



## Strategic Planning Handouts

Thursday, November 02, 2023 at 9:00 AM

Rotary Community Center, 11 Recreation Court, Bluffton, SC 29910

### AGENDA

I. **Strategic Planning Handouts**

[1.](#) Strategic Planning Handouts 11.02.2023

II. **2023 Strategic Planning Statistics**

[1.](#) 2023 Strategic Planning Statistics

III. **FY2023-2024 Action Agenda**

[1.](#) FY2023-2024 Action Agenda

IV. **Town Owned Properties**

[1.](#) Town Owned Properties

V. **Development Agreement Update**

[1.](#) Development Agreement Update

VI. **Historic Preservation Commission**

[1.](#) Historic Preservation Commission

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

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

*\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. Public comment is limited to 3 minutes per speaker.*



## Strategic Planning Workshop

Thursday, November 02, 2023 at 9:00 AM

Rotary Community Center, 11 Recreation Court, Bluffton, SC 29910

### AGENDA

This meeting can be viewed live on [Beaufort County Channel](#), on Hargray Channel 9 and 113 or on Spectrum Channel 1304

- I. **Call to Order**
- II. **Welcome and Introductions**
- III. **Fiscal Year 2023-2024 Strategic Plan Action Agenda Progress Report**
- IV. **Town Council Discussion - Strategic Priorities**
- V. **Working Lunch – Presentation by Beaufort-Jasper Water & Sewer Authority**
- VI. **Discussion Related to Historic Preservation**
  - **State Historic Preservation Office (SHPO) and Certified Local Government (CLG) Discussion**
  - **Future Project Priorities and Objectives**
- VII. **Summary of Emerging Strategic Planning Workshop Action Items**
- VIII. **Town Council Discussion**
- IX. **Adjournment**

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Town of Bluffton Statistics  
Fiscal Years 2024-2025 Strategic Planning

Demographics											
Description	2024	2023	2022	2021	2020 <sup>8</sup>	2019	2018	2017	2016	2015	% Change 2021/2022 vs. 2015
Beaufort County <sup>7,8</sup>	Updated Census Data Scheduled for Release March 2025	Updated Census Data Scheduled for Release March 2024	196,371	192,007	187,117	186,095	182,658	179,316	175,316	171,420	14.56%
Southern Beaufort County Population Estimate <sup>1,2</sup>	Updated Census Data Scheduled for Release December 2025	Updated Census Data Scheduled for Release December 2024	Updated Census Data Scheduled for Release December 2023	109,309	107,370	104,284	102,533	100,442	99,731	98,576	10.89%
Bluffton Population Estimate <sup>3,8</sup>	Updated Census Data Scheduled for Release May 2025	Updated Census Data Scheduled for Release May 2024	34,943	31,775	27,716	25,557	23,097	21,085	18,863	16,728	108.89%
Bluffton Population Estimate for Buildout in 2150 <sup>4</sup>	66,653	66,653	66,653	66,653	66,653	66,653	66,653	66,653	66,653	66,653	0.00%
Median Age <sup>5,6</sup>	Updated Census Data Scheduled for Release December 2025	Updated Census Data Scheduled for Release December 2024	Updated Census Data Scheduled for Release December 2023	38.9	41.2	37.5	37	35.6	35.1	33.6	15.77%
Median Per Capita Income <sup>9</sup>	Updated Census Data Scheduled for Release December 2025	Updated Census Data Scheduled for Release December 2024	Updated Census Data Scheduled for Release December 2023	\$ 47,130	\$ 44,326	\$ 38,778	\$ 37,204	\$ 32,923	\$ 30,929	\$ 28,091	67.78%
Median Household Income <sup>9</sup>	Updated Census Data Scheduled for Release December 2025	Updated Census Data Scheduled for Release December 2024	Updated Census Data Scheduled for Release December 2023	\$ 89,245	\$ 85,844	\$ 82,481	\$ 83,077	\$ 70,222	\$ 67,157	\$ 64,287	38.82%
Median Rent <sup>6</sup>	Updated Census Data Scheduled for Release December 2025	Updated Census Data Scheduled for Release December 2024	Updated Census Data Scheduled for Release December 2023	\$ 1,896	\$ 1,761	\$ 1,747	\$ 1,571	\$ 1,456	\$ 1,370	\$ 1,362	39.21%
Median Home Value <sup>6</sup>	Updated Census Data Scheduled for Release December 2025	Updated Census Data Scheduled for Release December 2024	Updated Census Data Scheduled for Release December 2023	\$ 336,100	\$ 299,700	\$ 290,800	\$ 266,200	\$ 244,100	\$ 221,200	\$ 212,700	58.02%
Building Permits											
Description	2024 <sup>10</sup> <i>(As of September 30, 2023)</i>	2023 <sup>10</sup>	2022	2021	2020	2019	2018	2017	2016	2015	% Change 2023 vs. 2015 <sup>10</sup>
New Single Family Permits	103	381	609	858	638	689	700	843	719	810	-52.96%
New Single Family Value of Construction	\$ 60,695,095	\$ 272,946,813	\$ 385,446,949	\$ 451,993,739	\$ 307,962,223	\$ 287,360,492	\$ 294,166,940	\$ 313,502,148	\$ 282,548,601	\$ 278,078,709	-1.85%
New Multi-Family Permits	0	0	15	0	0	12	19	0	18	0	0%
New Multi-Family Units	0	0	424	0	0	274	364	0	300	0	0%
New Multi-Family Value of Construction	\$ -	\$ -	\$ 77,664,502	\$ -	\$ -	\$ 47,488,281	\$ 55,985,151	\$ -	\$ 38,640,976	\$ -	0%
New Commercial Square Feet	3,657	137,543	107,680	150,050	304,868	367,768	117,068	224,088	137,713	270,179	-49.09%
New Commercial Permits	3	16	26	32	24	21	17	11	12	57	-71.93%
New Commercial Value of Construction	\$ 1,953,252	\$ 25,138,193	\$ 22,344,316	\$ 30,930,525	\$ 48,961,453	\$ 56,240,254	\$ 14,159,032	\$ 34,425,258	\$ 18,468,973	\$ 42,515,253	-40.87%

Notes:

<sup>1</sup> US Census Bureau American Community Survey 5-Year Estimates 2012-2016, 2013-2017, 2014-2018, 2015-2019, 2016-2020, and 2017-2021 Demographic and Housing Estimates (Report DP05) for ZCTA5 29909, ZCTA5 29910, ZCTA5 29915, ZCTA5 29926, and ZCTA5 29928

<sup>2</sup> US Census Bureau American Community Survey 5-Year Estimates 2012-2016, 2013-2017, 2014-2018, 2015-2019, 2016-2020, and 2017-2021 Demographic and Housing Estimates (Report DP05) for ZCTA5 29909, ZCTA5 29910, ZCTA5 29915, ZCTA5 29926, and ZCTA5 29928

<sup>3</sup> US Census Bureau Annual Estimates of the Resident Population: April 1, 2010 to July 1, 2021 (Report PEPANNRES) for Bluffton Town, South Carolina.

<sup>4</sup> Town of Bluffton Comprehensive Plan Adopted 2007, Updated 2014; Figures 2.5 and 2.6 Town of Bluffton Population Projection 1999 - 2150

<sup>5</sup> US Census Bureau American Community Survey 5-Year Estimates 2012-2016, 2013-2017, 2014-2018, 2015-2019, 2016-2020, and 2017-2021 Demographic and Housing Estimates (Report DP05) for Bluffton Town, South Carolina

<sup>6</sup> US Census Bureau American Community Survey 5-Year Estimates 2012-2016, 2013-2017, 2014-2018, 2015-2019, 2016-2020, and 2017-2021 Selected Housing Characteristics (Report DP04) for Bluffton Town, South Carolina

<sup>7</sup> US Census Bureau American Community Survey 5-Year Estimates 2012-2016, 2013-2017, 2014-2018, 2015-2019, 2016-2020, and 2017-2021 Demographic and Housing Estimates (Report DP05) for Beaufort County, South Carolina

<sup>8</sup> US Census BureauDecennial Census 2020 for Beaufort County and Bluffton Town, South Carolina

<sup>9</sup> US Census Bureau American Community Survey 5-Year Estimates 2012-2016, 2013-2017, 2014-2018, 2015-2019, 2016-2020, and 2017-2021 Selected Economic Characteristics (Report DP03) for Bluffton Town, South Carolina

<sup>10</sup> Comparison utilizes Fiscal Year of 2023 which provides the last full data set for the entire Fiscal Year as the data for Fiscal Year 2024 is only available through September 30, 2023.

Town of Bluffton  
Approved/Entitled Development Rights Summary  
Fiscal Years 2024-2025 Strategic Planning

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



**Town of Bluffton**  
**Approved/Entitled Development Rights Summary**  
**Fiscal Years 2024-2025 Strategic Planning**

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

Buckwalter PUD - 6,269 Acres	8,792 DU; 823.641 Acres Commercial; 300 Hotel Units
Baynard Park - 200.49 Acres	310 DU
Beaufort Memorial Micro Hospital - 12.852 Acres	12.852 Acres General Commercial
Boys and Girls Club - 2.18 Acres	2.18 Acres Civic Use
Brightwater at Hampton Lake - 104.4 Acres	600 DU; 10 Acres Neighborhood Commercial
One Hampton Lake Apartments - 63.8 Acres	306 DU
Benton House of Bluffton Assisted Living - 7.5 Acres	59 Beds/Institutional Use
Buckwalter Commons Phase 1 Master Plan - 472.56 Acres	---
Berkley Place (Parcel C3) - 22.86 Acres	16.53 Acres General Commercial
Lord of Life Lutheran Church (Parcel C6A) - 8.486 Acres	8.486 Acres Religious Use
Parker's Gas Station (Parcel 11A) - 1.8 Acres	1.8 Acres General Commercial

**Town of Bluffton**  
**Approved/Entitled Development Rights Summary**  
**Fiscal Years 2024-2025 Strategic Planning**

DEVELOPMENT TRACT	PROJECT INFORMATION
Buckwalter PUD Continued	
Pinellas Drive (Parcels C2A & C2B) - 24.417 Acres	16.797 Acres General Commercial
Stockade Self Storage Facility (Parcel 11B) - 10.123 Acres	10.123 Acres General Commercial
Buckwalter Commons Phase 1 Master Plan Continued	---
Townes At Buckwalter (Parcel C7) - 26.89 Acres	209 DU
Vineyard Bluffton Assisted Living (Parcel C1A) - 10.123 Acres	96 Beds/Institutional Use
Washington Square (Parcel C4) - 34.8 Acres	138 DU; 14.1 Acres General Commercial
Weniger Plastic Surgery (Parcel C1) - 2.03 Acres	2.03 Acres General Commercial
Buckwalter Crossroads - 99.2 Acres	70.6 Acres General Commercial
Buckwalter Business Park - 20 Acres	20 Acres General Commercial
Buckwalter Place - 94 Acres	716 DU; 67.08 Acres General Commercial
Crosland-Reed - 58.88 Acres	58.85 Acres General Commercial
Cross Outreach Ministries - 78 Acres	105 DU; 78 Acres Civic/Institutional Use
Hampton Hall - 1,019 Acres	1,024 DU
Hampton Lake - 1,329 Acres	1,815 DU; 20 Acres Neighborhood Commercial
Hilton Head Christian Academy - 27.78 Acres	27.78 Acres Civic/Institutional Use
Lawton Station - 275 Acres	500 DU
Lowcountry Community Church - 17.09 Acres	17.09 Acres Religious Use
Mystic Bluff Apartments - 43.63 Acres	248 DU
Parcel B-1 - 21.922 Acres	150 DU; 5.9 Acres General Commercial
Parcel 10B - 45.065 Acres	Memory Care Assisted Living Facility
Parkside - 57.47 Acres	108 DU
Pine Ridge - 136.6 Acres	311 DU
Pinecrest - 429 Acres	489 DU

Town of Bluffton  
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Fiscal Years 2024-2025 Strategic Planning

DEVELOPMENT TRACT	PROJECT INFORMATION
Buckwalter PUD Continued	
Rose Dhu Creek Plantation - 294 acres	118 DU
Saint Gregory the Great - 61.093 Acres	150 DU; 10.65 Acres Neighborhood Commercial
Shell Hall - 120.7 Acres	251 DU
The Elle Apartments - 45.07 Acres	252 DU
The Farm at Buckwalter - 187.02 Acres	555 DU
Hidden Lakes PUD - 111.69 Acres	190 DU
Jones Tract PUD - 2,149 Acres	2,482 DU; 139 Acres Commercial
Cypress Ridge - 1,412.19 Acres	1,888 DU; 19 Acres Commercial
Palmetto Point Commercial - 37.95 Acres	37.95 Acres Commercial
Palmetto Pointe Townes - 16.747 Acres	107 DU
May River Crossing - 32.47 Acres	32.47 Acres Commercial
Villages at Palmetto Pointe - 102.91 Acres	312 DU
Kent Estates PUD - 111.69 Acres	69,000 Sq. Feet Non-Residential
NHC Healthcare (3035 Okatie Highway) - 19.75 Acres	315 Beds (Utilizing 69,000 Sq. Feet Non-Residential)

Town of Bluffton  
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DEVELOPMENT TRACT	PROJECT INFORMATION
New Riverside PUD - 3,806 Acres	3,651 DU; 190 Acres Commercial; 200 Acres Business Park
Alston Park - 112 Acres	270 DU
Beaufort County School District May River High School - 224.51 Acres	224.51 Acres Civic/Institutional
Heritage at New Riverside - 365.85 Acres	905 DU
Lakes at New Riverside - 244.2 Acres	509 DU
Midpoint at New Riverside - 253.45 Acres	567 DU
New River Forest - 79.87 Acres	113 DU
New Riverside Village - 35.5 Acres	25 Acres Commercial; 345 DU; right to convert 7.29 Commercial Acres to 29 DU
Southern Oaks at New Riverside - 181 Acres	343 DU
The Haven at New Riverside - 349 Acres	500 DU
The Landings - 98.75 Acres	240 DU
Other Areas	
121, 127, & 129 Burnt Church Road - 2.49 Acres	2 DU; 1,136 Sq. Feet Commercial
163 Bluffton Road - 2 Acres	18,000 Sq. Feet Commercial
Beaufort County School District Campus at Buckwalter - 95.84 Acres	95.84 Acres Civic/Institutional
Bluffton Towne Center (27 Dr Mellichamp Road) - 1.22 Acres	15,271 Sq. Feet Commercial
Cahill's Market - 27.35 Acres	1,788 Sq. Feet Commercial; 26.35 Acres Agricultural
Giddy-Up Subdivision (Ulmer Road) - 1.67 Acres	5 DU
JC's Cove - 18.79 Acres	6 DU; 5,150 Sq. Feet Commercial
Kirk's Bluff Townhomes (Goethe Road) - 4.62 Acres	38 DU
Pinewood (Drayson Circle) - 18.4 Acres	33 DU
SCE&G Laydown Yard (81 May River Road) - 14.32 Acres	14.32 Acres Utility
The Walk (129 Burnt Church Road) - 20 Acres	50 DU

Town of Bluffton  
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Fiscal Years 2024-2025 Strategic Planning

DEVELOPMENT TRACT	PROJECT INFORMATION
Palmetto Bluff PUD - 19,170 Acres	4,000 DU; 180 Acres Commercial
Campell Compound - 10 Acres	3 DU
Phase 1 - 3,126 Acres	732 DU; 40 Acres Commercial
Phase 2 - 7,339 Acres	2035 DU; 110 Acres Commercial
Uplands Tract - 1,750 Acres	150 DU; 30 Acres Commercial
Shults Tract PUD - 616.278 Acres	887 DU; 30 Acres General Commercial; 200 Acres Business Park
Bluffton Park - 598.378 Acres	826 DU; 30 Acres General Commercial; 200 Acres Business Park
Brendan Woods - 17.9 Acres	61 DU
Tulifinny PUD - 43.31 Acres	1 DU per Acre; 6,000 Sq. Feet Non-Residential per Acre
Village at Verdier PUD - 125.512 Acres	458 DU; 296,000 Sq. Feet Non-Residential; 30,000 Sq. Feet Civic
Encompass Health - 5.923 Acres	45,000 Sq. Feet Non-Residential
25 Pearce Road Office - 0.576 Acre	4,900 Sq. Feet Non-Residential
39 Pearce Road Office - 0.58 Acre	4,900 Sq. Feet Non-Residential
Extended Stay America - 3.496 Acres	120 Rooms (Utilizing 60 DU)
Seagrass Station - 55 Acres	139 DU
Crowne at 170 Apartments - 20.929 Acres	250 DU
Wellstone PUD - 42.28 Acres	206 DU

## Action Agenda Item:

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### Affordable Housing Public/Private Partnership

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Initiative Start Date: Carry-over

Strategic Focus Area: Affordable and/or Workforce Housing

Department of Primary Responsibility: Growth Management



## Description:

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Partner with developers to construct affordable housing on Town owned properties.

## Notes:

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Town Council passed a motion approving the Town Manager to enter into contract negotiations with Workforce State of Mind, LLC on May 10, 2022.

Contract with Workforce State of Mind LLC for phase 1 (planning/due diligence) for a maximum of 14 homes at 1095 May River Road was approved and signed by all on August 5, 2022.

Town Council considered a motion to amend the contract to include the Town's ownership and maintenance of common open space on August 8, 2023. Town staff is reviewing a public project for the construction of 12 affordable units.

As of October 2, 2023, the 12 unit townhome development is being reviewed by Town and outside agencies. Town Council approved First Reading to transfer the land on October 10, 2023.

## Completed:

## Action Agenda Item:

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### Affordable Housing Work Plan

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Initiative Start Date: On-going

Strategic Focus Area: Affordable and/or Workforce Housing

Department of Primary Responsibility: Growth Management



### Description:

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Develop and implement the annual Affordable Housing Work Plan and associated Community Development Program, including the Neighborhood Assistance Program, as recommended by the Affordable Housing Committee and approved by Town Council as part of the Fiscal Year budget adoption. The programs' components include: minor home repairs for safe and dry; property maintenance including abatement/demolition of unsafe structures; property clean up; private road repair for emergency access; septic system maintenance/repair and sewer connections; Heirs property title assistance; dangerous tree mitigation; and E-911 addressing for income qualified residents. Other components include affordable and/or workforce housing incentives and development as well as monitoring of Wharf Street redevelopment project affordability and covenants compliance.

### Notes:

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The annual work plan and budget recommended by the Affordable Housing Committee serves to implement the policies and actionable items of the Community Development program and is further identified and described in the Strategic Plan as prioritized and approved by Town Council.

The initial FY23 Consolidated Budget included \$190K for qualified improvements.

FY24 Consolidated Budget was amended to increase to a total of \$290,000. As of October 16, 2023, Nineteen (19) homes have been repaired totaling \$148,417. Staff continues to assist property owners and monitor funds.

Completed:



## Action Agenda Item:

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### Housing Analysis

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Initiative Start Date: FY2023

Strategic Focus Area: Affordable and/or Workforce Housing

Department of Primary Responsibility: Growth Management



### Description:

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Include an assessment/analysis/inventory of all affordable/workforce housing with all planning documents and neighborhood plans.

### Notes:

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Town staff has developed an inclusive report that includes an inventory of all affordable housing units and vouchers in the Town of Bluffton and adjacent areas.

This document will be used for background material for all other planning reports and will continue to update as more units become available.

Completed: ✓

## Action Agenda Item:

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### Regional Affordable Housing Trust

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Initiative Start Date: Carry-over

Strategic Focus Area: Affordable and/or Workforce Housing

Department of Primary Responsibility: Growth Management



### Description:

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In partnership with participating municipalities and Beaufort County, the intent of the project is to establish a regional housing trust fund to be used to encourage construction of affordable and workforce housing in the Greater Bluffton area and region.

### Notes:

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The BJRHTF (Beaufort Jasper Regional Housing Trust Fund) was formed in December of 2022, with \$3.4 million dollars pledged. Courtney Hampson is the Town of Bluffton's representative, and Victoria Smalls is the SOLOCO representative. Community Works is contracted to act as the administrator of the funds. All continue to meet to improve the communication and further this effort. At the October 16, 2023 meeting the board voted to approve a \$500,000 loan for the construction of an age restricted housing development in Beaufort. The board also approved the hiring of an Interim Director to manage the fund.

Completed:

## Action Agenda Item:

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### Public Art Program

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Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life Infrastructure

Department of Primary Responsibility: Executive



### Description:

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Establishment of a policy to include integration of art into the resourcing, concept, design and construction of public projects.

### Notes:

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Explore opportunities to include public art in future capital improvement projects.

No separate funding provided in 5-year CIP Budget.

Town Council passed the resolution adopting the policy on October 11, 2022. The Public Art Committee was formed and has begun meeting to discuss priority locations and an overall strategy.

Completed: ✓

## Action Agenda Item:

### Align National Historic District to More Closely Align with Local Historic District

Initiative Start Date: Carry-over

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



## Description:

Ordinance change to potentially modify district boundaries for either or both, the Local and National Register Historic Districts.

This project involves both the inventory and assessment of structures, review of boundaries and also the eligibility criteria established and approved by Town Council for contributing structures. Update to include historical research of the Buck Island-Simmons Road neighborhood, Eagles Field, and the Goethe-Shults Road neighborhood. Project will consist of 3 phases:

- 1) Project Planning and Background Research Phase;
- 2) The Documentation of Resources Phase; and
- 3) Preparation of the Survey and Documentation Phase.

## Notes:

- 1) Project Planning and Background Research Phase: Complete
- 2) Documentation of Resources Phase: Complete
- 3) Survey Documentation Phase: Complete

First Draft and Recommendation Received from Consultant December 2019

Initial Draft Received from Consultant December, 2019

Planning Commission Workshop April 22, 2020

Historic Preservation Commission Workshop July 1, 2020

TC Workshop July 14, 2020

TC Workshop February 9, 2021 -purpose was to provide an update on next steps and receive feedback on how to provide public notice and receive input during COVID-19

Resolution by TC to accept the survey on December 14, 2021.

Staff has identified the potential expansion parcels and is working with SHPO to confirm qualifications to move forward.

In order to adjust the boundaries of the National Register District, it will require a nomination for the National Historic Register.

Once the district is identified each owner will be contacted to determine next steps.

## Completed:

## Action Agenda Item:

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### Amend Development Agreements

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Initiative Start Date: On-going

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Executive



### Description:

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Opportunities to amend development agreements to accommodate current public and land owner priorities remains a high priority of Town Council.

### Notes:

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Development agreements will be amended as opportunities present themselves.  
Ongoing initiative.

Completed:

Action Agenda Item:

Beautification Committee Work Plan

Initiative Start Date: On-going

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Public Services



Description:

Annual and ongoing implementation of adopted Beautification Committee Work Plan.

Notes:

Annual Work Plan presented to Town Council during FY Consolidated Budget consideration.

Completed:

## Action Agenda Item:

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### Community Newsletter

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Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Communications



### Description:

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Create a quarterly newsletter to be distributed to all households in the Town of Bluffton.

### Notes:

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Distribute a community newsletter to all households in basic written/paper format, including information such as upcoming events, changes, new developments, contact numbers, etc.

Newsletter will be distributed on a regular basis.

Develop a standard template, schedule and creation/publishing and distribution SOP.

The inaugural newsletter was distributed to all residents and businesses in the Town end of September 2022 (16,500 units went out).

The newsletter will be distributed in Fall and Spring depending on budget and feedback.

Completed: ✓



## Action Agenda Item:

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### Comprehensive Plan

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Initiative Start Date: Carry-over

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



### Description:

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The Comprehensive Plan is a planning tool that is required for all communities in South Carolina that have zoning ordinances. The plan includes the following elements: Population, Cultural Resources, Natural Resources, Housing (including affordable/workforce housing), Economic Development, Community Facilities, Land Use, Transportation and Priority Investment.

These planning elements represent the Planning Commission's recommendations to the Town Council regarding wise and efficient use of public funds, future growth, development, redevelopment and the fiscal impact of the planning elements on property owners.

The plan must include an inventory of analysis as well as needs, goals, and an implementation strategy. State law requires that communities conduct a 5-year review of their plan and a 10-year rewrite. Completion of this action item will satisfy the state required 10-year rewrite.

### Notes:

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The project development is a multi-year process. Staff has begun mapping out the steps needed to accomplish this initiative as well as identify partners.

Coordination in the preparation of individual chapters will also include the Town departments with their associated subject matter, such as Don Ryan Center for Innovation (DRCI) – Economic Development, Finance – Public Investment, etc. The planning process will include several Planning Commission special workshops and possibly a joint Town Council and Planning Commission special workshop; dates TBD.

Town Council has agreed to work in conjunction with Beaufort County and their efforts to address the state requirements. Beaufort County Planning Staff has drafted a Request For Proposal for supportive services and anticipates it being released by the end of FY2019.

The Comprehensive Plan rewrite is an extensive project that requires a great deal of public input, joint meetings and workshops and data research and collection. Town staff has begun the initial project assessment to determine project scope, schedule, staff resources and funding for external consultant. Project to proceed in FY21.

An RFP for professional planning services with MKSK (professional consultant services) for an approved budget amount of \$150,00 was approved by Town Council at the January 12, 2021 meeting.

Completed: ✓

## Action Agenda Item:

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### Development Review Criteria

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Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



### Description:

---

Incorporate review of Town's missions/goals and Strategic Plan as approved by Council in the review process.

### Notes:

---

Include the Strategic Plan and the overall Mission and Values of the Town in the review of all projects and policies. Update internal checklists and Standard Operating Procedures to include this item.

Town Council approved a resolution on November 8, 2022 amending the Applications Manual which will include the Town's value and mission statements on all applications.

Completed: ✓

Action Agenda Item:

Green Footprint Plan

Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Executive



Description:

Incorporate green principles whenever possible

Notes:

Develop a green footprint/infrastructure plan that address sustainability, resilience and environmental principles.

Completed:

## Action Agenda Item:

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### Historic District Accessibility, Pathway and Pedestrian Safety Improvements

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Initiative Start Date: Carry-over

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from: 1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, 4) citizen input, and 5) FY23-24 Strategic Plan. Project includes the evaluation, design and construction of ADA compliant pathways and crosswalk features in the Historic District.

## Notes:

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Town of Bluffton Sidewalk Accessibility Analysis was completed in September 2021. This plan established priorities for +/-40 crosswalk and intersection improvements within the Historic District for ADA compliance. Design of Phase 1 intersection improvements will be complete in FY22 and construction will start in FY23. This is a long term project that will be implemented over approximately 5 years. Direction provided to staff at the October 18, 2022 Workshop.

Completed:

## Action Agenda Item:

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### Individual National Register District of Historic Places

---

Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



## Description:

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Recommend historic resources that are eligible for individual listing on the National Register of Historic Places.

## Notes:

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Review historic structures for qualification for individual listing, work with the property owner on submitting an application and assist with the process.

Clearly establish a process to review and assess and include educational component for the community on the overall program.

Anticipated start date is Spring 2023. Town staff will create a chart mapping out eligible structures in the next 3-5 years.

Completed:

## Action Agenda Item:

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### Law Enforcement Citizens Advisory Committee

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Initiative Start Date: Carry-over

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Police



### Description:

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A Town Council-appointed citizen committee to serve in an advisory capacity to the Police Department and Town Council regarding public safety matters. The committee was identified as a goal in the most recent Bluffton Police Department Strategic Plan, adopted by Town Council.

### Notes:

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Initial appointments to committee made by Town Council on August 11, 2020.

Current Status: Staff is working with new appointees to schedule orientation and the first meeting of the Law Enforcement Citizens Advisory Committee.

Committee is established currently, reviewing mission and purpose.

Completed: ✓

Action Agenda Item:

Police Department Strategic Plan

Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Police



Description:

Revise the Police Department Strategic Plan, for 2023-2024.

Notes:

Completed:



## Action Agenda Item:

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### Reforestation Plan

---

Initiative Start Date: Carry-over

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



### Description:

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Establish an effective, systematic mitigation strategy to replenish trees in critical watershed areas and other planning tracts where mass removal of trees occurred during development. To be planted in parks, roadways, river buffers, school campuses, town businesses and residential properties.

### Notes:

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Staff will draft a policy to establish the tree fund, requirements, and replanting plan. Content will include how and when to utilize funds paid for tree removal, where trees can be planted and other particulars.

A fee in lieu payment option is included in the proposed associated tree UDO amendments approved April 19, 2022.

Growth Management staff is working with Public Services staff to draft a standard operating procedure and policy document.

Completed:

## Action Agenda Item:

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### Review Other Planning Documents and Reports

---

Initiative Start Date: FY2024

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



### Description:

---

Update and review long range plans to determine whether or not an update or rewrite is necessary.

### Notes:

---

Consider amendments to plans, such as the Old Town Master Plan

Anticipate to internally provide an assessment and present to include in the budget process for FY24.

Initiative Name to change to - Old Town Master Plan Assessment

Completed:

## Action Agenda Item:

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### TOB Non-Profit Organizational Signage

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Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Projects (CIP)



### Description:

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Design and construction of signs marking entry to the Town along major arteries which identify the non-profit organizations located within the Town.

