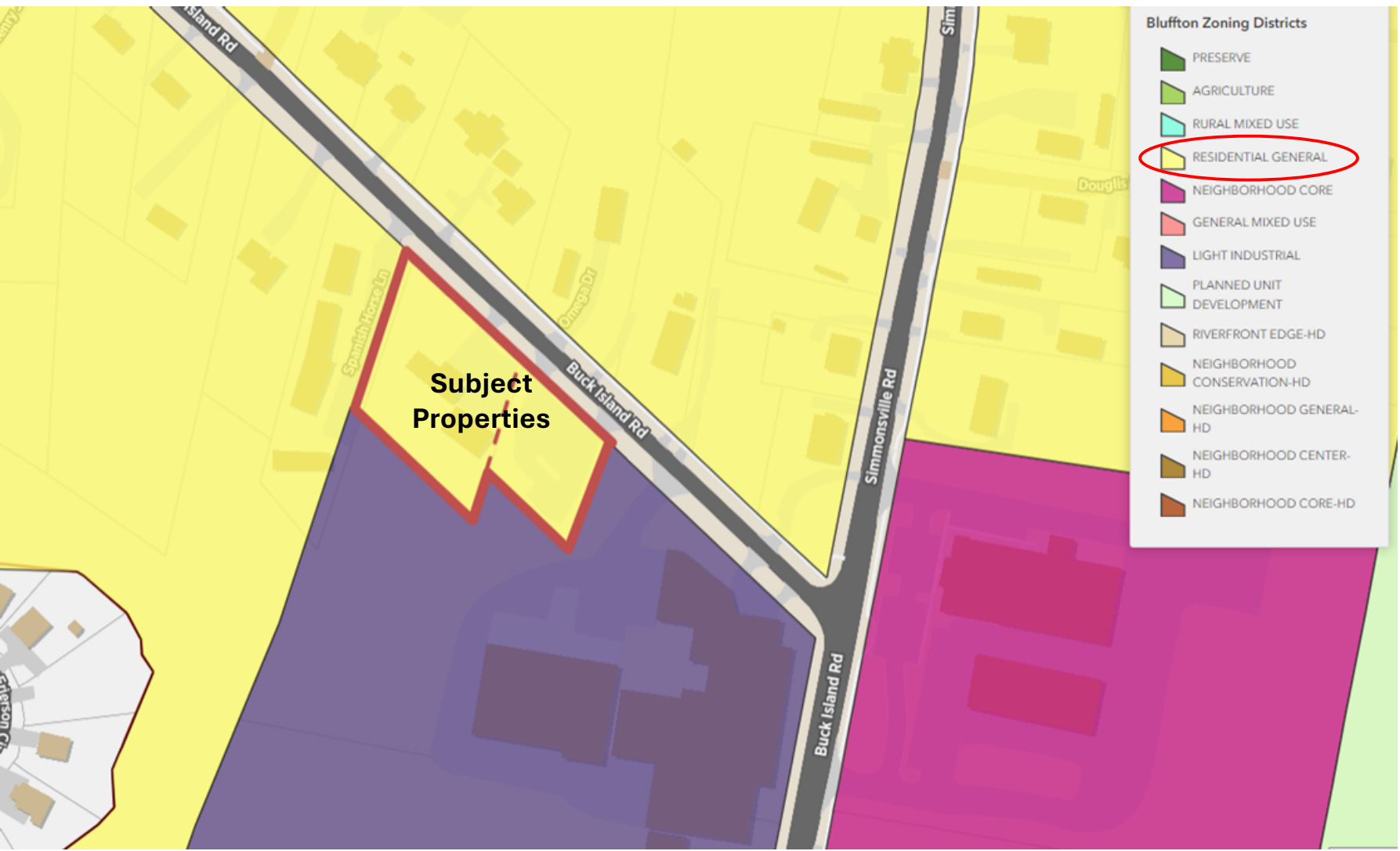


TOWN OF BLUFFTON COMPREHENSIVE PLAN AMENDMENT APPLICATION PROCESS NARRATIVE

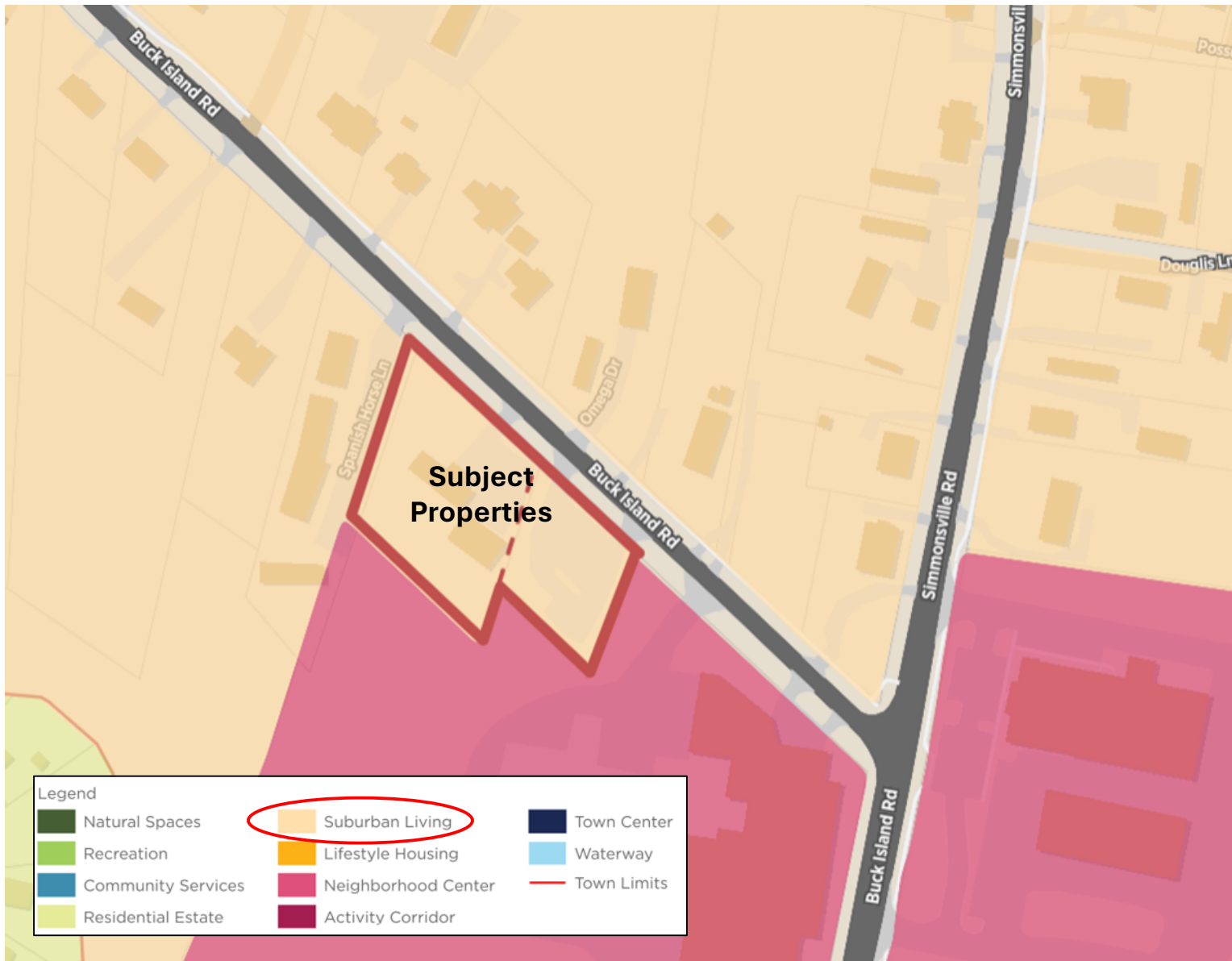
The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Unified Development Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Comprehensive Plan Amendment Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
Step 2. Review by UDO Administrator	Staff
If the UDO Administrator determines that the Comprehensive Plan Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda.	
Step 3. Planning Commission Workshop	Applicant, Staff & Planning Commission
The PC shall hold a Public Workshop to provide the public with information and a forum to review the preliminary application.	
Step 4. Planning Commission Meeting & Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the Comprehensive Plan Amendment Application for compliance with the criteria and provisions in the UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
Step 5. Town Council Meeting - 1st Reading	Applicant, Staff & Town Council
Town Council shall review the Comprehensive Plan Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 1 st Reading.	
Step 6. Town Council Meeting - 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
Town Council shall hold a Public Hearing and review the Comprehensive Plan Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 2 nd and Final Reading.	
Step 7. Comprehensive Plan Amendment Approval	Staff
If Town Council approves the Comprehensive Plan Amendment Application, the UDO Administrator shall issue an approval letter to the Applicant.	

