



## Regular Town Council Meeting

Tuesday, March 12, 2024 at 5:00 PM

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

### AGENDA

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

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. INVOCATION**

**IV. SWEARING IN AND SEATING OF COUNCIL EMILY BURDEN**

1. Swearing In and Seating of Council - Municipal Judge Clifford Bush III

**V. ADOPTION OF THE AGENDA**

**VI. ADOPTION OF THE MINUTES**

- [1.](#) Regular Meeting Minutes of 02/13/2024

**VII. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS**

1. Beaufort County School District Character Student of the Month - Mayor Larry Toomer
2. Developmental Disabilities Awareness Month Proclamation - Mayor Larry Toomer
3. 2024 SC Chef Ambassador Leslie Rohland - Mayor Larry Toomer
4. Beaufort County Transportation Update for the Transportation Impact Analysis Ordinance (TIA) Ordinance and the Buckwalter Access Management Plan for Phase 2, Lake Point Drive to Barton’s Run Crossing - Jared Fralix, Assistant County Administrator, Infrastructure

**VIII. PUBLIC COMMENT**

**IX. COMMUNICATIONS FROM MAYOR AND COUNCIL**

**X. WORKSHOP AGENDA ITEMS**

- [1.](#) Presentation on Opioid Settlement Funds and Proposed Uses - Chief Joseph Babkiewicz, Bluffton Police Department
- [2.](#) Discussion on Upcoming Items and Amendments to the Town of Bluffton Code of Ordinances - Kevin Icard, Director of Growth Management

- 2a. Amendments to the Town of Bluffton Code of Ordinances, Chapter 23, Unified Development Ordinance – Traffic Impact Analysis
- 2b. Amendments to the Town of Bluffton Code of Ordinances, Chapter 23, Unified Development Ordinance – Wetland Buffers
- 2c. Amendments to the Comprehensive Plan (Blueprint Bluffton) – Housing Analysis to Use ATAX Funds to Support Workforce/Affordable Housing
- 2d. Expiration of the Bluffton Village Development Agreement

#### **XI. PUBLIC HEARING & FINAL READING**

No Public Hearing & Final Reading

#### **XII. FORMAL AGENDA ITEMS**

1. Consideration of an Ordinance to Amend Chapter 26 – Traffic and Motor Vehicles, Article VII. – Towing and Wrecker Services – First Reading – Chief Joseph Babkiewicz, Bluffton Police Department
2. Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2023 - Natalie Majorkiewicz, Director of Finance
  - 2a. HHI-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner - ATAC recommends \$45,000
  - 2b. Gullah Traveling Theater, Inc.: Gullah Kinfolk Come to Bluffton - ATAC recommends \$9,750
  - 2c. Old Town Bluffton Merchants Society: 2024 Bluffton as a Destination - ATAC recommends \$28,500
  - 2d. The Rotary Club of Bluffton: MayFest 2024 – ATAC recommends \$25,000
3. Consideration of an Ordinance for Certain Amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, Including Amendments to Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance), Sec. 3.18 (Certificate of Appropriateness-Historic District), Sec. 3.19 (Site Feature-Historic District Permit); and, Sec. 3.25 (Designation of Contributing Resources); Article 4 – Zoning Districts, Table 4.3 (Uses by District); Article 5 – Design Standards, Sec. 5.10 (Stormwater); 5.11 (Parking); and, Sec. 5.15 (Old Town Bluffton Historic District); and, Article 9 – Definitions and Interpretations, Sec. 9.2 (Defined Terms) – First Reading – Kevin Icard, Director of Growth Management

#### **XIII. CONSENT AGENDA ITEMS**

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

#### **XIV. EXECUTIVE SESSION**

1. Legal Advice Pertaining to Personnel Matters (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

#### **XV. ACTION FROM EXECUTIVE SESSION**



**XVI. ADJOURNMENT****NEXT MEETING DATE: TUESDAY, APRIL 8, 2024**

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

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

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

*\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here: <https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>  
Public comment is limited to 3 minutes per speaker.*

# Regular Town Council Meeting Minutes

February 13, 2024

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

## II. CALL TO ORDER

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

### PRESENT

Mayor Larry Toomer  
Mayor Pro-Tempore Dan Wood  
Councilmember Fred Hamilton  
Councilmember Bridgette Frazier

## III. PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance and Invocation were presented by Mayor Pro-Tempore Dan Wood.

## IV. ADOPTION OF THE AGENDA

Motion made by Councilmember Frazier to amend the agenda to reflect item- IX. Public Hearing be delayed until 6:00PM or later to satisfy regulations for the public hearing, Seconded by Mayor Pro-Tempore Wood.

## V. ADOPTION OF THE MINUTES

Regular Meeting Minutes of January 16, 2024

Motion made by Councilmember Frazier, Seconded by Councilmember Hamilton to approve the Regular Meeting Minutes of January 16, 2024, as presented.

## VI. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Introduction of New Employees and Recognition of Promotions - Anni Evans, Director of Human Resources

Town department directors introduced new and newly promoted employees to Town Council.

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

The Beaufort County School District Student of the Month for November and December are:

November - Monica Tagle Bautista, a 3rd grader from Bluffton Elementary.

Mayor Larry Toomer, on behalf of Town Council, honored Monica Tagle Bautista for the character traits of respect and gratitude.

December - Claudia Minshew, a 6th grader at Bluffton Middle School.

Mayor Larry Toomer, on behalf of Town Council, honored Claudia Minshew for the character trait of compassion.

### 3. Second Helpings Commendation - Mayor Larry Toomer

Mayor Larry Toomer, on behalf of Town Council, read a commendation to the non-profit, Second Helpings, to help residents who are food insecure. Several representatives of the organization attended Town Council meeting to accept the commendation.

### 4. Annual Palmetto Bluff Development Agreement Update - Will Howard, Vice President of Development

Will Howard, vice president of development, presented an update to Town Council regarding the Palmetto Bluffton Development Agreement. The highlights include total home sales for (2023): \$300 million. Palmetto Bluff has rights for 4,000 units and currently is about halfway to build-out. Future plans include offering a more diverse product line and predict about 250 home closings for 2024. Howard estimates the average resale price for Palmetto Buff homes is probably between \$2.5 - \$3 million.

## VII. PUBLIC COMMENT

Michael Johannes – 18 Clayton Ct, Bluffton – Mr. Johannes approached the dais to discuss Family Promise – The Promise House. Family Promise is the only shelter model for homeless children and their families in Beaufort and Jasper counties. He is requesting the assistance of Town Council to assist in locating and purchasing property to build the Promise House to move forward to fulfill the vision the “Every Child Will Have a Home”.

Skip Hoagland – 61 Sparwheel Lane, Hilton Head – Mr. Hoagland discussed his views on corruption of local government. Upon completing the three minutes allocated for him to address the Council, he proceeded to speak on behalf of Lynn Greeley, who was not present. Mr. Hoagland was advised he was out of order resulting in him being escorted out of the meeting by Bluffton Police Department.

## VIII. COMMUNICATIONS FROM MAYOR AND COUNCIL

Mayor Pro-Tempore Wood congratulated Natalie Majorkiewicz, Director of Finance, and the entire accounting team for their outstanding work regarding results of the presentation of the FY2023 Audit. Mayor Toomer, Councilmembers Frazier and Hamilton also acknowledged and praised the department for their outstanding success of the highest level of opinion.

Councilmember Frazier praised the Bluffton Bobcats Girls and Boys varsity basketball teams and wished both teams the best wishes for the games scheduled this evening.

Mayor Toomer advised the Town of Bluffton Special Election was occurring with the polls closing at 7:00PM. He encouraged the public to exercise their right to vote.

## IX. PUBLIC HEARING & FINAL READING

### 1. Consideration of Town of Bluffton Needs Assessment for Housing, Public Facilities, and Economic Development – Michelle Knight, Community and Economic Development Director, Lowcountry Council of Governments

Michelle Knight, a representative of the Lowcountry Council of Government, presented a public hearing regarding Bluffton Needs Assessment for Housing, Public Facilities and Economic Development for possible projects which would be aligned with the SC Community

Development Block Grants. South Carolina is expected to receive \$20 million grant funds this year. The bulk of funds, \$17 million, is reserved for Community Development Programs.

Councilmember Frazier, Seconded by Councilmember Hamilton to prioritize and approved the priorities for prospective projects to apply for these grants as follows:

- 1 - Affordable Housing
- 2 - Housing Assistance Program "safe & dry" repairs
- 3 - Infrastructure improvement including sewer, water, and drainage
- 4 - Transportation & pedestrian safety
- 5 - Restoration of properties or facilities of special value to the community

## **X. FORMAL AGENDA ITEMS**

1. Acceptance of the Presentation of the Town of Bluffton FY 2023 Audit by Mauldin and Jenkins, LLC - Natalie Majorkiewicz, Director of Finance

Trey Scott, a representative of Mauldin & Jenkins presented the result of the Town of Bluffton FY2023 Audit. The audit opinion was "clean," which is the highest level of opinion.

Motion made by Mayor Pro-Tempore Wood to accept the audit presentation of the Town of Bluffton FY 2023, Seconded by Councilmember Frazier.

Town Council unanimously accepted the audit presentation.

2. Consideration of an Ordinance Authorizing an Economic Development Incentive Agreement between the Town of Bluffton and Solomon Property Holdings, LLC in support of the development of 15,000 square feet of a Health & Wellness Facility - Second & Final Reading - Chris Forster, Assistant Town Manager

Motion made by Mayor Pro-Tempore Wood to approve the Ordinance Authorizing an Economic Development Incentive Agreement between the Town of Bluffton and Solomon Property Holdings, LLC in support of the development of 15,000 square feet of a Health & Wellness Facility, Seconded by Councilmember Frazier.

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

## **XI. CONSENT AGENDA ITEMS**

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

Motion made by Councilmember Hamilton to accept the Consent Agenda items as presented, Seconded by Councilmember Frazier

Town Council unanimously approved the Consent Agenda as presented.

## **XII. EXECUTIVE SESSION**

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

Motion made by Councilmember Hamilton to enter Executive Session, Seconded by Mayor Pro-Tempore Wood.

### **XIII. ACTION FROM EXECUTIVE SESSION**

Motion made by Councilmember Hamilton, Seconded by Councilmember Frazier to approve the following appointments:

- Chris Kehrer - May River Watershed Action Plan Advisor Committee (WAPAC) No Term Expiration Length
- Melissa Perri – Municipal Election Committee (MEC) Term Expires in 2026

Town Council unanimously approved the appointments.

### **XVI. ADJOURNMENT**

Motion made by Mayor Pro-Tempore Wood, Seconded by Councilmember Frazier to adjourn at 6:39PM.

**NEXT MEETING DATE: TUESDAY, MARCH 12, 2024**



# Presentation on Opioid Settlement Funds and Proposed Uses

Presentation to Town Council  
Chief Joseph Babkiewicz  
Bluffton Police Department  
March 12, 2024

## Background

- The Town of Bluffton was part of the opioid settlement that was negotiated with pharmaceutical companies due to the over prescribing and resulting addiction and deaths.
- This was handled through the State and as a party to the suit, we have a direct allotment of funds held at the State level.
- These funds (\$25,915.25) come with very specific guidelines for their use, and we have been reviewing some options over the last several months.



# *Background*

The South Carolina Opioid Recovery Fund must be used for one or more of the following approved opioid remediation uses. The Core Strategies are given priority and include the following:

- Naloxone or Other FDA-Approved Drug to Reverse Opioid Overdoses;
- Medication-Assisted Treatment (MAT) Distribution and Other Opioid-Related Treatment;
- Pregnant and Postpartum Women;
- Expanding Treatment for Neonatal Abstinence Syndrome (NAS);
- Expansion of Warm Handoff Programs and Recovery Services;
- Treatment for Incarcerated Population;
- Prevention/Education Programs;
- Expanding Syringe Service Programs; and
- Evidence-Based Data Collection and Research Analyzing the Effectiveness of the Abatement Strategies within the State.

## Identifying Needs/Use of Funds

- Met with a citizen who has experienced addiction issues and still has friends with addiction issues. She identified several areas that she feels could help with local issues:
  - Access to information for detox/recover/rehabilitation centers.
  - Inability to obtain/purchase Narcan (too expensive for families to purchase).
  - Educating young adults on dangers of opioids in the community.
  - Education for families who have someone addicted to drugs/alcohol.

## *Matching the Needs with the Grant Criteria*

Based on those inputs provided to the Police Department about the needs in our community, we believe a winning grant strategy is to focus on **Prevention Programs** as our **Core Abatement Strategy**, specifically the efforts of media campaigns and medical provider education and outreach programs.

We have identified two community coalition non-profit partners already generating these campaigns and outreach. By providing additional funds from the Town's allotment of the opioid settlement, we can help amplify these important messages.

## Disbursement of Funds

- Low Country Alliance for Healthy Youth (LCAHY): \$10,400.96 for social and traditional media campaigns

LCAHY provides outreach and education as part of their Drug-Free Communities Support Program grant as administered by the Centers for Disease Control and Prevention. Their social media campaigns create heightened awareness about substance abuse and address misconceptions about such substances. They also run traditional media campaigns to raise awareness of their outreach programs, and host community forums with speakers that provide literature for families to take home. Member partners include schools, media, businesses, parents and youth, substance abuse organizations, local governments, healthcare professionals, religious and civic organizations, and law enforcement.

## Disbursement of Funds

- Beaufort County First Responders Project (BCFRP) (\$20,000): for outreach and training programs

BCFRP is a team of emergency responders, firefighter EMTs, and counselors who make education a key component of their outreach program. BCFRP had made recent presentations on Narcan administration to first responders, schools and support groups. Recent education presentations have been made at the Beaufort County Public Library Bluffton Branch and River Ridge Academy, and BCFRP has a strong presence at youth-centered community events such as the Town of Bluffton Spooktacular trick or treat night. BCFRP issues free NARCAN to those members who have attended their class.



# **QUESTIONS &** **DISCUSSION**

TOWN COUNCIL

STAFF REPORT  
Growth Management Department



|                  |  |
|------------------|--|
| MEETING DATE:    | March 12, 2024   |
| PROJECT:         | <p>Direction and Input on the following items:</p> <ul style="list-style-type: none"><li>Proposed Amendments to the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Article 5 – Design Standards, Section 5.9 Transportation Network and Design – Traffic Impact Analysis &amp; Section 5.10 Stormwater – Wetland Buffer</li><li>Proposed Amendments to the Town of Bluffton’s Comprehensive Plan, “Blueprint Bluffton,” Housing Analysis</li><li>Update to Bluffton Village Development Agreement Notice of Expiration October 17, 2024</li></ul> |
| PROJECT MANAGER: | Kevin Icard, AICP<br>Director of Growth Management   |

**REQUEST:** To provide direction on the following items.

1. An Amendment to the Unified Development Ordinance (UDO), Article 5 – Design Standards, Section 5.9 Transportation Network and Design – Traffic Impact Analysis (TIA);
2. An Amendment to the UDO, Article 5 – Design Standards Section 5.10 Stormwater – Wetland Buffers;
3. An Amendment to the Comprehensive Plan – “Blueprint Bluffton,” Housing Analysis to meet State requirements (Act 57) to use up to fifteen (15%) percent of state accommodations tax revenue (ATAX) fundings for Affordable Housing; and
4. The Bluffton Village Development Agreement will expire on October 17, 2024. Update on process to expire the Bluffton Village Development Agreement and incorporate the Planned Unit Development (PUD) into the UDO.

**BACKGROUND:**

1. **UDO Amendment Traffic Impact Analysis** – Beaufort County staff approached Town staff to consider adopting an ordinance which will take a consistent regional approach to traffic impact analysis’ review when development occurs in the County and/or Town. The ordinance establishes requirements for the analysis and evaluation of traffic impacts associated with development. There will be three consultants who will provide on-call services for required TIAs. If a proposed development triggers the need for a TIA, must submit a TIA, or if the applicant has already preformed a TIA, the Applicant will be financially responsible for paying for the on-call consultant review of the TIA.

Code language will outline the review criteria, required components, coordination with SCDOT and the terms of the analysis. County staff anticipates request for a similar process to go to Beaufort County Planning Commission on March 4<sup>th</sup> (April 1<sup>st</sup> if delayed) followed by three readings at County Council (April/May timeframe).



2. **UDO Amendment Wetland Buffers** – In May of 2023, the U.S. Supreme Court stripped federal oversight from millions of acres of wetlands long protected under the Clean Water Act. Now, erecting safeguards to ensure those waters are not polluted, drained or filled in by developers falls to the states.

Currently, the South Carolina Department of Health and Environmental Control (SCDHEC) is drafting regulations to protect the waters of the state. In the interim, Staff is proposing Town Council adopt and enforce provisions in the UDO to protect wetlands. Staff has proposed a twenty-five (25') foot undisturbed riparian buffer be established for any land disturbing activity from the edge of all wetlands as defined by the National Wetlands Inventory as of May 2023. This will protect those areas previously and soon to be re-protected areas from being filled which could lead to unintended consequences including flooding.

3. **Blueprint Bluffton Comprehensive Plan Amendment** - During their 2023 legislative session, the South Carolina General Assembly adopted (and the governor subsequently signed into law) Act 57. This Act amended the South Carolina Code of Laws to permit the use of state accommodations tax revenue and local accommodations tax revenue for the development of workforce housing. The Act established several steps that a governing body must satisfy before state accommodations tax revenue is expended on workforce housing. The Act includes 10 steps, which the Town of Bluffton does not currently include in the Comprehensive Plan to be eligible, which would need to be adopted to allow for funding for workforce housing.

Staff is in the process of analyzing and preparing responses to the ten elements. Once completed, they will be presented to Planning Commission at a Workshop. After the workshop, if there are any suggested changes, staff will revise, then send them back to the Planning Commission for a recommendation and ultimately to Town Council for a first and second reading.

4. **Bluffton Village Development Agreement Expiration** - The General Assembly adopted the South Carolina Local Government Development Agreement Act in 1993. S.C. Code Title 6, Chapter 31, § 6-31-10, et seq. The Act authorizes binding agreements between local governments and developers for the long-term development of large tracts of land. A development agreement gives a developer a vested right for the term of the agreement to proceed according to land use regulations in existence on the execution date of the agreement. The original Bluffton Village Development Agreement was approved by Town Council October 18, 2000, and amended on January 24, 2006.

The developer of Bluffton Village was obligated in the original Development Agreement (2000) to dedicate a Library Site (3.41 acres), US Post Office Site (3.81 acres), Town Hall Site (0.66 acres) and pay administrative charges of an initial payment of \$30,000 and four additional payments annually of \$44,000. All obligations were met and memorialized in 2006 with the First Amendment to the Development Agreement.

The Agreement established a mixed-use development with 38 attached townhome units, plus (1) dependency unit each and 212,750 square feet for commercial, civic and multifamily use for fifteen (15) years. In 2010 & 2013, SC State Acts 297 & 112 (respectively) provided an additional nine (9) years of tolling. With the additional years, the Bluffton Village Development Agreement has been extended to October 17, 2024.

Town Staff is proposing to file a Notice of Expiration of the Development Agreement and incorporate language in the UDO to include the Bluffton Village PUD description and allowed densities per lot.

**CONSIDERATIONS:** Items for Town Council consideration include, but are not limited to the following:

1. Does Town Council want to move forward with the proposed Traffic Impact Analysis Ordinance?

If so, Staff will coordinate with Beaufort County staff related to the adoption of the Ordinance. Below is a tentative timeline:

- Town Council Workshop – March 12, 2024
- Planning Commission Recommendation – April 24, 2024\*
- Town Council 1<sup>st</sup> Reading – June 11, 2024\*
- Town Council 2<sup>nd</sup> Reading – July 9, 2024\*

*\* Tentative based on coordinating with Beaufort County*

2. Does Town Council want to move forward with the proposed changes to include buffers around all wetlands in the Town of Bluffton?

If so, Staff will move forward with bringing the proposed changes to Planning Commission for review. Below is a tentative timeline:

- Town Council Workshop – March 12, 2024
- Planning Commission Recommendation – March 27, 2024
- Town Council 1<sup>st</sup> Reading – April 9, 2024
- Town Council 2<sup>nd</sup> Reading – May 14, 2024

3. Does Town Council want to move forward with amending the Town's Comprehensive Plan to include ATAX funds for affordable housing?

If so, Staff will move forward with an amendment to the Comprehensive Plan. Below is a tentative timeline:

- Town Council Workshop – March 12, 2024
- Planning Commission Workshop – April 24, 2024
- Planning Commission Recommendation – May 22, 2024
- Town Council 1<sup>st</sup> Reading – July 9, 2024
- Town Council 2<sup>nd</sup> Reading – August 13, 2024

4. Does Town Council want to move forward with amending the UDO to include provisions to incorporate the Bluffton Village PUD?

If so, Staff will move forward with preparing documentation to file a Notice of Expiration of the Development Agreement and incorporate the PUD into the UDO. Below is a tentative timeline:

- Town Council Workshop – March 12, 2024
- Community Meetings (If needed) – TBD
- Planning Commission Recommendation – July 24, 2024
- Town Council 1<sup>st</sup> Reading – September 10, 2024
- Town Council 2<sup>nd</sup> Reading – October 8, 2024

***Workshop Regarding Potential Amendments to Chapter 23, Unified Development Ordinance Related to Traffic Impact Analysis & Wetland Buffers; Amendment to the Comprehensive Plan in Preparation of Housing Analysis to Obtain ATAX Funds to Support Affordable/Workforce Housing; and Extinguishment of Bluffton Village Development Agreement***

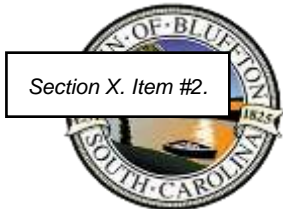
March 12, 2024  
Department of Growth Management  
Kevin Icard, AICP

# **Workshop Topics**



1. **UDO Amendment:** Traffic Impact Analysis
2. **UDO Amendment:** Wetland Buffers
3. **Comprehensive Plan Amendment:** Housing Analysis to qualify for State accommodations tax funds for affordable housing
4. **Expiration of Development Agreement:** Expiration of the Development Agreement and incorporating the Bluffton Village PUD into the UDO

# UDO Amendment – Traffic Impact Analysis

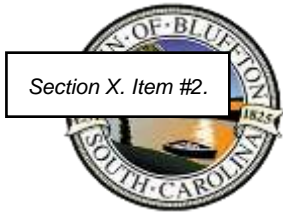


Does Town Council want to move forward with the proposed TIA ordinance?  
If so, the process and timeline is:

| UDO Text Amendment Procedure  | Date            | Complete |
|---|-----------------|----------|
| Step 1. Town Council Workshop   | March 12, 2024  | ✓        |
| Step 2. Planning Commission Public Hearing and Recommendation             | April 24, 2024* | ✓        |
| Step 3. Town Council – 1st Reading  | June 11, 2024*  | ✓        |
| Step 4. Town Council Meeting – 2 <sup>nd</sup> Reading and Public Hearing | July 9. 2024*   | ✓        |

*\* Tentative based on coordinating with Beaufort County*

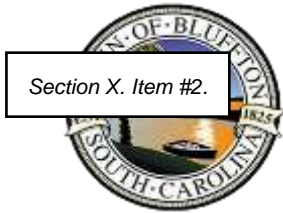
# UDO Amendment - Wetlands



Does Town Council want to move forward with the proposed changes to include buffers around all wetlands in the town of Bluffton?  
If so, the process and timeline is:

| UDO Text Amendment Procedure  | Date           | Complete |
|---|----------------|----------|
| Step 1. Town Council Workshop   | March 12, 2024 | ✓        |
| Step 2. Planning Commission Public Hearing and Recommendation             | March 27, 2024 | ✓        |
| Step 3. Town Council – 1st Reading  | April 9, 2024  | ✓        |
| Step 4. Town Council Meeting – 2 <sup>nd</sup> Reading and Public Hearing | May 14, 2024   | ✓        |

# ATAX Funds for Affordable Housing

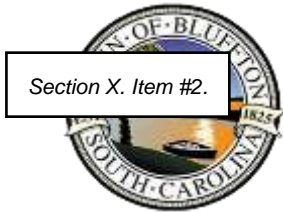


Does Town Council want to move forward with the comprehensive plan amendment to allow ATAX funds to be used for the development of affordable housing? If so, the process and timeline is:

| Comprehensive Plan Amendment Procedure                                    | Date            | Complete |
|---|-----------------|----------|
| Step 1. Town Council Workshop   | March 12, 2024  | ✓        |
| Step 2. Planning Commission Workshop                                      | April 24, 2024  | ✓        |
| Step 3. Planning Commission Recommendation                                | May 22, 2024    | ✓        |
| Step 4. Town Council Meeting – 1st Reading                                | July 9, 2024    | ✓        |
| Step 5. Town Council Meeting – 2 <sup>nd</sup> Reading and Public Hearing | August 13, 2024 | ✓        |



# Development Agreement Expiration



Does Town Council want to move forward with amending the UDO to include provisions to incorporate the Bluffton Village PUD into the UDO? If so, the process and timeline is:

| Comprehensive Plan Amendment Procedure                                  | Date               | Complete |
|---|--------------------|----------|
| Step 1. Town Council Workshop   | March 12, 2024     | ✓        |
| Step 2. Community Meetings (as needed)                                  | TBD                | ✓        |
| Step 3. Planning Commission Recommendation                              | July 24, 2024      | ✓        |
| Step 4. Town Council Meeting – 1st Reading                              | September 10, 2024 | ✓        |
| Step 5. Town Council Meeting – 2 <sup>nd</sup> Reading & Public Hearing | October 8, 2024    | ✓        |



# ***QUESTIONS & DISCUSSION***

## TOWN COUNCIL

**STAFF REPORT**  
**Police Department**


|                         |  |
|-------------------------|--|
| <b>MEETING DATE:</b>    | March 12, 2024   |
| <b>PROJECT:</b>         | Consideration to Amend Towing Ordinance, First Reading |
| <b>PROJECT MANAGER:</b> | Joe Babkiewicz, Chief of Police                        |

**REQUEST:** Consideration of an ordinance to amend Chapter 26 – Traffic and Motor Vehicles, Article VII – Towing and Wrecker Services, First Reading.

**BACKGROUND:** The Police Department and Town staff made recommended updates to the above-named ordinance from the Town of Bluffton Code of Ordinances. The primary change was to update the rate schedule to bring the types of fees and the rates charged more in line with neighboring jurisdictions. This primary recommended change would reduce tow company billing errors, improve cost reasonableness, and establish better consistency in customer expectations.

Two additional changes were also suggested: the process for tow companies to submit new or revised qualification packages was updated, and clarifications to the required insurance coverages and evidence of vehicle ownership were suggested.

**CURRENT FEE SCHEDULE V. RECOMMENDED FEE SCHEDULE:**

| <i>Current Fee Description</i>              | <i>Current Fee</i> | <i>New Fee Description</i>                   | <i>New Fee</i>            |
|---|--------------------|--|---------------------------|
| <i>Pick up Town of Bluffton</i>             | <i>\$ 75.00</i>    | Request for tow of Town of Bluffton vehicles | \$ 75.00                  |
| <i>Pick up disabled vehicles</i>            | <i>\$125.00</i>    | Law enforcement requested tow                | \$200.00                  |
| <i>Pick up police request (8am – 10 pm)</i> | <i>\$100.00</i>    | Law enforcement requested tow with collision | \$300.00                  |
| <i>Pick up police request (10pm – 8 am)</i> | <i>\$200.00</i>    | Tow exceeding one hour                       | \$200 per additional hour |
| <i>Police impound request</i>               | <i>\$125.00</i>    | Storage per day after first 24 hours*        | \$ 40.00                  |

|   |                |   |          |
|---|----------------|---|----------|
| <i>Storage per day after first 24 hours</i> | <i>\$25.00</i> | Gate fee for customer-requested pick up after normal business hours | \$ 75.00 |
|   |                | Administrative fee for title notification                           | \$300.00 |

**NEXT STEPS:** Town Council has the authority to take the following action on First Reading of the proposed ordinance modification:

1. Approve the ordinance as submitted;
2. Approve the ordinance with modifications;
3. Deny the ordinance as submitted.

First reading is occurring today, March 12, 2024. Second and final reading is proposed for the April 9, 2024 Town Council meeting.

**ATTACHMENTS:**

1. Ordinance
2. Ordinance Exhibit A
3. Recommended Motion

**ORDINANCE NO. -**

**TOWN OF BLUFFTON, SOUTH CAROLINA**

AN ORDINANCE AMENDING CHAPTER 26 OF THE TOWN CODE, TRAFFIC AND MOTOR VEHICLES, BY AMENDING ARTICLE VII, TOWING AND WRECKER SERVICES, FOR THE PURPOSE OF REGULATING THE SAFE AND EFFICIENT REMOVAL, STORAGE, AND SAFEKEEPING OF CERTAIN TOWED VEHICLES

WHEREAS, the Town of Bluffton desires to improve the general safety, welfare, health and properties of the citizens of the Town of Bluffton; and,

WHEREAS, to establish the necessary provisions to accomplish the above, the Town of Bluffton has the authority to enact resolutions, ordinances, regulations, and procedures pursuant to Section 5-7-30 of the South Carolina Code of Laws, 1976, as amended; and,

WHEREAS, the Town of Bluffton Town Council shall from time to time examine ordinances to ensure that they are properly regarded, enforced, sufficient and satisfactory to the needs of the community and can further suggest amendments as Town Council deems appropriate; and,

WHEREAS, the Town of Bluffton Town Council desires to amend Chapter 26, Traffic and Motor Vehicles, by amending Article VII, Towing and Wrecker Services, to enable the Town of Bluffton to better regulate, supervise and provide consistent treatment throughout the Town for businesses and citizens alike.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, in accordance with the foregoing, the Town hereby amends the Code of Ordinances for the Town of Bluffton as follows:

SECTION 1. AMENDMENT. The Town of Bluffton hereby amends Chapter 26 of the Code of Ordinances for the Town of Bluffton, South Carolina, by amending Chapter 26, Article VII, Towing and Wrecker Services, as shown on Exhibit "A" attached hereto and fully incorporated herein by reference.

SECTION 2. REPEAL OF CONFLICTING ORDINANCES. All ordinances or parts of ordinances that are inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. ORDINANCE IN FULL FORCE AND EFFECT. This entire Ordinance shall take full force and effect upon adoption.

DONE, RATIFIED AND ENACTED this Twelfth Day of March, 2024.

This Ordinance was read and passed at first reading on March 12, 2024.

\_\_\_\_\_  
Larry Toomer, Mayor  
Town of Bluffton, South Carolina

ATTEST:

\_\_\_\_\_  
Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

This Ordinance was read and passed at second reading on April 9, 2024.

\_\_\_\_\_  
Larry Toomer, Mayor  
Town of Bluffton, South Carolina

ATTEST:

\_\_\_\_\_  
Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

**EXHIBIT A - ARTICLE VII. - TOWING AND WRECKER SERVICES****Sec. 26-171. - Purpose.**

The purpose of this article is to establish policies, procedures, and regulations over towing and wrecker service operations within the corporate limits of the Town of Bluffton to ensure (i) the safe and efficient removal, storage and safekeeping of any and all vehicles being towed by and placed into the custody of any towing and wrecker services company, (ii) the equitable distribution of calls to towing and wrecking services companies to accommodate requests from the Town of Bluffton Police Department; and, (iii) that wrecker and towing services are conducted in such a manner that is fair and equitable and which mutually protects the interests of the residents of and visitors to the Town of Bluffton.

**Sec. 26-172. - Definitions.**

The following words or phrases, as used in this article, shall have the following respective meanings as set out in this section, unless a different meaning clearly appears from the context:

*After normal business hours* means between the hours of 6:01 p.m. and 7:59 a.m. Monday through Friday, weekends, and State and National holidays.

*Building* means sole business consisting of brick and mortar at listed business license address with occupiable heated space containing working bathroom facilities. (If a new structure is built or bathroom is added to an existing structure, the bathrooms must be compliant with the Americans with Disabilities Act of 1990 as amended ("ADA"). For existing structures with an existing bathroom, the Town will not require a remodel of the bathroom to become ADA approved unless otherwise required by the Town building code.

*Lot* means the storage parking area in which a towing and wrecker services company keeps and protects the towed vehicle.

*Motor vehicle* means any motorized device in, upon, or by which any person or property is, or may be transported or drawn upon any public highway, public right-of-way or public or private property. Motor vehicle shall not include any device propelled solely by human power.

*Operator/attendant* means the person driving the wrecker or motor carrier, or any person assisting with the operation of the wrecker, motor carrier, or storage lot.

*Owner* means any person owning or having any financial interest in a tow and wrecker services company licensed by the Town of Bluffton.

*Town limits* means current municipal boundary.

*Towing and wrecker services company* means a company owned and licensed for the purpose of towing vehicles. May also be referred to as *tow company* or *tow service* in this ordinance.

*Wrecker* means any vehicle built and equipped for the purpose of towing, lifting, pulling or otherwise transferring motor vehicles from place to place including, but not limited to, those vehicles that are commonly referred to as "roll-back" or "flatbed" type tow trucks. For the purposes of this ordinance, tow truck and wrecker shall be used interchangeably.

**Sec. 26-173. - Wrecker and towing services by rotation.**

The Town of Bluffton Police Department shall maintain a rotation list of towing and wrecker services companies who have met the requirements of this article and are qualified to respond to calls from Town of Bluffton Police Department officers.



- A. *Request for Qualifications.* No towing and wrecker services company may be placed on the rotation list unless the company first submits a written Request for Qualifications following the Town's Procurement policies which shall include, but not be limited to the following criteria:
- (1) The name and complete street address, City, State, zip code, and telephone number of the applicant's primary place of business, and the complete street address, City, State zip code of the storage lot.
  - (2) A Form W-9, Request for Taxpayer Identification Number and Certification to include the name as shown on the income tax return and the business name if different from the name on the tax return.
  - (3) A list with a complete description of the equipment to be operated.
  - (4) A statement that applicant is familiar with the rules contained in this article and will comply with them.
  - (5) A statement acknowledging the books and records concerning the towing and storage operations of any towing carrier shall be made available upon request during normal business hours to authorized personnel of the Bluffton Police Department.
  - (6) Certificates of insurance, from an insurer authorized to do business in the State of South Carolina, establishing the following:
    - a. Commercial General Liability insurance in an amount not less than \$500,000 each occurrence and \$1,000,000 general aggregate;
    - b. Automobile liability insurance in an amount not less than \$1,000,000 combined single limit;
    - c. Garage-keepers insurance including on-hook coverage in an amount not less than \$100,000;
    - d. insurance covering vehicles, cargo and other property in or on the vehicle being towed during transit in an amount not less than \$50,000 per vehicle;

A copy of the certificate(s) of insurance shall be included with the Request for Qualifications. Renewal certificates shall be provided to the department prior to the expiration of any insurance. Companies must notify the Bluffton Police Department of any cancellations of insurance policies.
  - (7) A current Town of Bluffton business license or a written affirmation that one will be acquired before being added to the rotation.
  - (8) List of all vehicle operators and their driver's licenses demonstrating the appropriate level of driver's license for the vehicle that is being operated.
  - (9) A sworn statement that no Town of Bluffton Police Department employee or any individual holding any financial interest or any form of ownership interest with an already qualified company holds any financial interest or any form of ownership interest in the applicant.
- Note that the Town of Bluffton Police Department reserves the right to conduct a background investigation, including driver's license, of individual driver's license, of individual owners and/or operators of wrecker services.
- B. *Minimum qualifications for Police Department rotation list.* No towing and wrecking service company shall be qualified to be on the Town of Bluffton Police Department's rotation list unless it meets the following minimum standards:
- (1) The towing and wrecking service company's primary place of business, including but not limited to business operations and the storage lot, must be located on the same property

within the corporate limits of the Town of Bluffton. This physical address must be the same as the address on the company's business license.

- (2) Each tow company must have an adequate storage lot located at the same physical location as the business operations office. A storage lot shall be deemed adequate for the purposes of this article so long as the lot is in compliance to zoning requirements or other requirements imposed by local, State or Federal law regulating the same. In no event, other than emergency situations, are towed vehicles to be kept and stored in a location not in full compliance with this paragraph, including but not limited to a temporary location or staging area, but rather shall be towed directly to a storage lot in full compliance with this article.
  - (3) Principal places of business and storage lots must have signage for identifying the place of business or storage that is visible from the street. Principal places of business and storage lots must have signage with the procedure and phone number to retrieve the vehicle from the storage lot.
  - (4) Only one tow company per storage lot and building may be qualified to be placed on the rotation list.
- C. *Ownership prohibition.* No Town of Bluffton Police Department employee may hold any financial interest or any form of ownership interest in a tow company or an applicant. No individual holding any financial interest or any form of ownership interest with an already qualified tow company may hold any additional financial interest or any form of ownership interest in another tow company or applicant.
- D. *Disabled vehicle owner's right to choose tow service.* Unless the owner or driver of a vehicle is incapacitated or unavailable, the owner or driver of a wrecked or disabled vehicle shall have the right to use the tow service of his/her choice. Before calling any tow service to tow a wrecked or disabled vehicle, the investigating officer on the scene shall, if practical, determine the owner's or driver's preference of tow services and the tow service designated by the owner or driver shall be called. If the roadway is blocked and the wrecker of choice cannot meet a 20-minute response, then the rotation list will be utilized to summon the next wrecker to the scene. In no event shall any Bluffton Police Department employee or personnel recommend any tow service to the owner of a wrecked or disabled vehicle nor shall any Bluffton Police Department employee or personnel ever recommend the services of a particular tow service in the performance of his/her duties. Tow services shall not encourage Bluffton Police Department employee or personnel to recommend their services.
- E. *Tow service operations.*
- (1) Wreckers shall respond only upon request of the proper police authority. Response under any other condition may result in removal from the Bluffton Police Department rotation list. No subcontracting of calls will be allowed.
  - (2) The wrecker rotation list shall be administered fairly and in a manner designed to ensure that all tow companies on the list have any equal opportunity to the towing business arising from the rotation list.
  - (3) The tow service must have a wrecker of sufficient size and strength to handle the job in accordance with Department of Transportation standards referenced in Section 26-176 below. The Town of Bluffton Police Department shall have the right to not call or use the services of a tow service that fails to meet these qualifications. Under these conditions, the tow service not called shall remain on the top of the rotation list.
  - (4) Damages to a vehicle being towed that were not involved in an accident should be pointed out to the officer so that he/she can indicate same on his/her report before the vehicle is to be moved.
  - (5) Tow services shall be available to respond to calls from the Bluffton Police Department on a 24-hour basis, and available to release vehicles with proof of ownership or with an

authorized power of attorney from the owner during normal business hours. If the tow service is off rotation but has possession of a vehicle, they must be available to release it. This shall apply when the tow service has Town-originated towed vehicles in its storage facility. If an owner or authorized designee requests to pick up after normal business hours, tow services may charge a gate fee in accordance with the fee schedule herein.

- (6) Tow operators must conduct themselves in a proper manner at all accident scenes and in a proper manner when dealing with the public.
  - (7) Tow services and operators shall be familiar with and shall comply with South Carolina statutes and code, including but not limited to SC Code § 29-15-10 on notice to vehicle owners and lienholders, and SC Code Title 56 – Motor Vehicles.
  - (8) All towed vehicles will be towed to the impound lot located at the individual tow companies with the exception of seized vehicles or vehicles needed for investigative processing. The tow service shall maintain a safe storage area for all vehicles towed. No vehicle shall be towed to a storage area other than the one identified in the Request for Qualifications by a tow service without the knowledge and consent of the Bluffton Police Department, vehicle owner or his agent.
  - (9) When a tow service or tow driver is unable to answer a call, the Bluffton Police Department shall be promptly notified to that fact and the reason for the unavailability.
  - (10) Each tow service on the rotation list must place a sign on driver and passenger side doors of each of its wreckers indicating the company name and telephone number. This sign shall be painted or otherwise permanently affixed to the door. The letters of the sign must be no less than two (2) inches high. If the wrecker is registered in a name other than that of the tow service, the owner's name must also appear on the door in letters no less than one (1) inch high. All lettering on wreckers shall be plainly visible and shall be of a color which contrasts to that of the wrecker.
  - (11) Each tow service shall be responsible for securing personal property in a vehicle at an accident scene and the wrecker service shall be responsible for reasonably attempting to preserve personal property in a vehicle which is about to be towed from an accident scene. In no event, however, shall a tow service be responsible for personal items which do not come into the possession of the tow service. All vehicles towed due to an arrest or seizure will be inventoried by the officer before being towed. An inventory sheet will be completed, signed by the officer, driver and a witness if available. All valuable items will be removed from the vehicles, placed in the defendant's personal property and inventoried on their personal property section of the booking report.
  - (12) Tow services shall be called from the rotation list in the order in which they appear on the list. If a particular tow service is not available when called, the next tow service on the list shall be called to the scene. Additionally, any tow service that fails to respond will forfeit its next call. A tow service that has three (3) service failures within one 30-day period will be notified by the Bluffton Police Department in writing that they are suspended from the list for a 30-day period. Two (2) suspensions within a 12-month period will be cause for a 12-month suspension. Tow services can remove themselves from the rotation list if they are experiencing mechanical problems or for vacations without penalty if approval is granted by the department. Such removal shall be for a period of no longer than four (4) weeks.
- F. *Complaints.* Failure of a tow service to comply with any of the regulations of this article or otherwise conducting towing and storage services in a manner which generate complaints of unfair charges, unethical business practices, unsafe towing practices, overall customer dissatisfaction, conduct, traffic violations may result in the removal from the Bluffton rotation list by the Chief of Police as set forth herein.
- (1) Complaints arising from tow services stemming from an incident where Bluffton Police Department responded, or arising from Bluffton Police Department's operation of the wrecker lists must be received within fifteen (15) calendar days of the alleged incident.

- (2) Within ten (10) calendar days of receipt of a complaint, the Chief of Police of the Town of Bluffton Police Department, or his designee, shall determine whether an investigation into the company and/or the incident is warranted. If the Chief deems an investigation is warranted, written notice of the filed complaint and the resulting investigation by the Town of Bluffton Police Department shall be provided to the company. During the pendency of the investigation, the Chief of Police, in his/her sole discretion, may remove or suspend the company from the rotation list immediately or pending the outcome of the investigation.
  - (3) In the event a company is suspended or removed from the rotation list pending an investigation by the Town of Bluffton Police Department, the company can appeal the suspension or removal by filing a written appeal with the Office of the Chief of Police, or his designee, within ten (10) calendar days of receipt of written notice of the suspension or removal.
    - (a) During the appeal process the Bluffton Police Department may accept documentary proof submitted by the towing and wrecker services company or employee, and hear any testimony of witnesses.
    - (b) During the appeal process, the rules of evidence may apply to such hearings.
  - (4) The Chief of Police shall render a written decision within ten (10) calendar days once the investigation is closed.
  - (5) The towing and wrecker services company can appeal the final decision of the Chief of Police to the Town Manager's Office.
  - (6) Tow services that have two (2) violations of this article, including but not limited to receiving a written complaint, within a period of six (6) months may be removed from the rotation list for a period of ninety 90 days.
- G. *Personnel and operators.* All operators of any wrecker or other vehicle owned by a company shall possess and maintain valid South Carolina driver's licenses with proper classification. The company shall provide copies of such driver's licenses to the Bluffton Police Department upon request. In the event of any personnel changes or arrests, the company shall notify the Bluffton Police Department in writing within five (5) business days thereof. Further, the company must conduct adequate background checks on all personnel and operators as criminal history of owner, operator or other personnel may disqualify a towing and wrecker services company from inclusion on the Bluffton Police Department rotation list.

Sec. 26-174. - Holding and releasing of vehicles.

Each towing and wrecker services company must comply with the following rules when holding a vehicle in its storage lot and/or releasing a towed vehicle to the owner or owner's designee:

- A. Vehicles towed by a towing and wrecker services company shall be released upon owner's request after financial arrangements for paying the wrecker and storage bill have been made.
- B. Towing companies must accept forms of payment other than cash at the point of transaction.
- C. The Bluffton Police Department shall not be responsible for any fee/charge associated with the removal, recovery, towing, and storage of a vehicle except in cases where the vehicle is seized.
- D. While a vehicle is in storage at a lot, no repair work shall be done on any vehicle towed without the owner's permission.
- E. Unless impounded by the Bluffton Police Department, tow service companies shall permit retrieval of personal property located within the vehicle at no charge with reasonable notice.

## Sec. 26-175. - Inspections.

Periodic inspections of wreckers and facilities may be done by the Bluffton Police Department to ensure compliance with all applicable ordinances, laws and regulations concerning safety equipment, operating conditions, licenses and insurance. The Bluffton Police Department shall have the right at any time, upon presentation of proper identification, to enter into or upon any wrecker operating in the Town and upon the rotation list for the purpose of inspecting the wrecker and its equipment to ensure public safety and adherence to the provisions of this chapter. Any wrecker or equipment which is found to be unsafe or in poor mechanical or physical condition shall be immediately taken out of service until repaired. If the wrecker is found to be unfit or missing equipment, but otherwise in safe condition, the Bluffton Police Department shall provide written notice to the wrecker owner of a reasonable time to cure the defect, not to exceed five (5) days, after which the Bluffton Police Department shall re-inspect the wrecker. If the vehicle does not pass the re-inspection, the wrecker shall not be used until all unsatisfactory conditions have been corrected.

## Sec. 26-176. - Wrecker classification and requirements.

The following is required by all towing and wrecker services companies placed on the Bluffton Police Department rotation list in reference to each wrecker's appearance and operator's actions while responding to tow request.

- A. All wreckers shall be equipped with legally authorized lighting and other safety equipment to protect the motoring public. Such equipment shall be maintained in good working order. Except for a vehicle while engaged in a legal repossession, at least one (1) amber colored emergency light shall be mounted on the top of the wrecker cab or boom brace, which light shall be visible three hundred and sixty (360) degrees. Light bars with multiple lights are permissible. All emergency light lenses shall be amber. The use of sirens by wreckers is prohibited. All emergency flashers and directional signals showing to the front shall be amber in color. Flashing lights shall be visible for at least three hundred (300) feet. All lettering on wreckers shall be plainly visible and shall be in a color which contrasts to that of the wrecker. All wreckers shall comply with all State and local vehicle safety laws.
- B. *Class A: light duty wrecker:* Class A wreckers, for towing vehicles weighing seven thousand (7,000) pounds or less, (passenger cars, pickup trucks, motorcycles, small trailers, and similar vehicles) shall meet the following minimum requirements:
  - (1) *Conventional wrecker:* (1) Minimum gross vehicle weight rating (GVWR) of not less than ten thousand (10,000) pounds. (2) Individual boom capacity of not less than eight thousand (8,000) pounds as rated by the manufacturer. (3) Individual PTO or hydraulic power winch capacity of not less than eight thousand (8,000) pounds as rated by the manufacturer with at least one hundred (100) feet of three-eighths (3/8) inch cable drum. (4) A manufactured wheel-lift with a retracting lifting capacity of not less than three thousand five hundred (3,500) pounds as rated by the manufacturer, with safety chains. (5) Come-a-longs, chains, or other similar devices shall not be used as substitutes for winch and cable. (6) Dual rear wheels. (7) Additional safety equipment as specified by the regulations.
  - (2) *Rollback wrecker:* (1) Minimum gross vehicle weight rating (GVWR) of not less than eleven thousand (11,000) pounds. (2) Must have at least an eight thousand (8,000) pound winch as rated by the manufacturer with at least fifty (50) feet of three-eighths (3/8) inch cable or larger. (3) Come-a-longs, chains, or other similar devices shall not be used as substitutes for winch and cable. (4) Additional safety equipment as specified by the regulations.
- C. *Class B: medium duty wrecker:* Class B wreckers, for towing vehicles weighing between seven thousand and one (7,001) and seventeen thousand (17,000) pounds or multiple vehicles

weighing seven thousand (7,000) pounds respectively (medium-sized trucks, road tractors/trailers and similar vehicles), shall meet the following requirements:

- (1) The tow truck chassis shall have a minimum gross vehicle weight rating (GVWR) of not less than twenty-two thousand (22,000) pounds.
  - (2) Must have at least a 12-ton boom assembly as rated by the manufacturer.
  - (3) Two winches, each of ten thousand (10,000) pound capacity or more as rated by the manufacturer.
  - (4) A manufactured wheel-lift with a retracting lifting capacity of not less than six thousand five hundred (6,500) pounds as rated by the manufacturer, with safety chains.
  - (5) Come-a-longs, chains, or other similar devices shall not be used as substitutes for winch and cable.
  - (6) Additional safety equipment as specified by the regulations.
- D. *Class C: heavy duty wrecker:* Class C wreckers, for towing vehicles in excess of seventeen thousand (17,000) pounds (large trucks, road tractor/trailers and similar vehicles), shall meet the following minimum requirements:
- (1) Truck chassis having a minimum gross vehicle weight rating (GVWR) of not less than forty-six thousand (46,000) pounds.
  - (2) Tandem axles or cab to axle length of not less than one hundred and two (102) inches.
  - (3) A single or double boom with a capacity of not less than fifty thousand (50,000) pounds as rated by the manufacturer.
  - (4) A single winch with a capacity of fifty thousand (50,000) pounds as rated by the manufacturer or an individual power winch capacity of not less than twenty-five thousand (25,000) pounds as rated by the manufacturer and a total rating with both winches of fifty thousand (50,000) pounds.
  - (5) A manufactured wheel-lift with a retracting lifting capacity of not less than twelve thousand (12,000) pounds as rated by the manufacturer, with safety chains.
  - (6) One hundred fifty (150) feet of five-eighths (5/8) inch cable or larger, plus fifty (50) feet of five-eighths (5/8) inch drop cable.
  - (7) Airbrakes constructed so as to lock wheels automatically upon failure.
  - (8) Light and air brake hookups.
  - (9) Come-a-longs, chains, or other similar devices shall not be used as substitutes for winch and cable.
  - (10) Additional safety equipment as specified by the regulations.

Sec. 26-177. - Schedule of fees for rotation list services.

- A. Fees for towed vehicles and service calls will be set by the Town of Bluffton Police Department. Fees charged will be determined by the type of call for which the towing service is required.

| Description                                  | Fee      |
|--|----------|
| Request for tow of Town of Bluffton vehicles | \$ 75.00 |

|   |                            |
|---|----------------------------|
| Law enforcement requested tow                                       | \$ 200.00                  |
| Law enforcement requested tow with collision                        | \$ 300.00                  |
| Tow exceeding one hour  | \$ 200 per additional hour |
| Storage (per day), after first 24 hours*                            | \$ 40.00                   |
| Gate fee for customer-requested pick up after normal business hours | \$ 75.00                   |
| Administrative fee for title notification                           | \$ 300.00                  |

\*subject to SC Code § 29-15-10(B), wherein storage costs only accrue for a maximum of seven (7) business days before notice of the location of the vehicle is provided, and may begin to accrue again after such notice is sent.

B. Accrual time is calculated from the time the tow company arrives on scene in response to the Bluffton Police Department's request.

C. Tow companies shall conduct general cleanup of an accident scene to include glass sweeping, pickup of general debris, and basic liquid absorption with clay substrate. If the tow company must engage in additional efforts such as haz mat cleanup requiring chemical means, efforts expended after one hour may be charged at the additional hourly rate above.

D. Administrative fees for title notification may only be charged after five days from the tow.

Sec. 26-178. - Grace period.

There shall be a 90 day grace period between the adoption of the updated ordinance and the time for all tow companies to submit an updated qualification package. Any tow company who does not submit a qualification package within that grace period shall be removed from the rotation until such time as a qualification package has been submitted and approved. Any tow company not currently on the rotation may submit a qualification package for the Town's review at any time.

Attachment 3

Recommended Motion

Consideration to Approve an Ordinance Amendment to Chapter 26 – Traffic and Motor Vehicles, Article VII – Towing and Wrecker Services, First Reading – Joe Babkiewicz, Chief of Police

**“I move to Approve [or Approve with Changes, Deny] amendments to the Town of Bluffton Code of Ordinances, Chapter 26 – Traffic and Motor Vehicles, Article VII – Towing and Wrecker Services.”**



## TOWN COUNCIL



## STAFF REPORT

## Finance &amp; Administration Department

|                         |   |
|-------------------------|---|
| <b>MEETING DATE:</b>    | March 12, 2024  |
| <b>PROJECT:</b>         | Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2023 |
| <b>PROJECT MANAGER:</b> | Natalie Majorkiewicz, CGFO, Director of Finance & Administration  |

**REQUEST:**

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

|    | <b>Requesting Organizations</b>  | <b>Requested Amount</b> | <b>Recommended Amount</b> |
|----|--|-------------------------|---------------------------|
| a. | <b>Hilton Head Island – Bluffton Chamber of Commerce:</b><br>2024 Official Bluffton Vacation Planner | \$45,000                | \$45,000                  |
| b. | <b>Gullah Travelling Theater, Inc.:</b><br>Gullah Kinfolk Come to Bluffton                           | 26,841                  | 9,750                     |
| c. | <b>Old Town Bluffton Merchants Society:</b><br>2024 Bluffton as a Destination                        | 28,500                  | 28,500                    |
| d. | <b>The Rotary Club of Bluffton:</b><br>MayFest 2024  | 15,000                  | 25,000                    |
|    | <b>Total for the Quarter</b>   | <b>\$115,341</b>        | <b>\$108,250</b>          |

**BACKGROUND:**

In accordance with the grant process, the Accommodations Tax Advisory Committee (ATAC) held a meeting on February 26, 2024 to review the quarterly applications. This was a rescheduled meeting due to the originally scheduled meeting on February 20, 2024 not having a quorum. There were four (4) applications to review and make recommendations of funding to Town Council.

Staff reviewed the FY2025 proposed budget for the Local Accommodations Tax and the proposed use of funds with Act 57 that allows no more than 15% of accommodations tax funds to support workforce housing.

- Transfer Out to General Fund from Local Accommodations Tax Fund:
  - \$204,203
  - Support Police services for festivals and events.
  - Support the Welcome Center opening in January 2023.
- Transfer Out to Capital Improvements Program Fund from Local Accommodations Tax Fund:
  - \$1,204,127

FY 2025 Capital Improvements Program Fund Proposed Budget

|                      |       |  |                        | FUNDING SOURCES   |                   | % of Budget |
|----------------------|-------|--|------------------------|-------------------|-------------------|-------------|
| Prior #              | New # | PROJECT NAME                           | FY2025 Proposed Budget | Transfer In LATAX | Transfer In SATAX |             |
| Stormwater and Sewer |       |  |                        |                   |                   |             |
| 00082                | S0008 | Bridge Street Streetscape              | 1,137,969              | 136,272           |                   | 12.0%       |
| Roads                |       |  |                        |                   |                   |             |
| 00042                | R0002 | Calhoun Street Streetscape             | 387,818                | 190,904           |                   | 49.2%       |
| 00050                | R0001 | Pathway Pedestrian Safety Improvements | 335,463                | 139,918           |                   | 41.7%       |
| Facilities           |       |  |                        |                   |                   |             |
| 00067                | F0002 | Squire Pope Carriage House             | 595,000                | 437,033           |                   | 73.5%       |
| 00101                | F0004 | Sarah Riley Hooks Cottage              | 1,318,432              | 300,000           |                   | 22.8%       |
| Housing              |       |  |                        |                   |                   |             |
| 00087                | H0001 | Affordable Housing Project             | 1,478,480              | -                 | 149,641           | 10.1%       |
|                      |       | TOTAL                                  | 34,244,938             | \$ 1,204,127      | \$ 149,641        | 4.0%        |

- Act 57 of 2023 Development of Workforce Housing:
  - The estimated amount from local accommodations tax is \$235,209 that will support the Neighborhood Assistance Program and the Regional Housing Trust Fund in the General Fund.
  - The estimated amount from state accommodation tax is \$149,641 that is proposed to support the Affordable Housing Project at 1095 May River Road.
  - Expires December 31, 2030.
  - Supports workforce housing development and not intended to be used on “housing costs” such as rent/mortgage, taxes, insurance, and utilities.

The recommended support from state accommodations tax does require Town Council and Planning Commission review and approval. The current timeline for each step is as follows:

- March 12<sup>th</sup> Town Council Workshop
- April 24<sup>th</sup> Planning Commission Workshop
- May 22<sup>nd</sup> Planning Commission
- July 9<sup>th</sup> Town Council First Reading
- August 13<sup>th</sup> Town Council Second & Final Reading

### Funds Currently Available for Distribution:

When comparing the State Accommodations Tax collections for the quarter ending December 2023 to the same quarter of last year, the revenues are up \$18,786 or approximately 8.2%.

Total estimated State Accommodations Tax funds currently available for distribution are \$297,681 as outlined in the following chart:

| State ATAX   |                   |
|--|-------------------|
| Remaining from Previous Quarters                         | \$ 131,696        |
| 2 <sup>nd</sup> Quarter Revenue                          | 247,149           |
| First \$25k to General Fund*                             | N/A               |
| 5% to General Fund                                       | (12,357)          |
| 30% to DMO   | (74,145)          |
| Lapsed Grants  | 5,338             |
| <b>Total State ATAX Funds Remaining for Distribution</b> | <b>\$ 297,681</b> |

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

### Funds Requested for Distribution:

❑ **The Hilton Head Island-Bluffton Chamber of Commerce is requesting \$45,000 in support of the 2024 Official Bluffton Vacation Planner Project with ATAC recommending \$45,000.**

- The total budget for the project is \$138,000 with approximately 32.6% or \$45,000 being requested.
- Project costs requesting support or for advertising.
- This item was originally in the proposed FY2024 budget that included support as the Town's DMO with 30% from State Accommodation Tax funds and 8% from Local Accommodation Tax funds. The Town did not budget 8% of Local Accommodation Tax funds to the DMO in FY2024.

**The committee voted unanimously to recommend a total award of \$45,000 presented in the chart below:**

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category |   | Budget Items<br>Recommended<br>for ATAX Funds |
|--|------------------------------|---|---|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$ 138,000                   |   | \$ 45,000                                     |
| Facilities for Civic and Cultural Events                             | -                            |   |   |
| Public Facilities  | -                            |   |   |
| Municipality and County Services                                     | -                            | * |   |
| Tourist Transportation   | -                            | * |   |
| Other/Ineligible Project Expenses                                    | -                            |   |   |
| <b>Total</b>   | <b>\$ 138,000</b>            |   | <b>\$ 45,000</b>                              |

\* Reimbursement will be based on the estimated percentage of tourist attendance

❑ **Gullah Traveling Theater, Inc. is requesting \$26,841 to support advertising and promotion of tourism and facilities for cultural events for Gullah Kinfolk Come to Bluffton.**

- ATAC recommended the organization come back and reapply when a schedule is finalized with dates, times, and locations.
- 2024 Schedule of Events include performances at a Book Launch and Gumbo Tasting Event on January 31, 2024, three shows of “Let the Circle Be Unbroken – Celebrating American Independence Gullah-Style” from July 13-14, 2024 and two performances of “Gullah Christmas 2024” which will both be held on December 14, 2024.
- Locations for each set of performances are as follows: January 31 – The Rotary Community Center at Oscar Fraizer Park, July 13-14 at May River Theatre, and December 14 at First Zion Missionary Baptist Church.

**The committee voted unanimously to recommend funding the eligible budgeted expenses of \$9,750 presented in the chart below:**

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category |   | Budget Items<br>Recommended<br>for ATAX Funds |
|--|------------------------------|---|---|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$ 9,000                     |   | \$ 9,000                                      |
| Facilities for Civic and Cultural Events                             | 750                          |   | 750   |
| Public Facilities  | -                            |   |   |
| Municipality and County Services                                     | -                            | * |   |
| Tourist Transportation   | -                            | * |   |
| Other/Ineligible Project Expenses                                    | 48,591                       |   |   |
| <b>Total</b>   | <b>\$ 58,341</b>             |   | <b>\$ 9,750</b>                               |

\* Reimbursement will be based on the estimated percentage of tourist attendance

❑ **Old Town Bluffton Merchants Society requests \$28,500 to support advertising and promotion expenses for the 2024 Bluffton as a Destination project.**

- The total budget for the project is \$46,350 with approximately 61% or \$28,500 being requested.
- The project is designed to focus on Bluffton as a separate entity from Hilton Head Island. Merchants show a marked increase in tourist traffic throughout their stores, restaurants, and galleries.
- Average visitors for the Art Walks show approximately 45-50% are from out of town.

The committee voted unanimously to recommend a total award of \$28,500 presented in the chart below:

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category |   | Budget Items<br>Recommended<br>for ATAX Funds |
|--|------------------------------|---|---|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$ 36,750                    |   | \$ 28,500                                     |
| Facilities for Civic and Cultural Events                             | -                            |   |   |
| Public Facilities  | -                            |   |   |
| Municipality and County Services                                     | -                            | * |   |
| Tourist Transportation   | -                            | * |   |
| Other/Ineligible Project Expenses                                    | 9,600                        |   |   |
| <b>Total</b>   | <b>\$ 46,350</b>             |   | <b>\$ 28,500</b>                              |

\* Reimbursement will be based on the estimated percentage of tourist attendance

❑ The Rotary Club of Bluffton requests \$15,000 to support advertising and promotion of tourism, facility support, and trolley services for MayFest 2024.