### Notes:

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Project assessment to begin in late FY23.

Completed:

## Action Agenda Item:

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### UDO Amendments

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Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



### Description:

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Annual assessment and proposed amendments to the Unified Development Ordinance

### Notes:

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Monitor necessary amendments to the UDO to align with community needs, changing technology, community goals and best management practices.

Develop a process to actively review, assess, obtain feedback and draft proposed amendments for consideration.

Follow with clear SOPs to inform, educate, and incorporate changes in all Town documents.

TC Workshop - November 8, 2022 which will determine next steps and schedules, which will include a joint Planning Commission/Town Council workshop.

Completed:

## Action Agenda Item:

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### Update Neighborhood Plans

---

Initiative Start Date: FY2023

Strategic Focus Area: Community Quality of Life

Department of Primary Responsibility: Growth Management



### Description:

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Update the Buck Island Simmonsville Neighborhood Plan and the Goethe Shults Neighborhood Plan

### Notes:

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Update the Buck Island Simmonsville Neighborhood Plan followed by the other plans.

Anticipated completion date is Spring 2023.

Completed:

## Action Agenda Item:

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### Buckwalter Place Multi-County Commerce Park

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Initiative Start Date: Carry-over

Strategic Focus Area: Economic Growth

Department of Primary Responsibility: DRCI



## Description:

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Originated from the FY2017-2018 Strategic Plan.

Project scope includes planning, design, and construction of infrastructure improvements at Buckwalter Place Commerce Park to enhance economic development opportunities on Town owned land.

## Notes:

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Town Council approved a contract for a Public Private Partnership with Parkway Commons I LLC on October 10, 2023 to build three buildings totaling 51,000 sq. ft. supporting 120+ jobs across 20 businesses with an average salary of \$65,000. One building of 14,400 sq. ft. will transfer to DRCI to support local businesses and serve as the Town's business landing pad. Estimated completion is fall 2026.

Completed:

Action Agenda Item:

Cultural Events Strategy

Initiative Start Date: Carry-over

Strategic Focus Area: Economic Growth

Department of Primary Responsibility: Executive



Description:

Establish a network of cultural event opportunities to include public open spaces and Ulmer Auditorium.

Notes:

Staff will assess cultural events strategy to include public open spaces and Ulmer Auditorium.

Completed:



## Action Agenda Item:

### DRCI Key Performance Indicators

Initiative Start Date: Carry-over

Strategic Focus Area: Economic Growth

Department of Primary Responsibility: DRCI



### Description:

Definition and synchronization of DRCI KPIs with DRCI Strategic Plan objectives. Present at all DRCI Board meetings with regular updates to Town Council.

### Notes:

Using HubSpot as the CRM (Customer Resource Manager) to track every interaction with program companies, mentors, and members on a real time basis.

On-going.

This will be incorporated with overall Town KPI program.

Completed: ✓

## Action Agenda Item:

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### Capital Asset Management Policy and Program

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Initiative Start Date: FY2023

Strategic Focus Area: Fiscal Sustainability

Department of Primary Responsibility: Finance



## Description:

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Exploration and adoption of local government best practices for the management and forecasting needs for capital assets to include fleet management and purchase of equipment in excess of \$5K used by Public Services.

## Notes:

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The Capital Asset Policy will be presented in coordination with the Capital Asset Management Program. Anticipated to begin Fall 2022.

Completed:

## Action Agenda Item:

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### Designated Marketing Organization (DMO) Marketing Plan

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Initiative Start Date: Carry-over

Strategic Focus Area: Fiscal Sustainability

Department of Primary Responsibility: Executive



## Description:

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Pursuant to contractual terms with the Designated Marketing Organization (DMO), a Town-approved DMO Marketing Plan must be executed annually.

## Notes:

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DMO services was solicited, RFP completed, and contract signed. Award was made to the HHI-Bluffton Chamber of Commerce for a contract term of three years with an option for an additional two-year term.

Town Council approved the Town Manager to execute the contract on April 12, 2022.

Completed: ✓

## Action Agenda Item:

### Digital Media Strategy

Initiative Start Date: On-going

Strategic Focus Area: Fiscal Sustainability

Department of Primary Responsibility: Communications



### Description:

Establishment and implementation of an overall Digital Media Strategy to guide outreach efforts using the Town's website and various social media platforms.

### Notes:

The current social media/digital strategy has been updated with the Digital Communications Manager with monthly planning documents, proactive, educational campaigns to continually educate the community about Town policies, projects, processes and Town events.

Stream lined procedures to regularly gather information from each department.

On-going

Completed:

Action Agenda Item:

DRCI Grant Program

Initiative Start Date: Carry-over

Strategic Focus Area: Fiscal Sustainability

Department of Primary Responsibility: DRCI



Description:

Development of a grant initiative to drive top-line revenue and reduce Town-funded expenses.

Notes:

Create working team to respond to grants.

Completed:

## Action Agenda Item:

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### DRCI Strategic Marketing Plan

---

Initiative Start Date: Carry-over

Strategic Focus Area: Fiscal Sustainability

Department of Primary Responsibility: DRCI



### Description:

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Development and execution of a 12-month strategic marketing plan via an outsourced marketing vendor.

### Notes:

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A formal plan including digital, social, print and outdoor advertising begun in 2020. Membership has grown from 10 to nearly 1000 with increased interest in the programs.

Completed: ✓

## Action Agenda Item:

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### Finance Process Improvements

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Initiative Start Date: On-going

Strategic Focus Area: Fiscal Sustainability

Department of Primary Responsibility: Finance



### Description:

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Evaluation and improvement of Finance core processes to include, but not limited to:

- Payroll / Paid Time Off
- Accounts Payable
- Purchase Card Program
- Business License Application and Renewal
- Budget and CIP Planning Process

### Notes:

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Payroll/Paid Time off – Executime software has been implemented, complete

Purchase Card Program – Anticipated to be complete early 2024

Business License Application and Renewal – Anticipated new software implemented for 2025 renewals

CIP Planning Process – next steps to be discussed early 2024

Completed:

## Action Agenda Item:

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### Partnerships to Accept Donations

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Initiative Start Date: FY2023

Strategic Focus Area: Fiscal Sustainability

Department of Primary Responsibility: Finance



### Description:

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Partner with community foundations and organizations

### Notes:

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Establish a policy to accept donations, such as police benevolence, historic preservation, public art, etc.

The following have been established:

Historic preservation fund with the Historic Bluffton Foundation

Bluffton Police Benevolence fund with the Community Foundation of the Lowcountry

Public Art Fund with the Community Foundation of the Lowcountry

Lutze 43 Scholarship Fund with the Community Foundation of the Lowcountry

Approved by Town Council via Resolution on April 12, 2022

Completed: ✓



## Action Agenda Item:

### Sarah Riley Hooks Master Plan

Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure Economic Growth Community Quality of Life

Department of Primary Responsibility: Projects (CIP)



## Description:

Originated from the FY 2021-2022 Strategic Plan.

Develop a Master Plan for the Sarah Riley Hooks home and property.

## Notes:

Initial Scope of Work to included Surveying, Conceptual Master Planning, obtaining public input and Town Council guidance at January 10, 2023 meeting for potential use for the existing home and site. Meadors Inc., JK Tiller and Shearlock Engineering have been contracted for final design and construction documents to be completed in FY24 with construction planned for FY25 - 26.

Completed:

## Action Agenda Item:

### Squire Pope Carriage House

Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure Community Quality of Life Economic Growth

Department of Primary Responsibility: Projects (CIP)



## Description:

Originated from: FY14 Comprehensive Plan and FY 2019 - 2020 Strategic Plan. The goal of this project is to preserve and restore a contributing resource and cultural resource for future public use.

## Notes:

Preservation Plan, Construction Documents and initial stabilization for the Squire Pope Carriage House is complete. Construction is underway by Huss Inc. SCAD Pro has been contracted to provide conceptual plans to be considered to use the first floor as the Town's Welcome Center with the upstairs for Communications Staff in first quarter of 2025.

Completed:

## Action Agenda Item:

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### Historic District / Old Town Streets Ownership and Maintenance Strategy

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Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure Economic Growth

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from the FY 2016-2017 Strategic Plan.

The intent of this project is to establish clear title to existing unimproved Ghost Roads and other street rights-of-ways within the Old Town Historic District.

## Notes:

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Surveying for Ghost Road plat exhibits is complete. Quit claim deed documents are 85% complete and delivered with the exception of heirs properties. Town hired a part time Easement Acquisition position in FY 24 to assist with future Ghost Road acquisitions.

Town Staff continues to meet with individuals as well as work with the Town Attorney to initiate legal proceedings to clear title to rights of way associated with Historic District sewer projects. Acquisition letters have been sent to all owners, with the exception of 6 owners on Dubois and Guerrard which have unclear unownership interests. Quitclaim deeds recorded on 73 of 144 properties, 8 properties have said 'no' and we will proceed with legal action to acquire the deeds.

Town has taken ownership of Pritchard, Boundary, Church, and portions of Lawton, Water, Colcock Street Bridge and Green Streets.

## Completed:

## Action Agenda Item:

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### Goethe-Shults Neighborhood Infrastructure Phase 2

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Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure Community Quality of Life

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from 1) Goethe Shults Neighborhood Infrastructure Plan adopted by Town Council in 2018, 2) Transportation Chapter of the 2014 Comprehensive Plan, and 3) FY 2019 - 2020 Strategic Plan. The goal of this project is to complete pedestrian connections to schools, parks and the Historic District, while improving pedestrian safety for neighborhood residents.

## Notes:

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Sidewalks and Lighting construction is complete.

Completed: ✓

## Action Agenda Item:

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### New River Linear Trail

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Initiative Start Date: FY2024

Strategic Focus Area: Infrastructure Community Quality of Life

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from: 1) 2014 Comprehensive Plan, and 2) citizen feedback/input. Project includes planning, design and construction of pathway improvements to the New River Linear Trail from the New River to Sun City, with a future extension to Highway 170.

## Notes:

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Surveying and Conceptual Master Plan are complete. Engineering Design for Phase 1 of the trail and a restroom facility at the New River Trail Park completed in FY23. Construction of restroom and lighting in the parking lot is underway with completion anticipated in FY24. Trail improvement construction documents are 90% complete as of October 2023. Senator Davis was successful in securing a \$2 million appropriation in support of the project. Phase 2 will extend to Sun City and staff is investigating grant opportunities.

Completed:

## Action Agenda Item:

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### New Riverside Barn Park

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Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure Community Quality of Life

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from: 1) 2014 Comprehensive Plan, Public Recreation Facility needs, and 2) FY 2019-2020 Strategic Plan. The project consists of master planning, design and construction of a public park and gathering spaces at the 37-acre New Riverside Barn Site.

## Notes:

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Master Plan Update was presented to Council in October 2020 Workshop. Construction of Phase 1 Site Development is underway by JS Construction and will be completed by end of 2023. Final design of Barn renovation/addition is complete. Town Council awarded a contract with Nix Construction for CMAR, Construction Manager at Risk at the October 10, 2023 TC meeting.

Completed:

## Action Agenda Item:

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### Pedestrian & Pathway Safety Improvements

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Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure Community Quality of Life

Department of Primary Responsibility: Projects (CIP)



### Description:

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Originated from: 1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, 4) 2006 Old Town Master Plan, 5) FY23-24 Strategic Plan and 6) citizen input.

This project consists of improvements to walkways, crosswalks, traffic calming measures, lighting and signage for Town-wide pathways. Individual improvement projects are based on the Town of Bluffton Sidewalk Accessibility Analysis and Traffic Calming Policy adopted in 2021. Analysis of pedestrian safety in areas outside of the Historic District, including Goethe Road, Buck Island / Simmonsville Road and Bluffton Road, will be added to the FY 23 Scope of this project. Upon completion of the Town-wide pedestrian safety assessment, a list of individual project improvements will be established and prioritized to be implemented over a five-year period.

### Notes:

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Staff completed Pedestrian Pathway Phase 1 ADA crosswalk improvements in early 2023 and a contract was awarded to Infrastructure Consulting & Engineering in September 2023 for design and construction administration of the remaining 30 sites in the Historic District.

Per Town Council directive at the FY23 - 24 Strategic Plan, Staff will evaluate potential safety enhancement opportunities for pathways at the Goethe/Shults Neighborhood, Bluffton Rd., and Buck Island/Simmonsville Neighborhood. Staff is proposing a comprehensive assessment of potential pedestrian safety improvements as part of FY25 budget with construction of improvements subject to future budget approval.

### Completed:

## Action Agenda Item:

### Boundary Street Streetscape

Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

Originated from: 1) Town of Bluffton Comprehensive Plan and 2) Old Town Master Plan. Project includes Sidewalk, Roadway and Streetscape improvements on Boundary Street between May River Road and Bridge Street.

### Notes:

Engineering Design is underway. Permitting and easement acquisition is planned for FY24 dependent upon Dominion Energy electricity undergrounding final design. Plans have been submitted to BJWSA for their review.

Completed:



## Action Agenda Item:

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### Bridge Street Streetscape

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Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from: FY19-20 Strategic Plan. Project includes Sidewalk, Roadway Stormwater and Streetscape improvements from Burnt Church Road to Thomas Heyward Road.

## Notes:

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Phase 1 is complete - on street parking, sidewalks, crosswalks, landscaping and lighting. Engineering Design is underway for Phase 2 Streetscape. Construction of Phase 2 is planned for FY 25-26.

Completed:

## Action Agenda Item:

### Buck Island Simmonsville Sewer Phase 5

Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



## Description:

Originates from: 1) Buck Island-Simmonsville Neighborhood Plan, 2) FY19-20 Strategic Plan, and 3) May River Watershed Action Plan. Project includes the design and installation of sewer lines for the remaining portions of the Buck Island-Simmonsville Neighborhood that are currently un-served.

## Notes:

Construction began in early FY24 with mainline completion anticipated prior to the end of 2023.

Completed:

## Action Agenda Item:

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### Buck Island-Simmons ville Neighborhood Sidewalks & Lighting

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Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from 1) Buck Island/Simmons ville Neighborhood Plan and FY19-20 Strategic Plan.

This project includes the design and construction of sidewalks and lighting along Buck Island and Simmons ville Roads from New Mustang South to May River Road.

## Notes:

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Sidewalk and lighting construction is being implemented in conjunction with the completion of sanitary sewer for the community. Sidewalks are complete for all phases on Buck Island Road. Simmons ville Roads. The final phase (Simmons ville Road - Phase 6B) is was completed in FY23. Dominion Energy to install lighting for BIS Ph. 5 and BIS Ph. 6 prior to the end of 2023.

Completed:

## Action Agenda Item:

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### Calhoun Street Streetscape

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Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

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Originates from: 1) 2016 Calhoun Street and Adjacent Area Study, adopted by Town Council in 2016, 2) 2006 Old Town Master Plan, 3) Transportation Chapter of the 2014 Comprehensive Plan; and 4) FY 2020-2021 Strategic Plan. This project consists of planning, design and construction of streetscape improvements for Calhoun Street from May River Road to Water Street. Improvements may include pervious paver parking, road resurfacing, sidewalk widening, more defined crosswalks, drainage/stormwater, street lighting, signage, site furnishings, landscaping and utility relocations.

### Notes:

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Conceptual Master Plan and surveying is complete. Final Design and permitting began in FY22, easement acquisition was planned for FY24 contingent upon Domion Energy final utility undergrounding designs which have not yet been completed. Construction anticipated in phases (FY25-27), pending project funding. Construction costs to be determined upon final design.

Completed:

Action Agenda Item:

Capital Improvement Program Master Plan

Initiative Start Date: FY2024

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



Description:

Originates from: FY 2020-2021 Strategic Plan.

Notes:

Develop a guiding policy for prioritization of future, potential Capital Improvement Program projects.

Completed:

## Action Agenda Item:

### Garvin-Garvey House Interpretive Signage

Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



## Description:

Originated from: FY19-20 Strategic Plan. Continuation of project to install final interpretive signage and displays/exhibits at the Garvin-Garvey House.

## Notes:

Design for the final exhibits and signage is complete. Installation completed in FY23.

Completed: ✓

Action Agenda Item:

Historic District Power Line Burial

Initiative Start Date: FY2024

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



Description:

Originated from: settlement agreement with SCE&G. Project includes the design and for burying overhead power lines within certain areas of the Historic District.

Notes:

Electrical design has not been provided by Dominion Energy. It is anticipated that the powerline burial will be implemented over several years with the Calhoun, Bridge and Boundary Street Streetscape projects and subject to successful completion of multiple easement acquisitions. Staff is working with Dominion to determine the location of equipment and negotiating with property owners for easements for related to burial of the MRR transmission line and associated switch gear boxes.

Completed:

## Action Agenda Item:

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### Law Enforcement Center Facility

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Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

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Originated from FY 2019-2020 Strategic Plan. Project includes miscellaneous Site and Building improvements.

### Notes:

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Construction of the LEC parking and service yard expansion and various covered sheds are complete. The PAT challenge course is complete.

Completed: ✓



## Action Agenda Item:

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### Old Town Master Plan Drainage Improvements Study

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Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from: 1) FY19-20 Strategic Plan and 2) citizen input. This project consists of Drainage Infrastructure inventory, assessment and improvements within the Historic District of Bluffton.

## Notes:

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Overall Historic District Master Drainage Plan asset inventory, condition assessed and hydrologic/hydraulic modeling was initiated in FY22 for the Heyward Cove Drainage Basin completed. The results of this effort will identify and prioritize maintenance and CIP work in the drainage basin to improve drainage and reduce risk of flooding. The work effort performed, and lessons learned in Heyward Cove Drainage Basin will be incorporated in future work efforts of the other watersheds to be assessed in the CIP Study Area.

Completed: ✓

## Action Agenda Item:

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### Oscar Frazier Park/Rotary "Field of Dreams" Project

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Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



## Description:

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Originated from the 2014 Comprehensive Plan, FY2019-2020 Strategic Plan and 2018 Master Plan. Project includes design and construction of improvements at the Oscar Frazier Park in partnership with Beaufort County and other community organizations.

## Notes:

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Completed improvements include new equipment and synthetic turf at the playground, pavilion/restroom, perimeter sidewalks, dog park, resodding and electric pedestals at the Field of Dreams, lighting and landscaping. Improvements currently under construction include outdoor gathering space and walkways adjacent to the Community Center, lighting, and site furnishings.

Completed:

## Action Agenda Item:

### Pritchard Street Drainage Improvements

Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



## Description:

Originated from the FY 2019-2020 Strategic Plan and the May River Watershed Action Plan. Project includes the design and construction of drainage improvements within the Pritchard Street Right of Way to reduce potential flooding.

## Notes:

Construction of interim drainage improvements are complete. Engineering design to address on-going drainage issues along the western side of the street as well as the addition of sidewalk and lighting will be complete in FY24.

Completed:

## Action Agenda Item:

### Public Services Facilities

Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Public Services



## Description:

Originated from the 2014 Comprehensive Plan and prior Strategic Plans. Project includes research of expansion opportunities, multiple locations or new facility for public works to address their expanding fleet of equipment and people to meet the needs of the community.

## Notes:

Survey and conceptual layout for the current service yard expansion is complete. Site design for a future facility at the New Riverside Barn Park is underway. Construction is subject to future budget approval and Public Services needs.

Completed:

## Action Agenda Item:

### Public Sewer Installation

Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

Originated from 1) May River Watershed Action Plan adopted 2011 and 2) FY19-20 Strategic Plan. Project includes the design and construction of public sewer to unserved areas of the Historic District.

### Notes:

Historic District Sewer Phase 1 construction is complete. Construction of the Historic District Sewer Phase 2 and 3 is underway. Design of Phases 4, 5 and 6 is under review with BJWSA with construction contingent upon completion of Ghost Road Acquisitions.

Completed:

## Action Agenda Item:

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### Rotary Community Center

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Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

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Originated from: FY19-20 Strategic Plan. Project includes miscellaneous improvements to the Rotary Community Center.

### Notes:

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HVAC, flooring and roof repairs completed. Future repairs and upgrades contingent upon future budget approvals.

Completed: ✓

## Action Agenda Item:

### Splash Pad

Initiative Start Date: FY2023

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

Originated from the FY 2023-2024 Strategic Plan. Project includes design and construction of a Splash Pad at Oscar Frazier Park.

### Notes:

A Design/Build contract for the splash pad and landscaping was awarded to Carolina Recreation and Design, LLC in October 2023. Project is expected to be completed by early Summer 2024.

Completed:

## Action Agenda Item:

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### Town-wide Wayfinding Program

---

Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

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Originated from the FY 2020-2021 Strategic Plan. Project includes the establishment of a town-wide way-finding signage system and implementation strategy to identify community assets and facilities, including but not limited to Law Enforcement Center, Town Hall, Beaufort County Government Center, Hospitals, Public Parks and Community Facilities. Establish a policy to determine appropriate locations and co-location opportunities as well as providing a process to review future requests and amendments.

### Notes:

---

Town staff to inventory the existing public facility wayfinding signs and identify current and future signage needs.

Staff to contract with a graphic consultant to develop options to provide a wayfinding signage system to efficiently identify and direct motorists and pedestrians to various public locations. The project includes the assessment of the Town's off premise directory signs in the Historic District.

Construction is not currently budgeted in 5-year CIP Plan.

Completed:



## Action Agenda Item:

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### Wharf Street Lighting

---

Initiative Start Date: Carry-over

Strategic Focus Area: Infrastructure

Department of Primary Responsibility: Projects (CIP)



### Description:

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Originates from FY19-20 Strategic Plan.

Installation of public streetlights.

### Notes:

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Construction of vehicle parking lot is complete. Plans are substantially complete for the event space with construction anticipated to begin winter - spring 2024.

Completed:

Action Agenda Item:

Oyster Factory Park

Initiative Start Date: FY2023

Strategic Focus Area: May River & Surrounding Rivers & Their Watersheds

Department of Primary Responsibility: Projects (CIP)



Description:

Originated from the 2014 Comprehensive Plan and 2015 Master Plan as amended in 2020. Design and implementation of park improvements according to the Town Council approved Master Plan.

Notes:

Construction of vehicle parking lot is complete. Plans are substantially complete for the event space with construction anticipated to begin winter - spring 2024.

Completed:

Action Agenda Item:

Impervious Restoration Water Quality Projects

Initiative Start Date: On-going

Strategic Focus Area: May River & Surrounding Rivers & Their Watersheds

Department of Primary Responsibility: Watershed Mgmt & Resiliency



Description:

May River Watershed Action Plan - Impervious Restoration Water Quality Projects

Notes:

Development of long range plans to identify mitigation opportunities for developers to participate or contribute to impervious restoration and water quality projects throughout the Town.

Completed:

## Action Agenda Item:

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### May River Watershed Action Plan Projects

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Initiative Start Date: FY2024

Strategic Focus Area: May River & Surrounding Rivers & Their Watersheds

Department of Primary Responsibility: Watershed Mgmt & Resiliency



### Description:

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Originated from: May River Watershed Action Plan Update, adopted by Resolution 2/9/21.

Eleven potential project locations were recommended in MRWAP Update based on site impervious area and proposed benefits once project work was completed. The sites to be evaluated include: Bluffton Early Learning Center, Boys and Girls Club of Bluffton, Benton House, Bluffton High School, Buckwalter Recreation Center, Lowcountry Community Church, McCracken Middle School/Bluffton Elementary School, May River High School, One Hampton Lake Apartments, Pritchardville Elementary School, Palmetto Pointe Townes. This is a multi-year capital project that will continue as needs are identified over 5 years or more. Design and construction expenditures will be supported by SWU fees, Developer Participation, and Fee-in-lieu contributions.

### Notes:

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Existing concept plans of MRWAP will be evaluated to include preliminary geotechnical investigations, utility avoidance/impact analysis, initial property owner coordination and existing site data analysis resulting in a preliminary design for each site. to be completed for final prioritization in FY22-23. Future engineering design, permitting, and construction to be proposed in FY24 and 5-year CIP Plan.

Completed:

## Action Agenda Item:

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## WAPAC Recommendations

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Initiative Start Date: FY2023

Strategic Focus Area: May River & Surrounding Rivers & Their Watersheds

Department of Primary Responsibility: Watershed Mgmt & Resiliency



## Description:

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Originated from: May River Watershed Action Plan Update, adopted by Resolution 2/9/21.

## Notes:

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Committee recommends eleven (11) priorities for Council's consideration. Staff will bring recommendations forward individually for Council's consideration once fully scoped by WAPAC.

Completed:

## Action Agenda Item:

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### BCC Orientation and Onboarding

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Initiative Start Date: FY2023

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Executive



### Description:

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Revise the Boards, Commissions, and Committee orientation to include Town Council and an overview of the strategic plan.

### Notes:

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Include an overview of the Strategic Plan and the Town's Values and Missions in the orientation for new members.

An electronic orientation packet has been created which includes the strategic plan and the Town's Values and Missions Statements.

Completed: ✓

## Action Agenda Item:

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### BCC Reports to Town Council

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Initiative Start Date: FY2023

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Executive



### Description:

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Establish a process for Boards, Commission and Committees to provide a regular update/report to Town Council to align the overall Town's vision and mission.

### Notes:

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Schedule updates for all BCCs, include a standard reporting format for the chairperson to provide to Council on an annual basis.

The chair of the Planning Commission made the initial presentation at the October 11, 2022 Town Council meeting.

Board of Zoning Appeals - March 14, 2023  
Affordable Housing Committee - April 11, 2023  
Historic Preservation Commission - May 9, 2023

Other committees including WAPAC, Law Enforcement Advisory Committee, Beautification and others will be scheduled as requested by Town Council.

Completed: ✓

## Action Agenda Item:

### Employee Benefits and Satisfaction

Initiative Start Date: On-going

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Human Resources



### Description:

Establish employment practices to maximize retention and employee satisfaction levels. Conduct an employee survey to gauge levels and receive input.

### Notes:

An internal staff survey was completed and presented to Town Council. Staff continues to evaluate various initiatives. Instituting initiatives to address survey results, such as increasing staff communication. A wellness committee was established and has begun meeting to discuss employee events.

Completed:



## Action Agenda Item:

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### Employee Development and Training

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Initiative Start Date: FY2023

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Human Resources



### Description:

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As part of the Human Resources Strategic Plan, formalize employee development and training programs to nurture and retain the most talented and dedicated local government employees possible. Initiatives employed include employee newsletters, a mentorship programs, leadership and management training and development programs, and Department "Lunch and Learn" sessions. Also includes evaluation and retooling employee evaluation instruments and practices.

### Notes:

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Continue HR Did You Know bi-weekly series  
 Evaluate Mentorship Program to implement during FY23  
 Institute a workplace safety training program  
 Created a DEI, Diversity, Equity and Inclusion committee and training efforts (now operated under the Executive Department)

Completed:

## Action Agenda Item:

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### Employee Wellness and Recognition

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Initiative Start Date: FY2023

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Human Resources



### Description:

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As part of the Human Resources Strategic Plan, through programs and initiatives, maximize the opportunity for employee wellness and success to include action items such as Employee of the Year awards program, celebration of birthdays and anniversaries, peer recognition programs, various seminars, basic medical screenings, vaccines, self-defense class, CPR class, financial seminars. Also a health and wellness fair/event for employees and covered dependent family members.

### Notes:

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Continue ongoing programs during course of normal operations.  
Institute an employee run wellness committee.

Continue the employee wellness committee with events held throughout the year.  
Institute an on-site wellness program, ie. nurse on site to address minor concerns.

Completed:

## Action Agenda Item:

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### File Management and Records Retention Plan

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Initiative Start Date: Carry-over

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Information Technology



### Description:

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Implementation of an enterprise-based, digital information management system.

### Notes:

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Due to complexity and anticipated costs associated with digitizing records on a Town-wide scale, the project will be segmented and operationally instituted over future fiscal years.

RFP was posted in November 2021 and after demos and detailed evaluations of the finalists in January 2022 a contract was awarded in February 2022. This project will take until FY24 to fully implement with historical scanning of documents for the departments.

Project implementation is in progress. Contracted service personnel are actively scanning and archiving data of the first department. This project is scheduled to be completed in FY24.

### Completed:

Action Agenda Item:

Incident Management Plan

Initiative Start Date: Carry-over

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Police



Description:

Assessment and update of all related emergency management operation plans as well as updates to associated policies and ordinances. Will also include identification of roles and responsibilities of an Emergency Management Director. Topics include, but are not limited to development and implementation of a facilities evacuation plan for all Town-operated facilities, to include operational testing/drills, etc.

Notes:

All emergency ordinances are in the process of being updated. This will carry over to the next action agenda.

Completed:

Action Agenda Item:

Key Performance Indicators

Initiative Start Date: Carry-over

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Executive



Description:

Establish a set of Key Performance Indicators using the "ICMA Open Access Benchmarking Key Performance Indicators" to quantify performance of activities and process that are integral to the Town functions.

Notes:

The KPIs are posted on the Town's website and updated regularly by staff.