EXISTING ZONING



Future Land Use Map





BUCK ISLAND-SIMMONSVILLE NEIGHBORHOOD PLAN UPDATE




Town of Bluffton

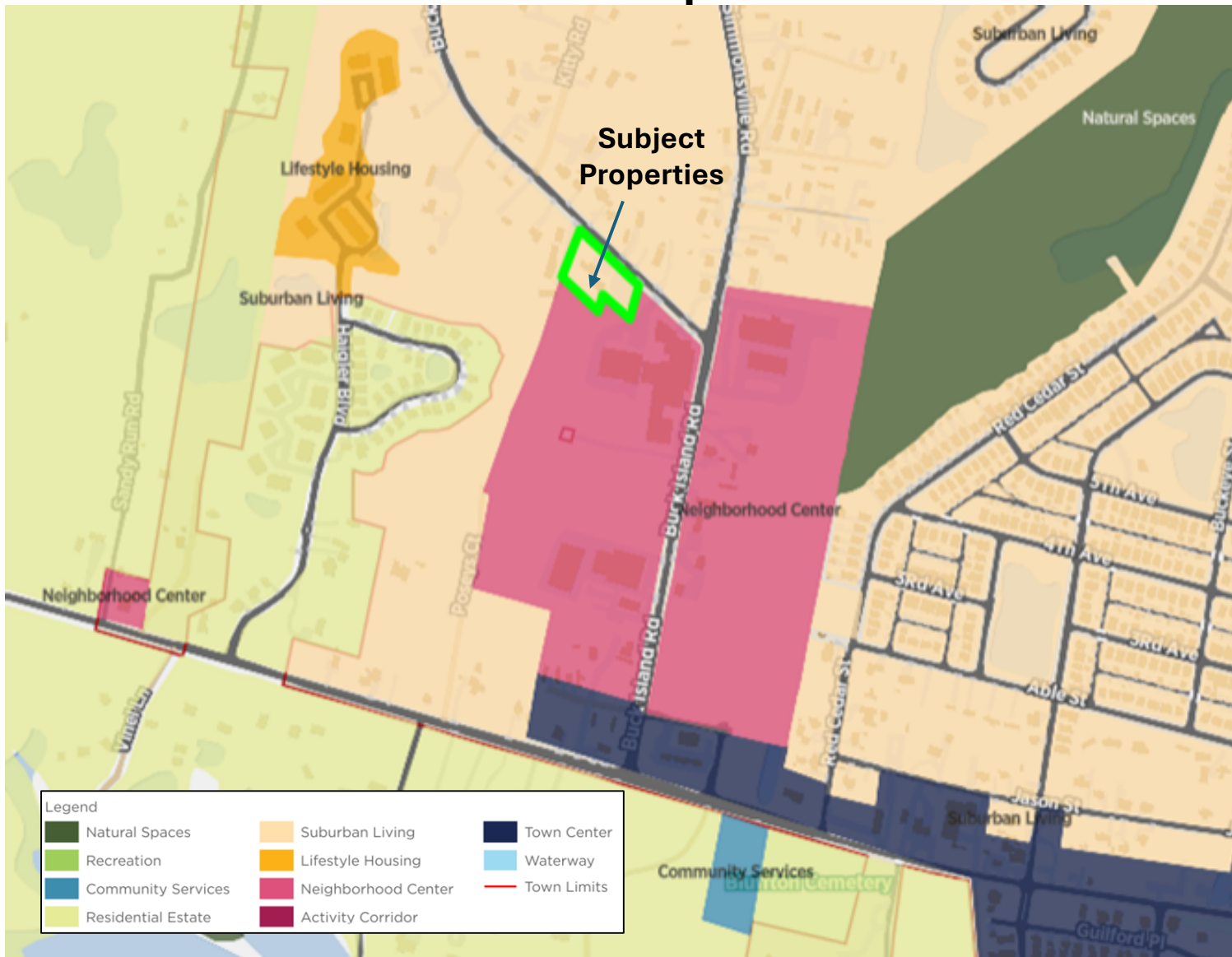
May 14, 2024



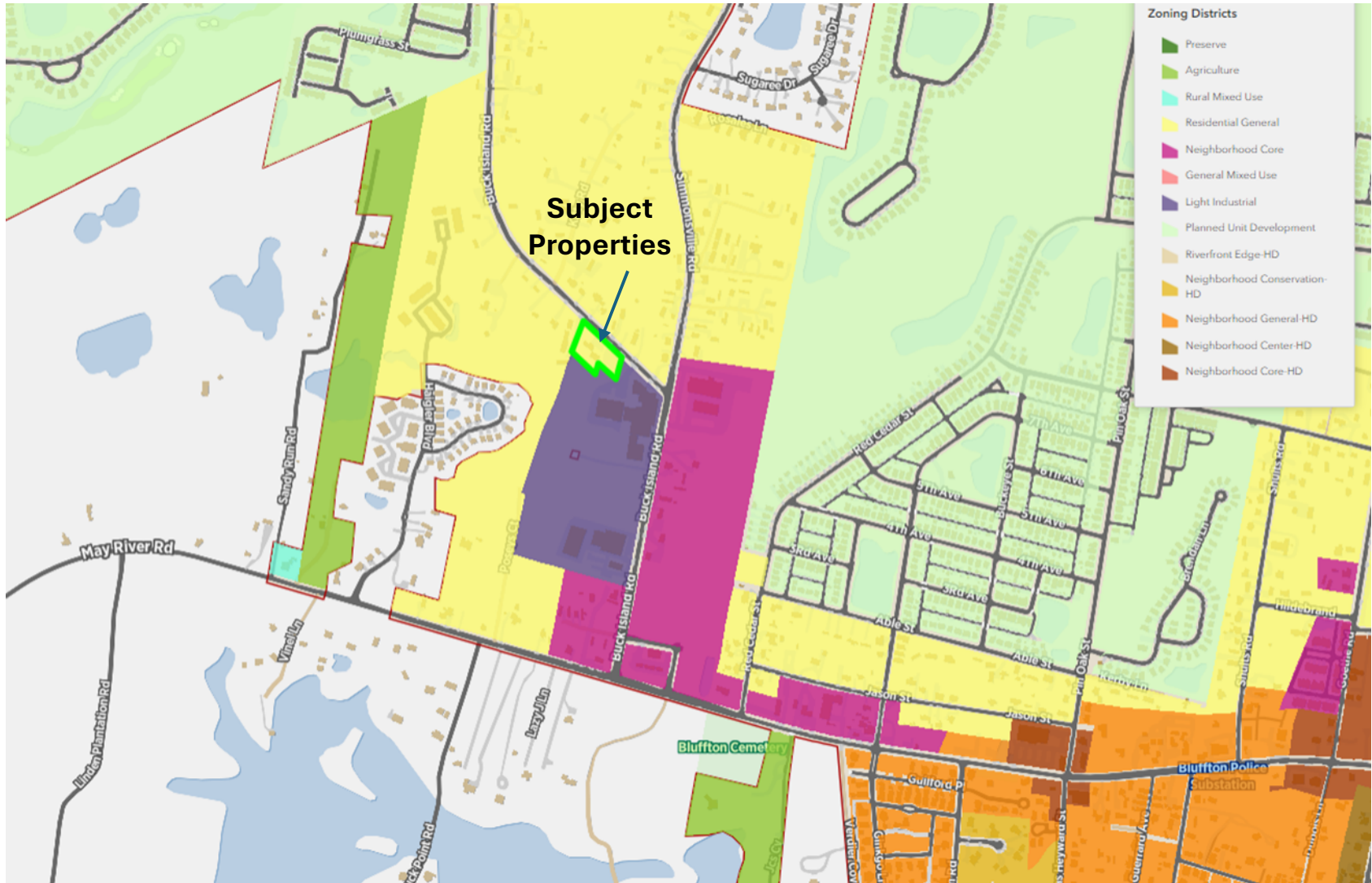
Buck Island-Simmons ville Neighborhood Plan Update