- The total budget for the project is \$52,000 with approximately 29% or \$15,000 being requested.
- Mayfest is a one-day festival held the Saturday of Mother's Day weekend each year from 10 a.m. – 5 p.m. Food, music, craft and artisan vendors line the streets to celebrate the quirky, eclectic, different and unique people and identity of Bluffton.
- Tourists comprised 23% of the 2023 Mayfest Event attendees; zip codes were collected on the shuttles.

The committee made a motion to award \$15,000. The motion failed with a 2-2 vote. Britt motioned that an additional \$10,000 be granted for additional eligible budgeted items for a total award of \$25,000. The motion carried unanimously as presented in the chart below:

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category |   | Budget Items<br>Recommended<br>for ATAX Funds |
|--|------------------------------|---|---|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$15,000                     |   | \$ 15,000                                     |
| Facilities for Civic and Cultural Events                             | 5,000                        |   |   |
| Public Facilities  | -                            |   |   |
| Municipality and County Services                                     | 7,000                        | * | 5,000   |
| Tourist Transportation   | 5,000                        | * | 5,000   |
| Other/Ineligible Project Expenses                                    | 20,000                       |   |   |
| <b>Total</b>   | <b>\$ 52,000</b>             |   | <b>\$ 25,000</b>                              |

\* Reimbursement will be based on the estimated percentage of tourist attendance

**NEXT STEPS:**

Town Staff will notify organizations of award amount and requirements.

**SUMMARY:**

Below are the applications received for quarter ending December 31, 2023 and ATAC's recommendation for each:

|    | <b>Requesting Organizations</b>  | <b>Requested Amount</b> | <b>Recommended Amount</b> |
|----|--|-------------------------|---------------------------|
| a. | <b>Hilton Head Island – Bluffton Chamber of Commerce:</b><br>2024 Official Bluffton Vacation Planner | \$45,000                | \$45,000                  |
| b. | <b>Gullah Travelling Theater, Inc.:</b><br>Gullah Kinfolk Come to Bluffton                           | 26,841                  | 9,750                     |
| c. | <b>Old Town Bluffton Merchants Society:</b><br>2024 Bluffton as a Destination                        | 28,500                  | 28,500                    |
| d. | <b>The Rotary Club of Bluffton:</b><br>MayFest 2024  | 15,000                  | 25,000                    |
|    | <b>Total for the Quarter</b>   | <b>\$115,341</b>        | <b>\$108,250</b>          |

**ATTACHMENTS:**

1. ATAC draft meeting minutes from February 26, 2024 (rescheduled from Feb. 20, 2024)
2. Hilton Head Island-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner Grant Application
3. Hilton Head Island-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner ATAC Staff Report
4. Gullah Traveling Theater, Inc.: Gullah Kinfolk Come to Bluffton Grant Application
5. Gullah Traveling Theater, Inc.: Gullah Kinfolk Come to Bluffton ATAC Staff Report
6. Old Town Bluffton Merchants Society: 2024 Bluffton as a Destination Grant Application
7. Old Town Bluffton Merchants Society: 2024 Bluffton as a Destination ATAC Staff Report
8. The Rotary Club of Bluffton: MayFest 2024 Grant Application
9. The Rotary Club of Bluffton: MayFest 2024 ATAC Staff Report
10. ATAC Scoring Table Rating Matrix
11. Previously Funded Grant Listing
12. Recommended Motions

## ACCOMMODATIONS TAX ADVISORY COMMITTEE MEETING MINUTES

February 26, 2024

Rescheduled from February 20, 2024

**1. Call to Order & Welcoming Remarks:**

Chair Christy Parker called the meeting to order at 3:00 p.m. Other committee members present were Sam Britt, Nate Pringle, and Ellen Shumaker. Absent committee members were Allyne Mitchell and Scott Thrasher. Staff in attendance was as follows: Natalie Majorkiewicz, Director of Finance and Shannon Milroy, Budget, Grants & Procurement Administrator

**2. Roll Call and Confirmation of Quorum:**

Four committee members present, two absent, quorum met.

**3. Adoption of Agenda:**

Britt moved to adopt the agenda. Pringle seconded. The motion carried unanimously.

**4. Adoption Minutes of November 15, 2023 Meeting:**

Pringle moved to adopt the minutes from both meetings. Britt seconded. The motion carried unanimously.

**5. Financial Report: *Natalie Majorkiewicz, Director of Finance***

The total funds available for distributions are **\$297,681**. Second quarter revenue was \$247,149 from State ATAX collections, which is up approximately 8.2% over the same quarter last year. We have four (4) applicants this quarter totaling \$115,341 in requests. Lapsed grants total \$5,338.

**6. Old Business:**

**a. Discussion Regarding Updates to Application Policies & Procedures:**

**7. New Business:**

**a. Review of Proposed FY2025 Local Accommodations Tax Allocations**

This is the second year Local ATAX has been included in the Town's fiscal year budget. \$204,203 proposed to support the Town's new Welcome Center and Police costs for ATAX supported events and festivals. Six CIP projects have Local ATAX funds proposed in the FY2025 budget. With the new State law regarding affordable housing, \$149,641, or 15% of revenue, is proposed to be budgeted from State ATAX to CIP for this project. From Local ATAX, \$235,209 or 15%, is proposed to support the Neighborhood Assistance Program and RHTF.

**b. Grant Applicants' Presentations and Q&A:**

**1. HHI-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner - \$45,000**

Ariana Pernice presented on behalf of the Chamber of Commerce. A total of 30,000 books were produced and distributed at SC Welcome Centers, the Savannah and HHI airports, AAA Offices, Chamber offices, trade shows and is available digitally. On demand requests are also fulfilled. The requested funds support the production of the book itself. Ray Deal, Controller for the Chamber of Commerce, was present to answer questions about financials. Full cost of book plus fulfillment was \$138,000. This application requests a portion of the cost back after the FY24 Town budget did not include the traditional 8% distribution to the Chamber.

**Britt motioned to award \$45,000. Shumaker seconded. The motion carried unanimously.**

2. Gullah Traveling Theater, Inc.: Gullah Kinfolk Come to Bluffton - \$26,841  
Denise Mason-Bullitt presented on behalf of the Gullah Traveling Theater (GTTI). Anita Singleton-Prather, who is the performer and founder of Gullah Traveling Theater, Inc., was also in attendance. The Storybook Shoppe asked the group to come and do a performance on January 31, the day before Black History Month began, which was open to the public. It wasn't a full performance but 15 cast members attended. Partnered with the bookstore and The Farmer's Market because the topic was about farming. There will be three shows in July at the May River Theatre. Might partner with Christmas Eve Under the Stars to do a performance at the holidays.

**Britt motioned to award eligible expenses in the application of \$9,750. Shumaker seconded. The motion carried unanimously.**

3. Old Town Bluffton Merchants Society: 2024 Bluffton as a Destination - \$28,500  
Mary O'Neill was present to answer questions regarding this annual request. No access to new web site so budget only included six months of costs. More members have joined so revenue has increased. Therefore, the request for funding has increased to support more advertising.

**Shumaker motioned to grant \$28,500. Britt seconded the motion. The motion carried unanimously.**

4. The Rotary Club of Bluffton: 2024 MayFest - \$15,000  
Mary O'Neill also presented on behalf of The Rotary Club's application. The goal again this year is to bring more tourists in. The 2023 event showed approximately 24% tourism which collected by asking shuttle riders for zip codes.

**Pringle motioned to grant \$15,000. Shumaker seconded the motion. Britt and Parker opposed. Britt motioned that an additional \$10,000 be granted for facilities and transportation costs included in the application budget for a total award of \$25,000. Shumaker seconded. The motion carried unanimously.**

8. **Comments, Announcements and Other Business:**  
None

9. **Adjournment:**  
**Mitchell** motioned to adjourn the meeting. **Britt** seconded the motion. The motion carried unanimously.

Meeting adjourned at 3:41 p.m.



Milroy, Shannon

**From:** noreply@civicplus.com  
**Sent:** Friday, September 29, 2023 10:50 AM  
**To:** ATax Communications  
**Subject:** Online Form Submittal: Accommodations Tax Grant Application

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

Accommodations Tax Grant Application

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

|   |  |
|---|--|
| Accommodations Tax Grant Application Instructions | <a href="#">Accommodations Tax Grant Application Instructions</a>  |
| Accommodations Tax Grant Application Instructions | I have read and acknowledged the Town of Bluffton, SC Accommodations Tax Grant Application Instructions. |
| (Section Break)                                   |  |
| Application Date                                  | 9/29/2023  |
| Full Legal Organization Name                      | Hilton Head Island-Bluffton Chamber of Commerce  |
| Project Name                                      | 2024 Official Bluffton Vacation Planner  |
| Total Project Costs                               | \$138,000  |
| Total ATAX Funds Requested                        | \$45,000   |
| Percent of Total Budget                           | 33%  |
| Address   | 216 Bluffton Road  |
| Street Address Line 2                             | Field not completed.   |
| City  | Bluffton   |

|   |  |
|---|--|
| State   | South Carolina   |
| Zip Code  | 29910  |
| Applicant must be designated as a non-profit entity to receive ATAX funds. Please include a copy of your organization's non-profit status, such as your IRS Designation Letter. | <a href="#">S1.B1. IRS Determination Letter of Not-for-Profit Status.pdf</a> |
| Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.  | <a href="#">Town of Bluffton Business License (2023).pdf</a>                 |

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

### Organization Primary Point of Contact

|                |  |
|----------------|--|
| First Name     | Ariana   |
| Last Name      | Pernice  |
| Title          | Vice President, Visitor & Convention Bureau                                      |
| Phone Number   | 843-341-8366   |
| E-mail Address | <a href="mailto:apernice@hiltonheadisland.org">apernice@hiltonheadisland.org</a> |

(Section Break)

### Organization Secondary Point of Contact

|                |  |
|----------------|--|
| First Name     | Kayla  |
| Last Name      | Boyter   |
| Title          | Director of Marketing  |
| Phone Number   | 843-341-8384   |
| E-mail Address | <a href="mailto:kboyter@hiltonheadisland.org">kboyter@hiltonheadisland.org</a> |

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

|                      |  |
|----------------------|--|
| Project Description: | The funds for this supplemental grant request would go directly towards supporting the costs of producing the 2024 Official Bluffton Vacation Planner, the comprehensive guide to what to see and do in Bluffton. This estimated cost includes the |
|----------------------|--|

production, publishing, printing and fulfillment costs. In addition to working with a digital and print publisher, our in-house marketing staff provides the oversight and management of the publication including the business directory, editorial content management, editorial review and proofreading of this asset.

The Vacation Planner is the primary print fulfillment piece for the destination that has been produced for the past three years. As we continue to evolve the Vacation Planner, we have seen increased interest from visitors and partners highlighted throughout the publication.

Bluffton's natural beauty is what sets the destination apart from other communities. By tapping into our portfolio of stunning photography and combining it with updated content, we have created a "lookbook" destination discovery publication for visitors to imagine themselves in the Heart of the Lowcountry™.

Readers gain an authentic understanding of the destination through every page in our guide that is designed to speak to our distinct audience categories and discover useful itineraries for their interests.

The Official Bluffton Vacation Planner strives to support the destination's pillars outlined in the Annual Destination Marketing Plan and aligned with the Town of Bluffton's initiatives.

- Gullah Geechee Cultural Heritage Corridor
- History, Culture and Arts
- National Historic Register Designations
- Natural Beauty, Waterways and Parks
- Local Culinary and Local Market Experiences
- Festivals and Events

Thoughtful creative design breathes life into the printed page and takes the reader's journey into careful consideration. Brand messaging and stories from our community come to life in a myriad of ways including multi-page spreads dedicated to the key pillars of marketing for the destination.

A digital version complements the printed piece and also allows us to extend further reach of this publication for our brand and partners. This can be viewed on our website and is available to be downloaded.

The results? A guide that forms an emotional connection with

the reader and turns them into a visitor that continues to return year after year.

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

Impact on or Benefit to Tourism:

The Official Bluffton Vacation Planner is a tool that helps build brand awareness, enhance the visitor experience, and strengthen the connection to the destination. The Official Vacation Planner provides information regarding accommodations, highlights attractions, as well as what to see and do, allowing the traveler to plan their visit to the Town of Bluffton. This leads to a more memorable experience creating a connection with the visitor leaving them to want to return time and time again.

The Vacation Planner also supports local economic development by connecting visitors with local businesses that leads to increased growth for those community partners.

Over the past three years of the Vacation Planner production, we have seen growth and demand for this product. 2022 was our first year for this piece, our distribution was 8,000 and then, in 2023, based on demand we grew that number to 25,000 units. The Official Vacation Planner has done so well we’ve reorder an additional 5,000 units for 2023. For 2024 we are anticipating an order of 30,000 units.

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

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

(Section Break)

Project/Event Start & End Date: 7/1/2023 - 12/31/2024

|                           |   |
|---------------------------|---|
| Multi-Year Project/Event? | Yes   |
| Permits Required, if any: | N/A   |
| Additional Comments:      | The project timeline extends over two fiscal years to account for the planning, development and production as well as the full calendar year of distribution. |

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

### FINANCIAL INFORMATION

|  |  |
|--|--|
| Project/Event Line Item Budget   | <a href="#">2024 Official Bluffton Vacation Planner Budget.pdf</a>     |
| Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement | <a href="#">FY2023 HHI-B COC Audit-Balance Sheet.pdf</a>               |
| Financial Guarantee  | <a href="#">Town of Bluffton Supplemental Grant Board Approval.pdf</a> |

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

(Section Break)

**Please list all contributions made to the project/event by the sponsoring organization. This shall include both monetary and in-kind goods and/or services, as applicable.**

|              |     |
|--------------|-----|
| Contribution | N/A |
| Amount/Value | N/A |
| Contribution | N/A |
| Amount/Value | N/A |

(Section Break)

|   |     |
|---|-----|
| Have you requested, received or been awarded funding from other sources or organizations (including | Yes |
|---|-----|

additional ATAX funds from other local entities) for this project/event?

If yes, please list all sources and amounts:

|                |                             |
|----------------|-----------------------------|
| Funding Source | Southern Beaufort County    |
| Amount         | \$50,000                    |
| Funding Source | <i>Field not completed.</i> |
| Amount         | <i>Field not completed.</i> |
| Funding Source | <i>Field not completed.</i> |
| Amount         | <i>Field not completed.</i> |
| Funding Source | <i>Field not completed.</i> |
| Amount         | <i>Field not completed.</i> |

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

### PRIOR RECIPIENT'S REPORT

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information. Only the information for the most recent round of funding is required.

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

|   |   |
|---|---|
| Has your organization previously received ATAX funds from the Town of Bluffton? | Yes   |
| Project/Event Name  | Town of Bluffton Destination Marketing Organization (DMO) Annual Plan   |
| Year  | 2023  |
| Amount Awarded  | 466,089   |
| Was project completed?  | Yes   |
| How were the funds used?  | The FY2023 funds were used for execution of the Town of Bluffton DMO Tourism Marketing Annual Plan which included project management and maintenance of <a href="https://www.visitbluffton.org">VisitBluffton.org</a> , all |

ExploreBlufftonSC social channels and paid Google display advertising. In addition, there was also the production of the 2023 Official Bluffton Vacation Planner, a media buy partnership with Garden & Gun, photography and research included in this plan.

What impact did this project/event have on the community or benefit tourism? Describe how the tourism data was measured.

The marketing efforts implemented in the annual plan, played a crucial role in influencing travel to the destination. The plan increased brand awareness for Bluffton through advertising, social media campaigns and other marketing efforts, reaching a targeted audience and generating interest amongst our core demographic. There was direct engagement with the brand along with increased visitor numbers via promotion of the experiences and events.

Efforts also created economic benefits with promotion of community partners and local businesses. This led to increased spending by visitors on accommodations, food, transportation, excursions and activities. Ultimately, generating revenue and supporting the Town of Bluffton businesses.

In summary, destination marketing is a powerful tool that shapes the tourism industry for Bluffton attracting visitors, boosting the local economy, creating jobs, and promoting sustainable and responsible tourism practices. It's an essential component of a destination's overall tourism strategy.

2022 Economic Impact Study:

**\*\*Note, we will not have the 2023 Economic Impact Study until February 2024.**

- Number of Visitors: 431,561
- Economic Impact of Tourism on Beaufort County: \$206.81 million
- Tourism Jobs: 2,526 (2.2% of all Beaufort County jobs)
- Tax Revenues: \$8.80 million (up 15.5% from 2021)
- Beaufort County: \$2.30 million
- Town of Bluffton: \$6.51 million
- Estimated Return on Tax Investment: \$25.34 per \$1 spent

(Section Break)

Please provide the project/event budgets for the previous two (2) years.

[FY2023 and FY2022 Town of Bluffton Budgets.pdf](#)

Additional Comments

*Field not completed.*

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

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

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

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

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

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

Signature

Ariana D. Pernice

Signatory's Title or Position

Vice President, Visitor & Convention Bureau

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



**Internal Revenue Service**

COPY

**Date:** May 26, 2006

HILTON HEAD ISLAND CHAMBER OF COMMERCE  
PO BOX 5647  
HILTON HEAD SC 29938-5647 476

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Ronnie Clemons ID# 31-04020  
Customer Service Representative  
**Toll Free Telephone Number:**  
877-829-5500  
**Federal Identification Number:**  
57-0375569

Dear Sir or Madam:

This is in response to your request of May 26, 2006, regarding your organization's tax-exempt status.

In April 1958 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(6) of the Internal Revenue Code.

Because your organization is not an organization described in section 170(c) of the Code, donors may not deduct contributions made to your organization. You should advise your contributors to that effect.

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

Sincerely,

*Janna K. Skufca*

Janna K. Skufca, Director, TE/GE  
Customer Account Services

# TOWN OF BLUFFTON

April 19, 2023

DATE ISSUED

April 30, 2024

EXPIRES

LIC-04-23-049051

LICENSE NUMBER

9429

BUSINESS ID

**Hilton Head Island - Bluffton Chamber of Commerce**

COMPANY NAME

**Hilton Head Island - Bluffton Chamber of Commerce**

DBA NAME

**Non Profit - Business Associations**

BUSINESS TYPE

**NON PROFIT**

DESCRIPTION/CONDITIONS

216 BLUFFTON RD  
BLUFFTON SC 29910

BUSINESS LOCATION

PO Box 5647

Hilton Head Island SC 29938-

MAILING LOCATION

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

## **Section 6-21 Purpose and Duration of Business License**

The business license levied by this ordinance is for the purpose of providing such regulation as may be required for the business subject thereto and for the purpose of raising revenue for the general fund through a privilege tax. Each license shall be issued for one (1) calendar year ending December 31. The provisions of this ordinance and the rates herein shall remain in effect from year to year as amended by Town Council.

## **Renewal Process**

Renewal notices are mailed in January of each year to all active businesses.

## **Section 6-22-A License Tax.**

The required license tax shall be paid for each business subject hereto according to the applicable rate classification on or before the thirtieth (30th) day of April in each year.

Hilton Head Island - Bluffton Chamber of Commerce

PO Box 5647

Hilton Head Island SC 29938-

Construction within the Town of Bluffton shall only occur during the hours of 7:00am - 7:00pm Monday thru Saturday and 12:00pm - 7:00pm on Sunday

| 2024 Official Bluffton Vacation Planner Budget |                  |  |
|--|------------------|--|
|  | Amount           | Description  |
| Publishing                                     | \$66,000         | Account management, sales consultation/assistance, planning, interviewing, writing, editing, designing and sourcing and publishing |
| Printing                                       | \$62,000         | Print production of 30,000 planners  |
| Fulfillment                                    | \$10,000         | Mail fulfillment for shipping planners   |
| <b>TOTAL</b>                                   | <b>\$138,000</b> |  |

HILTON HEAD ISLAND - BLUFFTON CHAMBER OF COMMERCE

STATEMENTS OF FINANCIAL POSITION

|  | <u>June 30,</u>     |                     |
|--|---------------------|---------------------|
|  | <u>2023</u>         | <u>2022</u>         |
| <b>ASSETS</b>  |                     |                     |
| Current assets   |                     |                     |
| Cash   | \$ 2,883,832        | \$ 3,080,888        |
| Accounts receivable (less allowance for doubtful<br>accounts of \$1,500 and \$250, respectively) | 174,584             | 81,412              |
| Prepaid expenses   | 143,112             | 62,234              |
| Other assets   | 9,793               | 9,293               |
| Total current assets   | 3,211,321           | 3,233,827           |
| Property and equipment, net  | 871,921             | 931,322             |
| Total assets   | <u>\$ 4,083,242</u> | <u>\$ 4,165,149</u> |
| <b>LIABILITIES</b>   |                     |                     |
| Current liabilities  |                     |                     |
| Accounts payable   | \$ 835,910          | \$ 638,289          |
| Deferred revenue   | 2,214,075           | 2,472,870           |
| Other liabilities  | 262,893             | 285,911             |
| Total current liabilities  | 3,312,878           | 3,397,070           |
| <b>NET ASSETS</b>  |                     |                     |
| Without donor restrictions   | 770,364             | 768,079             |
| Total liabilities and net assets   | <u>\$ 4,083,242</u> | <u>\$ 4,165,149</u> |

(The accompanying notes are an integral part of the financial statements.)



HILTON HEAD ISLAND - BLUFFTON CHAMBER OF COMMERCE

STATEMENTS OF ACTIVITIES

|  | <u>Total for the year ended</u> |                   |
|--|---------------------------------|-------------------|
|  | <u>June 30,</u>                 |                   |
|  | <u>2023</u>                     | <u>2022</u>       |
| <b>REVENUES AND OTHER SUPPORT</b>      |                                 |                   |
| Visitor and Convention Bureau projects | \$ 10,827,413                   | \$ 9,486,004      |
| Membership dues                        | 782,280                         | 761,709           |
| Membership projects                    | 941,137                         | 672,701           |
| Brochure advertising                   | 326,472                         | 294,083           |
| Building rent and common share         | 86,006                          | 78,881            |
| Interest                               | 17,961                          | 2,482             |
| Total revenues and other support       | <u>12,981,269</u>               | <u>11,295,860</u> |
| <b>EXPENSES</b>                        |                                 |                   |
| Visitor and Convention Bureau          | 9,503,884                       | 8,230,085         |
| Salaries and related benefits          | 2,563,563                       | 2,275,852         |
| General and administrative             | 330,914                         | 318,406           |
| Membership projects                    | 341,702                         | 184,800           |
| Building                               | 121,400                         | 123,711           |
| Depreciation                           | 98,441                          | 92,303            |
| Bluffton office                        | 19,080                          | 22,052            |
| Total expenses                         | <u>12,978,984</u>               | <u>11,247,209</u> |
| Change in net assets                   | 2,285                           | 48,651            |
| Net assets - beginning                 | <u>768,079</u>                  | <u>719,428</u>    |
| Net assets - ending                    | <u>\$ 770,364</u>               | <u>\$ 768,079</u> |

(The accompanying notes are an integral part of the financial statements.)



HILTON HEAD ISLAND-BLUFFTON  
CHAMBER OF COMMERCE

**A. Town of Bluffton Supplemental Grant**

Miles reported it was time to go before the Town of Bluffton to apply for a quarterly supplemental grant request. The requested amount of \$45,000 is for a portion of the production and fulfillment of the *2024 Official Bluffton Vacation Planner* with the remainder being picked up by Southern Beaufort County ATAX funds. Dr. Panu made a motion to support the grant. The motion was seconded by Beck and unanimously approved.

HILTON HEAD ISLAND - BLUFFTON CHAMBER OF COMMERCE  
DESTINATION MARKETING ORGANIZATION OF THE TOWN OF BLUFFTON  
HILTON HEAD ISLAND VISITOR AND CONVENTION BUREAU  
SCHEDULE OF DETAILED REVENUES AND EXPENSES  
YEAR ENDED JUNE 30, 2023

|   | BLUFFTON<br>ACCOMMODATIONS<br>TAX |
|---|-----------------------------------|
| Revenues                                  |                                   |
| Town of Bluffton DMO                      | \$ 466,089                        |
| Total revenue                             | <u>466,089</u>                    |
| Expenses                                  |                                   |
| Direct marketing                          |                                   |
| Leisure marketing (Garden & Gun)          | 90,000                            |
| Digital promotions - Google/Facebook      | 84,290                            |
| Vacation planner (Bluffton Only Guide)    | 61,505                            |
| Digital promotions - Website/SEO          | 46,128                            |
| Digital promotions - social media         | 17,340                            |
| Vacation planner (regional)               | 17,226                            |
| Fulfillment (regional vacation planner)   | 6,284                             |
| Fulfillment (Bluffton Only Guide)         | 5,394                             |
| Leisure marketing - other                 | 3,959                             |
| Photography                               | 3,000                             |
| Bluffton visitor research                 | 2,819                             |
| Total direct marketing                    | <u>337,945</u>                    |
| Sales, marketing and administrative       |                                   |
| Salaries                                  | 86,622                            |
| Operations - other                        | 15,152                            |
| Employee benefits - insurance             | 7,926                             |
| Operations - building expense             | 7,530                             |
| Payroll taxes                             | 6,150                             |
| Employee benefits - 401k                  | 4,764                             |
| Total sales, marketing and administrative | <u>128,144</u>                    |
| Total expenses                            | <u>466,089</u>                    |
| Excess of revenues over expenses          | <u>\$ -</u>                       |

HILTON HEAD ISLAND - BLUFFTON CHAMBER OF COMMERCE  
DESTINATION MARKETING ORGANIZATION OF THE TOWN OF BLUFFTON  
HILTON HEAD ISLAND VISITOR AND CONVENTION BUREAU  
SCHEDULE OF DETAILED REVENUES AND EXPENSES  
YEAR ENDED JUNE 30, 2022

|   | BLUFFTON<br>ACCOMMODATIONS<br>TAX |
|---|-----------------------------------|
| Revenues                                  |                                   |
| Town of Bluffton DMO                      | \$ 482,459                        |
| Total revenue                             | <u>482,459</u>                    |
| Expenses                                  |                                   |
| Direct marketing                          |                                   |
| Bluffton carryover                        | 73,820                            |
| Digital promotions - Website/SEO          | 58,368                            |
| Digital promotions - Google/Facebook      | 56,699                            |
| Leisure marketing (Garden & Gun)          | 45,000                            |
| Vacation planner (Bluffton Only Guide)    | 31,928                            |
| Leisure marketing (Local Palate)          | 22,500                            |
| Vacation planner (regional)               | 17,752                            |
| Digital promotions - social media         | 15,000                            |
| Fulfillment (Bluffton Only Guide)         | 11,507                            |
| Fulfillment (regional vacation planner)   | 8,844                             |
| Bluffton visitor research                 | 3,886                             |
| Leisure marketing - other                 | 2,066                             |
| Total direct marketing                    | <u>347,370</u>                    |
| Sales, marketing and administrative       |                                   |
| Salaries                                  | 89,734                            |
| Operations - other                        | 16,880                            |
| Employee benefits - insurance             | 8,898                             |
| Operations - building expense             | 8,809                             |
| Payroll taxes                             | 6,281                             |
| Employee benefits - 401k                  | 4,487                             |
| Total sales, marketing and administrative | <u>135,089</u>                    |
| Total expenses                            | <u>482,459</u>                    |
| Excess of revenues over expenses          | <u>\$ -</u>                       |





# ACCOMMODATIONS TAX ADVISORY COMMITTEE

## STAFF REPORT

### Department of Finance & Administration

MEETING DATE: February 20, 2024  
 SUBJECT: HHI-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner  
 PROJECT MANAGER: Shannon Milroy, Budget, Grants & Procurement Administrator

Summarized below is the application from the Hilton Head Island-Bluffton Chamber of Commerce for Accommodations Tax grant dollars in support of advertising and promotion for the 2024 Official Bluffton Vacation Planner.

This application was submitted during the previous quarter, but tabled for consideration at this quarter's meeting.

**Total Budget:** \$138,000  
**Requested Amount:** \$45,000  
**Percentage of Request^:** 32.6%

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

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category | Budget Items<br>Recommended<br>for ATAX Funds |
|--|------------------------------|---|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$138,000                    | \$45,000                                      |
| Facilities for Civic and Cultural Events                             | -                            |   |
| Public Facilities  | -                            |   |
| Municipality and County Services                                     | -                            | *   |
| Tourist Transportation   | -                            | *   |
| Other/Ineligible Project Expenses                                    | -                            |   |
| <b>Total</b>   | <b>\$138,000</b>             | <b>\$45,000</b>                               |

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

#### Budgeted Eligible Expenses:

##### Advertising & Promotion:

Total budget \$138,000

- Includes account management, sales consultation, planning of and creation of the guide including interviewing, writing, editing, designing and publishing. Print production and mail fulfillment is also included in the budget.

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

| Amount Recommended | Advertising (15) | Tourism Draw % (5) | Benefit to Tourism (5) | Self-Sufficiency % (5) | Misc. (10) | Total of 40 possible | Comments |
|--------------------|------------------|--------------------|------------------------|------------------------|------------|----------------------|----------|
| \$45,000           | 14               | 5                  | 3                      | 4                      | 9          | 35                   |          |

Advertising: This request is 100% related to advertising and promotion. Both a print (30,000 copies planned) and digital version of the guide is included. Specifics regarding where the printed guides are placed or will be mailed was not indicated in the application.

Tourism Draw %: In 2022, the number of visitors to Bluffton was 431,461.

Benefit to Tourism: Based on the 2022 Economic Impact Study, marketing efforts of the Chamber resulted in an economic impact of tourism on Beaufort County of \$206.81 million, tax revenues to the Town of Bluffton specifically were \$6.51 million and the estimated return on tax investment was \$25.24 per \$1 spent. Data from the 2023 Economic Impact Study will be available in February 2024.

Self-Sufficiency % (Financial Need): The request is approximately 33% of the total budget. The remainder will be paid for by Southern Beaufort County ATAX funds. The Chamber is the Town's Designated Marketing Organization (DMO) and, therefore, receives allocated funds from ATAX collections. In FY2023 and FY2022, those amounts were \$466,089 and \$482,459, respectively.

| Previous Funding Amounts |                  |             |                                   |                       |          |   |
|--------------------------|------------------|-------------|-----------------------------------|-----------------------|----------|---|
| Fiscal Year              | Requested Amount | % of Budget | Advisory Committee Recommendation | Town Council Approved | Expended | Comments                                      |
| 2019                     | \$25,000         |             | \$25,000                          | \$25,000              | \$25,000 | Supplemental Award for TOB Accolate Marketing |

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$45,000 for advertising and promotion expenses.

[Print](#)**Accommodations Tax Grant Application - Submission #3370****Date Submitted: 12/22/2023****TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION****Accommodations Tax Grant Application Instructions**[Accommodations Tax Grant Application Instructions](#)**Accommodations Tax Grant Application Instructions\***

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

**Application Date\***

12/22/2023

**Full Legal Organization Name\***

Gullah Traveling Theater, Inc.

**Project Name\***

Gullah Kinfolk Come to Bluffton

**Total Project Costs\***

42291

**Total ATAX Funds Requested\***

26841

**Percent of Total Budget**

63%

**Address\***

711 Bladen Street

## Street Address Line 2

Suite #310

## City\*

Beaufort

## State\*

SC

## Zip Code\*

29902

Applicant must be designated as a non-profit entity to receive ATAX funds. Please include a copy of your organization's non-profit status, such as your IRS Designation Letter.\*

IRS Exemption Ltr.jpg

Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.\*

GTI- 2023 Bluffton bus license.pdf

## Organization Primary Point of Contact

## First Name\*

Denise

## Last Name\*

Bullitt

## Title\*

Organizational Strategist

## Phone Number\*

8435930904

## E-mail Address\*

sankofainspirit@gmail.com

## Organization Secondary Point of Contact

## First Name

Anita Singleton

## Last Name

Prather

## Title

Executive Director

## Phone Number

8432635229

## E-mail Address

auntpearliesue@yahoo.com

**Project Description: \***

In the heart of the Southeast's most sought-after travel destinations lies a cultural treasure that captivates the hearts of visitors from all corners of the nation. Meet Anita Singleton Prather, affectionately known as Aunt Pearl Sue, and the driving force behind the Gullah Kinfolk Traveling Theater (GTTI).

For over two decades, this Sea Island native has been a beacon of storytelling excellence, using theater arts, live narratives, and educational events to weave the rich tapestry of Gullah Geechee heritage. Anita's performances are not mere spectacles; they are celebrations of Lowcountry history and culture. With the rhythmic beats of foot-stomping music and soul-stirring songs, she transports her audiences back in time to a place where history comes alive.

Anita Singleton Prather's impact extends far beyond the shores of South Carolina. Her national recognition has made her a magnet for tourists, drawing in crowds from major East Coast cities like New York, Philadelphia, Baltimore, Washington, D.C., as well as from southern gems such as Columbia, Charleston, Augusta, Atlanta, Savannah, Tampa, and Jacksonville. Even travelers from the northwest, like Cleveland, Chicago, and Chattanooga, are lured to our region by her mesmerizing performances.

Many that come are drawn to our historic Beaufort and St. Helena Island. But others desire the suburban luxury of Bluffton and Hilton Head, both deeply woven into the history and culture that call these guests to our region.

Recognizing the increasing interest of attendees to explore beyond Historic Beaufort, the Gullah Traveling Theater is excited to announce its plans to include Bluffton as one of its performance venues in 2024. Furthermore, they will be unveiling two new plays in the same year. This strategic move aims to invite loyal patrons to return to familiar surroundings while experiencing something fresh and captivating.

In addition to enjoying a captivating show, the GTTI collaborates with local vendors and partners to offer bundled group tours, dining experiences, and historical sightseeing. From the Historic Ruins of Palmetto Bluff to the Historic Campbell Chapel African Methodist Episcopal Church and the Cordray House, Bluffton boasts a treasure trove of cultural assets that make it an ideal setting for expanding the Gullah Traveling Theater's storytelling.

With your generous funding support, the Gullah Traveling Theater intends to promote its newly produced live performance plays for 2024 across its growing footprint. This will entice patrons to plan multi-night stays in the charming Town of Bluffton. We will work in partnership with Bluffton's Communications and Community Outreach team to schedule events that complement local festivities, capturing the essence, culture, and character of Bluffton. Events like the Martin Luther King, Jr., and Juneteenth celebrations, Mayfest, and the Arts and Seafood Festival present golden opportunities to align performance dates. Our messaging will enthusiastically encourage historical tours, museum visits, local dining experiences, entertainment, and even the chance to worship in a historic church. This makes every date with the Gullah Traveling Theater a multifaceted draw for unforgettable 2- and 3-night getaways.

Included is our Schedule of Events for the Bluffton community in 2024. Each is at a distinct venue designed to test the marketplace and assist us in learning the entertainment appetite of this Lowcountry community. While the venues seat about 200 people each, we feel comfortable that this schedule will engage the general public, promote tourism, and broaden Bluffton's cultural assets.

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

**Impact on or Benefit to Tourism:\***

Supporting this endeavor will significantly bolster local tourism. The Gullah Traveling Theater, with its established and growing patronage, has cultivated a devoted following that returns to the Lowcountry year after year. As we recognize the increasing appetite among our patrons to venture beyond Historic Beaufort, expanding into Bluffton becomes a logical progression.

Introducing new theatrical productions in this vibrant area provides yet another compelling reason for our guests to revisit and delve deeper into the rich tapestry of the Lowcountry. The ripple effect will be felt across Bluffton, with hotels experiencing a surge in overnight bookings, restaurants, and shops enjoying increased foot traffic and boosted sales. The allocation of ATAX dollars amplifies our capacity to employ a multifaceted marketing strategy, reaching not only our loyal GTTI constituents but also the wider public in areas where we have experienced significant appeal.

In collaboration with Bluffton Tourism staff, we will utilize these resources to maximize our outreach, spotlighting other community events and tourism treasures, just as we have consistently done over the last 20+ years.

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

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

**Project/Event Start & End Date:\***

1/31/2024

—

12/16/2024

**Multi-Year Project/Event?\***☐ Yes☒ No**Permits Required, if any:\***

no

**Additional Comments:**

We are not aware of any specific permits required beyond the Bluffton Business License but if any are identified, we will be happy to comply.

**FINANCIAL INFORMATION****Project/Event Line Item Budget\***

Bluffton ATAX budget 2023-2024, revised.pdf

**Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement\***

GTTInc Financial Statements - November 17 2023.pdf

**Financial Guarantee\***

GTTI Board Resolution ATAX Bluffton 2023.pdf

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

Please list all contributions made to the project/event by the sponsoring organization. This shall include both monetary and in-kind goods and/or services, as applicable.

**Contribution \*****Amount/Value\***

Projected ticket sales

\$30,750

**Contribution\*****Amount/Value\***

Vendor Marketplace fees

\$750

Have you requested, received or been awarded funding from other sources or organizations (including additional ATAX funds from other local entities) for this project/event?\*

☐ Yes☒ No

If yes, please list all sources and amounts:

**Funding Source\*****Amount\*****Funding Source****Amount****Funding Source****Amount****Funding Source****Amount**

**PRIOR RECIPIENT'S REPORT**

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information. Only the information for the most recent round of funding is required.

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

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

- ☐ Yes  
☒ No

Project/Event Name\*

Year\*

Amount Awarded\*

Was project completed?\*

- ☐ Yes  
☐ No

If project was not completed, please explain:

How were the funds used?

What impact did this project/event have on the community or benefit tourism? Describe how the tourism data was measured.

Please provide the project/event budgets for the previous two (2) years.

No file chosen

Additional Comments



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

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

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

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

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

Signature\*

Signatory's Title or Position\*

Denise M. Bullitt

Business Strategist

First, Middle Initial, Last Name

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

DEPARTMENT OF THE TREASURY

Date: **AUG 17 2013**

GULLAH TRAVELING THEATER INC  
1010 MONSON ST  
BEAUFORT, SC 29902

Employer Identification Number:  
46-1806147  
DLN:  
17053071332003  
Contact Person:  
LORI PERRY ID# 31107  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public-Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
December 17, 2012  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

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

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

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

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

# TOWN OF BLUFFTON

September 26, 2023

DATE ISSUED

April 30, 2024

EXPIRES

LIC-09-23-052130

LICENSE NUMBER

019805-2023

BUSINESS ID

**Gullah Traveling Theater, Inc**

COMPANY NAME

**Gullah Traveling Theater, Inc**

DBA NAME

**Non Profit - Promoters of Performing Arts, Sports, and Similar Events with Facilities**

BUSINESS TYPE

**Community Theater**

DESCRIPTION/CONDITIONS

711 Bladen ST Ste# 310

Beaufort SC 29902

BUSINESS LOCATION

711 Bladen ST Ste #310

Beaufort SC 29902

MAILING LOCATION

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

## **Section 6-21 Purpose and Duration of Business License**

The business license levied by this ordinance is for the purpose of providing such regulation as may be required for the business subject thereto and for the purpose of raising revenue for the general fund through a privilege tax. Each license shall be issued for one (1) calendar year ending December 31. The provisions of this ordinance and the rates herein shall remain in effect from year to year as amended by Town Council.

## **Renewal Process**

Renewal notices are mailed in January of each year to all active businesses.

## **Section 6-22-A License Tax**

The required license tax shall be paid for each business subject hereto according to the applicable rate classification on or before the thirtieth (30th) day of April in each year.

Gullah Traveling Theater, Inc

711 Bladen ST Ste #310

Beaufort SC 29902

Construction within the Town of Bluffton shall only occur during the hours of 7:00am - 7:00pm Monday thru Saturday and 12:00pm - 7:00pm on Sunday



## *Gullah Traveling Theater Comes to Bluffton*

### **Schedule of Events**

**2024**

January 31, 2024

#### **The Last Stand Book Launch Party – Free to the Public**

Featuring Aunt Pearlle Sue and the Gullah Kinfolk Songs & Story

Gumbo Tasting Event – \$25pp

Gullah Gumbo Tasting Menu:

Gumbo – Chicken, Seafood, and Veggie, Non-tomato Seafood

Rice, Cornbread, Dump Cake & Iced Tea

Location: **The Rotary Community Center at Oscar Frazier Park**

Co-Sponsors: The Storybook Shoppe, Bluffton, SC

Bluffton Farmer's Market

The Town of Bluffton

July 13 – 14, 2024

#### **Let the Cricle Be Unbroken – Celebrating American Independence Gullah-Style**

Starring Aunt Pearlle Sue and the Gullah Kinfolk Traveling Theater

3-Shows: Saturday matinee, Saturday evening, and Sunday matinee.

Tickets: \$35pp

Location: **May River Theater**

Co-Sponsors: May River Theater, The Town of Bluffton

December 14, 2024

#### **Gullah Christmas 2024**

Starring Aunt Pearlle Sue and the Gullah Kinfolk Traveling Theater

2-Shows: Saturday matinee and Saturday evening

Tickets: \$25pp

African Christmas Marketplace – Free to the Public

Location: **First Zion Missionary Baptist Church**

Co-Sponsors: The Town of Bluffton, First Zion Missionary Baptist Church



GTI  
ATAX BUDGETS  
2024

12/22/2023  
dmb  
draft #5

|  | FUNDING ALLOCATIONS                                 | ATAX<br>Bluffton   | Description   |
|--|---|--------------------|---|
|  | Ticket Sales  |                    |   |
|  | The Last Stand - Book Signing & Gumbo Tasting Event | \$ 3,750           | 150 tickets @ \$25  |
|  | May River Theater                                   | \$ 15,750          | 3-shows/150 tickets @/\$35 per ticket   |
|  | Gullah Christmas                                    | \$ 9,750           | 2-shows/\$25 per ticket   |
|  | AD Sales  | \$ 1,500           | playbills/souvenir books  |
|  |   |                    |   |
|  | Vendors   |                    |   |
|  | Christmas Marketplace                               | \$ 750             | 10 vendors @\$75  |
|  |   |                    |   |
|  |   |                    |   |
|  | <b>TOTAL REVENUE</b>                                | <b>\$ 31,500</b>   |   |
|  |   |                    |   |
|  | <b>Projected Expenses</b>                           |                    |   |
|  | <b>Program Expenses</b>                             |                    |   |
|  | Venue Rental  | \$ -               | InKind - Rotary Center in Oscar Frazier Park, May River Theater, First Zion Missionary Baptist Church |
|  | Program Supplies                                    | \$ 300             | Wristbands, name tags, sanitation   |
|  | Marketing & Public Relations                        | \$ 8,500           | tourism ATAX funds  |
|  | Website   | \$ 500             | updating website for e-commerce & market draw   |
|  | Cast Meals  | \$ 750             | Staff and cast meals for performance & final rehearsals   |
|  | Printing  | \$ 500             | Playbills, tickets, rack cards, posters   |
|  | Set/Props   | \$ 500             | Set build out, materials & supplies   |
|  | Audio Engineer, Sound & Lighting                    | \$ 1,500           | May River Theater   |
|  | Sales Commissions                                   | \$ 1,250           | 25% of sales over \$300   |
|  | <b>Total Program Expenses</b>                       | <b>\$ 13,800</b>   |   |
|  |   |                    |   |
|  | <b>Staff Salaries</b>                               |                    |   |
|  | Executive Director & Producer                       | \$ 9,450           | \$90K+18% benefits, 33% = \$26,550  |
|  | Administrative Assistant                            | \$ 2,549           | \$48K+18% benefits, 15% = \$8,496   |
|  | Project Director/Manager                            | \$ 4,868           | \$55K+18% benefits, 25% = \$16,225  |
|  | Human Resource Manager                              | \$ 2,549           | \$48K+18% benefits, 15% = \$8,496   |
|  | Development Support                                 | \$ 1,440           | \$24K*20% = \$4,800   |
|  | Production Assistant                                | \$ 3,186           | \$36K+18% benefits, 25% = \$10,620  |
|  | Historical Performance Artists                      | \$ 16,250          | \$2,500 Book event, \$7,500 May River, \$6250 Gullah Christmas  |
|  | Stage Support                                       | \$ 2,000           | \$1500 May River, \$500 First Zion  |
|  |   |                    |   |
|  | <b>Total Staff &amp; Contract Salaries</b>          | <b>\$ 42,291</b>   |   |
|  |   |                    |   |
|  | <b>Administrative Costs</b>                         |                    |   |
|  | Insurance   | \$ 1,500           |   |
|  | Custodial Services & Maintenance                    | \$ 750             | May River Theater, First Zion Missionary Baptist  |
|  |   |                    |   |
|  | <b>Total Admin Costs</b>                            | <b>\$ 2,250</b>    |   |
|  |   |                    |   |
|  | <b>TOTAL ALL EXPENSES</b>                           | <b>\$ 58,341</b>   |   |
|  |   |                    |   |
|  | <b>Net Funding Needs</b>                            | <b>\$ (26,841)</b> |   |
|  |   |                    |   |

# Gullah Traveling Theater, Inc.

## Statement of Financial Position

As of November 17, 2023

|   | TOTAL               |
|---|---------------------|
| <b>ASSETS</b>                                     |                     |
| Current Assets                                    |                     |
| Bank Accounts                                     |                     |
| 1000 Checking-6114 (0268mt/5289is/5297ofc/7337ap) | 132,390.79          |
| 1030 Payroll Checking-3377                        | 20,488.93           |
| 1080 Sierra Leone Chking-4508                     | 1,642.02            |
| 1090 Sunshine Club Checking-2940                  | 780.00              |
| <b>Total Bank Accounts</b>                        | <b>\$155,301.74</b> |
| Other Current Assets                              |                     |
| Undeposited Funds-1                               | 3,470.00            |
| <b>Total Other Current Assets</b>                 | <b>\$3,470.00</b>   |
| <b>Total Current Assets</b>                       | <b>\$158,771.74</b> |
| <b>TOTAL ASSETS</b>                               | <b>\$158,771.74</b> |
| <b>LIABILITIES AND EQUITY</b>                     |                     |
| Liabilities                                       |                     |
| Current Liabilities                               |                     |
| Other Current Liabilities                         |                     |
| 2100 Direct Deposit Payable                       | 0.00                |
| 2200 Payroll Liabilities                          |                     |
| 2201 Federal Taxes (941/944)                      | 2,545.77            |
| 2202 SC Income Tax                                | 379.15              |
| 2203 SC Unemployment Tax                          | 0.00                |
| <b>Total 2200 Payroll Liabilities</b>             | <b>2,924.92</b>     |
| 2300 Anita P. Loans                               | 0.00                |
| South Carolina Department of Revenue Payable      | 0.00                |
| <b>Total Other Current Liabilities</b>            | <b>\$2,924.92</b>   |
| <b>Total Current Liabilities</b>                  | <b>\$2,924.92</b>   |
| <b>Total Liabilities</b>                          | <b>\$2,924.92</b>   |
| Equity  |                     |
| 3000 Opening Balance Equity                       | 4,173.76            |
| 3200 Unrestricted Net Assets                      | 6,209.90            |
| Net Revenue                                       | 145,463.16          |
| <b>Total Equity</b>                               | <b>\$155,846.82</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>               | <b>\$158,771.74</b> |

# Gullah Traveling Theater, Inc.

## Statement of Activity January 1 - November 17, 2023

|  | TOTAL               |
|--|---------------------|
| <b>Revenue</b>   |                     |
| 4001 Restricted Grants                                   |                     |
| 4001-1 Foundation-Restricted                             | 200,000.00          |
| <b>Total 4001 Restricted Grants</b>                      | <b>200,000.00</b>   |
| 4002 Unrestricted Grants                                 |                     |
| 4002-1 Foundation-Unrestricted                           | 30,000.00           |
| 4002-2 Gov't (federal/state/county)-Unrestricted         | 39,719.00           |
| <b>Total 4002 Unrestricted Grants</b>                    | <b>69,719.00</b>    |
| 4003 Show Revenue/Catering                               | 73,673.70           |
| 4004 Donations   |                     |
| 4004-1 Business/Individual Donations                     | 2,135.00            |
| 4004-3 Sierra Leon Project                               | 175.00              |
| <b>Total 4004 Donations</b>                              | <b>2,310.00</b>     |
| 4004-4 In-Kind Donations Rcvd                            | 0.00                |
| Sunshine Club Membership Dues                            | 540.00              |
| <b>Total Revenue</b>                                     | <b>\$346,242.70</b> |
| <b>GROSS PROFIT</b>                                      | <b>\$346,242.70</b> |
| <b>Expenditures</b>                                      |                     |
| 5220 1099 Contractor Pay/Professional Servs              | 1,086.25            |
| 5220-1 Accounting & Legal                                | 9,520.00            |
| 5220-2 Bookkeeper  | 13,041.00           |
| 5220-3 Cast Member                                       | 47,125.00           |
| 5220-4 Catering  | 4,014.75            |
| 5220-5 Consulting  | 13,150.00           |
| 5220-6 Founder's Salary                                  | 2,000.00            |
| 5220-7 Misc. Laborer Pay                                 | 2,205.00            |
| <b>Total 5220 1099 Contractor Pay/Professional Servs</b> | <b>92,142.00</b>    |
| 5300 Operating Expense                                   | 235.20              |
| 5310 Advertising & Marketing                             | 1,848.69            |
| 5310-1 Audio/Video Production                            | 1,000.00            |
| 5310-2 Printing, Publication & Radio                     | 4,492.98            |
| <b>Total 5310 Advertising &amp; Marketing</b>            | <b>7,341.67</b>     |
| <b>Total 5300 Operating Expense</b>                      | <b>7,576.87</b>     |
| 5400 Auto  |                     |
| 5400-1 Fuel  | 2,301.14            |
| 5400-2 License & Registration                            | 50.00               |
| <b>Total 5400 Auto</b>                                   | <b>2,351.14</b>     |
| 5410 Bank Charges & Fees                                 | 113.02              |
| 5420 Merchant BANKCD Fee                                 | 349.00              |
| 5440 Dues & subscriptions                                | 969.86              |
| 5450 Office Supplies & Software                          | 3,389.90            |

# Gullah Traveling Theater, Inc.

## Statement of Activity

January 1 - November 17, 2023

|  | TOTAL               |
|--|---------------------|
| 5460 Postage & Shipping                              | 263.90              |
| 5470 Supplies & Materials                            | 622.29              |
| 5480 Taxes & Licenses                                | 1,059.00            |
| 5490 Insurance                                       | 286.02              |
| 5520 Equipment Rental                                | 79.76               |
| 5521 Rent to own bldg.                               | 321.00              |
| 5522 Storage Unit Rental                             | 2,027.00            |
| 5526 Venues/Practice Facilities                      | 9,865.00            |
| 5600 Telephone & Internet                            | 415.59              |
| 5700 Event/Program Expenses                          | 17.03               |
| 5700-1 Cast Member Meals                             | 596.47              |
| 5700-2 Costume/Decorations/Props < \$2500            | 1,474.42            |
| 5700-4 Reimbursable Expenses                         | 4,446.88            |
| <b>Total 5700 Event/Program Expenses</b>             | <b>6,534.80</b>     |
| 5800 Travel  |                     |
| 5800-1 Lodging                                       | 5,602.63            |
| 5800-2 Meals   | 1,387.43            |
| 5800-3 Transportation (bus/plane/taxi/vehicle/etc.)  | 5,457.17            |
| <b>Total 5800 Travel</b>                             | <b>12,447.23</b>    |
| 5900 Charitable Contributions/Donations              | 2,000.00            |
| 5910 Sierra Leon Project Expenses                    | 2,710.00            |
| <b>Total 5900 Charitable Contributions/Donations</b> | <b>4,710.00</b>     |
| Business Meals                                       | 276.41              |
| Conferences/Seminars/Webinars                        | 95.00               |
| Office Rental - Suite 310                            | 4,203.90            |
| Office/General Administrative Expenditures           | 171.88              |
| Other Business Expenses                              | 193.92              |
| Payroll Expenses                                     |                     |
| Taxes  | 3,174.08            |
| Wages  | 41,491.29           |
| <b>Total Payroll Expenses</b>                        | <b>44,665.37</b>    |
| QuickBooks Payments Fees                             | 499.68              |
| Sunshine Club Expenses                               | 150.00              |
| <b>Total Expenditures</b>                            | <b>\$195,779.54</b> |
| NET OPERATING REVENUE                                | <b>\$150,463.16</b> |
| Other Expenditures                                   |                     |
| In-Kind Donations Received                           | 5,000.00            |
| <b>Total Other Expenditures</b>                      | <b>\$5,000.00</b>   |
| NET OTHER REVENUE                                    | <b>\$ -5,000.00</b> |
| <b>NET REVENUE</b>                                   | <b>\$145,463.16</b> |



**Gullah Traveling Theater, Inc.**  
**Board of Directors Meeting – ADDENDUM, excerpt**  
**Minutes**  
**September 10, 2023**

The Board of Directors supports the submission of a proposal to the Town of Bluffton's Accommodations Tax Committee to bring three live performances in 2024. Each of these productions will include 1-general admission and 3-student performances. Estimated total revenue will be between \$42,000 and \$47,000. We will request up to \$20,000 from Bluffton's ATAX funding to increase the advertising and marketing reach for these 3-productions.

Approved by the Board of Directors, September 27, 2023.

Attested to by Weller Thomas, Board Chair

[Weller R. Thomas, Chairman](#)

**Milroy, Shannon**

---

**From:** Denise Bullitt <sankofainspirit@gmail.com>  
**Sent:** Thursday, January 4, 2024 9:03 AM  
**To:** Milroy, Shannon  
**Subject:** December 31, 2023 ATAC application follow up

**WARNING!**

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

Good morning, Shannon

In reviewing our application, I noted an error in the amounts listed for Total Project Costs and Percent of Total Budget. If possible, please add an addendum to indicate the correct amounts which align with the submitted budget.

Total Project Costs = \$58,341  
 Percent of Total Budget = 46%

Many thanks!

--

*Denise*

**Denise Mason Bullitt, CPA, M.Div.**  
 Grant and Business Strategist  
 Gullah Traveling Theater, Inc.  
*"Celebrating Black History 365 Days a Year!"*  
 711 Bladen Street, #318  
 Beaufort, SC 29902  
 843-593-0904 (cell)



# **ACCOMMODATIONS TAX ADVISORY COMMITTEE** **STAFF REPORT** **Department of Finance & Administration**

MEETING DATE: February 20, 2024  
 SUBJECT: Gullah Traveling Theater, Inc.: Gullah Kinfolk Come to Bluffton  
 PROJECT MANAGER: Shannon Milroy, Budget, Grants & Procurement Administrator

Summarized below is the application from Gullah Traveling Theater, Inc. for Accommodations Tax grant dollars in support of advertising and promotion and facilities costs for their Gullah Kinfolk Come to Bluffton performances.

**Total Budget:** \$58,341  
**Requested Amount:** \$26,841  
**Percentage of Request^:** 46%

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

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category | Budget Items<br>Recommended<br>for ATAX Funds |
|--|------------------------------|---|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$9,000                      | \$ 9,000                                      |
| Facilities for Civic and Cultural Events                             | 750                          | 750   |
| Public Facilities  | -                            |   |
| Municipality and County Services                                     | -                            | *   |
| Tourist Transportation   | -                            | *   |
| Other/Ineligible Project Expenses                                    | 48,591                       |   |
| <b>Total</b>   | <b>\$58,341</b>              | <b>\$ 9,750</b>                               |

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

## **Budgeted Eligible Expenses:**

### Advertising & Promotion:

Total budget \$9,000

- Marketing and Public Relations (\$8,500) as well as the printing of playbills, rack cards and posters (\$500). Marketing messages will suggest multi-night stays in Bluffton and encourage historical tours, museum visits, local dining, entertainment and worship in a historic church.

### Facilities for Civic and Cultural Events:

Total Budget: \$750

- Custodial Services and Maintenance of the facilities

### Project Expenses:

Total Budget: \$48,591

- Insurance costs, staff salaries, updating web site, cast meals, set/props, and sales commissions

Attac

| Amount Recommended | Advertising (15) | Festival/Event (5) | Bluffton Event (5) | Tourism Draw % (5) | Benefit to Tourism (5) | Self-Sufficiency % (5) | Total of 40 possible | Comments |
|--------------------|------------------|--------------------|--------------------|--------------------|------------------------|------------------------|----------------------|----------|
| \$26,841           | 8                | 5                  | 5                  | 3                  | 4                      | 4                      | 29                   |          |

Advertising: Comprises approximately 92% of the eligible budgeted expenses within the grant request. Specific markets, publications or other vehicles of promotion were not indicated in the application.

Festival/Event: 2024 Schedule of Events include performances at a Book Launch and Gumbo Tasting Event on January 31, 2024, three shows of "Let the Circle Be Unbroken - Celebrating American Independence Gullah-Style" from July 13-14, 2024 and two performances of "Gullah Christmas 2024" which will both be held on December 14, 2024.

Bluffton Event: Locations for each set of performances are as follows: January 31 - The Rotary Community Center at Oscar Fraizer Park, July 13-14 at May River Theatre, and December 14 at First Zion Misionary Baptist Church.

Tourism Draw %: These performances have not taken place in Bluffton before so statistics are unknown.

Benefit to Tourism: Performing in Bluffton will draw the Gullah Traveling Theater's devoted following to the area, leading to overnight stays and a bolster to local restaurants and shops.

Self-Sufficiency % (Financial Need): The request is around 46% of the total budget. The remaining expenses will be paid for from proceeds from ticket and ad sales in the performance playbills as well as vendor fees at the Christmas Marketplace.

| Previous Funding Amounts |                  |             |                                   |                       |          |          |
|--------------------------|------------------|-------------|-----------------------------------|-----------------------|----------|----------|
| Fiscal Year              | Requested Amount | % of Budget | Advisory Committee Recommendation | Town Council Approved | Expended | Comments |
| n/a                      |                  |             |                                   |                       |          |          |

Accommodations Tax Committee Recommendations and Comments:

---

The Committee recommends funding \$9,750 for advertising and promotion and facilities for civic and cultural events expenses.

## Milroy, Shannon

**From:** noreply@civicplus.com  
**Sent:** Friday, December 29, 2023 4:30 PM  
**To:** ATax Communications  
**Subject:** Online Form Submittal: Accommodations Tax Grant Application

## WARNING!

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# Accommodations Tax Grant Application

# TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

# TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Accommodations Tax Grant Application Instructions

Accommodations Tax Grant Application Instructions

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

(Section Break)

Application Date 12/29/2023

Full Legal Organization Name : OLD TOWN BLUFFTON MERCHANTS SOCIETY

Project Name BLUFFTON AS A DESTINATION

|                     |             |
|---------------------|-------------|
| Total Project Costs | \$46,350.00 |
|---------------------|-------------|

|                            |             |
|----------------------------|-------------|
| Total ATAX Funds Requested | \$28,500.00 |
|----------------------------|-------------|

|                         |      |
|-------------------------|------|
| Percent of Total Budget | 61 % |
|-------------------------|------|

Address PO Box 354

Street Address Line 2 *Field not completed.*

City BLUFFTON

|   |   |
|---|---|
| State   | SC  |
| Zip Code  | 29910                                     |
| Applicant must be designated as a non-profit entity to receive ATAX funds. Please include a copy of your organization's non-profit status, such as your IRS Designation Letter. | <a href="#">OTBM NON PROFIT.pdf</a>       |
| Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.  | <a href="#">BUSINESS LICENSE otbm.pdf</a> |

### TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

#### Organization Primary Point of Contact

|                |  |
|----------------|--|
| First Name     | MARY   |
| Last Name      | O'NEILL  |
| Title          | SECRETARY/TREASURER  |
| Phone Number   | 8438156278   |
| E-mail Address | <a href="mailto:maryaoneill6@aol.com">maryaoneill6@aol.com</a> |

(Section Break)

#### Organization Secondary Point of Contact

|                |  |
|----------------|--|
| First Name     | MICHAEL  |
| Last Name      | GONZALEZ   |
| Title          | PRESIDENT  |
| Phone Number   | 843-298-4097   |
| E-mail Address | <a href="mailto:michael@eraevergreen.com">michael@eraevergreen.com</a> |

### TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

|                      |  |
|----------------------|--|
| Project Description: | OLD TOWN BLUFFTON MERCHANTS SOCIETY WAS FORMED NINETEEN YEARS AGO "TO ESTABLISH OLD TOWN BLUFFTON AS A DESTINATION FOR TOURISTS AND RESIDENTS BY HIGHLIGHTING ITS UNIQUE |
|----------------------|--|

HISTORIC, CULTURAL, DINING AND SHOPPING OPPORTUNITIES.”THIS REQUEST IS FOR OUR MARKETING CAMPAIGN PROMOTING OLD TOWN BLUFFTON AS A GREAT DESTINATION FOR VISITORS THROUGH THE PROMOTION OF OLD TOWN BLUFFTON AS A HISTORIC RIVERFRONT COMMUNITY OFFERING AN ECLECTIC BLEND OF ARTS, HISTORY, CULTURE AND NATURAL BEAUTY ALONG WITH ART-CENTRIC EVENTS, SUCH AS THE ART WALKS, SPRING FLING ART WEEKEND, ETC. THE WHOLE PROJECT IS DESIGNED TO INCREASE TOURISM TO BLUFFTON THROUGH THE GENERATION OF REGIONAL PUBLICITY INCLUDING BUT NOT LIMITED TO PRINT ADVERTISING, RADIO, DIGITAL, SOCIAL MEDIA, WEBSITE AND MAPS.