Completed: ✓

Action Agenda Item:

Police Department Policies and Procedures

Initiative Start Date: Carry-over

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Police



Description:

Annual review of all Police Department policies and procedures and subsequent modifications or more often as necessary.

Notes:

This was included in the Police Department's Strategic Plan and will establish a policy review committee. Policies will be based upon the IACP model and reviewed by CALEA. This item will be removed moving forward, as there will be an annual review of all policies.

Completed: ✓

## Action Agenda Item:

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### Talent Acquisition and Retention

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Initiative Start Date: FY2023

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Human Resources



### Description:

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Employ non-traditional and best practices in recruiting efforts, hiring practices and employee retention to ensure the best-qualified and most diverse work force possible, to include:

### Notes:

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- Assess Summer 2023 Intern Program to refine program for future fiscal years;
- Determine if virtual job fair is possible;
- Annually participate in MASC salary survey to evaluate compensation among peers;
- Explore policies and practices to promote a family-friendly workplace;
- Advertise open positions with HBCU, Historically Black Colleges and Universities;
- Advertise open positions on social media; and
- Explore ways to diversity candidate pool.

Completed:

## Action Agenda Item:

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### TOB Code of Ordinances

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Initiative Start Date: FY2023

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Executive



### Description:

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Review and calibration of the Town of Bluffton Code of Ordinances and Policies to ensure they are properly aligned with the SC Constitution and SC Code of Laws

### Notes:

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Establish and implement a process to regularly monitor the Code of Ordinances and policies to make sure that they are properly aligned with other laws and regulations.

Completed:



## Action Agenda Item:

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### TOB specific Continuing Education Training Program

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Initiative Start Date: FY2023

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Growth Management



### Description:

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Draft and Propose a TOB specific training program to comply with the South Carolina Continuing Education Requirements for Planning Staff and Board/Commission/Committee members.

### Notes:

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Training is now tracked for all BCCs, annual Roberts Rules of ORder is scheduled with invites sent to all. Staff is continuing to improve the training opportunities.

Completed:

Action Agenda Item:

Town Events Plan

Initiative Start Date: On-going

Strategic Focus Area: Town Organization

Department of Primary Responsibility: Communications



Description:

Evaluation of Town events planning.

Notes:

Town Staff has met to establish a calendar of events for the year. Staff also discussed contracting out some of the events, primarily movies as well as various locations and partners with the establishment of some annual events.

The Special Events Manager has developed on on-going binder of event checklists and best practices for each Town-hosted events as a reference guide to stream line checklists and event planning.

On-going

Completed:

Strategic Focus Area	Strategic Initiative	Project Description	Notes	Department of Responsibility	FY Start	Completed
Affordable and/or Workforce Housing	Affordable Housing Public/Private Partnership	Partner with developers to construct affordable housing on Town owned properties.	<p>Town Council passed a motion approving the Town Manager to enter into contract negotiations with Workforce State of Mind, LLC on May 10, 2022.</p> <p>Contract with Workforce State of Mind LLC for phase 1 (planning/due diligence) for a maximum of 14 homes at 1095 May River Road was approved and signed by all on August 5, 2022.</p> <p>Town Council considered a motion to amend the contract to include the Town's ownership and maintenance of common open space on August 8, 2023. Town staff is reviewing a public project for the construction of 12 affordable units.</p> <p>As of October 2, 2023, the 12 unit townhome development is being reviewed by Town and outside agencies. Town Council approved First Reading to transfer the land on October 10, 2023.</p>	Growth Management	Carry-over	
Affordable and/or Workforce Housing	Affordable Housing Work Plan	Develop and implement the annual Affordable Housing Work Plan and associated Community Development Program, including the Neighborhood Assistance Program, as recommended by the Affordable Housing Committee and approved by Town Council as part of the Fiscal Year budget adoption. The programs' components include: minor home repairs for safe and dry; property maintenance including abatement/demolition of unsafe structures; property clean up; private road repair for emergency access; septic system maintenance/repair and sewer connections; Heirs property title assistance; dangerous tree mitigation; and E-911 addressing for income qualified residents. Other components include affordable and/or workforce housing incentives and development as well as monitoring of Wharf Street redevelopment project affordability and covenants compliance.	<p>The annual work plan and budget recommended by the Affordable Housing Committee serves to implement the policies and actionable items of the Community Development program and is further identified and described in the Strategic Plan as prioritized and approved by Town Council.</p> <p>The initial FY23 Consolidated Budget included \$190K for qualified improvements.</p> <p>FY24 Consolidated Budget was amended to increase to a total of \$290,000. As of October 16, 2023, Nineteen (19) homes have been repaired totaling \$148,417. Staff continues to assist property owners and monitor funds.</p>	Growth Management	On-going	On-going
Affordable and/or Workforce Housing	Housing Analysis	Include an assessment/analysis/inventory of all affordable/workforce housing with all planning documents and neighborhood plans.	<p>Town staff has developed an inclusive report that includes an inventory of all affordable housing units and vouchers in the Town of Bluffton and adjacent areas.</p> <p>This document will be used for background material for all other planning reports and will continue to update as more units become available.</p>	Growth Management	FY2023	✓

Affordable and/or Workforce Housing	Regional Affordable Housing Trust	In partnership with participating municipalities and Beaufort County, the intent of the project is to establish a regional housing trust fund to be used to encourage construction of affordable and workforce housing in the Greater Bluffton area and region.	The BJRHTF (Beaufort Jasper Regional Housing Trust Fund) was formed in December of 2022, with \$3.4 million dollars pledged. Courtney Hampson is the Town of Bluffton's representative, and Victoria Smalls is the SOLOCO representative. Community Works is contracted to act as the administrator of the funds. All continue to meet to improve the communication and further this effort. At the October 16, 2023 meeting the board voted to approve a \$500,000 loan for the construction of an age restricted housing development in Beaufort. The board also approved the hiring of an Interim Director to manage the fund.	Growth Management	Carry-over	
Community Quality of Life,Infrastructure	Public Art Program	Establishment of a policy to include integration of art into the resourcing, concept, design and construction of public projects.	Explore opportunities to include public art in future capital improvement projects.  No separate funding provided in 5-year CIP Budget.  Town Council passed the resolution adopting the policy on October 11, 2022. The Public Art Committee was formed and has begun meeting to discuss priority locations and an overall strategy.	Executive	FY2023	✓
Community Quality of Life	Align National Historic District to More Closely Align with Local Historic District	Ordinance change to potentially modify district boundaries for either or both, the Local and National Register Historic Districts. This project involves both the inventory and assessment of structures, review of boundaries and also the eligibility criteria established and approved by Town Council for contributing structures. Update to include historical research of the Buck Island-Simmons Road neighborhood, Eagles Field, and the Goethe-Shults Road neighborhood. Project will consist of 3 phases: 1) Project Planning and Background Research Phase; 2) The Documentation of Resources Phase; and 3) Preparation of the Survey and Documentation Phase.	1) Project Planning and Background Research Phase: Complete 2) Documentation of Resources Phase: Complete 3) Survey Documentation Phase: Complete First Draft and Recommendation Received from Consultant December 2019 Initial Draft Received from Consultant December, 2019 Planning Commission Workshop April 22, 2020 Historic Preservation Commission Workshop July 1, 2020 TC Workshop July 14, 2020 TC Workshop February 9, 2021 -purpose was to provide an update on next steps and receive feedback on how to provide public notice and receive input during COVID-19 Resolution by TC to accept the survey on December 14, 2021. Staff has identified the potential expansion parcels and is working with SHPO to confirm qualifications to move forward. In order to adjust the boundaries of the National Register District, it will require a nomination for the National Historic Register. Once the district is identified each owner will be contacted to determine next steps. Resolution to update the Contributing Resources Map will be necessary based on property owners' participation.  Brad Sauls with SHPO will be in attendance of the FY25-26 Strategic Planning Workshop to provide an overview of state level regulations.	Growth Management	Carry-over	

Community Quality of Life	Amend Development Agreements	Opportunities to amend development agreements to accommodate current public and land owner priorities remains a high priority of Town Council.	Development agreements will be amended as opportunities present themselves. Ongoing initiative. The Palmetto Bluff Development Agreement was amended to allow for an additional dry stack storage and to clarify the number of wet slips that are allowed.	Executive	On-going	On-going
Community Quality of Life	Beautification Committee Work Plan	Annual and ongoing implementation of adopted Beautification Committee Work Plan.	Annual Work Plan presented to Town Council during FY Consolidated Budget consideration.	Public Services	On-going	On-going
Community Quality of Life	Community Newsletter	Create a semiannual (fall and spring) newsletter to be distributed to all households in the Town of Bluffton.	Distribute a community newsletter to all households in basic written/paper format, including information such as upcoming events, changes, new developments, contact numbers, etc. Newsletter will be distributed on a regular basis in both the Fall and Spring. Develop a standard template, schedule and creation/publishing and distribution SOP. The inaugural newsletter was distributed to all residents and businesses in the Town in Fall 2022 and again in Spring 2023.	Communications	FY2023	✓
Community Quality of Life	Comprehensive Plan	The Comprehensive Plan is a planning tool that is required for all communities in South Carolina that have zoning ordinances. The plan includes the following elements: Population, Cultural Resources, Natural Resources, Housing (including affordable/workforce housing), Economic Development, Community Facilities, Land Use, Transportation and Priority Investment. These planning elements represent the Planning Commission's recommendations to the Town Council regarding wise and efficient use of public funds, future growth, development, redevelopment and the fiscal impact of the planning elements on property owners. The plan must include an inventory of analysis as well as needs, goals, and an implementation strategy. State law requires that communities conduct a 5-year review of their plan and a 10-year rewrite. Completion of this action item will satisfy the state required 10-year rewrite.	Significant Dates:  April 19, 2022 - Workshop with Town Council and MKSK. June 22, 2022 - Workshop at the Planning Commission meeting. September 27, 2022 - Public Hearing at the Planning Commission meeting. October 11, 2022 - Town Council First Reading. November 8, 2022 - Town Council Public Hearing and Second/Final Reading.	Growth Management	Carry-over	✓
Community Quality of Life	Development Review Criteria	Incorporate review of Town's missions/goals and Strategic Plan as approved by Council in the review process.	Include the Strategic Plan and the overall Mission and Values of the Town in the review of all projects and policies. Update internal checklists and Standard Operating Procedures to include this item.  Town Council approved a resolution on November 8, 2022 amending the Applications Manual which will include the Town's value and mission statements on all applications.	Growth Management	FY2023	✓
Community Quality of Life	Green Footprint Plan	Incorporate green principles whenever possible.	Develop a green footprint/infrastructure plan that address sustainability, resilience and environmental principles.	Executive	FY2023	Carry over

Community Quality of Life	Historic District Accessibility, Pathway and Pedestrian Safety Improvements	Originated from: 1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, 4) citizen input, and 5) FY23-24 Strategic Plan. Project includes the evaluation, design and construction of ADA compliant pathways and crosswalk features in the Historic District.	Town of Bluffton Sidewalk Accessibility Analysis was completed in September 2021. This plan established priorities for +/-40 crosswalk and intersection improvements within the Historic District for ADA compliance. Construction of Phase 1 intersection improvements was completed in FY23. Following direction provided to staff at the October 18, 2022 Workshop, the remaining 30 Historic District interesections will be completed as one project. Infrastructure Consulting & Engineering was awarded a design and construction administration contract on September 12, 2023. Project close-out is anticipated first quarter FY25.	Projects (CIP)	Carry-over	
Community Quality of Life	Individual National Register District of Historic Places	Recommend historic resources that are eligible for individual listing on the National Register of Historic Places.	Review historic structures for qualification for individual listing, work with the property owner on submitting an application and assist with the process. Clearly establish a process to review and assess and include educational component for the community on the overall program.  Anticipated start date is Spring 2023. Town staff will create a chart mapping out eligible structures in the next 3-5 years.	Growth Management	FY2023	
Community Quality of Life	Law Enforcement Citizens Advisory Committee	A Town Council-appointed citizen committee to serve in an advisory capacity to the Police Department and Town Council regarding public safety matters. The committee was identified as a goal in the most recent Bluffton Police Department Strategic Plan, adopted by Town Council.	Initial appointments to committee made by Town Council on August 11, 2020.	Police	Carry-over	✓
Community Quality of Life	Police Department Strategic Plan	Revise the Police Department Strategic Plan, for 2023-2024.	Completed July 2023.	Police	FY2023	✓
Community Quality of Life	Reforestation Plan	Establish an effective, systematic mitigation strategy to replenish trees in critical watershed areas and other planning tracts where mass removal of tress occurred during development. To be planted in parks, roadways, river buffers, school campuses, town businesses and residential properties.	Staff will draft a policy to establish the tree fund, requirements, and replanting plan. Content will include how and when to utilize funds paid for tree removal, where trees can be planted and other particulars.  A fee in lieu payment option is included in the proposed associated tree UDO amendments approved April 19, 2022.  Growth Management staff is working with Public Services staff to draft a standard operating procedure and policy document.	Growth Management	Carry-over	
Community Quality of Life	Review Other Planning Documents and Reports	Update and review long range plans to determine whether or not an update or rewrite is necessary.	Consider amendments to plans, such as the Old Town Master Plan  Anticipate to internally provide an assessment and present to include in the budget process for FY24.  Initiative Name to change to - Old Town Master Plan Assessment	Growth Management	FY2024	
Community Quality of Life	TOB Non-Profit Organizational Signage	Design and construction of signs marking entry to the Town along major arteries which identify the non-profit organizations located within the Town.	Project assessment/inventory began in late FY23. Project will include an assessment of the Town's off premise commercial signage to determine any proposed changes in design, policy and copy.	Projects (CIP)	FY2023	Carry forward



Community Quality of Life	UDO Amendments	Annual assessment and proposed amendments to the Unified Development Ordinance	<p>Monitor necessary amendments to the UDO to align with community needs, changing technology, community goals and best management practices. Develop a process to actively review, assess, obtain feedback and draft proposed amendments for consideration. Follow with clear SOPs to inform, educate, and incorporate changes in all Town documents.</p> <p>After a Joint Workshop in January 2023, with TC and Planning Commission, there were four (4) Public Hearings with Planning Commission to go over multiple proposed changes to the UDO. Town Council held a first reading of all proposed changes on July 11, 2023. Prior to the second and final reading, Town Council instructed staff to remove all edits related to the historic district for further review. .</p>	Growth Management	Carry-over	
Community Quality of Life	Update Neighborhood Plans	Update the Buck Island Simmonsville Neighborhood Plan and the Goethe Shults Neighborhood Plan	<p>Update the Buck Island Simmonsville Neighborhood Plan followed by the other plans.</p> <p>Staff has worked with the advisory committee to determine action items for the plan. A draft copy will be provided to the committee in October for review. It is anticipated that a final draft will be presented to Planning Commission in November and forwarded to Town Council with a recommendation of approval.</p>	Growth Management	Carry-over	
Economic Growth	Buckwalter Place Multi-County Commerce Park	Originated from the FY2017-2018 Strategic Plan. Project scope includes planning, design, and construction of infrastructure improvements at Buckwalter Place Commerce Park to enhance economic development opportunities on Town owned land.	Town Council approved a contract for a Public Private Partnership with Parkway Commons I LLC on October 10, 2023 to build three buildings totaling 51,000 sq. ft. supporting 120+ jobs across 20 businesses with an average salary of \$65,000. One building of 14,400 sq. ft. will transfer to DRCI to support local businesses and serve as the Town's business landing pad. Estimated completion is fall 2026.	DRCI	Carry-over	
Economic Growth	Cultural Events Strategy	Establish a network of cultural event opportunities to include public open spaces and Ulmer Auditorium.	Staff continues to assess the cultural events strategy to include public open spaces and Ulmer Auditorium.	Executive	Carry-over	
Economic Growth	DRCI Key Performance Indicators	Definition and synchronization of DRCI KPIs with DRCI Strategic Plan objectives. Present at all DRCI Board meetings with regular updates to Town Council.	<p>Using HubSpot as the CRM (Customer Resource Manager) to track every interaction with program companies, mentors, and members on a real time basis.</p> <p>On-going.</p> <p>This will be incorporated with overall Town KPI program.</p>	DRCI	Carry-over	✓
Fiscal Sustainability	Capital Asset Management Policy and Program	Exploration and adoption of local government best practices for the management and forecasting needs for capital assets to include fleet management and purchase of equipment in excess of \$5K used by Public Services.	The Capital Asset Policy will be presented in coordination with the Capital Asset Management Program. Anticipated to begin Spring 2024.	Finance	FY2023	

Fiscal Sustainability	Designated Marketing Organization (DMO) Marketing Plan	Pursuant to contractual terms with the Designated Marketing Organization (DMO), a Town-approved DMO Marketing Plan must be executed annually.	DMO services was solicited, RFP completed, and contract signed. Award was made to the HHI-Bluffton Chamber of Commerce for a contract term of three years with an option for an additional two-year term.  Town Council approved the Town Manager to execute the contract on April 12, 2022.	Executive	Carry-over	✓
Fiscal Sustainability	Digital Media Strategy	Establishment and implementation of an overall Digital Media Strategy to guide outreach efforts using the Town's website and various social media platforms.	The current social media/digital strategy has been updated with the Digital Communications Manager with monthly planning documents, proactive, educational campaigns to continually educate the community about Town policies, projects, processes and Town events.  Stream lined procedures to regularly gather information from each department.  On-going	Communications	On-going	On-going
Fiscal Sustainability	DRCI Grant Program	Development of a grant initiative to drive top-line revenue and reduce Town-funded expenses.	Create working team to respond to grants.	DRCI	Carry-over	
Fiscal Sustainability	DRCI Strategic Marketing Plan	Development and execution of a 12-month strategic marketing plan via an outsourced marketing vendor.	A formal plan including digital, social, print and outdoor advertising begun in 2020. Membership has grown from 10 to nearly 1000 with increased interest in the programs.	DRCI	Carry-over	✓
Fiscal Sustainability	Finance Process Improvements	Evaluation and improvement of Finance core processes to include, but not limited to: - Payroll / Paid Time Off - Accounts Payable - Purchase Card Program - Business License Application and Renewal - Budget and CIP Planning Process	Payroll/Paid Time off – Executime software has been implemented, complete Purchase Card Program – Anticipated to be complete early 2024 Business License Application and Renewal – Anticipated new software implemented for 2025 renewals CIP Planning Process – next steps to be discussed early 2024	Finance	On-going	On-going
Fiscal Sustainability	Partnerships to Accept Donations	Partner with community foundations and organizations	Establish a policy to accept donations, such as police benevolence, historic preservation, public art, etc.  The following have been established: Historic preservation fund with the Historic Bluffton Foundation Bluffton Police Benevolence fund with the Community Foundation of the Lowcountry Public Art Fund with the Community Foundation of the Lowcountry Stay Safe Bluffton Fund with the Community Foundation of the Lowcountry  Approved by Town Council via Resolution on April 12, 2022	Finance	FY2023	✓



Infrastructure,Economic Growth,Community Quality of Life	Sarah Riley Hooks Master Plan	Originated from the FY 2021-2022 Strategic Plan. Develop a Master Plan for the Sarah Riley Hooks home and property.	Initial Scope of Work to included Surveying, Conceptual Master Planning, obtaining public input and Town Council guidance at January 10, 2023 meeting for potential use for the existing home and site. Meadors Inc., JK Tiller and Shearlock Engineering have been contracted for final design and construction documents to be completed in FY24 with construction planned for FY25 - 26.	Projects (CIP)	FY2023	
Infrastructure,Community Quality of Life,Economic Growth	Squire Pope Carriage House	Originated from: FY14 Comprehensive Plan and FY 2019 - 2020 Strategic Plan. The goal of this project is to preserve and restore a contributing resource and cultural resource for future public use.	Preservation Plan, Construction Documents and initial stabilization for the Squire Pope Carriage House is complete. Construction is underway by Huss Inc. SCAD Pro has been contracted to provide conceptual plans to be considered to use the first floor as the Town's Welcome Center with the upstairs for Communications Staff in first quarter of 2025.	Projects (CIP)	Carry-over	
Infrastructure,Economic Growth	Historic District / Old Town Streets Ownership and Maintenance Strategy	Originated from the FY 2016-2017 Strategic Plan. The intent of this project is to establish clear title to existing unimproved Ghost Roads and other street rights-of-ways within the Old Town Historic District.	<p>Surveying for Ghost Road plat exhibits is complete. Quit claim deed documents are 85% complete and delivered with the exception of heirs properties. Town hired a part time Easement Acquisition position in FY 24 to assist with future Ghost Road acquisitions.</p> <p>Town Staff continues to meet with individuals as well as work with the Town Attorney to initiate legal proceedings to clear title to rights of way associated with Historic District sewer projects. Acquisition letters have been sent to all owners, with the exception of 6 owners on Dubois and Guerrard which have unclear unownership interests. Quitclaim deeds recorded on 73 of 144 properties, 8 properties have said 'no' and we will proceed with legal action to acquire the deeds.</p> <p>Town has taken ownership of Pritchard, Boundary, Church, and portions of Lawton, Water, Colcock Street Bridge and Green Streets.</p>	Projects (CIP)	Carry-over	
Infrastructure,Community Quality of Life	Goethe-Shults Neighborhood Infrastructure Phase 2	Originated from 1) Goethe Shults Neighborhood Infrastructure Plan adopted by Town Council in 2018, 2) Transportation Chapter of the 2014 Comprehensive Plan, and 3) FY 2019 - 2020 Strategic Plan. The goal of this project is to complete pedestrian connections to schools, parks and the Historic District, while improving pedestrian safety for neighborhood residents.	Sidewalks and Lighting construction is complete.	Projects (CIP)	Carry-over	✓
Infrastructure,Community Quality of Life	New River Linear Trail	Originated from: 1) 2014 Comprehensive Plan, and 2) citizen feedback/input. Project includes planning, design and construction of pathway improvements to the New River Linear Trail from the New River to Sun City, with a future extension to Highway 170.	Surveying and Conceptual Master Plan are complete. Engineering Design for Phase 1 of the trail and a restroom facility at the New River Trail Park completed in FY23. Construction of restroom and lighting in the parking lot is underway with completion anticipated in FY24. Trail improvement construction documents are 90% complete as of October 2023. Senator Davis was successful in securing a \$2 million appropriation in support of the project. Phase 2 will extend to Sun City and staff is investigating grant opportunities.	Projects (CIP)	FY2024	

Infrastructure,Community Quality of Life	New Riverside Barn Park	Originated from: 1) 2014 Comprehensive Plan, Public Recreation Facility needs, and 2) FY 2019-2020 Strategic Plan. The project consists of master planning, design and construction of a public park and gathering spaces at the 37-acre New Riverside Barn Site.	Master Plan Update was presented to Council in October 2020 Workshop. Construction of Phase 1 Site Development is underway by JS Construction and will be completed by end of 2023. Final design of Barn renovation/addition is complete. Town Council awarded a contract with Nix Construction for CMAR, Construction Manager at Risk at the October 10, 2023 TC meeting.	Projects (CIP)	FY2023	
Infrastructure,Community Quality of Life	Pedestrian & Pathway Safety Improvements	Originated from: 1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, 4) 2006 Old Town Master Plan, 5) FY23-24 Strategic Plan and 6) citizen input.  This project consists of improvements to walkways, crosswalks, traffic calming measures, lighting and signage for Town-wide pathways. Individual improvement projects are based on the Town of Bluffton Sidewalk Accessibility Analysis and Traffic Calming Policy adopted in 2021. Analysis of pedestrian safety in areas outside of the Historic District, including Goethe Road, Buck Island / Simmonsville Road and Bluffton Road, will be added to the FY 23 Scope of this project. Upon completion of the Town-wide pedestrian safety assessment, a list of individual project improvements will be established and prioritized to be implemented over a five-year period.	Staff completed Pedestrian Pathway Phase 1 ADA crosswalk improvements in early 2023 and a contract was awarded to Infrastructure Consulting & Engineering in September 2023 for design and construction administration of the remaining 30 sites in the Historic District.  Per Town Council directive at the FY23 - 24 Strategic Plan, Staff will evaluate potential safety enhancement opportunities for pathways at the Goethe/Shults Neighborhood, Bluffton Rd., and Buck Island/Simmonsville Neighborhood. Staff is proposing a comprehensive assessment of potential pedestrian safety improvements as part of FY25 budget with construction of improvements subject to future budget approval.	Projects (CIP)	FY2023	
Infrastructure	Boundary Street Streetscape	Originated from: 1) Town of Bluffton Comprehensive Plan and 2) Old Town Master Plan. Project includes Sidewalk, Roadway and Streetscape improvements on Boundary Street between May River Road and Bridge Street.	Engineering Design is underway. Permitting and easement acquisition is planned for FY24 dependent upon Dominion Energy electricity undergrounding final design. Plans have been submitted to BJWSA for their review.	Projects (CIP)	Carry-over	
Infrastructure	Bridge Street Streetscape	Originated from: FY19-20 Strategic Plan. Project includes Sidewalk, Roadway Stormwater and Streetscape improvements from Burnt Church Road to Thomas Heyward Road.	Phase 1 is complete - on street parking, sidewalks, crosswalks, landscaping and lighting. Engineering Design is underway for Phase 2 Streetscape. Construction of Phase 2 is planned for FY 25-26.	Projects (CIP)	FY2023	
Infrastructure	Buck Island Simmonsville Sewer Phase 5	Originates from: 1) Buck Island-Simmonsville Neighborhood Plan, 2) FY19-20 Strategic Plan, and 3) May River Watershed Action Plan. Project includes the design and installation of sewer lines for the remaining portions of the Buck Island-Simmonsville Neighborhood that are currently un-served.	Construction began in early FY24 with mainline completion anticipated prior to the end of 2023.	Projects (CIP)	Carry-over	

Infrastructure	Buck Island-Simmons ville Neighborhood Sidewalks & Lighting	Originated from 1) Buck Island/Simmons ville Neighborhood Plan and FY19-20 Strategic Plan.  This project includes the design and construction of sidewalks and lighting along Buck Island and Simmons ville Roads from New Mustang South to May River Road.	Sidewalk and lighting construction is being implemented in conjunction with the completion of sanitary sewer for the community. Sidewalks are complete for all phases on Buck Island Road. Simmons ville Roads. The final phase (Simmons ville Road - Phase 6B) is was completed in FY23. Dominion Energy to install lighting for BIS Ph. 5 and BIS Ph. 6 prior to the end of 2023.	Projects (CIP)	FY2023	
Infrastructure	Calhoun Street Streetscape	Originates from: 1)2016 Calhoun Street and Adjacent Area Study, adopted by Town Council in 2016, 2) 2006 Old Town Master Plan, 3) Transportation Chapter of the 2014 Comprehensive Plan; and 4) FY 2020-2021 Strategic Plan. This project consists of planning, design and construction of streetscape improvements for Calhoun Street from May River Road to Water Street. Improvements may include pervious paver parking, road resurfacing, sidewalk widening, more defined crosswalks, drainage/stormwater, street lighting, signage, site furnishings, landscaping and utility relocations.	Conceptual Master Plan and surveying is complete. Final Design and permitting began in FY22, easement acquisition was planned for FY24 contingent upon Domion Energy final utility undergrounding designs which have not yet been completed. Construction anticipated in phases (FY25-27), pending project funding. Construction costs to be determined upon final design.	Projects (CIP)	FY2023	
Infrastructure	Capital Improvement Program Master Plan	Originates from: FY20-21 Strategic Plan.	Develop a guiding policy for prioritization of future, potential Capital Improvement Program projects.	Projects (CIP)	FY2024	
Infrastructure	Garvin-Garvey House Interpretive Signage	Originated from: FY19-20 Strategic Plan. Continuation of project to install final interpretive signage and displays/exhibits at the Garvin-Garvey House.	Design for the final exhibits and signage is complete. Installation completed in FY23.	Projects (CIP)	Carry-over	✓
Infrastructure	Historic District Power Line Burial	Originated from: settlement agreement with SCE&G. Project includes the design and for burying overhead power lines within certain areas of the Historic District.	Electrical design has not been provided by Dominion Energy. It is anticipated that the powerline burial will be implemented over several years with the Calhoun, Bridge and Boundary Street Streetscape projects and subject to successful completion of multiple easement acquisitions. Staff is working with Dominion to determine the location of equipment and negotiating with property owners for easements for related to burial of the MRR transmission line and assuciated switch gear boxes.	Projects (CIP)	FY2024	
Infrastructure	Law Enforcement Center Facility	Originated from FY19-20 Strategic Plan. Project includes miscellaneous Site and Building improvements.	Construction of the LEC parking and service yard expansion and various covered sheds are complete. The PAT challenge course is complete.	Projects (CIP)	FY2023	✓
Infrastructure	Old Town Master Plan Drainage Improvements Study	Originated from: 1) FY19-20 Strategic Plan and 2) citizen input. This project consists of Drainage Infrastructure inventory, assessment and improvements within the Historic District of Bluffton.	Overall Historic District Master Drainage Plan asset inventory, condition assessed and hydrologic/hydraulic modeling iwas initiated in FY22 for the Heyward Cove Drainage Basin completed. The results of this effort will identify and prioritize maintenance and CIP work in the drainage basin to improve drainage and reduce risk of flooding. The work effort performed, and lessons learned in Heyward Cove Drainage Basin will be incorporated in future work efforts of the other watersheds to be assessed in the CIP Study Area.	Projects (CIP)	FY2023	✓