 LAND USE & ZONING			
#	Strategy	Responsibility	Timeline
1	Identify ways in which flexibility in zoning could assist residents to earn income from their property.	TOB-GM Residents	Ongoing
2	Explore the possibility of rezoning two residentially-zoned properties with long-time commercial non-conforming uses on Buck Island Road to an appropriate commercial zoning district.	TOB-GM Property Owners	December, 2024
3	Explore the potential to purchase land and develop a community park.	TOB-Multiple Depts	Purchased by Town in March 2024
4	Evaluate if existing development standards in the community are appropriate for its character, such as maximum building height and minimum building setbacks, and determine if revisions may be in order.	TOB-GM	July, 2024
5	Provide regulations for home occupation use, such as permitted activities, limitation of employees and hours of operation.	TOB-GM	August, 2024
6	Explore the possibility of requiring some level of design review for non-residential and multi-family development, and possibly some minimal requirements for manufactured homes, such as site placement and skirting.	TOB-GM	February, 2025

Future Land Use Map



EXISTING ZONING



328, 330 and 332 Buck Island Road
Zoning Map and Comprehensive Plan Amendment
Application Meeting Sequence

Meeting	Date	Task Description/ Application(s) for Review	Action(s)
Pre-Application Meeting	June 6, 2024	Zoning Map and Comprehensive Plan Amendment	Review of Application Requirements and Timeline
Application Submittal Meeting	June 17, 2024	Zoning Map and Comprehensive Plan Amendment	Submittal of Applications
Planning Commission Workshop	July 24, 2024 6:00 p.m.	Zoning Map and Comprehensive Plan Amendment	Discussion and Comments for Consideration.
Public Hearing Notice 30 days Prior to Public Hearing	July 29, 2024	Zoning Map and Comprehensive Plan Amendment	<p>The Applicant shall send notice of the public hearing by certified US mail not less than 15 days prior to the public hearing to all owners of real property within 250 feet of the subject property.</p> <p>Post the property</p> <p>Newspaper Notification</p>
Planning Commission Public Hearing & Recommendation to Town Council	September 25, 2024 6:00 p.m.	Zoning Map and Comprehensive Plan Amendment	<p>Public Hearing and Recommendation to Town Council</p> <p>Public Hearing Cases</p>
Town Council Ordinance 1 st Readings	TBD 5:00 p.m.	Zoning Map and Comprehensive Plan Amendment	Ordinance 1 st Readings
Public Hearing Notice 30 days Prior to Town Council Public Hearing	TBD	Zoning Map and Comprehensive Plan Amendment	<p>Letters notifying adjacent property owners within 250’ radius of pending applications and upcoming Town Council Public Hearing</p> <p>Post the property</p> <p>Newspaper Notification</p>
Town Council Public Hearing & Ordinance 2 nd and Final Readings	TBD 5:00 p.m.	Zoning Map and Comprehensive Plan Amendment	<p>Public Hearing and Ordinance 2nd and Final Readings</p> <p>Public Hearing Cases</p>