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

Impact on or Benefit to Tourism:

OUR ADVERTISING PROGRAMS HAVE BEEN VERY SUCCESSFUL IN BRINGING NEW VISITORS TO OUR AREA. IN CONJUNCTION WITH THE CHAMBER WE STRIVE TO BRING TOURISTS TO BLUFFTON. WE BELIEVE THAT BROADENING OUR MARKET WITH ADVERTISING WILL ENCOURAGE THE CONCEPT OF “MAKING BLUFFTON A DESTINATION PLACE” AND THAT LOCAL SHOPS, GALLERIES, HOTELS AND RESTAURANTS WILL PROFIT. AS THE SUCCESS OF THE OLD TOWN DISTRICT CONTINUES TO ATTRACT TOURISTS AND THEIR CONSIDERABLE EXPENDITURES, IT ALSO ATTRACTS POTENTIAL NEW BUSINESSES AND RESIDENTS TO THE AREA. THE QUAINTESS OF THE OLD TOWN DISTRICT HOOKS THE TOURIST TO POTENTIALLY BECOME A RESIDENT AND/OR NEW BUSINESS OWNER.OUR ADVERTISING AND PROMOTION OF ART AND CULTURAL EVENTS HAVE GONE A LONG WAY TO HELP PUT OLD TOWN BLUFFTON ON THE MAP AS A SEPARATE ENTITY FROM HHI AND WILL CONTINUE TO DO SO. EVERYTHING WE DO IS DESIGNED TO BRAND OLD TOWN AS A FIRST CLASS, SOUTHERN HOSPITALITY EXPERIENCE, WORTHY OF EVERY LOWCOUNTRY TOURIST’S PLANS, TRULY THE

HEART OF THE LOWCOUNTRY AND NOW A STATE DESIGNATED CULTURAL DISTRICT. THE UNBELIEVABLE GROWTH WE ARE WITNESSING IS A TRUE TESTIMONY TO OUR SUCCESS.

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

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

(Section Break)

Project/Event Start & End Date: 1/1/2024 - 12/31/2024

Multi-Year Project/Event? Yes

Permits Required, if any: NO

Additional Comments: *Field not completed.*

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

### FINANCIAL INFORMATION

Project/Event Line Item Budget [OTBM Budget 2024.doc](#)

Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement [OTBM PROFIT AND LOSS 2023.doc](#)

Financial Guarantee [EXHIBIT 4 minutes OTBM 2023.docx](#)

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

(Section Break)



**Please list all contributions made to the project/event by the sponsoring organization. This shall include both monetary and in-kind goods and/or services, as applicable.**

|              |                 |
|--------------|-----------------|
| Contribution | MEMBERSHIP DUES |
| Amount/Value | \$21,000        |
| Contribution | WEB ADS         |
| Amount/Value | \$9,600         |

(Section Break)

Have you requested,  
received or been awarded  
funding from other sources  
or organizations (including  
additional ATAX funds from  
other local entities) for this  
project/event?

No

If yes, please list all sources and amounts:

## **TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION**

### **PRIOR RECIPIENT'S REPORT**

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information. Only the information for the most recent round of funding is required.

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

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

Yes

Project/Event Name : BLUFFTON AS A DESTINATION

Year 2023

Amount Awarded 14,000.00

Was project completed? Yes

|  |  |
|--|--|
| How were the funds used?   | PROMOTION/ADVERTISING OF OLD TOWN BLUFFTON AND EVENTS IN OLD TOWN.   |
| What impact did this project/event have on the community or benefit tourism? Describe how the tourism data was measured. | <p>The impact on the community is great. Merchants are showing a marked increase in tourist traffic throughout their stores, restaurants and galleries.</p> <ul style="list-style-type: none"> <li>• Our maps are now distributed at most state welcome centers (2100 per printing), regional hotels and at the Savannah-Hilton Head Airport (1000 per month).</li> <li>• Our Special Events have attracted over 1000 - 2000 people each time, many of whom are visitors to our area; 53 visitors/47 residents ratio. Results show more than 30 different states and Canada represented. The Art Walks alone are a huge success and have attracted 500 to 1000 visitors per gallery walk. Of these over 45% - 50% are from outside of Bluffton/Hilton Head area (All shops and galleries keep records).</li> <li>• The previously held Spring Fling Weekend proved to be very successful and the zip code collection in all shops and galleries throughout the weekend gave stats of 50% visitors. We hope to continue to increase the number as the event grows.</li> <li>• Our local merchants have reported increased sales due mostly to the tremendous increase in foot traffic this year AND ESPECIALLY FROM TOURISTS.</li> <li>• The Heyward House stats collected from their guest registry also substantiates tourist increases.</li> </ul> |

(Section Break)

|  |                                      |
|--|--------------------------------------|
| Please provide the project/event budgets for the previous two (2) years. | <a href="#">OTBM Budget 2022.doc</a> |
|--|--------------------------------------|

|                     |                             |
|---------------------|-----------------------------|
| Additional Comments | <i>Field not completed.</i> |
|---------------------|-----------------------------|

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

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

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

**The South Carolina Freedom of Information Act (FOIA) defines a “public body” as any organization or corporation supported in whole or in part by**

public funds or expending public funds. If awarded, your organization's acceptance of public funds from the Town of Bluffton may cause your organization to come within the meaning of "public body" as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.

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

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

Signature

Mary O'Neill

Signatory's Title or Position

Secretary/Treasurer

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

INTERNAL REVENUE SERVICE  
P. BOX 2535  
CINCINNATI OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 20 2006

DIAMOND OLD SUMME MERCHANTS  
SOCIETY  
PO BOX 2434  
SUMMIT SC 29150

Employer Identification Number:  
01-094044

SSN:

1165101061048

Contact Person:

GARY MUTHERT

104 31313

Contact Telephone Number:

18111 420 8511

Accounting Period Ending:

December 31

Form 990 Required

Effective Date of Exemption:

November 11, 2005

Contributions Deductible:

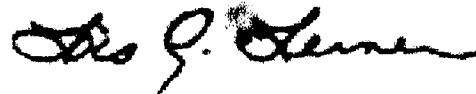
00

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois J. Lerner

Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

Letter 940 (03/02)

# TOWN OF BLUFFTON

May 31, 2023  
DATE ISSUED  
April 30, 2024  
EXPIRES

LIC-05-23-050319  
LICENSE NUMBER  
9865  
BUSINESS ID

Michael J. O'Neill Ent Inc.

COMPANY NAME

The Complete Home

DBA NAME

Other Home Furnishings Stores

BUSINESS TYPE

HOME FURNISHINGS

DESCRIPTION/CONDITIONS

41 CALHOUN ST B  
BLUFFTON SC 29910-  
BUSINESS LOCATION

365 Red Cedar Street 503  
Bluffton SC 29910-  
MAILING LOCATION

**OLD TOWN BLUFFTON MERCHANTS – 2024 BUDGET**

**EXHIBIT 2**

**Income**

**GRANT MONIES**

ATAX GRANT -

\$28,500.00

**REVENUE**

MEMBERSHIP DUES REVENUE  
70 MEMBERS @\$300.00

\$21,000.00

WEB ADS (8 PER MONTH @\$200.00 EACH FOR 6 MONTHS)

\$9,600.00

**Total INCOME**

\$59,100.00

**Expenses**

**ADVERTISING (PRINT & DIGITAL)**

4 MAJOR EVENTS  
(SEE EVENT SCHEDULE)

\$16,000.00

GENERAL

\$6,350.00

TOURIST MAPS (3 PRINTINGS @\$2000 EACH)  
GRAPHIC DESIGN FOR MAP 3 @\$200

\$6000.00

\$900.00

**RADIO**

\$1500.00

**SOCIAL MEDIA**

\$6000.00

**Total ADVERTISING**

\$36,750.00

**MISCELLANEOUS FOR EVENTS**

\$3000.00

**INSURANCE**

\$2000.00

**PROFESSIONAL FEES (ACCOUNTING – TAX RETURN)**

\$1600.00

**WEB HOSTING & UPDATING**

\$3000.00

**Total EXPENSES**

\$ 46,350.00

**OLD TOWN BLUFFTON MERCHANTS 2023 P & L**

**EXHIBIT 3**

**Income**

**GRANT MONIES**

|                                  |           |
|----------------------------------|-----------|
| ATAX GRANT ( Reimbursed To Date) | \$3786.50 |
|----------------------------------|-----------|

**REVENUE**

|                           |             |
|---------------------------|-------------|
| MEMBERSHIP DUES (To date) | \$15,450.00 |
|---------------------------|-------------|

|          |        |
|----------|--------|
| INTEREST | \$7.02 |
|----------|--------|

|              |             |
|--------------|-------------|
| Total INCOME | \$19,243.52 |
|--------------|-------------|

**Expenses**

**ADVERTISING (PRINT & DIGITAL)**

|                                   |             |
|-----------------------------------|-------------|
| MAJOR EVENTS                      | \$10,075.75 |
| Artwalks and Spring Fling Weekend |             |

|                  |           |
|------------------|-----------|
| VACATION PLANNER | \$1820.00 |
|------------------|-----------|

|                    |        |
|--------------------|--------|
| TOURIST MAPS       | \$0.00 |
| (Not paid to date) |        |

|              |          |
|--------------|----------|
| SOCIAL MEDIA | \$900.00 |
|--------------|----------|

|                   |             |
|-------------------|-------------|
| Total ADVERTISING | \$12,795.75 |
|-------------------|-------------|

|             |           |
|-------------|-----------|
| NEW WEBSITE | \$2500.00 |
|-------------|-----------|

|   |           |
|---|-----------|
| PROFESSIONAL FEES (ACCOUNTING – TAX RETURN) | \$1500.00 |
|---|-----------|

|             |          |
|-------------|----------|
| WEB HOSTING | \$312.99 |
|-------------|----------|

|                |             |
|----------------|-------------|
| Total EXPENSES | \$17,108.74 |
|----------------|-------------|

## EXHIBIT 4

### Minutes from the Old Town Bluffton Merchants Society Board of Directors Meeting

December 20, 2023

Present: Michael Gonzales, Mary O'Neill, Lauren Bazemore, Nick Healy, Lynn Ruocco, Lauren Terret, Georgia Holhaus

Absent: Leslie Trenta

### Call to Order

President Michael called the meeting to order at 5:30 pm.

### Treasurer's Report

Mary gave financial report. She presented a revised 2024 Budget and ATAX submission.

Board approved budget and ATAX.

### Marketing Report

Lauren reported difficulties with Tim Wood and future plans.

Winter Artwalk is set for February 15, 2024.

Meeting adjourned at 7:00pm.



**OLD TOWN BLUFFTON MERCHANTS 2022 BUDGET**

**EXHIBIT 6**

**Income**

**GRANT MONIES**

**ATAX GRANT -** **\$16,000.00**

**REVENUE**

**MEMBERSHIP DUES REVENUE** **\$12,500.00**  
     **50 MEMBERS @\$250.00**

**WEBSITE ADS @\$100.00 EA FOR 4 PER MONTH** **\$4800.00**

**Total REVENUE FROM OTBM** **\$17,300.00**

**Total INCOME** **\$33,300.00**

**Expenses**

**ADVERTISING (PRINT & DIGITAL)**

**4 MAJOR EVENTS** **\$12,000.00**  
     **(SEE EVENT SCHEDULE)**

**GENERAL** **\$6,000.00**

**TOURIST MAPS (3 PRINTINGS @\$2000 EACH)** **\$6000.00**

**GRAPHIC DESIGN FOR MAP 3 @\$300** **\$900.00**

**VIDEO PRODUCTION** **\$1000.00**

**SOCIAL MEDIA PAID ADS** **\$1000.00**

**Total ADVERTISING** **\$26,900.00**

**GENERAL MEETING (TBD @\$50.00 EACH)** **TBD**

**INSURANCE** **\$2000.00**

**PROFESSIONAL FEES (ACCOUNTING – TAX RETURN)** **\$2000.00**

**WEB HOSTING** **\$1800.00**

**Total EXPENSES** **\$32,700.00**

**OLD TOWN BLUFFTON MERCHANTS – 2023 BUDGET**

**EXHIBIT 5**

**Income**

**GRANT MONIES**

|              |             |
|--------------|-------------|
| ATAX GRANT - | \$14,000.00 |
|--------------|-------------|

**REVENUE**

|   |             |
|---|-------------|
| MEMBERSHIP DUES REVENUE<br>50 MEMBERS @\$250.00 | \$12,500.00 |
|---|-------------|

|         |           |
|---------|-----------|
| WEB ADS | \$2000.00 |
|---------|-----------|

|              |             |
|--------------|-------------|
| Total INCOME | \$28,500.00 |
|--------------|-------------|

**Expenses**

**ADVERTISING (PRINT & DIGITAL)**

|  |             |
|--|-------------|
| 4 MAJOR EVENTS<br>(SEE EVENT SCHEDULE) | \$10,000.00 |
|--|-------------|

|         |            |
|---------|------------|
| GENERAL | \$6,000.00 |
|---------|------------|

|   |           |
|---|-----------|
| TOURIST MAPS (3 PRINTINGS @\$2000 EACH) | \$6000.00 |
| GRAPHIC DESIGN FOR MAP 3 @\$200         | \$600.00  |

|                   |             |
|-------------------|-------------|
| Total ADVERTISING | \$22,600.00 |
|-------------------|-------------|

|           |           |
|-----------|-----------|
| INSURANCE | \$2000.00 |
|-----------|-----------|

|   |           |
|---|-----------|
| PROFESSIONAL FEES (ACCOUNTING – TAX RETURN) | \$1600.00 |
|---|-----------|

|                        |           |
|------------------------|-----------|
| WEB HOSTING & UPDATING | \$1300.00 |
|------------------------|-----------|

|                |              |
|----------------|--------------|
| Total EXPENSES | \$ 27,500.00 |
|----------------|--------------|

# ACCOMMODATIONS TAX ADVISORY COMMITTEE

## STAFF REPORT

### Department of Finance & Administration



MEETING DATE: February 20, 2024  
 SUBJECT: Old Town Bluffton Merchants Society: Bluffton as a Destination  
 PROJECT MANAGER: Shannon Milroy, Budget, Grants & Procurement Administrator

Summarized below is the application from The Old Town Bluffton Merchants Society for Accommodations Tax grant dollars in support of advertising and promotion for the “Bluffton as a Destination” initiative.

**Total Budget:** \$46,350  
**Requested Amount:** \$28,500  
**Percentage of Request^:** 61%

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

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category | Budget Items<br>Recommended<br>for ATAX<br>Funds |
|--|------------------------------|--|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$36,750                     | \$ 28,500  |
| Facilities for Civic and Cultural Events                             | -                            |  |
| Public Facilities  | -                            |  |
| Municipality and County Services                                     | -                            | *  |
| Tourist Transportation   | -                            | *  |
| Other/Ineligible Project Expenses                                    | 9,600                        |  |
| <b>Total</b>   | <b>\$46,350</b>              | <b>\$ 28,500</b>                                 |

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

#### Budgeted Eligible Expenses:

##### Advertising & Promotion:

Total budget \$36,750

- Print and Digital Advertising (\$22,350), Tourist Maps (\$6,900), Radio (\$1,500), and Social Media (\$6,000)

##### Other/Ineligible Project Expenses:

Total Budget: \$9,600

- Insurance costs, professional fees, web hosting and updating, and miscellaneous event expenses

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

| Amount Recommended | Advertising (15) | Tourism Draw % (5) | Benefit to Tourism (5) | Self-Sufficiency % (5) | Misc. (10) | Total of 40 possible | Comments |
|--------------------|------------------|--------------------|------------------------|------------------------|------------|----------------------|----------|
| \$28,500           | 12               | 4                  | 4                      | 2                      | 9          | 31                   |          |

**Advertising:** Comprises 100% of the requested funds. Specific markets, publications or other vehicles of promotion were not indicated in the application.

**Tourism Draw %:** Special Events attract a 53/47 ratio of visitors to residents and Art Walks consistently show 45-50% attendees from outside the Bluffton/Hilton Head area. Surveys, zip code collection and guest registry logs of many shops and galleries show attendees from more than 30 different states and Canada.

**Benefit to Tourism:** The project is designed to focus on Bluffton as a separate entity from Hilton Head Island. Merchants show a marked increase in tourist traffic throughout their stores, restaurants, and galleries.

**Self-Sufficiency % (Financial Need):** Eligible amount requested is 61% of total budget. Anticipated revenue of \$21,000 from membership dues and \$9,600 from website ad space.

| Previous Funding Amounts |                  |             |                                   |                       |             |   |
|--------------------------|------------------|-------------|-----------------------------------|-----------------------|-------------|---|
| Fiscal Year              | Requested Amount | % of Budget | Advisory Committee Recommendation | Town Council Approved | Expended    | Comments  |
| 2023                     | \$14,000         | 51%         | \$14,000                          | \$14,000              | \$5,070.00  | Final Report submitted; Final reimbursement not yet requested |
| 2022                     | \$16,000         | 49%         | \$16,000                          | \$16,000              | \$10,837.65 |   |
| 2021                     | \$25,000         | 55%         | \$22,600                          | \$22,600              | \$6,955.70  |   |

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$28,500 for advertising and promotion expenses.

Milroy, Shannon

**From:** noreply@civicplus.com  
**Sent:** Friday, December 29, 2023 6:08 PM  
**To:** ATax Communications  
**Subject:** Online Form Submittal: Accommodations Tax Grant Application

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

Accommodations Tax Grant Application

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

|   |  |
|---|--|
| Accommodations Tax Grant Application Instructions | <a href="#">Accommodations Tax Grant Application Instructions</a>  |
| Accommodations Tax Grant Application Instructions | I have read and acknowledged the Town of Bluffton, SC Accommodations Tax Grant Application Instructions. |
| (Section Break)                                   |  |
| Application Date                                  | 12/29/2023   |
| Full Legal Organization Name                      | THE ROTARY CLUB OF BLUFFTON  |
| Project Name                                      | MAYFEST WEEKEND IN BLUFFTON  |
| Total Project Costs                               | \$52,000   |
| Total ATAX Funds Requested                        | \$15,000   |
| Percent of Total Budget                           | Field not completed.   |
| Address   | 29%  |
| Street Address Line 2                             | PO BOX 142   |
| City  | BLUFFTON   |

|   |   |
|---|---|
| State   | SC  |
| Zip Code  | 29910                                       |
| Applicant must be designated as a non-profit entity to receive ATAX funds. Please include a copy of your organization's non-profit status, such as your IRS Designation Letter. | <a href="#">rotary nonprofit status.pdf</a> |
| Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.  | <a href="#">rotary business license.pdf</a> |

### TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

#### Organization Primary Point of Contact

|                |  |
|----------------|--|
| First Name     | MARY   |
| Last Name      | O'NEILL  |
| Title          | PRESIDENT  |
| Phone Number   | 843-815-2472   |
| E-mail Address | <a href="mailto:maryaoneill6@aol.com">maryaoneill6@aol.com</a> |

(Section Break)

#### Organization Secondary Point of Contact

|                |  |
|----------------|--|
| First Name     | MICHAEL  |
| Last Name      | TRIPKA   |
| Title          | PRESIDENT-ELECT  |
| Phone Number   | 843-540-9022   |
| E-mail Address | <a href="mailto:mike_tripka@yahoo.com">mike_tripka@yahoo.com</a> |

### TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

|                      |  |
|----------------------|--|
| Project Description: | Quirky, eclectic, different, unique are all descriptors that have been associated with this town and it then decided to be celebrated with the conception of the Bluffton Village Festival/ Mayfest. Forty four years ago, Babbie Guscio, a unique |
|----------------------|--|

individual herself, came up with the idea to have a festival to celebrate the people of Bluffton and a place where children could experience the beauty and talents unique to this area. To embrace and support the arts, a get together of culture in Bluffton complete with fabulous foods, ugly dogs, music, crafts and art.

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

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

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

---

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

---

Impact on or Benefit to Tourism:

Since its inception, Mayfest has been selling what Bluffton has to offer -art, culture, history and all located on the beautiful May River. By branding Mayfest as part of a Mother’s Day weekend, tourists should want to include it in their itinerary. To accomplish this our marketing will include out of town advertising and hopefully our town will benefit from the uptake in tourist numbers and dollars.

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

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

(Section Break)

|                                 |  |
|---------------------------------|--|
| Project/Event Start & End Date: | 5/10/2024 - 5/12/2024  |
| Multi-Year Project/Event?       | No   |
| Permits Required, if any:       | yes  |
| Additional Comments:            | Mayfest will take place this year on Saturday, May 11, but with additional funds we are hoping to expand our advertising reach and promote visiting Bluffton for the weekend taking in Mayfest as part of that experience. The additional funds will also be used to help defray the cost of the shuttles for Mayfest. |

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

### FINANCIAL INFORMATION

|  |  |
|--|--|
| Project/Event Line Item Budget   | <a href="#">rotary budget 2024.pdf</a>               |
| Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement | <a href="#">ProfitandLoss (7).pdf Rotary.pdf</a>     |
| Financial Guarantee  | <a href="#">Rotary Board minutes July 24(3).docx</a> |

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

(Section Break)



**Please list all contributions made to the project/event by the sponsoring organization. This shall include both monetary and in-kind goods and/or services, as applicable.**

|              |   |
|--------------|---|
| Contribution | Beer sales, merchandise sales, sponsors |
| Amount/Value | \$32,000                                |
| Contribution | Vendor fees                             |
| Amount/Value | \$35,000                                |

(Section Break)

Have you requested, received or been awarded funding from other sources or organizations (including additional ATAX funds from other local entities) for this project/event?

No

If yes, please list all sources and amounts:

## **TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION**

### **PRIOR RECIPIENT'S REPORT**

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information. Only the information for the most recent round of funding is required.

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

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

Yes

Project/Event Name

Mayfest Weekend in Bluffton

Year

2023

Amount Awarded

15,000

Was project completed?

Yes

How were the funds used? Advertising and shuttles

What impact did this project/event have on the community or benefit tourism? Describe how the tourism data was measured. 23% of attendees were tourists as zip codes were collected on the shuttles. As we continue to promote this weekend the impact will also grow and Bluffton will continue to prosper from our festivals.

(Section Break)

Please provide the project/event budgets for the previous two (2) years. [rotary budget 2023.pdf](#)

Additional Comments *Field not completed.*

## TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

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

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

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

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

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

Signature

Mary O'Neill

Signatory's Title or Position

PRESIDENT

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

6566 c3



U. S. TREASURY DEPARTMENT  
WASHINGTON 25

OFFICE OF  
COMMISSIONER OF INTERNAL REVENUE

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

AND REFER TO  
T:R:EO:5  
RMM

MAY 13 1958

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

Gentlemen:

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

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

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

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

O V E R

2 - Rotary International

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

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

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

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

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

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

Very truly yours

*J. F. Worley*

Chief, Exempt Organizations Branch

Construction within the Town of Bluffton shall only occur during the hours of 7:00am - 7:00pm Monday thru Saturday and 12:00pm - 7:00pm on Sunday.

Rotary Club of Bluffton  
PO BOX 142  
BLUFFTON SC 29910

of April in each year.

**Section 6-22-A License Tax.**

Renewal notices are mailed in January of each year to all active businesses.

**Renewal Process**

The provisions of this ordinance and the rates herein shall remain in effect from year to year as amended by Town Council. The purpose of raising revenue for the general fund through a privilege tax. Each license shall be issued for one (1) calendar year ending December 31.

**Section 6-21 Purpose and Duration of Business License**

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

# TOWN OF BLUFFTON

LIC-04-22-043949  
BUSINESS ID  
014395-2017  
DATE ISSUED  
April 06, 2022  
EXPIRES  
April 30, 2023

Rotary Club of Bluffton

COMPANY NAME

Rotary Club of Bluffton

DBA NAME

Non Profit - Other Similar Organizations (except Business, Professional, Labor, and Political Organizations)

BUSINESS TYPE

NON PROFIT ORGANIZATION/COMMUNITY SERVICE

DESCRIPTION/CONDITIONS

11 RECREATION CT  
BLUFFTON SC 29910  
PO BOX 142  
BLUFFTON SC 29910  
MAILING LOCATION

**BLUFFTON - ROTARY**  
**Budget Overview: 2024 Rotary Budget - Contribution**  
 July 2023 - June 2024

|   | Total            |
|---|------------------|
| <b>Income</b>                                   |                  |
| <b>Art &amp; Seafood Festival</b>               |                  |
| Art & Seafood Soiree'                           | 7,000            |
| Arts & Seafood Drinks Income                    | 30,000           |
| <b>Total Art &amp; Seafood Festival</b>         | <b>37,000</b>    |
| <b>CART Fund</b>                                | 1,000            |
| <b>CONTRIBUTIONS - Miscellaneous</b>            | 1,000            |
| <b>Foundation - Income (Cont) - Transferred</b> |                  |
| <b>from Op</b>                                  | 4,800            |
| <b>Happy Feet Grant</b>                         | 2,500            |
| <b>Mayfest Income</b>                           |                  |
| Mayfest Income - Beer                           | 20,000           |
| Mayfest Income - Merch                          | 4,000            |
| Mayfest Income - Sponsorships                   | 8,000            |
| ATAX Grant                                      | 24,000           |
| Mayfest Income - Vendor                         | 35,000           |
| <b>Total Mayfest Income</b>                     | <b>91,000</b>    |
| <b>Polio Plus - Income</b>                      | 3,720            |
| <b>Total Income</b>                             | <b>\$141,020</b> |
| <b>Expenses</b>                                 |                  |
| <b>Arts &amp; Seafood - Drinks Tent</b>         | 15,000           |
| <b>Bank Charges</b>                             | 100              |
| <b>CONTRIBUTIONS</b>                            |                  |
| Back to School                                  | 1,500            |
| <b>Bluffton PD-Balls</b>                        | 1,200            |
| <b>CART Fund</b>                                | 1,000            |
| <b>Contributions Committee</b>                  | 32,000           |
| <b>Foundation- Cont Acct - Expense</b>          | 21,000           |
| <b>Holiday Meals</b>                            | 1,000.00         |
| <b>Happy Feet program</b>                       | 8,000            |
| <b>Ronald McDonald House</b>                    | 1,000            |
| <b>Polio Plus</b>                               | 3,720            |
| <b>Scholarships</b>                             | 2,000            |
| <b>Student of the month</b>                     | 1,000            |
| <b>Total CONTRIBUTIONS</b>                      | <b>73,420</b>    |
| <b>Mayfest - Exp</b>                            |                  |
| Mayfest - Advertising/Promotional               | 15,000           |
| Mayfest - Entertainment                         | 7,500            |

|   |                  |
|---|------------------|
| Mayfest - Exp - Beer                    | 8,000            |
| Mayfest - Merchandise                   | 2,500            |
| Mayfest - Security/Police               | 7,000            |
| Mayfest - Transportation                | 5,000            |
| Mayfest - Trash/Bathrooms               | 5,000            |
| Mayfest - Vendor Lic                    | 2,000            |
| <b>Total Mayfest - Exp</b>              | <b>52,000</b>    |
| <b>Misc Contributions Not in Budget</b> | <b>0</b>         |
| <b>Total Expenses</b>                   | <b>\$140,520</b> |
| <b>Net Income</b>                       | <b>\$500</b>     |



# BLUFFTON - ROTARY

Attac

Section XII. Item #2.

## Profit and Loss July 2022 - June 2023

|   | TOTAL               |
|---|---------------------|
| Income                                  |                     |
| Art & Seafood Festival                  | 49,656.56           |
| Art & Seafood Soiree'                   | 5,000.00            |
| <b>Total Art &amp; Seafood Festival</b> | <b>54,656.56</b>    |
| BINGO                                   | 0.00                |
| CART Fund                               | 2,224.79            |
| CONTRIBUTIONS - Miscellaneous           | 3,394.80            |
| Foundation - Income (Op) - From Dues    | 4,656.73            |
| GUEST MEALS                             | 2,825.00            |
| Happy Feet                              | 2,500.00            |
| INITIATION FEE                          | 1,875.00            |
| Mayfest Income                          |                     |
| Mayfest Income - Drinks                 | 28,656.31           |
| Mayfest Income - Merch                  | 1,295.09            |
| Mayfest Income - Sponsorships           | 11,700.00           |
| Mayfest Income - Vendor                 | 35,312.28           |
| <b>Total Mayfest Income</b>             | <b>76,963.68</b>    |
| MERCHANDISE - ROTARY STORE              | 470.00              |
| Miscellaneous Sales                     | 285.00              |
| OYSTER ROAST                            |                     |
| OYSTER ROAST - Drinks                   | 6,338.22            |
| OYSTER ROAST - Tickets                  | 30,865.77           |
| <b>Total OYSTER ROAST</b>               | <b>37,203.99</b>    |
| Polio Plus - Income                     | 358.00              |
| QUARTERLY BREAKFAST                     | 54,350.00           |
| QUARTERLY DUES                          | 11,365.07           |
| QuickBooks Payments Sales               | 11.00               |
| ROTARY BADGES                           | 413.92              |
| ROTARY PINS                             | 210.00              |
| Unapplied Cash Payment Income           | 251.66              |
| <b>Total Income</b>                     | <b>\$254,015.20</b> |
| <b>GROSS PROFIT</b>                     | <b>\$254,015.20</b> |
| Expenses                                |                     |
| Arts & Seafood - Drinks Tent            | 23,567.95           |
| Bank Charges                            | 21.85               |
| Breakfast                               | 39,514.65           |
| Conferences                             | 45.00               |
| District Conference                     | 2,518.00            |
| PETS                                    | 436.88              |
| <b>Total Conferences</b>                | <b>2,999.88</b>     |

# BLUFFTON - ROTARY

Attac

Section XII. Item #2.

## Profit and Loss July 2022 - June 2023

|                                       | TOTAL            |
|---------------------------------------|------------------|
| <b>CONTRIBUTIONS</b>                  |                  |
| Back to School                        | 1,453.20         |
| Bluffton Police Dept. - Balls         | 1,125.03         |
| CART Fund                             | 2,224.79         |
| Charitable Giving Committee           | 65,300.00        |
| Foundation- Cont Acct - Expense       | 15,400.00        |
| Happy Feet program                    | 7,728.28         |
| Paul Harris Society                   | 335.00           |
| Polio Plus                            | 250.00           |
| Ronald McDonald House                 | 773.43           |
| Scholarships                          | 1,000.00         |
| Student of the month                  | 936.02           |
| <b>Total CONTRIBUTIONS</b>            | <b>96,525.75</b> |
| Credit Card Machine Expense           | 3,100.45         |
| District Governor Reception           | 91.14            |
| Dues and Subscriptions                |                  |
| Chamber of Commerce                   | 580.00           |
| ClubRunner                            | 885.00           |
| District Dues                         | 3,560.00         |
| Other Dues & Misc                     | 185.00           |
| Rotary International Dues             | 8,290.63         |
| <b>Total Dues and Subscriptions</b>   | <b>13,500.63</b> |
| Flowers/Memorials                     | 300.00           |
| Insurance Bonds                       | 1,376.00         |
| Licenses and Permits                  | 487.62           |
| Linens                                | 3,318.04         |
| Mayfest - Exp                         |                  |
| Mayfest - Advertising/Promotional     | 8,941.04         |
| Mayfest - Entertainment               | 7,161.42         |
| Mayfest - Exp - Drinks                | 7,377.22         |
| Mayfest - Merchandise                 | 2,850.47         |
| Mayfest - Security/Police             | 8,559.64         |
| Mayfest - Transportation              | 2,130.00         |
| Mayfest - Trash/Bathrooms             | 4,548.19         |
| Mayfest - Vendor Licenses and Refunds | 1,710.00         |
| <b>Total Mayfest - Exp</b>            | <b>43,277.98</b> |
| MERCH. - ROTARY STORE                 | 1,234.94         |
| Miscellaneous                         | 2,118.61         |
| Miscellaneous Contributions           | 7,254.57         |

# BLUFFTON - ROTARY

Attac

Section XII. Item #2.

## Profit and Loss

July 2022 - June 2023

|                                      | TOTAL                |
|--------------------------------------|----------------------|
| Oyster Roast Expenses                | 1,291.47             |
| Oyster Roast Expenses - Band         | 875.00               |
| Oyster Roast Expenses - Drinks       | 3,127.91             |
| Oyster Roast Expenses - Food         | 8,233.76             |
| Oyster Roast Expenses - Police       | 210.00               |
| Oyster Roast Expenses - Printing     | 150.52               |
| Oyster Roast Expenses - Waste        | 1,089.10             |
| <b>Total Oyster Roast Expenses</b>   | <b>14,977.76</b>     |
| Postage and Delivery                 | 156.00               |
| Rotary Shirts                        | 264.60               |
| Social Events - Expense              | 700.00               |
| 5th Wednesday                        | 1,870.00             |
| Board Meetings                       | 304.33               |
| Charter Night                        | 645.19               |
| Fire Side Chats                      | 205.58               |
| <b>Total Social Events - Expense</b> | <b>3,725.10</b>      |
| Storage - Compass                    | 4,266.00             |
| TELEPHONE & TABLETS                  | 5,203.60             |
| Uncategorized Expense                | 50.85                |
| <b>Total Expenses</b>                | <b>\$267,333.97</b>  |
| NET OPERATING INCOME                 | <b>\$ -13,318.77</b> |
| Other Income                         |                      |
| Other Income                         | 201.68               |
| <b>Total Other Income</b>            | <b>\$201.68</b>      |
| NET OTHER INCOME                     | <b>\$201.68</b>      |
| NET INCOME                           | <b>\$ -13,117.09</b> |

Bluffton Rotary Club  
Board Meeting Minutes  
24 July 2023

Absent: Rod Brooks, Cara Vercellone, Sam Keeler and Josh Artime

Guests: Member Steve Wallace

The meeting was called to order at 6:00 by President Mary O'Neill at Mary's home in Rose Hill.

Secretary: Dana Marsh's minutes were approved as written with a motion by Dean Turner and seconded by Mike Tripka.

President Mary O'Neill discussed:

1. Notebooks she constructed for each Board member that includes critical calendar dates, task listing for each Board member and instructions for accessing Rotary Club databases. She asked each person to review his/her task list to ensure accuracy and compliance.
2. District Governor Lou Mello's reception on 15 August. The receptions will be a joint reception with the Hilton Head Rotary Clubs and will be held at the Rotary Community Center. The following morning at our weekly breakfast the DG will address the Club followed by a round table discussion with Board members.
3. On behalf of Admin, Cara Vercellone, Mary reported that speakers and volunteers for the invoiceation are booked through September.

Past Treasurer, Steve Wallace presented a final review of the 2022-2023 Rotary year. With the exception of a few bills still open from Mayfest, Steve reported that the balance sheets looked healthy. He noted that some members still experienced difficulty receiving notice of dues in a timely manner. Treasurer, John Anderson suggested that when payment of dues coming up to put a notice in Club Runner. Sergeant at Arms, Ethan Cox stated that he will announce at breakfast.

Discussion ensued about the cost of doing business and the consideration of raising quarterly due prices. The final decision was to alert the membership at large about the potential and to revisit the discussion at a later date.

The proposed 2023-2024 was discussed in-depth and included debate about various activities that the Club regularly participates in, namely the holiday turkey drive. It was unanimously decided to add a line item to the budget rather than ask for donations toward this annual tradition. A proposal by Dean Turner and seconded by Dana Marsh was made to accept the budget as amended and to present it to the membership at large for a final vote.

Public Relations, Natalie Osterman stated that she has received positive remarks concerning the spotlight on member's testimony as to why they became a Rotarian. Her goal is to expand the Club's social media presence.

The meeting adjourned at 7:45.

*Addendum:* Mary O'Neill and John Anderson presented the proposed budget to the membership on the 26 July regular meeting. There were no questions. Dean Turner proposed that the budget be accepted as written, seconded by Dana Marsh. The budget passed unanimously.

# BLUFFTON - ROTARY

## Budget Overview: 2023 Rotary Budget - Contribution - FY23 P&L

July 2022 - June 2023

|  | TOTAL               |
|--|---------------------|
| Income   |                     |
| Art & Seafood Festival                           |                     |
| Art & Seafood Soiree'                            | 5,000.00            |
| Arts & Seafood Drinks Income                     | 30,000.00           |
| <b>Total Art &amp; Seafood Festival</b>          | <b>35,000.00</b>    |
| CART Fund  | 400.00              |
| CONTRIBUTIONS - Miscellaneous                    | 500.00              |
| Foundation - Income (Cont) - Transferred from Op | 4,400.00            |
| Happy Feet                                       | 7,300.00            |
| Mayfest Income                                   |                     |
| Mayfest Income - Drinks                          | 19,000.00           |
| Mayfest Income - Merch                           | 3,000.00            |
| Mayfest Income - Sponsorships                    | 8,000.00            |
| Mayfest Income - Vendor                          | 32,000.00           |
| <b>Total Mayfest Income</b>                      | <b>62,000.00</b>    |
| Polio Plus - Income                              | 3,520.00            |
| <b>Total Income</b>                              | <b>\$113,120.00</b> |
| <b>GROSS PROFIT</b>                              | <b>\$113,120.00</b> |
| Expenses   |                     |
| Arts & Seafood - Drinks Tent                     | 16,000.00           |
| Bank Charges                                     | 100.00              |
| CONTRIBUTIONS                                    |                     |
| Back to School                                   | 1,500.00            |
| Bluffton Police Dept. - Balls                    | 1,200.00            |
| CART Fund  | 400.00              |
| Charitable Giving Committee                      | 20,000.00           |
| Foundation- Cont Acct - Expense                  | 15,400.00           |
| Happy Feet program                               | 7,300.00            |
| Little Library                                   | 300.00              |
| Polio Plus                                       | 3,520.00            |
| Ronald McDonald House                            | 1,600.00            |
| Scholarships                                     | 2,000.00            |
| Student of the month                             | 1,000.00            |
| <b>Total CONTRIBUTIONS</b>                       | <b>54,220.00</b>    |
| Mayfest - Exp                                    |                     |
| Mayfest - Advertising/Promotional                | 8,000.00            |
| Mayfest - Entertainment                          | 6,000.00            |
| Mayfest - Exp - Drinks                           | 8,000.00            |
| Mayfest - Merchandise                            | 2,500.00            |
| Mayfest - Security/Police                        | 7,000.00            |
| Mayfest - Transportation                         | 5,000.00            |
| Mayfest - Trash/Bathrooms                        | 3,500.00            |
| Mayfest - Vendor Licenses and Refunds            | 2,000.00            |

BLUFFTON - ROTARY

Budget Overview: 2023 Rotary Budget - Contribution - FY23 P&L  
July 2022 - June 2023

|                      | TOTA        |
|----------------------|-------------|
| Total Mayfest - Exp  | 42,000.0    |
| Total Expenses       | \$112,320.0 |
| NET OPERATING INCOME | \$800.0     |
| NET INCOME           | \$800.0     |

# ACCOMMODATIONS TAX ADVISORY COMMITTEE

## STAFF REPORT

### Department of Finance & Administration



MEETING DATE: February 20, 2024  
 SUBJECT: The Rotary Club of Bluffton: 2024 Mayfest Weekend in Bluffton  
 PROJECT MANAGER: Shannon Milroy, Budget, Grants & Procurement Administrator

Summarized below is the application from The Rotary Club of Bluffton for Accommodations Tax grant dollars in support of advertising and tourist transportation for the 2024 Mayfest Weekend in Bluffton.

**Total Budget:** \$52,000  
**Requested Amount:** \$15,000  
**Percentage of Request^:** 29%

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

| Eligible Tourism-Related Expense Categories<br>(per SC Code of Laws) | Total Budget<br>for Category |   | Budget Items<br>Recommended<br>for ATAX<br>Funds |
|--|------------------------------|---|--|
| Advertising & Promotion of Tourism or Arts and Cultural Events       | \$15,000                     |   | \$ 15,000  |
| Facilities for Civic and Cultural Events                             | 5,000                        |   |  |
| Public Facilities  | -                            |   |  |
| Municipality and County Services                                     | 7,000                        | * | 5,000  |
| Tourist Transportation   | 5,000                        | * | 5,000  |
| Other/Ineligible Project Expenses                                    | 20,000                       |   |  |
| <b>Total</b>   | <b>\$52,000</b>              |   | <b>\$ 25,000</b>                                 |

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

#### Budgeted Eligible Expenses:

##### Advertising & Promotion:

Total budget \$15,000

- Types of advertising and promotion not specifically indicated in application

##### Facilities for Civic and Cultural Events:

Total budget \$5,000

- Trash/Restrooms for attendees

##### Municipality and County Services:

Total budget \$7,000

- Event Security/Police

##### Tourist Transportation:

Total budget \$5,000

- Shuttles for attendees

##### Other/Ineligible Project Expenses:

Total Budget: \$20,000

- Entertainment, Vendor License, and beer and merchandise for resell.

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

| Amount Recommended | Advertising (15) | Festival/Event (5) | Bluffton Event (5) | Tourism Draw % (5) | Benefit to Tourism (5) | Self-Sufficiency % (5) | Total of 40 possible | Comments |
|--------------------|------------------|--------------------|--------------------|--------------------|------------------------|------------------------|----------------------|----------|
| \$15,000           | 12               | 5                  | 53                 | 5                  | 5                      | 35                     |                      |          |

Advertising: Comprises 100% of the requested funds. Specific markets, publications or other vehicles of promotion were not indicated in the application.

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

Bluffton Event: Mayfest is held in Old Town Bluffton.

Tourism Draw %: Tourists comprised 23% of the 2023 Mayfest Event attendees; zip codes were collected on the shuttles.

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

Self-Sufficiency % (Financial Need): Eligible amount requested is 29% of total expenses budget. Revenues of \$67,000 (not including an ATAX award) are anticipated from merchandise and concession sales, vendor fees and sponsorships.

| Previous Funding Amounts |                  |             |                                   |                       |             |  |
|--------------------------|------------------|-------------|-----------------------------------|-----------------------|-------------|--|
| Fiscal Year              | Requested Amount | % of Budget | Advisory Committee Recommendation | Town Council Approved | Expended    | Comments   |
| 2023                     | \$15,000         | 36%         | \$15,000                          | \$15,000              | \$11,071.04 | "Expended" figure included on submitted Final Report; Reimbursement request/documentation not yet received |

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$25,000 for advertising and promotion, restrooms, trash, and trolley service expenses.



## TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section XII. Item #2.

Entity: **HHI-Bluffton Chamber of Commerce** Project: **2024 Bluffton Vacation Planner**Project Type: **Marketing**

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

## TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section XII. Item #2.

Entity: **Gullah Traveling Theater**Project: **Gullah Kinfolk Come to Bluffton**Project Type: **Event/Festival**

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

## TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section XII. Item #2.

Entity: Old Town Bluffton Merchants Society Project: Bluffton as a Destination

Project Type: Marketing

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

## TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section XII. Item #2.

Entity: **The Rotary Club of Bluffton**Project: **2024 MayFest Weekend in Bluffton**Project Type: **Event/Festival**

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

| Grant Requests   | Amount Requested    | Advisory Committee Recommendation | Town Council Approved | Paid FY 2022     | Paid FY 2023      | LAPSED FY 2023   | Paid FY 2024      | LAPSED FY 2024  | Remaining           |
|--|---------------------|-----------------------------------|-----------------------|------------------|-------------------|------------------|-------------------|-----------------|---------------------|
| <b>Applications Received September 30, 2021</b>  |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| Farmers Market of Bluffton   | \$ 37,900           | \$ 37,900                         | \$ 37,900             | \$ 18,007        | \$ 19,893         | \$ -             | \$ -              | \$ -            | \$ -                |
| Hilton Head Symphony Orchestra: Holiday Pops Concert                                     | 5,000               | 5,000                             | 5,000                 | 5,000            | -                 | -                | -                 | -               | -                   |
| May River Theatre, Inc.: Advertising for 2022 Season                                     | 11,481              | 11,481                            | 11,481                | -                | 6,143             | -                | -                 | 5,338           | (0)                 |
| SC Lowcountry Tourism: Promotion of Bluffton   | 25,755              | 25,755                            | 25,755                | -                | -                 | -                | -                 | -               | 25,755              |
| <b>Total Grants for 1st Quarter Payments</b>   | <b>\$ 80,136</b>    | <b>\$ 80,136</b>                  | <b>\$ 80,136</b>      | <b>\$ 23,007</b> | <b>\$ 26,036</b>  | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ 5,338</b> | <b>\$ 25,755</b>    |
| <b>Applications Received December 30, 2021</b>   |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| May River Theatre, Inc.: Advertising for 2022 Season                                     | \$ 22,195           | \$ 21,217                         | \$ 21,217             | \$ -             | \$ 6,262          | \$ -             | \$ -              | \$ -            | \$ 14,954           |
| Old Town Bluffton Merchants Society: Marketing   | 16,000              | 16,000                            | 16,000                | 7,322            | -                 | -                | -                 | -               | 8,678               |
| Town of Bluffton - Squire Pope Cottage   | 215,000             | 215,000                           | 215,000               | -                | 215,000           | -                | -                 | -               | -                   |
| <b>Total Grants for 2nd Quarter Payments</b>   | <b>\$ 253,195</b>   | <b>\$ 252,217</b>                 | <b>\$ 252,217</b>     | <b>\$ 7,322</b>  | <b>\$ 221,262</b> | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>     | <b>\$ 23,632</b>    |
| <b>Applications Received March 31, 2022</b>  |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| Bluffton MLK Observance Committee: Juneteenth 2022                                       | \$ 28,400           | \$ 21,774                         | \$ 21,774             | \$ -             | \$ 16,881         | \$ -             | \$ -              | \$ -            | \$ 4,893            |
| Boys & Girls Club of the Lowcountry: Bike Bluffton                                       | 10,000              | 10,000                            | 10,000                | -                | 5,000             | 5,000            | -                 | -               | -                   |
| Bluffton Gullah Heritage Center  | 60,000              | -                                 | 60,000                | -                | -                 | -                | -                 | -               | 60,000              |
| Hilton Head Symphony Orchestra: 2022 Bluffton Concerts                                   | 38,374              | 38,374                            | 38,374                | -                | 33,499            | -                | -                 | -               | 4,875               |
| Historic Bluffton Foundation: Heyward House Welcome Center                               | 175,000             | 175,000                           | 175,000               | -                | 89,432            | -                | 68,865            | -               | 16,702              |
| Society of Bluffton Artists: Promoting Arts in the Lowcountry                            | 16,063              | 16,063                            | 16,063                | 2,076            | 10,183            | -                | -                 | -               | 3,804               |
| <b>Total Grants for 3rd Quarter Payments</b>   | <b>\$ 327,837</b>   | <b>\$ 261,211</b>                 | <b>\$ 321,211</b>     | <b>\$ 2,076</b>  | <b>\$ 154,995</b> | <b>\$ 5,000</b>  | <b>\$ 68,865</b>  | <b>\$ -</b>     | <b>\$ 90,274</b>    |
| <b>Applications Received June 30, 2022</b>   |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| Historic Bluffton Arts & Seafood Festival  | \$ 80,000           | \$ 80,000                         | \$ 80,000             | \$ -             | \$ 53,528         | \$ -             | \$ 26,472         | \$ -            | \$ -                |
| <b>Total Grants for 4th Quarter Payments</b>   | <b>\$ 80,000</b>    | <b>\$ 80,000</b>                  | <b>\$ 80,000</b>      | <b>\$ -</b>      | <b>\$ 53,528</b>  | <b>\$ -</b>      | <b>\$ 26,472</b>  | <b>\$ -</b>     | <b>\$ -</b>         |
| <b>Applications Received September 30, 2022</b>  |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| Farmers Market of Bluffton   | \$ 50,500           | \$ 50,500                         | \$ 50,500             | \$ -             | \$ 16,951         | \$ -             | \$ 13,468         | \$ -            | \$ 20,081           |
| May River Theatre, Inc.: Advertising for 2023 Season                                     | 38,715              | 38,715                            | 38,715                | -                | 24,187            | -                | 10,994            | -               | 3,534               |
| Lowcountry Online Journalism Initiative: Bluffton Newcomers Guide                        | 29,500              | -                                 | -                     | -                | -                 | -                | -                 | -               | -                   |
| Town of Bluffton: Squire Pope Carriage House Restoration                                 | 457,026             | 457,026                           | 457,026               | -                | -                 | -                | -                 | -               | 457,026             |
| <b>Total Grants for 1st Quarter Payments</b>   | <b>\$ 575,741</b>   | <b>\$ 546,241</b>                 | <b>\$ 546,241</b>     | <b>\$ -</b>      | <b>\$ 41,138</b>  | <b>\$ -</b>      | <b>\$ 24,462</b>  | <b>\$ -</b>     | <b>\$ 480,641</b>   |
| <b>Applications Received December 31, 2022</b>   |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| Palmetto Bluff Conservancy: Dubby Boat for Tours   | \$ 35,000           | \$ 35,000                         | \$ 35,000             | \$ -             | \$ 17,500         | \$ 17,500        | \$ -              | \$ -            | \$ -                |
| The Rotary Club of Bluffton: Mayfest Weekend in Bluffton (2023)                          | 15,000              | 15,000                            | 15,000                | -                | -                 | -                | -                 | -               | 15,000              |
| Old Town Bluffton Merchants Society: Bluffton as a Destination                           | 14,000              | 14,000                            | 14,000                | -                | 8,586             | -                | -                 | -               | 5,414               |
| <b>Total Grants for 2nd Quarter Payments</b>   | <b>\$ 64,000</b>    | <b>\$ 64,000</b>                  | <b>\$ 64,000</b>      | <b>\$ -</b>      | <b>\$ 26,086</b>  | <b>\$ 17,500</b> | <b>\$ -</b>       | <b>\$ -</b>     | <b>\$ 20,414</b>    |
| <b>Applications Received March 31, 2023</b>  |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| BlacQuity: Roots & River Festival  | \$ 28,135           | \$ 11,000                         | \$ 11,000             | \$ -             | \$ -              | \$ -             | \$ -              | \$ -            | \$ 11,000           |
| Bluffton MLK Observance Committee: Bluffton Juneteenth Celebration                       | 20,000              | 20,000                            | 20,000                | -                | 13,571            | -                | -                 | -               | 6,429               |
| Hilton Head Symphony Orchestra: 2023 Bluffton Concerts                                   | 48,628              | 48,628                            | 48,628                | -                | -                 | -                | -                 | -               | 48,628              |
| Historic Bluffton Foundation: Heyward House Welcome Center                               | 150,000             | 150,000                           | 150,000               | -                | -                 | -                | -                 | -               | 150,000             |
| Society of Bluffton Artists: Promoting the Arts in the Lowcountry and Beyond             | 15,000              | 15,000                            | 15,000                | -                | 2,587             | -                | 11,815            | -               | 598                 |
| <b>Total Grants for 3rd Quarter Payments</b>   | <b>\$ 261,763</b>   | <b>\$ 244,628</b>                 | <b>\$ 244,628</b>     | <b>\$ -</b>      | <b>\$ 16,158</b>  | <b>\$ -</b>      | <b>\$ 11,815</b>  | <b>\$ -</b>     | <b>\$ 216,654</b>   |
| <b>Applications Received June 30, 2023</b>   |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| BlacQuity: Roots & River Festival - Revised Request                                      | \$ 10,836           | \$ 10,836                         | \$ 10,836             | \$ -             | \$ -              | \$ -             | \$ -              | \$ -            | \$ 10,836           |
| Bluffton Boys & Girls Club: 2023 Bike Bluffton   | 21,650              | 21,650                            | 21,650                | -                | -                 | -                | 19,855            | -               | 1,795               |
| Bluffton Gullah Cultural Heritage Center: Exterior/Deconstruction/Stabilization          | 350,000             | 350,000                           | 175,000               | -                | -                 | -                | -                 | -               | 175,000             |
| Campbell Chapel Community Development: Restoration of the Historic Campbell Chapel       | 200,000             | 138,874                           | 127,000               | -                | -                 | -                | -                 | -               | 127,000             |
| Coastal Conservation Association: Celebrating Conservation Weekend in Bluffton           | 10,000              | 10,000                            | 10,000                | -                | -                 | -                | -                 | -               | 10,000              |
| Congregation Beth Yam: Town of Bluffton Hanukkah Celebrations                            | 6,000               | 6,000                             | 6,000                 | -                | -                 | -                | -                 | -               | 6,000               |
| Historic Bluffton Arts & Seafood Festival  | 80,000              | 80,000                            | 80,000                | -                | -                 | -                | -                 | -               | 80,000              |
| <b>Total Grants for 4th Quarter Payments</b>   | <b>\$ 678,486</b>   | <b>\$ 617,360</b>                 | <b>\$ 430,486</b>     | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ 19,855</b>  | <b>\$ -</b>     | <b>\$ 410,631</b>   |
| <b>Applications Received September 30, 2023</b>  |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| The New Bluffton Worship: Christmas Eve Under the Stars                                  | \$ 23,110           | \$ 15,280                         | \$ 15,280             | \$ -             | \$ -              | \$ -             | \$ -              | \$ -            | \$ 15,280           |
| Gullah Travelling Theater, Inc.: Gullah Kinfolk Come to Bluffton                         | 18,791              | -                                 | -                     | -                | -                 | -                | -                 | -               | -                   |
| May River Theatre, Inc.: Advertising & Royalty Funding for 2024 Season                   | 39,801              | 39,801                            | 39,801                | -                | -                 | -                | -                 | -               | 39,801              |
| Farmers Market of Bluffton: 2024 Expenses  | 55,300              | 55,300                            | 55,300                | -                | -                 | -                | -                 | -               | 55,300              |
| Hilton Head Island-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner | 45,000              | -                                 | -                     | -                | -                 | -                | -                 | -               | -                   |
| <b>Total Grants for 1st Quarter Payments</b>   | <b>\$ 182,002</b>   | <b>\$ 110,381</b>                 | <b>\$ 110,381</b>     | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>     | <b>\$ 110,381</b>   |
| <b>Applications Received December 31, 2023</b>   |                     |                                   |                       |                  |                   |                  |                   |                 |                     |
| Hilton Head Island-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner | \$ 45,000           | \$ 45,000                         | \$ -                  | \$ -             | \$ -              | \$ -             | \$ -              | \$ -            | \$ -                |
| Gullah Travelling Theater, Inc.: Gullah Kinfolk Come to Bluffton                         | 26,841              | 9,750                             | -                     | -                | -                 | -                | -                 | -               | -                   |
| Old Town Bluffton Merchants Society: 2024 Bluffton as a Destination                      | 28,500              | 28,500                            | -                     | -                | -                 | -                | -                 | -               | -                   |
| The Rotary Club of Bluffton: 2024 MayFest Weekend  | 15,000              | 25,000                            | -                     | -                | -                 | -                | -                 | -               | -                   |
| <b>Total Grants for 2nd Quarter Payments</b>   | <b>\$ 115,341</b>   | <b>\$ 108,250</b>                 | <b>\$ -</b>           | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>     | <b>\$ -</b>         |
| <b>Total Grants</b>  | <b>\$ 2,618,501</b> | <b>\$ 2,364,423</b>               | <b>\$ 2,129,300</b>   | <b>\$ 32,405</b> | <b>\$ 539,204</b> | <b>\$ 22,500</b> | <b>\$ 151,470</b> | <b>\$ 5,338</b> | <b>\$ 1,378,383</b> |

Recommendation of Motions

- a. "I make a motion to grant Hilton Head Island-Bluffton Chamber of Commerce \$45,000 in support of the 2024 Official Bluffton Vacation Planner as presented in the Staff Report breakdown for advertising and promotion of tourism expenses."
- b. "I make a motion to grant Hilton Head Island-Bluffton Chamber of Commerce \$45,000 in support of the 2024 Official Bluffton Vacation Planner as presented in the Staff Report breakdown for advertising and promotion of tourism expenses."
- c. "I make a motion to grant Old Town Bluffton Merchants Society \$28,500 in support of the 2024 Bluffton as a Destination project as presented in the Staff Report breakdown for advertising and promotion of tourism expenses."
- d. "I make a motion to grant The Rotary Club of Bluffton \$25,000 in support of the 2024 MayFest Weekend in Bluffton project as presented in the Staff Report breakdown for advertising and promotion of tourism, municipality services, and tourist transportation expenses."

## TOWN COUNCIL

## STAFF REPORT

## Growth Management Department



|                         |  |
|-------------------------|--|
| <b>MEETING DATE:</b>    | March 12, 2024   |
| <b>PROJECT:</b>         | Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, including Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance), Sec. 3.18 (Certificate of Appropriateness-Historic District); Sec. 3.19 (Site Feature Permit-Historic District); and, Sec. 3.25 (Designation of Contributing Resources); Article 4 – Zoning Districts, Table 4.3 (Uses by District); Article 5 – Design Standards, Sec. 5.10 (Stormwater); 5.11 (Parking); and, Sec. 5.15 (Old Town Bluffton Historic District); and, Article 9 – Definitions and Interpretations, Sec. 9.2 (Defined Terms) |
| <b>PROJECT MANAGER:</b> | Kevin Icard, AICP<br>Director of Growth Management   |

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

**REQUEST:** The UDO Administrator requests Town Council approval of Certain Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, including:

Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance), Sec. 3.18 (Certificate of Appropriateness-Historic District); Sec. 3.19 (Site Feature Permit-Historic District); and, Sec. 3.25 (Designation of Contributing Resources); Article 4 – Zoning Districts, Table 4.3 (Uses by District); Article 5 – Design Standards, Sec. 5.10 (Stormwater); 5.11 (Parking); and, Sec. 5.15 (Old Town Bluffton Historic District); and, Article 9 – Definitions and Interpretations, Sec. 9.2 (Defined Terms).

**HISTORY:** Most of the proposed amendments were previously discussed by the Historic Preservation Commission (HPC) on March 1, 2023 (as applicable), recommended for approval by the Planning Commission on April 26, 2023 with a couple of modifications, approved by Town Council on first reading (July 11, 2023), and subsequently withdrawn by Town Council at the public hearing/final reading held on September 12, 2023.

Given lengthy discussion regarding some of the Old Town Bluffton Historic District preservation and parking-related amendments at the public hearing, it was determined that further discussion at a joint Town Council-Planning Commission meeting in January, 2024 might be in order. This resulted in the amendments being withdrawn rather than continued. With additional information since the public hearing, as well as a joint Town Council-Planning Commission meeting held last year to discuss these same amendments, it was determined that another joint meeting would be unnecessary. Since the September Town Council meeting, Town Staff made some minor reformatting changes to Sec. 5.15, Old Town Bluffton Historic District.

On January 3, 2024, the HPC discussed the proposed historic preservation-related amendments. Per the UDO, HPC is not charged with providing a recommendation to the Planning Commission regarding text amendments; however, HPC desires to be made aware of applicable amendments and to provide comments. The HPC did not recommend any changes to the preservation amendments as proposed.

At its January 24, 2024 meeting, the Planning Commission recommended approval of the staff recommendation with the following changes: 1) a revision to a proposed Middle Housing Type comparison characteristic; and, 2) a reduction of the width of vehicular garage openings in Old Town Bluffton Historic District from 12 feet to 10 feet when there are two vehicular openings, and 12 feet when there is one such opening.

Since September 2023 other UDO amendments have been proposed by Town Staff related to parking, land use, and stormwater. For parking, revisions to certain angle parking dimensions to improve parking safety are proposed, and the storefront manufacturing use in the Neighborhood General-Historic District is proposed as a conditional use. These items were recommended for approval at the January 24, 2024 Planning Commission meeting.

On February 28, 2024, the Planning Commission reviewed amendments related to stormwater regulations and certificates of construction compliance. These amendments were approved as proposed by Town Staff. An overview of the amendments is provided in the next section of this report, and the amendments are shown in Attachment 2.