Infrastructure	Oscar Frazier Park/Rotary "Field of Dreams" Project	Originated from the 2014 Comprehensive Plan, FY2019-2020 Strategic Plan and 2018 Master Plan. Project includes design and construction of improvements at the Oscar Frazier Park in partnership with Beaufort County and other community organizations.	Completed improvements include new equipment and synthetic turf at the playground, pavilion/restroom, perimeter sidewalks, dog park, resodding and electric pedestals at the Field of Dreams, lighting and landscaping. Improvements currently under construction include outdoor gathering space and walkways adjacent to the Community Center, lighting, and site furnishings.	Projects (CIP)	Carry-over	
Infrastructure	Pritchard Street Drainage Improvements	Originated from the FY19-20 Strategic Plan and the May River Watershed Action Plan. Project includes the design and construction of drainage improvements within the Pritchard Street Right of Way to reduce potential flooding.	Construction of interim drainage improvements are complete. Engineering design to address on-going drainage issues along the western side of the street as well as the addition of sidewalk and lighting will be complete in FY24.	Projects (CIP)	FY2023	
Infrastructure	Public Services Facilities	Originated from the 2014 Comprehensive Plan and prior Strategic Plans. Project includes research of expansion opportunities, multiple locations or new facility for public works to address their expanding fleet of equipment and people to meet the needs of the community.	Survey and conceptual layout for the current service yard expansion is complete. Site design for a future facility at the New Riverside Barn Park is underway. Construction is subject to future budget approval and Public Services needs.	Public Services	FY2023	
Infrastructure	Public Sewer Installation	Originated from 1) May River Watershed Action Plan adopted 2011 and 2) FY19-20 Strategic Plan. Project includes the design and construction of public sewer to unserved areas of the Historic District.	Historic District Sewer Phase 1 construction is complete. Construction of the Historic District Sewer Phase 2 and 3 is underway. Design of Phases 4, 5 and 6 is under review with BJWSA with construction contingent upon completion of Ghost Road Acquisitions.	Projects (CIP)	Carry-over	
Infrastructure	Rotary Community Center	Originated from: FY19-20 Strategic Plan. Project includes miscellaneous improvements to the Rotary Community Center.	HVAC, flooring and roof repairs completed. Future repairs and upgrades contingent upon future budget approvals.	Projects (CIP)	Carry-over	✓
Infrastructure	Splash Pad	Originated from the FY23-24 Strategic Plan. Project includes design and construction of a Splash Pad at Oscar Frazier Park.	A Design/Build contract for the splash pad and landscaping was awarded to Carolina Recreation and Design, LLC in October 2023. Project is expected to be completed by early Summer 2024.	Projects (CIP)	FY2023	
Infrastructure	Town-wide Wayfinding Program	Originated from the FY20-21 Strategic Plan. Project includes the establishment of a town-wide way-finding signage system and implementation strategy to identify community assets and facilities, including but not limited to Law Enforcement Center, Town Hall, Beaufort County Government Center, Hospitals, Public Parks and Community Facilities. Establish a policy to determine appropriate locations and co-location opportunities as well as providing a process to review future requests and amendments.	Town staff to inventory the existing public facility wayfinding signs and identify current and future signage needs.  Staff to contract with a graphic consultant to develop options to provide a wayfinding signage system to efficiently identify and direct motorists and pedestrians to various public locations. The project includes the assessment of the Town's off premise directory signs in the Historic District.  Construction is not currently budgeted in 5-year CIP Plan.	Projects (CIP)	Carry-over	
Infrastructure	Wharf Street Lighting	Originates from FY19-20 Strategic Plan.  Installation of public streetlights.	Surveying and Photometric Plans are completed.  Construction anticipated in FY24 based on Dominion Energy installation schedule.	Projects (CIP)	Carry-over	

May River & Surrounding Rivers & Their Watersheds, Infrastructure	Oyster Factory Park	Originated from the 2014 Comprehensive Plan and 2015 Master Plan as amended in 2020. Design and implementation of park improvements according to the Town Council approved Master Plan.	Construction of vehicle parking lot is complete. Plans are substantially complete for the event space with construction anticipated to begin winter - spring 2024.	Projects (CIP)	FY2023	
May River & Surrounding Rivers & Their Watersheds	Impervious Restoration Water Quality Projects	May River Watershed Action Plan - Impervious Restoration Water Quality Projects	Development of long range plans to identify mitigation opportunities for previously developed sites to participate or contribute to impervious restoration and water quality projects throughout the Town.	Watershed Mgmt & Resiliency	On-going	On-going
May River & Surrounding Rivers & Their Watersheds	May River Watershed Action Plan Projects	<p>Originated from: May River Watershed Action Plan Update, adopted by Resolution 2/9/21.</p> <p>Eleven potential project locations were recommended in MRWAP Update based on site impervious area and proposed benefits once project work was completed. The sites to be evaluated include: Bluffton Early Learning Center, Boys and Girls Club of Bluffton, Benton House, Bluffton High School, Buckwalter Recreation Center, Lowcountry Community Church, McCracken Middle School/Bluffton Elementary School, May River High School, One Hampton Lake Apartments, Pritchardville Elementary School, Palmetto Pointe Townes. This is a multi-year capital project that will continue as needs are identified over 5 years or more. Design and construction expenditures will be supported by SWU fees, Developer Participation, and Fee-in-lieu contributions.</p>	Existing concept plans of MRWAP were evaluated including preliminary geotechnical investigations, utility avoidance/impact analysis, initial property owner coordination and existing site data analysis resulting in a preliminary design for each site. Future engineering design, permitting, and construction to be proposed in FY24 and 5-year CIP Plan.	Watershed Mgmt & Resiliency	FY2024	
May River & Surrounding Rivers & Their Watersheds	WAPAC Recommendations	Originated from: May River Watershed Action Plan Update, adopted by Resolution 2/9/21.	Committee recommends eleven (11) priorities for Council's consideration. Staff will bring recommendations forward individually for Council's consideration once fully scoped by WAPAC.	Watershed Mgmt & Resiliency	FY2023	
Town Organization	BCC Orientation and Onboarding	Revise the Boards, Commissions, and Committee orientation to include Town Council and an overview of the strategic plan.	<p>Include an overview of the Strategic Plan and the Town's Values and Missions in the orientation for new members.</p> <p>An electronic orientation packet has been created which includes the strategic plan and the Town's Values and Missions Statements.</p>	Executive	FY2023	✓



Town Organization	BCC Reports to Town Council	Establish a process for Boards, Commission and Committees to provide a regular update/report to Town Council to align the overall Town's vision and mission.	<p>Schedule updates for all BCCs, include a standard reporting format for the chairperson to provide to Council on an annual basis.</p> <p>The chair of the Planning Commission made the initial presentation at the October 11, 2022 Town Council meeting.</p> <p>Board of Zoning Appeals - March 14, 2023 Affordable Housing Committee - April 11, 2023 Historic Preservation Commission - May 9, 2023</p> <p>Other committees including WAPAC, Law Enforcement Advisory Committee, Beautification and others will be scheduled as requested by Town Council.</p>	Executive	FY2023	✓
Town Organization	Employee Benefits and Satisfaction	Establish employment practices to maximize retention and employee satisfaction levels. Conduct an employee survey to gauge levels and receive input.	<p>An internal staff survey was completed and presented to Town Council. Staff continues to evaluate various initiatives. A bi-lingual pay stipend was created for all eligible employees. Instituting initiatives to address survey results, such as increasing staff communication.</p> <p>A wellness committee was established and has begun meeting to discuss employee events.</p>	Human Resources	On-going	On-going
Town Organization	Employee Development and Training	As part of the Human Resources Strategic Plan, formalize employee development and training programs to nurture and retain the most talented and dedicated local government employees possible. Initiatives employed include employee newsletters, a mentorship programs, leadership and management training and development programs, and Department "Lunch and Learn" sessions. Also includes evaluation and retooling employee evaluation instruments and practices.	<p>Continue HR Did You Know bi-weekly series</p> <p>Evaluate Mentorship Program to implement during FY23</p> <p>Institute a workplace safety training program</p> <p>Created a DEI, Diversity, Equity and Inclusion committee and training efforts (now operated under the Executive Department)</p>	Human Resources	FY2023	On-going
Town Organization	Employee Wellness and Recognition	As part of the Human Resources Strategic Plan, through programs and initiatives, maximize the opportunity for employee wellness and success to include action items such as Employee of the Year awards program, celebration of birthdays and anniversaries, peer recognition programs, various seminars, basic medical screenings, vaccines, self-defense class, CPR class, financial seminars. Also a health and wellness fair/event for employees and covered dependent family members.	<p>Continue ongoing programs during course of normal operations.</p> <p>Institute an employee run wellness committee.</p> <p>Continue the employee wellness committee with events held throughout the year.</p> <p>Institute an on-site wellness program, ie. nurse on site to address minor concerns.</p>	Human Resources	FY2023	On-going

Town Organization	File Management and Records Retention Plan	Implementation of an enterprise-based, digital information management system.	<p>Due to complexity and anticipated costs associated with digitizing records on a Town-wide scale, the project will be segmented and operationally instituted over future fiscal years.</p> <p>RFP was posted in November 2021 and after demos and detailed evaluations of the finalists in January 2022 a contract was awarded in February 2022. This project will take until FY24 to fully implement with historical scanning of documents for the departments.</p> <p>Project implementation is in progress. Contracted service personnel are actively scanning and archiving data of the first department. This project is scheduled to be completed in FY24.</p>	Information Technology	Carry-over	On-going
Town Organization	Incident Management Plan	Assessment and update of all related emergency management operation plans as well as updates to associated policies and ordinances. Will also include identification of roles and responsibilities of an Emergency Management Director. Topics include, but are not limited to development and implementation of a facilities evacuation plan for all Town-operated facilities, to include operational testing/drills, etc.	All emergency ordinances are in the process of being updated. This will carry over to the next action agenda.	Police	Carry-over	
Town Organization	Key Performance Indicators	Establish a set of Key Performance Indicators using the "ICMA Open Access Benchmarking Key Performance Indicators" to quantify performance of activities and process that are integral to the Town functions.	The KPIs are posted on the Town's website and updated regularly by staff.	Executive	Carry-over	✓
Town Organization	Police Department Policies and Procedures	Annual review of all Police Department policies and procedures and subsequent modifications or more often as necessary.	This was included in the Police Department's Strategic Plan and will establish a policy review committee. Policies will be based upon the IACP model and reviewed by CALEA. This item will be removed moving forward, as there will be an annual review of all policies.	Police	Carry-over	✓
Town Organization	Talent Acquisition and Retention	Employ non-traditional and best practices in recruiting efforts, hiring practices and employee retention to ensure the best-qualified and most diverse work force possible, to include:	<ul style="list-style-type: none"> <li>- Assesd Summer 2023 Intern Program to refine program for future fiscal years;</li> <li>- Determine if virtual job fair is possible;</li> <li>- Annually participate in MASC salary survey to evaluate compensation among peers;</li> <li>- Explore policies and practices to promote a family-friendly workplace;</li> <li>- Advertise open positions with HBCU, Historically Black Colleges and Universities;</li> <li>- Advertise open positions on social media; and</li> <li>-Explore ways to diversity candidate pool.</li> </ul>	Human Resources	FY2023	On-going
Town Organization	TOB Code of Ordinances	Review and calibration of the Town of Bluffton Code of Ordinances and Policies to ensure they are properly aligned with the SC Constitution and SC Code of Laws	Establish and implement a process to regularly monitor the Code of Ordinances and policies to make sure that they are properly aligned with other laws and regulations.	Executive	FY2023	

Town Organization	TOB specific Continuing Education Training Program	Draft and Propose a TOB specific training program to comply with the South Carolina Continuing Education Requirements for Planning Staff and Board/Commission/Committee members.	Training is now tracked for all BCCs, annual Roberts Rules of ORder is scheduled with invites sent to all. Staff is continuing to improve the training opportunities.	Growth Management	FY2023	On-going
Town Organization	Town Events Plan	Evaluation of Town events planning.	<p>Town Staff has met to establish a calendar of events for the year. Staff also discussed contracting out some of the events, primarily movies as well as various locations and partners with the establishment of some annual events.</p> <p>The Special Events Manager has developed on on-going binder of event checklists and best practices for each Town-hosted events as a reference guide to stream line checklists and event planning.</p> <p>On-going</p>	Communications	On-going	On-going



## Town Owned Property as of September 30, 2023

Map Number	Property Description	Beaufort County Tax ID #	Date of Acquisition	Purchase Price	Deed Book/ Page	Plat Book/ Page	Acres	Notes
1	Linear Trail - Tract A <sup>1</sup>	R620 028 000 0018 0000	12/4/2000	\$ 5	1367/1632	75/93	41	Donated by New River Farms, LP for a linear park per Jones Estate Development Agreement.
2	Linear Park - Park Tract Within New Riverside <sup>1</sup>	R620 035 000 0016 0000	4/13/2005	\$ 5	2129/691	105/98	42.67	Donated by New Riverside, LLC for a park per Jones Estate Development Agreement and New Riverside Concept Plan.
3	Linear Trail - Tract B <sup>1</sup>	R614 035 000 0011 0000	12/4/2000	\$ 5	1367/1632	75/93	18.6	Donated by New River Farms, LP for a linear park per Jones Estate Development Agreement.
4	Linear Park Trailhead - Sun City Donation - Parcel 8C <sup>1</sup>	R622 028 000 1006 0000	1/20/2004	\$ 10	2013/1506	101/71, 134/1	8.85	Donated by Del Webb Communities as trailhead, trail and park for the Linear Trail. Portion of property donated to Beaufort County for SC Hwy 170 Widening in the amount of 1.583 acres. The remaining portion owned by the Town of Bluffton is 8.85 acres.
5	Buckwalter Place - Parcel 1A - Stormwater/Parking <sup>4</sup>	R610 030 000 1850 0000	8/9/2005	\$ -	2206/1936	123/133	2.9	Obtained via parcel exchange with BHR Acquisition Co, LLC and Buckwalter Commercial, Inc., in accordance with a Real Estate Exchange Agreement dated May 10, 2005, where the Town exchanged the 21 acre Municipal Site donated to the Town per the Buckwalter Development Agreement for the property in May River Tech Park.
6	Buckwalter Place - Purchase from Beaufort County <sup>4</sup>	R610 030 000 1649 0000	11/1/2013	\$ 400,000	3286/1428	111/177	5	Purchased from Beaufort County with Utility Tax Credit funds and future MCIP FILOT Revenue for economic development.
7	Buckwalter Place - Parcel 1B - Law Enforcement Center <sup>4</sup>	R610 030 000 1848 0000	8/9/2005	\$ -	2206/1928	123/133, 142/183	3.31	Obtained via parcel exchange with BHR Acquisition Co, LLC and Buckwalter Commercial, Inc., in accordance with a Real Estate Exchange Agreement dated May 10, 2005, where the Town exchanged the 21 acre Municipal Site donated to the Town per the Buckwalter Development Agreement for the property in May River Tech Park. The Town subdivided the 5.38 acre Parcel 1B into Parcel 1B-1 containing 1.66 acres and 1B containing 3.72 acres (Plat recorded in Book 128 Page 171). Parcel 1B-1 was then deeded to CareCore Properties, LLC for Building 2 (Deed recorded in Book 2889 Page 2015). Portion of property consisting of 0.51 acre which was developed as CareCore Drive, was sold to eviCore. Remaining parcel owned by the Town is 3.31 acres.
8	Buckwalter Regional Park <sup>1</sup>	R620 038 000 0053 0000	8/6/2001	\$ -	1458/1178	82/17	142.92	Donated by SP Forests, LLC for a public park per Buckwalter Development Agreement.
9	Oscar Frazier Park <sup>1</sup>	R610 039 000 0427 0000	5/30/2001	\$ 1	1181/543 & 1481/6	82/187	33.64	Donated by International Paper Company for a 25 acre park and playground per the Schultz Tract Development Agreement. Park site was reconfigured and enlarged to 33.64 acres through a parcel exchange with Quinnco-D'Amico Schultz, LLC (Parcel exchange titles are recorded in Deed Book 1481 Page 1 and Deed Book 1481 Page 6). International Paper Company granted an Amendment and Modification of Use Restrictions to include civic/institutional facilities and administrative uses as pertaining to the municipal functions of the Town as an allowed use (Amendment recorded in Book 2807 Page 1015).

## Town Owned Property as of September 30, 2023

Map Number	Property Description	Beaufort County Tax ID #	Date of Acquisition	Purchase Price	Deed Book/ Page	Plat Book/ Page	Acres	Notes
10	Oscar Frazier Park - Signage <sup>1</sup>	R610 039 000 0556 0000	5/30/2001	\$ 1	1481/6	82/187	0.02	Donated by Quinnco-D'Amico Schultz as a sign easement for Oscar Frazier Park.
11	115 Bluffton Rd - Old Landfill <sup>2,3,4</sup>	R610 039 000 0050 0000	3/15/1949	\$ 250	69/558	----	9.302	Purchased from C.E. Ulmer. Site was a former landfill and shooting range and the Town preformed site remediation in 2007. A 0.658 acre portion of the 9.96 acre site was sold to SCDOT for a right-of-way through the property (Title is recorded in Deed Book 2787 Page 1491).
12	60 Burnt Church Rd - Bluffton Heights - Open Space <sup>1</sup>	R601 040 000 0200 0000	4/1/1988	\$ 1	501/1109	26/94	0.464	Donated by Carolina Management Corporation of Beaufort for open space.
13	Bluffton Village - Library Site <sup>1,2</sup>	R610 039 000 0732 0000	12/21/2001	\$ 10	1517/1388	81/93	2.93	Donated by Rowkris Development 1, LLC for library/municipal use per the Bluffton Village Development Agreement. Subject to a 25 year Lease Agreement (April 1, 2002 through March 31 2027) with Beaufort County for the Library.
14	1261 May River Rd - Engineering Building <sup>2</sup>	R610 039 00A 0004 0000	7/20/1990	\$ 10	558/1600	----	0.23	Donated by Beaufort County for municipal use. Plat is attached to the deed.
15	1264 May River Rd - Police Sub-Station <sup>4</sup>	R610 039 00A 0148 0000	2/20/1942	\$ 50	59/114	----	0.235	Donated by Estella Fuller.
16	Dubois Park <sup>1</sup>	R620 039 00A 0096 0000	5/9/1940	\$ 2	56/707	----	0.92	Donated by Katherine DuBois for a public park in memory of her husband Paul DuBois. Plat in Town files, but never recorded
17	Minor Property - Oyster Factory Park Expansion <sup>1</sup>	R620 039 00A 0191 0000	2/15/2007	\$ 1,500,000	2587/58	118/100	1.863	Purchased from Stanley Gill Minor through the Trust for Public Land with Rural and funded, in part, with Critical Lands Bond Referendum funds (Title recorded in Deed Book 2524 Page 1527). Property was transferred to the Town and Beaufort County, as co-owners, for the expansion of Oyster Factory Park.
18	38 Bridge St - Town Hall Parking Lot <sup>4</sup>	R611 039 00A 0244 0000	10/11/2007	\$ 210,000	2638/1551	59/110	0.59	Purchased from John Matthew Rowe for additional Town Hall parking.
19	Bluffton Park - Tract B11 & Wetlands/Nature Preserve <sup>1</sup>	R620 039 000 1240 0000	12/4/2007	\$ 2,000,000	2660/544	114/68 & 123/19	121.994	Purchased from Quinnco-D'Amico Shults, LLC through the Trust for Public Land and funded, in part, with Rural and Critical Lands Bond Referendum funds (Title recorded in Deed Book 2660 Page 517). Property was transferred to the Town and Beaufort County, as co-owners, for a public park and nature preserve.
20	Bluffton Park - Tract B1 - Tract A - Upland Preservation <sup>1</sup>	R610 031 000 1092 0000	6/28/2007	\$ 10	2606/788	96/193	0.83	Donated by William H. Dascombe for upland preservation. The Town deeded Beaufort County a one-half divided interest to the property, making Beaufort County a co-owner, after the donation (Beaufort County deed is recorded in Deed Book 2660 Page 565).

## Town Owned Property as of September 30, 2023

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20	Bluffton Park - Tract B1 - Tract B - Upland Preservation <sup>1</sup>	R610 031 000 1093 0000	6/28/2007	\$ 10	2606/788	96/193	1.06	Donated by William H. Dascombe for upland preservation. The Town deeded Beaufort County a one-half divided interest to the property, making Beaufort County a co-owner, after the donation (Beaufort County deed is recorded in Deed Book 2660 Page 565).
20	Bluffton Park - Tract B1 - Tract C & D - Upland Preservation <sup>1</sup>	R610 031 000 1096 0000	6/28/2007	\$ 10	2606/788	96/193 & 123/19	2.67	Donated by William H. Dascombe for upland preservation. The Town deeded Beaufort County a one-half divided interest to the property, making Beaufort County a co-owner, after the donation (Beaufort County deed is recorded in Deed Book 2660 Page 565).
20	Bluffton Park - Tract B1 - Tract E - Upland Preservation <sup>1</sup>	R610 031 000 1095 0000	6/28/2007	\$ 10	2606/788	96/193	3.33	Donated by William H. Dascombe for upland preservation. The Town deeded Beaufort County a one-half divided interest to the property, making Beaufort County a co-owner, after the donation (Beaufort County deed is recorded in Deed Book 2660 Page 565).
20	Bluffton Park - Tract B1 - Tract F - Upland Preservation <sup>1</sup>	R610 031 000 1094 0000	6/28/2007	\$ 10	2606/788	96/193	0.87	Donated by William H. Dascombe for upland preservation. The Town deeded Beaufort County a one-half divided interest to the property, making Beaufort County a co-owner, after the donation (Beaufort County deed is recorded in Deed Book 2660 Page 565).
21	68 Boundary Street <sup>2,3,4</sup>	R610 039 00A 0097 0000	10/6/2016	\$ 1,095,000	3523/611	Not Recorded	1.483	Purchased from Marsh Rentals, LLC. Plat in Town files, but never recorded.
22	Calhoun Street Promenade - Tom Herbkersman Commons <sup>1</sup>	R614 039 00A 0346 0000	10/28/2010	\$ -	3005/668	131/118	0.041	Donated by Calhoun Street Development, LLC for a pocket park.
23	Buckwalter Place - Purchase from Parcel 6, LLC <sup>4</sup>	R610 022 000 1103 0000	3/25/2013	\$ 735,000	3225/1673	136/106, 142/183	4.77	Purchased from Parcel 6, LLC with Utility Tax Credit funds for economic development. Portion of property in the amount of 2.35 acres sold to eviCore (Deed Book/Page 3482/1138 & 3482/1148). Remaining parcel acreage owned by the Town is 4.77 acres.
24	Buckwalter Place - Utility Area <sup>1</sup>	R610 030 000 1650 0000	8/9/2005	\$ -	2206/1936	123/133	0.07	Obtained via parcel exchange with BHR Acquisition Co, LLC and Buckwalter Commercial, Inc., in accordance with a Real Estate Exchange Agreement dated May 10, 2005, where the Town exchanged the 21 acre Municipal Site donated to the Town per the Buckwalter Development Agreement for the property in May River Tech Park.
25	McCracken Circle - Open Space <sup>1</sup>	R610 038 000 1890 0000	6/4/2009	\$ -	2985/1139	86/59	7.18	Donated by SP Forests, LLC for open space/green space.
26	New Riverside - Parcel 1 - Park <sup>1</sup>	R610 035 000 0010 0000	2/18/2009	\$ 10	2917/1161	125/116	43.84	Donated by New Riverside, LLC for a park per the Palmetto Bluff Development Agreement, New Riverside Concept Plan 1st and 2nd Amendments and the Palmetto Bluff Development Agreement 2nd and 3rd Amendments.

## Town Owned Property as of September 30, 2023

Map Number	Property Description	Beaufort County Tax ID #	Date of Acquisition	Purchase Price	Deed Book/ Page	Plat Book/ Page	Acres	Notes
27	New Riverside - Parcel 9A - Stormwater BMP Pilot Project Lagoon <sup>1</sup>	R610 044 000 0129 0000	4/15/2013	\$ -	3231/2663	136/72	6.026	Donated by New Riverside, LLC for a Stormwater Best Management Practices Pilot Project Lagoon per the New Riverside Concept Plan 4th Amendment.
28	Palmetto Bluff - Lot 69 - Public Dock Access <sup>1</sup>	R614 045 000 0139 0000	12/20/2007	\$ -	2668/1931	99/146	0.092	Donated by May River Forest, LLC for a Town docking facility and park area.
29	Pritchard Street - Pocket Park <sup>1</sup>	----	----	\$ -	----	----	----	Portion of Pritchard Street.
30	Willow Run - Affordable Housing/Municipal Site <sup>2,3,4</sup>	R610 022 000 1094 0000	12/13/2010	\$ 10	3019/1613	131/156	19.753	Donated by Indian Hill Associates, LLC for 2 upland acres of affordable housing and an 8 upland acre municipal and/or commercial site per the Buckwalter Development Agreement 9th Amendment.
31	184 Bluffton Rd <sup>2,3,4</sup>	R610 039 000 049B 0000	9/21/2017	\$ 600,000	3610/1827	22/114	0.71	Purchased from May River Storage, LLC.
32	111 Calhoun Street <sup>1</sup>	R610 039 00A 0111 0000	5/8/2017	\$ 1,500,000	3573/1701	Not Recorded	1.35	Joint Purchase from Augustine Wright II by the Town and Beaufort County.
33	Stock Farm - Open Space 3 <sup>1</sup>	R610 039 000 1538 0000	2/28/2017	\$ -	3556/151	125/176	0.03	Donation by Mayberry Holdings, LC for Open Space.
34	Stock Farm - Open Space 4 <sup>1</sup>	R610 039 000 1539 0000	10/17/2017	\$ -	3616/2874	125/176	0.32	Donation by Mayberry Holdings, LC for Open Space.
35	1095 May River Road <sup>3,4</sup>	R610 039 000 0498 0000	7/25/2018	\$ 263,000	3686/2292	73/26	1.78	Purchased from KGB 1935, Ltd., Co.
36	New Riverside Parcel 4A-2 Open Space <sup>1</sup>	R610 036 000 1319 0000	12/31/2018	\$ 200,000	3725/3231	150/169	37	Purchase from New Riverside, LLC.
37	New Riverside Parcel 4B-3A Open Space <sup>1,2,4</sup>	R610 036 000 3214 0000	12/31/2018	\$ -	3725/3227		7	Donation from New Riverside, LLC was originally 7 acres which occurred on December 31, 2018 and recorded in Book at Page 3227 as shown in Plat Book 150 at Page 168. Later reconfigured pursuant to a Land Swap Agreement and Public-Private Development Contract (New Riverside Village) with MFH Land, LLC dated October 26, 2020 and recorded on October 27, 2020 in Book 3926 at Page 3042.

## Town Owned Property as of September 30, 2023

Map Number	Property Description	Beaufort County Tax ID #	Date of Acquisition	Purchase Price	Deed Book/ Page	Plat Book/ Page	Acres	Notes
38	Village at Verdier Civic Site <sup>2</sup>	R610 021 000 0803 0000	6/30/2021	\$ -	4031/2070	157/6	1.17	Donation from Security Bank of Kansas City per Town's request on August 22, 2018 proposing Outparcel 1 or 2 as shown in their marketing materials. Outparcel 1 was selected consisting of two parcels totaling 1.6 acres. The specific requirements for the donation are detailed in the Verdier First Amendment, Section XI. J. Donation of Civic Site: "The Owner agrees to donate and convey to the Town or applicable governmental agency, upon time of need, a site, not to exceed one and one-half (1.5) acres and mutually agreeable by both Owner and the Town, for the construction of a multi-story civic building not to exceed thirty thousand (30,000) square feet. Said one and one-half (1.5) acre site shall contain the multi-story building, accommodate any and all site and building setbacks, and shall accommodate any required on-site parking. The Owner and Town agree that any conveyance hereunder shall contain such deed restriction that said civic site shall be solely used for governmental and public purposes and for the following limited uses: a library; governmental administrative offices; and/or a conservation and environmental educational center."
38	Village at Verdier Civic Site <sup>2</sup>	R610 021 000 0812 0000	6/30/2021	\$ -	4031/2070	157/6	0.43	Donation from Security Bank of Kansas City per Town's request on August 22, 2018 proposing Outparcel 1 or 2 as shown in their marketing materials. Outparcel 1 was selected consisting of two parcels totaling 1.6 acres. The specific requirements for the donation are detailed in the Verdier First Amendment, Section XI. J. Donation of Civic Site: "The Owner agrees to donate and convey to the Town or applicable governmental agency, upon time of need, a site, not to exceed one and one-half (1.5) acres and mutually agreeable by both Owner and the Town, for the construction of a multi-story civic building not to exceed thirty thousand (30,000) square feet. Said one and one-half (1.5) acre site shall contain the multi-story building, accommodate any and all site and building setbacks, and shall accommodate any required on-site parking. The Owner and Town agree that any conveyance hereunder shall contain such deed restriction that said civic site shall be solely used for governmental and public purposes and for the following limited uses: a library; governmental administrative offices; and/or a conservation and environmental educational center."
39	Buckwalter Place Parcel B-1 Unit 100 - Don Ryan Center for Innovation <sup>3</sup>	R610 022 000 1141 0001	6/20/2022	\$ 10	4157/687	157/60	3,000 Square Feet	Pursuant to the Public-Private Development Contract, Southeastern Development Associates agreed to donate a 3,000 square foot unit for the future home of the Don Ryan Center for Innovation. The unit is part of the 18,700 square foot in-line commercial building located at 7 Venture Drive.
40	Buckwalter Place Parcel C - Buckwalter Place Veterans Memorial Park <sup>1</sup>	R610 022 000 1113 0000	4/23/2020	\$ -	3857/2780	152/32	1.66	Pursuant to the Public-Private Development Contract, Southeastern Development Associates agreed to donate a 1.66 acre property for a public park located at 240 Buckwalter Place Boulevard.
41	New Riverside Road Buffer Parcel <sup>1</sup>	R610 044 000 0156 0000	10/23/2020	\$ 10	3926/3030	155/42	1.47	Donation from New Riverside, LLC of the buffer area along New Riverside Road fronting the Town's Barn property and the Fire District property.