**BACKGROUND:** From time to time, amendments to the UDO are necessary to address insufficient procedural processes and standards that are lacking or that may allow development that is inconsistent with the Town’s vision. The proposed amendments are highlighted below and are provided as attachments:

- **Certificate of Appropriateness – Historic District (Previous):** A COFA-HD is required for certain activities within Old Town Bluffton Historic District. The proposed amendments to this section identify those activities with more specificity than presently exists, as well as the review processes and criteria to be applied to each activity. Activities include New Construction, Alterations, Relocation and Demolition of a structure. For the latter three, procedures and criteria are provided for both contributing and non-contributing structures (i.e., whether the structure contributes historically to the district or not). These amendments will streamline the COFA-HD review process and will be supplemented by guidelines for relocation and demolition, which will be presented to Town Council for adoption by resolution. The guidelines will include supplemental information, such as building documentation to be provided to the Town before relocation and demolition occurs, and how salvaged historic components are to be identified and stored. (Attachment 2)
- **Designation of Contributing Resources (Previous):** The UDO includes a formal process for listing a structure, object or site as a contributing resource to the Old Town Bluffton Historic District. However, it does not include a process for removing the designation. Reasons for the removal may relate to an absence of those elements that were applied at the time of designation, or the desire of a property owner. (Attachment 2)
- **Accessory Structures (Carriage House Building Type, Sheds and Garden Structures) (Previous):** Presently, the UDO is silent regarding accessory structures that are between 121 square feet and 249 square feet. Any accessory structure less than 121 square feet is a “garden structure,” and any accessory structure greater than 249 square feet is a “carriage house” building type (which could be a stand-alone accessory dwelling, garage or combination thereof). The proposed amendments would close this gap, including providing related and necessary definitions. Amendments to the Carriage House building type are also proposed to update its characteristics. Related UDO sections to be amended include: 3.19 (Site Feature Historic District Permit); 5.15.5 (Old Town Bluffton Historic District, General Standards, various sub-sections); and 9.2 (Defined Terms). (Attachment 2)
- **Miscellaneous Standards (Previous):** Amendments are proposed to revise front build-to zones for certain building types on the Neighborhood Center-HD and Neighborhood Core-HD districts, to add or update definitions, and correct typos. (Attachment 2)

- **Parking (Previous and New):** Amendments include: 1) a cross-reference to parking requirements in Old Town Bluffton Historic District; 2) removal of the allowance to apply parking at a public facility located within 500 feet of a property towards the required parking calculation; 3) a change of parking space requirements from maximum to minimum requirements (Table 5.11.3.c); 4) elimination of the ability to the UDO Administrator to reduce minimum parking requirements as a variance process is available; 5) a reduction of the percentage of parking spaces that may be identified as compact from 25% of all spaces to 10% of all spaces when at least 25 parking spaces are provided (and providing for dimensional requirements); 6) elimination of the ability to apply golf cart parking spaces towards the required parking calculation (and providing for dimensional requirements); 7) a requirement for accessory dwelling units to provide one parking space (presently, requirement is two spaces per dwelling unit); 8) Parking space dimensions would be revised for some angled parking to avoid vehicular encroachment into drive aisles and parallel parking dimensions would be slightly increased to accommodate larger vehicles and, 9) correction of typos. (Attachment 2)
- **Development and Stormwater Surety (New):** The proposed amendment provides more specificity regarding when a Stormwater Surety will be accepted (when the Final Development Plan and/or a Stormwater Permit is approved). (Attachment 2)
- **Certificate of Construction Compliance (New):** This UDO section (3.14) was amended in 2023. However, implementation revealed the need to allow building permits to be issued for commercial development, including multi-family residential, when less than 75% of the required improvements, including landscaping, have been installed. As presently required, a Temporary Certificate of Construction Compliance may be issued when the 75% threshold is achieved for all development types; however, problems such as timing and financing make it difficult for commercial developers to comply. The proposed change would allow commercial developers to obtain a building permit but would require a Final Certificate of Construction Compliance before a Certificate of Occupancy could be issued for a completed building. (Attachment 2)
- **Stormwater (New):** The stormwater amendments would make a distinction between development and redevelopment as it relates to the size of land disturbance, which triggers stormwater improvements and grading plan requirements. (Attachment 2)
- **Storefront Manufacturing (New):** The proposed amendment would allow the Storefront Manufacturing use in the Neighborhood General – Historic District zone as a conditional use. This use primarily functions as a commercial store but may have some related manufacturing, assembly and packaging of items that is not discernible from the exterior. (Attachment 2)

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

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

**Finding.** The preservation-related proposed amendments support the Comprehensive Plan goal to “[p]reserve the Town’s historic and cultural resources,” as well as to review and update the Stormwater Ordinance as needed. The other amendments have no relationship to this criterion.

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

**Finding.** The preservation-related amendments will help to better retain the Town’s traditional pattern of development and its older structures, which supports a more sustainable and authentic environment, and which aligns with best practices for historic preservation.

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

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

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

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

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

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

**NEXT STEPS:**

| UDO Text Amendment Procedure                                    | Date  | Complete |
|---|---|----------|
| Step 1. Historic Preservation Commission Discussion             | 2023: March 1<br>2024: January 3  | ✓        |
| Step 2. Planning Commission Public Hearing and Recommendation   | 2023: March 22, April 26,<br>May 24, June 28<br>2024: January 24, February 28 | ✓        |
| Step 3. Town Council – 1st Reading                              | 2023: July 11<br>2024: March 12   | ✓        |
| Step 4. Town Council Meeting – Final Reading and Public Hearing | 2023: September 12<br>2024: April 9   | ✓        |

**TOWN COUNCIL ACTIONS:** As granted by the powers and duties set forth in Sec. 2.2.6.C.4 of the UDO, Town Council has the authority to take the following actions with respect to this application:

1. Approval of the application as submitted;
2. Approval of the application with amendments; or
3. Denial of the application as submitted by the Applicant.

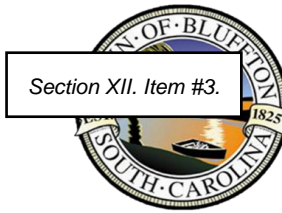
**ATTACHMENTS:**

1. Presentation
2. Proposed Amendments with Explanation
3. Proposed Ordinance and Amendments
4. Suggested Motion

# **Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Various Sections**

**Presentation to Town Council  
March 12, 2024  
Department of Growth Management  
Kevin Icard, AICP**

# **UDO Amendments – 2023 and 2024**



**To support the Town’s *Strategic Plan* to annually assess and propose amendments to the Unified Development Ordinance related to the “Community Quality of Life” strategic focus area.**

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**January 17, 2023** – Joint Town Council & Planning Commission Workshop

**March 1, 2023** – Historic Preservation Commission Workshop

**March 22, 2023** – Planning Commission Public Hearing

**April 26, 2023** – Planning Commission Public Hearing

**May 24, 2023** – Planning Commission Public Hearing

**June 28, 2023** – Planning Commission Public Hearing

**July 11, 2023** – Town Council (First Reading)

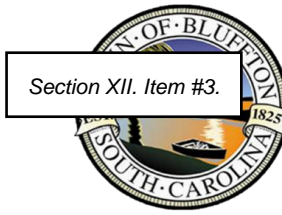
**September 12, 2023** – Town Council (Second Reading & Public Hearing)

**January 17, 2024** – Historic Preservation Commission Workshop

**January 23, 2024** – Planning Commission Public Hearing

**February 28, 2024** – Planning Commission Public Hearing

# Overview of Proposed UDO Amendments



## Sec. 3.13, Development and Stormwater Surety (New-2024)

To better distinguish between Development and Stormwater surety requirements, and to add more specificity to the stormwater requirements

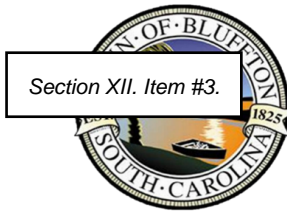
## Sec. 3.14, Certificate of Construction Compliance or CCC (New-2024)

Revision to allow Commercial development to obtain a Building Permit without a Temporary CCC (as is required for Single-family Residential) due to construction timing and financing difficulties. No Certificate of Occupancy can be obtained unless a Final CCC has been issued by the Town.

## Sec. 5.10, Stormwater (New-2024)

To make a distinction between Development and Redevelopment with regard to area of land disturbance, which may trigger stormwater and grading plan requirements.

# Overview of Proposed UDO Amendments



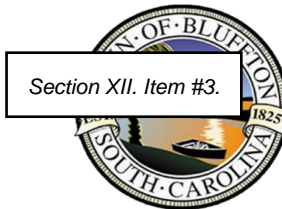
## Sec. 5.11: Parking (Previously Reviewed by Town Council-2023)

- 1) Allow compact parking spaces for non-residential uses only when there are 25 or more parking spaces—reduces percentage from 25% to 10%;
- 2) Eliminate the ability to use public parking facilities within 500 feet from counting towards required parking;
- 3) Change the number of parking spaces to be provided from maximum to minimum; and,
- 4) Eliminate golf carts spaces from counting towards required parking.

**(New-2024):** Increase angle parking space dimensions slightly for 30°, 45° and 60° parking (stall depth, curb length) and parallel parking to better accommodate all vehicle sizes without encroaching into a drive aisle.



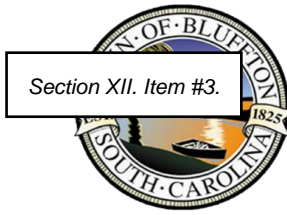
# Overview of Proposed UDO Amendments



## Table 4.3, Storefront Manufacturing (New-2024)

Addition of Storefront Manufacturing use to the NG-HD district as a conditional use. While primarily engaged in commercial sales, a Storefront Manufacturing use may have low intensity manufacturing, assembly and packaging activities that do not affect neighbors (e.g., leather goods).

# Overview of Proposed Amendments



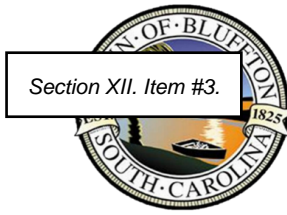
## Sec. 5.15: Certificate of Appropriateness (COFA-HD)

- 1) Provide a process for relocation of buildings in the Old Town Bluffton Historic District;
- 2) Require Development Plan approval before COFA-HD review;
- 3) Distinguish Sheds from Garden Structures,
- 4) Increase front build-to zone in the NC-HD and NCE-HD districts, 5-10 feet;
- 5) Increase side yard setback in NCE-HD for four building types from five (5) to eight (8) feet);
- 6) Add a Medium House Type to prevent over use of Additional Building Type; and,
- 7) Minor reformatting.

### **The Planning Commission proposed two amendments:**

- **Medium House Type Characteristic** (revise wording to state that MHT is larger than a cottage)
- **Vehicular Opening Width** (Revise garage width openings to allow a maximum of 12ft for one opening and a maximum 10ft for two openings)

# Text Amendment Review Criteria



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

The preservation-related proposed amendments support the Comprehensive Plan goal to “[p]reserve the Town’s historic and cultural resources,” and the stormwater amendments support the goal to review and update the Stormwater Ordinance, as needed.

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

Some of the proposed amendments will help to better retain the Town’s traditional pattern of development and its older structures, which supports a more sustainable and authentic environment, and which aligns with best practices for historic preservation. Allowing the storefront manufacturing use in Old Town supports the economic trend to allow small-scale manufacturing uses in “downtown” areas.

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

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

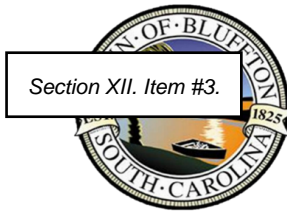
4. **Section 3.5.3.D. Impact of the proposed amendment on the provision of public services.**

The amendment has no relationship to this criterion.

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

Complies.

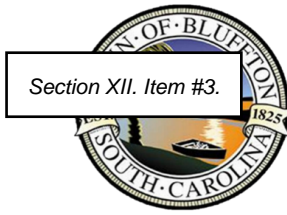
# *Town Council Action*



As granted by the powers and duties set forth in Section 2.2.6.C.4 of the UDO, Town Council has the authority to take the following actions with respect to this application:

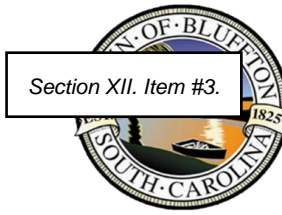
1. Approve the application as submitted;
2. Approve the application with amendments; or
3. Deny the application as submitted.

# Next Steps



| UDO Text Amendment Procedure                                    | Date   | Complete |
|---|--|----------|
| Step 1. Historic Preservation Commission Discussion             | 2023: March 1<br>2024: January 3   | ✓        |
| Step 2. Planning Commission Public Hearing and Recommendation   | 2023: March 22, April 26, May 24, June 28<br>2024: January 24, February 28 | ✓        |
| Step 3. Town Council – 1st Reading                              | 2023: July 11<br>2024: March 12  | ✓        |
| Step 4. Town Council Meeting – Final Reading and Public Hearing | 2023: September 12 (portion withdrawn)<br>2024: April 9                    | ✓        |

# *Motion – Approve with Amendments*



*I move to **Approve** the amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, as submitted with the following amendment(s):*

- 1. **Sec. 5.15.8.I. (Medium House Type):** A revision of the characteristic “Larger than a cottage and smaller than a Village House” to “Larger than a cottage.”; and,*
- 2. **Sec. 5.15.8.F. (Carriage Houses):** A revision to limit garages with one vehicular opening to an opening no greater than 12 feet in width; and garages with two vehicular openings to openings no greater than 10 feet in width.*

# *QUESTIONS & DISCUSSION*

### 3.13 Development Surety and Stormwater Surety

*Proposed Change: To create separate and distinct requirements for development and stormwater sureties.*

#### 3.13.1 Intent

This Section is intended to provide procedures and standards to facilitate the review of Development Surety Applications and Stormwater Surety Applications. Review of Development Surety Applications and Stormwater Surety Applications will be required to ensure completion of the required improvements within a specified time period.

#### 3.13.2 Applicability

A. Development Surety ~~and/or Stormwater Surety~~ as set forth herein shall be accepted where the Applicant desires to record a plat before completion of all required improvements and where a Temporary Certificate of Compliance is being issued pursuant to this Article. The Development Surety ~~and/or Stormwater Surety~~ shall ensure the satisfactory completion of all required improvements shown on the approved Subdivision Plan or Development Plan.

1. **Development Surety.** The installation and maintenance of drinking water systems, sewer systems, streetlights and signs, open space areas, and any other improvements to be constructed or indicated in lieu of actual construction prior to final approval; and

B. ~~Stormwater Surety as set forth herein shall be accepted where the approved Final Development Plan or Stormwater Permit involves the installation of stormwater infrastructure, facilities, or practices. The Stormwater Surety shall ensure the satisfactory completion of all stormwater improvements shown on the approved Final Development Plan and/or Stormwater Permit.~~

1. **Stormwater Surety.** The installation and maintenance of erosion and sediment control Best Management Practices (BMPs), drainage systems, stormwater management systems, street systems (roadway paving, curb and gutter, roadway swales, roadway stormwater inlets, pipes, and structures), grading, any other improvements to be constructed or indicated in lieu of actual construction prior to final stormwater permit approval not included in the Development Surety.

#### 3.13.3 Application Review Criteria

The UDO Administrator shall consider the following criteria in assessing an application for Development Surety and/or Stormwater Surety:

- A. The application must comply with applicable requirements in the Applications Manual and/or Southern Lowcountry Stormwater Design Manual (Design Manual);
- B. The following types of Development Surety and/or Stormwater Surety may be accepted by the UDO Administrator:
  - 1. Cash;
  - 2. A surety bond that names the Town of Bluffton as beneficiary;
  - 3. A bank certified check payable to "Town of Bluffton"; and



4. An irrevocable letter of credit approved by the UDO Administrator that names the Town of Bluffton as beneficiary.
- C. Prior to the UDO Administrator's acceptance of any Development Surety and/ or Stormwater Surety, the Applicant shall submit to the UDO Administrator a copy of a contract signed by both the developer and a licensed contractor for the completion of required improvements and infrastructure, or an itemized and certified cost estimate for such work prepared by a licensed contractor, registered engineer, registered architect, or registered landscape architect, or any combination thereof, as appropriate, which will cover the costs for completion of all required improvements and infrastructure. The amount of a Development Surety and/or Stormwater Surety shall be the amount determined by the UDO Administrator to be necessary to assure completion of required improvements and infrastructure, based on such contract or cost estimate, but not less than 150% of the improvement and infrastructure costs. The surety amount includes a contingency amount to ensure completion of work which may have been underestimated or unanticipated, a maintenance fee to cover the cost of maintenance and stabilization of the site improvements, and an administrative fee to cover any potential cost incurred by the Town of Bluffton in administering completion of any unfinished portion of the work and may include, but shall not be limited to, staff time and expenses, use of Town of Bluffton equipment, and/or possible professional consultant fees.

#### **3.13.4 Effect and Expiration of Approvals**

- A. Subsequent to on-site inspection by the UDO Administrator verifying that all improvements subject to the Development Surety and/or Stormwater Surety have been satisfactorily completed or a percentage has been satisfactorily completed in the opinion of the UDO Administrator, the surety, either in whole, in part, or any remaining balance thereof, shall be released in accordance with the following:
1. A release of an appropriate portion of a Development Surety and/or Stormwater Surety, which has been accepted by the UDO Administrator in the form of cash or certified check (hereinafter a "drawdown") or amendment of the face value of any letter of credit or performance bond (hereinafter a "markdown") that has previously been accepted by the UDO Administrator may be permitted provided that:
    - a. Prior to a request for a drawdown or markdown, the Applicant shall submit, to the UDO Administrator, the contractor's itemized list of work completed, including requisite submittals, certifications, and preliminary As-Built Drawings, or any other documents or information deemed reasonably necessary by the UDO Administrator, and work remaining as secured by the surety, which has been certified by the project engineer or owner;
    - b. The UDO Administrator has inspected the work site and has verified in writing that, to the best of his/her knowledge, all such respective work has been completed;
    - c. The requested drawdown or markdown shall be at least twenty percent (20%) of the original face value of the approved surety, but not less than 30% of the original surety posting plus administrative fees; and
    - d. No more than one such drawdown or markdown shall be approved during any thirty day period, except for the request for a final drawdown or markdown.
  2. In all cases where a drawdown or markdown is requested, the contingency fee and the administrative fee shall remain intact until the work secured by the Development Surety and/or Stormwater Surety is verified by the UDO Administrator to have been completely finished and a final drawdown or markdown has been requested; and

3. A Development Surety shall be completely released by the UDO Administrator upon the full completion of all required improvements and infrastructure and the issuance by the UDO Administrator of a **Final** ~~final~~ Certificate of Construction Compliance~~;~~ and
  4. A Stormwater Surety shall be completely released by the UDO Administrator upon the full completion of all required improvements, infrastructure, Final As-Builts (Final As-Builts include re-survey and As-Built of previously submitted information and new development and stormwater systems constructed as part of the phase and/or subphase), or any other documents or information deemed reasonably necessary by the UDO Administrator, and the issuance by the UDO Administrator of a Notice of Termination of the stormwater permit.
- B. Time limits on Development Surety and/or Stormwater Surety shall be as follows:
1. The maximum length of time for which a Development and/or Stormwater Surety may be held by the UDO Administrator shall be one year. Any Development Surety and/or Stormwater Surety submitted as a letter of credit or performance bond shall state on its face that, subsequent to the date of expiration, the Town of Bluffton as beneficiary shall have 30 days from the date of expiration to make demand upon the issuing bank or agency for the honoring of such surety, if the respective work has not been fully completed; and
  2. Any Development Surety and/or Stormwater Surety submitted as a letter of credit or performance bond shall also state that the letter of credit or performance bond shall be automatically renewed until such time that the surety issuer provides the UDO Administrator with a 30 days~~s~~ written notice of the expiration of such surety.
- C. If all improvements and infrastructure work secured by a Development and/ or Stormwater Surety have not been completed as of the stated date for such completion, the UDO Administrator shall contract to complete the remaining work and stabilize and maintain the site following normal Town of Bluffton procurement procedures.
1. In the case of a cash or certified check surety, the Town of Bluffton shall take possession of the full amount or remaining balance of such surety.
  2. In the case of a letter of credit or bond, the UDO Administrator shall make demand upon the issuer of such surety for immediate payment to the Town of Bluffton of the full or amended face value of such surety.
- D. In addition to any Penalties set forth in this Ordinance, failure by the Applicant to keep current any Development and/or Stormwater Surety prior to the issuance of a **Final** Certificate of Construction Compliance shall cause the UDO Administrator to immediately order all development work stopped and all necessary Town of Bluffton inspections of the development work suspended until a Development and/or Stormwater Surety meeting the requirements of this Article has been approved.

### 3.14 Certificate of Construction Compliance

*Purpose: Would remove the requirement to obtain a Temporary Certificate of Construction Compliance for commercial developments seeking a building permit before installation of at least 75% of required associated improvements are completed. This relates to difficulties with financing and construction timing. The amendment would allow a building permit to be issued but would not allow a Certificate of Occupancy to be obtained until such time as a Certificate of Final Construction Compliance is obtained.*

#### 3.14.1 Intent

This Section is intended to provide procedures and standards for the review of Certificate of Construction Compliance Applications. The Certificate of Construction Compliance process ensures that all site improvements, including landscaping, comply with the approved Final Development Plan and are completed.

#### 3.14.2 Applicability

The regulations set forth in this Section shall apply to any development which is subject to a Development Plan approval pursuant to the provisions of this Article.

#### 3.14.3 Application Review Criteria

The UDO Administrator shall consider the following criteria in assessing an application for Certificate of Construction Compliance:

- A. Compliance with all applicable provisions of this Ordinance, including Subdivision and/or Development Plan approval requirements, as applicable;
- B. Compliance with all requirements of the approved Final Development Plan;
- C. The approved site or phase must be able to function on its own with all required infrastructure, including but not limited to vehicular and pedestrian facilities, stormwater facilities, utilities, and landscaping; and,
- D. The application complies with applicable requirements in the Applications Manual.

#### 3.14.3 Effect and Expiration of Approvals

A Final Certificate of Construction Compliance is required for all development. In certain circumstances, a Temporary Certificate of Construction Compliance may be issued. Requirements for both Final and Temporary Certificates of Construction Compliance are described herein.

##### A. Temporary Certificate of Construction Compliance:

1. If improvements and landscaping have not been completed as described herein for single-family residential development, an application for a Temporary Certificate of Construction Compliance may

be approved by the UDO Administrator for a maximum of one (1) year from date of issuance when the following conditions are met:

- a. Unless otherwise provided in an approved and valid development agreement, the site or phase shall be seventy-five (75%) percent complete as referenced to the monetary value of the improvements, including landscaping. The existing construction cost estimate must be current to within twelve (12) months of the approved construction cost estimate. If the time period is exceeded, the construction cost estimate shall be updated and approved by the UDO Administrator.
  - b. The site or phase shall be in safe, accessible, and useable condition as determined by the UDO Administrator.
  - c. The Applicant shall provide financial guarantees in accordance with this Article and assure completion of all requirements of the approved Final Development Plan; and,
  - d. The application must comply with applicable requirements in the Applications Manual.
2. If a Temporary Certificate of Construction Compliance is approved by the UDO Administrator, an application for a Building Permit can be made. Before a Certificate of Occupancy can be issued, a Final Certificate of Construction Compliance must be approved.

**B. Final Certificate of Construction Compliance.** When the required improvements, including landscaping, have been completed and a Final Certificate of Construction Compliance approved for the site or phase where the building is located, a Certificate of Occupancy can be issued. For commercial uses, including multi-family residential, the Applicant may apply for a Building Permit without a Final Certificate of Construction Compliance; however, a Certificate of Occupancy will not be issued for the building until such time as a Final Certificate of Construction Compliance is obtained for the site or phase where the building is located.

### 3.18 Certificate of Appropriateness – Historic District (HD)

*Multiples changes are proposed for Sec. 3.18. An explanation of the proposed change is provided for each sub-section.*

#### 3.18.1 Intent

*Proposed Change: This sub-section has been restructured so that the intent no longer reads as “criteria,” which is found in Sec. 13.8.3. Most of the content has been retained with the proposed revision.*

~~This Section is intended to provide procedures and standards to facilitate the review of Certificate of Appropriateness Applications within the Old Town Bluffton Historic District (HD) designated zoning districts. Review of Certificate of Appropriateness Applications HD shall consider the following objectives:~~

~~A. Maintenance of the educational, cultural and general welfare of the public through the preservation, protection and enhancement of Historic Resources and Old Town Bluffton Historic District;~~

~~B. Maintenance of Contributing Resources as visible reminders of the history and cultural heritage of the Town of Bluffton as well as the Lowcountry region in accordance with the standards set forth in the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings; and~~

~~C. Ensure that proposed activities foster the development of quality and innovative designs that respect and complement the eclectic character of the Old Town Bluffton Historic District.~~

This Section provides procedures and criteria to facilitate the review of Certificates of Appropriateness – Historic District (HD) applications within Old Town Bluffton Historic District (HD) zoning districts. The COFA-HD ensures that the historic, cultural, and general welfare of Old Town Bluffton Historic District is protected and preserved and that infill development that respects and complements the character of the district is fostered.

#### 3.18.2 Applicability

*Proposed Change: The section has been reformatted to identify criteria specific to new construction and alterations vs. criteria specific to contributing resources. Additionally, to avoid conflict between Development Plans and Certificate of Appropriateness-HDs during the approval process, the order of submittal is clearer, which should prevent undue delays, un-approvable plans, and should reduce the number of conditions associated with the COFA review as it is brought before the HPC.*

~~3.18.2 Applicability Except for the removal or replacement of an existing manufactured home, no structure located within a HD designated zoning district or constructed 50 or more years ago within the limits of the Town, may be erected, renovated, demolished, relocated or removed, in whole or in part, nor may the exterior architectural character of such structure be altered until a Certificate of Appropriateness HD has been issued for the project. The Historic Preservation Commission shall review applications for a Certificate of Appropriateness HD for any activity which:~~

~~A. Increases the area of the structure or building footprint;~~

- ~~B. Results in the cutting away of any exterior wall, partition, or portion thereof;~~
- ~~C. The removal or cutting of any structural beam or load-bearing support or the removal or change of any required means of egress;~~
- ~~D. Changes in fenestration location;~~
- ~~E. Requires a development plan or demolition permit;~~
- ~~F. Results in the alteration of the exterior architectural character; and,~~
- ~~G. Is not otherwise able to be reviewed through a Site Feature Permit~~ HD.3.18.3 Application Review Criteria Any application for a Public Project located in the Old Town Bluffton Historic District shall be reviewed “for comment only” by the Historic Preservation Commission (HPC) using the criteria in Section 3.18 Certificate of Appropriateness – Historic District (HD). The UDO Administrator will maintain approval authority and may consider the comments of the HPC. The application shall not require a Certificate of Appropriateness HD to proceed.

- A. The Historic Preservation Commission shall review applications for a Certificate of Appropriateness-HD for new construction, alterations, relocation, or demolition of structures and other activities as may be described herein and that are not otherwise able to be reviewed through a Site Feature-Historic District Permit.

Except for the replacement or demolition of an existing manufactured home, no structure located within Old Town Bluffton Historic District can be constructed, altered, relocated, or demolished, in whole or in part, without an approved Certificate of Appropriateness-HD.

- B. Any application for a Public Project located in Old Town Bluffton Historic District shall be reviewed “for comment only” by the Historic Preservation Commission using the criteria in this Section. The UDO Administrator will maintain approval authority and may consider the comments of the Historic Preservation Commission. The application shall not require a Certificate of Appropriateness-HD to proceed.

### **3.18.3 Application Review Criteria New Construction and Alterations**

*Proposed Change: This sub-section has been reformatted to identify criteria specific to new construction and alterations, including criteria specific to contributing resources. Presently, the review criteria are intermingled and some are not applicable (e.g., applying Secretary of Interior standards to new construction). Other substantive changes include requiring an approved Final Development Plan, Subdivision plan and other agreements, as applicable, to avoid potential multiple COFA reviews when those plans and agreements are in the review process. Improvements have also been made to existing criteria.*

The Historic Preservation Commission shall consider the following criteria in assessing an application for Certificate of Appropriateness HD:

- ~~A. Consistency with the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings;~~
- ~~B. Consistency with the principles set forth in the Old Town Bluffton Master Plan;~~

~~C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards;~~

~~D. The nature and character of the surrounding area and consistency of the resource with the scale, form and building proportions of the surrounding neighborhood;~~

~~E. Preservation of the existing building's historic character and architecture;~~

~~F. The historic, architectural, and aesthetic features of the resource including the extent to which its alteration or removal would be detrimental to the public interest;~~

~~G. For an application to demolish, either in whole or in part, any Contributing Structure, the Historic Preservation Commission shall consider: 1. The existing and historical ownership and use and reason for requesting demolition; and 2. Information that establishes clear and convincing evidence that: a. The demolition of the structure is necessary to alleviate a threat to public health or public safety; and b. No other reasonable alternatives to demolition exist; and c. The denial of the application, as a result of the regulations and standards of this Section, deprive the Applicant of reasonable economic use of or return on the property;~~

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

To maintain the character of Old Town Bluffton Historic District, new construction and alterations shall be consistent with the standards, criteria and guidelines developed for the district. The Historic Preservation Commission shall consider the following criteria in its consideration of an application for a Certificate of Appropriateness-HD for new construction and alterations:

1. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*;
2. Conformance with the approved Final Development Plan, Subdivision Plan, and any other agreements or plans that are applicable;
3. Conformance with applicable provisions in Article 5, Design Standards;
4. Demonstration of a compatible visual relationship between new construction or alterations and existing buildings, streetscapes and open spaces. A compatible visual relationship must be generally of a similar structural mass, scale, height, proportion, directional expression of the principal elevation and rhythm of spacing, as applicable;
5. Compliance with applicable requirements in the Applications Manual.

In addition to 1-5 above and as applicable, the Historic Preservation Commission shall consider the following criteria for a Contributing Resource:

6. Compliance with the *U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures*;
7. Demonstration that historic architectural features will be preserved to maintain the resource as a Contributing Resource to the Old Town Bluffton Historic District. Additions shall not destroy any features that characterize the Contributing Resource. New work shall be differentiated from and be compatible with the size, scale, material, and character of the property and surroundings.
8. Demonstration that any new additions will be undertaken in such a manner that the essential form and integrity of the structure would be unimpaired if such additions were to be removed in the future; and,

9. In the case of a Contributing Resource approved for relocation, the Historic Integrity shall be maintained to the greatest extent possible, including siting the relocated structure as close to the original site as possible, in a setting similar to its historic placement including building orientation setback from the street, and lot coverage. The new foundation shall match the original foundation in height, design, and materials to the extent possible.

#### **3.18.4 Demolition of a Contributing Structure Relocation**

*Proposed Change: This is a new section to provide specific and improved criteria for the relocation of any structure—contributing resource or not—within, into or out of the Old Town Bluffton Historic District.*

~~A. In addition to the Application Review Criteria set forth in Section 3.18.3, in reviewing and recommending action on, or approving, approving with conditions, or denying, applications that include the demolition of any Contributing Structure, either in whole or in part, the Historic Preservation Commission may find that the preservation and protection of the Contributing Structure and the public interest will best be served by postponing the demolition for a designated period not to exceed 180 days. During the period of postponement, the Historic Preservation Commission shall consider what alternatives to demolition may exist and then, as appropriate, make such recommendations to Town Council and the Applicant. Such consideration by the Historic Preservation Commission shall, at a minimum, include the following:~~

- ~~1. Alternatives for preservation of the structure, either in whole or in part, including consultation with civic groups, interested private citizens, and other boards or agencies (both public and private); or,~~
- ~~2. If other alternatives for preservation cannot be identified and the preservation of a given structure is clearly in the interest of the general welfare of the community and of certain historic and architectural significance, investigation of the potential use of the power of eminent domain by the Town to acquire the property.~~

~~B. If after the postponement period has expired and an alternative for preservation has not been recommended, action regarding the application shall be taken in accordance with this Section at the next regularly scheduled Historic Preservation Commission meeting.~~

#### **A. Non-Contributing Structures**

The relocation of non-contributing structures into or within Old Town Bluffton Historic District shall be reviewed as new construction and the criteria in Sec. 3.18.3. shall be applied.

#### **B. Contributing Resources**

The relocation of any Contributing Resource is detrimental to the integrity of Old Town Bluffton Historic District and, where applicable, the Bluffton Historic District (listed in the National Register 1996), as significance of the resource is embodied in location, context, and setting, as well as the resource itself. Relocation of a Contributing Resource may destroy the relationship between the resource and its surroundings, associations with historic events and persons, historic features (such as landscaping, foundation, chimneys), and known or potential archaeological resources. Relocation may also create a false sense of historic development. For these reasons, relocation of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as



contributing to the Old Town Bluffton Historic District on or after June 19, 2007 shall not be permitted except in extraordinary circumstances.

1. The Historic Preservation Commission shall consider the following in its consideration of an application for a Certificate of Appropriateness-HD for relocation:
  - a. The reason for the relocation and evidence that one or more extraordinary circumstances exists to support relocation;
  - b. The construction date, history of ownership, development, use(s), and any other pertinent history of the Contributing Resource;
  - c. Relocation alternatives on the existing site of the Contributing Resource that were explored and why they are not feasible;
  - d. Demonstration that the proposed relocation site will approximate the historic character and development of the original location, and the proximity of the relocation site to the original location;
  - e. Demonstration through a report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation that the structure can be relocated without irreparable harm, supported by findings. If the report finds that intact relocation is not possible, findings shall also be provided for relocation by partial or complete disassembly of the Contributing Resource for reassembly in another location without irreparable loss of Historic Integrity.

## 2. **Effect of Approval**

If relocation of the Contributing Resource is approved, the approval shall be conditional until the following are provided:

- a. An approved Certificate of Appropriateness-HD for the receiving site if located within Old Town Bluffton Historic District;
- b. An approved Final Development Plan for the receiving site, when applicable;
- c. Compliance with the relocation and documentation guidelines approved by Town Council; and,
- d. Compliance with applicable requirements in the Applications Manual.

### **3.18.5 Effect and Expiration of Approvals Demolition**

*Proposed Change: Provides demolition standards for both contributing and non-contributing resources.*

#### **A. Approval.**

~~1. Following approval of an application for a Certificate of Appropriateness HD the Applicant may apply for a building permit or any other plan approval, if applicable. In the event such additional approvals are not applicable or necessary, the Applicant may commence the activity(ies) as authorized by the approved application.~~

~~2. Following approval of an application for a Certificate of Appropriateness HD that includes the demolition, either in whole or in part, of any Contributing Structure and prior to the commencement of any demolition activities, the Applicant shall document the structure according to the documentation standards of the Historic American Building Survey and the Historic American~~

~~Engineering Record for archival purposes and submit such recording to the UDO Administrator for review and approval.~~

~~B. Expiration. Approval of a Certificate of Appropriateness HD shall expire two years from the date of its issue unless an appreciable amount of improvement or development commences and proceeds to completion in a timely and customary manner in accordance with the Certificate of Appropriateness HD.~~

#### **A. Non-contributing Structures**

The below items shall be provided by the Applicant and reviewed by the Historic Preservation Commission in its consideration of a request for demolition of any structure, in whole or in part, in Old Town Bluffton Historic District that is not designated as a Contributing Resource:

1. The construction date, history of ownership, development, use(s), and the reason for the demolition request; and,
2. Compliance with all applicable requirements in the Applications Manual.

#### **B. Contributing Resources**

The demolition of a Contributing Resource, either in whole or in part, is detrimental to the integrity and status of Old Town Bluffton Historic District and, where applicable, the Bluffton National Register Historic District, as significance of these districts is embodied by their contributing resources. Demolition of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as contributing to the Old Town Bluffton Historic District on or after June 19, 2007, shall not be permitted except in extraordinary circumstances and when all preservation alternatives have been exhausted.

1. The Historic Preservation Commission shall consider the following in its consideration of an application for a Certificate of Appropriateness-HD for demolition, either in whole or in part:
  - a. The construction date, history of ownership, development, use(s), and other pertinent history of the Contributing Resource, and the reason for the request;
  - b. A report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation detailing the structural soundness of the Contributing Resource supported by findings, including clear and convincing evidence that demolition is necessary, in whole or in part, to alleviate a threat to public health or public safety;
  - c. Evidence that demolition is required to avoid exceptional practical difficulty or undue hardship upon the owner of the property and that no other reasonable alternatives to demolition exist, including but not limited to relocation. If exceptional practical difficulty or undue hardship is claimed, evidence shall be provided to demonstrate that the applicant did not have the opportunity to discover the nature of the difficulty or undue hardship and that application of the standards would deprive the applicant of reasonable use and economic return on the property.

- d. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*; and,
- e. Compliance with all applicable requirements in the Applications Manual.

The applicant should provide, at a minimum, the following information:

- (1) ~~Nature of ownership (individual, business, or nonprofit) or legal possession, custody, and control;~~
- (2) ~~Financial resources of the owner and/or parties in interest;~~
- (3) ~~Cost of repairs;~~
- (4) ~~Assessed value of land and improvements;~~
- (5) ~~Real estate taxes for the previous two years;~~
- (6) ~~Amount paid for the property, date of purchase, and party from whom purchased, including a description of the relationship between the owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or inheritance;~~
- (7) ~~Annual debt service, if any, for previous two (2) years received;~~
- (8) ~~Any listing of the property for sale or rent, price asked, and offers received, if any;~~
- (9) ~~In addition, for an income producing property, the following information from the previous two years: the annual gross income from the property, itemized operating and maintenance expenses, and annual cash flow; and~~
- (10) ~~The timeline and circumstances under which the applicant learned of the condition of the Contributing Structure which gave rise to the applicant's decision to request approval to demolish it.~~

## **2. Delay of Decision Regarding Demolition**

In considering the criteria for demolition, the Historic Preservation Commission may find that the preservation and protection of the Contributing Resource and the public interest will best be served by postponing a decision for a designated period not to exceed 180 days. During the period of postponement, the Historic Preservation Commission shall consider what alternatives to demolition may exist. Consideration by the Historic Preservation Commission shall include:

- a. Alternatives for preservation of the structure, either in whole or in part, including consultation with civic groups, interested private citizens, and other boards or agencies (both public and private); and,
- b. If other alternatives for preservation cannot be identified, including relocation, and the preservation of the Contributing Resource is clearly in the interest of the general welfare of the community, investigation of the potential of the Town to acquire the property.

## **3. Effect of Approval**

- a. In granting a Certificate of Appropriateness-HD for demolition, the Historic Preservation Commission may impose such reasonable and additional conditions, which may include deconstruction of historic building components for re-use.
- b. The process for demolishing a Contributing Resource, including documentation to be provided, shall comply with demolition guidelines approved by Town Council.

**3.18.6 Amendments to Approvals Expiration of Approvals**

*Proposed Change: To have this sub-section be specifically for expiration of an approved COFA-HD. Amendments to an approved COFA-HD would have its own sub-section (3.18.7).*

**3.18.6 Amendments to Approvals**

~~A. An Applicant who has been granted a Certificate of Appropriateness HD shall notify the UDO Administrator of any proposed amendments to approved plans.~~

~~B. Changes may be approved by the UDO Administrator if the proposed revision complies with the standards of this Ordinance and does not substantially alter the basic design approved by the Historic Preservation Commission. C. If the UDO Administrator determines that the requested modification to the approved plans substantially deviates from the basic design approved by the Historic Preservation Commission in accordance with the Certificate of Appropriateness HD, a new, separate application shall be submitted.~~

Approval of a Certificate of Appropriateness-HD shall expire two years from the date of approval unless an appreciable amount of improvement, development or other activity approved by the Historic Preservation Commission commences, as determined by the UDO Administrator, and proceeds to completion in a timely and customary manner in accordance with the Certificate of Appropriateness HD.

**3.18.7 Amendments to Approvals**

*Proposed Change: To provide the amendment process with its own sub-section.*

- A. An Applicant who has been granted a Certificate of Appropriateness HD shall notify the UDO Administrator of any proposed amendments to approved plans.
- B. Changes may be approved by the UDO Administrator if the proposed revision complies with the standards of this Ordinance and does not substantially alter the approval by the Historic Preservation Commission.
- C. If the UDO Administrator determines that the requested modification to the approved plans substantially deviates from the approval by the Historic Preservation Commission in accordance with the Certificate of Appropriateness HD, a new application shall be submitted.

**3.19.2 Site Feature – Historic District Permit, Applicability**

*Proposed Change: Includes the addition of “shed,” which is presently a type of “garden structure.” As a roofed structure less than 121 square feet, a shed can be for both residential and commercial storage, including commercial freezers. Garden structures are yard elements, such as fences, walls, and trellises.*

**A. Permit Required.** A Site Feature - Historic District (HD) Permit is required for the following:

1. Sign, to include new signs, modifications to existing signs, or replacement of existing signs. Certain signs, as indicated in Sec. 5.13.3, are exempt from the Site-Feature-Historic District (HD) Permit requirement.

2. Modifications or improvements to site elements such as changes to parking lots, sidewalks, landscaping, and lighting;
3. Garden Structures and Sheds; as specified in Sec. 5.15.5;
4. *[No change.]*
5. *[No change.]*

### Sec. 3.25 Designation of Contributing Resources

*Proposed Change: The process for designating a contributing resource exists, but a formal process to remove contributing status does not. Removal of the designation has been a policy decision that includes a recommendation from the HPC for consideration by Town Council.*

#### ~~3.25 Designation of Contributing Resources~~ **Contributing Resource Procedure and Criteria**

*Proposed Change: Renaming this section as it is proposed to include a process to remove a contributing resource designation.*

##### **3.25.1 Intent**

This Section is intended to provide procedures and criteria to facilitate designation or the removal of designation as a ~~of~~ Contributing Resources ~~s within to the~~ Old Town Bluffton Historic District.

##### **3.25.2 Applicability**

Applications to designate or remove the designation as a Contributing Resources ~~s to~~ or from 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 building, structure, object, site~~ that is at least 50 years old, as applicable, 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~~ An association with events that have made a significant contribution to the broad patterns of our history;
  2. ~~The resource is associated~~ An association with the lives of persons significant in our past;
  3. ~~The resource embodies~~ Embodiment of the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses ion of high artistic

values, or ~~represents~~ representation of a significant and distinguishable entity whose components lack individual distinction; or

4. ~~The resource has yielded, or is likely to yield, information~~ **Information** important in prehistory or history has been yielded or is likely to be yielded.

#### B. Resource of Exceptional Importance

Any ~~resource~~ building, structure, or object 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 it~~ 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.

#### **3.25.4 ~~Effect of Approval~~ Application Review Criteria to Remove the Designation as a Contributing Resource**

~~Upon designation, Town Council shall amend the 'Contributing Resources' map to include the approved Contributing Resource.~~

1. Any Contributing Resource that no longer meets the criteria for designation because the qualities which caused it to be originally designated have been lost or destroyed, or the designation criteria in Sec. 3.25.3.A. no longer applies, Town Council may remove the designation as a Contributing Resource upon a recommendation of the Historic Preservation Commission.
2. The application shall comply with applicable requirements in the Applications Manual.

#### **3.25.5 Effect of Approval**

Upon designation or the removal of the designation, Town Council shall amend the 'Contributing Resources' map accordingly. ~~to include the approved Contributing Resource.~~

**Sec. 4.3 Uses by District, Table 4.3**

*Proposed Change: The addition of the Storefront Manufacturing use to the Neighborhood General-Historic District. This use primarily functions as a commercial store but may have some related manufacturing, assembly and packaging of items that is not discernible from the exterior.*

| Table 4.3 Uses by District |               |                   |                       |                          |                        |                        |                       |   |  |  |  |   |
|----------------------------|---------------|-------------------|-----------------------|--------------------------|------------------------|------------------------|-----------------------|---|--|--|--|---|
|                            | Preserve (PR) | Agricultural (AG) | Rural Mixed Use (RMU) | Residential General (RG) | Neighborhood Core (NC) | General Mixed Use (GM) | Light Industrial (LI) | Riverfront Edge Historic District (RV-HD) | Neighborhood Conservation Historic District (NCV-HD) | Neighborhood General Historic District (NG-HD) | Neighborhood Center Historic District (NCE-HD) | Neighborhood Core Historic District (NC-HD) |
| Industrial                 |               |                   |                       |                          |                        |                        |                       |   |  |  |  |   |
| Storefront Manufacturing   | -             | -                 | C                     | -                        | C                      | C                      | C                     | -   | -  | C  | C  | C   |

**Sec. 5.10 Stormwater**

*Purpose: To make a distinction make a distinction between development and redevelopment as it relates to the size of land disturbance, which triggers stormwater improvements and grading plan requirements.*

**Sec. 5.10.1 General provisions**

**A. Intent** *(No Changes)*

**B. Purpose** *(No Changes)*

**C. Applicability**

~~Beginning with and subsequent to its effective date, this Article shall be applicable to:~~

~~1. The following activities, unless exempt pursuant to Section 5.10.1.C.2 below:~~

- ~~a. Development and/or Redevelopment that involves the creation, addition or replacement of 5,000 square feet or more of impervious surface or that involves other Land Disturbing activities of one acre or more.~~
  - ~~b. Development and/or Redevelopment, regardless of size, that is part of a Larger Common Plan of Development, even though multiple, separate, and distinct Land Disturbing activities may take place at different times and on different schedules.~~
  - ~~c. A Major Substantial Improvement of an existing property.~~
1. This Section shall apply to the following activities unless otherwise exempted by Sec. 5.10.1.C.2:
    - a. Any Development of 5,000 or more square feet of land disturbance;
    - b. Any Redevelopment/Infill that will result in an additional 2,000 or more square feet of impervious surface;
    - c. Any Land Disturbance, regardless of size, within a Larger Common Plan of Development where multiple, separate and distinct land disturbing activities may occur at different times and on different schedules; and,
    - d. A Major Substantial Improvement of an existing lot.
  2. The following activities are exempt from this ~~Article~~ Section:
    - a. Any maintenance, alteration, renewal, or improvement as approved by the Town which does not alter existing drainage patterns, does not result in change or adverse impact on adjacent property, or create adverse environmental or water quality impacts, and does not increase the temperature, rate, quality, or volume or location of stormwater runoff discharge;
    - b. Projects that are exclusively for agricultural or silvicultural activities, not involving relocation of drainage canals, within areas zoned for these uses;
    - c. Redevelopment that constitutes the replacement of the original square footage of impervious cover and original acreage of other Development activity when the original Development is wholly or partially lost due to natural disaster or other acts of God occurring after September 14, 2021; and,
    - d. Work by governmental agencies or property owners required to mitigate emergency flooding conditions. If possible, emergency work should be approved by the duly appointed officials in charge of emergency preparedness or emergency relief. Property owners performing emergency work will be responsible for any damage or injury to persons or property caused by their unauthorized actions. Property owners will stabilize the site of the emergency work within 60 days, or as soon as reasonable, following the end of the emergency period.
  3. Any illicit discharges.
  4. The provisions of this ~~Article~~ Section shall apply throughout the incorporated areas of the Town.



**Sec. 5.10.3 Standards****A.-B.** *(No Changes)***C. Stormwater Surety**

Financial sureties for the cost of stormwater facilities approved for the proposed Development and/or Redevelopment shall be provided in accordance with the Town Stormwater Surety and stormwater permit issuance process in ~~this Article~~ Section 3.13.

**D.-I.** *(No Changes)***J. Grading**

Mass Grading and Clearing shall not be permitted. No land within the Town shall be cleared, disturbed, graded, excavated, except as follows:

~~1. It shall be unlawful to perform any Land Disturbance, or land disturbing activity, in excess of 5,000 square feet or create an increase in impervious surface in excess of 2,000 square feet unless a Grading Plan has been submitted to and approved by the Town of Bluffton as provided for herein.~~

It shall be unlawful to perform any Land Disturbance, or land disturbing activity, of 5,000 or more square feet or accruing a total exceedance of 5,000 square feet of impervious surface without a Grading Plan approved by the Town of Bluffton.

2. ~~A~~ Grading Plans shall be filed with and become part of any Application that equals or exceeds the threshold limits provided above. Such plans shall be prepared in accordance with Article 3 and shall follow the requirements set forth in Article 5 Design Standards.

3. Amendments to Grading Plans. Amendments, changes or modifications of a minor nature to a plan required as a result of field conditions arising during construction may be ordered or approved by the UDO Administrator.

~~4. All Grading Plans shall follow the requirements set forth in Article 5 Design Standards.~~

~~5.~~ 4. Soil erosion and sediment control measures shall, at a minimum, conform to the Standards for Soil Erosion and Sediment Control per the *Design Manual*.

**K. Fee-in-Lieu.** A fee-in-lieu may be approved by the UDO Administrator when none or only partial stormwater requirements, as defined in this Article Section and in the *Design Manual*, cannot be attained on the site ~~{due to impractical site characteristics or constraints}~~. A Maximum Extent Practicable analysis shall be required by the applicant for review by the UDO Administrator to make this determination.

**L. Waiver.** Individuals seeking a waiver from the requirements of this Article Section may submit to the UDO Administrator a request for a waiver in accordance with the *Design Manual*.

**Sec. 5.11 Parking**

*Proposed Changes: Amendments include: 1) a cross-reference to parking requirements in Old Town Bluffton Historic District; 2) removal of the allowance to apply parking at a public facility located within 500 feet of a property towards the required parking calculation; 3) a change of parking space requirements from maximum to minimum requirements (Table 5.11.3.c); 4) elimination of the ability to the UDO Administrator to reduce minimum parking requirements as a variance process is available; 5) a reduction of the percentage of parking spaces that may be identified as compact from 25% of all spaces to 10% of all spaces when at least 25 parking spaces are provided (and providing for dimensional requirements); 6) elimination of the ability to apply golf cart parking spaces towards the required parking calculation (and providing for dimensional requirements); 7) a requirement for accessory dwelling units to provide one parking space (presently, requirement is two spaces per dwelling unit); 8) parking space dimensions would be revised for some angled parking to avoid vehicular encroachment into drive aisles and parallel parking dimensions would be slightly increased to accommodate larger vehicles and, 9) correction of typos.*

**Sec. 5.11.1. Intent**

No changes.

**Sec. 5.11.2. Parking Space Calculations**

These provisions shall apply to all development and redevelopment in the Town of Bluffton except as otherwise provided for in Old Town Bluffton Historic District, Sec. 5.15.7.

**Sec. 5.11.3. Parking Space Calculations**

~~A. Parking calculations may include public parking that is within 500 feet of the property.~~

~~A.-B.~~ Shared parking may allow for a reduction of up to 40 percent based upon the compatibility of uses that have different parking demands and are able to share parking lots/ spaces throughout the day (except for Restaurant Uses). The Applicant shall provide a parking study to justify the number of spaces for shared parking. The Applicant shall provide a shared parking easement that must be approved by the UDO Administrator and be recorded with Beaufort County to allow the shared parking arrangement between property owners/ tenants.

~~B. If an Applicant would like to reduce the number of parking spaces beyond 20 percent or increase the number of parking spaces beyond the maximum in the table below, the Applicant shall provide a parking study for the UDO Administrator's review.~~

~~B.~~ Unless otherwise noted, the following ~~parking space calculations define~~ are the ~~maximum~~ minimum amount of parking ~~spaces allowed~~ required for specific uses:

| Table 5.11.3.C<br>Parking Spaces |   |
|----------------------------------|---|
| Use                              | <del>Maximum Parking</del> Minimum Parking Spaces   |
| Residential                      | 2 spaces per dwelling unit, <u>1 space per accessory dwelling unit</u> <del>minimum</del>   |
| Lodging                          | 1 space per bedroom for rent plus 2 spaces per 1000 sf of ancillary office use  |
| Office                           | 4 spaces per 1000 sf  |
| Health / Human Care              | 3.5 spaces per 1000 sf  |
| Commercial Services              | 4 spaces per 1000 sf  |
| Civic / Institutional            | 1 space per 1000 sf   |
| Education                        | 1 space per 3 students plus 1 space per instructor  |
| Agricultural / Conservation      | 1 space per 500 sf of commercial use plus 1 space per employee  |
| Industrial                       | 1 space per each employee at max shift plus 1 space for each company vehicle  |
| Recreation / Entertainment       | Number of spaces shown to be necessary and reasonable by data submitted by the Applicant and as approved by the UDO Administrator |
| Motor Vehicle Sales and Service  | 4 spaces <u>per</u> 1000 sf of the showroom and 2 spaces per the service bay  |

#### Sec. 5.11.4. Standards: Design Standards for Parking Areas and Parking Lots

A. The following dimensional requirements for parking spaces shall be applicable to all parking areas and parking lots other than single-family detached residential parking on the lots:

1. Diagonal/angled and perpendicular parking spaces and parking space sizes shall conform to the following table of minimum values. Angled parking may be reverse angle as well.

| Table 5.11.4.A.1<br>Parking <del>Space</del> Design Standards |                             |                             |                |                        |
|---|-----------------------------|-----------------------------|----------------|------------------------|
| A.<br>Parking Angle<br>(degrees)                              | B.<br>Curb Length<br>(feet) | C.<br>Stall Depth<br>(feet) | D. Aisle Width |                        |
|   |                             |                             | One-Way        | Two-Way                |
| 30°   | 18'                         | <del>16'</del> <u>20'</u>   | 12'            | 20'                    |
| 45°   | <del>12'</del> <u>13'</u>   | <del>18'</del> <u>20'</u>   | 14'            | 20'                    |
| 60°   | <del>10'</del> <u>11'</u>   | <del>19'</del> <u>21'</u>   | 18'            | 22'                    |
| 90°   | 9'                          | 18'                         | 20'            | 22' – min<br>24' - max |

2. Up to 25% of all Parking Areas may be designated for compact cars and/or golf carts. For any non-residential use that requires at least 25 parking spaces, up to 10% of the parking spaces may be designated for compact car parking. Compact parking spaces shall be

grouped, where possible, and designated by signage or pavement marking. Compact parking space dimensions shall be no less than nine (9) feet wide and 15 feet in length. Golf cart parking spaces shall not count towards required parking spaces. If golf cart parking spaces are provided, parking space dimensions shall not be less than six (6) feet wide by 12 feet in length.

3. ~~Parallel parking spaces shall be 8-10 feet in width and 18-26 feet in length.~~ Parallel parking spaces shall be a minimum of nine (9) feet in width and 22 feet in length.
4. Wheel stops shall be provided in all parking facilities without curbing. The vehicle side of the wheel stop shall be no more than 18 inches from the end of the parking space.
5. Each parking bay shall be separated from other parking bays by a median. All medians shall be at least 12 feet wide.
6. Not more than eight (8) continuous parking spaces shall be allowed in a row of parking without separation by a landscape island. Each landscape island shall be at least 10 feet in width.
7. A landscape island of at least 12 feet in width shall be provided at the ends of each parking bay.

#### Sec. 5.11.5. Off-Street Loading Requirements

No changes.

#### Sec. 5.11.6. Standards: Bicycle Parking

No changes.

#### Sec. 5.15 Miscellaneous Old Town Bluffton Historic District

*Proposed Changes: The increase in the minimum front build-to zone in the NC-HD and NCE-HD zoning districts increases the area between the buildings and the right-of-way by 5 feet, which does not include porches or stoops. At present, the front build-to, which typically has a 6-10 feet front porch area, extends beyond the front build-to. Since the minimum porch depth is 6 feet, a 5-foot build-to line is not possible should a front porch be proposed. The increase allows more flexibility to set the structure back farther on the lot and ensures there is at least a small amount of space at the front of the lot for the required street trees, foundation plantings, and will help to save large trees at the front of lots.*

**Sec. 5.15.5.A. Neighborhood Core Historic District, Building Type Requirements, Front Build-to Zone**

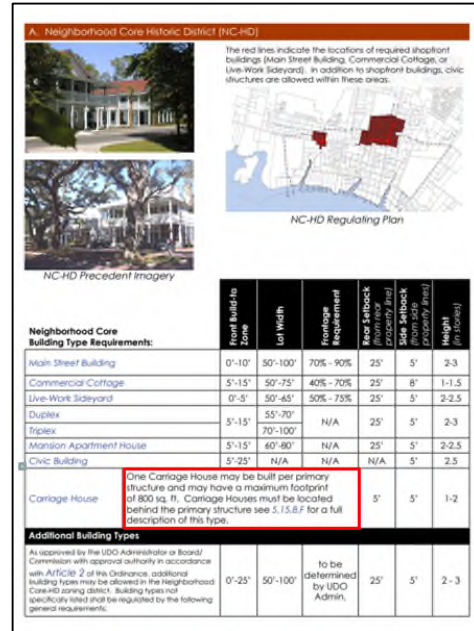
| <b>Neighborhood Core<br/>Building Type Requirements</b> | <b>Front Build-to Zone</b>           |
|---|--------------------------------------|
| Main Street Building                                    | <del>0' – 10'</del> <u>10' – 20'</u> |
| Commercial Cottage                                      | <del>5' – 15'</del> <u>10' – 15'</u> |
| Live-Work Sideyard                                      | <del>0' – 5'</del> <u>10' – 15'</u>  |
| Duplex  | <del>5' – 15'</del> <u>10' – 15'</u> |
| Triplex   | <del>5' – 15'</del> <u>10' – 15'</u> |
| Mansion Apartment House                                 | <del>5' – 15'</del> <u>10' – 25'</u> |
| Civic Building  | <del>5' – 25'</del> <u>10' – 25'</u> |
| Additional Building Type                                | <del>0' – 25'</del> <u>10' – 25'</u> |

**Sec. 5.15.5.B. Neighborhood Center Historic District, Building Type Requirements, Front Build-to Zone**

| <b>Neighborhood Center<br/>Building Type Requirements</b> | <b>Front Build-to Zone</b>           |
|---|--------------------------------------|
| Main Street Building                                      | 10' – 25'                            |
| Commercial Cottage  | <del>5' – 20'</del> <u>10' – 20'</u> |
| Live-Work Sideyard  | <del>0' – 5'</del> <u>5' – 10'</u>   |
| Duplex  | <del>5' – 15'</del> <u>10' – 15'</u> |
| Triplex   | <del>5' – 15'</del> <u>10' – 15'</u> |
| Mansion Apartment House                                   | <del>5' – 15'</del> <u>10' – 25'</u> |
| Cottage   | <del>5' – 15'</del> <u>10' – 15'</u> |
| Village House   | <del>5' – 15'</del> <u>10' – 15'</u> |
| Sideyard House  | <del>5' – 10'</del> <u>10' – 15'</u> |
| Vernacular House  | 10' – 20'                            |
| Civic Building  | <del>5' – 25'</del> <u>10' – 25'</u> |
| Additional Building Type                                  | 10' – 25'                            |

**5.15.5.A-E. General Standards**

*[Editor's Note: Example graphic provided to show where change is proposed in Secs. A-E. See below for proposed amendments.]*

**5.15.5.A. Neighborhood Core Historic District**

|                |  |
|----------------|--|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure see 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.</del> |
|----------------|--|

**5.15.5.B. Neighborhood Center Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.</del> |
|----------------|---|

**5.15.5.C. Neighborhood General Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.</del> |
|----------------|---|

**5.15.5.D. Neighborhood Conservation Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. <a href="#">See Sec. 5.15.8.F. for placement and other requirements.</a></del> |
|----------------|---|

**5.15.5.E. Riverfront Edge Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>Two carriage houses may be built per primary structure and may have a maximum footprint of 800 sq.ft. each. They must be placed between the primary structure and the street. <a href="#">See Sec. 5.15.8.F. for placement and other requirements.</a></del> |
|----------------|---|

**5.15.5.C. Neighborhood General Historic District (NG-HD)**

*Proposed Change: Reformatting for consistency and clarification on the residential character requirement.*

~~1. The Neighborhood General HD zoning district shall be primarily residential in nature. All commercial or mixed-use development within this zoning district must maintain a predominantly residential character.~~

~~2. A waiver of the mandatory residential component may be granted by the UDO Administrator for commercial properties with direct frontage on SC Highway 46 or Bruin Road. While these commercial properties may have retail shopfronts or have awning/marquees or colonnades/arcades and be at grade, in accordance with this Ordinance, they must still maintain residential scale.~~

Within the NG-HD district, building form and scale shall be primarily residential to maintain the predominantly residential character component of this district. The UDO Administrator may waive the mandatory residential component for properties with frontage on SC Highway 46 and Bruin Road; buildings on these properties may be constructed with retail shopfronts, awnings, marquees, colonnades, or arcades in accordance with this UDO but must be residential in form and scale.

**Sec. 5.15.5.E. General Standards, Riverfront Edge Historic District**

*Proposed Change: Zoning districts are used in place of transect zones.*

In the Riverfront Edge ~~Transect Zone-~~ HD district, the river shall be the focus of each lot abutting it and therefore acts as the “front” of the lot.

**Sec. 5.15.5.F.11. Old Town Bluffton Historic District, General Standards, Large Footprint Buildings**

*Proposed Change: To remove the “large footprint building” standards from General Standards. They directly conflict with the maximum size permitted for buildings, which was an amendment added to the Additional Building Type in 2021. Should this be amended in the future to allow large footprint buildings, it should fall under the Building Types for each district rather than the General Standards for Architecture. This subsection will be for sheds and identify the number permitted.*

**11. Large Footprint Buildings-Sheds**

- a. Large footprint buildings can only be located in the Neighborhood Core Historic District Zoning District.
  - b. Buildings may be one story in height, but shall be at least 24 feet in height. This may be accomplished with ~~Liner Buildings or higher ceiling heights and/ or parapets.~~
  - c. ~~To encourage use by pedestrians and decrease the need for solely auto-oriented patronage, Large Footprint Buildings must reinforce the character of the Old Town Bluffton Historic District and shall therefore front the buildings to the sidewalks, providing windows and doors at frequent intervals. Operable doorways should occur on an average of every 50 feet for the whole length of the street frontage.~~
  - d. ~~Building footprints shall not be larger than a single block. Floor area of buildings shall not cantilever over public rights-of-way.~~
  - e. ~~Loading docks, service areas and trash disposal facilities shall not face streets, parks, squares, waterways, or significant pedestrian spaces.~~
- Sheds shall not be taller than one-story, exceed 121 square feet, and no more than three (3) are permitted per lot.

**Sec. 5.15.6.E.8.b., Chimneys, Roof Appurtenances, and Roof Penetrations**

*Format issue—move standard “b” to correct location (appears under “Chimneys Precedent Imagery”)*

**Sec. 5.15.6.E.8.d., Chimneys, Roof Appurtenances, and Roof Penetrations**

*Proposed Change: To provide concealment of arrestors, flues and caps from street view. This change was proposed by the Planning Commission.*

- d. In keeping with masonry building technology, metal spark arrestors, exposed metal flues, ~~or and~~ pre-fabricated chimney caps are ~~not~~ permitted only when concealed within a masonry architectural feature and screened from a street.

**Sec. 5.15.6.G. OTBHD, Architectural Standards, Building Walls**

*Proposed Change: Removal of an incorrect term (“bulkhead”) to prevent confusion.*





### Sec. 5.15.6.N.7.a. OTBHD, Architectural Standards, General Standards, Corners and Water Tables, Water Table Trim

- a. Drip boards shall be a minimum 5/4 stock with a bevel (any exposed flashing must be copper or match color of water table trim);

### Table 5.15.6.Q.4.a. OTBHD, Architectural Standards, Signs

S.R. SC 46 / Bruin Road Square Footage & Height (Maximum)

### 5.15.8.A. thru M. Building Types “Note”

Change the word “Notes” to “Characteristics” for building types “A” (Main Street Building) thru “M” (River House). This includes: 1) “A” (Main Street Building); 2) “B” (Commercial Cottage); 3) “C” Live-Work Sideyard; 4) “D” Duplex/Triplex; 5) “E” (Mansion Apartment House); 6) “F” Carriage House; 7) “G” Bungalow Court; 8) “H” (Cottage); 9) “I” (Village House); 10) “J” (Sideyard House); 11) “K” Vernacular House; 12) “L” (Center Hall House); and, 13) “M” (River House).

### Sec. 5.15.5 Old Town Bluffton Historic District, General Standards

*Proposed Changes: Creating a Medium House Type which will help span the gap between the small Cottage and the large Village House. Many buildings come through as this and end up defaulting into the Additional Building Type, causing the appearance of something abnormal. This addition will allow for ease of review, but should not negatively impact any proposed structure that will fall within this type, nor should it cause existing structures to be non-conforming. Buildings which do not meet the characteristics of this type may still be reviewed as ABTs, but it will reduce the number. Allows for smaller setbacks for this smaller structure than would be permitted under ABT – which is intended for structures that are typically larger, but do not quite meet shape or massing of those building types already existing.*

*Trees located in setbacks and buffers are supposed to be saved. With a 5’ side setback, this is nearly impossible as the roots are disturbed beyond the ability to save. The other side of the lot typically has a driveway, which also requires all trees to be removed. For commercial structures, there is an 8’ foundation planting requirement, which cannot be met with the current setbacks. The increase in side setbacks will allow for side entry stoops (which cannot happen given the required Finished Floor Height), foundation plantings, tree preservation etc. It should be noted that porches, bay windows, roof overhangs, stairs, chimneys, service yards and other uninhabited appurtenances may encroach into setbacks (but no closer than 3’ from prop line).*

**B. Neighborhood Center Historic District (NCE-HD)**

[Note: No change to photos or text above chart.]

| <b>Neighborhood Center-HD<br/>Building Type Requirements</b>  |   | Front Build-to Zone | Lot Width          | Frontage<br>Requirements      | Rear Setback<br>(from rear property<br>line) | Side Setback<br>(from side property<br>line) | Height<br>(in stories) |
|---|---|---------------------|--------------------|-------------------------------|--|--|------------------------|
| <i>Carriage House</i>   | One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F for a full description of this type. |                     |                    |                               | 5'   | 5'   | 1-2                    |
| <i>Main Street Building</i>   |   | 10'-25'             | 50'-80'            | 75%-90%                       | 25'  | 8'   | 2-2.5                  |
| <i>Commercial Cottage</i>   |   | 5'-20'              | 50'-60'            | 50%-70%                       | 25'  | 8'   | 1-1.5                  |
| <i>Live-Work Sideyard</i>   |   | 0'-5'               | 50'-60'            | 40%-75%                       | 25'  | <del>5'</del> 8'                             | 1.5-2.5                |
| <i>Duplex</i>   |   | 10'-20'             | 55'-70'            | N/A                           | 25'  | 8'   | 1.5-2.5                |
| <i>Triplex</i>  |   |                     | 70'-100'           |                               |  |  |                        |
| <i>Mansion Apartment House</i>  |   | 10'-20'             | 60'-80'            | N/A                           | 25'  | 10'  | 2-2.5                  |
| <i>Cottage</i>  |   | 5'-15'              | 50'-60'            | N/A                           | 25'  | <del>5'</del> 8'                             | 1-1.5                  |
| <i>Medium House</i>   |   | <del>5'-15'</del>   | <del>50'-60'</del> | <del>N/A</del>                | <del>25'</del>                               | <del>8'</del>                                | <del>1-2</del>         |
| <i>Village House</i>  |   | 5'-15'              | 50'-60'            | N/A                           | 25'  | <del>5'</del> 8'                             | 2-2.5                  |
| <i>Sideyard House</i>   |   | 5'-10'              | 50'-65'            | N/A                           | 25'  | 8'   | 2-2.5                  |
| <i>Vernacular House</i>   |   | 10'-20'             | 60'-80'            | N/A                           | 25'  | 10'  | 1.5                    |
| <i>Civic Building</i>   |   | 5'-25'              | N/A                | N/A                           | N/A  | <del>5'</del> 8'                             | 2                      |
| <b>Additional Building Types</b>  |   |                     |                    |                               |  |  |                        |
| As approved by the UDO Admin. or Board/Comm. with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Conservation-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements: |   | 10'-25'             | 50'-100'           | To be determined by UDO Admin | 25'  | 8'   | 1-2.5                  |

**C. Neighborhood General Historic District (NG-HD)**

[Note: No change to photos or text above chart.]

| <b>Neighborhood General Building Type Requirements</b>  |   | Front Build-to Zone                    | Lot Width      | Frontage Requirements | Rear Setback<br>(from rear property line) | Side Setback<br>(from side property line) | Height<br>(in stories) |
|---|---|--|----------------|-----------------------|---|---|------------------------|
| <i>Carriage House</i>   | One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F for a full description of this type. |  |                |                       | 5'  | 5'  | 1-2                    |
| <i>Live-Work Sideyard</i>   |   | 10'-20'                                | 50'-100'       | N/A                   | 25'                                       | 10'                                       | 1-2.5                  |
| <i>Commercial Cottage</i>   |   | 10'-20'                                | 50'-100'       | N/A                   | 25'                                       | 10'                                       | 1-1.5                  |
| <i>Bungalow Court</i>   |   | 10'-20'<br>for<br>foremost<br>bungalow | 60'-100'       | N/A                   | 25'                                       | 15'                                       | 1-1.5                  |
| <i>Cottage</i>  |   | 10'-20'                                | 50'-60'        | N/A                   | 25'                                       | 10'                                       | 1-1.5                  |
| <i><u>Medium House</u></i>  |   | <u>10'-20'</u>                         | <u>50'-60'</u> | <u>N/A</u>            | <u>25'</u>                                | <u>10'</u>                                | <u>1-2</u>             |
| <i>Village House</i>  |   | 10'-<br><del>15</del> 20'              | 50'-65'        | N/A                   | 30'                                       | 15'                                       | 2-2.5                  |
| <i>Vernacular House</i>   |   | 10'-20'                                | 60'-100'       | N/A                   | 30'                                       | 15'                                       | 1.5                    |
| <i>Center Hall House</i>  |   | 15'-25'                                | 70'-100'       | N/A                   | 30'                                       | 15'                                       | 2-2.5                  |
| <i>Civic Building</i>   |   | 15'-35'                                | N/A            | N/A                   | N/A                                       | 10'                                       | 2                      |
| <b>Additional Building Types</b>  |   |  |                |                       |   |   |                        |
| As approved by the UDO Admin. or Board/Comm. with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Conservation-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements: |   | 10'-35'                                | 50'-100'       | N/A                   | 30'                                       | 10'                                       | 1-2.5                  |

**D. Neighborhood Conservation Historic District (NCV-HD)**

| <b>Neighborhood Conservation Building Type Requirements</b>  |   | <b>Front Build-to Zone</b> | <b>Lot Width</b> | <b>Frontage Requirements</b> | <b>Rear Setback (from rear property line)</b> | <b>Side Setback (from side property line)</b> | <b>Height (in stories)</b> |
|--|---|----------------------------|------------------|------------------------------|---|---|----------------------------|
| <i>Carriage House</i>  | One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F for a full description of this type. |                            |                  |                              | 5'  | 5'  | 1-2                        |
| <i>Cottage</i>   |   | 10'-20'                    | 50'-60'          | N/A                          | 30'   | 10'   | 1-1.5                      |
| <u><i>Medium House</i></u>   |   | <u>10'-20'</u>             | <u>50'-70'</u>   | <u>N/A</u>                   | <u>30'</u>                                    | <u>10'</u>                                    | <u>1-2</u>                 |
| <i>Village House</i>   |   | 10'-20'                    | 50'-70'          | N/A                          | 30'   | 10'   | 2-2.5                      |
| <i>Vernacular House</i>  |   | 15'-25'                    | 60'-100'         | N/A                          | 30'   | 10'   | 1.5                        |
| <i>Center Hall House</i>   |   | 20'-35'                    | 80'-100'         | N/A                          | 30'   | 15'   | 2-2.5                      |
| <i>Civic Building</i>  |   | 15'-40'                    | N/A              | N/A                          | N/A   | 10'   | 1.5                        |
| <b>Additional Building Types</b>   |   |                            |                  |                              |   |   |                            |
| <i>As approved by the UDO Admin. or Board/Comm. with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Conservation-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements:</i> |   | 10'-35'                    | 50'-100'         | N/A                          | 30'   | 10'   | 1-2.5                      |

**Sec. 5.15.5.F.7. OTBHD, General Standards, Garden Structures**

*Proposed Change: Garden Structure is proposed to become a definition (see Sec 9.2).*

7. ~~**Garden Structures.** Garden structures are small accessory buildings which may contain storage space, trash receptacles, or other garden uses. Structures such as sheds, fences, pergolas, and gazebos are considered to be garden structures. Garden structures shall not be greater than 120 square feet in footprint, shall not exceed 1 story in height, and must comply with the architectural standards.~~

**Cupolas****Sec. 5.15.6.E.4. Cupolas/Small Footprint Towers**

*Proposed Changes: Formatting and providing clarity regarding maximum height.*

- a. ~~Plan Area Footprint:~~ =20' x 20' Maximum ~~Footprint~~


b. Height: Cupolas and towers may extend a maximum of 15 feet above the ~~Zoning District height limit.~~  
~~roof ridge but shall not be taller than 50 feet above the adjacent grade level.~~

#### Sec. 5.15.8, Building Types





##### 5.15.8.F. Building Types, Carriage House

*Proposed Changes: 1) Revise minimum size range from 200 sf to 121 sf to eliminate the square footage gap between carriage houses and garden structures (garden structures presently includes sheds); 2) Change characteristics, including allowing two carriage houses in the Riverfront Edge zoning district; 3) To be clearer as to how the Carriage House building form can be used, including as a dwelling or garage; 4) To clarifying that an “opening” is for vehicles and is intended to be limited as to the number of openings; and, 5) To allow the placement of a Carriage House to be considered in an alternate location when on the same lot as a Contributing Resource—other than behind the Contributing Resource—if approved by the UDO Administrator.*

*Note: The sections proposed to be amended are highlighted on the next page with a red box, and the proposed text is shown on the page that follows.*

| F. Carriage House  |  |                 |
|--|--|-----------------|
| <b>General:</b> Accessory Structure.   |  | CORE<br>●       |
| <b>Size Range:</b> 200 – 1,200 sq. ft. (per unit).   |  | CENTER<br>●     |
| <b>Maximum Footprint</b> (not including porches): 800 sq. ft.  |  | GENERAL<br>●    |
| <b>Height:</b> 1 – 2 stories.  |  | CONSERVE<br>●   |
| <b>Notes:</b><br>Must be an accessory structure.<br>Only one permitted per lot, unless otherwise noted.<br>May be used as a garage, living unit or home business (or combination).<br>May function as a small-scale shop, studio or workshop.<br>Garages are limited to 2 cars, with maximum garage door widths of 12' each.<br>Must be of same general character as primary structure.<br>Must be placed behind the primary structure and towards the back of the lot |  | RIVER EDGE<br>● |

*Carriage House Precedent Imagery*



\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.

**F. Carriage House**

General: Accessory Structure

Size Range: ~~200-121~~ – 1,200 sq.ft. (per unit)

Maximum Footprint (not including porches): 800 sq.ft.

Height: 1-2 stories

~~Notes:~~ Characteristics:

~~Must be~~ A detached or an attached accessory structure. An attached structure must be clearly incidental to, smaller than, and distinguished from the principal building form.

Only one permitted per lot, ~~unless otherwise noted~~ except within the RV-HD district where two may be allowed for lots of at least one acre.

~~May be used as a garage, living unit or home business (or combination).~~

~~May function as a small scale shop, studio or workshop.~~ May be used as a garage, carport, dwelling unit, shop, studio, workshop (or combination thereof) as permitted by Sec. 4.3.

~~Garages are limited to 2 cars, with maximum garage door widths of 12' each.~~ Garages are limited to two vehicular openings. When one opening is provided, it shall not exceed 12ft; two openings shall not exceed 10ft in width each. One additional vehicular opening not exceeding 6ft in width may be allowed provided the building footprint is not exceeded.

Must be of the same general character as primary structure.

Must be placed behind the primary structure and towards the back of the lot. For lots with a Contributing Resource, the UDO Administrator may consider an alternate location.



**Sec. 5.15.8 Old Town Bluffton Historic District, Building Types**

*Proposed Change: To provide the Medium House Type category, requirements, and characteristics.*

**I. Medium House Type**

**General:** Detached Single Family Residence

**Size Range:** 1,300 – 3,000 sq. ft.

**Maximum Footprint:** (not including porches)  
1,300 sq. ft.

**Height:** 1-2 stories

**Characteristics:**

Larger than a Cottage.

The street elevation must have a front porch that is at least 50% of the façade.

Shall be narrower along the street front than it is deep.

May have dormers.



CORE

CENTER

•

GENERAL

•

CONSERVE

•

RIVER EDGE

**Medium House Precedent Imagery**



\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples and shall not imply that every element in the photograph is permitted.

*Note: The addition of the Medium House Building Type would be most appropriately located between the Cottage and Village House Building Types. This addition will cause all building types to be re-lettered as follows, without any changes to the associated text, drawings and photos:*

- ~~J.~~ J. Village House
- ~~K.~~ K. Sideyard House
- ~~L.~~ L. Vernacular House
- ~~M.~~ M. Center Hall House
- ~~N.~~ N. River House



- ~~N~~ Q. Civic Building
- ~~Q~~ P. Church Building
- ~~P~~ Q. Manufactured Homes

## Sec. 9.2, Defined Terms

### Garden Structure

**Structure, Garden:** Any unenclosed and unroofed Accessory Structure, including but not limited to fences, walls, pergolas, decks, and patios. Garden structures shall comply with all applicable architectural standards of this Ordinance.

### Historic Integrity

**Historic Integrity:** The ability of a property to convey its historical associations or attributes through seven aspects that include location, setting, design, materials, workmanship, feeling and association. The National Register Bulletin "How to Apply the National Register Criteria for Evaluation" produced by the National Park Service, and as amended, shall serve as the reference document for interpretation of these aspects.

### Principal Building

**Building, Principal:** ~~The building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.~~

The building in which the principal use of a lot is conducted. Accessory buildings, such as carriage houses, Sheds, and garages shall not be considered principal buildings.

### Shed

**Shed:** A one-story detached and roofed Accessory Structure that is clearly incidental and compatible with the Principal Building or Use located on the same lot. Such structures shall not be used as a Dwelling Unit or for an independent commercial enterprise.

### Structure, Accessory

**Structure, Accessory:** A detached or attached Structure that is clearly delineated from, and secondary to, the building form of the Principal Building located on the same lot. Such structures may include carriage houses, Sheds and Garden Structures. Should the Accessory Structure be attached to the Principal Building, the delineation of square footage shall be made where the exterior visual separation

occurs. Sheds cannot be attached Accessory Structures. Accessory Structures shall comply with applicable architectural standards of this Ordinance.

**ORDINANCE NO. 2024 – \_\_\_\_\_****TOWN OF BLUFFTON, SOUTH CAROLINA**

**AN ORDINANCE AMENDING THE TOWN OF BLUFFTON’S MUNICIPAL CODE OF ORDINANCES, CHAPTER 23, UNIFIED DEVELOPMENT ORDINANCE, ARTICLE 3 – APPLICATION PROCESS, SEC. 3.13 (DEVELOPMENT SURETY AND STORMWATER SURETY), SEC. 3.14 (CERTIFICATE OF CONSTRUCTION COMPLIANCE), SEC. 3.18 (CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT), SEC. 3.19 (SITE FEATURE PERMIT-HISTORIC DISTRICT) AND SEC. 3.25 (DESIGNATION OF CONTRIBUTING RESOURCES); ARTICLE 4 – ZONING DISTRICTS, TABLE 4.3 (USES BY DISTRICT); ARTICLE 5 – DESIGN STANDARDS, SEC. 5.10 (STORMWATER), SEC. 5.11 (PARKING), AND, SEC. 5.15 (OLD TOWN BLUFFTON HISTORIC DISTRICT); AND, ARTICLE 9 – DEFINITIONS AND INTERPRETATIONS, SEC. 9.2 (DEFINED TERMS)**

**WHEREAS**, the Town of Bluffton desires to improve the general safety, welfare, health and properties of the citizens of the Town of Bluffton; and,

**WHEREAS**, to establish the necessary provisions to accomplish the above, the Town of Bluffton has authority to enact resolutions, ordinances, regulations, and procedures pursuant to South Carolina Code of Laws 1976, Section 5-7-30; and,

**WHEREAS**, the Town of Bluffton’s Town Code and Ordinances provide guidance and requirements for development within the Town of Bluffton through regulations set forth to protect and promote the health, safety, and welfare of the Town’s citizens, as espoused through the provisions of the Town of Bluffton Comprehensive Plan and as authorized by the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, Title 6, Chapter 29 of the Code of Laws for South Carolina; and

**WHEREAS**, the Town of Bluffton Town Council adopted the aforementioned standards, which are known as the Unified Development Ordinance, Chapter 23 of the Code of Ordinances for the Town of Bluffton, South Carolina on October 11, 2011 through Ordinance 2011-15; and

**WHEREAS**, the Unified Development Ordinance unifies the subdivision, land use, development/design regulations, as well as the Old Town Bluffton Historic District Code into a single set of integrated, updated, and streamlined standards; and

**WHEREAS**, the Town Council shall from time to time examine ordinances to ensure that they are properly regarded, enforced, sufficient and satisfactory to the needs of the community and can further suggest changes as deemed appropriate; and,

**WHEREAS**, the Strategic Plan for Fiscal Year 2023-24 (“Strategic Plan”) serves as a road map for activities and initiatives to implement the Town’s Vision and Mission Statement to ensure that Bluffton is

poised to capitalize on opportunities that advance key goals, which includes amendments to the Unified Development Ordinance to support these goals; and

**WHEREAS**, the Town of Bluffton Town Council desires to amend the Unified Development Ordinance, Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance), Sec. 3.18 (Certificate of Appropriateness – Historic District), Sec. 3.19 (Site Feature Permit-Historic District), and Sec. 3.25 (Designation of Contributing Resources); Article 4 – Zoning Districts, Table 4.3 (Uses by District); Article 5 – Design Standards, Sec. 5.10 (Stormwater), Sec. 5.11 (Parking), Sec. 5.15 (Old Town Bluffton Historic District); and, Article 9 – Definitions and Interpretations, Sec. 9.2 (Defined Terms) to improve processes and development standards.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA**, in accordance with the foregoing, the Town hereby amends the Code of Ordinances for the Town of Bluffton, Chapter 23, Unified Development Ordinance as follows:

SECTION 1. AMENDMENT. The Town of Bluffton hereby amends the Code Ordinances for the Town Of Bluffton, South Carolina by adopting and incorporating certain amendments to Chapter 23 – Unified Development Ordinance, including amendments to the following sections: Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance) and Sec. 3.18 (Certificate of Appropriateness – Historic District), Sec. 3.19 (Site Feature Permit-Historic District), Sec. 3.25 (Designation of Contributing Resources); Article 4 – Zoning Districts, Table 4.3 (Uses by District); Article 5 – Design Standards, Sec. 5.10 (Stormwater), Sec. 5.11 (Parking), Sec. 5.15 (Old Town Bluffton Historic District); and, Article 9 – Definitions and Interpretations, Sec. 9.2 (Defined Terms); as shown on Exhibit A attached hereto and fully incorporated herein by reference.

SECTION 2. REPEAL OF CONFLICTING ORDINANCES. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. ORDINANCE IN FULL FORCE AND EFFECT. This entire Ordinance shall take full force and effect upon adoption.

DONE, RATIFIED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

This Ordinance was read and passed at first reading on **March 12, 2024**.

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

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Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

A public hearing was held on this Ordinance on **April 9, 2024**.

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

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Marica Hunter, Town Clerk  
Town of Bluffton, South Carolina

This Ordinance was passed at second reading held on **April 9, 2024**.

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

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Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

**EXHIBIT A****3.13 Development Surety and Stormwater Surety****3.13.1 Intent**

This Section is intended to provide procedures and standards to facilitate the review of Development Surety Applications and Stormwater Surety Applications. Review of Development Surety Applications and Stormwater Surety Applications will be required to ensure completion of the required improvements within a specified time period.

**3.13.2 Applicability**

A. Development Surety ~~and/or Stormwater Surety~~ as set forth herein shall be accepted where the Applicant desires to record a plat before completion of all required improvements and where a Temporary Certificate of Compliance is being issued pursuant to this Article. The Development Surety ~~and/or Stormwater Surety~~ shall ensure the satisfactory completion of all required improvements shown on the approved Subdivision Plan or Development Plan.

1. **Development Surety.** The installation and maintenance of drinking water systems, sewer systems, streetlights and signs, open space areas, and any other improvements to be constructed or indicated in lieu of actual construction prior to final approval; and

B. ~~Stormwater Surety as set forth herein shall be accepted where the approved Final Development Plan or Stormwater Permit involves the installation of stormwater infrastructure, facilities, or practices. The Stormwater Surety shall ensure the satisfactory completion of all stormwater improvements shown on the approved Final Development Plan and/or Stormwater Permit.~~

1. **Stormwater Surety.** The installation and maintenance of erosion and sediment control Best Management Practices (BMPs), drainage systems, stormwater management systems, street systems (roadway paving, curb and gutter, roadway swales, roadway stormwater inlets, pipes, and structures), grading, any other improvements to be constructed or indicated in lieu of actual construction prior to final stormwater permit approval not included in the Development Surety.

**3.13.3 Application Review Criteria**

The UDO Administrator shall consider the following criteria in assessing an application for Development Surety and/or Stormwater Surety:

- A. The application must comply with applicable requirements in the Applications Manual and/or Southern Lowcountry Stormwater Design Manual (Design Manual);
- B. The following types of Development Surety and/or Stormwater Surety may be accepted by the UDO Administrator:

1. Cash;
  2. A surety bond that names the Town of Bluffton as beneficiary;
  3. A bank certified check payable to "Town of Bluffton"; and
  4. An irrevocable letter of credit approved by the UDO Administrator that names the Town of Bluffton as beneficiary.
- C. Prior to the UDO Administrator's acceptance of any Development Surety and/ or Stormwater Surety, the Applicant shall submit to the UDO Administrator a copy of a contract signed by both the developer and a licensed contractor for the completion of required improvements and infrastructure, or an itemized and certified cost estimate for such work prepared by a licensed contractor, registered engineer, registered architect, or registered landscape architect, or any combination thereof, as appropriate, which will cover the costs for completion of all required improvements and infrastructure. The amount of a Development Surety and/or Stormwater Surety shall be the amount determined by the UDO Administrator to be necessary to assure completion of required improvements and infrastructure, based on such contract or cost estimate, but not less than 150% of the improvement and infrastructure costs. The surety amount includes a contingency amount to ensure completion of work which may have been underestimated or unanticipated, a maintenance fee to cover the cost of maintenance and stabilization of the site improvements, and an administrative fee to cover any potential cost incurred by the Town of Bluffton in administering completion of any unfinished portion of the work and may include, but shall not be limited to, staff time and expenses, use of Town of Bluffton equipment, and/or possible professional consultant fees.

#### **3.13.4 Effect and Expiration of Approvals**

- A. Subsequent to on-site inspection by the UDO Administrator verifying that all improvements subject to the Development Surety and/or Stormwater Surety have been satisfactorily completed or a percentage has been satisfactorily completed in the opinion of the UDO Administrator, the surety, either in whole, in part, or any remaining balance thereof, shall be released in accordance with the following:
1. A release of an appropriate portion of a Development Surety and/or Stormwater Surety, which has been accepted by the UDO Administrator in the form of cash or certified check (hereinafter a "drawdown") or amendment of the face value of any letter of credit or performance bond (hereinafter a "markdown") that has previously been accepted by the UDO Administrator may be permitted provided that:
    - a. Prior to a request for a drawdown or markdown, the Applicant shall submit, to the UDO Administrator, the contractor's itemized list of work completed, including requisite submittals, certifications, and preliminary As-Built Drawings, or any other documents or information deemed reasonably necessary by the UDO Administrator, and work remaining as secured by the surety, which has been certified by the project engineer or owner;
    - b. The UDO Administrator has inspected the work site and has verified in writing that, to the best of his/her knowledge, all such respective work has been completed;

- c. The requested drawdown or markdown shall be at least twenty percent (20%) of the original face value of the approved surety, but not less than 30% of the original surety posting plus administrative fees; and
    - d. No more than one such drawdown or markdown shall be approved during any thirty day period, except for the request for a final drawdown or markdown.
  - 2. In all cases where a drawdown or markdown is requested, the contingency fee and the administrative fee shall remain intact until the work secured by the Development Surety and/or Stormwater Surety is verified by the UDO Administrator to have been completely finished and a final drawdown or markdown has been requested; and
  - 3. A Development Surety shall be completely released by the UDO Administrator upon the full completion of all required improvements and infrastructure and the issuance by the UDO Administrator of a ~~Final final~~ Certificate of Construction Compliance; and
  - 4. A Stormwater Surety shall be completely released by the UDO Administrator upon the full completion of all required improvements, infrastructure, Final As-Builts (Final As-Builts include re-survey and As-Built of previously submitted information and new development and stormwater systems constructed as part of the phase and/or subphase), or any other documents or information deemed reasonably necessary by the UDO Administrator, and the issuance by the UDO Administrator of a Notice of Termination of the stormwater permit.
- B. Time limits on Development Surety and/or Stormwater Surety shall be as follows:
- 1. The maximum length of time for which a Development and/or Stormwater Surety may be held by the UDO Administrator shall be one year. Any Development Surety and/or Stormwater Surety submitted as a letter of credit or performance bond shall state on its face that, subsequent to the date of expiration, the Town of Bluffton as beneficiary shall have 30 days from the date of expiration to make demand upon the issuing bank or agency for the honoring of such surety, if the respective work has not been fully completed; and
  - 2. Any Development Surety and/or Stormwater Surety submitted as a letter of credit or performance bond shall also state that the letter of credit or performance bond shall be automatically renewed until such time that the surety issuer provides the UDO Administrator with a 30 days written notice of the expiration of such surety.
- C. If all improvements and infrastructure work secured by a Development and/ or Stormwater Surety have not been completed as of the stated date for such completion, the UDO Administrator shall contract to complete the remaining work and stabilize and maintain the site following normal Town of Bluffton procurement procedures.
- 1. In the case of a cash or certified check surety, the Town of Bluffton shall take possession of the full amount or remaining balance of such surety.



2. In the case of a letter of credit or bond, the UDO Administrator shall make demand upon the issuer of such surety for immediate payment to the Town of Bluffton of the full or amended face value of such surety.
- D. In addition to any Penalties set forth in this Ordinance, failure by the Applicant to keep current any Development and/or Stormwater Surety prior to the issuance of a **Final** Certificate of Construction Compliance shall cause the UDO Administrator to immediately order all development work stopped and all necessary Town of Bluffton inspections of the development work suspended until a Development and/or Stormwater Surety meeting the requirements of this Article has been approved.

### 3.14 Certificate of Construction Compliance

#### 3.14.1 Intent

This Section is intended to provide procedures and standards for the review of Certificate of Construction Compliance Applications. The Certificate of Construction Compliance process ensures that all site improvements, including landscaping, comply with the approved Final Development Plan and are completed.

#### 3.14.2 Applicability

The regulations set forth in this Section shall apply to any development which is subject to a Development Plan approval pursuant to the provisions of this Article.

#### 3.14.3 Application Review Criteria

The UDO Administrator shall consider the following criteria in assessing an application for Certificate of Construction Compliance:

- A. Compliance with all applicable provisions of this Ordinance, including Subdivision and/or Development Plan approval requirements, as applicable;
- B. Compliance with all requirements of the approved Final Development Plan;
- C. The approved site or phase must be able to function on its own with all required infrastructure, including but not limited to vehicular and pedestrian facilities, stormwater facilities, utilities, and landscaping; and,
- D. The application complies with applicable requirements in the Applications Manual.

**3.14.3 Effect and Expiration of Approvals**

A Final Certificate of Construction Compliance is required for all development. In certain circumstances, a Temporary Certificate of Construction Compliance may be issued. Requirements for both Final and Temporary Certificates of Construction Compliance are described herein.

**A. Temporary Certificate of Construction Compliance:**

1. If improvements and landscaping have not been completed as described herein for single-family residential development, an application for a Temporary Certificate of Construction Compliance may be approved by the UDO Administrator for a maximum of one (1) year from date of issuance when the following conditions are met:
  - a. Unless otherwise provided in an approved and valid development agreement, the site or phase shall be seventy-five (75%) percent complete as referenced to the monetary value of the improvements, including landscaping. The existing construction cost estimate must be current to within twelve (12) months of the approved construction cost estimate. If the time period is exceeded, the construction cost estimate shall be updated and approved by the UDO Administrator.
  - b. The site or phase shall be in safe, accessible, and useable condition as determined by the UDO Administrator.
  - c. The Applicant shall provide financial guarantees in accordance with this Article and assure completion of all requirements of the approved Final Development Plan; and,
  - d. The application must comply with applicable requirements in the Applications Manual.
2. If a Temporary Certificate of Construction Compliance is approved by the UDO Administrator, an application for a Building Permit can be made. Before a Certificate of Occupancy can be issued, a Final Certificate of Construction Compliance must be approved.

**B. Final Certificate of Construction Compliance.** When the required improvements, including landscaping, have been completed and a Final Certificate of Construction Compliance approved for the site or phase where the building is located, a Certificate of Occupancy can be issued. For commercial uses, including multi-family residential, the Applicant may apply for a Building Permit without a Final Certificate of Construction Compliance; however, a Certificate of Occupancy will not be issued for the building until such time as a Final Certificate of Construction Compliance is obtained for the site or phase where the building is located.

### 3.18 Certificate of Appropriateness – Historic District (HD)

#### 3.18.1 Intent

~~This Section is intended to provide procedures and standards to facilitate the review of Certificate of Appropriateness Applications within the Old Town Bluffton Historic District (HD) designated zoning districts. Review of Certificate of Appropriateness Applications HD shall consider the following objectives:~~

- ~~A. Maintenance of the educational, cultural and general welfare of the public through the preservation, protection and enhancement of Historic Resources and Old Town Bluffton Historic District;~~
- ~~B. Maintenance of Contributing Resources as visible reminders of the history and cultural heritage of the Town of Bluffton as well as the Lowcountry region in accordance with the standards set forth in the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings; and~~
- ~~C. Ensure that proposed activities foster the development of quality and innovative designs that respect and complement the eclectic character of the Old Town Bluffton Historic District.~~

This Section provides procedures and criteria to facilitate the review of Certificates of Appropriateness – Historic District (HD) applications within Old Town Bluffton Historic District (HD) zoning districts. The COFA-HD ensures that the historic, cultural, and general welfare of Old Town Bluffton Historic District is protected and preserved and that infill development that respects and complements the character of the district is fostered.

#### 3.18.2 Applicability

~~3.18.2 Applicability Except for the removal or replacement of an existing manufactured home, no structure located within a HD designated zoning district or constructed 50 or more years ago within the limits of the Town, may be erected, renovated, demolished, relocated or removed, in whole or in part, nor may the exterior architectural character of such structure be altered until a Certificate of Appropriateness HD has been issued for the project. The Historic Preservation Commission shall review applications for a Certificate of Appropriateness HD for any activity which:~~

- ~~A. Increases the area of the structure or building footprint;~~
- ~~B. Results in the cutting away of any exterior wall, partition, or portion thereof;~~
- ~~C. The removal or cutting of any structural beam or load-bearing support or the removal or change of any required means of egress;~~
- ~~D. Changes in fenestration location;~~
- ~~E. Requires a development plan or demolition permit;~~

~~F. Results in the alteration of the exterior architectural character; and,~~

~~G. Is not otherwise able to be reviewed through a Site Feature Permit HD.3.18.3 Application Review Criteria Any application for a Public Project located in the Old Town Bluffton Historic District shall be reviewed “for comment only” by the Historic Preservation Commission (HPC) using the criteria in Section 3.18 Certificate of Appropriateness — Historic District (HD). The UDO Administrator will maintain approval authority and may consider the comments of the HPC. The application shall not require a Certificate of Appropriateness HD to proceed.~~

A. The Historic Preservation Commission shall review applications for a Certificate of Appropriateness-HD for new construction, alterations, relocation, or demolition of structures and other activities as may be described herein and that are not otherwise able to be reviewed through a Site Feature-Historic District Permit.

Except for the replacement or demolition of an existing manufactured home, no structure located within Old Town Bluffton Historic District can be constructed, altered, relocated, or demolished, in whole or in part, without an approved Certificate of Appropriateness-HD.

B. Any application for a Public Project located in Old Town Bluffton Historic District shall be reviewed “for comment only” by the Historic Preservation Commission using the criteria in this Section. The UDO Administrator will maintain approval authority and may consider the comments of the Historic Preservation Commission. The application shall not require a Certificate of Appropriateness-HD to proceed.

### **3.18.3 Application Review Criteria New Construction and Alterations**

The Historic Preservation Commission shall consider the following criteria in assessing an application for Certificate of Appropriateness HD:

~~A. Consistency with the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings;~~

~~B. Consistency with the principles set forth in the Old Town Bluffton Master Plan;~~

~~C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards;~~

~~D. The nature and character of the surrounding area and consistency of the resource with the scale, form and building proportions of the surrounding neighborhood;~~

~~E. Preservation of the existing building’s historic character and architecture;~~

~~F. The historic, architectural, and aesthetic features of the resource including the extent to which its alteration or removal would be detrimental to the public interest;~~

~~G. For an application to demolish, either in whole or in part, any Contributing Structure, the Historic Preservation Commission shall consider: 1. The existing and historical ownership and use and reason for requesting demolition; and 2. Information that establishes clear and convincing evidence that: a. The demolition of the structure is necessary to alleviate a threat to public health or public safety; and b. No~~

~~other reasonable alternatives to demolition exist; and c. The denial of the application, as a result of the regulations and standards of this Section, deprive the Applicant of reasonable economic use of or return on the property;~~

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

To maintain the character of Old Town Bluffton Historic District, new construction and alterations shall be consistent with the standards, criteria and guidelines developed for the district. The Historic Preservation Commission shall consider the following criteria in its consideration of an application for a Certificate of Appropriateness-HD for new construction and alterations:

1. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*;
2. Conformance with the approved Final Development Plan, Subdivision Plan, and any other agreements or plans that are applicable;
3. Conformance with applicable provisions in Article 5, Design Standards;
4. Demonstration of a compatible visual relationship between new construction or alterations and existing buildings, streetscapes and open spaces. A compatible visual relationship must be generally of a similar structural mass, scale, height, proportion, directional expression of the principal elevation and rhythm of spacing, as applicable;
5. Compliance with applicable requirements in the Applications Manual.

In addition to 1-5 above and as applicable, the Historic Preservation Commission shall consider the following criteria for a Contributing Resource:

6. Compliance with the *U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures*;
7. Demonstration that historic architectural features will be preserved to maintain the resource as a Contributing Resource to the Old Town Bluffton Historic District. Additions shall not destroy any features that characterize the Contributing Resource. New work shall be differentiated from and be compatible with the size, scale, material, and character of the property and surroundings.
8. Demonstration that any new additions will be undertaken in such a manner that the essential form and integrity of the structure would be unimpaired if such additions were to be removed in the future; and,
9. In the case of a Contributing Resource approved for relocation, the Historic Integrity shall be maintained to the greatest extent possible, including siting the relocated structure as close to the original site as possible, in a setting similar to its historic placement including building orientation setback from the street, and lot coverage. The new foundation shall match the original foundation in height, design, and materials to the extent possible.

#### **3.18.4 Demolition of a Contributing Structure Relocation**

~~A. In addition to the Application Review Criteria set forth in Section 3.18.3, in reviewing and recommending action on, or approving, approving with conditions, or denying, applications that include the demolition of any Contributing Structure, either in whole or in part, the Historic Preservation Commission may find that the preservation and protection of the Contributing Structure and the public~~

~~interest will best be served by postponing the demolition for a designated period not to exceed 180 days. During the period of postponement, the Historic Preservation Commission shall consider what alternatives to demolition may exist and then, as appropriate, make such recommendations to Town Council and the Applicant. Such consideration by the Historic Preservation Commission shall, at a minimum, include the following:~~

- ~~1. Alternatives for preservation of the structure, either in whole or in part, including consultation with civic groups, interested private citizens, and other boards or agencies (both public and private); or,~~
- ~~2. If other alternatives for preservation cannot be identified and the preservation of a given structure is clearly in the interest of the general welfare of the community and of certain historic and architectural significance, investigation of the potential use of the power of eminent domain by the Town to acquire the property.~~

~~B. If after the postponement period has expired and an alternative for preservation has not been recommended, action regarding the application shall be taken in accordance with this Section at the next regularly scheduled Historic Preservation Commission meeting.~~

**A. Non-Contributing Structures**

The relocation of non-contributing structures into or within Old Town Bluffton Historic District shall be reviewed as new construction and the criteria in Sec. 3.18.3. shall be applied.

**B. Contributing Resources**

The relocation of any Contributing Resource is detrimental to the integrity of Old Town Bluffton Historic District and, where applicable, the Bluffton Historic District (listed in the National Register 1996), as significance of the resource is embodied in location, context, and setting, as well as the resource itself. Relocation of a Contributing Resource may destroy the relationship between the resource and its surroundings, associations with historic events and persons, historic features (such as landscaping, foundation, chimneys), and known or potential archaeological resources. Relocation may also create a false sense of historic development. For these reasons, relocation of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as contributing to the Old Town Bluffton Historic District on or after June 19, 2007 shall not be permitted except in extraordinary circumstances.

1. The Historic Preservation Commission shall consider the following in its consideration of an application for a Certificate of Appropriateness-HD for relocation:
  - a. The reason for the relocation and evidence that one or more extraordinary circumstances exists to support relocation;
  - b. The construction date, history of ownership, development, use(s), and any other pertinent history of the Contributing Resource;
  - c. Relocation alternatives on the existing site of the Contributing Resource that were explored and why they are not feasible;
  - d. Demonstration that the proposed relocation site will approximate the historic character and development of the original location, and the proximity of the relocation site to the original location;

- e. Demonstration through a report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation that the structure can be relocated without irreparable harm, supported by findings. If the report finds that intact relocation is not possible, findings shall also be provided for relocation by partial or complete disassembly of the Contributing Resource for reassembly in another location without irreparable loss of Historic Integrity.

## 2. **Effect of Approval**

If relocation of the Contributing Resource is approved, the approval shall be conditional until the following are provided:

- a. An approved Certificate of Appropriateness-HD for the receiving site if located within Old Town Bluffton Historic District;
- b. An approved Final Development Plan for the receiving site, when applicable;
- c. Compliance with the relocation and documentation guidelines approved by Town Council; and,
- d. Compliance with applicable requirements in the Applications Manual.

### **3.18.5 Effect and Expiration of Approvals Demolition**

#### **A. Approval:**

~~1. Following approval of an application for a Certificate of Appropriateness HD the Applicant may apply for a building permit or any other plan approval, if applicable. In the event such additional approvals are not applicable or necessary, the Applicant may commence the activity(ies) as authorized by the approved application.~~

~~2. Following approval of an application for a Certificate of Appropriateness HD that includes the demolition, either in whole or in part, of any Contributing Structure and prior to the commencement of any demolition activities, the Applicant shall document the structure according to the documentation standards of the Historic American Building Survey and the Historic American Engineering Record for archival purposes and submit such recording to the UDO Administrator for review and approval.~~

~~B. Expiration. Approval of a Certificate of Appropriateness HD shall expire two years from the date of its issue unless an appreciable amount of improvement or development commences and proceeds to completion in a timely and customary manner in accordance with the Certificate of Appropriateness HD.~~

#### **A. Non-contributing Structures**

The below items shall be provided by the Applicant and reviewed by the Historic Preservation Commission in its consideration of a request for demolition of any structure, in whole or in part, in Old Town Bluffton Historic District that is not designated as a Contributing Resource:

- a. The construction date, history of ownership, development, use(s), and the reason for the demolition request; and,
- b. Compliance with all applicable requirements in the Applications Manual.

**B. Contributing Resources**

The demolition of a Contributing Resource, either in whole or in part, is detrimental to the integrity and status of Old Town Bluffton Historic District and, where applicable, the Bluffton National Register Historic District, as significance of these districts is embodied by their contributing resources. Demolition of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as contributing to the Old Town Bluffton Historic District on or after June 19, 2007, shall not be permitted except in extraordinary circumstances and when all preservation alternatives have been exhausted.

1. The Historic Preservation Commission shall consider the following in its consideration of an application for a Certificate of Appropriateness-HD for demolition, either in whole or in part:
  - a. The construction date, history of ownership, development, use(s), and other pertinent history of the Contributing Resource, and the reason for the request;
  - b. A report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation detailing the structural soundness of the Contributing Resource supported by findings, including clear and convincing evidence that demolition is necessary, in whole or in part, to alleviate a threat to public health or public safety;
  - c. Evidence that demolition is required to avoid exceptional practical difficulty or undue hardship upon the owner of the property and that no other reasonable alternatives to demolition exist, including but not limited to relocation. If exceptional practical difficulty or undue hardship is claimed, evidence shall be provided to demonstrate that the applicant did not have the opportunity to discover the nature of the difficulty or undue hardship and that application of the standards would deprive the applicant of reasonable use and economic return on the property.
  - d. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*; and,
  - e. Compliance with all applicable requirements in the Applications Manual.

The applicant should provide, at a minimum, the following information:

- (1) Nature of ownership (individual, business, or nonprofit) or legal possession, custody, and control;
- (2) Financial resources of the owner and/or parties in interest.
- (3) Cost of repairs;
- (4) Assessed value of land and improvements;
- (5) Real estate taxes for the previous two years;
- (6) Amount paid for the property, date of purchase, and party from whom purchased, including a description of the relationship between the owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or inheritance;
- (7) Annual debt service, if any, for previous two (2) years received;
- (8) Any listing of the property for sale or rent, price asked, and offers received, if any;



- ~~(9) In addition, for an income-producing property, the following information from the previous two years: the annual gross income from the property, itemized operating and maintenance expenses, and annual cash flow; and~~
- ~~(10) The timeline and circumstances under which the applicant learned of the condition of the Contributing Structure which gave rise to the applicant's decision to request approval to demolish it.~~

## 2. Delay of Decision Regarding Demolition

In considering the criteria for demolition, the Historic Preservation Commission may find that the preservation and protection of the Contributing Resource and the public interest will best be served by postponing a decision for a designated period not to exceed 180 days. During the period of postponement, the Historic Preservation Commission shall consider what alternatives to demolition may exist. Consideration by the Historic Preservation Commission shall include:

- a. Alternatives for preservation of the structure, either in whole or in part, including consultation with civic groups, interested private citizens, and other boards or agencies (both public and private); and,
- b. If other alternatives for preservation cannot be identified, including relocation, and the preservation of the Contributing Resource is clearly in the interest of the general welfare of the community, investigation of the potential of the Town to acquire the property.

## 3. Effect of Approval

1. In granting a Certificate of Appropriateness-HD for demolition, the Historic Preservation Commission may impose such reasonable and additional conditions, which may include deconstruction of historic building components for re-use.
2. The process for demolishing a Contributing Resource, including documentation to be provided, shall comply with demolition guidelines approved by Town Council.

### **3.18.6 Amendments to Approvals Expiration of Approvals**

#### **3.18.6 Amendments to Approvals**

~~A. An Applicant who has been granted a Certificate of Appropriateness HD shall notify the UDO Administrator of any proposed amendments to approved plans.~~

~~B. Changes may be approved by the UDO Administrator if the proposed revision complies with the standards of this Ordinance and does not substantially alter the basic design approved by the Historic Preservation Commission. C. If the UDO Administrator determines that the requested modification to the approved plans substantially deviates from the basic design approved by the Historic Preservation Commission in accordance with the Certificate of Appropriateness HD, a new, separate application shall be submitted.~~

Approval of a Certificate of Appropriateness-HD shall expire two years from the date of approval unless an appreciable amount of improvement, development or other activity approved by the Historic

Preservation Commission commences, as determined by the UDO Administrator, and proceeds to completion in a timely and customary manner in accordance with the Certificate of Appropriateness HD.

### **3.18.7 Amendments to Approvals**

- A. An Applicant who has been granted a Certificate of Appropriateness HD shall notify the UDO Administrator of any proposed amendments to approved plans.
- B. Changes may be approved by the UDO Administrator if the proposed revision complies with the standards of this Ordinance and does not substantially alter the approval by the Historic Preservation Commission.
- C. If the UDO Administrator determines that the requested modification to the approved plans substantially deviates from the approval by the Historic Preservation Commission in accordance with the Certificate of Appropriateness HD, a new application shall be submitted.

### **3.19.2 Site Feature – Historic District Permit, Applicability**

**A. Permit Required.** A Site Feature - Historic District (HD) Permit is required for the following:

- 1. Sign, to include new signs, modifications to existing signs, or replacement of existing signs. Certain signs, as indicated in Sec. 5.13.3, are exempt from the Site-Feature-Historic District (HD) Permit requirement.
- 2. Modifications or improvements to site elements such as changes to parking lots, sidewalks, landscaping, and lighting;
- 3. Garden Structures and Sheds; as specified in Sec. 5.15.5;
- 4. *[No change.]*
- 5. *[No change.]*

### **Sec. 3.25 Designation of Contributing Resources**

### **3.25 ~~Designation of Contributing Resources~~ Contributing Resource Procedure and Criteria**

#### **3.25.1 Intent**

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

### 3.25.2 Applicability

Applications to designate ~~or remove the designation as a~~ Contributing Resources to ~~or from~~ 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 building, structure, object, site that is at least 50 years old, as applicable, 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~~ An association with events that have made a significant contribution to the broad patterns of our history;
2. ~~The resource is associated~~ An association with the lives of persons significant in our past;
3. ~~The resource embodies~~ Embodiment of the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses ion of high artistic values, or ~~represents-representation of~~ a significant and distinguishable entity whose components lack individual distinction; or
4. ~~The resource has yielded, or is likely to yield, information~~ Information important in prehistory or history has been yielded or is likely to be yielded.

B. Resource of Exceptional Importance

Any ~~resource~~ building, structure, or object 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 it~~ 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.

### 3.25.4 ~~Effect of Approval~~ **Application Review Criteria to Remove the Designation as a Contributing Resource**

Upon designation, Town Council shall ~~amend the 'Contributing Resources' map to include the approved Contributing Resource.~~

1. Any Contributing Resource that no longer meets the criteria for designation because the qualities which caused it to be originally designated have been lost or destroyed, or the designation criteria in Sec. 3.25.3.A. no longer applies, Town Council may remove the designation as a Contributing Resource upon a recommendation of the Historic Preservation Commission.
2. The application shall comply with applicable requirements in the Applications Manual.

### 3.25.5 Effect of Approval

Upon designation or the removal of the designation, Town Council shall amend the 'Contributing Resources' map accordingly. ~~to include the approved Contributing Resource.~~

### Sec. 4.3 Uses by District, Table 4.3

| Table 4.3 Uses by District                  |  |  |  |   |                       |                        |                        |                          |                       |                   |               |                          |
|---|--|--|--|---|-----------------------|------------------------|------------------------|--------------------------|-----------------------|-------------------|---------------|--------------------------|
| Neighborhood Core Historic District (NC-HD) | Neighborhood Center Historic District (NCE-HD) | Neighborhood General Historic District (NG-HD) | Neighborhood Conservation Historic District (NCV-HD) | Riverfront Edge Historic District (RV-HD) | Light Industrial (LI) | General Mixed Use (GM) | Neighborhood Core (NC) | Residential General (RG) | Rural Mixed Use (RMU) | Agricultural (AG) | Preserve (PR) |                          |
| Industrial                                  |  |  |  |   |                       |                        |                        |                          |                       |                   |               |                          |
| C   | C  | C  | -  | -   | C                     | C                      | C                      | -                        | C                     | -                 | -             | Storefront Manufacturing |

## Sec. 5.10 Stormwater

### Sec. 5.10.1 General provisions

#### A. Intent *(No Changes)*

#### B. Purpose *(No Changes)*

#### C. Applicability

~~Beginning with and subsequent to its effective date, this Article shall be applicable to:~~

~~1. The following activities, unless exempt pursuant to Section 5.10.1.C.2 below:~~

~~a. Development and/or Redevelopment that involves the creation, addition or replacement of 5,000 square feet or more of impervious surface or that involves other Land Disturbing activities of one acre or more.~~

~~b. Development and/or Redevelopment, regardless of size, that is part of a Larger Common Plan of Development, even though multiple, separate, and distinct Land Disturbing activities may take place at different times and on different schedules.~~

~~c. A Major Substantial Improvement of an existing property.~~

1. This Section shall apply to the following activities unless otherwise exempted by Sec. 5.10.1.C.2:

a. Any Development of 5,000 or more square feet of land disturbance;

b. Any Redevelopment/Infill that will result in an additional 2,000 or more square feet of impervious surface;

c. Any Land Disturbance, regardless of size, within a Larger Common Plan of Development where multiple, separate and distinct land disturbing activities may occur at different times and on different schedules; and,

d. A Major Substantial Improvement of an existing lot.

2. The following activities are exempt from this ~~Article~~ Section:

a. Any maintenance, alteration, renewal, or improvement as approved by the Town which does not alter existing drainage patterns, does not result in change or adverse impact on adjacent property, or create adverse environmental or water quality impacts, and does not increase the temperature, rate, quality, or volume or location of stormwater runoff discharge;

b. Projects that are exclusively for agricultural or silvicultural activities, not involving relocation of drainage canals, within areas zoned for these uses;

c. Redevelopment that constitutes the replacement of the original square footage of impervious cover and original acreage of other Development activity when the original

Development is wholly or partially lost due to natural disaster or other acts of God occurring after September 14, 2021; and,

d. Work by governmental agencies or property owners required to mitigate emergency flooding conditions. If possible, emergency work should be approved by the duly appointed officials in charge of emergency preparedness or emergency relief. Property owners performing emergency work will be responsible for any damage or injury to persons or property caused by their unauthorized actions. Property owners will stabilize the site of the emergency work within 60 days, or as soon as reasonable, following the end of the emergency period.

3. Any illicit discharges.

4. The provisions of this Article Section shall apply throughout the incorporated areas of the Town.

#### Sec. 5.10.3 Standards

A.-B. *(No Changes)*

#### C. Stormwater Surety

Financial sureties for the cost of stormwater facilities approved for the proposed Development and/or Redevelopment shall be provided in accordance with the Town Stormwater Surety and stormwater permit issuance process in this Article Section 3.13.

D.-I. *(No Changes)*

#### J. Grading

Mass Grading and Clearing shall not be permitted. No land within the Town shall be cleared, disturbed, graded, excavated, except as follows:

~~1. It shall be unlawful to perform any Land Disturbance, or land disturbing activity, in excess of 5,000 square feet or create an increase in impervious surface in excess of 2,000 square feet unless a Grading Plan has been submitted to and approved by the Town of Bluffton as provided for herein.~~

It shall be unlawful to perform any Land Disturbance, or land disturbing activity, of 5,000 or more square feet or accruing a total exceedance of 5,000 square feet of impervious surface without a Grading Plan approved by the Town of Bluffton.

2. ~~A~~ Grading Plans shall be filed with and become part of any Application that equals or exceeds the threshold limits provided above. Such plans shall be prepared in accordance with Article 3 and shall follow the requirements set forth in Article 5 Design Standards.

3. Amendments to Grading Plans. Amendments, changes or modifications of a minor nature to a plan required as a result of field conditions arising during construction may be ordered or approved by the UDO Administrator.

~~4. All Grading Plans shall follow the requirements set forth in Article 5 Design Standards.~~

~~5.~~ 4. Soil erosion and sediment control measures shall, at a minimum, conform to the Standards for Soil Erosion and Sediment Control per the *Design Manual*.

**K. Fee-in-Lieu.** A fee-in-lieu may be approved by the UDO Administrator when none or only partial stormwater requirements, as defined in this Article Section and in the *Design Manual*, cannot be attained on the site ~~(due to impractical site characteristics or constraints)~~. A Maximum Extent Practicable analysis shall be required by the applicant for review by the UDO Administrator to make this determination.

**L. Waiver.** Individuals seeking a waiver from the requirements of this Article Section may submit to the UDO Administrator a request for a waiver in accordance with the *Design Manual*.

## Sec. 5.11 Parking

### Sec. 5.11.1. Intent

*No changes.*

### Sec. 5.11.2. Parking Space Calculations

These provisions shall apply to all development and redevelopment in the Town of Bluffton except as otherwise provided for in Old Town Bluffton Historic District, Sec. 5.15.7.

### Sec. 5.11.3. Parking Space Calculations

~~A. Parking calculations may include public parking that is within 500 feet of the property.~~

~~A.-B.~~ Shared parking may allow for a reduction of up to 40 percent based upon the compatibility of uses that have different parking demands and are able to share parking lots/ spaces throughout the day (except for Restaurant Uses). The Applicant shall provide a parking study to justify the number of spaces for shared parking. The Applicant shall provide a shared parking easement that must be approved by the UDO Administrator and be recorded with Beaufort County to allow the shared parking arrangement between property owners/ tenants.

~~B. If an Applicant would like to reduce the number of parking spaces beyond 20 percent or increase the number of parking spaces beyond the maximum in the table below, the Applicant shall provide a parking study for the UDO Administrator's review.~~

B. Unless otherwise noted, the following ~~parking space calculations define are~~ the ~~maximum~~ minimum amount of parking ~~spaces allowed~~ required for specific uses:

| Table 5.11.3.C<br>Parking Spaces |   |
|----------------------------------|---|
| Use                              | <del>Maximum Parking</del> Minimum Parking Spaces   |
| Residential                      | 2 spaces per dwelling unit, <u>1 space per accessory dwelling unit</u> <del>minimum</del>   |
| Lodging                          | 1 space per bedroom for rent plus 2 spaces per 1000 sf of ancillary office use  |
| Office                           | 4 spaces per 1000 sf  |
| Health / Human Care              | 3.5 spaces per 1000 sf  |
| Commercial Services              | 4 spaces per 1000 sf  |
| Civic / Institutional            | 1 space per 1000 sf   |
| Education                        | 1 space per 3 students plus 1 space per instructor  |
| Agricultural / Conservation      | 1 space per 500 sf of commercial use plus 1 space per employee  |
| Industrial                       | 1 space per each employee at max shift plus 1 space for each company vehicle  |
| Recreation / Entertainment       | Number of spaces shown to be necessary and reasonable by data submitted by the Applicant and as approved by the UDO Administrator |
| Motor Vehicle Sales and Service  | 4 spaces <u>per</u> 1000 sf of the showroom and 2 spaces per the service bay  |

#### Sec. 5.11.4. Standards: Design Standards for Parking Areas and Parking Lots

A. The following dimensional requirements for parking spaces shall be applicable to all parking areas and parking lots other than single-family detached residential parking on the lots:

1. Diagonal/angled and perpendicular parking spaces and parking space sizes shall conform to the following table of minimum values. ~~Angled parking may be reverse angle as well.~~

| Table 5.11.4.A.1<br>Parking <u>Space</u> Design Standards |                             |                             |                |                        |
|---|-----------------------------|-----------------------------|----------------|------------------------|
| A.<br>Parking Angle<br>(degrees)                          | B.<br>Curb Length<br>(feet) | C.<br>Stall Depth<br>(feet) | D. Aisle Width |                        |
|   |                             |                             | One-Way        | Two-Way                |
| 30°   | 18'                         | <del>16'</del> <u>20'</u>   | 12'            | 20'                    |
| 45°   | <del>12'</del> <u>13'</u>   | <del>18'</del> <u>20'</u>   | 14'            | 20'                    |
| 60°   | <del>10'</del> <u>11'</u>   | <del>19'</del> <u>21'</u>   | 18'            | 22'                    |
| 90°   | 9'                          | 18'                         | 20'            | 22' – min<br>24' - max |

2. ~~Up to 25% of all Parking Areas may be designated for compact cars and/or golf carts. For any non-residential use that requires at least 25 parking spaces, up to 10% of the parking spaces may be designated for compact car parking. Compact parking spaces shall be grouped, where~~



possible, and designated by signage or pavement marking. Compact parking space dimensions shall be no less than nine (9) feet wide and 15 feet in length. Golf cart parking spaces shall not count towards required parking spaces. If golf cart parking spaces are provided, parking space dimensions shall not be less than six (6) feet wide by 12 feet in length.

3. ~~Parallel parking spaces shall be 8-10 feet in width and 18-26 feet in length.~~ Parallel parking spaces shall be a minimum of nine (9) feet in width and 22 feet in length.
4. Wheel stops shall be provided in all parking facilities without curbing. The vehicle side of the wheel stop shall be no more than 18 inches from the end of the parking space.
5. Each parking bay shall be separated from other parking bays by a median. All medians shall be at least 12 feet wide.
6. Not more than eight (8) continuous parking spaces shall be allowed in a row of parking without separation by a landscape island. Each landscape island shall be at least 10 feet in width.
7. A landscape island of at least 12 feet in width shall be provided at the ends of each parking bay.