Town Owned Property as of September 30, 2023

Map Number	Property Description	Beaufort County Tax ID #	Date of Acquisition	Purchase Price	Deed Book/ Page	Plat Book/ Page	Acres	Notes
42	New Riverside Parcel 4B-3B Open Space <sup>1,2,4</sup>	R610 036 000 3703 0000	10/27/2020	\$ 10	3926/3167	155/45	3.031	Donation from New Riverside, LLC was originally 7 acres which occurred on December 31, 2018 and recorded in Book at Page 3227 as shown in Plat Book 150 at Page 168. Later reconfigured pursuant to a Land Swap Agreement and Public-Private Development Contract (New Riverside Village) with MFH Land, LLC dated October 26, 2020 and recorded on October 27, 2020 in Book 3926 at Page 3042.
43	76 Bridge Street , Parcel A, Sarah Riley Hooks Cottage <sup>1,2,3,4</sup>	R610 039 00A 0159 0000	1/4/2021	\$ 157,985	3954/2711	37/28	0.271	Purchased from Rona Cross along with R610 039 00A 159B 0000 for a total purchase price of \$315,970. For this spreadsheet, the total purchase price is divided equally between the two parcels. Contains the Sarah Riley Hooks Cottage which is a Contributing Structure.
44	72 Bridge Street , Parcel C <sup>1,2,3,4</sup>	R610 039 00A 159B 0000	1/4/2021	\$ 157,985	3954/2711	37/28	0.377	Purchased from Rona Cross along with R610 039 00A 0159 0000 for a total purchase price of \$315,970. For this spreadsheet, the total purchase price is divided equally between the two parcels.
45	74 Bridge Street , Parcel B <sup>1,2,3,4</sup>	R610 039 00A 159A 0000	1/4/2021	\$ 159,030	3954/2706	37/28	0.381	Purchased from Kehinde Thomas and Tavi Fields.
46	2 CareCore Drive, Former eviCore Park <sup>1,2,3,4</sup>	R610 022 000 1099 0000	9/28/2022	\$ 1,200,000	4186/41	142/183	2.35	Purchased from eviCore Healthcare MSI, LLC along with R610 030 000 1972 0000 and R610 030 000 1973 0000 for a total purchase price of \$1,200,000. For this spreadsheet, the total purchase price is divided equally between the three parcels.
47	CareCore Drive, Parcel B <sup>1,2,3,4</sup>	R610 030 000 1973 0000	9/28/2022	\$ 1,200,000	4186/41	142/183	0.27	Purchased from eviCore Healthcare MSI, LLC along with R610 030 000 1972 0000 and R610 022 000 1099 0000 for a total purchase price of \$1,200,000. For this spreadsheet, the total purchase price is divided equally between the three parcels.
48	CareCore Drive , Parcel A <sup>1,2,3,4</sup>	R610 030 000 1972 0000	9/28/2022	\$ 1,200,000	4186/41	142/183	0.51	Purchased from eviCore Healthcare MSI, LLC along with R610 030 000 1973 0000 and R610 022 000 1099 0000 for a total purchase price of \$1,200,000. For this spreadsheet, the total purchase price is divided equally between the three parcels.

Notes:

<sup>1</sup> Park/Preservation/Wetlands/Recreation/Environmental Use

<sup>2</sup> Municipal Use

<sup>3</sup> Affordable Housing Use

<sup>4</sup> Flexible Use



INFORMATION  
TECHNOLOGY  
DEPARTMENT

TOWN  
OWNED  
PROPERTIES

Created: 2/16/2014  
Updated: 10/13/2023

Legend



JURISDICTIONAL

- Town of Bluffton
- Beaufort County
- City of Hardeeville
- Jasper County
- Bluffton Town Limits

TRANSPORTATION

- Roads
- Future Road
- Future Parkway

HYDROLOGY

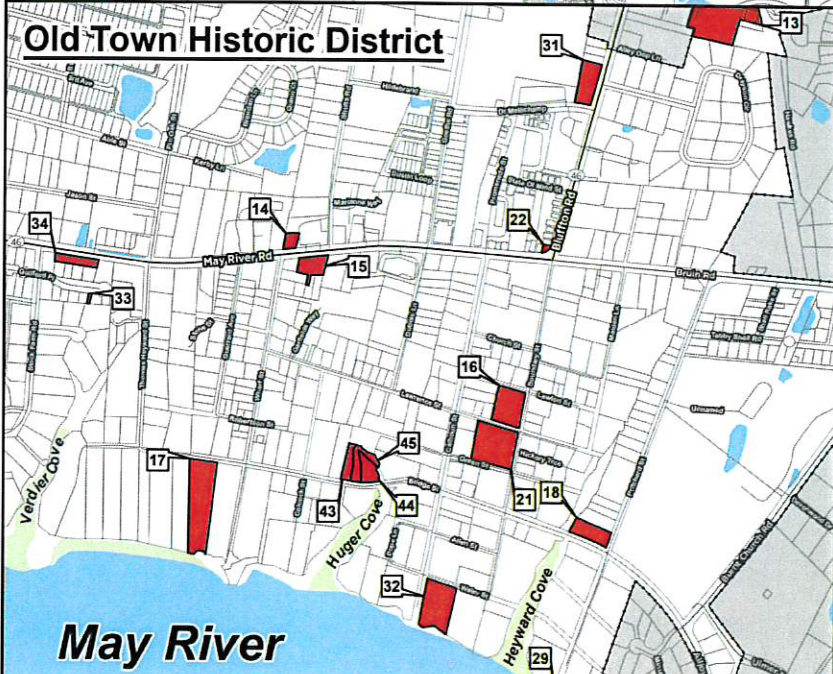
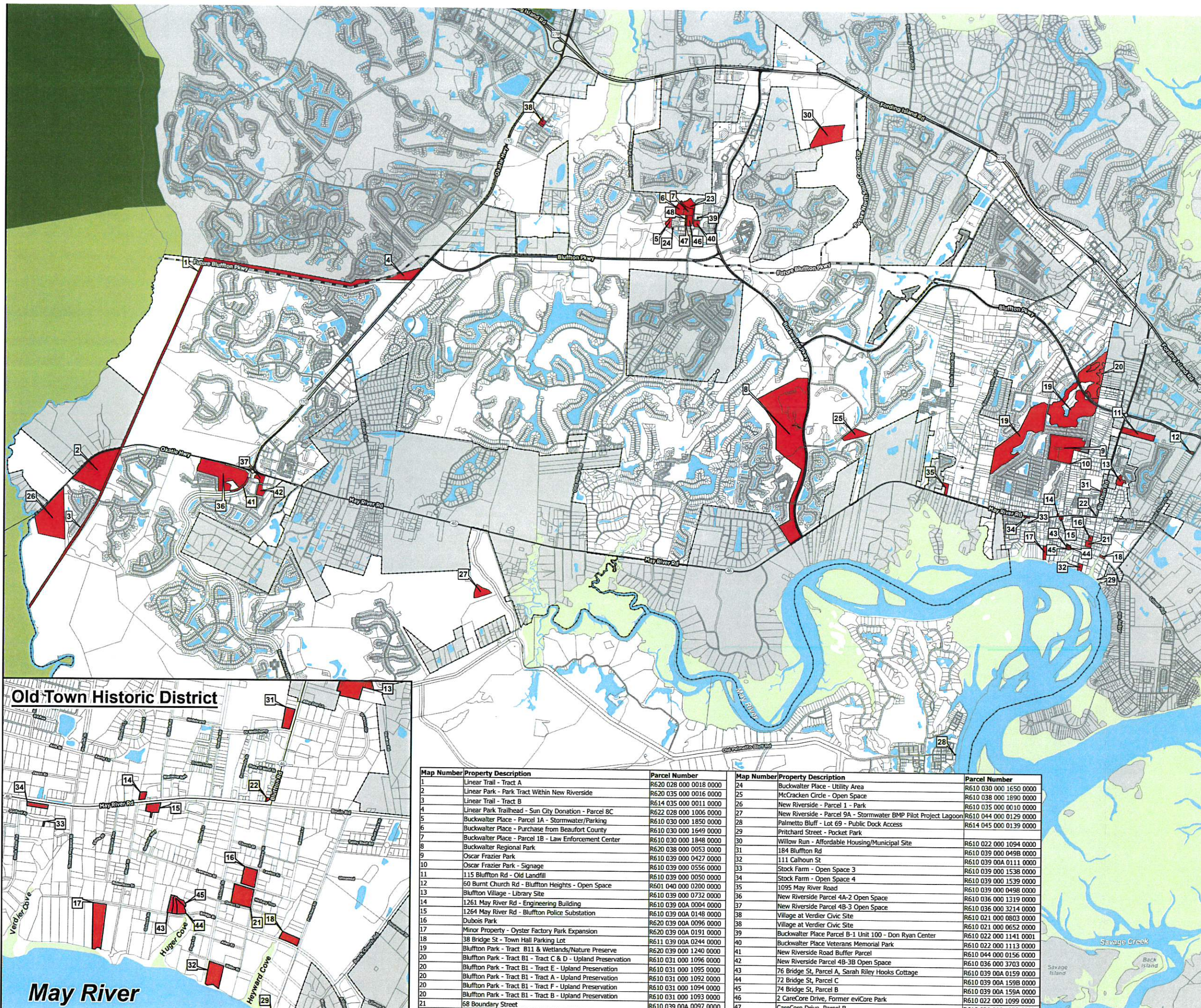
- Marsh
- Water

0 0.25 0.5 1 Miles

Map Prepared By:  
Ryan J. Coleman, GISP



DISCLAIMER:  
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Map Number	Property Description	Parcel Number	Map Number	Property Description	Parcel Number
1	Linear Trail - Tract A	R620 028 000 0018 0000	24	Buckwalter Place - Utility Area	R610 030 000 1650 0000
2	Linear Park - Park Tract Within New Riverside	R620 035 000 0016 0000	25	McCracken Circle - Open Space	R610 038 000 1890 0000
3	Linear Trail - Tract B	R614 035 000 0011 0000	26	New Riverside - Parcel 1 - Park	R610 035 000 0010 0000
4	Linear Park Trailhead - Sun City Donation - Parcel 8C	R622 028 000 1006 0000	27	New Riverside - Parcel 9A - Stormwater BMP Pilot Project Lagoon	R610 044 000 0129 0000
5	Buckwalter Place - Parcel 1A - Stormwater/Parking	R610 030 000 1850 0000	28	Palmetto Bluff - Lot 69 - Public Dock Access	R614 045 000 0139 0000
6	Buckwalter Place - Purchase from Beaufort County	R610 030 000 1649 0000	29	Pritchard Street - Pocket Park	
7	Buckwalter Place - Parcel 1B - Law Enforcement Center	R610 030 000 1848 0000	30	Willow Run - Affordable Housing/Municipal Site	R610 022 000 1094 0000
8	Buckwalter Regional Park	R620 038 000 0053 0000	31	184 Bluffton Rd	R610 039 000 0498 0000
9	Oscar Frazier Park	R610 039 000 0427 0000	32	111 Calhoun St	R610 039 00A 0111 0000
10	Oscar Frazier Park - Signage	R610 039 000 0556 0000	33	Stock Farm - Open Space 3	R610 039 000 1538 0000
11	115 Bluffton Rd - Old Landfill	R610 039 000 0050 0000	34	Stock Farm - Open Space 4	R610 039 000 1539 0000
12	60 Burnt Church Rd - Bluffton Heights - Open Space	R601 040 000 0200 0000	35	1095 May River Road	R610 039 000 0498 0000
13	Bluffton Village - Library Site	R610 039 00A 0732 0000	36	New Riverside Parcel 4A-2 Open Space	R610 036 000 1319 0000
14	1261 May River Rd - Engineering Building	R610 039 00A 0004 0000	37	New Riverside Parcel 4B-3 Open Space	R610 036 000 3214 0000
15	1264 May River Rd - Bluffton Police Substation	R610 039 00A 0148 0000	38	Village at Verdier Civic Site	R610 021 000 0803 0000
16	Dubois Park	R620 039 00A 0096 0000	39	Village at Verdier Civic Site	R610 021 000 0652 0000
17	Minor Property - Oyster Factory Park Expansion	R620 039 00A 0191 0000	40	Buckwalter Place Parcel B-1 Unit 100 - Don Ryan Center	R610 022 000 1141 0001
18	38 Bridge St - Town Hall Parking Lot	R611 039 00A 0244 0000	41	Buckwalter Place Veterans Memorial Park	R610 022 000 1113 0000
19	Bluffton Park - Tract B11 & Wetlands/Nature Preserve	R620 039 000 1240 0000	42	New Riverside Road Buffer Parcel	R610 044 000 0156 0000
20	Bluffton Park - Tract B1 - Tract C & D - Upland Preservation	R610 031 000 1096 0000	43	New Riverside Parcel 4B-3B Open Space	R610 036 000 3703 0000
20	Bluffton Park - Tract B1 - Tract E - Upland Preservation	R610 031 000 1095 0000	44	76 Bridge St, Parcel A, Sarah Riley Hooks Cottage	R610 039 00A 0159 0000
20	Bluffton Park - Tract B1 - Tract A - Upland Preservation	R610 031 000 1092 0000	45	72 Bridge St, Parcel C	R610 039 00A 1598 0000
20	Bluffton Park - Tract B1 - Tract F - Upland Preservation	R610 031 000 1094 0000	46	74 Bridge St, Parcel B	R610 039 00A 159A 0000
20	Bluffton Park - Tract B1 - Tract B - Upland Preservation	R610 031 000 1093 0000	47	2 CareCore Drive, Former eviCore Park	R610 022 000 1099 0000
21	68 Boundary Street	R610 039 00A 0097 0000	48	CareCore Drive, Parcel B	R610 030 000 1973 0000
22	Town Hall/Karenman Commons	R614 039 00A 0346 0000			





Development Agreement Building Permits vs. Utilized Development Rights Summary  
As Of September 30, 2023

Development Agreement					Government Entity Holdings		New Construction Statistics January 1, 2023 Through September 30, 2023			Cumulative Statistics												
Name	Approval Date	Expiration Date <small>(Including Extensions and 9-Year Tolling Period Per SC Act 297 (2010) &amp; SC Act 112 (2013))</small>	Acres	Permitted Development Rights <sup>1</sup>	Purchased by the Beaufort County Rural and Critical Lands Program	Held by the Town of Bluffton in Development Rights Bank	Building Permits	Value of Construction	Certificate of Occupancy	Building Permits Issued  <small>((Building Permits Issued + Purchased by BCRCLB + Held by TOB) / Permitted Development Right)</small>	Build-Out Percentages					Utilized Development Rights		Utilized Development Rights Developed Percentages				
											Development Rights Percentage Built-Out = <small>((Building Permits Issued + Purchased by BCRCLB + Held by TOB) / Permitted Development Right)</small>	Development Agreement Percentage Built-Out	Residential All Development Agreements Percentage Built-Out	Non-Residential All Development Agreements Percentage Built-Out	TOTAL All Development Agreements Percentage Built-Out	Utilized <sup>6</sup>	Remaining for Development = <small>(Permitted Development Rights - Utilized - Purchased by RCLP)</small>	Development Rights Percentage Utilized = <small>((Utilized + Purchased by BCRCLB + Held by TOB) / Permitted Development Right)</small>	Development Agreement Percentage Utilized	Residential All Development Agreements Percentage Utilized	Non-Residential All Development Agreements Percentage Utilized	TOTAL All Development Agreements Percentage Utilized
Bluffton Village	October 18, 2000	October 17, 2024	29	38 Residential DU	0 Residential DU	0 Residential DU	0 Residential DU	\$ - Residential DU	0 Residential DU	32 Residential DU	84%	78%				32 Residential DU	6 Residential DU	84%	78%			
				212,750 SF Commercial/ Civic/ Multi-Family	0 SF Commercial/ Civic/ Multi-Family	0 SF Commercial/ Civic/ Multi-Family	0 SF Commercial/ Civic/ Multi-Family	\$ - Commercial/ Civic/ Multi-Family	0 Commercial/ Civic/ Multi-Family	153,341 SF Commercial/ Civic/ Multi-Family	72%					153,341 SF Commercial/ Civic/ Multi-Family	59,409 SF Commercial/ Civic/ Multi-Family	72%				
Buckwalter	April 19, 2000	April 18, 2039	6,269	8,792 Residential DU	613 Residential DU <sup>3</sup>	115 Residential DU	50 Residential DU	\$ 26,892,423 Residential DU	108 Residential DU	5,853 Residential DU	75%	35%				5,832 Residential DU	2,232 Residential DU	75%	35%			
				300 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	\$ - Hotel Units	0 Hotel Units	0 Hotel Units	0%					0 Hotel Units	300 Hotel Units	0%				
				823.641 Acres Commercial	31.18 Acres Commercial <sup>3</sup>	1.21 Acres Commercial	16,753 SF Commercial	\$ 2,284,080 Commercial	0 Commercial	784,262 SF Commercial	29%					208 Acres Commercial	583 Acres Commercial	29%				
Jones Estate	June 21, 2000	June 20, 2039	1,885	2,516 Residential DU	0 Residential DU	0 Residential DU	77 Residential DU	\$ 31,163,217 Residential DU	48 Residential DU	2,002 Residential DU	80%	68%				2,279 Residential DU	237 Residential DU	91%	74%			
				131 Acres Commercial	0 Acres Commercial	0 Acres Commercial	0 SF Commercial	\$ - Commercial	0 Commercial	219,373 SF Commercial	57%					74 Acres Commercial	57 Acres Commercial	57%				
New Riverside	August 24, 2004	N/A	4,006	3,651 Residential DU <sup>2</sup>	0 Residential DU	0 Residential DU	137 Residential DU	\$ 51,767,664 Residential DU	210 Residential DU	2,746 Residential DU	75%	60%	77%	36%	55%	2,958 Residential DU	693 Residential DU <sup>2</sup>	81%	62%	81%	36%	57%
				190 Acres Commercial	0 Acres Commercial	0 Acres Commercial	0 SF Commercial	\$ - Commercial	1 Commercial	26,125 SF Commercial	5%					9 Acres Commercial	181 Acres Commercial	5%				
				200 Acres Business Park <sup>4</sup>	200 Acres Business Park <sup>4</sup>	0 Acres Business Park	0 SF Business Park	\$ - Business Park	0 Business Park	0 SF Business Park	100%					0 Acres Business Park	0 Acres Business Park <sup>4</sup>	100%				
Palmetto Bluff	November 23, 1998	November 22, 2057	19,217	4,000 Residential DU <sup>2, 4</sup>	0 Residential DU	0 Residential DU	101 Residential DU	\$ 108,894,081 Residential DU	204 Residential DU	1,380 Residential DU	35%	21%				1,761 Residential DU <sup>2, 4</sup>	2,239 Residential DU <sup>2, 4</sup>	44%	27%			
				180 Acres Commercial	0 Acres Commercial	0 Acres Commercial	2,103 SF Commercial	\$ 2,513,196 Commercial	0 Commercial	131,713 SF Commercial	8%					16 Acres Commercial	164 Acres Commercial	9%				
Schults Tract	November 23, 1998	November 22, 2057	620	1,263 Residential DU <sup>5</sup>	187 Residential DU <sup>3, 5</sup>	189 Residential DU	0 Residential DU	\$ - Residential DU	0 Residential DU	821 Residential DU	95%	82%				821 Residential DU	66 Residential DU <sup>5</sup>	95%	82%			
				230 Acres Commercial	0 Acres Commercial	0 Acres Commercial	62,513 SF Commercial	\$ 7,805,632 Commercial	2 Commercial	902,851 SF Commercial	69%					159 Acres Commercial	74 Acres Commercial	69%				
Village at Verdier	December 18, 2002	December 17, 2026	126	458 Residential DU	0 Residential DU	0 Residential DU	0 Residential DU	\$ - Residential DU	0 Residential DU	449 Residential DU	98%	39%				449 Residential DU	9 Residential DU	98%	39%			
				296,000 SF Commercial	0 SF Commercial	0 SF Commercial	0 SF Commercial	\$ - Commercial	0 Commercial	54,353 SF Commercial	18%					54,353 SF Commercial	241,647 SF Commercial	18%				
				30,000 SF Civic	0 SF Civic	0 SF Civic	0 SF Civic	\$ - Civic	0 Civic	0 SF Civic	0%					0 SF Civic	30,000 SF Civic	0%				
TOTALS			32,152	20,718 Residential DU	800 Residential DU	304 Residential DU	365 Residential DU	\$ 218,717,385 Residential DU	570 Residential DU	13,283 Residential DU					14,132 Residential DU	5,482 Residential DU						
				212,750 SF Commercial/ Civic/ Multi-Family	0 SF Commercial/ Civic/ Multi-Family	0 SF Commercial/ Civic/ Multi-Family	0 SF Commercial/ Civic/ Multi-Family	\$ - Commercial/ Civic/ Multi-Family	0 Commercial/ Civic/ Multi-Family	153,341 SF Commercial/ Civic/ Multi-Family					153,341 SF Commercial/ Civic/ Multi-Family	59,409 SF Commercial/ Civic/ Multi-Family						
				300 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units					0 Hotel Units	300 Hotel Units						
				1,554 Acres Commercial	31.18 Acres Commercial	1.21 Acres Commercial	81,369 SF Commercial	\$ 12,602,908 Commercial	3 Commercial	2,118,677 SF Commercial					467 Acres Commercial	1,057 Acres Commercial						
				200 Acres Business Park	200 Acres Business Park	0 SF Business Park	0 SF Business Park	0 Business Park	0 Business Park	0 SF Business Park					0 Acres Business Park	0 Acres Business Park						
				296,000 SF Commercial	0 SF Commercial	0 SF Commercial	0 SF Civic	0 Civic	0 Civic	0 SF Civic					54,353 SF Commercial	241,647 SF Commercial						
				30,000 SF Civic	0 SF Civic	0 SF Civic				0 SF Civic					30,000 SF Civic							



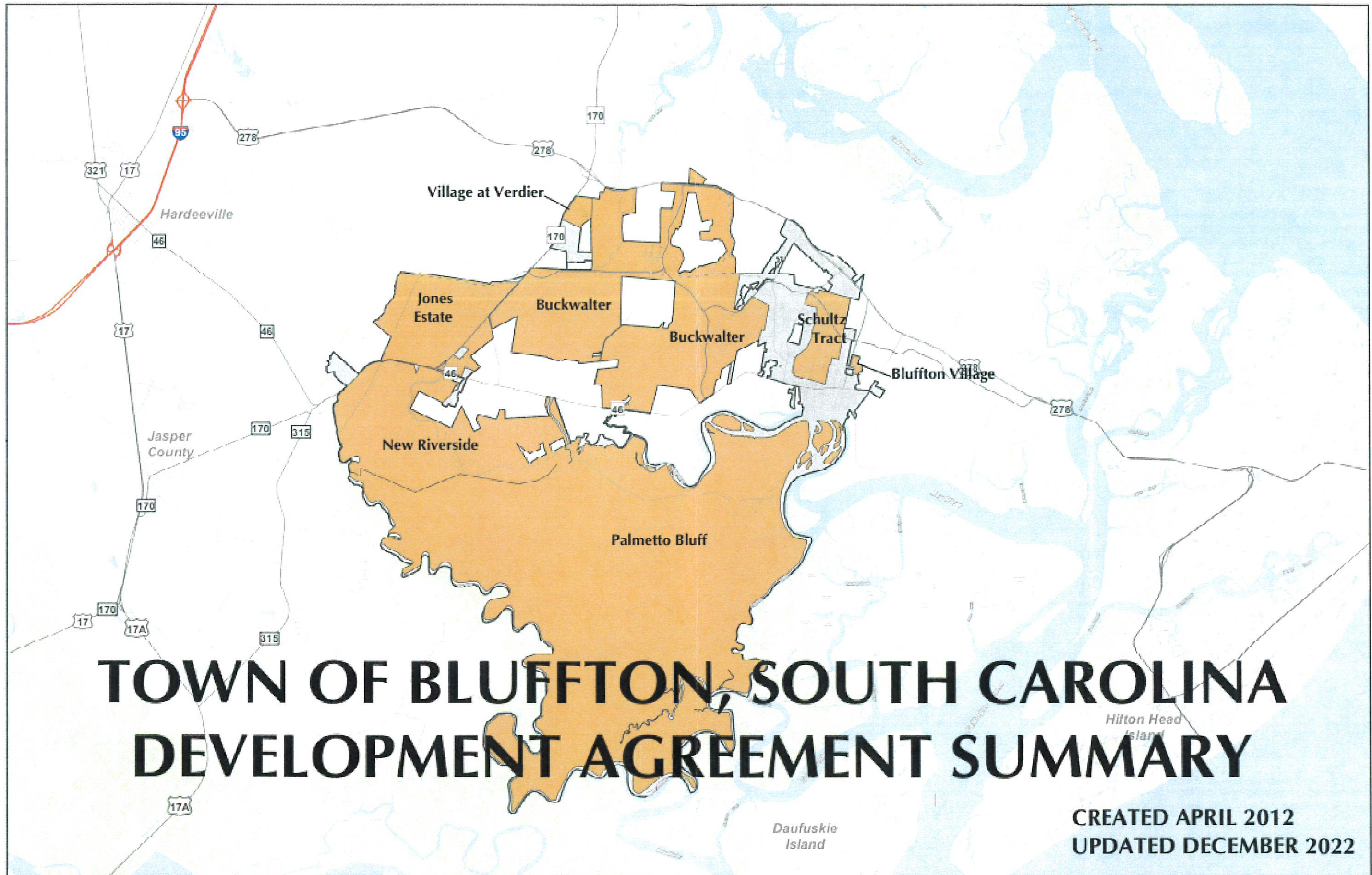


Development Agreement Building Permits vs. Utilized Development Rights Summary  
As Of September 30, 2023

NOTES:

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









## Development Agreement Overall Acreage, Density, and Dedication Summary

Development Agreement	Acres	Density		Public Dedications
		Residential Dwelling Units	Commercial / Neighborhood Commercial / Business Park / Non-Residential / Civic / Multi-Family / Hotel	
Bluffton Village	29.31 Acres	38 Dwelling Units	• 212,750 Square Feet Commercial / Retail / Civic / Multifamily	1) 3.81 acres for United States Post Office 2) 3.41 acres for Beaufort County Library Bluffton Branch and Open Space 3) 0.33 acre Right-of-Way for SC Highway 46 for Road Improvements 4) 8 Foot Pedestrian/Bicycle Path Easement Within the SCE&G Power Line Easement
Buckwalter	6,268.93 Acres	8,792 Dwelling Units	• 823,641 Acres Commercial / Neighborhood Commercial • 300 Hotel Units	1) 29.1 acres for Municipal Use 2) 3.77 acres for Municipal Affordable Housing Site 3) 142.92 acres for Buckwalter Regional Park 4) 155.49 acres of Right-of-Way for Buckwalter Parkway, Bluffton Parkway, Hampton Parkway, and McCracken School Loop Road 5) 50 Foot Leisure Trail Easement adjacent to Buckwalter Parkway and Bluffton Parkway 6) 120 Foot Right-of-Way for Future Hampton Parkway 7) 80 Foot Right-of-Way for Future Bluffton Parkway Phase 5B 8) 80 Foot Right-of-Way for Future North/South Connector Road from US 278 to Bluffton Parkway Phase 5B
Jones Estate	1,885 Acres	2,516 Dwelling Units	• 130.5 Acres Commercial / Neighborhood Commercial	1) 102.67 acres for Linear Park and Trailhead Park 2) 3-5 acres for Fire, Police or Emergency Service Site 3) 25 acres for Public Elementary School Site 4) 38 acres of Right-of-Way for SC Highway 170/46 Roundabout and SC Highway 170 Improvements 5) 35 Foot Leisure Trail Easement adjacent to SC Highway 46 and SC Highway 170 6) 120 Foot Right-of-Way for Future Bluffton Parkway Westward Expansion
Palmetto Bluff	19,217 Acres	4,000 Dwelling Units	• 180 Acres Commercial	1) 43.84 acres for Jones Tract Park 2) Two 5 acre Parcels for Fire, Police, or Emergency Service Sites 3) 6 acre Donation for the Construction of a Stormwater BMP Pilot Project
Schultz Tract	620 Acres	1,263 Dwelling Units	• 30 Acres Commercial • 200 Acres Business Park	1) 25 acres for Oscar Fraser Park 2) 100 acres for Nature Preserve 3) 35.212 acres of Right-of-Way for Bluffton Parkway, Sheridan Park Extension, Pin Oak Street, and Red Cedar Street
Village at Verdier	123.521 Acres	458 Dwelling Units	• 296,000 Square Feet Non-Residential • 30,000 Square Feet Civic	1) 1.5 acres for Civic Use 2) 2.99 acres of Right-of-Way for SC Highway 170 Improvements 3) 10 Foot Easement Adjacent to SC Highway 170 for Leisure Trail 4) Non-Vehicular Public Access Easement to Okatie Regional Park
New Riverside	4,006 Acres	3,651 Dwelling Units	• 190 Acres Commercial • 200 Acres Business Park	1) See Jones Estate Development Agreement for Public Dedications 2) See Palmetto Bluff Development Agreement for Public Dedications
TOTALS	32,151.75 Acres	20,718 Dwelling Units	• 1,754.141 Acres Commercial / Neighborhood Commercial / Business Park • 508,750 Square Feet Commercial / Non-Residential / Civic / Multi-Family • 300 Hotel Units • 30,000 Square Feet Civic	

CREATED APRIL 2012  
UPDATED JANUARY 2022



# Bluffton Village

## Development Agreement Summary

**Initiating Town Ordinance: 2000-16**

**Execution and Anniversary Date:** October 18, 2000

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

**Expiration Date:** October 17, 2024

Acreage: 29.31

**Density:**

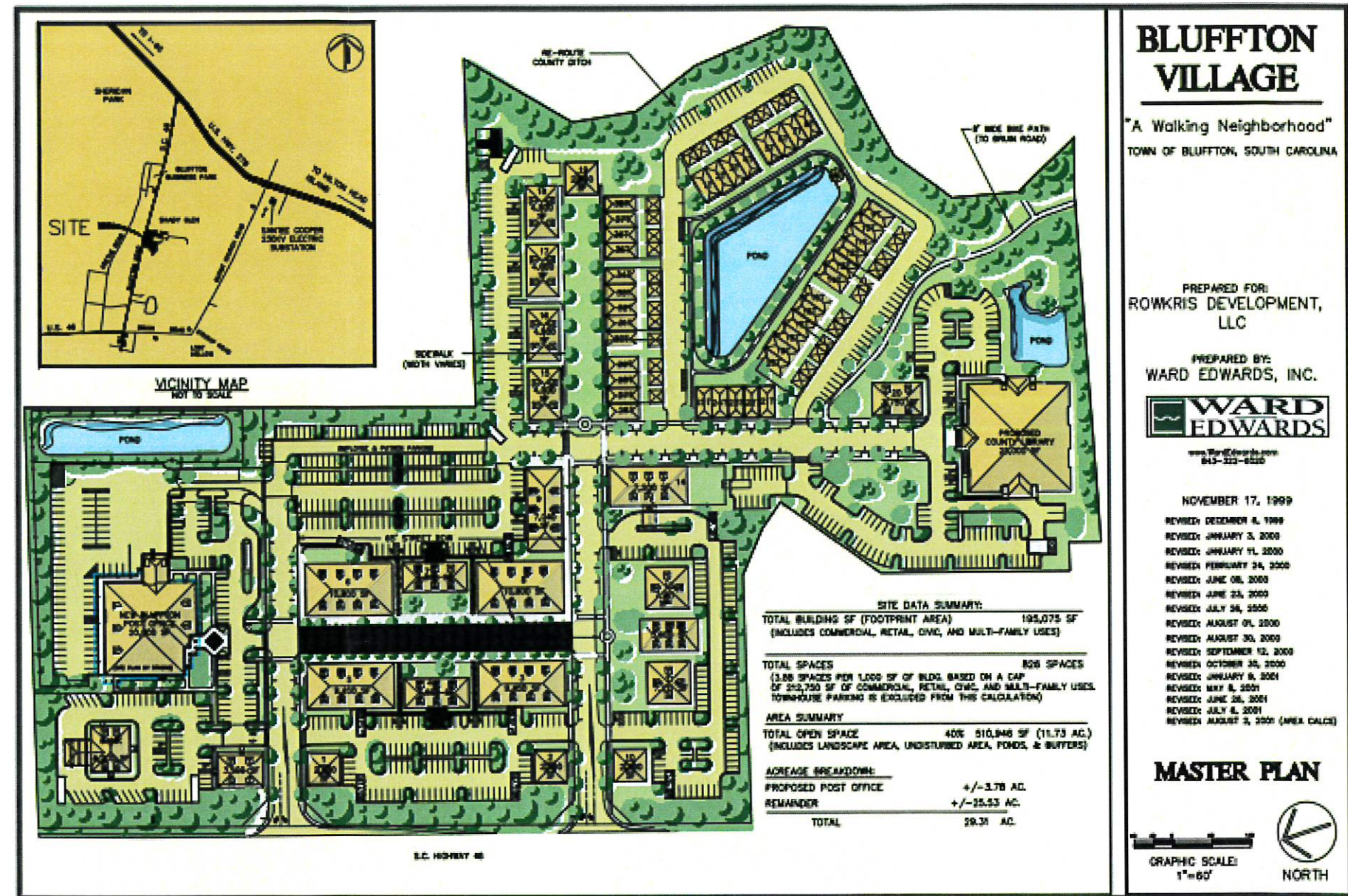
- 38 attached Townhouse Units, plus one (1) Dependency Unit per Townhouse Unit (not to exceed 800 square feet)
- 212,750 square feet Commercial/ Retail/ Civic/ Multifamily

**Public Dedications:**

- 3.81 acres for United States Post Office
- 3.41 acres for Beaufort County Library Bluffton Branch and Open Space
- 0.33 acre Right-of-Way for SC Highway 46 for Road Improvements
- 8 Foot Pedestrian/Bicycle Path Easement Within the SCE&G Power Line Easement

**Amendment Summary:**

**First Amendment:** Executed on October 18, 2005 and enabled by Ordinance 2005-27



CREATED APRIL 2012  
UPDATED JUNE 2019







# Jones Estate

## Development Agreement Summary

**Initiating Town Ordinance: 2000-09**

**Execution and Anniversary Date:** June 21, 2000

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

**Expiration Date:** June 20, 2039

**Acreage:** 1,885 acres

**Density:**

- 2,516 Dwelling Units
- 130.5 acres Commercial/ Neighborhood Commercial

**Public Dedications:**

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

**Amendment Summary:**

**First Amendment:** Executed August 24, 2004 and enabled by Ordinance 2004-09

**Second Amendment:** Executed October 18, 2004 and enabled by Ordinance 2004-10

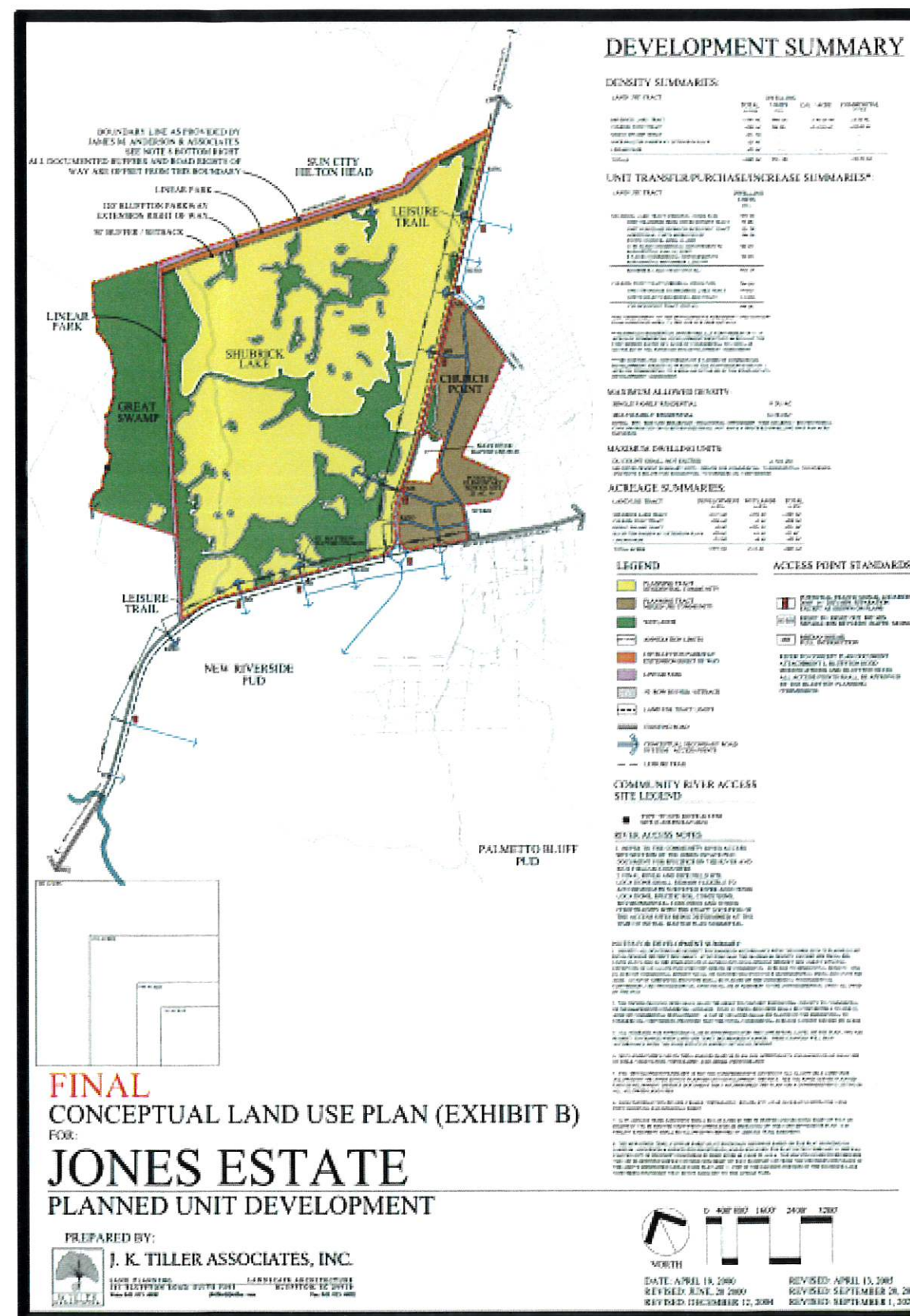
**Third Amendment:** Executed July 20, 2005 and enabled by Ordinance 2005-10

**Fourth Amendment (Minor):** Executed October 23, 2018 for a by-right conversion of 11 acres of commercial development rights to 44 residential dwelling units

**Fifth Amendment (Minor):** Executed January, 2022 for a by-right conversion of 8.5 acres of commercial development rights to 34 residential dwelling units

**Additional Reference:**

New Riverside



CREATED APRIL 2012  
UPDATED JANUARY 2022



# Palmetto Bluff

## Development Agreement Summary

**Initiating Town Ordinance:** 1998-02

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

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

**Expiration Date:** November 22, 2057

**Acreage:** 19,217 acres

### Density:

- 4,000 Dwelling Units
- 180 acres Commercial

### Public Dedications:

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

### Amendment Summary:

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

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

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

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

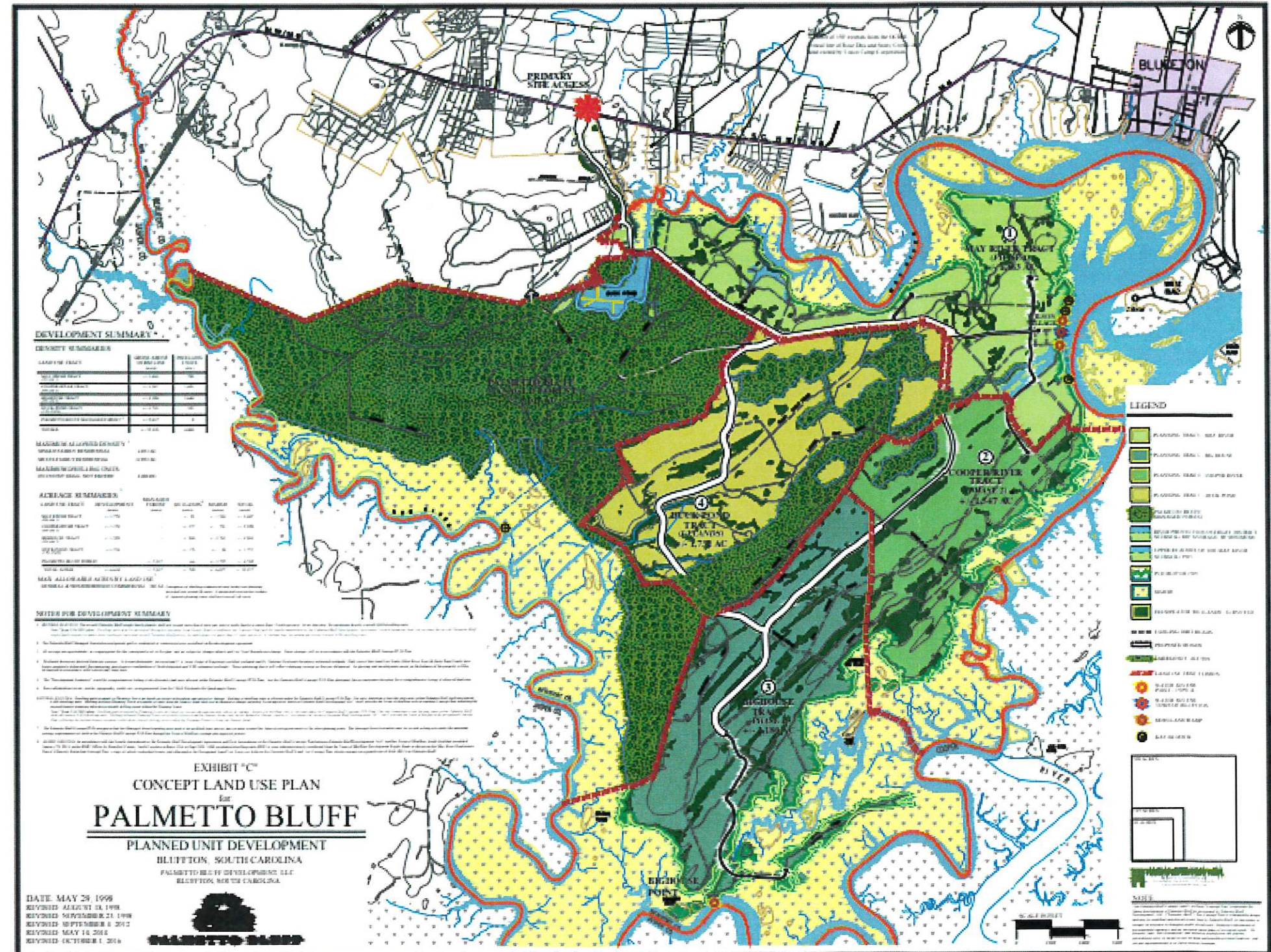
**Fourth Amendment:** Executed January 16, 2013 and Enabled by Ordinance 2012-16

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

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

### Additional Reference:

New Riverside



CREATED APRIL 2012  
UPDATED DECEMBER 2022



# Schultz Tract

## Development Agreement Summary

**Initiating Town Ordinance:** 1998-02

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

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

**Expiration Date:** November 22, 2057

**Acreage:** 620 acres

### Density:

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

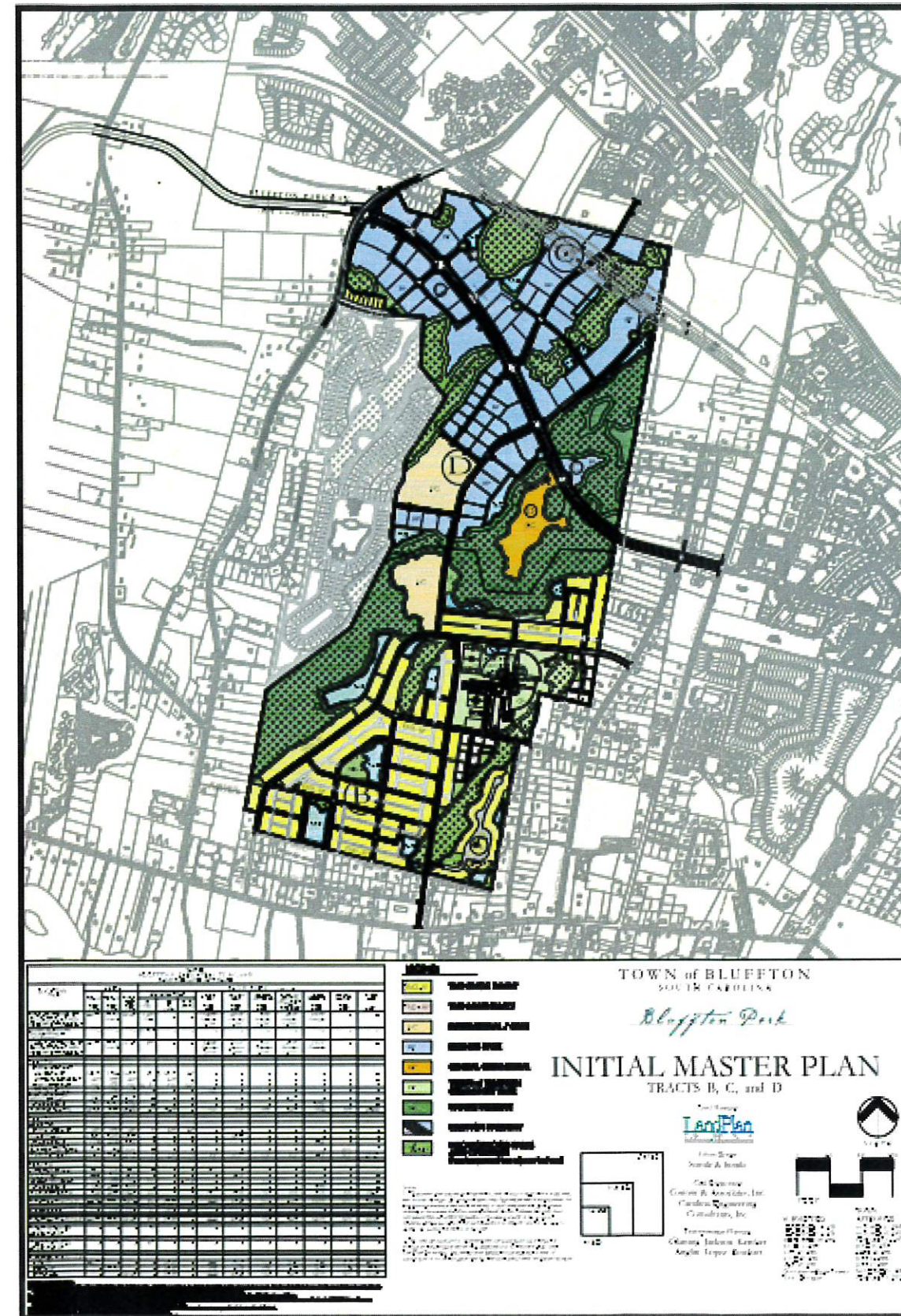
### Public Dedications:

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

### Amendment Summary:

None

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



CREATED APRIL 2012  
UPDATED JUNE 2019



# Village at Verdier

## Development Agreement Summary

**Initiating Town Ordinance:** 2002-12

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

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

**Expiration Date:** December 17, 2026

**Acreage:** 125.512 acres

### Density:

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

### Public Dedications:

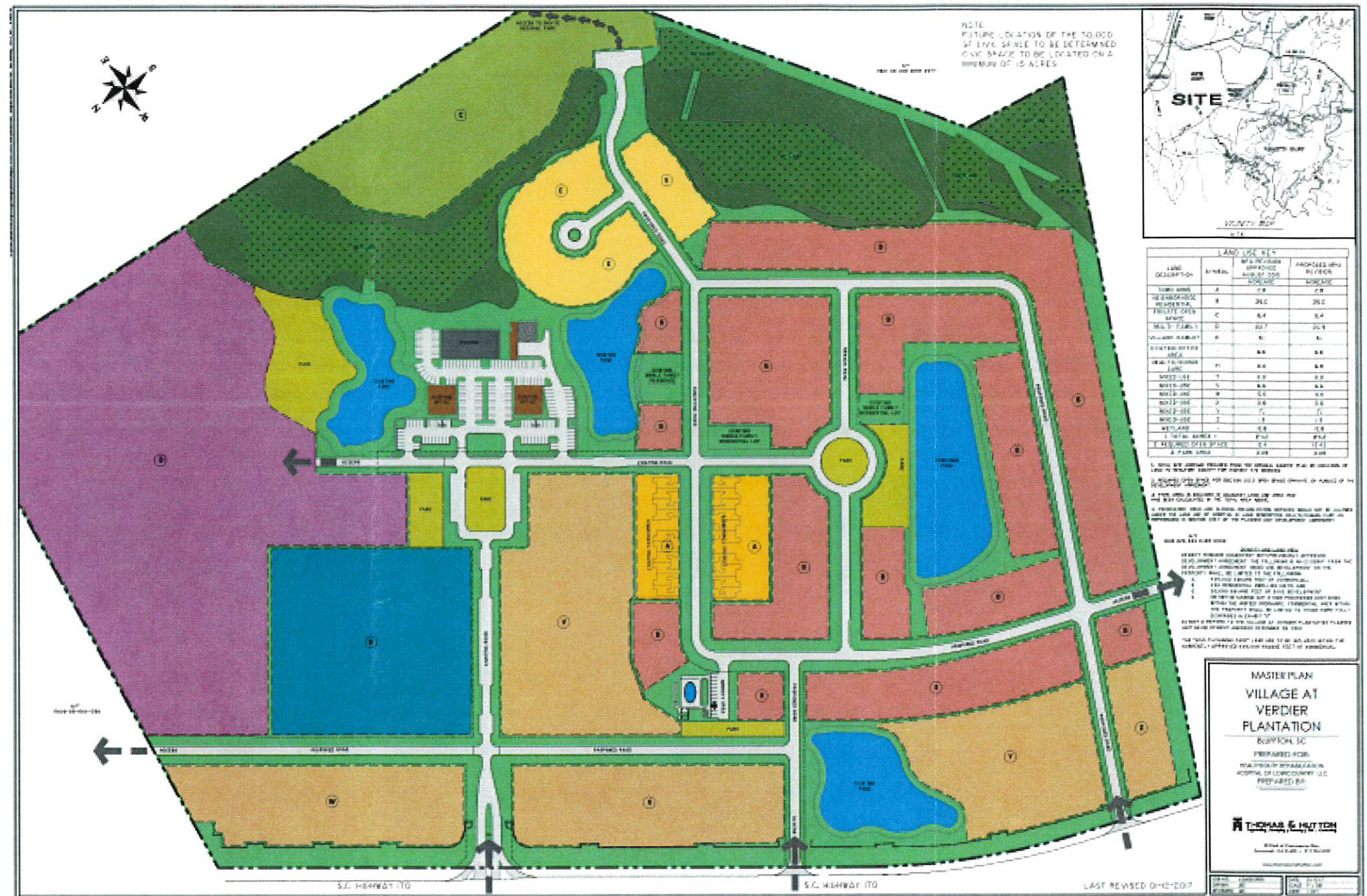
- 1.5 acres for Civic Use
- 2.99 acres of Right-of-Way for SC Highway 170 Improvements
- 10 Foot Easement Adjacent to SC Highway 170 for Leisure Trail
- Non-Vehicular Public Access Easement to Okatie Regional Park

### Amendment Summary:

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

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

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



**CREATED APRIL 2012  
UPDATED JUNE 2019**



# New Riverside

## Concept Plan Summary

### Initiating Town Ordinances:

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

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

**Total Acreage:** 4,006 acres

### Total Density:

- 190 acres Commercial
- 200 acres Business Park

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

### Applicable Development Agreement Summary:

#### Jones Estate:

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

#### Density:

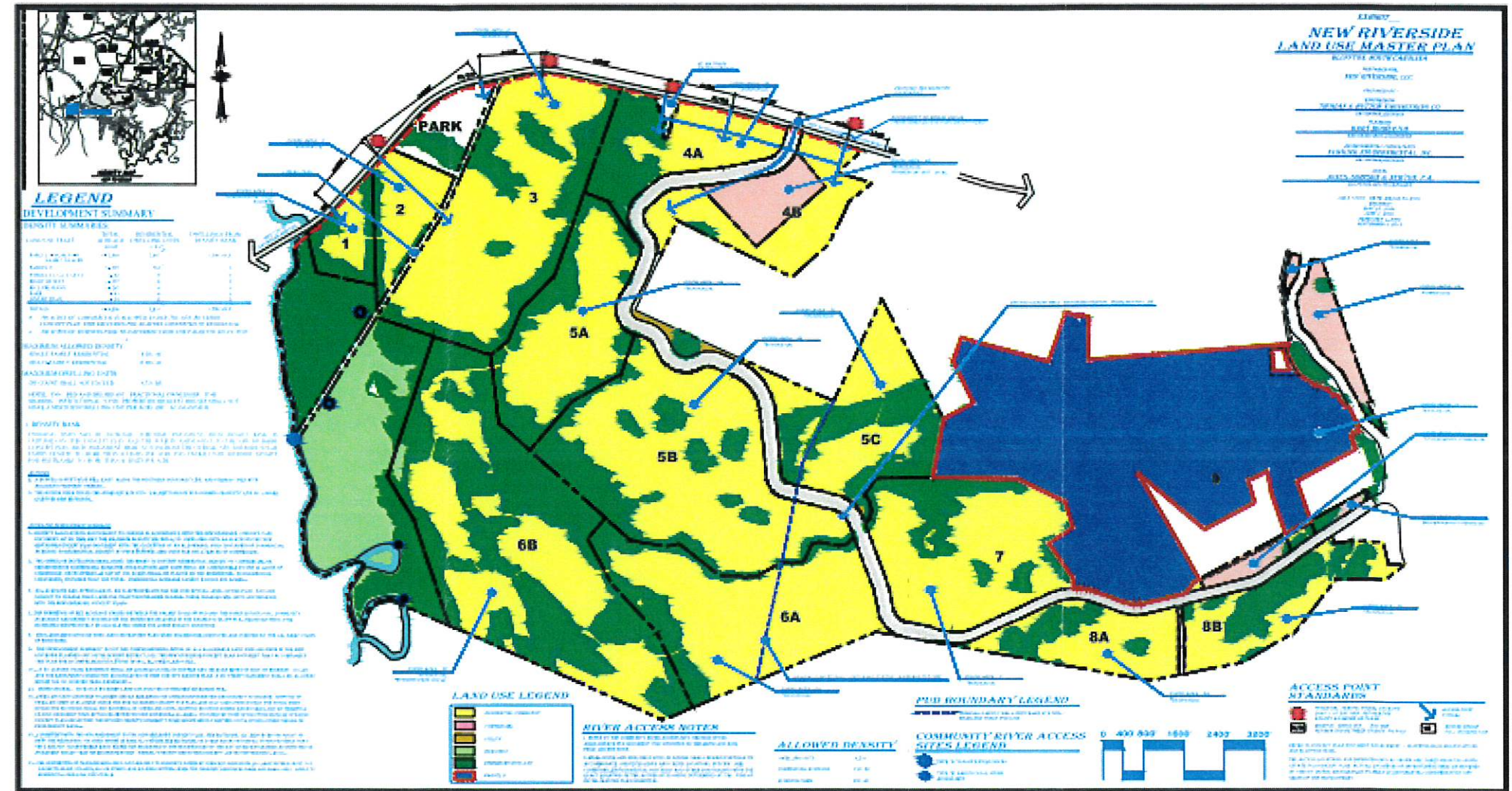
- 2,731 Dwelling Units
- 70 acres Commercial