#### Sec. 5.11.5. Off-Street Loading Requirements

*No changes.*

#### Sec. 5.11.6. Standards: Bicycle Parking

*No changes.*

#### Sec. 5.15 Miscellaneous Old Town Bluffton Historic District

##### Sec. 5.15.5.A. Neighborhood Core Historic District, Building Type Requirements, Front Build-to Zone

| Neighborhood Core Building Type Requirements | Front Build-to Zone                  |
|--|--------------------------------------|
| Main Street Building                         | <del>0' – 10'</del> <u>10' – 20'</u> |
| Commercial Cottage                           | <del>5' – 15'</del> <u>10' – 15'</u> |
| Live-Work Sideyard                           | <del>0' – 5'</del> <u>10' – 15'</u>  |
| Duplex                                       | <del>5' – 15'</del> <u>10' – 15'</u> |
| Triplex                                      | <del>5' – 15'</del> <u>10' – 15'</u> |
| Mansion Apartment House                      | <del>5' – 15'</del> <u>10' – 25'</u> |
| Civic Building                               | <del>5' – 25'</del> <u>10' – 25'</u> |
| Additional Building Type                     | <del>0' – 25'</del> <u>10' – 25'</u> |

**Sec. 5.15.5.B. Neighborhood Center Historic District, Building Type Requirements, Front Build-to Zone**

| Neighborhood Center Building Type Requirements | Front Build-to Zone                  |
|--|--------------------------------------|
| Main Street Building                           | 10' – 25'                            |
| Commercial Cottage                             | <del>5' – 20'</del> <u>10' – 20'</u> |
| Live-Work Sideyard                             | <del>0' – 5'</del> <u>5' – 10'</u>   |
| Duplex   | <del>5' – 15'</del> <u>10' – 15'</u> |
| Triplex  | <del>5' – 15'</del> <u>10' – 15'</u> |
| Mansion Apartment House                        | <del>5' – 15'</del> <u>10' – 25'</u> |
| Cottage  | <del>5' – 15'</del> <u>10' – 15'</u> |
| Village House                                  | <del>5' – 15'</del> <u>10' – 15'</u> |
| Sideyard House                                 | <del>5' – 10'</del> <u>10' – 15'</u> |
| Vernacular House                               | 10' – 20'                            |
| Civic Building                                 | <del>5' – 25'</del> <u>10' – 25'</u> |
| Additional Building Type                       | 10' – 25'                            |

**5.15.5.A-E. General Standards**

*[Note: Example graphic provided to show where change is proposed in Secs. A-E. See below for proposed amendments.]*

## A. Neighborhood Core Historic District (NC-HD)

NC-HD Precedent Imagery

NC-HD Regulating Plan

### Neighborhood Core

#### Building Type Requirements:

|  | Front Build-to Zone  | Lot Width | Package Requirement            | Rear Setback (from rear lot line) | Side Setback (from side lot line) | Height (in stories) |     |  |  |  |
|--|--|-----------|--------------------------------|-----------------------------------|-----------------------------------|---------------------|-----|--|--|--|
| Main Street Building   | 0'-10'   | 50'-100'  | 70% - 90%                      | 25'                               | 5'                                | 2-3                 |     |  |  |  |
| Commercial Cottage   | 5'-15'   | 50'-75'   | 40% - 70%                      | 25'                               | 8'                                | 1-1.5               |     |  |  |  |
| Live-Work Sideyard   | 0'-5'  | 50'-65'   | 50% - 75%                      | 25'                               | 5'                                | 2-2.5               |     |  |  |  |
| Duplex   | 5'-15'   | 55'-70'   | N/A                            | 25'                               | 5'                                | 2-3                 |     |  |  |  |
| Triplex  | 5'-15'   | 70'-100'  | N/A                            | 25'                               | 5'                                | 2-2.5               |     |  |  |  |
| Mansion Apartment House  | 5'-15'   | 60'-80'   | N/A                            | 25'                               | 5'                                | 2-2.5               |     |  |  |  |
| Civic Building   | 5'-25'   | N/A       | N/A                            | N/A                               | 5'                                | 2.5                 |     |  |  |  |
| Carriage House   | One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure see 5.15.6.F for a full description of this type. |           |                                |                                   | 5'                                | 5'                  | 1-2 |  |  |  |
| <b>Additional Building Types</b>   |  |           |                                |                                   |                                   |                     |     |  |  |  |
| As reviewed by the UDQ Administrator or Board/Commission with approval authority in accordance with ARTICLE 2 of the Ordinance, additional building types may be allowed in the Neighborhood Core-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements: |  |           |                                |                                   |                                   |                     |     |  |  |  |
|  | 0'-25'   | 50'-100'  | to be determined by UDQ Admin. | 25'                               | 5'                                | 2-3                 |     |  |  |  |

**5.15.5.A. Neighborhood Core Historic District**

|                |  |
|----------------|--|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure see 5.15.8.F. for a full description of this type. <a href="#">See Sec. 5.15.8.F. for placement and other requirements.</a></del> |
|----------------|--|

**5.15.5.B. Neighborhood Center Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. <a href="#">See Sec. 5.15.8.F. for placement and other requirements.</a></del> |
|----------------|---|

**5.15.5.C. Neighborhood General Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. <a href="#">See Sec. 5.15.8.F. for placement and other requirements.</a></del> |
|----------------|---|

**5.15.5.D. Neighborhood Conservation Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. <a href="#">See Sec. 5.15.8.F. for placement and other requirements.</a></del> |
|----------------|---|

**5.15.5.E. Riverfront Edge Historic District**

|                |   |
|----------------|---|
| Carriage House | <del>Two carriage houses may be built per primary structure and may have a maximum footprint of 800 sq.ft. each. They must be placed between the primary structure and the street. <a href="#">See Sec. 5.15.8.F. for placement and other requirements.</a></del> |
|----------------|---|

**5.15.5.C. Neighborhood General Historic District (NG-HD)**

- ~~1. The Neighborhood General HD zoning district shall be primarily residential in nature. All commercial or mixed-use development within this zoning district must maintain a predominantly residential character.~~
- ~~2. A waiver of the mandatory residential component may be granted by the UDO Administrator for commercial properties with direct frontage on SC Highway 46 or Bruin Road. While these commercial properties may have retail shopfronts or have awning/marquees or colonnades/ arcades and be at grade, in accordance with this Ordinance, they must still maintain residential scale.~~

Within the NG-HD district, building form and scale shall be primarily residential to maintain the predominantly residential character component of this district. The UDO Administrator may waive the mandatory residential component for properties with frontage on SC Highway 46 and Bruin Road; buildings on these properties may be constructed with retail shopfronts, awnings, marquees, colonnades, or arcades in accordance with this UDO but must be residential in form and scale.

#### **Sec. 5.15.5.E. General Standards, Riverfront Edge Historic District**

In the Riverfront Edge ~~Transect Zone~~ HD district, the river shall be the focus of each lot abutting it and therefore acts as the “front” of the lot.

#### **Sec. 5.15.5.F.11. Old Town Bluffton Historic District, General Standards, Large Footprint Buildings**

##### **11. Large Footprint Buildings Sheds**

- a. Large footprint buildings can only be located in the Neighborhood Core Historic District Zoning District.
- b. Buildings may be one story in height, but shall be at least 24 feet in height. This may be accomplished with ~~Liner Buildings or higher ceiling heights and/ or parapets.~~
- c. ~~To encourage use by pedestrians and decrease the need for solely auto-oriented patronage, Large Footprint Buildings must reinforce the character of the Old Town Bluffton Historic District and shall therefore front the buildings to the sidewalks, providing windows and doors at frequent intervals. Operable doorways should occur on an average of every 50 feet for the whole length of the street frontage.~~
- d. ~~Building footprints shall not be larger than a single block. Floor area of buildings shall not cantilever over public rights-of-way.~~
- e. ~~Loading docks, service areas and trash disposal facilities shall not face streets, parks, squares, waterways, or significant pedestrian spaces.~~

Sheds shall not be taller than one-story, exceed 121 square feet, and no more than three (3) are permitted per lot.

#### **Sec. 5.15.6.E.8.d., Chimneys, Roof Appurtenances, and Roof Penetrations**

- d. In keeping with masonry building technology, metal spark arrestors, exposed metal flues, ~~or~~ and pre-fabricated chimney caps are ~~not~~ permitted only when concealed within a masonry architectural feature and screened from a street.

**Sec. 5.15.6.G. OTBHD, Architectural Standards, Building Walls****Sec. 5.15.6.N.7.a. OTBHD, Architectural Standards, General Standards, Corners and Water Tables, Water Table Trim**

- a. Drip boards shall be a minimum 5/4 stock with a bevel (any exposed flashing must be copper or match color of water table [trim](#));

**Table 5.15.6.Q.4.a. OTBHD, Architectural Standards, Signs**

S.R. [SC](#) 46 / Bruin Road Square Footage & Height (Maximum)

**5.15.8.A. thru M. Building Types “Note”**

*Change the word “Notes” to “Characteristics” for building types “A” (Main Street Building) thru “M” (River House). This includes: 1) “A” (Main Street Building); 2) “B” (Commercial Cottage); 3) “C” Live-Work Sideyard; 4) “D” Duplex/Triplex; 5) “E” (Mansion Apartment House); 6) “F” Carriage House; 7) “G” Bungalow Court; 8) “H” (Cottage); 9) “I” (Village House); 10) “J” (Sideyard House); 11) “K” Vernacular House; 12) “L” (Center Hall House); and, 13) “M” (River House).*

## Sec. 5.15.5 Old Town Bluffton Historic District, General Standards

## B. Neighborhood Center Historic District (NCE-HD)

[Note: No change to the photos or text that appear above the below chart.]

| Neighborhood Center-HD<br>Building Type Requirements  |   | Front Build-to Zone | Lot Width          | Frontage<br>Requirements      | Rear Setback<br>(from rear property<br>line) | Side Setback<br>(from side property<br>line) | Height<br>(in stories) |
|---|---|---------------------|--------------------|-------------------------------|--|--|------------------------|
| Carriage House  | One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F for a full description of this type. |                     |                    |                               | 5'   | 5'   | 1-2                    |
| Main Street Building  |   | 10'-25'             | 50'-80'            | 75%-90%                       | 25'  | 8'   | 2-2.5                  |
| Commercial Cottage  |   | 5'-20'              | 50'-60'            | 50%-70%                       | 25'  | 8'   | 1-1.5                  |
| Live-Work Sideyard  |   | 0'-5'               | 50'-60'            | 40%-75%                       | 25'  | <del>5'</del> 8'                             | 1.5-2.5                |
| Duplex  |   | 10'-20'             | 55'-70'            | N/A                           | 25'  | 8'   | 1.5-2.5                |
| Triplex   |   |                     | 70'-100'           |                               |  |  |                        |
| Mansion Apartment House   |   | 10'-20'             | 60'-80'            | N/A                           | 25'  | 10'  | 2-2.5                  |
| Cottage   |   | 5'-15'              | 50'-60'            | N/A                           | 25'  | <del>5'</del> 8'                             | 1-1.5                  |
| Medium House  |   | <del>5'</del> 15'   | <del>50'</del> 60' | <del>N/A</del>                | <del>25'</del>                               | <del>8'</del>                                | <del>1-2</del>         |
| Village House   |   | 5'-15'              | 50'-60'            | N/A                           | 25'  | <del>5'</del> 8'                             | 2-2.5                  |
| Sideyard House  |   | 5'-10'              | 50'-65'            | N/A                           | 25'  | 8'   | 2-2.5                  |
| Vernacular House  |   | 10'-20'             | 60'-80'            | N/A                           | 25'  | 10'  | 1.5                    |
| Civic Building  |   | 5'-25'              | N/A                | N/A                           | N/A  | <del>5'</del> 8'                             | 2                      |
| <b>Additional Building Types</b>  |   |                     |                    |                               |  |  |                        |
| As approved by the UDO Admin. or Board/Comm. with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Conservation-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements: |   | 10'-25'             | 50'-100'           | To be determined by UDO Admin | 25'  | 8'   | 1-2.5                  |

**C. Neighborhood General Historic District (NG-HD)**

[Note: No change to the photos or text that appear above the below chart.]

| <b>Neighborhood General Building Type Requirements</b>  |   | Front Build-to Zone                    | Lot Width      | Frontage Requirements | Rear Setback<br>(from rear property line) | Side Setback<br>(from side property line) | Height<br>(in stories) |
|---|---|--|----------------|-----------------------|---|---|------------------------|
| <i>Carriage House</i>   | One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F for a full description of this type. |  |                |                       | 5'  | 5'  | 1-2                    |
| <i>Live-Work Sideyard</i>   |   | 10'-20'                                | 50'-100'       | N/A                   | 25'                                       | 10'                                       | 1-2.5                  |
| <i>Commercial Cottage</i>   |   | 10'-20'                                | 50'-100'       | N/A                   | 25'                                       | 10'                                       | 1-1.5                  |
| <i>Bungalow Court</i>   |   | 10'-20'<br>for<br>foremost<br>bungalow | 60'-100'       | N/A                   | 25'                                       | 15'                                       | 1-1.5                  |
| <i>Cottage</i>  |   | 10'-20'                                | 50'-60'        | N/A                   | 25'                                       | 10'                                       | 1-1.5                  |
| <i>Medium House</i>   |   | <u>10'-20'</u>                         | <u>50'-60'</u> | <u>N/A</u>            | <u>25'</u>                                | <u>10'</u>                                | <u>1-2</u>             |
| <i>Village House</i>  |   | 10'-<br><del>15</del> 20'              | 50'-65'        | N/A                   | 30'                                       | 15'                                       | 2-2.5                  |
| <i>Vernacular House</i>   |   | 10'-20'                                | 60'-100'       | N/A                   | 30'                                       | 15'                                       | 1.5                    |
| <i>Center Hall House</i>  |   | 15'-25'                                | 70'-100'       | N/A                   | 30'                                       | 15'                                       | 2-2.5                  |
| <i>Civic Building</i>   |   | 15'-35'                                | N/A            | N/A                   | N/A                                       | 10'                                       | 2                      |
| <b>Additional Building Types</b>  |   |  |                |                       |   |   |                        |
| As approved by the UDO Admin. or Board/Comm. with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Conservation-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements: |   | 10'-35'                                | 50'-100'       | N/A                   | 30'                                       | 10'                                       | 1-2.5                  |

**D. Neighborhood Conservation Historic District (NCV-HD)**

| <b>Neighborhood Conservation Building Type Requirements</b>   |   | <b>Front Build-to Zone</b> | <b>Lot Width</b> | <b>Frontage Requirements</b> | <b>Rear Setback (from rear property line)</b> | <b>Side Setback (from side property line)</b> | <b>Height (in stories)</b> |
|---|---|----------------------------|------------------|------------------------------|---|---|----------------------------|
| <i>Carriage House</i>   | One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F for a full description of this type. |                            |                  |                              | 5'  | 5'  | 1-2                        |
| <i>Cottage</i>  |   | 10'-20'                    | 50'-60'          | N/A                          | 30'   | 10'   | 1-1.5                      |
| <i>Medium House</i>   |   | 10'-20'                    | 50'-70'          | N/A                          | 30'   | 10'   | 1-2                        |
| <i>Village House</i>  |   | 10'-20'                    | 50'-70'          | N/A                          | 30'   | 10'   | 2-2.5                      |
| <i>Vernacular House</i>   |   | 15'-25'                    | 60'-100'         | N/A                          | 30'   | 10'   | 1.5                        |
| <i>Center Hall House</i>  |   | 20'-35'                    | 80'-100'         | N/A                          | 30'   | 15'   | 2-2.5                      |
| <i>Civic Building</i>   |   | 15'-40'                    | N/A              | N/A                          | N/A   | 10'   | 1.5                        |
| <b>Additional Building Types</b>  |   |                            |                  |                              |   |   |                            |
| As approved by the UDO Admin. or Board/Comm. with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Conservation-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements: |   | 10'-35'                    | 50'-100'         | N/A                          | 30'   | 10'   | 1-2.5                      |

**Sec. 5.15.5.F.7. OTBHD, General Standards, Garden Structures**

7. ~~**Garden Structures.**~~ Garden structures are small accessory buildings which may contain storage space, trash receptacles, or other garden uses. Structures such as sheds, fences, pergolas, and gazebos are considered to be garden structures. Garden structures shall not be greater than 120 square feet in footprint, shall not exceed 1 story in height, and must comply with the architectural standards.

**Cupolas****Sec. 5.15.6.E.4. Cupolas/Small Footprint Towers**



- a. Plan Area Footprint: =20' x 20' Maximum Footprint
- b. Height: Cupolas and towers may extend a maximum of 15 feet above the Zoning District height limit. roof ridge but shall not be taller than 50 feet above the adjacent grade level.



## Sec. 5.15.8, Building Types

## 5.15.8.F. Building Types, Carriage House

*Note: The sections proposed to be amended are highlighted on the next page with a red box, and the proposed text is shown on the page that follows.*

| F. Carriage House  |   |                 |
|--|---|-----------------|
| <b>General:</b> Accessory Structure.   |  | CORE<br>●       |
| <b>Size Range:</b> 200 – 1,200 sq. ft. (per unit).   |   | CENTER<br>●     |
| <b>Maximum Footprint</b> (not including porches): 800 sq. ft.  |   | GENERAL<br>●    |
| <b>Height:</b> 1 – 2 stories.  |   | CONSERVE<br>●   |
| <b>Notes:</b><br>Must be an accessory structure.<br>Only one permitted per lot, unless otherwise noted.<br>May be used as a garage, living unit or home business (or combination).<br>May function as a small-scale shop, studio or workshop.<br>Garages are limited to 2 cars, with maximum garage door widths of 12' each.<br>Must be of same general character as primary structure.<br>Must be placed behind the primary structure and towards the back of the lot |   | RIVER EDGE<br>● |
| <i>Carriage House Precedent Imagery</i>  |   |                 |
|    |   |                 |
| <p>*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.</p>  |   |                 |

**F. Carriage House**

General: Accessory Structure

Size Range: ~~200~~ 121 – 1,200 sq.ft. (per unit)

Maximum Footprint (not including porches): 800 sq.ft.

Height: 1-2 stories

~~Notes:~~ Characteristics:~~Must be~~ A detached or an attached accessory structure. An attached structure must be clearly incidental to, smaller than, and distinguished from the principal building form.~~Only one permitted per lot, unless otherwise noted~~ except within the RV-HD district where two may be allowed for lots of at least one acre.~~May be used as a garage, living unit or home business (or combination).~~~~May function as a small-scale shop, studio or workshop.~~ May be used as a garage, carport, dwelling unit, shop, studio, workshop (or combination thereof) as permitted by Sec. 4.3.~~Garages are limited to 2 cars, with maximum garage door widths of 12' each. Garages are limited to two vehicular openings. When one opening is provided, it shall not exceed 12ft; two openings shall not exceed 10ft in width each. One additional vehicular opening not exceeding 6ft in width may be allowed provided the building footprint is not exceeded.~~

Must be of the same general character as primary structure.

Must be placed behind the primary structure and towards the back of the lot. For lots with a Contributing Resource, the UDO Administrator may consider an alternate location.

Sec. 5.15.8 Old Town Bluffton Historic District, Building Types

**I. Medium House Type**

**General:** Detached Single Family Residence

**Size Range:** 1,300 – 3,000 sq. ft.

**Maximum Footprint:** (not including porches)  
1,300 sq. ft.

**Height:** 1-2 stories

**Characteristics:**

Larger than a Cottage.

The street elevation must have a front porch that is at least 50% of the façade.

Shall be narrower along the street front than it is deep.

May have dormers.



**CORE**

**CENTER**

•

**GENERAL**

•

**CONSERVE**

•

**RIVER EDGE**

**Medium House Precedent Imagery**



\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples and shall not imply that every element in the photograph is permitted.

*Note: The addition of the Medium House Building Type would be most appropriately located between the Cottage and Village House Building Types. This addition will cause all building types to be re-lettered as follows, without any changes to the associated text, drawings and photos:*

- ~~J.~~ **J.** Village House
- ~~K.~~ **K.** Sideyard House
- ~~L.~~ **L.** Vernacular House
- ~~M.~~ **M.** Center Hall House
- ~~N.~~ **N.** River House
- ~~O.~~ **O.** Civic Building

- ⊖ P. Church Building
- ⊖ Q. Manufactured Homes

## Sec. 9.2, Defined Terms

### Garden Structure

**Structure, Garden:** Any unenclosed and unroofed Accessory Structure, including but not limited to fences, walls, pergolas, decks, and patios. Garden structures shall comply with all applicable architectural standards of this Ordinance.

### Historic Integrity

**Historic Integrity:** The ability of a property to convey its historical associations or attributes through seven aspects that include location, setting, design, materials, workmanship, feeling and association. The National Register Bulletin “How to Apply the National Register Criteria for Evaluation” produced by the National Park Service, and as amended, shall serve as the reference document for interpretation of these aspects.

### Principal Building

**Building, Principal:** ~~The building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.~~

The building in which the principal use of a lot is conducted. Accessory buildings, such as carriage houses, Sheds, and garages shall not be considered principal buildings.

### Shed

**Shed:** A one-story detached and roofed Accessory Structure that is clearly incidental and compatible with the Principal Building or Use located on the same lot. Such structures shall not be used as a Dwelling Unit or for an independent commercial enterprise.

### Structure, Accessory

**Structure, Accessory:** A detached or attached Structure that is clearly delineated from, and secondary to, the building form of the Principal Building located on the same lot. Such structures may include carriage houses, Sheds and Garden Structures. Should the Accessory Structure be attached to the Principal Building, the delineation of square footage shall be made where the exterior visual separation occurs. Sheds cannot be attached Accessory Structures. Accessory Structures shall comply with applicable architectural standards of this Ordinance.

## Suggested Motion

Approval of Certain Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, including Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance), Sec. 3.18 (Certificate of Appropriateness-Historic District); Sec. 3.19 (Site Feature Permit-Historic District); and, Sec. 3.25 (Designation of Contributing Resources); Article 4 – Zoning Districts, Table 4.3 (Uses by District); Article 5 – Design Standards, Sec. 5.10 (Stormwater); Sec. 5.11 (Parking); and, Sec. 5.15 (Old Town Bluffton Historic District); and, Article 9 – Definitions and Interpretations, Sec. 9.2 (Defined Terms) First Reading

*"I move to Approve [Approve with changes, Deny] certain amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, including Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance), Sec. 3.18 (Certificate of Appropriateness-Historic District); Sec. 3.19 (Site Feature Permit-Historic District); and, Sec. 3.25 (Designation of Contributing Resources); Article 4 – Zoning Districts, Table 4.3 (Uses by District); Article 5 – Design Standards, Sec. 5.10 (Stormwater); Sec. 5.11 (Parking); and, Sec. 5.15 (Old Town Bluffton Historic District); and, Article 9 – Definitions and Interpretations, Sec. 9.2 (Defined Terms).*





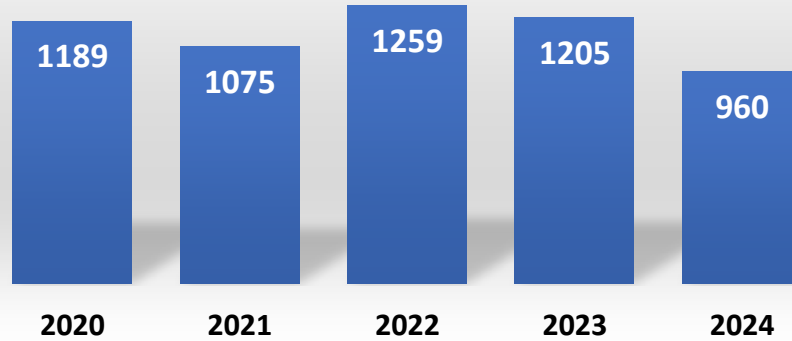
STATISTICAL INFORMATION

# BLUFFTON POLICE DEPARTMENT

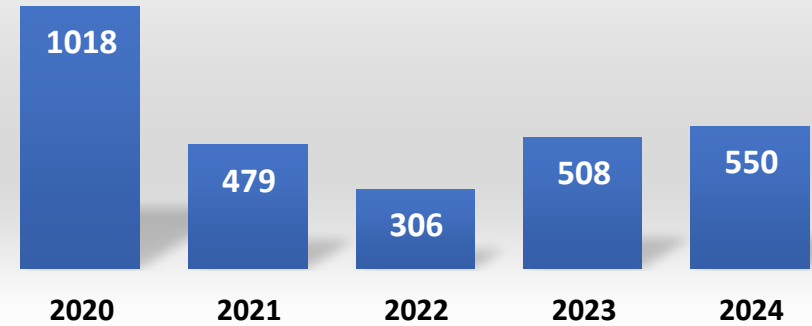
February 29, 2024

Presented by Chief Joseph Babkiewicz

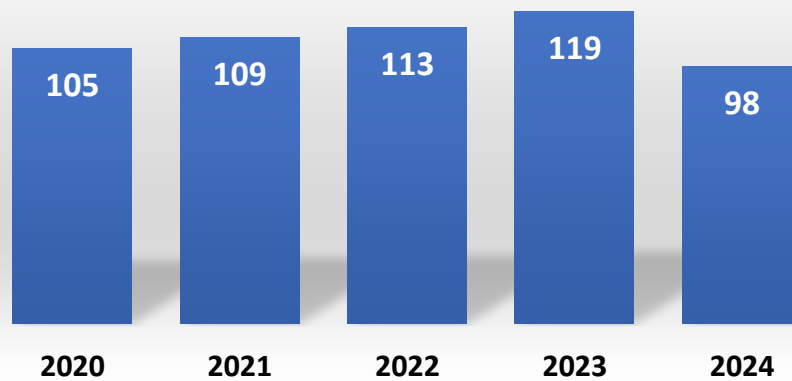
## February Calls for Service Comparison



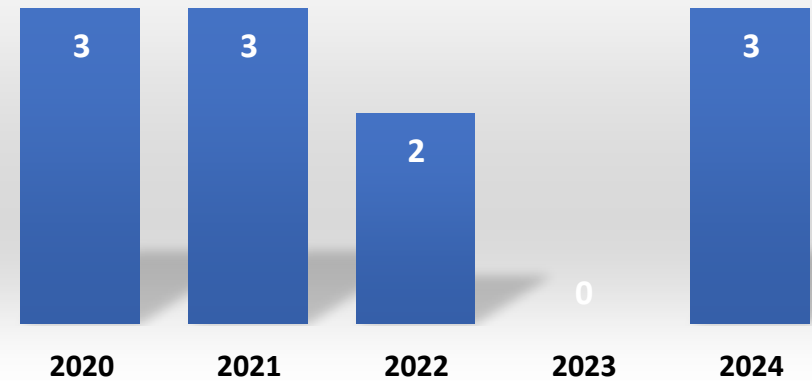
## February Traffic Citation Comparison



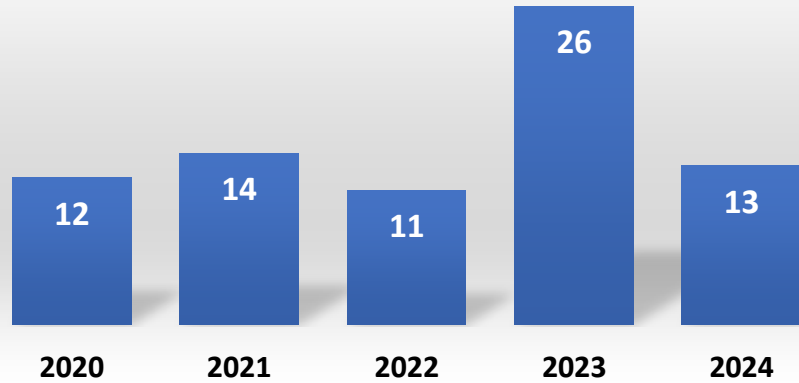
## February Collision Comparison



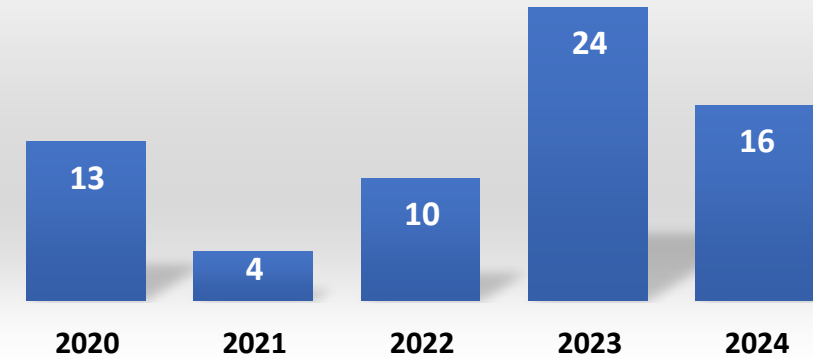
## February Burglary Comparison



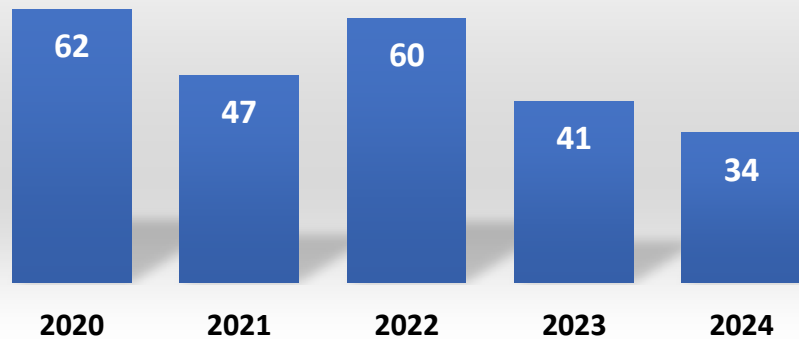
## February Theft Comparison



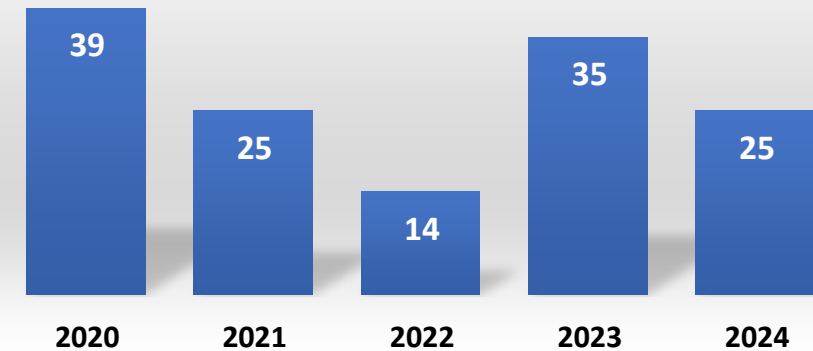
## February Assault Comparison



## February Domestic Calls for Service Comparison



## February Arrest Comparison



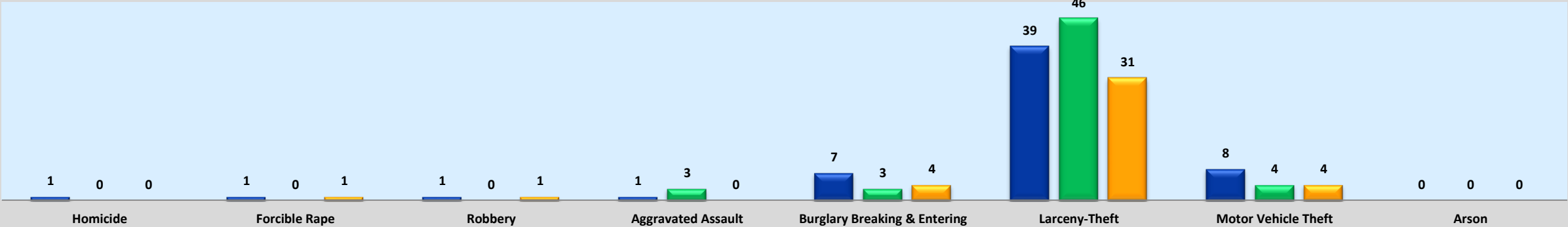


DEPARTMENT HIGHLIGHTS

Year-to-Date  
February

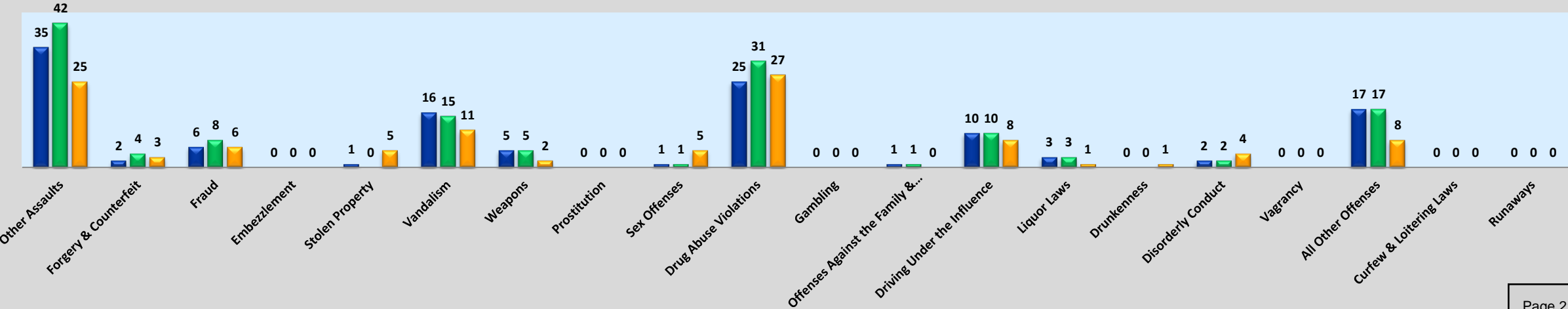
Part I Crimes

2024 2023 2022



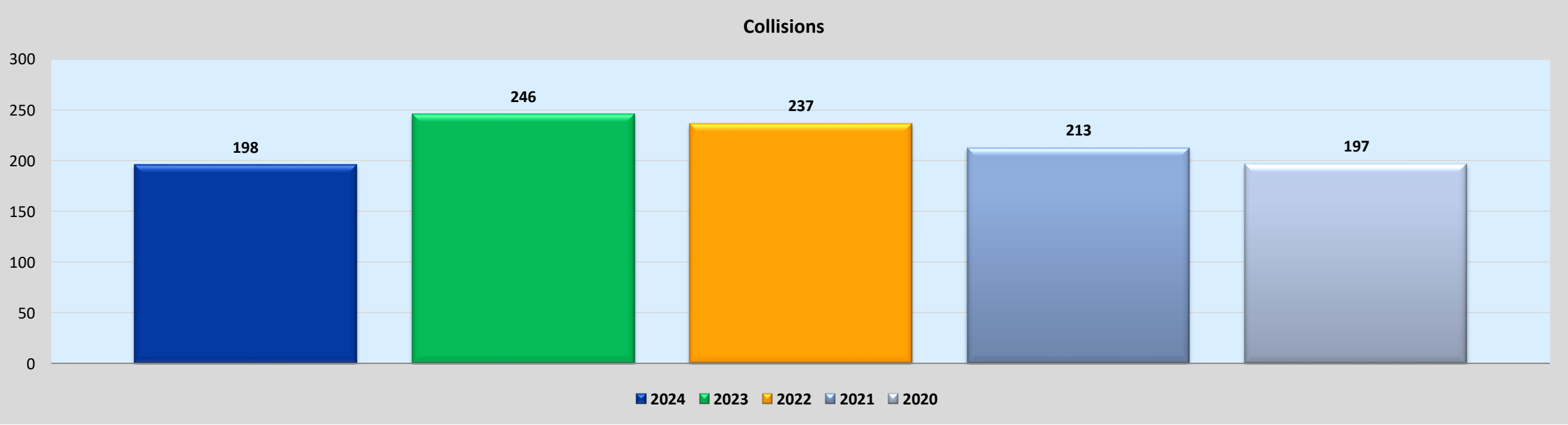
Part II Crimes

2024 2023 2022



Year-to-Date  
February

Collisions



## **Law Enforcement Advisory Committee**

- Revised policies –Emergency and Pursuit Operating of Police Vehicles, Response to Resistance and Discharging of Firearm
- Monthly Stats
- Flock Camera System

**Meetings Attended by Chief Joseph Babkiewicz**

**Every Wednesday** – Senior Staff Communications Meeting

**Every Wednesday** – Commanders Meeting

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

**Feb 1<sup>st</sup>** – Meeting with Human Resource and Officer

**Feb 3<sup>rd</sup>** – Attend American Legion Post 205 – Honoring of 4 Chaplains of WWII

**Feb 3<sup>rd</sup>** – Attend Rotary Oyster Roast

**Feb 5<sup>th</sup>** – Meeting with Campbell Chapel AME – Sister Rochelle

**Feb 5<sup>th</sup>** – Guest Speaker @ Grand Opening/Ribbon Cutting Ceremony for Your Health Organization

**Feb 6<sup>th</sup>** – Attend End of Phase FTO meetings for (3) new officers

**Feb 7<sup>th</sup>** – Attend Funeral Services @ Bonaventure Funeral Home

**Feb 8<sup>th</sup>** – Meeting with IT Director

**Feb 8<sup>th</sup>** – Attend Command Staff Interview for Police Applicant

**Feb 8<sup>th</sup>** – Attend End of Phase FTO meeting for (1) new officer

**Feb 8<sup>th</sup>** – Attend Law Enforcement Citizens Advisory Committee meeting

**Feb 9<sup>th</sup>** – Attend Super Bowl Party for Employees

**Feb 9<sup>th</sup>** – Attend Bluffton High School Chili Cookoff

**Feb 9<sup>th</sup>** – Meeting with Citizen

**Feb 9<sup>th</sup>** – Attend Lowcountry Community Church Night to Shine

**Feb 12<sup>th</sup>** – Attend Wellness Committee meeting

**Feb 12<sup>th</sup>** – Attend February Birthday/Anniversary Celebration Event

**Feb 13<sup>th</sup>** – Attend Nikki Haley Campaign Event in Old Town

**Feb 13<sup>th</sup>** – Attend Town Council meeting

**Meetings Attended by Chief Joseph Babkiewicz cont.**

- Feb 14<sup>th</sup>** – Attend Policy Committee meeting
- Feb 14<sup>th</sup>** – Attend Shooting Incident meeting
- Feb 14<sup>th</sup>** – Attend LowCountry Intel meeting
- Feb 14<sup>th</sup>** – Meeting with Staffing Study Consultants
- Feb 16<sup>th</sup>** – Attend Ribbon Cutting Ceremony for Meals on Wheels
- Feb 16<sup>th</sup>** – Attend Grand Opening/Ribbon Cutting Ceremony for Collab
- Feb 16<sup>th</sup>** – Attend Groundbreaking @ Compass Commons
- Feb 19<sup>th</sup>** – Meeting with Communication and Community Outreach Director
- Feb 19<sup>th</sup>** – Meeting with Beaufort County Program Specialist
- Feb 20<sup>th</sup>** – Meeting with BC School District Superintendent & System Director
- Feb 20<sup>th</sup>** – Attend Kiwanis meeting
- Feb 21<sup>st</sup>** – Attend Budget meeting
- Feb 21<sup>st</sup>** – Attend Policy Review Committee meeting
- Feb 22<sup>nd</sup>** – BPD Tour for Red Cedar Elementary Kindergarten students
- Feb 22<sup>nd</sup>** – Attend Employee Black History Luncheon
- Feb 22<sup>nd</sup>** – Meeting with Communication and Community Outreach Director
- Feb 26<sup>th</sup>** – Attend MASC Achievement Award Presentation
- Feb 27<sup>th</sup>** – Attend SCFCA Banquet
- Feb 28<sup>th</sup>** – Meeting with Town Manager
- Feb 29<sup>th</sup>** – Attend SCFBINAA State Conference

|                 |   |
|-----------------|---|
| Commendations - | Feb 19 <sup>th</sup> – Citizen email commending Officer Ramirez handling an incident with professionalism |
| Complaints -    | None  |

Police Department Demographics as of February 29, 2024

| DEPARTMENT  | Black | Hispanic | Other | White | Grand Total |
|-------------|-------|----------|-------|-------|-------------|
| Female      | 1     | 5        | 1     | 18    | 25          |
| Male        | 5     | 5        | 3     | 35    | 48          |
| Grand Total | 6     | 10       | 4     | 53    | 73          |

| SWORN OFFICERS | Black | Hispanic | Other | White | Grand Total |
|----------------|-------|----------|-------|-------|-------------|
| Female         | 1     | 2        |       | 10    | 13          |
| Male           | 5     | 5        | 3     | 31    | 44          |
| Grand Total    | 6     | 7        | 3     | 41    | 57          |

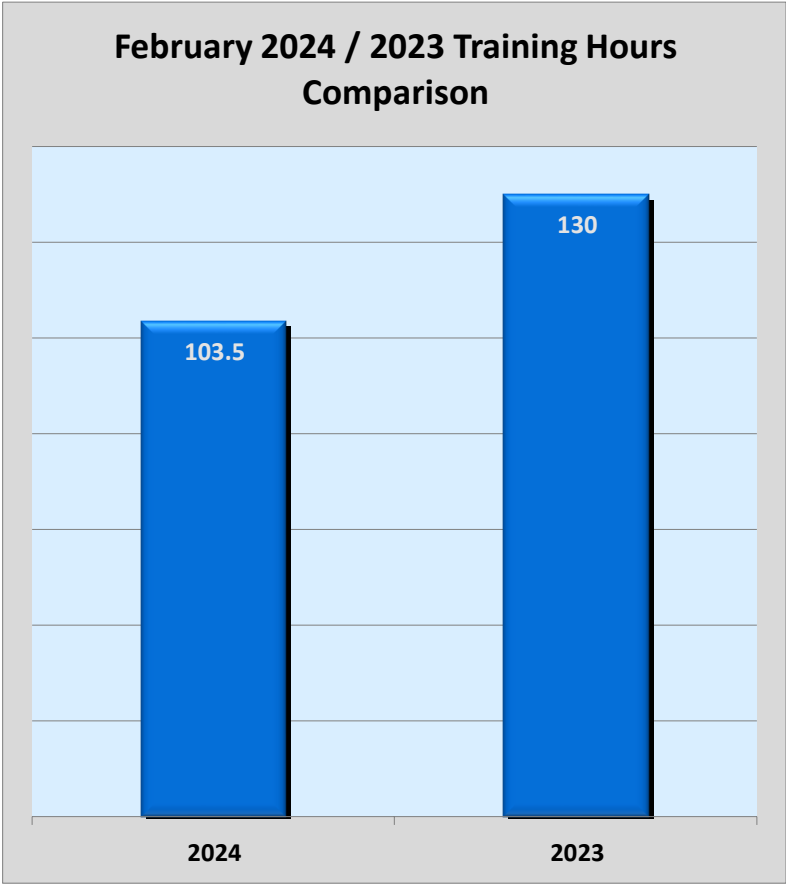
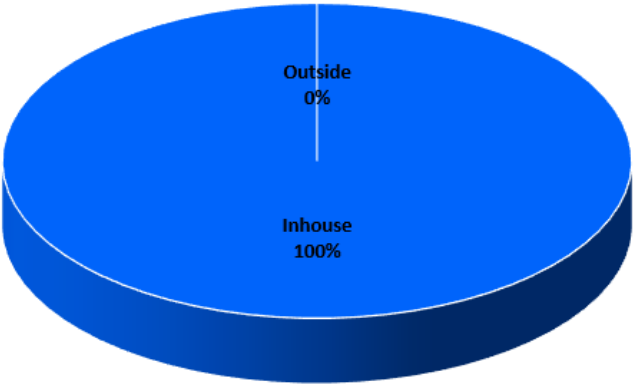
# February Officer Training

**Inhouse**

- Hazmat First Responder Awareness (FRA) Level 1 - 1 Officer
- Legal Update 2023 - Part 2 - 1 Officer
- Line-Up 2023 May-June - 2 Officers
- Line-Up 2023 November-December - 2 Officers
- Annual DV 2023 - After the Call - 4 Officers
- Line-Up 2023 July-August - 2 Officers
- Line-Up 2023 September-October - 1 Officer
- Advanced Defensive Driving Techniques - 2 Officers
- Bloodborne Pathogens for First Responders - 1 Officer
- Pursuit Driving Basics - 1 Officer
- Temporary Holding Facilities - 1 Officer
- Line-Up 2024 January-February - 4 Offices
- Active Shooter Training - 1 Officer
- Pursuit Driving - 1 Officer
- Line-Up 2024 March-April - 30 Officers
- Legal Update 2024 - Part 1 - 22 Officers
- Line-Up 2023 January-February - 1 Officer
- Line-Up 2023 April-May - 1 Officer
- Legal Update 2023 - Part 1 - 1 Officer
- DMT Operator Recertification - 2 Officers
- Active Shooter Update - 1 Officer
- Reality Training: Sparrow Firearms Training - 1 Officer
- RETIRED Equipment to Carry on an Active Shooter Response - 1 Officer

**Outside**

No outside training

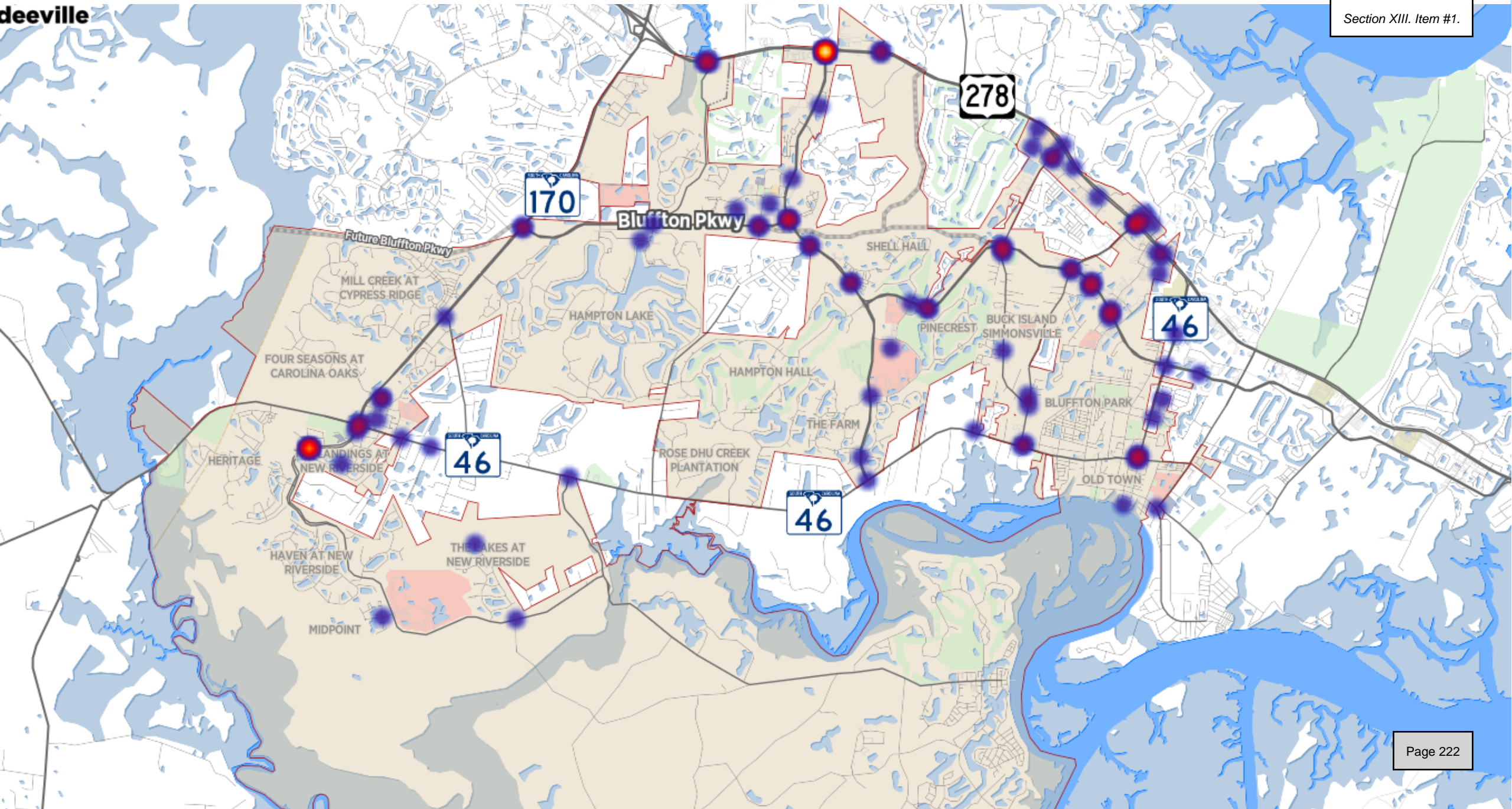




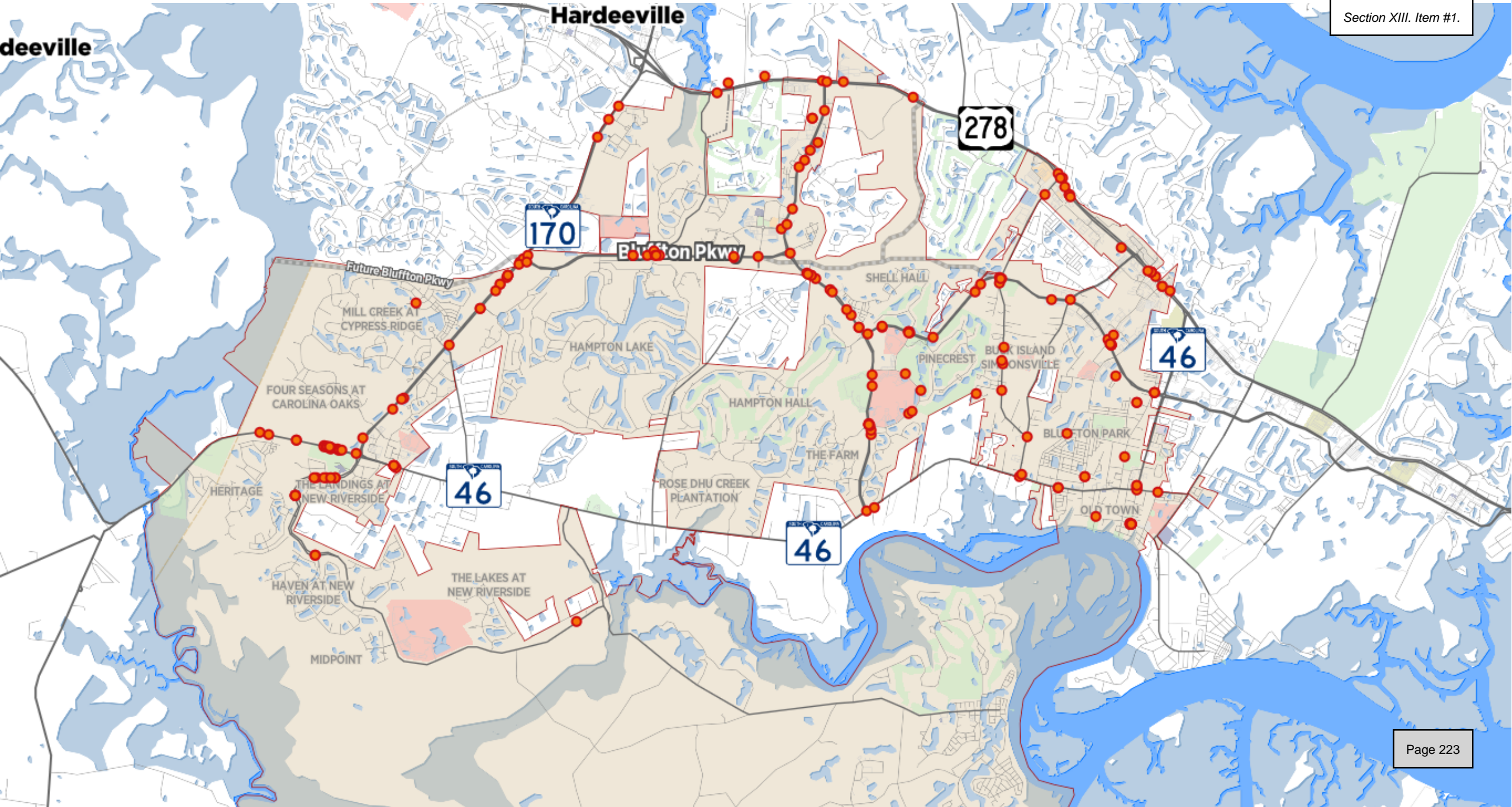
# COLLISIONS (98) February 2024

deeville

Section XIII. Item #1.



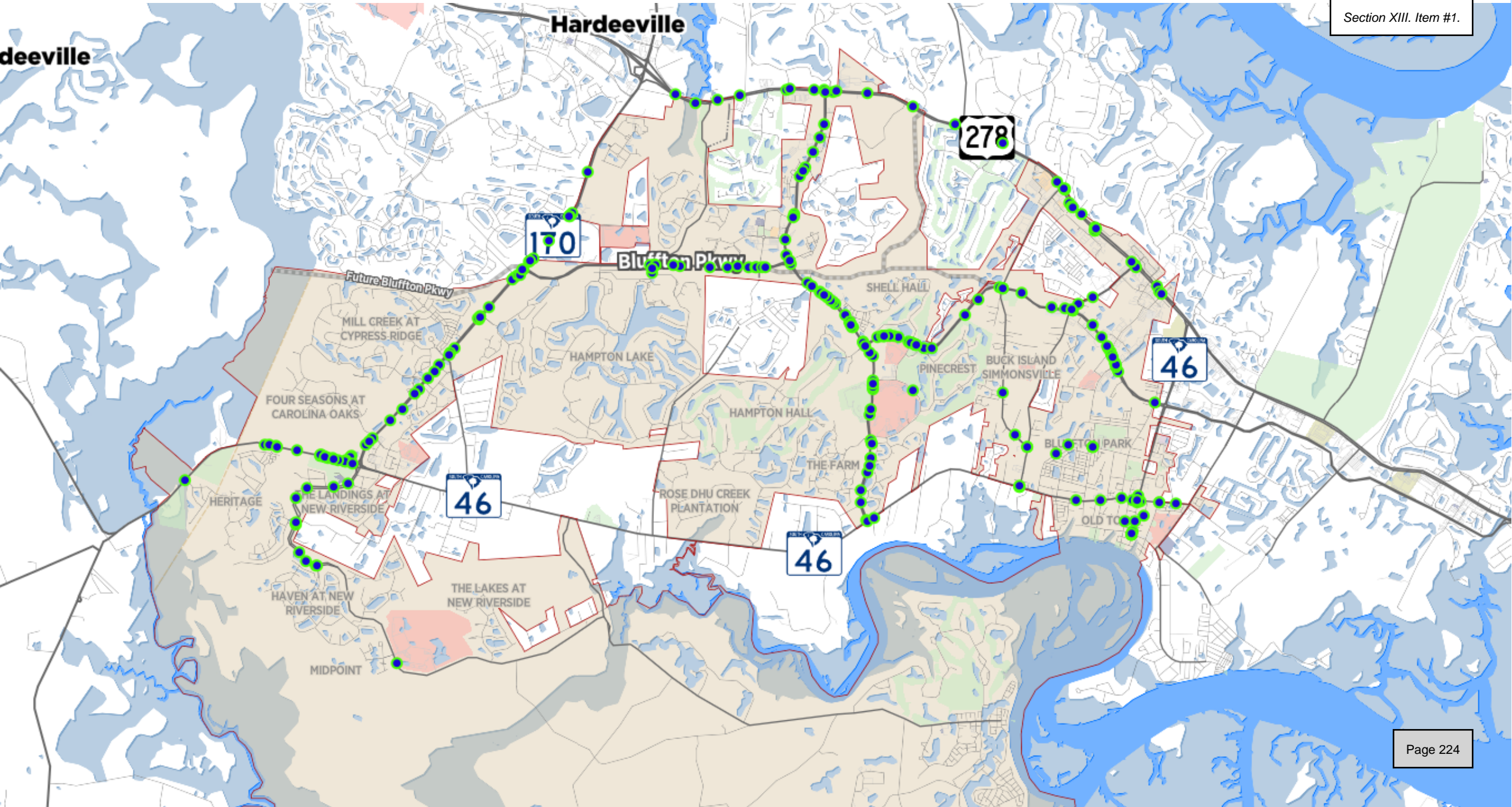






# WARNINGS ISSUED (328) February 2024

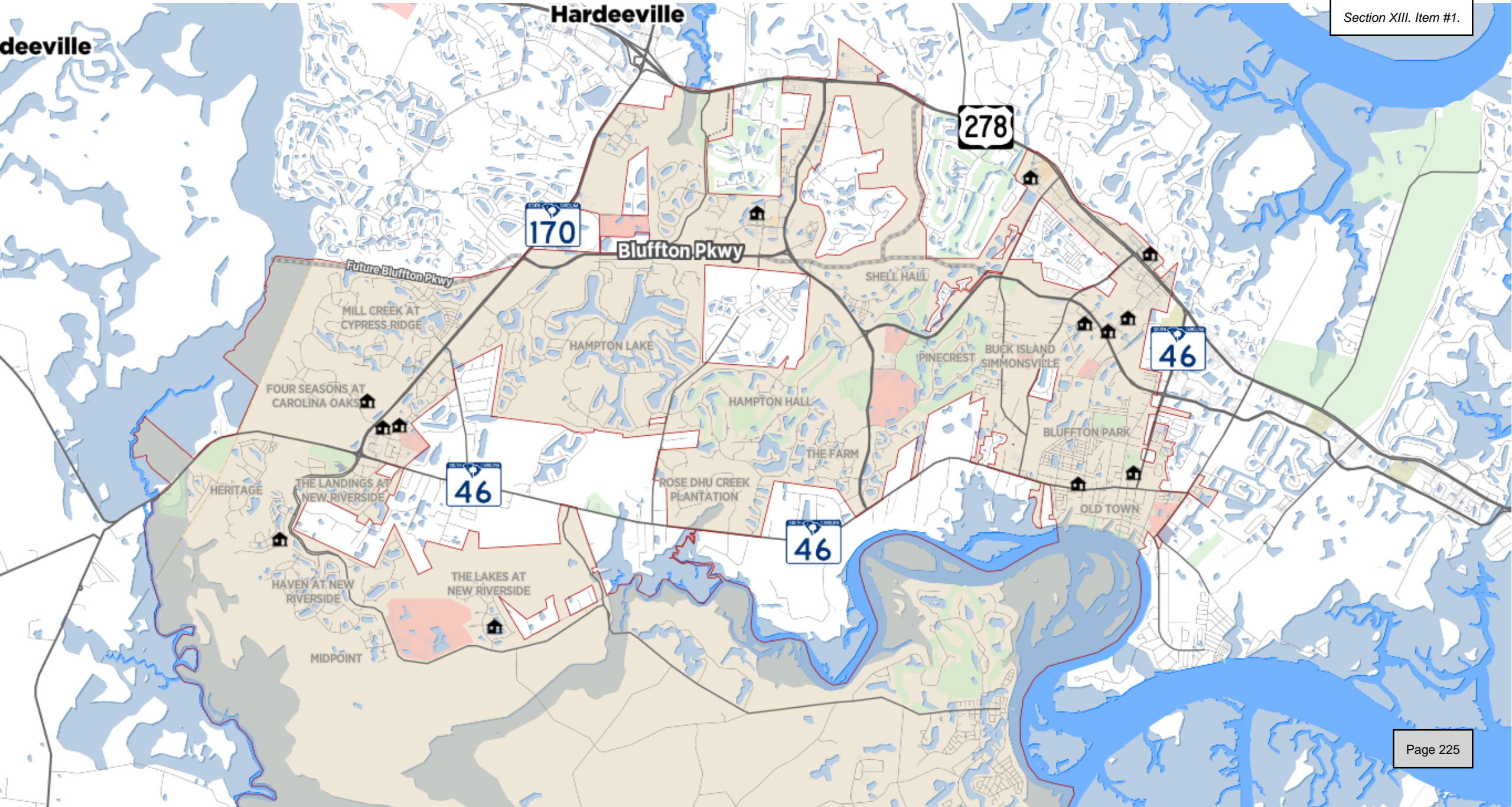
Section XIII. Item #1.





# THEFTS (13) February 2024

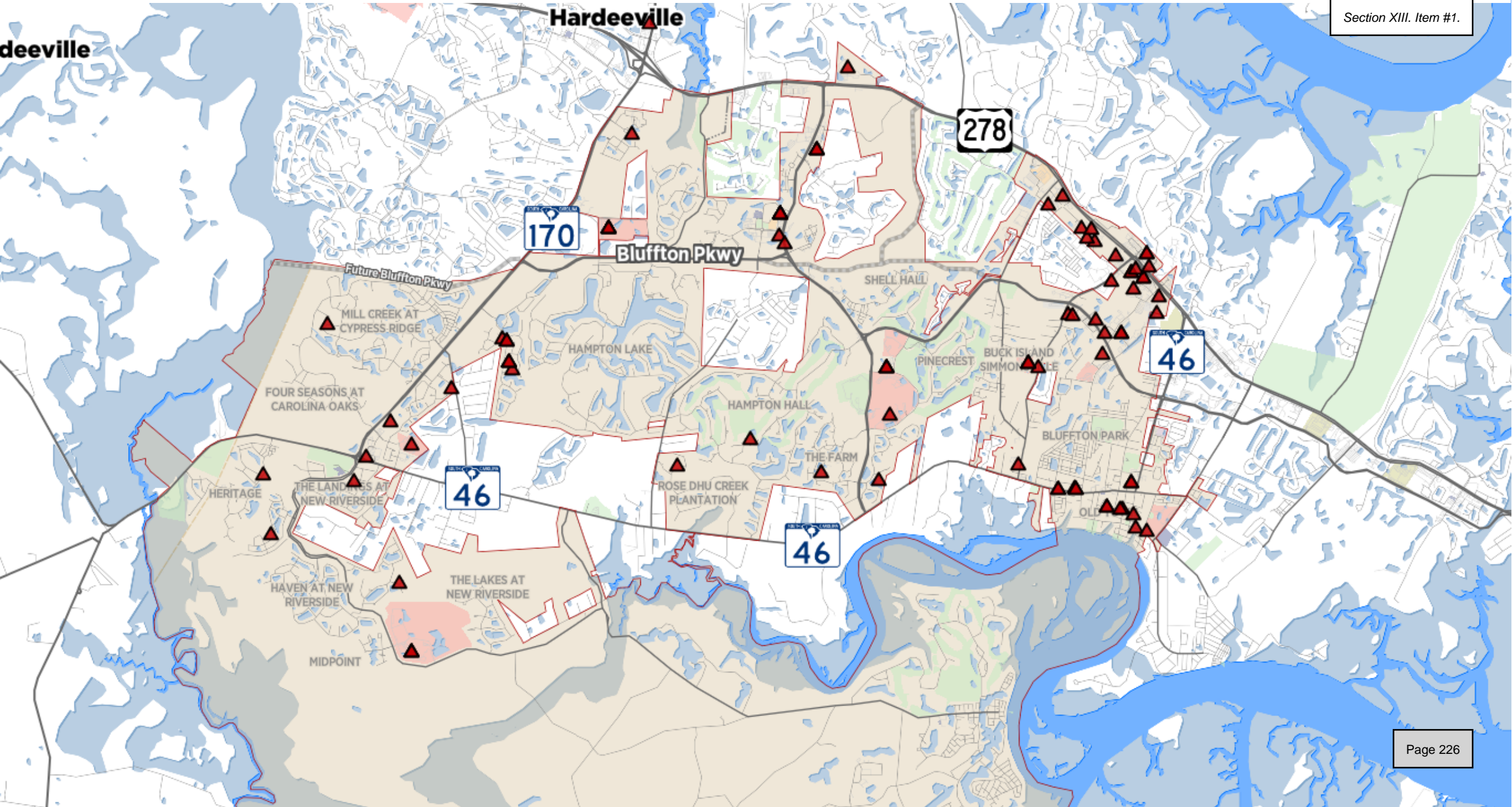
Section XIII. Item #1.





# #1 CALL TYPE – Activated Alarms (89) February 2024

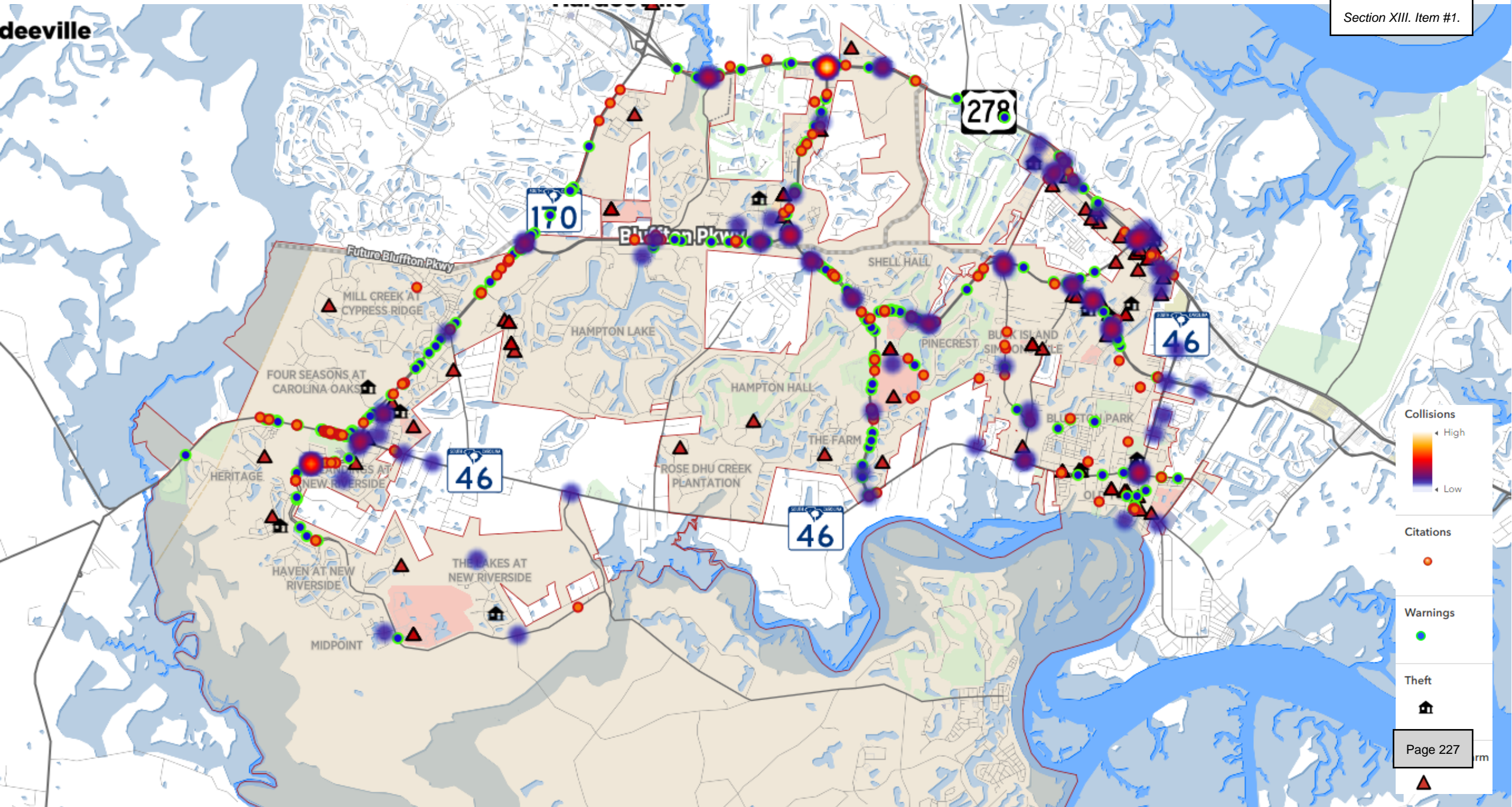
Section XIII. Item #1.





COLLISIONS, CITATIONS, WARNINGS, THEFTS AND ACTIVATED ALARMS – February 2024

Section XIII. Item #1.



| CALLS FOR SERVICE<br>TOP 10 CALL TYPES |    |
|--|----|
| Case Follow Up                         | 90 |
| Activated Alarm                        | 89 |
| 911 Hang-Up                            | 78 |
| Disturbance                            | 73 |
| Accident                               | 62 |
| Reckless Driving                       | 48 |
| Assist Motorist                        | 43 |
| Miscellaneous Call                     | 31 |
| Susp Vehicle                           | 28 |
| Health Welfare                         | 22 |

**TOTAL CALLS FOR SERVICE: 960**

**AVERAGE PER DAY: 36**

| PRO-ACTIVE PATROLS         |     |
|----------------------------|-----|
| Extra Patrol - Business    | 584 |
| Traffic Stop               | 457 |
| Extra Patrol - Residential | 352 |

| UNIFORM TRAFFIC CITATIONS<br>TOP 10 VIOLATIONS                          |    |
|---|----|
| Speeding 15mph-24mph Over the Speed Limit                               | 25 |
| Operating Vehicle While License/Registration Expired                    | 24 |
| Driving without a License   | 22 |
| Speeding 25mph Over the Speed Limit                                     | 17 |
| Disregarding Stop Sign  | 14 |
| Driving Under Suspension  | 11 |
| Failure to Return License Plate and Registration upon Loss of Insurance | 6  |
| Speeding 11mph-15mph Over the Speed Limit                               | 5  |
| Driving Under the Influence   | 4  |
| Failure to Maintain Proof of Insurance                                  | 4  |

**TOTAL CITATIONS ISSUED: 222**

**AVERAGE PER DAY: 8**

| UNIFORM TRAFFIC WARNINGS<br>TOP 10 VIOLATIONS |    |
|---|----|
| Speeding                                      | 55 |
| Defective Equipment                           | 51 |
| Vehicle License Violation                     | 31 |
| Speeding & more                               | 17 |
| Disregarding Stop Sign                        | 16 |
| Defective Equipment & more                    | 11 |
| Changing Lanes Unlawfully                     | 10 |
| Other   | 10 |
| Improper Lights                               | 4  |
| Improper Lane Use & more                      | 3  |

**TOTAL WARNINGS ISSUED: 328**

**AVERAGE PER DAY: 12**

| CRIMINAL INVESTIGATIONS |    |
|-------------------------|----|
| Cases Assigned          | 24 |
| Incident Reports        | 2  |
| Supplemental Reports    | 31 |
| Cases Closed            | 9  |
| Arrests Made            | 1  |
| Arrest Warrants         | 6  |
| Bond Court              | 10 |
| Case Call Outs          | 2  |
| Search Warrants         | 8  |

## Case Call Outs:

1. 24BP05145 - Sexual Assault
2. 24BP03875 - Domestic Violence 2nd
3. 24BP05023 - Assault and Battery 1st

## Bond Court:

1. 23BP47282 – Pointing and Presenting
2. 24BP02799 – Domestic Violence
3. 16BP32797 – Assault and Battery 3rd
4. 24BP03875 – Domestic Violence 3rd
5. 24BP04125 – Unlawful Conduct Towards a Child
6. 24BP04133 – Murder x2
7. 24BP04929 – Assault and Battery 3rd
8. 24BP04968 – Assault and Battery 3rd

## Mental Health Advocate:

- 0 – Calls for Service
- 9 – Referrals
- 6 – Follow Ups
- 7 – Supplemental Reports

## Victim Advocate:

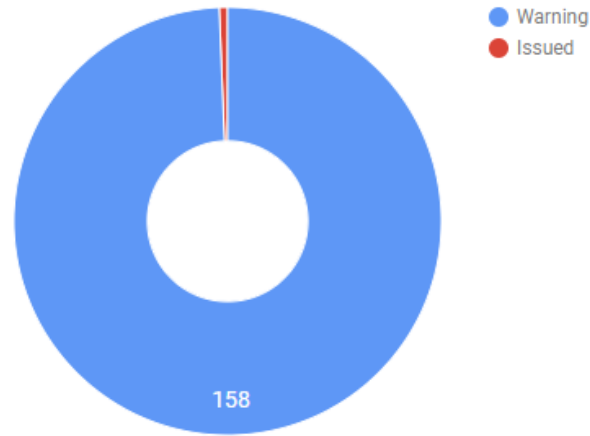
- 0 – Case Call Out
- 0 – Incident Report
- 0 – Case Closed
- 3 – Bond Court
- 12 – Supplemental Reports



# COMMUNITY SERVICE ASSISTANTS

Section XIII. Item #1.

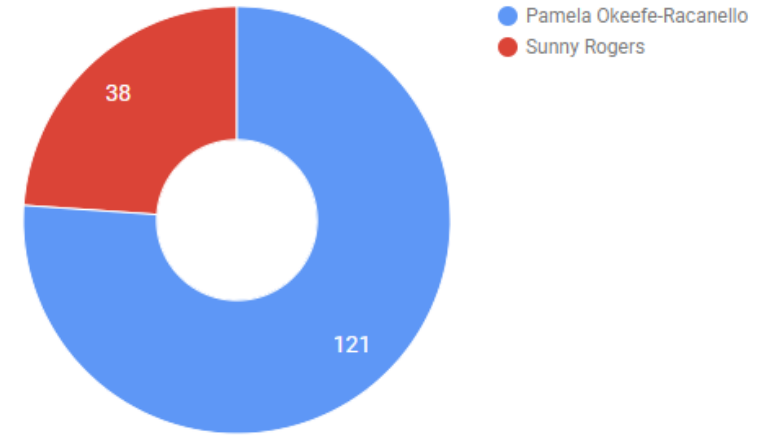
Tickets By Status Month To Date ▾



Total Count: 159

As of 2/26/2024, 12:00:00 AM

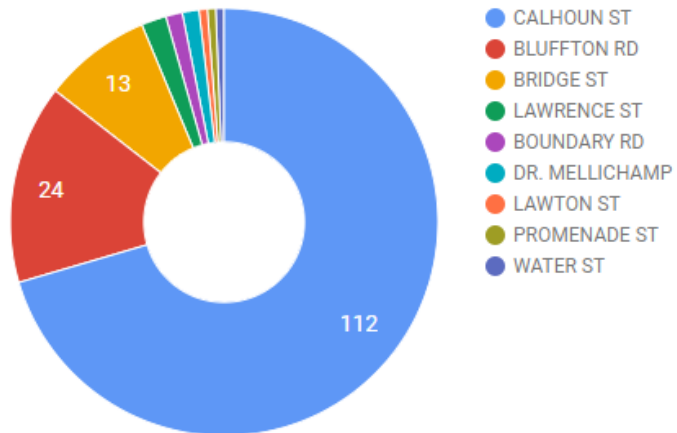
Tickets By Officer Month To Date ▾



Total Count: 159

As of 2/26/2024, 12:00:00 AM

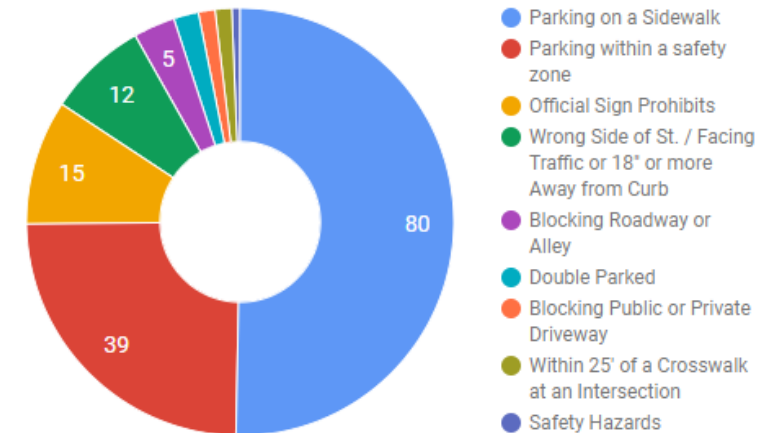
Tickets By Location Month To Date ▾



Total Count: 159

As of 2/26/2024, 12:00:00 AM

Tickets By Violation Month To Date ▾



Total Count: 159

As of 2/26/2024, 12:00:00 AM

# Downtown Citations (159) February 2024

Section XIII. Item #1.



**Code Enforcement:**

William Bonhag

**Signs**

- Multiple Business advertisement signs removed from Old Town and various locations throughout Bluffton.
- Political signs now being collected.

**Expired Business License, Notice of Violations**

- Letter(s) sent via certified to businesses operating with expired business license.
- 2/6/24 Bluffton Pizza Company court at 9am sited for operating w/o a business license. License obtained after inspection completed.
- 2/6/24 NOV issued to 29 Bruin Rd per the owner as her niece and nephew have unlicensed cars on property.
- 2/13/24 court with Jonathan Brooks of 209 Heritage Parkway, guilty verdict for unlicensed vehicle on site, failed to move or cover as requested by code.
- 1/8/24 2 tickets were issued to Justin Meister of Streamline Moving and Cleaning for operating w/o a business license and placement of signs (approximately 30+) around the town. Court matter is scheduled for 1/23/24 at 9am. Moved to April as a Jury Trial.
- 2/22/24 H'Allure Nails & Spa at Buckwalter Plaza failed to have a business license since 2021, court matter ongoing presently.

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

- Cypress Ridge # 301 Hulston Landing, car service transportation company working out of home with several vehicles. Extension of the owner's driveway was noted, will monitor as the owner has all the proper licensing, but is limited for number of vehicles. Multiple vehicles seen recently, appears to be HOA matter.
- 2/26/24 message from David Mack of Public Works, resident at 65 Shultz Rd washing dirt bikes into town gully/drain. Matter referred to Bill Baugher of Watershed.
- 2/13/24 Chief requested that Tommy's Towing be notified to move abandoned Boat at OFP. Matter concluded and boat removed.
- 2/13/24 unknown caller complained about construction noise at 14 Johnston Way Suite B, keeping her awake at night. Marcus Noe and I investigated; a STOP work Order was issued as V&C Company Salon working w/o any permits. Building Safety handling matter.

**218 Buck Island Rd./ owner John Flood**

- August 7, 2023 was another 30 days given deadline for clean-up of property and removal of all RV occupants in accordance with town codes. (non-compliant)
- John Todd has signed all Trespass documents that are held at the LEC to issue when deemed necessary.
- The property was sold on Tuesday 1/9/24 in a tax sale and John Todd has till October 4, 2024 to buy it back.
- Alan McNamarra assisting Mr. Todd with cleaning up 218. Court resumes on March 26th, 2024 at 9am.

**Code Enforcement continued:****Omega Drive / Buck Island:**

- This matter has concluded with the removal of his commercial vehicles, I will continue to monitor this location for any further violation that needs to be addressed in the future.

**75 Goethe Road**

- Residents complained about this location's abundance of tires, vehicles not registered on location and needs to be cleaned-up. Spoke to the son Jonathan as he advised me that he will clean up this location. Indicated he is having his tire machines fixed to open back up his tire business, unfortunately he does not fully comprehend that this area is zoned residential only and the town will not issue a license for this place. Vehicles covered at this time; scattered tires are being addressed.

**331 Buck Island**

- 6/7/23 property was visited by Codes, Lt. Ferrelli, Jordan Holloway, and Bill Baugher.
- 6/14/23 notified via email 252 Simmonsville flooding due to Ruiz Concrete action of backfilling a pond.
- 6/21/23 meeting with Jordan, myself, and Bill Baugher to discuss all violations. Jordan working on letter draft to be sent to owner of 331 Buck Island to include vehicle removals, RV disconnection, no permits obtained for housing, Residential Zoned Area, no construction yard allowed.
  - As of 1/1/24 Mr. Ruiz with his attorney agreed to remove all trash, RV's, and his commercial materials from his property. Mr. Cervantes is following watershed and codes directions at this time, will continue to monitor his location. Court matter is now set for April 2nd, 2024 as requested by his attorney. The property line matter is a civil situation.

**252 Simmonsville Road**

- 1/25/24 on location with Heather Colin, Bridgette Frazier, Andrea Moreno and owner Mary Hamilton.
- Mary complained about flooding in back yard due to owner at 331 Buck Island grading pitch towards her property.
- Took photos of her property line which shows his encroachment.
- Mr. Cervantes (owns 331 Buck Island) showed me his markers and they were placed by the same survey company, showing he was ok and concrete towers were approximately 6 feet 2 inches, below the 7-foot allowable.
- Mr. Cervantes is following watershed and codes directions at this time, will continue to monitor his location. Court matter is now set for April 2nd, 2024 as requested by his attorney. The property line matter is a civil situation.

## Code Enforcement continued:

### 131 Goethe Road

- Claudia Gomez Aguilar was issued letters pertaining to her blatant display of party chairs, tables, along with a possible construction business operating from this location. Tried to open communication with a male subject in the driveway in a work truck, advised him everything needs to be removed and cleaned up.
- Will be re visiting to deliver NOV as operating w/o a BL from this location, which is zoned Residential Only area.
- Pending issuance of summons

### 20 Stone Street

- Inspection set for Monday 1/29/24 for compliance for clean up of property.
- Complaint was from 32 Guerard St who is selling his property on the opposite side of the fence.
- Property owner working with Codes cleaning up location, re-inspection shows site cleaned w/ old boat removed and truck covered as requested.

### 89 Old Carolina Road

- Commercial Building being lived in by Keith Wave, a pilot for the owner of the building Andrew Summers.
- Marcus Noe, Building Safety along with Jason Lee Fire Inspector have ongoing issues with Keith living here as it is commercial only , along with being a fire hazard safety issue.
- Occupant admitted to have a woman her hired for cleaning living in a rear section of the building.
- This matter is pending a letter to the owner as our town attorney Richardson Lebruce spoke to Chet Williams the building owners attorney and Chet according to Richardson will speak with the owner.
- We will be moving forward after inspection again with a letter to the owner stating this is a violation and Keith is not allowed to reside.

### 57 Calhoun Street

- 2/8/24 door tag left for AIM Real Estate with regards to his parking of his business truck in the historic district.
- 2/12/24 owner of property Kevin Quat texted his conversation and argued the point that he is a mixed-use location.
- 2/21/24 met with Kevin Quat at his office to discuss his AIM truck being parked at his residence. Kevin argued the matter stating he does not have to move due to mixed use.
- Matter now referred to Kevin Icard for comments and ruling.

## Code Enforcement continued:

### 71 Bridge Street

- 2/8/24 NOV issued to OKAN food truck at 10am to Chef Jack for operating on private property w/o a mobile vending permit.
- Mobile vending permit states NOT allowed in Historic District unless part of an event.
- Matt Cunningham stated that he was ok'd by Lyndee as a Commissary Kitchen operating on commercial property. Lyndee stated she never stated this to Matt.
- OKAN food truck joined farmers market on Thursdays per Kim Vijak.
- OKAN still w/o Mobile Vending Permit and being monitored if appearing elsewhere in Bluffton.
- OKAN and The Bridge for (3) locations owe the town A-TAX. And H-TAX., matter ongoing.

### 24 Guerard Street

- 2/9/24 Tagged 3 vehicles at this location for have no plates and unregistered.
- Monitoring for compliance currently.

### 200 Simmonsville Road

- Lizette Fernandez was visited on 2/5/24 by our TEAM of Bill Baugher (watershed), myself (CODES), Marcus Noe (Building Safety) and (Fire Inspector) Jason Lee due to multiple violation with outside bath room created, 5 RV violations, multiple non licensed vehicles.
- Trees removed for expansion of property (not theirs).
- Pending a site plan that they said was surveyed. (we never received).
- Re-inspection with TEAM is scheduled for Thursday 2/29/24.

|   |
|---|
| <b>Honoring Four Chaplains of WWII</b>                            |
| <b>March Special Events Meeting</b>                               |
| <b>Command Staff Oral Board Interview</b>                         |
| <b>Town Council Meeting</b>                                       |
| <b>HHCA Career Day</b>  |
| <b>BPD Policy Review Committee meetings</b>                       |
| <b>May River Montessori School Career Day</b>                     |
| <b>Red Cedar Street Elementary School Kindergarten Tour of PD</b> |

## Traffic Officer:

**Cpl. Dickson**

Tickets: 45

Warnings: 5

Collision Reports: 2

Incident Reports: 1



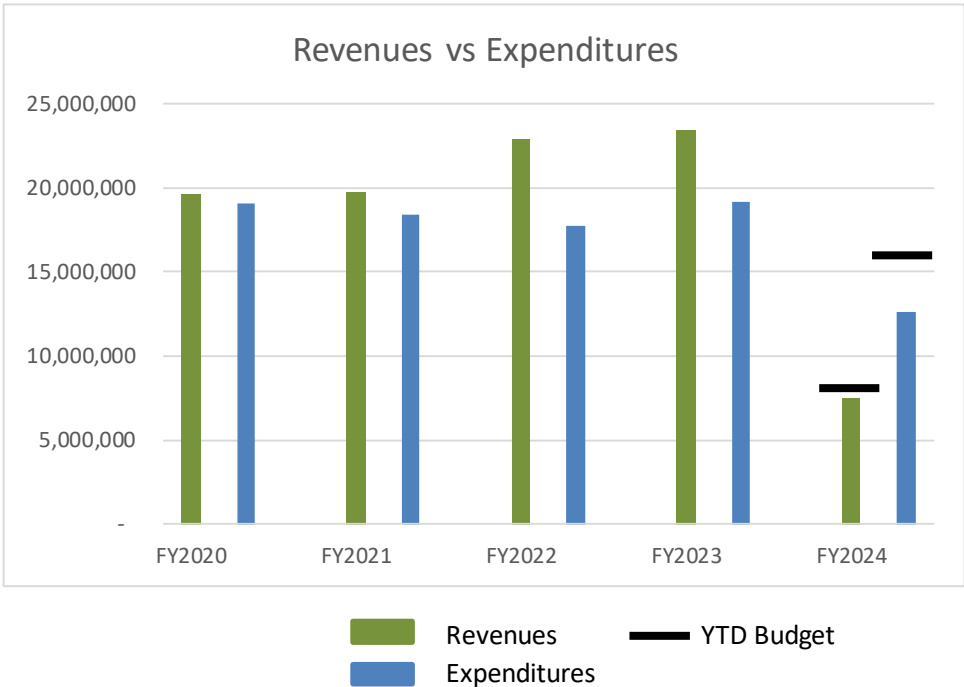
TOWN COUNCIL  
STAFF REPORT  
Finance & Administration Department



|                  |  |
|------------------|--|
| MEETING DATE:    | March 12, 2024   |
| PROJECT:         | Consent Agenda: Year-to-date Financial Report                    |
| PROJECT MANAGER: | Natalie Majorkiewicz, CGFO, Director of Finance & Administration |

**General Fund Financial Overview:**

The chart below shows the revenue collections and expenditures trend for the last four full years and FY2024 year-to-date (YTD) through January 2024. Revenues have been higher than expenditures for the last four full years.



FY2024 YTD through January shows General Fund revenues above the budgeted amount in all line items except for Property Taxes, MASC Telecommunications and Insurance Tax Collection, Franchise Fees, Service Revenues, Fines & Fees, and Miscellaneous revenues. YTD January expenditures are tracking below the budgeted amounts.

**FY24 General Fund Financial Overview**

| Revenues |                    | Expenditures |
|----------|--------------------|--------------|
| \$7,518k | <i>YTD</i>         | \$12,578k    |
| 84.7%    | <i>% of Budget</i> | 78.4%        |
| \$8,871k | <i>YTD Budget</i>  | \$16,046k    |

**ATTACHMENTS:**

1. General Fund
2. Stormwater Fund
3. Capital Improvement Program Fund
4. Debt Service Fund
5. Special Revenue Funds
6. Business License Statistics
7. Grant Index



**Town of Bluffton**  
**Actual Versus Budget**  
**For Period Ending January 31, 2024**

Section XIII. Item #1.

|  | Month of January 2024 |              |                |              |                | Year-to-Date thru January 31, 2024 |               |                |               |                |
|--|-----------------------|--------------|----------------|--------------|----------------|------------------------------------|---------------|----------------|---------------|----------------|
|  | FY 2023               | FY 2024      | More/(Less)    | Budget       | Over / (Under) | FY 2023                            | FY 2024       | More/(Less)    | Budget        | Over / (Under) |
| <b>Revenues</b>                                    |                       |              |                |              |                |                                    |               |                |               |                |
| Property Taxes                                     | \$ 3,682,933          | \$ 2,403,909 | \$ (1,279,024) | \$ 4,215,238 | \$ (1,811,329) | \$ 4,972,730                       | \$ 3,411,321  | \$ (1,561,409) | \$ 5,691,274  | \$ (2,279,953) |
| Licenses & Permits                                 |                       |              |                |              |                |                                    |               |                |               |                |
| Business Licenses                                  | 80,407                | 99,960       | 19,553         | 80,966       | 18,994         | 546,752                            | 707,308       | 160,556        | 505,518       | 201,790        |
| MASC Telecommunications                            | -                     | -            | -              | -            | -              | 314                                | -             | (314)          | 272           | (272)          |
| MASC Insurance Tax Collection                      | -                     | -            | -              | -            | -              | 41,820                             | 196           | (41,624)       | 39,358        | (39,162)       |
| Franchise Fees                                     | 61,295                | 155,179      | 93,884         | 65,489       | 89,690         | 678,492                            | 736,949       | 58,457         | 724,921       | 12,028         |
| Building Safety Permits                            | 324,129               | 211,532      | (112,597)      | 157,083      | 54,449         | 1,629,356                          | 1,404,244     | (225,112)      | 990,725       | 413,519        |
| Application Fees                                   | 3,475                 | 9,330        | 5,855          | 2,650        | 6,680          | 34,015                             | 51,340        | 17,325         | 25,942        | 25,398         |
| Administrative Fees                                | -                     | -            | -              | -            | -              | -                                  | -             | -              | -             | -              |
| Total Licenses & Permits                           | 469,306               | 476,001      | 6,695          | 306,188      | 169,813        | 2,930,748                          | 2,900,037     | (30,711)       | 2,286,736     | 613,301        |
| Grants and Entitlements                            | 165,912               | 18,277       | (147,635)      | 77,583       | (59,306)       | 328,299                            | 359,291       | 30,992         | 155,166       | 204,125        |
| Intergovernmental                                  | -                     | 10,845       | 10,845         | -            | 10,845         | 100,000                            | 65,070        | (34,930)       | -             | 65,070         |
| Service Revenues                                   | 60,697                | 197,792      | 137,095        | 49,503       | 148,289        | 396,078                            | 363,089       | (32,989)       | 397,403       | (34,314)       |
| Fines & Fees                                       | 9,127                 | 8,551        | (576)          | 10,272       | (1,721)        | 69,192                             | 75,180        | 5,988          | 77,906        | (2,726)        |
| Interest Income                                    | 19,645                | 22,851       | 3,206          | 15,454       | 7,397          | 95,847                             | 211,760       | 115,913        | 75,397        | 136,363        |
| Miscellaneous Revenues                             | 11,881                | 8,998        | (2,883)        | 3,696        | 5,302          | 140,943                            | 59,160        | (81,783)       | 78,119        | (18,959)       |
| Total Revenues                                     | 4,419,501             | 3,147,224    | (1,272,277)    | 4,677,934    | (1,530,710)    | 9,033,838                          | 7,444,908     | (1,588,929)    | 8,762,001     | (1,317,093)    |
| Other Financing Sources                            | -                     | -            | -              | -            | -              | -                                  | -             | -              | -             | -              |
| Transfers In                                       | -                     | -            | -              | -            | -              | 79,879                             | 73,168        | (6,711)        | 109,471       | (36,303)       |
| Total Other Financing Sources & Transfers In       | -                     | -            | -              | -            | -              | 79,879                             | 73,168        | (6,711)        | 109,471       | (36,303)       |
| Total Revenues and Other Financing Sources         | \$ 4,419,501          | \$ 3,147,224 | \$ (1,272,277) | \$ 4,677,934 | \$ (1,530,710) | \$ 9,113,717                       | \$ 7,518,076  | \$ (1,595,640) | \$ 8,871,472  | \$ (1,353,396) |
| <b>Expenditures</b>                                |                       |              |                |              |                |                                    |               |                |               |                |
| Town Council                                       | \$ 10,509             | \$ 9,875     | \$ (634)       | \$ 17,507    | \$ (7,632)     | \$ 71,126                          | \$ 65,134     | \$ (5,992)     | \$ 98,299     | \$ (33,165)    |
| Executive  | 111,669               | 120,836      | 9,167          | 327,448      | (206,612)      | 700,739                            | 739,445       | 38,706         | 853,611       | (114,166)      |
| Economic Development                               | 27,861                | 28,712       | 851            | 41,666       | (12,954)       | 190,254                            | 263,176       | 72,922         | 349,767       | (86,591)       |
| Human Resources                                    | 28,877                | 35,168       | 6,291          | 42,175       | (7,007)        | 246,954                            | 281,846       | 34,892         | 399,484       | (117,638)      |
| Communications and Community Outreach              | 31,683                | 31,317       | (366)          | 62,828       | (31,511)       | 251,312                            | 321,728       | 70,416         | 439,696       | (117,968)      |
| Police   | 599,584               | 684,625      | 85,041         | 936,531      | (251,906)      | 4,342,571                          | 4,608,838     | 266,267        | 6,081,903     | (1,473,065)    |
| Municipal Judges                                   | 10,207                | 9,714        | (493)          | 30,073       | (20,359)       | 27,172                             | 49,799        | 22,628         | 70,756        | (20,957)       |
| Municipal Court                                    | 27,639                | 33,964       | 6,325          | 33,817       | 147            | 264,275                            | 287,593       | 23,318         | 339,518       | (51,925)       |
| Finance  | 65,905                | 105,289      | 39,384         | 73,568       | 31,721         | 440,686                            | 567,596       | 126,910        | 808,468       | (240,872)      |
| Information Technology                             | 127,324               | 119,197      | (8,127)        | 227,910      | (108,713)      | 1,100,882                          | 1,136,355     | 35,473         | 1,635,297     | (498,942)      |
| Customer Service                                   | 16,763                | 20,991       | 4,228          | 21,499       | (508)          | 122,500                            | 138,573       | 16,073         | 174,645       | (36,072)       |
| Planning & Community Development                   | 101,402               | 144,323      | 42,921         | 101,327      | 42,996         | 698,848                            | 869,890       | 171,042        | 981,504       | (111,614)      |
| Building Safety                                    | 58,039                | 62,980       | 4,941          | 90,484       | (27,504)       | 426,838                            | 550,196       | 123,358        | 679,379       | (129,183)      |
| Project Management                                 | 65,398                | 56,066       | (9,332)        | 77,014       | (20,948)       | 469,219                            | 426,612       | (42,607)       | 482,078       | (55,466)       |
| Public Works                                       | 149,016               | 179,442      | 30,426         | 182,907      | (3,465)        | 1,186,808                          | 1,093,789     | (93,019)       | 1,150,462     | (56,673)       |
| Town Wide  | 34,113                | 151,212      | 117,099        | 44,901       | 106,311        | 1,620,725                          | 1,177,335     | (443,390)      | 1,501,130     | (323,795)      |
| Total Expenditures                                 | 1,465,989             | 1,793,711    | 327,722        | 2,311,655    | (517,944)      | 12,160,908                         | 12,577,905    | 416,997        | 16,045,997    | (3,468,092)    |
| Other Financing Uses                               |                       |              |                |              |                |                                    |               |                |               |                |
| Transfers Out to Capital Improvements Program Fund | -                     | -            | -              | -            | -              | -                                  | -             | -              | -             | -              |
| Total Transfers                                    | -                     | -            | -              | -            | -              | -                                  | -             | -              | -             | -              |
| Total Expenditures and Other Financing Uses        | \$ 1,465,989          | \$ 1,793,711 | \$ 327,722     | \$ 2,311,655 | \$ (517,944)   | \$ 12,160,908                      | \$ 12,577,905 | \$ 416,997     | \$ 16,045,997 | \$ (3,468,092) |



Town of Bluffton  
Actual Versus Budget  
For Period Ending January 31, 2024

Section XIII. Item #1.

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|  | Month of January 2024 |            |              |              |                | Year-to-Date thru January 31, 2024 |            |              |              |                |
|--|-----------------------|------------|--------------|--------------|----------------|------------------------------------|------------|--------------|--------------|----------------|
|  | FY 2023               | FY 2024    | More/(Less)  | Budget       | Over / (Under) | FY 2023                            | FY 2024    | More/(Less)  | Budget       | Over / (Under) |
| <b>Revenues</b>                                    |                       |            |              |              |                |                                    |            |              |              |                |
| <b>Stormwater Utility Fee</b>                      | \$ 1,155,356          | \$ 485,563 | \$ (669,793) | \$ 1,244,710 | \$ (759,147)   | \$ 1,326,584                       | \$ 588,996 | \$ (737,588) | \$ 1,429,181 | \$ (840,185)   |
| <b>Licenses &amp; Permits</b>                      |                       |            |              |              |                |                                    |            |              |              |                |
| NPDES Plan Review Fee                              | 3,600                 | 6,175      | 2,575        | 2,152        | 4,023          | 62,450                             | 62,430     | (20)         | 37,326       | 25,104         |
| NPDES Inspection Fee                               | 40,200                | 33,350     | (6,850)      | 32,151       | 1,199          | 268,550                            | 182,850    | (85,700)     | 214,781      | (31,931)       |
| Total Licenses & Permits                           | 43,800                | 39,525     | (4,275)      | 34,303       | 5,222          | 331,000                            | 245,280    | (85,720)     | 252,107      | (6,827)        |
| <b>Total Revenues</b>                              | 1,199,156             | 525,088    | (674,068)    | 1,279,013    | (753,925)      | 1,657,584                          | 834,276    | (823,308)    | 1,681,288    | (847,012)      |
| <b>Total Revenues and Other Financing Sources</b>  | \$ 1,199,156          | \$ 525,088 | \$ (674,068) | \$ 1,279,013 | \$ (753,925)   | \$ 1,657,584                       | \$ 834,276 | \$ (823,308) | \$ 1,681,288 | \$ (847,012)   |
| <b>Expenditures</b>                                |                       |            |              |              |                |                                    |            |              |              |                |
| Watershed Management                               | \$ 286,384            | \$ 79,773  | \$ (206,611) | \$ 479,088   | \$ (399,315)   | \$ 784,675                         | \$ 584,164 | \$ (200,511) | \$ 1,312,674 | \$ (728,510)   |
| <b>Total Expenditures</b>                          | 286,384               | 79,773     | (206,611)    | 479,088      | (399,315)      | 784,675                            | 584,164    | (200,511)    | 1,312,674    | (728,510)      |
| <b>Other Financing Uses</b>                        |                       |            |              |              |                |                                    |            |              |              |                |
| Transfers Out to Capital Improvements Program Fund | -                     | -          | -            | -            | -              | -                                  | -          | -            | -            | -              |
| Transfers Out to General Fund                      | -                     | -          | -            | -            | -              | -                                  | -          | -            | -            | -              |
| Transfer Out to Debt Service                       | -                     | -          | -            | -            | -              | 73,150                             | -          | (73,150)     | 280,384      | (280,384)      |
| Contribution to Fund Balance                       | -                     | -          | -            | -            | -              | -                                  | -          | -            | -            | -              |
| <b>Total Transfers</b>                             | -                     | -          | -            | -            | -              | 73,150                             | -          | (73,150)     | 280,384      | (280,384)      |
| <b>Total Expenditures and Other Financing Uses</b> | \$ 286,384            | \$ 79,773  | \$ (206,611) | \$ 479,088   | \$ (399,315)   | \$ 857,825                         | \$ 584,164 | \$ (273,661) | \$ 1,593,058 | \$ (1,008,894) |



**Town of Bluffton**  
**Budget and Actual - Capital Improvement Program Fund**  
**For Period Ending January 31, 2024**

|  | YTD<br>Actual       | Adopted<br>Budget    | Budget<br>Amendments<br>and Transfers | Revised<br>Budget    | Actual vs<br>Budget<br>Difference | Actual<br>as % of<br>Budget |
|--|---------------------|----------------------|---------------------------------------|----------------------|-----------------------------------|-----------------------------|
| <b>Economic Development</b>  |                     |                      |                                       |                      |                                   |                             |
| Buckwalter Place Multi-County Commerce Park Phase 2                | \$ 40,165           | \$ 3,327,940         | \$ 176,480                            | \$ 3,504,420         | \$ 3,464,255                      | 1.1%                        |
| <b>Total Economic Development</b>                                  | <b>40,165</b>       | <b>3,327,940</b>     | <b>176,480</b>                        | <b>3,504,420</b>     | <b>3,464,255</b>                  | <b>1.1%</b>                 |
| <b>Facilities</b>  |                     |                      |                                       |                      |                                   |                             |
| Town Hall Improvements   | 73,638              | 250,000              | 50,000                                | 300,000              | 226,362                           | 24.5%                       |
| Squire Pope Carriage House   | 477,074             | 1,035,586            | 585,858                               | 1,621,444            | 1,144,370                         | 29.4%                       |
| Law Enforcement Center Facility Improvements                       | 23,892              | 156,500              | 38,485                                | 194,985              | 171,093                           | 12.3%                       |
| Sarah Riley Hooks Cottage  | -                   | 345,217              | 19,215                                | 364,432              | 364,432                           | 0.0%                        |
| <b>Total Facilities</b>  | <b>574,604</b>      | <b>1,787,303</b>     | <b>693,558</b>                        | <b>2,480,861</b>     | <b>1,906,257</b>                  | <b>23.2%</b>                |
| <b>Housing</b>   |                     |                      |                                       |                      |                                   |                             |
| Affordable Housing Project   | 20,196              | 1,708,672            | (32,628)                              | 1,676,044            | 1,655,848                         | 1.2%                        |
| <b>Total Housing</b>   | <b>20,196</b>       | <b>1,708,672</b>     | <b>(32,628)</b>                       | <b>1,676,044</b>     | <b>1,655,848</b>                  | <b>1.2%</b>                 |
| <b>Information Technology Infrastructure</b>                       |                     |                      |                                       |                      |                                   |                             |
| Community Safety Cameras Phase 6                                   | -                   | 68,500               | -                                     | 68,500               | 68,500                            | 0.0%                        |
| Network Improvements   | 41,789              | 130,000              | 9,971                                 | 139,971              | 98,182                            | 29.9%                       |
| Document Management - Phase 2                                      | -                   | 290,000              | (290,000)                             | -                    | -                                 | N/A                         |
| <b>Total Parks</b>   | <b>41,789</b>       | <b>488,500</b>       | <b>(280,029)</b>                      | <b>208,471</b>       | <b>166,682</b>                    | <b>20.0%</b>                |
| <b>Land</b>  |                     |                      |                                       |                      |                                   |                             |
| Land Acquisition   | 19,194              | 3,998,175            | 995,045                               | 4,993,220            | 4,974,026                         | 0.4%                        |
| <b>Total Land</b>  | <b>19,194</b>       | <b>3,998,175</b>     | <b>995,045</b>                        | <b>4,993,220</b>     | <b>4,974,026</b>                  | <b>0.4%</b>                 |
| <b>Parks</b>   |                     |                      |                                       |                      |                                   |                             |
| Park Improvements  | 127,378             | 354,700              | 145,438                               | 500,138              | 372,760                           | 25.5%                       |
| Oyster Factory Park  | 182,143             | 1,041,110            | 406,132                               | 1,447,242            | 1,265,099                         | 12.6%                       |
| Oscar Frazier Park   | 341,253             | 1,030,000            | 85,419                                | 1,115,419            | 774,166                           | 30.6%                       |
| New Riverside Park/Barn Site                                       | 570,882             | 4,880,693            | 1,095,323                             | 5,976,016            | 5,405,134                         | 9.6%                        |
| New River Trail  | 40,591              | 28,195               | 2,075,555                             | 2,103,750            | 2,063,159                         | 1.9%                        |
| New Riverside Village Park   | 89,714              | 288,000              | -                                     | 288,000              | 198,286                           | 31.2%                       |
| Public Art   | -                   | -                    | 100,000                               | 100,000              | 100,000                           | 0.0%                        |
| <b>Total Parks</b>   | <b>1,351,961</b>    | <b>7,622,698</b>     | <b>3,907,867</b>                      | <b>11,530,565</b>    | <b>10,178,604</b>                 | <b>11.7%</b>                |
| <b>Roads</b>   |                     |                      |                                       |                      |                                   |                             |
| Historic District Streetscape and Drainage Improvements            | 43,859              | 378,121              | 282,250                               | 660,371              | 616,512                           | 6.6%                        |
| Calhoun Street Streetscape   | 33,820              | 447,837              | 229,680                               | 677,517              | 643,697                           | 5.0%                        |
| BIS Neighborhood Sidewalks & Lighting                              | 56,507              | -                    | 186,263                               | 186,263              | 129,756                           | 0.0%                        |
| Goethe-Shultz Neighborhood Sidewalks & Lighting                    | 6,896               | -                    | 297,500                               | 297,500              | 290,604                           | 2.3%                        |
| Wharf Street Lighting  | -                   | 185,750              | 58,810                                | 244,560              | 244,560                           | 0.0%                        |
| Boundary Street Lighting   | -                   | -                    | 44,403                                | 44,403               | 44,403                            | 0.0%                        |
| Boundary Street Streetscape  | 725                 | 893,050              | 43,731                                | 936,781              | 936,056                           | 0.1%                        |
| Townwide Wayfinding Signage System                                 | -                   | 40,000               | -                                     | 40,000               | 40,000                            | 0.0%                        |
| Ghost Roads  | 3,946               | 376,000              | 12,177                                | 388,177              | 384,231                           | 1.0%                        |
| <b>Total Roads</b>   | <b>145,753</b>      | <b>2,320,758</b>     | <b>1,154,814</b>                      | <b>3,475,572</b>     | <b>3,329,819</b>                  | <b>4.2%</b>                 |
| <b>Stormwater and Sewer</b>  |                     |                      |                                       |                      |                                   |                             |
| Sewer Connections Policy   | 521,145             | 384,000              | 753,776                               | 1,137,776            | 616,631                           | 45.8%                       |
| Buck Island Sewer Phase 5  | 1,042,215           | 2,400,000            | 151,436                               | 2,551,436            | 1,509,221                         | 40.8%                       |
| Historic District Sewer Extension Phase 2                          | 137,921             | -                    | 323,446                               | 323,446              | 185,525                           | 42.6%                       |
| Historic District Sewer Extension Phase 3                          | 136,954             | -                    | 199,124                               | 199,124              | 62,170                            | 68.8%                       |
| Historic District Sewer Extension Phase 4                          | 1,116               | 520,140              | 38,823                                | 558,963              | 557,847                           | 0.2%                        |
| Historic District Sewer Extension Phase 5                          | 912                 | 468,480              | 35,034                                | 503,514              | 502,602                           | 0.2%                        |
| Historic District Sewer Extension Phase 6                          | 1,555               | 579,600              | 42,037                                | 621,637              | 620,082                           | 0.3%                        |
| Bridge Street Streetscape  | 135,668             | 110,490              | 565,927                               | 676,417              | 540,749                           | 20.1%                       |
| Comprehensive Drainage Plan Improvements                           | 1,484               | 228,100              | 59,417                                | 287,517              | 286,033                           | 0.5%                        |
| May River Action Plan Impervious Restoration/Water Quality Project | 42,489              | 459,000              | -                                     | 459,000              | 416,511                           | 9.3%                        |
| Stoney Crest Campground/Old Palmetto Bluff Rd                      | -                   | 419,099              | -                                     | 419,099              | 419,099                           | 0.0%                        |
| Pritchard Street Drainage Improvements                             | 23,703              | 1,442,706            | 9,990                                 | 1,452,696            | 1,428,993                         | 1.6%                        |
| <b>Total Stormwater and Sewer</b>                                  | <b>2,045,162</b>    | <b>7,011,615</b>     | <b>2,179,010</b>                      | <b>9,190,625</b>     | <b>7,145,463</b>                  | <b>22.3%</b>                |
| <b>Total CIP Expenditures</b>                                      | <b>\$ 4,238,824</b> | <b>\$ 28,265,661</b> | <b>\$ 8,794,117</b>                   | <b>\$ 37,059,778</b> | <b>\$ 32,820,954</b>              | <b>11.4%</b>                |



Town of Bluffton  
Actual Versus Budget  
For Period Ending January 31, 2024

Section XIII. Item #1.

|  | Month of January 2024 |              |              |              |                | Year-to-Date thru January 31, 2024 |              |                |              |                |
|--|-----------------------|--------------|--------------|--------------|----------------|------------------------------------|--------------|----------------|--------------|----------------|
|  | FY 2023               | FY 2024      | More/(Less)  | Budget       | Over / (Under) | FY 2023                            | FY 2024      | More/(Less)    | Budget       | Over / (Under) |
| <b>Revenues</b>                                    |                       |              |              |              |                |                                    |              |                |              |                |
| <b>Property Taxes</b>                              |                       |              |              |              |                |                                    |              |                |              |                |
| Real & Personal Property Tax (TIF)                 | \$ 1,695,975          | \$ 1,059,457 | \$ (636,518) | \$ 1,539,171 | \$ (479,714)   | \$ 2,119,853                       | \$ 1,299,537 | \$ (820,316)   | \$ 1,923,858 | \$ (624,321)   |
| GO Bond Debt Service Property Tax                  | 170,135               | 111,449      | (58,686)     | 158,559      | (47,110)       | 229,711                            | 157,973      | (71,738)       | 214,081      | (56,108)       |
| Total Property Tax                                 | 1,866,110             | 1,170,906    | (695,204)    | 1,697,730    | (526,824)      | 2,349,563                          | 1,457,510    | (892,053)      | 2,137,939    | (680,429)      |
| <b>Licenses &amp; Permits</b>                      |                       |              |              |              |                |                                    |              |                |              |                |
| Municipal Improvement District Fee                 | 225,513               | 73,724       | (151,789)    | 230,480      | (156,756)      | 253,288                            | 87,755       | (165,533)      | 258,867      | (171,112)      |
| Interest Income                                    | 43,943                | 8,727        | (35,216)     | 432          | 8,295          | 43,943                             | 66,254       | 22,311         | 1,828        | 64,426         |
| <b>Miscellaneous Revenues</b>                      |                       |              |              |              |                |                                    |              |                |              |                |
| Total Revenues                                     | 2,135,566             | 1,253,357    | (882,209)    | 1,928,642    | (675,285)      | 2,646,795                          | 1,611,519    | (1,035,276)    | 2,398,634    | (787,115)      |
| <b>Other Financing Sources</b>                     |                       |              |              |              |                |                                    |              |                |              |                |
| Transfers In                                       | -                     | -            | -            | 72,533       | (72,533)       | 73,150                             | -            | (73,150)       | 72,533       | (72,533)       |
| Total Other Financing Sources & Transfers In       | -                     | -            | -            | 72,533       | (72,533)       | 73,150                             | -            | (73,150)       | 72,533       | (72,533)       |
| Total Revenues and Other Financing Sources         | \$ 2,135,566          | \$ 1,253,357 | \$ (882,209) | \$ 2,001,175 | \$ (747,818)   | \$ 2,719,945                       | \$ 1,611,519 | \$ (1,108,426) | \$ 2,471,167 | \$ (859,648)   |
| <b>Expenditures</b>                                |                       |              |              |              |                |                                    |              |                |              |                |
| <b>Series 2014 TIF Bonds Debt Service</b>          |                       |              |              |              |                |                                    |              |                |              |                |
| Principal  | \$ -                  | \$ -         | \$ -         | \$ -         | \$ -           | \$ 851,304                         | \$ 873,554   | \$ 22,250      | \$ 873,554   | \$ -           |
| Interest   | -                     | -            | -            | -            | -              | 45,680                             | 34,698       | (10,982)       | 34,698       | -              |
| <b>Series 2022 TIF Bonds Debt Service</b>          |                       |              |              |              |                |                                    |              |                |              |                |
| Principal  | \$ -                  | \$ -         | \$ -         | \$ -         | \$ -           | \$ -                               | \$ -         | \$ -           | \$ -         | \$ -           |
| Interest   | -                     | -            | -            | -            | -              | -                                  | -            | -              | -            | -              |
| <b>Series 2020 GO Bonds Debt Service</b>           |                       |              |              |              |                |                                    |              |                |              |                |
| Principal  | -                     | -            | -            | -            | -              | -                                  | -            | -              | -            | -              |
| Interest   | -                     | -            | -            | -            | -              | 72,900                             | 67,150       | (5,750)        | 67,150       | -              |
| <b>Series 2020A GO Bonds Debt Service</b>          |                       |              |              |              |                |                                    |              |                |              |                |
| Principal  | -                     | -            | -            | -            | -              | -                                  | -            | -              | -            | -              |
| Interest   | -                     | -            | -            | -            | -              | 73,150                             | 69,400       | (3,750)        | 69,400       | -              |
| Miscellaneous                                      | -                     | -            | -            | -            | -              | -                                  | -            | -              | -            | -              |
| Total Expenditures                                 | -                     | -            | -            | -            | -              | 1,043,034                          | 1,044,802    | 1,768          | 1,044,802    | -              |
| <b>Other Financing Uses</b>                        |                       |              |              |              |                |                                    |              |                |              |                |
| Transfers Out to Capital Improvements Program Fund | -                     | -            | -            | -            | -              | -                                  | -            | -              | -            | -              |
| Total Transfers                                    | -                     | -            | -            | -            | -              | -                                  | -            | -              | -            | -              |
| Total Expenditures and Other Financing Uses        | \$ -                  | \$ -         | \$ -         | \$ -         | \$ -           | \$ 1,043,034                       | \$ 1,044,802 | \$ 1,768       | \$ 1,044,802 | \$ -           |



Town of Bluffton  
Special Revenue Accounts  
For Period Ending January 31, 2024

Section XIII. Item #1.

|                          | FY2024 |         |         |         |         |         |         |     |     |     |     |     | Period 13 | YTD       | Original Estimate |
|--------------------------|--------|---------|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|-----------|-----------|-------------------|
|                          | JUL    | AUG     | SEP     | OCT     | NOV     | DEC     | JAN     | FEB | MAR | APR | MAY | JUN |           |           |                   |
| Revenues                 |        |         |         |         |         |         |         |     |     |     |     |     |           |           |                   |
| State Accommodations Tax | 1,533  | 1,721   | 1,963   | 237,553 | 1,773   | 2,006   | 249,085 |     |     |     |     |     |           | 495,634   | 1,030,150         |
| Local Accommodations Tax | 5,269  | 151,068 | 108,061 | 124,885 | 176,611 | 171,277 | 117,868 |     |     |     |     |     |           | 855,039   | 1,597,500         |
| Hospitality Tax          | 55,957 | 340,329 | 282,100 | 283,047 | 355,917 | 346,967 | 385,692 |     |     |     |     |     |           | 2,050,009 | 3,788,036         |
| Total Revenues           | 62,759 | 493,118 | 392,124 | 645,485 | 534,301 | 520,250 | 752,644 | -   | -   | -   | -   | -   | -         | 3,400,681 | 6,415,686         |

|                          | FY2023 |         |         |         |         |         |         |         |         |         |         |         | Period 13 | YTD       | Original Estimate |
|--------------------------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|-----------|-------------------|
|                          | JUL    | AUG     | SEP     | OCT     | NOV     | DEC     | JAN     | FEB     | MAR     | APR     | MAY     | JUN     |           |           |                   |
| Revenues                 |        |         |         |         |         |         |         |         |         |         |         |         |           |           |                   |
| State Accommodations Tax | 400    | 468     | 509     | 256,141 | 783     | 897     | 229,281 | 916     | 1,155   | 145,283 | 1,388   | 1,466   | 484,835   | 1,123,522 | 1,175,700         |
| Local Accommodations Tax | 614    | 173,603 | 126,868 | 137,517 | 152,941 | 158,074 | 114,639 | 63,354  | 83,215  | 24,975  | 331,683 | 187,863 | 176,431   | 1,731,778 | 1,577,800         |
| Hospitality Tax          | 4,685  | 255,181 | 281,079 | 312,591 | 335,754 | 307,857 | 291,337 | 235,565 | 310,100 | 87,619  | 491,342 | 352,679 | 405,875   | 3,671,664 | 2,730,300         |
| Total Revenues           | 5,699  | 429,252 | 408,456 | 706,249 | 489,478 | 466,828 | 635,257 | 299,835 | 394,471 | 257,876 | 824,412 | 542,009 | 1,067,141 | 6,526,963 | 5,483,800         |

|                          | FY2024 VS FY2023 (more / (less)) |          |          |          |        |        |         |     |     |     |     |     | Period 13 | YTD     |  |
|--------------------------|----------------------------------|----------|----------|----------|--------|--------|---------|-----|-----|-----|-----|-----|-----------|---------|--|
|                          | JUL                              | AUG      | SEP      | OCT      | NOV    | DEC    | JAN     | FEB | MAR | APR | MAY | JUN |           |         |  |
| Revenues                 |                                  |          |          |          |        |        |         |     |     |     |     |     |           |         |  |
| State Accommodations Tax | 1,133                            | 1,253    | 1,454    | (18,588) | 990    | 1,109  | 19,804  |     |     |     |     |     |           | 7,155   |  |
| Local Accommodations Tax | 4,655                            | (22,535) | (18,807) | (12,632) | 23,670 | 13,203 | 3,229   |     |     |     |     |     |           | (9,217) |  |
| Hospitality Tax          | 51,272                           | 85,148   | 1,021    | (29,544) | 20,163 | 39,110 | 94,355  |     |     |     |     |     |           | 261,525 |  |
| Total Revenues           | 57,060                           | 63,866   | (16,332) | (60,764) | 44,823 | 53,422 | 117,388 | -   | -   | -   | -   | -   | -         | 259,463 |  |

## Business License Statistics:

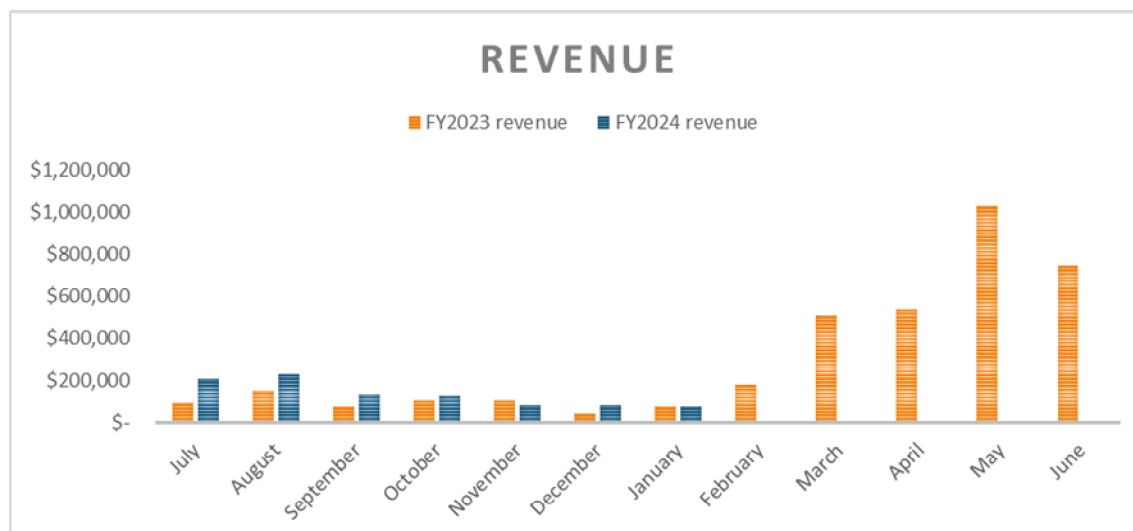
Business License applications for FY2024 through January total 1,823 (430 new business and 1,393 renewals) compared to FY2023's total of 897 (352 new business and 545 renewals).





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Business license renewals reflect an increase of 410% or 238 licenses and despite the renewal increase, revenue collections remained flat for the month of January when comparing to last year. The revenue impact is in large part due to the decrease in permit revenue. Business license revenue through permits for January is \$40,094 which is a decrease of 34% or \$20,702 when comparing to last year.