#### Palmetto Bluff:

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

#### Density:

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



### Amendment Summary:

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

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

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

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

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

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

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

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

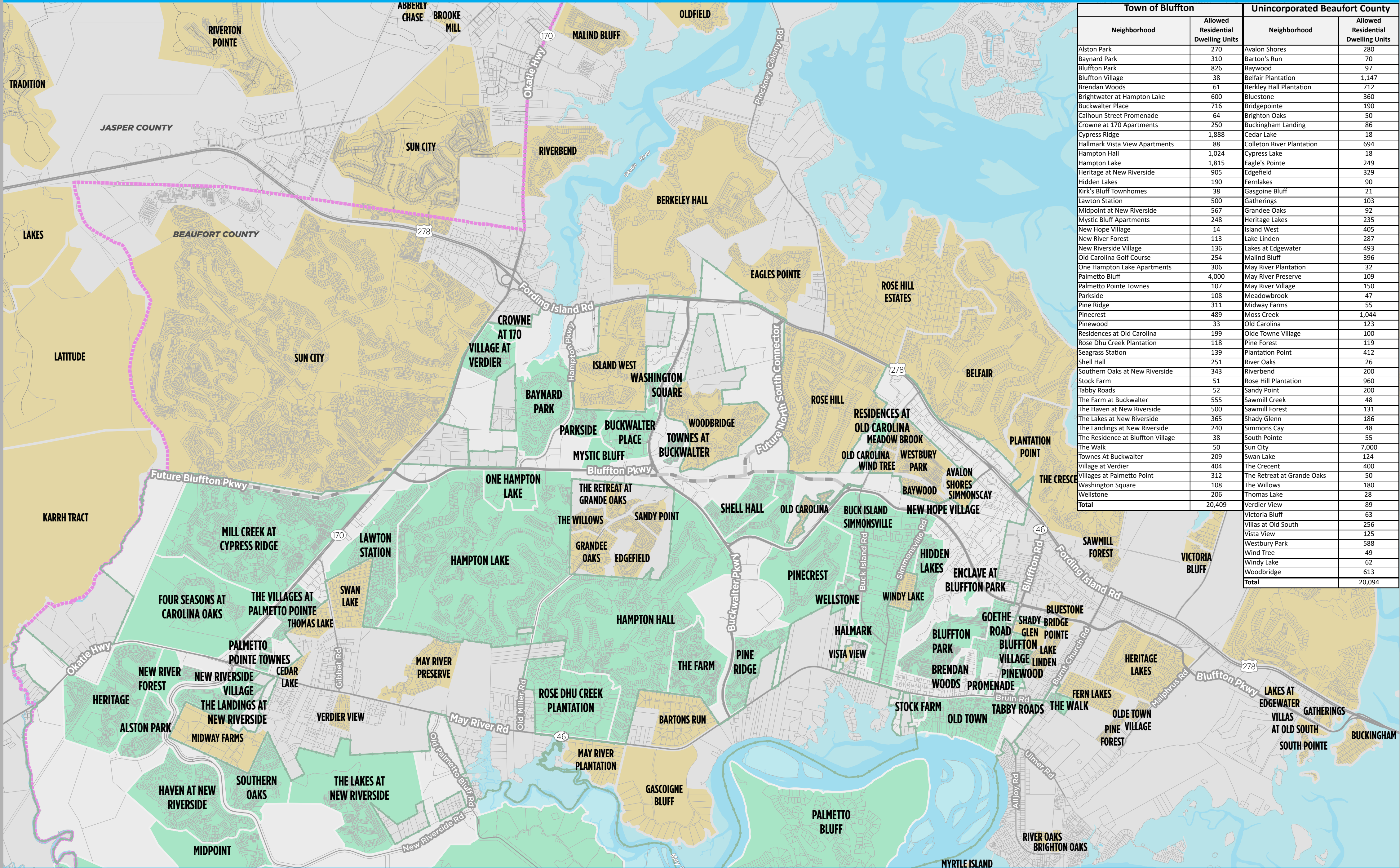
**Note:** As contemplated by the Fourth Amendment, 1,080 Dwelling Units from the New Riverside Concept Plan which were deposited in the Town of Bluffton Development Rights Bank were Withdrawn and Transferred Back into the Palmetto Bluff Concept Plan on November 10, 2016

**CREATED APRIL 2012**  
**UPDATED JUNE 2019**





# Planned Communities



Town of Bluffton		Unincorporated Beaufort County	
Neighborhood	Allowed Residential Dwelling Units	Neighborhood	Allowed Residential Dwelling Units
Alston Park	270	Avalon Shores	280
Baynard Park	310	Barton's Run	70
Bluffton Park	826	Baywood	97
Bluffton Village	38	Belfair Plantation	1,147
Brendan Woods	61	Berkley Hall Plantation	712
Brightwater at Hampton Lake	600	Bluestone	360
Buckwalter Place	716	Bridgepointe	190
Calhoun Street Promenade	64	Brighton Oaks	50
Crowne at 170 Apartments	250	Buckingham Landing	86
Cypress Ridge	1,888	Cedar Lake	18
Hallmark Vista View Apartments	88	Colleton River Plantation	694
Hampton Hall	1,024	Cypress Lake	18
Hampton Lake	1,815	Eagle's Pointe	249
Heritage at New Riverside	905	Edgefield	329
Hidden Lakes	190	Fernlakes	90
Kirk's Bluff Townhomes	38	Gasgoine Bluff	21
Lawton Station	500	Gatherings	103
Midpoint at New Riverside	567	Grande Oak	92
Mystic Bluff Apartments	248	Heritage Lakes	235
New Hope Village	14	Island West	405
New River Forest	113	Lake Linden	287
New Riverside Village	136	Lakes at Edgewater	493
Old Carolina Golf Course	254	Malind Bluff	396
One Hampton Lake Apartments	306	May River Plantation	32
Palmetto Bluff	4,000	May River Preserve	109
Palmetto Pointe Townes	107	May River Village	150
Parkside	108	Meadowbrook	47
Pine Ridge	311	Midway Farms	55
Pinecrest	489	Moss Creek	1,044
Pinewood	33	Old Carolina	123
Residences at Old Carolina	199	Olde Towne Village	100
Rose Dhu Creek Plantation	118	Pine Forest	119
Seagrass Station	139	Plantation Point	412
Shell Hall	251	River Oaks	26
Southern Oaks at New Riverside	343	Riverbend	200
Stock Farm	51	Rose Hill Plantation	960
Tabby Roads	52	Sandy Point	200
The Farm at Buckwalter	555	Sawmill Creek	48
The Haven at New Riverside	500	Sawmill Forest	131
The Lakes at New Riverside	365	Shady Glenn	186
The Landings at New Riverside	240	Simmons Cay	48
The Residence at Bluffton Village	38	South Pointe	55
The Walk	50	Sun City	7,000
Townes At Buckwalter	209	Swan Lake	124
Village at Verdier	404	The Crecent	400
Villages at Palmetto Point	312	The Retreat at Grande Oaks	50
Washington Square	108	The Willows	180
Wellstone	206	Thomas Lake	28
Total	20,409	Verdier View	89
		Victoria Bluff	63
		Villas at Old South	256
		Vista View	125
		Westbury Park	588
		Wind Tree	49
		Windy Lake	62
		Woodbridge	613
		Total	20,094

Legend

- Town of Bluffton Neighborhoods
- Beaufort & Jasper County Neighborhoods
- Beaufort & Jasper County Boundary Line
- Town of Bluffton Boundary Line



Updated: 10/13/2023

Map Prepared By:  
Ryan J. Coleman, GISP



This map was created by the Town of Bluffton and is solely intended to be used as a graphical representation for the Town of Bluffton. The maps and data distributed by the Town of Bluffton are derived from a variety of public and private sector sources considered to be dependable, but the accuracy, completeness, and currency thereof are not guaranteed. The Town of Bluffton makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the Town of Bluffton GIS.



The Red Dot, also known as the Francis Coburn Liquor Store (or J.F. Coburn Package Store), located at 1282 May River Road, was designated as a Contributing Resource to the Old Town Bluffton Historic District in 2008. Identified as site no. 046-0105, it was first surveyed as part of the *Historical Architectural Resource Survey Report* (2001) and later surveyed as part of the *Survey of Historic Properties* (2008) and the *Town of Bluffton Historic Resources Update* (2019). Constructed around 1920 as a gas station for W.M. Simmons, the property was sold at auction in 1944 to Francis Coburn, Jr., who operated a liquor store there from 1949 until 1995. The property has been vacant since.

The property was sold in 2021 and on June 9, 2022, Town Staff approved a Site Feature-HD (SFHD-06-22-1738) for structural repairs and exterior renovations for the Contributing Resource known as the "Red Dot." Structural repairs included removing and replacing the roof, replacing inadequate structural roof elements, restoration of the wrought iron porte cochère columns, including repairing the brick plinths, replacing the missing façade window, and exterior painting, including the iconic "red dots" on the brick plinths. The work was completed around September 2023. The owners are planning additional work, which will require a Certificate of Appropriateness-HD.

*Prepared by Glen Umberger, Historic Preservationist  
October 16, 2023*

The Resource, commonly known as the “Guscio House” was located at 75 Bridge Street (formerly no. 4 Huger Cove), was first surveyed in 2001, and identified as site no. 046-5005. According to the owners at the time, the “building was saved from demolition and moved in 1986 from its original location [at the corner of Bridge and Thomas Heyward streets]. It was resurveyed as part of the *Survey of Historic Properties* (2008), identified as site no. 046-0055 and was designated as a Contributing Resource to the Old Town Bluffton Historic District in 2008.

On December 5, 2018, the Historic Preservation Commission (HPC) heard an Application to remove 75 Bridge Street from the list of Contributing Resources since the owners contended that “the building possesses no historical, architectural, cultural, or engineering significance and should not have been placed on the contributing structures list [in 2008].” Additionally, the owners sought to have the building demolished.<sup>1</sup> By a 3-2 vote, the HPC moved to keep the existing structure on the 2008 Historic Resource Survey as a Contributing Structure even though the structure, which had been originally constructed in 1948 and moved to its then-current location in 1986 when it was placed on a new raised pier foundation.<sup>2</sup> In spite of an arguable loss of historic integrity, a conditions assessment, dated February 27, 2019 was prepared by Brockington Cultural Resources Consulting and found that the resource met some, but not all of the criteria (then in effect) to be listed as contributing resource to the Old Town Bluffton Historic District.<sup>3</sup>

On March 12, 2019, Town Council considered the Approval of a Resolution to Approve the Removal of [75 Bridge Street] from the List of Contributing Structures.<sup>4</sup> Town Council found that under criteria set forth in UDO §3.25.3., in part, “[t]he structure individually...embodies distinguishing characteristics of an architectural type, style, period, or specimen in architecture...and...[t]he structure represents an established and familiar visual feature of the...Town [of Bluffton].” Accordingly, Town Council passed a Resolution to Disapprove the request to remove the structure from the list and to “retain its Contributing Structure status within the Old Town Bluffton Historic District.” The Owners were notified of Town Council’s decision with a letter of findings dated March 18, 2019.

In June 2020, a Demolition Permit (DEMO-06-20-1099) was issued, and the Contributing Structure was subsequently demolished. At their regularly scheduled meeting on October 7, 2020, the HPC approved a Certificate of Appropriateness-HD (COFA-07-20-014836) for the owners to construct a new structure at 75 Bridge Street.

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<sup>1</sup> See HPC Staff Report dated December 5, 2018.

<sup>2</sup> Under provisions in the Unified Development Ordinance, only Town Council has the authority to add a Resource to the list of Contributing Resources or remove a Resource from the list of Contributing Resources: the Historic Preservation Commission makes a recommendation to Town Council to take such action. However, in this case, HPC’s motion was to “keep the existing structure on the 2008 Historic Resources Survey “the Survey” as a Contributing Structure,” which has caused some confusion moving forward. The “Survey” is a set of data, compiled at a particular point in time to reflect the condition of any extant structure, regardless of whether or not said structure is “on the list” of Contributing Resources. Accordingly, removing a Resource from the list of Contributing Resources does not mean that the Survey sheets are destroyed.

<sup>3</sup> Brockington, “75 Bridge Street Survey and Historic Assessment,” February 27, 2019.

<sup>4</sup> See Town Council Meeting Minutes, March 12, 2019.

The Resource previously known as “Eggs-n-tricities,” formerly the Messex Gas Station and located at 71 Calhoun Street, was first surveyed in 2008 as part of the *Survey of Historic Properties* (identified as site no. 046-0052). It was designated as a Contributing Resource to the Old Town Bluffton Historic District in 2008.

On August 28, 2016, Roberts Vaux, Esq. on behalf of his client, the property owner, formally requested that the structure be removed from the “Town of Bluffton 2008 Survey of Historic Properties Contributing Structures List.” The HPC heard this application at their regularly scheduled meeting on November 2, 2016 and found that the owners were never properly notified in 2008 that the structure was being included in the list of Contributing Structures, nevertheless all the information contained in the 2008 *Survey of Historic Properties* was correct. Further, the HPC found that the structure met the minimum requirements to be included on the list, specifically, requirements based on South Carolina Regulations §§12-122 and 12-123 which stated:

Properties fifty or more years old that meet the local governing bodies [*sic*] criteria for designation; and categories of significance, such as architecture, culture, engineering, or history.

In November 2016, there were no procedures and criteria specifically listed in the Unified Development Ordinance (UDO) to remove a structure from the list of Contributing Structures. However, under §3.25.3. of the UDO, there were procedures and ten criteria listed to determine if a structure was “contributing,” and accordingly, the HPC and Town Council decided to apply these criteria to determine “if [the] structure should be removed and whether or not the structure no longer possess [*sic*] the qualities of the criteria.”<sup>1</sup> The HPC ultimately “adopted the position that they were not opposed to removing the historic designation for the property as it does not possess the qualities that made it eligible for designation...nor did they determine that it met the criteria [in §3.25.3.]”<sup>2</sup> In a vote of 4-2, HPC formally recommended that Town Council remove the Messex property from the list. At their regularly scheduled meeting on December 13, 2016, Town Council unanimously adopted a Resolution to remove the structure from the contributing structures list with immediate effect.

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<sup>1</sup> See “Bluffton Town Council Meeting Minutes” (December 13, 2016), 5.

<sup>2</sup> *Ibid.*

The Resource known as the Joiner House, located at 9 Bruin Road (formerly 209 Bluffton Road) was surveyed in the *Town of Bluffton Historic Resource Survey* (1994), the *Historic Architectural Resource Survey Report* (2001), the *Town of Bluffton Survey of Historic Properties* (2008), and the *Town of Bluffton Historic Resources Update* (2019), and identified as site no. 046-0107.

On September 26, 2019, Elizabeth B. Mayo, Esq. wrote to the Town of Bluffton on behalf of her clients and then-Owners, the Heirs of Bessie Joinder [sic] requesting that the structure be removed from the "Contributing Structure List" citing their belief that "the structure has no historical, architectural, cultural, or engineering significance and should not have been place [sic] on the contributing structure list." In addition, according to their structural engineer, CPW Engineering, LLC, the house was "structurally unsound and unfit for occupancy with no inherent extraordinary or significant features." Furthermore, Ms. Mayo opined that "[b]ased on an inspection of the property by a structural engineer in April 2019, it would not be cost-effective to rehabilitate the property and the structures [sic] should be demolished."<sup>1</sup> In a letter dated November 12, 2019, Town Staff acknowledged that the Town had received Ms. Mayo's letter and advised her that under Sec. 3.18.3 and 3.18.4. of the Unified Development Ordinance (UDO), "a request to demolish a contributing structure, either in whole or in part, requires the approval of the Historic Preservation Commission" and that "a formal application for a Certificate of Appropriateness must be completed and submitted for review."<sup>2</sup> On September 11, 2020, Ms. Mayo again wrote to then-Director of Growth Management, Heather Colin, in response to "our meeting on August 6, 2020 regarding inclusion of [the Joiner House] in your committee's upcoming review and recommendations regarding removal from the contributing structures list" and reiterating her arguments set forth in the September 26, 2019 letter.<sup>3</sup> No further action was taken at this time.

On May 1, 2021, The Kessler Enterprise, Inc. wrote to the Town of Bluffton Historic Preservation Commission (HPC) notifying them that they were filing an Application for Demolition with the "support and permission" of the Owner, Ms. Dorothy J. Singleton *et al.* for the "dilapidated structure located on [sic] 209 Bluffton Road [sic]:" an Application for a Certificate of Appropriateness-HD was received by the Town on May 21, 2021 (COFA-05-21-015377). Mrs. Singleton provided a handwritten letter in support of the demolition.<sup>4</sup> That application was heard by the HPC at their regularly scheduled meeting held on September 1, 2021, during which the HPC conditionally approved a Certificate of Appropriateness-HD to allow the demolition of the non-historic (1980s-era), northern portion of the structure but denied the complete demolition of the Contributing Resource, which the HPC found would be detrimental to the integrity of the Old Town Bluffton Historic District and the public interest. The HPC also determined that the 1930s-era (southern) portion of the structure may be relocated to another location, pending the

<sup>1</sup> Mayo letter to Marc Orlando, September 26, 2019.

<sup>2</sup> Town of Bluffton letter to E. Mayo, November 12, 2019.

<sup>3</sup> Mayo letter to Heather Colin, September 11, 2020.

<sup>4</sup> Singleton letter to Historic Preservation Commission, undated.

approval of an additional Certificate of Appropriateness-HD specifically for relocation of that portion of the structure.<sup>5</sup> While that COFA-HD was approved with conditions, no further action was taken.

The property, which had been listed for sale sometime prior to May 2021, was sold on March 10, 2022 to the present Owners and a second application for a Certificate of Appropriateness-HD was submitted to the Town on March 11, 2022 (COFA-03-22-016484). On July 6, 2022, the HPC heard a request by Applicant, Pearce Scott Architects, on behalf of the Owners, to approve a Certificate of Appropriateness-HD to allow the renovation of the [original, 1930s-era] 1,248 SF Contributing Resource, known as the Joiner House and to relocate the entire 1,516 SF structure towards the eastern property line of the same parcel identified as 9 Bruin Road. There was an extensive discussion with Town Staff, HPC's legal counsel, the Owner, and a review of additional materials provided by the property Owners prior to and during the meeting, including a discussion about the Town's Historic Preservation Grant, which the Owners indicated that they had no interest in applying for, nor did they need any financial assistance. In the end, the HPC conditionally approved a Certificate of Appropriateness-HD to allow the reconstruction of the Joiner House in a relocated area towards the eastern property line of the same parcel (emphasis added). It should be noted that ultimately, the HPC found that the process of "reconstruction and relocation," for which the UDO does not specifically provide procedures or criteria to evaluate, was an acceptable alternative to the process of "rehabilitation" that had been originally requested by the Applicant, subject to several conditions outlined in the HPC's motion. A preliminary approval letter was issued on July 12, 2022 and a conditional approval letter was subsequently issued on August 5, 2022.<sup>6</sup>

On September 25, 2022, the Owner informed Staff that he intended to apply for a Town of Bluffton Historic Preservation Grant and an application for a grant was submitted, which had been completed incorrectly and needed to be revised before it could be considered; on October 7, 2022, the Owner submitted a revised grant application specifically for foundation repair. Staff reviewed this application and subsequently informed the Owner on October 18 that since a new foundation was being constructed in a different location, this work was not eligible for a preservation grant, but there may be other preservation-related work that could be considered grant eligible, including repair and retention of the historic wood windows, repairs to the roofing material, and reconstruction of the front porch at the new location.

After the "reconstruction and relocation" work began, Staff noticed that exterior siding was being removed from the historic structure and was being stored under a tarpaulin on-site. On Monday, November 7, Staff noted that as of 7:45 a.m. that all exterior siding had been removed. By 11:00 a.m., Staff was notified that the building had been "demolished." After conducting an on-site investigation, Staff determined that the Contributing Resource had been, for all intents and purposes demolished, and that the method of "reconstruction and relocation" that had been presented to, and approved by, the HPD had not been followed.

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<sup>5</sup> Certificate of Appropriateness-HD Approval Letter, dated September 7, 2021.

<sup>6</sup> Certificate of Appropriateness-HD Approval Letter, dated July 12, 2022; updated August 5, 2022.



On November 18, 2022, Staff had a telephone conversation with the Owner to discuss the conditions of the approved COFA-HD, in particular, the types and amounts of historic materials that had been salvaged from the Contributing Resource for use in the "reconstruction." Staff was informed that various materials had been salvaged and were earmarked for reuse on the new structure.<sup>7</sup> Staff also informed the Owner that the project was not eligible to receive a Historic Preservation Grant as it did not conform to program requirements; the Owner was officially informed of this decision in a letter dated December 1, 2022.<sup>8</sup>

On May 1, 2023, the Owners (Appellants) filed an Appeal from an Action of the UDO Administrator's decision to fail the Rough-HD inspection associated with Permit RNEW-08-22-2266, as related to non-approved windows associated with COFA-03-22-016484 (ZONE-05-23-017996). The Appeal was heard during the regularly scheduled meeting of the Historic Preservation Commission on June 7, 2023. After a lengthy discussion, the HPC affirmed the UDO Administrator's decision in part given that the windows installed were not the same windows approved by Staff and as specified in the Building Permit, Staff was not provided additional information regarding the windows prior to installation, and Staff did not approve them as required by the COFA-HD. However, the HPC reversed the UDO administrator's decision that the windows that were installed are not indistinguishable from the original windows at an arm's length and windows that were installed do not match the old windows in design and texture. In short, the Appellant was allowed to proceed with the approved Certificate of Appropriateness – HD (COFA-03-22-016484).<sup>9</sup>

On June 8, 2023, Town Staff received an email from the Owners "formally requesting that the Joiner House (9 Bruin Road) be removed from [the list] ... [g]iven that the original structure no longer exists..." Town Staff followed up with an email clarifying the process for the Removal of a Contributing Structure, which was followed by a telephone call and additional emails to outline the application process. The subject Application and Narrative was submitted on June 13. The HPC heard the Application (DCR-06-23-018161) at their regularly scheduled meeting on September 6, 2023, during which the HPC found that the Resource should continue to be protected and a motion that the request to remove the Joiner House from the Contributing Resources Map (the "list") be denied. The motion passed by a 3-2 vote to recommend to Town Council that the Joiner House be retained as a "Contributing Resource."<sup>10</sup>

On September 9, 2023, the Owners informed Town Staff via email that they are now seeking to sell the property, and "[g]iven the selling process, we are withdrawing our application to remove the house as a

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<sup>7</sup> G. Umberger email to E. Marks, November 18, 2022, 9:22 AM.

<sup>8</sup> Town of Bluffton Historic Preservation Grant Denial Letter, December 1, 2022.

<sup>9</sup> Order on Appeal from Action of UDO Administrator, Historic Preservation Commission, June 7, 2023.

<sup>10</sup> See Historic Preservation Commission Approved Minutes, September 6, 2023 Meeting.

[Contributing Resource] as we evaluate next steps and potential buyers.”<sup>11</sup> As of October 5, 2023, the Joiner House remains a Contributing Resource to the Old Town Bluffton Historic District.

*Prepared by Glen Umberger, Historic Preservationist  
October 5, 2023*

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<sup>11</sup> Email from E. Marks to S. Steese, cc: Mayor, Town Council, H. Colin, R. LaBruce, T. Finger, dated September 9, 2023, 10:52A.

The Graves House, located at 85 Calhoun Street, was listed in the National Register of Historic Places as a “contributing” building to the Bluffton Historic District (1996) and has been designated as a Contributing Resource to the Old Town Bluffton Historic District (2008). Identified as site no. 046-0075, it was first surveyed as part of the *Historic Resources Survey* (1994), and later surveyed as part of the *Survey of Historic Properties* (2008) and the *Town of Bluffton Historic Resources Update* (2019). Constructed in 1908 by George Sewell Guilford, a ship carpenter from Portland, Maine who later served as Bluffton’s first mayor after the 1903 incorporation. Guilford built the house for his daughter’s (Cora Jane Guilford Graves) family.

The Graves house is one of the few original homes in the Old Town Bluffton Historic District that remained in the same family for over 100 years. It was sold in 2012 and under the strict understanding that the house could not be demolished and that it must be restored. The new owners successfully removed the restriction, when on May 2, 2012, the Historic Preservation Commission voted to allow the demolition of the Graves house (COFA-03-12-003854). Bud and Shirley Mingledorff, members of the Bluffton United Methodist Church intervened and provided funding to save the house. In 2016-2017, the house was relocated 16 feet closer to Calhoun Street and set on a new foundation, a rear addition was added, and the historic structure was rehabilitated.

*Prepared by Glen Umberger, Historic Preservationist  
October 16, 2023*

Contributing Resource	Address	COFA-HD/SF-HD No.	Date	Amount
Heyward House	70 Boundary Street	SFHD-09-22-2390	December 1, 2022	\$ 20,000.00
Bluffton Post Office	41 Bridge Street	COFA-11-21-016079	May 18, 2023	\$ 30,000.00
Heyward House-Enslaved Cabin	70 Boundary Street	SFHD-04-23-0997	June 21, 2023	\$ 12,075.00
Planters' Mercantile	20 Calhoun Street	SFHD-05-23-1273	July 20, 2023	\$ 20,000.00
Old School House	60 Pritchard Street	SFHD-06-23-01654	August 31, 2023	\$ 30,000.00
Campbell Chapel AME	23 Boundary Street	COFA-04-23-017894	Pending	
Guilford House	82 Boundary Street	SFHD-04-23-0932	Pending	
Bluffton Post Office	41 Bridge Street	COFA-11-21-016079	Pending	
			TOTAL	\$ 112,075.00

## Certification Process

Local governments apply for certification through the SHPO. Please consult with SHPO staff prior to submitting an application. To request an application contact Brad Sauls, 803-896-6172.

The requirements for CLGs are outlined in the SC Code of Regulations Chapter 12-101 "Guidelines for Implementation of Certified Local Government (CLG) Program in South Carolina."

## South Carolina CLGs

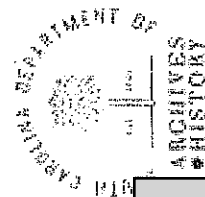
City of Abbeville, City of Aiken, City of Anderson, City of Beaufort, City of Bennettsville, Town of Bluffton, Town of Blythewood, City of Charleston, Town of Cheraw, City of Chester, Town of Chesterfield, City of Clinton, City of Columbia, City of Conway, City of Darlington, City of Dillon, City of Florence, Town of Fort Mill, City of Georgetown, City of Greenville, City of Greenwood, City of Greer, City of Hartsville, Horry County, City of Laurens, Town of Lexington, Town of McEllenerville, Town of McCormick, Town of Mt. Pleasant, City of Rock Hill, City of Seneca, City of Spartanburg, Town of Sullivan's Island, Town of Summerville, City of Sumter, and City of York

## For More Information

Phone: 803-896-6172

Email: bsauls@scdah.sc.gov

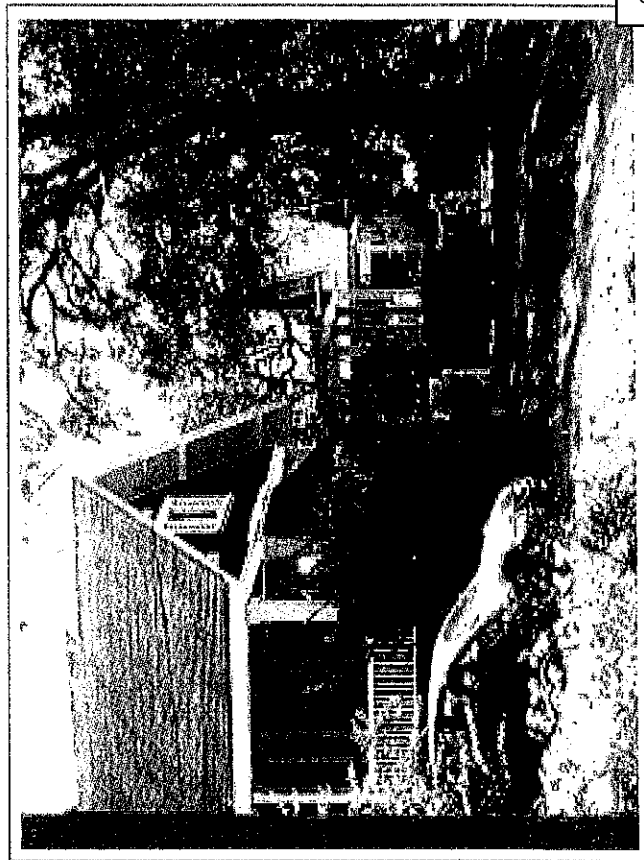
Web: <https://scdah.sc.gov/historic-preservation/programs/local-governments>



State Historic Preservation Office  
8501 Parklane Road  
Columbia, SC 29225

October 2018

# Certified Local Government (CLG) Program in South Carolina: Preservation Through Partnership



State Historic Preservation Office  
South Carolina Department of Archives & History

## Overview

The decisions and actions of local governments and individuals often decide the fate of the irreplaceable historic and prehistoric properties that give South Carolina communities their special character and make them better places to live and visit. Historic preservation has proven economic, environmental, and social benefits. Studies show that historic districts maintain higher property values, less population decline, more walkability and greater sense of community. The legal power to protect historic properties rests primarily with local governments, not the state or federal government. S.C. Code of Laws (Section 6-29-870 as amended) allows communities to adopt zoning ordinances to protect their historic and architecturally valuable districts and neighborhoods.

The Certified Local Government program is a federal, state, and local partnership that recognizes local governments that have established preservation programs and that helps communities save the irreplaceable historic character of places. Through the certification process, communities make a local commitment to historic preservation. This commitment is key to America's ability to preserve, protect, and increase awareness of our unique cultural heritage found in the built environment across the country.

The South Carolina State Historic Preservation Office (SHPO) jointly administers the CLG program with the National Park Service (NPS) to facilitate funding, technical assistance, and training for local governments with historic preservation programs. Through local preservation programs, CLGs are better prepared to manage future growth and encourage economic development while protecting the historic and prehistoric resources that are significant to their community, to the state and to the nation.



## Benefits

Being a CLG demonstrates your community's commitment to saving what is important from the past for future generations. As a certified community it becomes easy to demonstrate a readiness to take on successful preservation projects, making your community able to compete for new opportunities! CLGs can:

- Apply for federal grant funds set aside just for CLGs. It is ten percent of the state's total federal allocation for preservation. In South Carolina, this usually amounts to a minimum of \$75,000 each year that only CLGs may apply to use. These matching grants can fund a wide variety of projects such as surveys, National Register nominations, design guidelines, educational programs, training, structural assessments, and feasibility studies, as well as for stabilization projects for historic buildings.
- Receive technical help and training for the board of architectural review (BAR) and networking with other CLGs. The annual statewide preservation conference includes sessions for BAR members and staff, and the SHPO has offered competitive scholarships to help pay for CLG staff and board chairs to attend conferences and workshops.
- Participate in statewide preservation planning programs.
- Comment on nominations of historic properties and districts in the community to the National Register of Historic Places before the nominations are considered by the State Review Board.

## Requirements for Participation

Local governments interested in joining the CLG program need to:

- Enforce appropriate state or local legislation for the designation and protection of historic properties. This means passage of a historic preservation ordinance that meets state guidelines for CLGs.
- Establish an adequate and qualified historic preservation commission by state or local legislation.
- Maintain a system for the survey and inventory of historic properties.
- Encourage public participation in the local historic preservation program including the process of recommending properties for nomination to the National Register.





Clock tower in Spokane, Washington.

## What is a Certified Local Government?

Across the nation, thousands of diverse communities have taken action to preserve their unique historic character. The Certified Local Government (CLG) Program is the official preservation partnership connecting local, state, and Federal governments to help communities save their irreplaceable historic resources. Through the certification process, communities make a local commitment to historic preservation. This commitment is key to America's ability to preserve, protect, and increase awareness of our unique cultural heritage across the country.

This national initiative provides valuable technical assistance and funding to local governments seeking to preserve what is special about their community. Annually the U.S. Congress appropriates funds from the Historic Preservation Fund to support preservation at the State, Tribal, and Local level. The National Park Service (NPS) and the State Historic Preservation Offices (SHPO) administer funds in each state and distribute those allocated to CLGs.

The CLG Program has helped to build preservation support at the local level where hands-on protection of local resources occurs. Because local planning office staff often play key roles in CLG projects, the thread of historic preservation becomes woven into the fabric of local land-use policy. Strong preservation partnerships have been forged among the local, state, and national networks.

Today, CLG grants from the Historic Preservation Fund support a wide range of projects, including building rehabilitation and feasibility studies, design guidelines and conservation district ordinances, and many kinds of public preservation education.



CLG funded Window rehabilitation training in Kalamazoo, Michigan.

Being a CLG demonstrates a community's commitment to saving what is important from the past for future generations. As a certified community, it becomes easy to demonstrate a readiness to take on successful preservation projects. A local government benefits from becoming certified by establishing a working relationship with SHPO staff and joining a wider historic preservation community. Becoming a CLG opens doors for funding, technical assistance, and maintaining a viable community.

**Funding**  
States receive annual appropriations from the Historic Preservation Fund and are required to give at least 10% of their funding to CLGs as subgrants. These grants can fund a wide variety of projects, including surveys, nominations to the National Register of Historic Places, rehabilitation work, design guidelines, educational programs, training, structural assessments, feasibility studies, and more.

**Technical Assistance**  
As a CLG, a community has direct access to SHPO staff through a designated CLG coordinator. CLGs receive assistance with their commission, building assessments, surveys, and nominations, and general preservation assistance. State staff and NPS offer training for CLGs as well.

**Viable Community**  
Historic preservation has proven economic, environmental, and social benefits. Studies show that historic districts have higher property values, less population decline, more walkability, and a greater sense of community.



Rogers, Arkansas

## S.C. Code Regs. § 12-101

### Section 12-101 - Criteria for Participation in South Carolina's Certified Local Government (CLG) Program

The National Historic Preservation Act as amended contains five broad standards which local governments must meet to be certified as participants in the National Historic Preservation Program. The law states that "Any local government shall be certified to participate under the provisions of this section (101(e)(1)) if the applicable State Historic Preservation Officer, and the Secretary (of the United States Department of the Interior), certifies that the local government: (A) enforces appropriate State or local legislation for the designation and protection of historic properties; (B) has established an adequate and qualified historic preservation review commission by State or local legislation; (C) maintains a system for the survey and inventory of historic properties ...; (D) provides for adequate public participation in the local historic preservation program, including the process of recommending properties for nomination to the National Register; and (E) satisfactorily performs the responsibilities delegated to it under this Act." The Act goes on to define "designation" and "protection" (Section 101(e)(4)), provide direction for funding CLGs (Section 103(e)) and define local commission and other historic preservation terms (Section 301).

Local governments in South Carolina that want to become certified local governments must satisfy these federal standards. The role and responsibilities of CLGs are further defined and expanded below to explain the specific standards a local government should fulfill to be certified in South Carolina.

#### A. Enforces Appropriate State or Local Legislation for the Designation and Protection of Historic Properties

- (1) The local government must set forth criteria and processes for designating districts and landmarks of historic and/or pre-historic significance.
- (2) The local government shall adopt a historic preservation ordinance, the purpose of which is clearly stated.
- (3) The ordinance must define the authority by which its provisions are carried out.
- (4) The ordinance must clearly delineate the jurisdiction of the design review committee.
- (5) The ordinance must set forth processes for designating districts and landmarks of historic and/or pre-historic significance.
- (6) The ordinance must set forth criteria and processes for the review and approval or disapproval of:
  - (a) alteration, demolition, and relocation of designated landmarks,
  - (b) the alteration of designated sites,
  - (c) the construction of new structures within designated districts, and



- (a) The commission shall endeavor to educate the community about their own historic resources.
- (b) The commission shall have authority specified in the ordinance to review and render decisions on all proposed alterations, relocations, demolitions, and new construction affecting designated historic preservation conservation areas or individually designated local landmarks.
- (c) The commission shall have the first review and evaluation of all proposed National Register nominations within its jurisdiction if the commission chooses to comment. The chief elected local official shall forward all National Register nominations to the SHPO with their and the commission's recommendations for consideration by the State Board of Review.
- (d) When the commission considers actions, including National Register nominations, which require evaluation by a professional in a specific discipline and that discipline is not represented on the commission, the commission shall seek expertise in this area (for example, an archaeological site).
- (7) The CLG shall submit to the SHPO an annual report of commission activities. The annual report form will include the number of cases reviewed, disposition of cases, new local designations, commission appointments, new or revised resumes, minutes or a synopsis of the minutes, and local preservation plans and projects.
- (8) The Commission shall adopt By-Laws and Rules of Procedure.
- (9) In all deliberations, any member of the commission who has a direct or indirect financial interest in any property which is the subject matter of, or affected by, a decision of the Commission shall be disqualified from participating in the discussion, decision, or proceedings of the Board relating to that property.
- (10) The SHPO may, by mutual written agreement with the local government, arrange other preservation projects with the certified local government historic preservation commission or other local groups.

**C. Maintain A System for the Survey and Inventory of Historic Properties**

- (1) The CLG shall carry out its responsibilities for survey and inventory as follows:
  - (a) coordinate with the SHPO to identify and record historic and pre-historic properties within its jurisdiction based on priorities set by the CLG; and
  - (b) maintain an inventory of the designated districts, sites, and structures within the jurisdiction established by the ordinance with a periodic evaluation of the inventory and revisions as certificates of appropriateness are issued.
- (2) The CLG shall make the local inventory records accessible to the public, except when knowledge of certain properties, such as archaeological site locations, may constitute a threat to their preservation. In such cases, inventory information may be restricted.



### 3.25 Designation of Contributing Resources

#### 3.25.1 Intent

This Section is intended to provide procedures and criteria to facilitate designation of Contributing Resources within Old Town Bluffton Historic District.

#### 3.25.2 Applicability

Applications to designate Contributing Resources to the Old Town Bluffton Historic District may be initiated by the property owner, UDO Administrator, Historic Preservation Commission or Town Council. When the applicant is not the property owner, written consent of the property owner is required at time of application.

#### 3.25.3 Application Review Criteria

- A. Except as provided elsewhere in this Section, any resource that is at least 50 years old and retains integrity of location, design, setting, materials, workmanship, feeling, and association may be considered for a Contributing Resource designation by Town Council upon a recommendation of the Historic Preservation Commission. At least one of the following criteria must be present:
  1. The resource is associated with events that have made a significant contribution to the broad patterns of our history;
  2. The resource is associated with the lives of persons significant in our past;
  3. The resource embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction; or
  4. The resource has yielded, or is likely to yield, information important in prehistory or history.
- B. Resources of Exceptional Importance.
 

Any resource that is less than 50 years old may be designated as a Contributing Resource by Town Council, upon a recommendation of the Historic Preservation Commission, if the resource is of 'exceptional importance.' In consideration of the designation, the Historic Preservation Commission and Town Council shall consider the following:

  1. Significance of the resource in history, architecture, archeology, engineering, or culture when evaluated within the historic context of the Town, State or Nation;
  2. Integrity of location, design, setting, materials, workmanship, feeling and association of the resource, as applicable; and,
  3. Compliance with Criterion G, as provided in the *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*, as amended.
- C. The application must comply with applicable requirements in the *Applications Manual*



# CHAPTER 4: BUILDING AND HISTORIC DESIGN REQUIREMENTS

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CHAPTER 4: BUILDING, HISTORIC DESIGN REQUIREMENTS 4.3



**Recessed Garage**



**Prominent Garage**

- D. Attached garages for more than two (2) cars should not, wherever possible, face the primary street. Such garages on corner lots may face the non-fronting street.



**Side-loaded Three-Car Garage**



**Front-loaded Three-Car Garage**

- E. Multiple-car garages on the front façade of any single-family attached or multi-family dwelling unit should utilize separated individual doors.

**CHAPTER 4: BUILDING, HISTORIC DESIGN REQUIREMENTS 4.4.2****Facade with Recesses & Projections****Facade without Recesses & Projections**

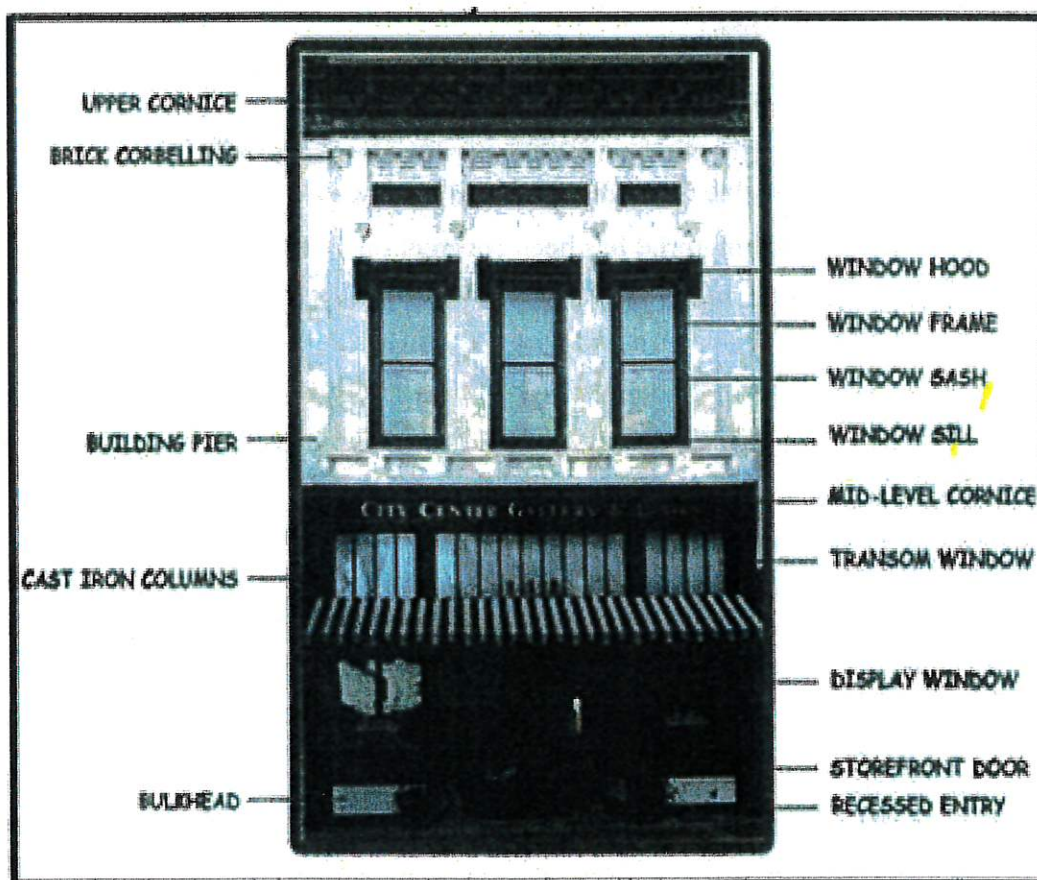
- C. When used, awnings should be placed at the top of window or doorway openings, and should not extend beyond such openings. No awning shall extend more than the width of the sidewalk or 10 feet, whichever is less. Awnings shall be self-supporting from the wall. No supports should rest on or interfere with the use of pedestrian walkways or streets. In no case, shall any awning extend beyond the street curb or interfere with street trees or public utilities.



## CHAPTER 4: BUILDING, HISTORIC DESIGN REQUIREMENTS 4.7.3

10. Occasional window hoods
11. Masonry wall
12. Corbelling
13. Upper Cornice

FIG. 4.1: FACADE ELEMENTS



- E. Do not apply theme designs that alter the original character or architectural style such as coach lanterns to make the building look more Colonial, mansard designs to make the building more Victorian, the use of wood shakes to make it look more 'arts and crafts', or anything that cannot be documented historically.
- F. Adding more elaborate ornamentation than was originally found on the building façade is typically inappropriate as it renders a false history to the building.

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**CHAPTER 4: BUILDING, HISTORIC DESIGN REQUIREMENTS 4.7.3**

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- F. Awning color should be coordinated with the color scheme of the building. Solid color awnings should be used on building with intricate and abundant architectural detailing, while striped awnings may be utilized on simpler buildings to introduce color and vitality to an otherwise 'plain' building.
- G. Backlit awnings are not appropriate.
- H. The traditional canvas, slanted awnings were traditionally used in Historic Overlay commercial areas and are most appropriate for older storefronts.

**4.7.3.6 Replacement of Unavailable Components**

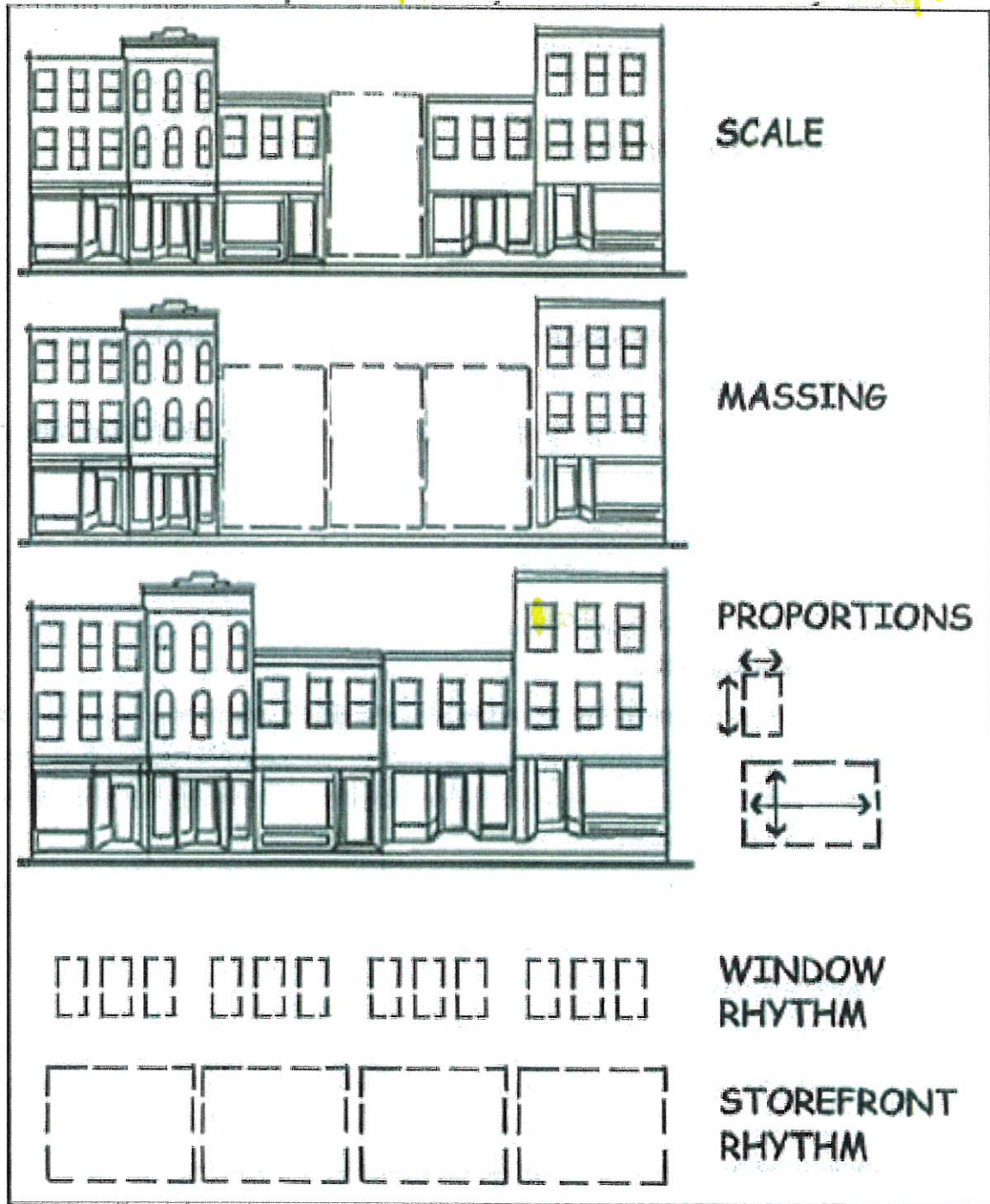
- A. Sometimes traditional construction materials cannot be replaced or matched.
- B. Care should be taken to match the original pattern, thickness, color, and texture as closely as possible with available materials.
- C. Repair deteriorated primary building materials by patching, piecing-in, consolidating or otherwise reinforcing the material.
- D. Avoid removing damaged materials when they can be repaired.

**4.7.3.7 Removal of Inconsistent Elements**

- A. Preserve the original façade materials whenever possible and avoid concealing original façade materials.
- B. Avoid the use of materials that are not visually compatible with the original façade, such as shiny metals, mirror glass, plastic panels, and vinyl windows or doors.
- C. Remove metal slip covers when they conceal the original architecture beneath and prevent the horizontal alignment of building elements with adjacent buildings.
- D. Whenever possible, remove any material that conceals traditional façade elements and repair, restore, or replace in a manner that is sympathetic to the style and history of the building.
- E. As brick was the predominant material used in the façade structure of the downtown buildings, avoid covering or replacing the brick with more modern materials.
- F. Vinyl clad windows and doors may be allowed provided they are detailed in a manner that causes them to appear similar to the original.

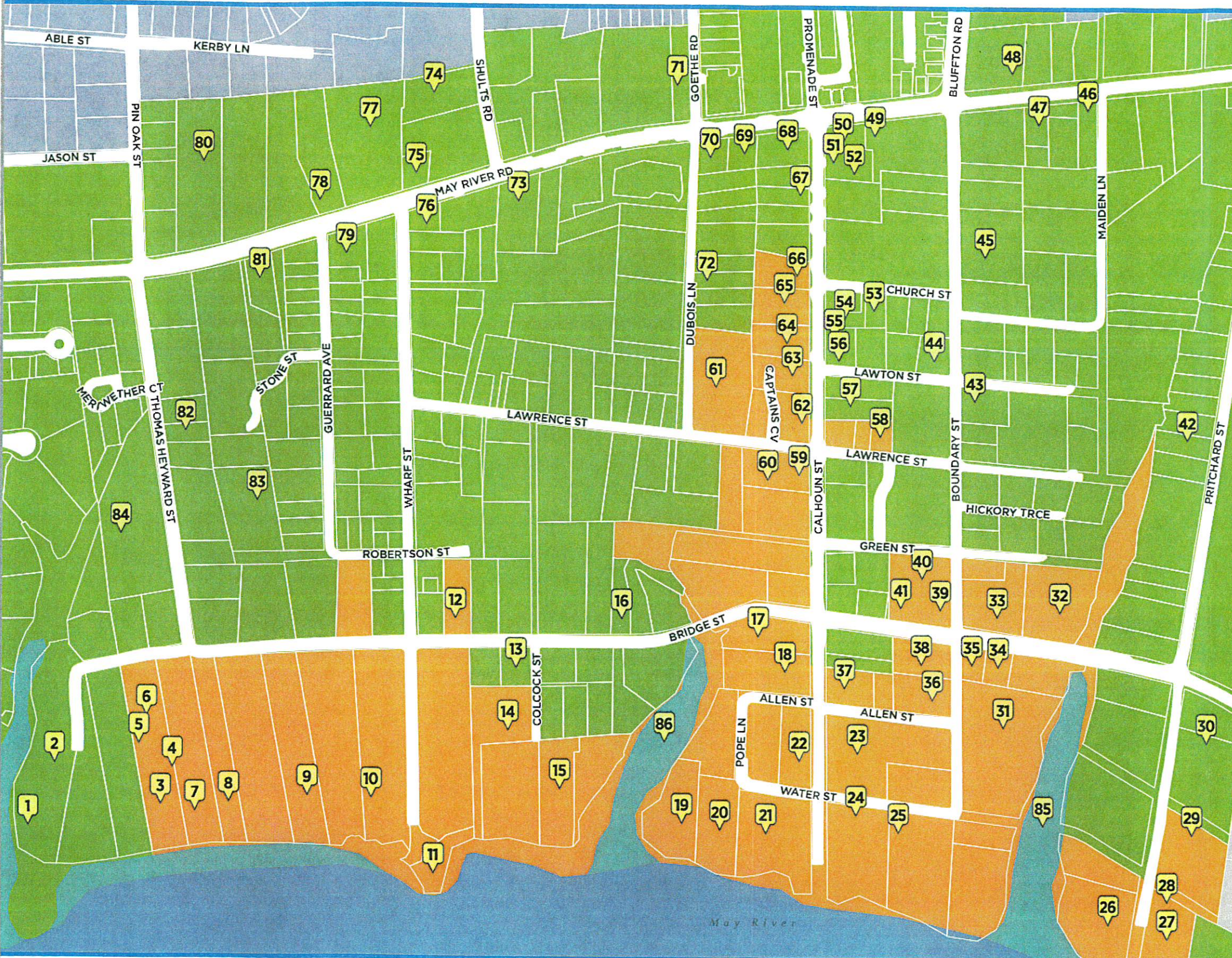
CHAPTER 4: BUILDING, HISTORIC DESIGN REQUIREMENTS 4.7.4

FIG. 4.3: SCALE, MASSING, PROPORTIONS, RHYTHM





# Contributing Resources



- Legend
- Contributing Resources (86)
  - Bluffton National Register Historic District
  - Old Town Bluffton Historic District
  - Town Boundary
  - Beaufort County
  - May River
  - Marsh

0 250 500 1,000 Feet

Accepted: 5/10/2022  
Updated: 5/11/2022

Map Prepared By:  
Ryan J. Coleman, GISP

N  
E  
S  
W

This map was created by the Town of Bluffton and is solely intended to be used as a graphical representation for the Town of Bluffton. The map and data distributed by the Town of Bluffton are derived from a variety of public and private sector sources. Bluffton does not warrant, nor does it guarantee, the accuracy, completeness, and currency thereof. The Town of Bluffton makes no warranty, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the Town of Bluffton.

Number	Resource Name	Address
1	Lowden Home	137 Bridge St
2	Lowden Gatehouse	137 Bridge St
3	Guerrard's Bluff / Mercer House	127 Bridge St
4	Guerrard's Bluff Cottage	127 Bridge St
5	Guerrard's Bluff Barn	127 Bridge St
6	Guerrard's Bluff / Cook's Cottage	127 Bridge St
7	Hancock Long House	123 Bridge St
8	Hope House	121 Bridge St
9	Tyson-Derst Cottage	113 Bridge St
10	Garvin-Garvey House	101 Bridge St
11	Oyster Factory Site	75 Wharf St
12	Orange Cottage	92 Bridge St
13	40 Colcock Street	40 Colcock St
14	Colcock Teel House	46 Colcock St
15	Cedar Bluff	53 Colcock St
16	Sarah Riley Hooks Cottage	76 Bridge St
17	Fripp-Lowden House	80 Calhoun St
18	Seven Oaks	82 Calhoun St
19	Lawrence Lee Home	2 Water St
20	Huger Gordon House	6 Water St
21	Church of the Cross	110 Calhoun St
22	Allen-Lockwood House	94 Calhoun St
23	Bluffton United Methodist Church	101 Calhoun St
24	Squire Pope Carriage House	111 Calhoun St
25	Whitney Cottage	10 Water St
26	The Bluff	130 Pritchard St
27	Pritchard House	131 Pritchard St
28	Pritchard Street Cottage	131 Pritchard St
29	115-A Pritchard Street	115-A Pritchard St
30	St. John's Baptist Church	103 Pritchard St
31	Pine House	95 Boundary St
32	Card House	34 Bridge St
33	Fripp House	48 Bridge St
34	Bluffton Post Office	41 Bridge St
35	The Rate	45 Bridge St
36	Cantrell House	84 Boundary St
37	Graves House	85 Calhoun St
38	Guilford House	82 Boundary St
39	Heyward House	70 Boundary St
40	Heyward House - Slave Quarters	70 Boundary St
41	Heyward House - Summer Kitchen	70 Boundary St
42	Old School House	60 Pritchard St
43	Board and Batten House	43 Boundary St
44	38 Boundary Street	38 Boundary St
45	Campbell Chapel AME Church	23 Boundary St
46	Simmons-Joiner House	12 Bruin Rd
47	Old Bruin Cottage	6 Bruin Rd
48	Joiner House	9 Bruin Rd
49	The Praise House	1300 May River Rd
50	Cordray House	1 Calhoun St
51	Robert Bruin Cottage	5 Calhoun St
52	Baldy Bruin's Store	5A Calhoun St
53	Bluffton Tabernacle	10 Church St
54	Pluff Mudd Art	27 Calhoun St
55	37 Calhoun St	37 Calhoun St
56	Calhoun Street Café	3 Lawton St
57	Fishbone Gallery and Gifts	45 Calhoun St
58	Beech House	65 Lawrence St
59	Peeples' Store	56 Calhoun St
60	Peeples' Barn	56 Calhoun St
61	John A. Seabrook House	47 Lawrence St
62	Mulligan House	44 Calhoun St
63	Carson Cottage	38 Calhoun St
64	D. Hasell Heyward Sr. House	32 Calhoun St
65	Patz Brothers' House	26 Calhoun St
66	Planters Mercantile Building	20 Calhoun St
67	12 Calhoun Street	12 Calhoun St
68	Martin Alston's Store	4 Calhoun St
69	Coburn House	1288 May River Rd
70	Coburn Liquor Store / Red Dot	1282 May River Rd
71	Bruin House	1281 May River Rd
72	Ed and Lize Johnson Home	15 Dubois Ln
73	Nathaniel Brown's Cottage	1268 May River Rd
74	7 Shults Road	7 Shults Rd
75	Bluffton Health Center	1261 May River Rd
76	Corinne Heyward Home	3 Wharf St
77	Deer Tongue Warehouse	1257 May River Rd
78	Williams Cottage	1253 May River Rd Unit-A
79	Hugh O'Quinn Cottage	1256 May River Rd
80	1233 May River Rd	1233 May River Rd
81	Cogwell Cottage	1244 May River Rd
82	Abraham Gadsden House	358 Thomas Heyward St
83	48 Guerrard Avenue	48 Guerrard Ave
84	Nellie and Leroy Brown Cottage	34A Thomas Heyward St
85	Heyward Cove	
86	Huger Cove	