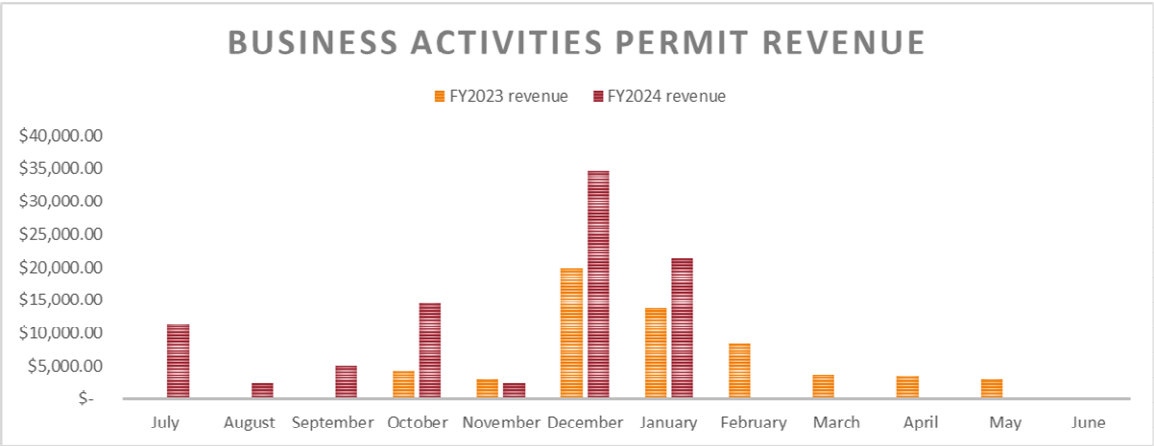
The amended ordinance that went into effect January 1<sup>st</sup>, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2023 business license renewals through June, three hundred, eleven (311) business have qualified for the Town's incentives for a total revenue reduction of \$331,978.87.

| Incentive          | Number of Businesses | Gross Income Deducted | Total Incentive Amount |
|--------------------|----------------------|-----------------------|------------------------|
| 10%                | 65                   | \$ 14,478,076         | \$ 16,384              |
| 20%                | 104                  | 10,335,598            | 13,150                 |
| 40%                | 126                  | 8,733,358             | 12,821                 |
| CAP                | 14                   | 234,448,335           | 289,488                |
| 2+                 | 2                    | 71,607                | 136                    |
| <b>Grand Total</b> | <b>311</b>           | <b>\$ 268,066,974</b> | <b>\$ 331,979</b>      |

| Rate Class         | Number of Businesses | Total Incentive Amount |
|--------------------|----------------------|------------------------|
| 1                  | 45                   | \$ 104,649             |
| 2                  | 3                    | 613                    |
| 3                  | 51                   | 70,924                 |
| 4                  | 30                   | 4,422                  |
| 5                  | 35                   | 4,864                  |
| 6                  | 0                    | 0                      |
| 7                  | 126                  | 10,897                 |
| 8.1                | 20                   | 110,480                |
| 9.3                | 1                    | 25,130                 |
| <b>Grand Total</b> | <b>311</b>           | <b>\$ 331,979</b>      |

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

- Mobile Vending Permit (MVP): \$400 for a calendar year
  - Seven (7) 2027 MVPs issued in January
  - Fourteen (14) are compliant
  - Four (4) are non-compliant
  - None are pending
  - There are 18 identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
  - Eighty-five (85) 2024 STRPs issued in January
  - One hundred and forty-one (141) 141 STRPs are compliant with a permit
  - One hundred and forty-four (144) are non-compliant
  - Three (3) are in-process
  - There are two hundred and eighty-nine (289) properties identified



| Grant Program / Name  | Federal/<br>State/<br>Other | Grant #      | Town Project Description  | Department       | Status                            | Amount Funded by<br>Grant | Town's Match  | Total Project<br>Amount | Date of<br>Award | Grant Start<br>Date | Grant Expiration                               |
|---|-----------------------------|--------------|---|------------------|-----------------------------------|---------------------------|---|-------------------------|------------------|---------------------|--|
| South Carolina Infrastructure Investment Program (SCIIP)                                    | Federal                     | A-23-C015    | Stoney Crest area septic to sewer; local match split equally among Town, Beauf.Co, and BJWSA.               | Stormwater       | AWARDED TO BJWSA                  | \$ 5,925,000.00           | \$1,975,000 divided equally among Town, County, and BJWSA | \$7,900,000.00          | 04/27/23         | 04/24/23            | 6/1/2026                                       |
| American Rescue Plan Act (ARPA) grant from the State and Local Fiscal Recovery Fund (SLFRF) | Federal                     | SLT-5134     | coronavirus recovery, Entitlement community with Tier 5 reporting   | Finance          | Active                            | \$ 1,982,471.00           | none  | \$1,982,471.00          | 05/27/21         | 03/03/21            | obligated by 12/31/2024 expended by 12/31/2026 |
| Community Development Block Grant (CDBG)  | Federal                     | 4-A-19-001   | BIS sanitary sewer, Phase 5   | CIP              | Active                            | \$ 500,000.00             | \$ 3,002,282.00   | \$3,502,282.00          | 10/14/19         | 10/14/19            | 12/30/2023                                     |
| Land and Water Conservation Fund  | Federal                     | 45-01131     | New Riverside Barn Park   | CIP              | Active                            | \$ 500,000.00             | \$ 500,000.00   | Phase I > \$1M          | 10/18/21         | 10/19/21            | 10/31/2023; extended to 7/31/2024              |
| Bureau of Justice Assistance Office Programs Bulletproof Vest Partnership - 2021            | Federal                     | Not Provided | Bulletproof Vests for Police Officers   | Police           | closed                            | \$ 1,637.10               | \$ 1,637.10   | \$ 3,274.20             | 04/28/22         | 09/30/21            | 8/31/2023                                      |
| Section 319(h) Nonpoint Source Pollution, Assistance Program                                | Federal                     | EQ-0-263     | May River Watershed Action Plan Phase IV; sewer connections (Poseys Court, Pritchard Street, Bridge Street) | Stormwater / CIP | Active                            | \$ 365,558.36             | \$ 243,830.00   | \$ 609,388.36           | 06/21/19         | 09/25/19            | 7/24/2023; extended to 9/30/2024               |
| Nonpoint Source Implementation Program - Section 319(h) of the Clean Water Act              | Federal                     | EQ-1-599     | May River Watershed Action Plan, Phase V - stormwater retrofit (Bridge St)                                  | Stormwater / CIP | closed                            | \$ 228,165.15             | \$ 152,110.10   | \$ 380,275.25           | 10/01/20         | 12/04/20            | 12/3/2023                                      |
| FFY 2023 Justice Assistance Grant (JAG)   | Federal                     | 5G003322     | Domestic Violence Investigator and Community Mental Health Officer  | Police           | closing out pending final payment | \$ 141,404.40             | \$ 15,711.60  | \$ 157,116.00           | 10/14/22         | 10/01/22            | 9/30/2023                                      |
| Nonpoint Source Implementation Program - Section 319(h) of the Clean Water Act              | Federal                     | EQ-3-544     | May River Watershed Action Plan, Phase VI - stormwater retrofit (Pritchard St)                              | Stormwater / CIP | Active                            | \$ 124,577.00             | \$ 83,398.00  | \$ 207,975.00           | 11/16/22         | 11/16/22            | 11/15/2025                                     |
| Nonpoint Source Implementation Program - Section 319(h) - Clean Water Act                   | Federal                     |              | May River Phase VII   | CIP              | getting grant agreement           | \$ 629,850.00             | \$ 432,893.00   | \$1,062,743.00          |                  |                     | 9/30/2026                                      |

|  |       |                        |   |        |        |                 |               |                |            |            |            |
|--|-------|------------------------|---|--------|--------|-----------------|---------------|----------------|------------|------------|------------|
| FY24 Park and Recreation Development Fund (PARD)     | State | Project Number 2023057 | New River Trail Restroom Shelter              | CIP    | Active | \$ 26,000.00    | \$ 6,500.00   | \$ 32,500.00   | 05/08/23   | 05/08/23   | 5/8/2026   |
| School Safety Program FY24 (School Resource Officer) | State | SR-076-C0702-24        | SRO funding for six officers                  | Police | Active | \$ 893,422.29   | none          | \$ 893,422.29  | 6/16/2023  | 7/1/2023   | 6/30/2024  |
| FY24 State Appropriation Act                         | State | none                   | New River Linear Trail                        | CIP    | Active | \$ 2,000,000.00 | \$ 705,172.00 | \$2,705,172.00 | 10/16/2023 | 10/16/2023 | 10/16/2026 |
| FY24 State Appropriation Act                         | State | none                   | Agility Course                                | Police | Active | \$ 50,000.00    | none          | \$ 50,000.00   | 9/8/2023   | 9/8/2023   | 6/15/2024  |
| StimulateSC  | State | 2024SSC-01             | DRCI Artificial Intelligence Training Program | DRCI   | Active | \$ 10,450.00    | \$ 10,450.00  | \$ 20,900.00   | 1/2/2024   | 1/15/2024  | 10/15/2024 |

\$ 7,609,058.30

|  |         |  |                                |           |  |                 |               |                |  |  |                              |
|--|---------|--|--------------------------------|-----------|--|-----------------|---------------|----------------|--|--|------------------------------|
| Sen Graham appropriation / COPS Law Enforcement Technology | Federal |  | equipment for PD               | Police    | pending Federal budget approval and grant agreement from Dept of Justice | \$ 1,348,178.00 | \$ 337,045.00 | \$1,685,223.00 |  |  | 9/30/2024                    |
| National Opioid Guaranteed Political Subdivision Subfund   | State   |  | Opioid settlement money        | Police    | writing application with PD; will be submitted in April                  | \$ 25,915.25    | none          | \$ 25,915.25   |  |  | 6/30/2024                    |
| Building Resilient Infrastructure and Communities (BRIC)   | Federal |  | Historic District drainage     | Watershed | submitted 12/14  | \$ 278,550.00   | \$ 30,950.00  | \$ 309,500.00  |  |  | 36 months from date of award |
| School Safety Program FY25 (School Resource Officer)       | State   |  | continued funding for six SROs | Police    | submitted 2/16/2024  | \$ 784,000.00   | none          | \$ 784,000.00  |  |  | 6/30/2025                    |

TOWN COUNCIL



STAFF REPORT  
Human Resources Department

|                  |   |
|------------------|---|
| MEETING DATE:    | March 12, 2024                          |
| PROJECT:         | February 2024 Activity Report           |
| PROJECT MANAGER: | Anni Evans, Director of Human Resources |

**Human Resources Summary:**

**New Hires: 3**  
Cory Gooding  
Title: Public Services Worker II  
Start Date: February 8, 2024  
Department: Public Services

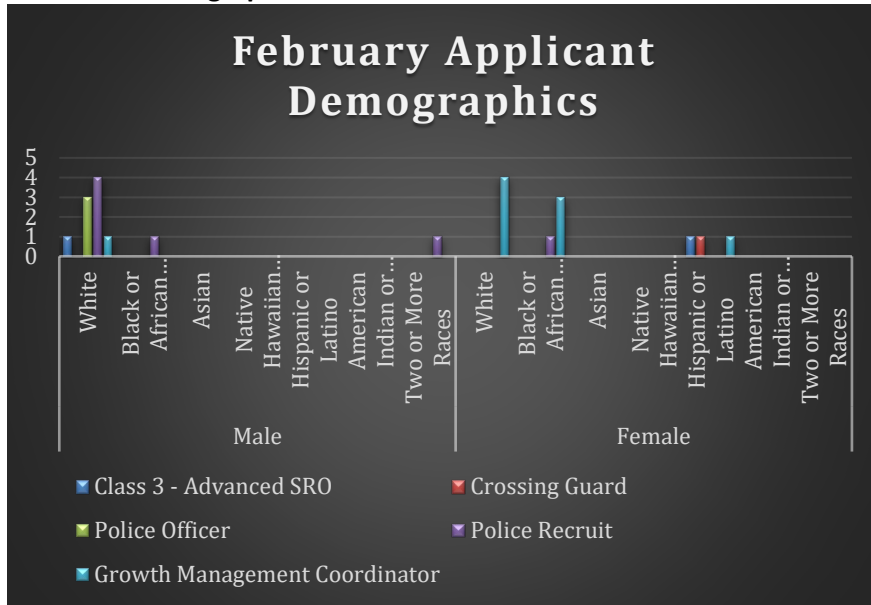
**Exits: 1**  
Melinda Penny  
Title: Administrative Assistant  
Exit Date: February 21, 2024  
Department: Executive

**Promotions: 1**  
Azahel Young  
Title: Police Officer  
Exit Date: February 8, 2024  
Department: Police

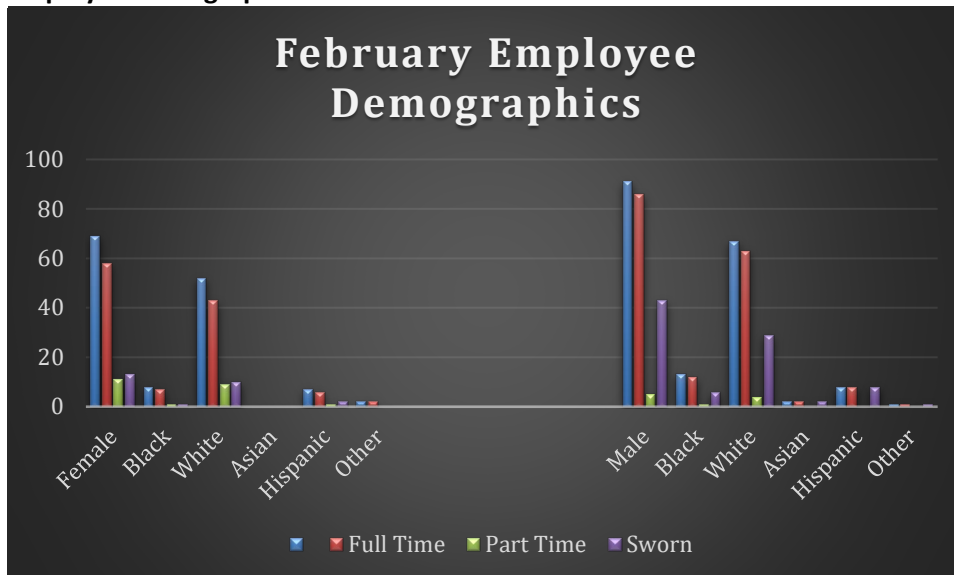
**Jobs posted:**  
Police Officer  
Police Recruit  
SRO – Class 3  
Crossing Guard  
Public Services Worker II – PT  
Growth Management Coordinator

- Birthday/Anniversary Celebration – 2/12/24 All About That Bean
- Super Bowl Square Contest – 2/9
- Super Bowl Party – 2/9
- Ghost Pirates event – 2/9
- Employee Development Plans updated
- Attended Career Fair at Savannah State University

**Candidate demographics:**



**Employee demographics:**



TOWN COUNCIL



STAFF REPORT  
Municipal Court Department

|                  |                                 |
|------------------|---------------------------------|
| MEETING DATE:    | March 12, 2024                  |
| PROJECT:         | January Activity Report         |
| PROJECT MANAGER: | Lisa Cunningham, Clerk of Court |

Court Summary

Town of Bluffton Municipal Court convenes every Tuesday morning. In January 2024 a total of four morning sessions. The Municipal Court currently has 349 cases pending which is a combination of 304 criminal/traffic cases, 23 jury trial requests, and 22 defendants enrolled in alternative programs.

Indigent Defense cases

Town of Bluffton currently contracts with the 14<sup>th</sup> Circuit Public Defenders Office to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 602 cases which is a combination of 41 pending and 561 disposed on the docket as of January 2024.

Alternative Programs

Defendants are sometimes offered the opportunity to complete Alternative Programs in lieu of convictions on their traffic and/or criminal record.

There are currently 3 active participants in the Conditional Discharge Program. The Conditional Discharge Program requires the completion of 40 hours of community service as well as a drug and alcohol program. Participants must also pay a program fee of \$150.00 upon completion.

There are currently 6 active participants in the Alive@25 classes which are offered through the National Safety Council. Alive@25 classes are for traffic offenders under 25 years of age who have never had a traffic infraction and the current charge pending carries no more than 4 points.

Traffic Education Program referred to as TEP has 7 active participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

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

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

Pre-Trial Intervention referred to as PTI has 6 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 plus the cost of online driving class, counseling and/or drug testing.

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

# Town of Bluffton Municipal Court Statistics for January 2024

Presented by:

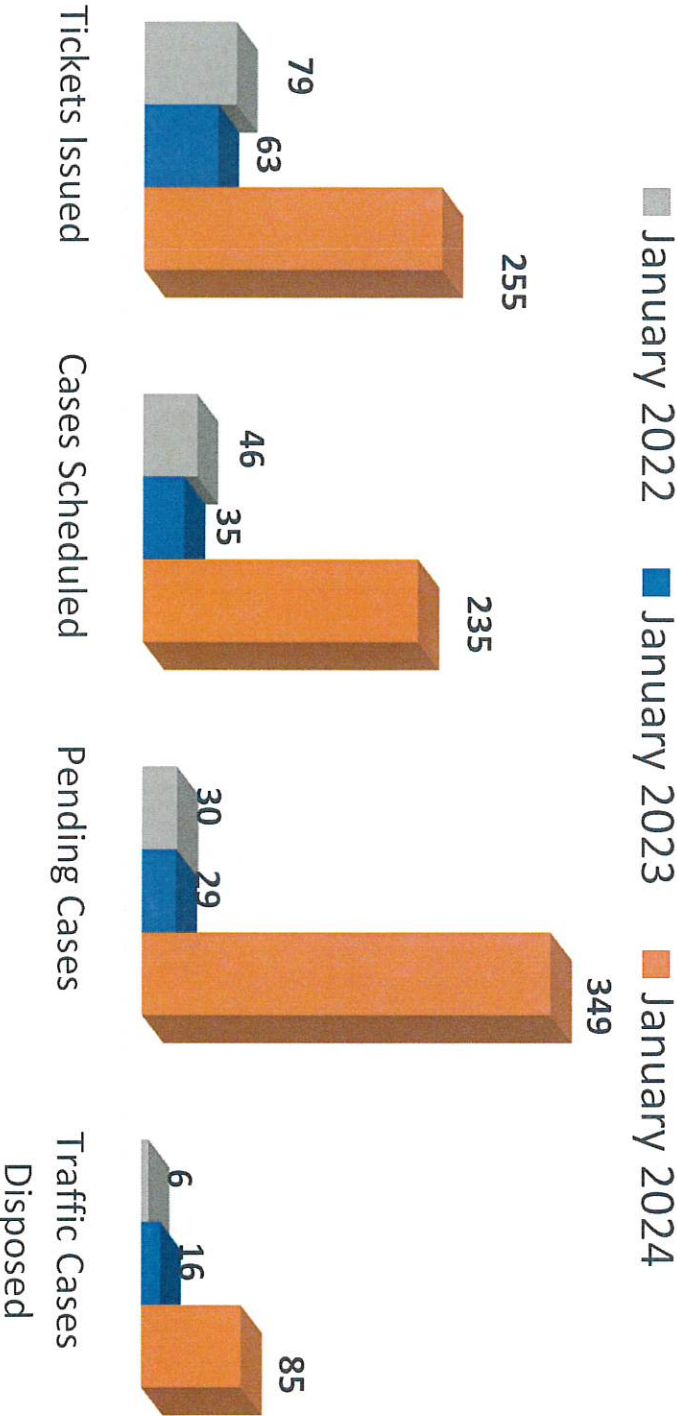
Lisa Cunningham, Clerk of Court



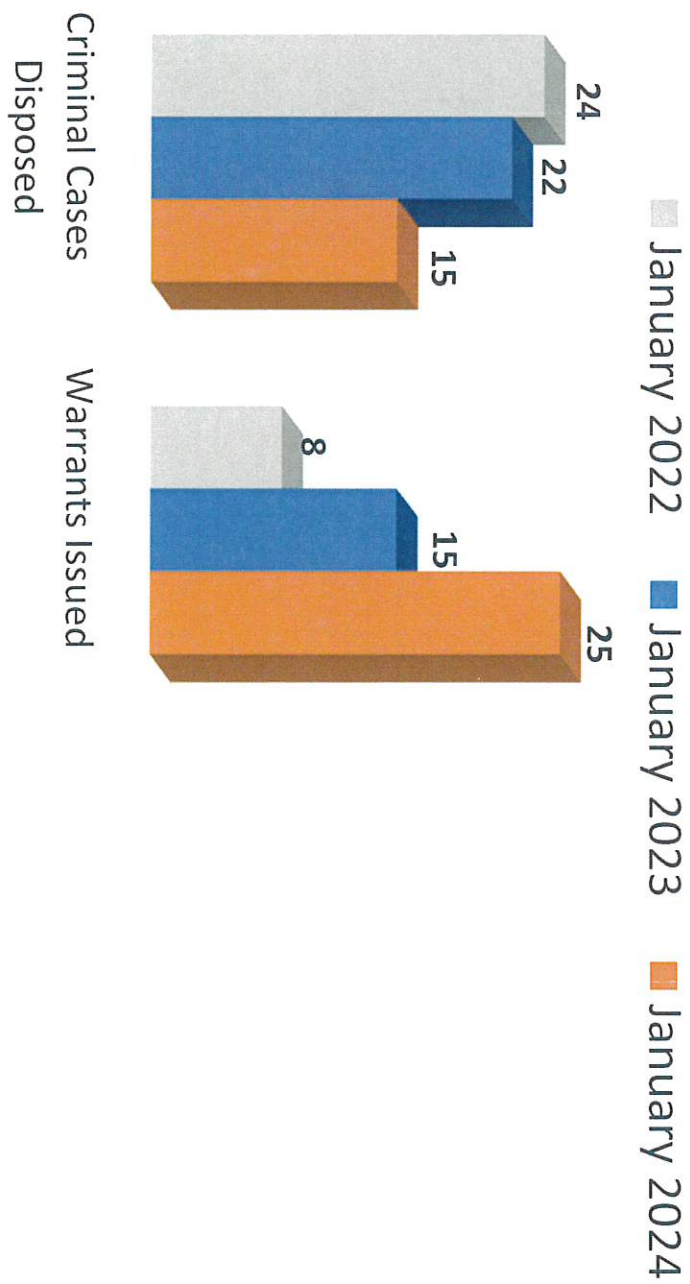




# Town of Bluffton Municipal Court

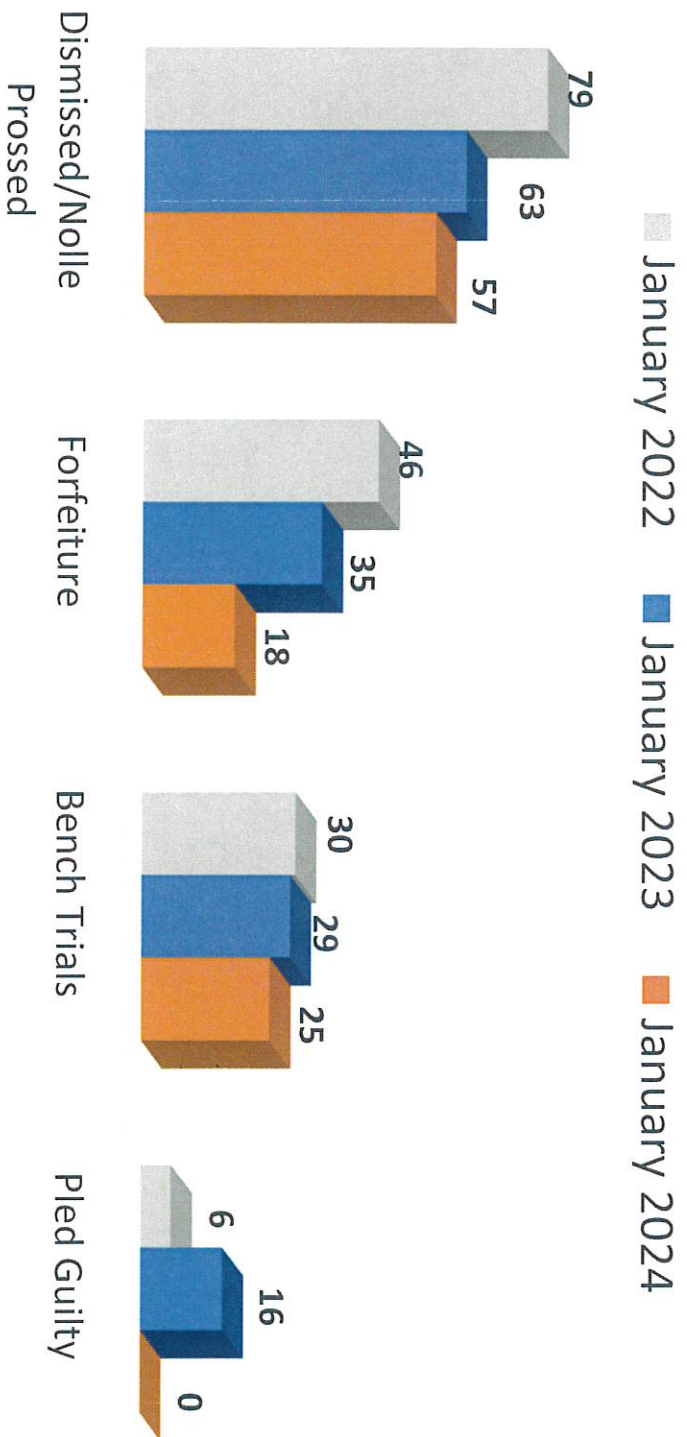


# Town of Bluffton Municipal Court





# Town of Bluffton Municipal Court



# Town of Bluffton Municipal Court



## Terminology

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

## TOWN COUNCIL

### STAFF REPORT

#### Projects and Watershed Resilience Department



|                         |  |
|-------------------------|--|
| <b>MEETING DATE:</b>    | March 12, 2024   |
| <b>SUBJECT:</b>         | Projects and Watershed Resilience Department Monthly Report          |
| <b>PROJECT MANAGER:</b> | Kimberly Washok-Jones, Director of Projects and Watershed Resilience |

### **CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE**

#### **PATHWAYS**

1. **Buck Island-Simmons ville Neighborhood Sidewalks and Lighting**
  - Construction of the Phase 6B sidewalks, drainage and lighting is complete.
  - **Next Steps**
    - Complete Phase 6B closeout with SCDOT.
2. **New River Linear Trail**
  - Received \$26,000 PARD grant award and \$2 million in SC appropriations.
  - Easement donation from New Riverside Community Association, Inc. approved at 3/14/23 Town Council.
  - Restroom purchase agreement approved at 7/11/23 Town Council.
  - Well installed and tested.
  - Dominion utility easement approved at 10/10/23 Town Council.
  - Bathroom 100% plans approved. Bathroom fabrication in progress.
  - **Next Steps**
    - Continue engineering design and permitting for Phases 1 and 2.
    - Negotiations are ongoing with Central Electric and Santee Cooper for cost sharing terms.
    - Install bathroom, entry gate and security cameras this Spring.

#### **SEWER & STORMWATER**

1. **Buck Island-Simmons ville Sewer (Phases 5A-D)**
  - Permits/Contracts are complete, the project is under construction.
  - Mainlines have been constructed.
  - **Next Steps**
    - Inspection, punch list and approval by BJWSA.

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

- Jordan Construction of Hilton Head, Inc. continues construction.
- Main line testing is complete and waiting on approvals to operate.
- Road crossing repaving is underway.
- **Next Steps**
  - Finalize installation of grinder pumps and house connections.

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

- Design for Phases 4, 5, & 6 were submitted to BJWSA for initial review.
- **Next Step**
  - Incorporate BJWSA comments into final construction documents.
  - Construction implementation is pending permit approval.

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

- Initial site investigations are complete for 8 of the 11 participating project sites.
- Palmetto Pointe Towns, Lowcountry Community Church and Apartment One declined to participate in the Program at this time.
- Updated Policy document for Impervious Restoration Program submitted and under review.
- Geotechnical investigations for all sites have been completed.
- Initial Property Owner contacts for the selected 15 Additional Sites within municipal limits have been made.
- **Next Steps**
  - Review results of geotechnical information. Update site concepts based on geotechnical data and begin preliminary design.
  - Based on comments received from the school district, finalize preliminary design plan for School sites.
  - Comments on Updated Draft Policy Document presented to consultant and initial meeting to discuss comments and Final Draft presentation held. Working on Fee-in-Lieu and Enterprise Fund Section. Follow up meeting is scheduled.

**HISTORIC DISTRICT IMPROVEMENTS****1. Boundary Street Lighting**

- Complete contract revisions with Dominion to install street lighting on the west side of Boundary Street.
- **Next Steps**
  - Dominion to install street lighting in FY24.

**2. Squire Pope Carriage House Preservation**

- The contract with Huss Inc. was executed and construction began on 1/16/23.
- All exterior siding, windows and doors have been refinished and reinstalled. HVAC, plumbing, electrical, fire suppression and low voltage rough ins are complete.

- **Next Steps**

- Complete building construction in May 2024.
- Obtain FY25 budget approval for Welcome Center and office upfit.
- Landscape design is complete and planned to be installed this summer.

### **3. Bridge Street Streetscape**

- Phase 1 lighting completed.
- Stakeholder meeting with Montessori completed.
- **Next Steps**
  - SCDOT approved additional storm drainage plan at Martins Place. Construction is scheduled for spring of 2024.
  - Continue phase 2 engineering design for SCDOT permitting.
  - Continue stakeholder meetings.
  - Meet with Dominion for lighting plan.

### **4. Boundary Street Streetscape**

- Engineering Design is 70% complete and submitted to Watershed for stormwater for initial review.
- Met with Dominion Energy on 5/17/23. Completion of underground conversion plans from Dominion Energy is subject to the Town obtaining easements for May River Transmission line and proposed switch gear locations.
- **Next Steps**
  - Continue with engineering design, underground power coordination, and permitting.
  - Prepare easement exhibits and begin appraisals in FY24.
  - Construction to begin in FY25, subject to acquisition of all required easements.

### **5. Calhoun Street Streetscape**

- Preliminary engineering design is 40% complete.
- Met with Dominion Energy on 5/17/23. Awaiting underground conversion plans from Dominion Energy.
- **Next Steps**
  - Begin negotiations with May River Road property owners for main transmission line easements.
  - Once the main transmission line easements have been completed, then continue with engineering design into FY25.
  - Prepare easement acquisition plats for Phase 1 in FY24 and begin easement acquisition.
  - Phased construction is planned to begin in FY26 pending budget approval and acquisition of all required easements.

**6. Pathway Pedestrian Safety Improvements**

- Completed Historic District crosswalk study identifying and prioritizing future intersection/crosswalk improvements to meet ADA compliance.
- Phase 1 ADA sidewalk improvements along Goethe Road were completed on 1/2023.
- Contract with ICE approved at 9/12/23 Town Council meeting.
- **Next Steps**
  - 70% design plans.

**7. Comprehensive Drainage Plan Improvements**

- Heyward Cove Work Completed. Working on preparing individual Asset Owner reports identifying work, results and need work. FY24 scope of work finalized. Consultant proposal received and being updated per review comments.
- **Next Steps**
  - Review consultant proposal, negotiate cost and scope items, determine award.

**8. Pritchard Street Drainage Improvements**

- Project scope has increased to include streetscape elements, pedestrian connectivity, street lighting and traffic calming evaluation. Growth Management and Stormwater Pre-Application meeting held October 17, 2023. Attended School District Operations Committee meeting on November 14, 2023 to provide project design status/update and receive feedback. Comments received to be utilized in 90% Design development. Initial discussion with Beaufort County regarding pool operations/impacts held and to be continued. Updates to 90% design submittal in process.
- **Next Steps**
  - Coordinate approval for proposed improvements with Beaufort County School District and Beaufort County on Pool operation impacts.
  - Complete 95% design submission, perform permitting submissions and bid document formulation.
  - Identification of easement and street lighting needs.

**PARK DEVELOPMENT****1. Oyster Factory Park**

- Civil construction and landscape of parking area is complete.
- Design of the event area and reconfigured boat trailer parking is underway.
- Construction of the event area site development is underway.
- **Next Steps**
  - Construction of the event area is planned to be complete by May.
  - Prepare alternate kayak launch plan for the east side of the park.

**2. Oscar Frazier Park**

- Started construction of Rotary Center improvements in June. Construction to be phased and coordinated with events planned for the Rotary Center.
- Executed contracts for design/build of the splash pad.



- **Next Steps**

- Complete Rotary Hardscape construction in March.
- Preconstruction utility connections are complete. Begin construction of Splash Pad in April 2024.

### 3. **New Riverside Barn/Park**

- Phase 2 Design is complete.
- JS Construction completed phase 1 site construction in November 2023.
- JS has started additional parking area phase two.
- The contract has been executed with Nix Construction for Construction Manager at Risk Services with a GMP for Phase 2 (barn, restroom, playground, and common areas).
- Nix Construction has all permits moving forward.
- Nix has procured all future playground equipment.
- Nix has installed security fencing around park for safety.
- Nix has formed up foundations at restrooms and installed underground plumbing.
- Nix started pavilion foundations at playground area.
- Dominion is scheduled to install transformer and install power at restrooms.
- **Next Steps**
  - JS to continue additional parking area phase two.
  - JS will install all hand holes for future light poles and IT infrastructure.
  - Nix will pour restroom foundations.
  - Nix will start restroom construction.
  - Nix will pour pavilion foundations.
  - Nix will start pavilion construction.
  - Nix will install future well for irrigation and landscape.

### 4. **New Riverside Village**

- Partial order of site furnishings received.
- Bid opportunity posted for trellis swing construction and installation of site furniture.
- **Next Steps**
  - Finalize lighting plan and contract.
  - Contract to be awarded in March for trellis swing construction and installation of site furniture.
  - Lighting contract to be presented at 4/9/24 Town Council.
  - Design wayfinding signage plan.

### 5. **Miscellaneous Park Improvements**

- Construction of the DuBois playground addition is complete.
- **Next Steps**
  - Continue landscape and hardscape enhancements at various town parks in 2024.

**6. Buckwalter Place Park Improvements**

- Plans presented to Town Council on 1/16/24.
- Obtained quotes for shade sails at playground.
- Conceptual landscaping plan complete.
- **Next Steps**
  - Finalize hardscape plans for FY25 scope.
  - Finalize lighting plan and contract.
  - Draft landscape solicitation.
  - Continue design, CDs of bathroom renovation.
  - Schedule installation of playground shade sails.

**TOWN FACILITIES AND MISCELLANEOUS PLANNING****1. Town of Bluffton Housing Projects**

- **Next Steps**
  - Provide financial assistance to joint venture partner for planning, design and permitting of Affordable/Workforce Housing at 1095 May River Road.
  - PM staff to review progress and applications for payment.

**2. Law Enforcement Center Facility Improvements**

- Construction of the challenge course and impound lot is complete.
- PD to complete improvements to evidence room
- PS to add AON system to HVAC.
- **Next Steps**
  - Begin design for FY25 construction of a possible storage of Public Service maintenance equipment, impound lot and canine facility.

**3. Sarah Riley Hooks Cottage**

- Executed design contracts with Meadors Inc., JK Tiller and Shearlock Engineering for design services of the cottage restoration and site development.
- **Next Steps**
  - Complete design of cottage and grounds.
  - Begin restoration construction of cottage in FY25.
  - Begin landscape development construction in FY26.

**4. Ghost Roads**

- Surveying and easement exhibits are complete.
- Bridge Street Quit Claim Deeds are complete. Pritchard and Colcock Streets Quit Claim Deeds are 99% complete. Staff is currently working with Lawrence, Lawton, Green, Pope, Allen, and Water Street property owners to obtain Quit Claim Deeds.
- TC member Frazier and Staff met with Maiden Lane and DuBois Lane property owners to raise awareness of the acquisition efforts and communicate next steps.

- **Next Steps**

- Continue acquisition of remaining Quit Claim Deeds for Historic District Ghost Roads or initiate quiet title proceedings.

**5. Document Management**

- RFP contract was awarded in March 2022.
- Electronic Document Management system is live.
- Documents for 6 departments have been transitioned to DMS.
- **Next Steps:**
  - Historical documents for the remaining 4 departments will transition through FY26.

**6. Network Infrastructure**

- Replaced core switches at Town Hall and the Law Enforcement Center.
- Replaced two VMWare hosts for a more stable server environment.
- Migration of Munis and Energov systems to a hosted environment completed.
- Replaced phone system to a more modern system.
- Implemented Executime to replace Intime.
- **Next Steps:**
  - Replacing two more VMWare hosts.

## **WATERSHED MANAGEMENT UPDATE**

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

- 2022 updated cost-estimate for the project from BJWSA is \$7.2 million + contingencies. BJWSA has agreed to be the Project Manager.
- Awarded the RIA SCIPP grant in support of Stoney Creek/Palmetto Bluff Sewer Extension with BJWSA and Beaufort County.
- Met with partners to address BJWSA IGA concerns on 3/2/23. A draft 3-party Intergovernmental Agreement was discussed at a follow up meeting on 5/30/23.
- Finalized IGA with Town, County, and grant splitting sewer extension costs and BJWSA funding water extension costs.
- **Next Steps**
  - IGA with Town, County, and grant splitting sewer extension costs and BJWSA routed for signatures.

### **2. SC Department of Health and Environmental Control May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – *Attachments 1 and 1a***

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

- Staff continue to work with Water Environmental Consultants (WEC) to review continuous flow data from the Stoney Creek, Rose Dhu Creek, and Palmetto Bluff subwatersheds. WEC is reviewing continuous and intermittent flow data in real time. WEC provided recommendations on the Town's water quality grab sampling program to ensure sufficient data for model calibration. Staff began implementing these recommendations on 7/31/23 and current data review continues to indicate staff and instrumentation are collecting quality flow monitoring data.
- The Town's Calhoun Street Dock tidal elevation gauge was repaired and is recording tidal elevation data. Water Environmental Consultants (WEC) and established two (2) additional tide gauges near the Stoney Creek and Rose Dhu Creek model boundaries as part of a 4-week headwaters tidal gauge study. The Calhoun Street dock and headwaters tidal elevation data will be used to establish a relationship between tidal amplitude and timing in the headwaters of the May River. A final report on the 4-week tidal gauge study is pending.
- Staff met with SC Sea Grant on 8/01/23 to discuss components of a Resiliency Assessment as recommended in the Comp Plan and funded in the FY24 budget. Emergency Management, Growth Management, and Watershed presented their needs. Needs for the Buck Island/Simmons ville area for flooding were included. Staff compiled comments on the proposed scope of work and provided them to SC Sea Grant. SC Sea Grant has provided a revised scope of work and staff is working with the Finance Department to execute a Memorandum of Agreement with the College of Charleston.
- Staff met with Beaufort County Planning and Stormwater staff to discuss regional resiliency and comprehensive drainage efforts on 02/22/24.
- Staff met with the Furman University Shi Institute on 02/15/24 to discuss resiliency resources that are available to the Town through the Institute.

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

- Staff are currently editing the 2022-2023 MS4 Annual Report in preparation for the April 1, 2024, deadline for submittal to SCDHEC.
- Staff are currently editing the Stormwater Management Plan with an anticipated date of April 1, 2024, for submittal to SCDHEC.

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

- The next May River Watershed Action Plan Advisory Committee (WAPAC) was held 02/22/24. - **Attachment 3**
- Educational materials on erosion and sediment control for contractors and subcontractors have been translated in Spanish and have been printed for distribution.
- Educational materials on fats, oils, and grease (FOGs) have been translated in Spanish and will be printed for distribution.
- Staff attended a Lowcountry Stormwater Partners (LSP) Consortium meeting on 02/13/24 and discussed on-going and planned educational programs.

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

- Stormwater Infrastructure Inventory Map - **Attachment 4a**
- *E. coli* Concentrations Trend Map - **Attachment 4b**
- Monthly, Microbial Source Tracking (MST) Maps - **Attachments 4c and 4d**
  - SC Department of Health and Environmental Control (SCDHEC) collects MST samples for the Town concurrently with their routine shellfish harvesting water quality sampling at stations 19-19, 19-19A, 19-19B, 19-19C, and 19-24. SCDHEC collected samples on 02/15/24. Results are pending.
- Illicit Discharge Investigations – **Attachment 4e**

**7. MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5****8. MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6****9. MS4 MCM – #6 Good Housekeeping (Staff Training/Education)**

- Andrea Moreno attended a Southeastern Stormwater Association (SESWA) networking call on 01/17/24.
- Joe Sease completed his Qualified Compliance Inspector of Stormwater (QCIS) certification.

**10. MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**

- Public Services performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, and curbs and medians on Simmonsville and Buck Island Roads.
- Performed ditch inspections.
  - Arrow ditch (2,569 LF)

- Red Cedar ditch (966 LF)
- Buck Island roadside ditch (15,926 LF)
- Simmonsville roadside ditch (13,792 LF)
- Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road, and Eagles Field.

**11. Citizen Drainage, Maintenance, and Inspections Concerns Map – Attachment 7**

**12. Citizen Request for Watershed Management Services & Activities – Attachment 8**

**Attachments**

1. SCDHEC Shellfish Harvesting Monitoring Data Year-to-Date
  - a. SCDHEC May River Shellfish Harvesting Status Exhibit
2. Quarterly Update – May River Watershed Action Plan Implementation Summary\*
3. MS4 Minimum Control Measures #1 and #2 – WAPAC Agenda 01/25/24
4. MS4 Minimum Control Measure #3 – Illicit Discharge Detection and Elimination
  - a. Stormwater Infrastructure Inventory Map
  - b. *E. coli* Concentrations Trend Map
  - c. Microbial Source Tracking Trend Map – Human Source
  - d. Microbial Source Tracking Map – All Sources
  - e. Illicit Discharge Investigations
5. MS4 Minimum Control Measure #4 – Construction Site Stormwater Runoff Control
6. MS4 Minimum Control Measure #5 – Stormwater Plan Review and Related Activity
7. Citizen Drainage, Maintenance, and Inspections Concerns Map
8. Citizen Request for Watershed Management Services and Activities Map
9. CIP Master Project Schedules

\* Attachment noted above includes the latest updates in blue.

|                              | 19-19                |                      |                      |                      | 19-19A               |                      |                      |                      | 19-19B               |                      |                      |                      | 19-19C               |                      |                      |                      | 19-24                |                      |                      |                      | 19-16                |                      |                      |                      |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                              | 2020                 | 2021                 | 2022                 | 2023                 | 2020                 | 2021                 | 2022                 | 2023                 | 2020                 | 2021                 | 2022                 | 2023                 | 2020                 | 2021                 | 2022                 | 2023                 | 2020                 | 2021                 | 2022                 | 2023                 | 2020                 | 2021                 | 2022                 | 2023                 |
|                              | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) | Fecal Coliform (MPN) |
| December                     | 17.0                 | 79.0                 | 33.0                 | 33.0                 | 22.0                 | 49.0                 | 49.0                 | 33.0                 | 17.0                 | 4.5                  | 17.0                 | 7.8                  | 4.5                  | 17.0                 | 49.0                 | 13.0                 | 4.0                  | 6.8                  | 6.8                  | 7.8                  | 11.0                 | 7.8                  | 13.0                 | 17.0                 |
| November                     | 70.0                 | 33.0                 | 33.0                 | 13.0                 | 31.0                 | 33.0                 | 13.0                 | 2.0                  | 17.0                 | 7.8                  | 7.8                  | 4.5                  | 13.0                 | 4.0                  | 4.5                  | 4.5                  | 13.0                 | 4.5                  | 6.1                  | 2.0                  | 4.5                  | 2.0                  | 13.0                 | 4.5                  |
| October                      | 49.0                 | 49.0                 | 23.0                 | 33.0                 | 79.0                 | 26.0                 | 46.0                 | 23.0                 | 31.0                 | 13.0                 | 13.0                 | 17.0                 | 21.0                 | 23.0                 | 23.0                 | 33.0                 | 33.0                 | 23.0                 | 11.0                 | 2.0                  | 79.0                 | 17.0                 | 14.0                 | 6.8                  |
| September                    | 110.0                | 33.0                 | 540.0                | 23.0                 | 49.0                 | 11.0                 | 350.0                | 13.0                 | 49.0                 | 17.0                 | 350.0                | 13.0                 | 33.0                 | 13.0                 | 170.0                | 7.8                  | 33.0                 | 2.0                  | 79.0                 | 17.0                 | 33.0                 | 11.0                 | 33.0                 | 13.0                 |
| August                       | 49.0                 | 49.0                 | 23.0                 | 23.0                 | 49.0                 | 49.0                 | 23.0                 | 49.0                 | 23.0                 | 23.0                 | 11.0                 | 6.8                  | 23.0                 | 49.0                 | 13.0                 | 13.0                 | 17.0                 | 14.0                 | 17.0                 | 23.0                 | 22.0                 | 14.0                 | 11.0                 | 2.0                  |
| July                         | 33.0                 | 350.0                | 920.0                | 350.0                | 13.0                 | 64.0                 | 49.0                 | 920.0                | 23.0                 | 79.0                 | 95.0                 | 70.0                 | 7.8                  | 33.0                 | 130.0                | 49.0                 | 7.8                  | 33.0                 | 23.0                 | 33.0                 | 17.0                 | 13.0                 | 46.0                 | 17.0                 |
| June                         | NS                   | 49.0                 | 13.0                 | 14.0                 | NS                   | 79.0                 | 4.5                  | 7.8                  | NS                   | 13.0                 | 11.0                 | 23.0                 | NS                   | 17.0                 | 2.0                  | 13.0                 | NS                   | 22.0                 | 1.8                  | 33.0                 | NS                   | 2.0                  | 9.3                  | 13.0                 |
| May                          | 70.0                 | 2.0                  | 4.5                  | 23.0                 | 49.0                 | 49.0                 | 4.5                  | 33.0                 | 23.0                 | 23.0                 | 4.0                  | 17.0                 | 22.0                 | 23.0                 | 1.8                  | 13.0                 | 6.8                  | 23.0                 | 1.8                  | 33.0                 | 4.5                  | 7.8                  | 2.0                  | 21.0                 |
| April                        | 33.0                 | 33.0                 | 4.5                  | 170.0                | 33.0                 | 23.0                 | 4.5                  | 130.0                | 13.0                 | 22.0                 | 1.8                  | 110.0                | 6.8                  | 17.0                 | 2.0                  | 70.0                 | 13.0                 | 7.8                  | 1.8                  | NS                   | 13.0                 | 2.0                  | 1.8                  | 7.8                  |
| March                        | 170.0                | 33.0                 | 33.0                 | 23.0                 | 49.0                 | 11.0                 | 23.0                 | 49.0                 | 130.0                | 17.0                 | 2.0                  | 17.0                 | 49.0                 | 13.0                 | 4.5                  | 17.0                 | 70.0                 | 2.0                  | 2.0                  | 17.0                 | 33.0                 | 2.0                  | 2.0                  | 17.0                 |
| February                     | 17.0                 | 79.0                 | 23.0                 | 540.0                | 7.8                  | 70.0                 | 31.0                 | 350.0                | 21.0                 | 79.0                 | 17.0                 | 240.0                | 4.5                  | 23.0                 | 22.0                 | 240.0                | 4.5                  | 7.8                  | 2.0                  | 33.0                 | 6.8                  | 6.8                  | 11.0                 | 33.0                 |
| January                      | 95.0                 | 17.0                 | 49.0                 | 33.0                 | 33.0                 | 17.0                 | 22.0                 | 33.0                 | 33.0                 | 13.0                 | 33.0                 | 13.0                 | 17.0                 | 23.0                 | 7.8                  | 33.0                 | 17.0                 | 17.0                 | 7.8                  | 7.8                  | 17.0                 | 7.8                  | 7.8                  | 4.5                  |
| ** Truncated GeoMetric Mean  | 34.0                 | 36.0                 | 40.0                 | 38.0                 | 21.0                 | 26.0                 | 28.0                 | 30.0                 | 16.0                 | 18.0                 | 18.0                 | 17.0                 | 12.0                 | 15.0                 | 14.0                 | 16.0                 | 10.0                 | 10.0                 | 9.0                  | 9.0                  | 9.0                  | 8.0                  | 9.0                  | 8.0                  |
| ** Truncated 90th Percentile | 106.0                | 139.0                | 192.0                | 211.0                | 59.0                 | 69.0                 | 91.0                 | 152.0                | 50.0                 | 58.0                 | 72.0                 | 77.0                 | 37.0                 | 39.0                 | 54.0                 | 71.0                 | 31.0                 | 35.0                 | 41.0                 | 44.0                 | 35.0                 | 33.0                 | 32.0                 | 26.0                 |

NS = No Sample

SCDHEC Regulatory Requirements:

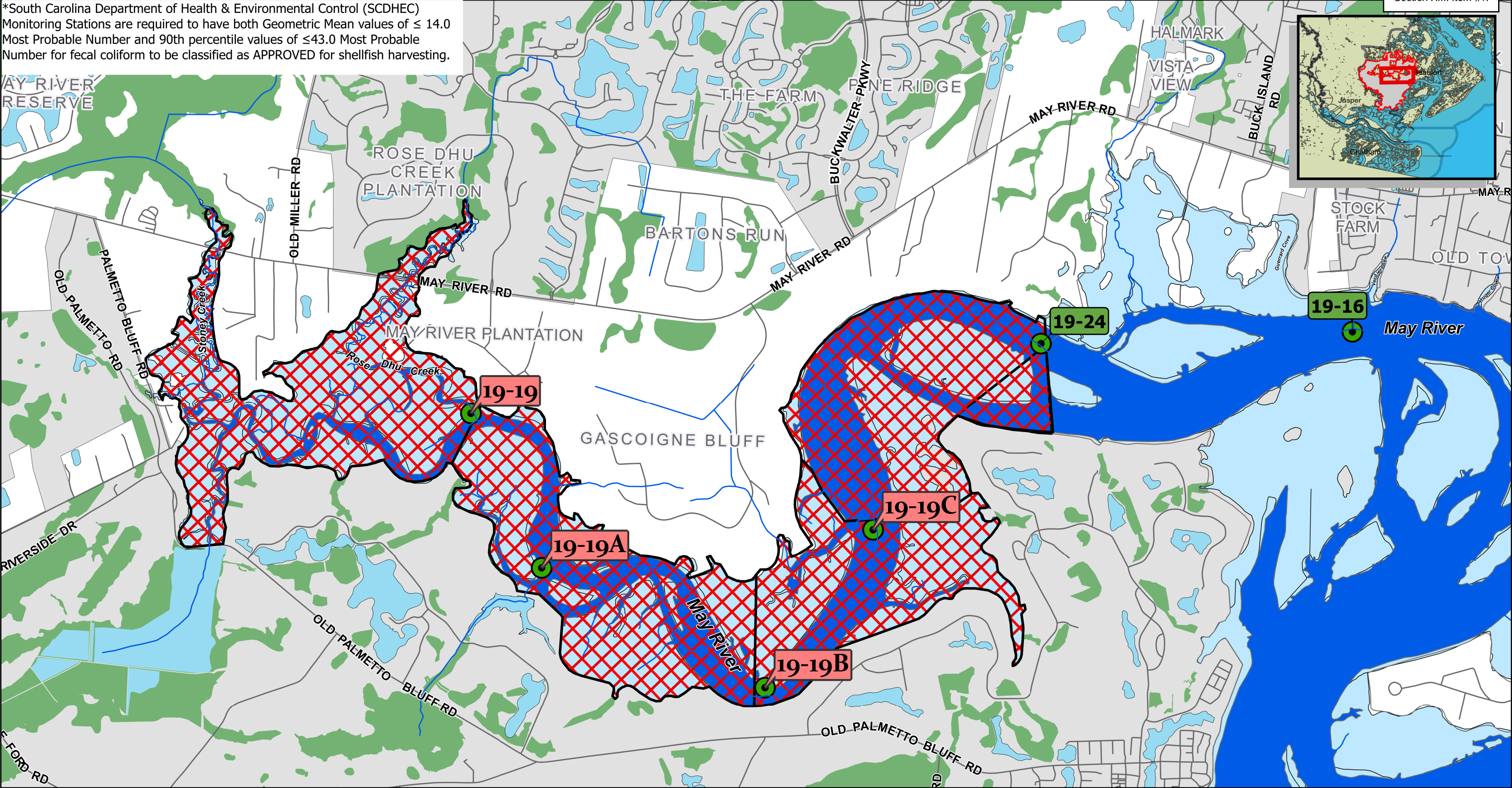
Geometric Mean ≤ 14

90th Percentile ≤ 43

\*\* Town staff calculations utilizing SCDHEC statistics



\*South Carolina Department of Health & Environmental Control (SCDHEC)  
Monitoring Stations are required to have both Geometric Mean values of  $\leq 14.0$   
Most Probable Number and 90th percentile values of  $\leq 43.0$  Most Probable  
Number for fecal coliform to be classified as APPROVED for shellfish harvesting.



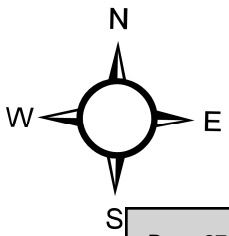
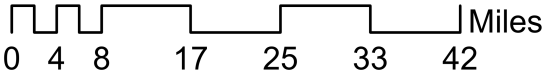
SCDHEC Shellfish Monitoring Stations

- Restricted 2022/2023 Shellfish Season
- Open SCDHEC Shellfish Monitoring Stations
- SCDHEC Shellfish Monitoring Station Classification Change

Streets  
Drainage  
Town Jurisdiction  
County Jurisdiction  
Water  
Wetlands

Town of Bluffton  
Beaufort County, SC

# SCDHEC SHELLFISH HARVESTING STATUS



WAPAC Meeting Presentation  
 May River Watershed Action Plan Update & Modeling Report  
 Quarterly Overview and Status  
 Created: August 25, 2022  
 Updated: January 25, 2024

## Overview

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

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

- Four (4) septic to sewer conversion projects were evaluated in the Rose Dhu Creek and Stoney Creek subwatersheds:
  - Cahill
  - Gascoigne
  - Stoney Creek
  - Pritchardville
  - These projects overlap with 42 subcatchments in the Stoney Creek watershed and 11 in Rose Dhu Creek. Based on WQ Model outputs, these projects alone may potentially reduce FC loading by  $3.46 \times 10^{13}$  FC per year.
- The estimated septic to sewer conversion costs of these projects is \$5.5 million.

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

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

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

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

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

### **Update for WAPAC July 27, 2023 Meeting:**

**Stoney Creek/Palmetto Bluff Sewer:** Three-party agreement is being finalized by BJWSA legal team now. BJWSA's RFP for water and sewer design services was supposed to close 6/30/23. Due to RIA protocol, they must review and approve an RFP prior to posting, thus the RFP was canceled. BJWSA anticipates receiving RIA approval and reposting the RFP on 7/17/23. BJWSA received RIA approval and reposted the RFP on 7/17/23 with a closing of 8/1/23.

### **Update for WAPAC January 25, 2024 Meeting:**

**Stoney Creek/Palmetto Bluff Sewer:** All parties agreed to the IGA in October. The IGA will be presented to TC at the November TC meeting for review and approval. Beaufort County will present the IGA at their December meeting.



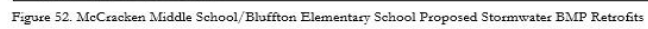
## MRWAP Update Eleven Impervious Restoration (stormwater retrofit) Project Recommendations/Evaluations:

- Eleven (11) project sites (incorporating various individual BMPs) were selected in consultation with the Town (prioritizing subcatchments with FC bacteria hotspot and/or large impervious areas). These sites were evaluated in terms of the potential benefits gained by retrofitting to meet the 95th percentile storm retention, to the maximum extent possible, under the proposed Impervious Area Restoration/Stormwater Retrofit Program.

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

- Bluffton Early Learning Center (BELC)
- Boys and Girls Club of Bluffton (BGC)
- Benton House (BH)
- Bluffton High School (BHS)
- Buckwalter Recreation Center (BRC)
- Lowcountry Community Church (LCC)
- McCracken Middle School/Bluffton Elementary School (MMSBES)
- May River High School
- One Hampton Lake Apartments (OHLA)
- Pritchardville Elementary School (PES)
- Palmetto Pointe Townes (PPT)
- Based on WQ Model outputs, these projects alone may potentially reduce FC loading by
  - $2.99 \times 10^{14}$  FC reduction for the Full SWRv (entire sub-basin drainage area catchment).
  - $2.53 \times 10^{14}$  FC reduction for the Reduced SWRv projects (impervious area drainage area of sub-basin catchment).
- The estimated of Full SWRv projects costs is \$32.7 million and the estimated cost of Reduced SWRv projects is \$22.6 million.
- Currently the Towns' Impervious Restoration Program is targeting Reduced SWRv for future projects.

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



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

### Update for WAPAC July 27, 2023 Meeting:

Work performed for this project is being performed by MSA Consultant Engineering Firm:

- Drafted a detailed scope of work for Engineering Consultant Firm review and cost proposal (Expression of Interest) regarding performance of the work elements presented herein and related to MRWAP Update recommendations for implementation.
- The Expression of Interest was submitted to 3 consultant firms under existing Master Service Agreements with the Town for review and a request for response.
- All 3 Firms responded. Their respective responses were evaluated, scored and discussed internally.
- A recommendation for Award was made and the Consulting Firm of Goodwyn, Mills and Cawood selected.
  - Phase I of this work performed under existing FY 22 funding from Watershed Management Division.
  - Phase II of this work be presented for Town Council review and approval in the August 2022 Town Council Meeting and FY23 funding.

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

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

## Task 1 : MRWAP Update 11 site locations

### Update for WAPAC January 25, 2024 Meeting

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

Yellow and Blue highlight indicates geotechnical evaluations complete.

- Bluffton Early Learning Center (BELC). Participating in preliminary design development phase.
- Boys and Girls Club of Bluffton (BGC). Participating in preliminary design development phase.
- Benton House (BH). Participating in preliminary design development phase.
- Bluffton High School (BHS). Participating in preliminary design development phase.
- Buckwalter Recreation Center (BRC). Participating in preliminary design development phase.
- Lowcountry Community Church (LCC). Declined to Participate.
- McCracken Middle School/Bluffton Elementary School (MMSBES). Participating in preliminary design development phase.
- May River High School. Participating in preliminary design development phase.
- One Hampton Lake Apartments (OHLA). Declined to Participate.
- Pritchardville Elementary School (PES). Participating in preliminary design development phase.
- Palmetto Pointe Townes (PPT). Declined to Participate.
- Evaluate 11 sites and proposed BMPs. Complete.

## May River Watershed Action Plan Update

Updated: January 25, 2024

Next Update: April 25, 2024

- Update concept plans for 11 sites based on site evaluations, recommendations and discussions. **Complete.**
- Perform geotechnical evaluations at each site at locations related to BMP locations of updated concept plans. Completed for **the 5 school sites**. Geotechnical evaluations for the remaining **3** participating partner sites are being schedule based on recent property owner participation status being known/confirmed.  
Coordinating geotechnical work approval with property owners and schedule for Benton House (BH), Buckwalter Recreation Center (BRC) and Boys and Girls Club of Bluffton (BGC). **Geotechnical field work for Benton House (BH), Buckwalter Recreation Center (BRC) and Boys and Girls Club of Bluffton (BGC) completed, and data being analyzed and geotechnical report in development.**
- Refine updated concepts and use for presentations to Property Owner to discuss Impervious Restoration Program goals, objectives and gain support for Program and their participation. Based on geotechnical investigation results, updated Concept plans for the 5 school sites have been refined. A meeting will be scheduled with School District to discuss the updated concept plans to get their feedback prior to beginning Preliminary Design task. **Based on geotechnical investigation results, updated Concept plans for Benton House (BH), Buckwalter Recreation Center (BRC) and Boys and Girls Club of Bluffton (BGC) sites will be refined. A meeting will be scheduled with School District to discuss the updated concept plans to get their feedback prior to beginning Preliminary Design task.**
  - Develop list of “incentives” to secure Property Owner participation (see Policy Document Formulation below).
- Based on geotechnical information and Property Owner feedback further refine concept plans to Preliminary Design:
  - Determine BMP types and location to maximize SWRv/WQ treatment in cost effective approach. Estimated impervious area treated and SWRv capture based on refined Concept plans developed for the 5 school sites.
  - Determine estimated pollutant load reductions.
  - Develop site specific BMP details.
  - Develop preliminary BMP maintenance schedule and cost for each site.
- Preliminary Design development plans will be presented to the Property Owner for review and discussion. Other Restoration Program details (maintenance responsibilities, easements, incentives, etc.) developed as part of the Program (see Policy Document Formulation below) will also be discussed in hopes of establishing a commitment from the Property Owner to participate in the Program. Once a “commitment” is secured from the Property Owner, the project site will be moved to Final design, permitting, and ultimately construction. **A meeting was held with the School District on September 28, 2023 to discuss initial Preliminary Design development. Comments were noted and to be incorporated for final preliminary design plan development.**

**Task 2 :** Identify 15 new project sites for Town of Bluffton Impervious Restoration/BMP Retrofit Projects.

## May River Watershed Action Plan Update

Updated: January 25, 2024

Next Update: April 25, 2024

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

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

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

**Update for WAPAC July 27, 2023 Meeting:**

Finalized the list of 15 additional sites (and 5 alternates) to be considered/evaluated within the municipal limits of Bluffton for Impervious Restoration feasibility and concept plan development. Site evaluations will be performed as property owner approvals for access to property to perform site assessment is obtained.

**Update for WAPAC January 25, 2024 Meeting:**

Data search for these sites is ongoing in terms of existing plan information, current property owner and contacts.

**Yellow Highlight** indicate field investigations, drainage pattern evaluations and hand auger soil samples completed.

**Green Highlight** indicate contact made and coordination in process.

Initial concept plans are being developed for these sites for review. Other site evaluations will be performed as property owner approvals for access to property to perform site assessment is obtained.

- **Dominion Energy Engineering Office**
- Rose Dhu Equestrian Center
- St. Gregory Catholic Church/School
- **River Ridge Academy**
- **MC Riley Early Childhood Center**
- **MC Riley Elementary School**
- **MC Riley Sports Complex**
- **Bluffton Middle School**
- **Red Cedar Elementary School**
- Seagrass Station Road
- **Bluffton Pkwy West (170 to Buckwalter)**
- **Buckwalter Pkwy (Hampton Hall to May River Road)**
- Persimmon St/Sheridan Park Cir/Pennington Dr
- Vaden Nissan Hilton Head
- NHC Healthcare/Bluffton (Healthcare, Rehab, Assisted Living)



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

**Task 3** : Section 5.4.4. Stormwater BMP Retrofit Projects of the May River Watershed Action Plan Update and Model Report identifies potential Impervious Restoration/BMP Retrofit projects located on Public and Private Land. As mentioned earlier, one of the primary site selection criteria, at time of report development, was to identify sites with large impervious areas so that pollutant load reductions could be estimated and the benefits of such projects on stormwater quality quantified/estimated, if implemented into construction. Generally, Public Funds are not expended to improve private property nor is Town of Bluffton funding generally expended on Public Land owned by another government entity. In order for such projects identified in Section 5.4.4. to move forward in the interest of improved water quality and for the overall benefit and welfare of the constituents of the Town of Bluffton, Policy Documents need to be formulated that establishes the parameters of such a Program to be initiated and implemented.

- Policy Document Formulation has been initiated and includes research of similar Programs Nationwide.

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

2 *DRAFT* Policy Documents have been submitted for review and comment.

Comments are being evaluated and addressed by consultant and an update *DRAFT* Policy Document is expected by April 2023.

### Update for WAPAC July 27, 2023 Meeting:

- Updated Draft Policy Document was completed and submitted in June for review and comments are being finalized.
- Upon Policy Document Final Draft development, the Policy Document will be presented to WAPAC with a request for recommendation to Town Council for adoption.

### Update for WAPAC January 25, 2024 Meeting:

- **Internal review, discussion and comments of Updated Draft Policy Document was completed and submitted to Consultant September 10, 2023. Initial discussion of comments and path forward held November 3, 2023. Additional discussions with Consultant to be held in December 2023.**

## Other, Related MRWAP Update Recommendations

- Adopt proposed regional Southern Lowcountry Post Construction Stormwater Ordinance and Design Manual - complete September 2021.
- The Town should incorporate volume reduction BMPs (those that encourage infiltration) within existing and future CIP projects to the maximum extent practical, especially for project locations with well-drained soils (HSG A or B) – [in progress](#), see below.
  - Work Performed and Current Status as of August 25, 2022 Meeting
    - Bridge Street Streetscape Project
      - Project design/permitting is complete, and Construction Contract has been awarded.

## May River Watershed Action Plan Update

Updated: January 25, 2024

Next Update: April 25, 2024

- Incorporated Infiltration BMPs within the project to capture and treat 1.95" of rainfall over impervious surfaces within the project area, prior to discharge into the May River.
- Received Section 319 Grant from DHEC to cost-share cost of construction of proposed BMPs.

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

Construction was initiated by JS Construction in early December 2022.

Construction considered 65% complete.

### **Update for WAPAC July 27, 2023 Meeting:**

- Project work is Substantially Complete.
- Partial reimbursement from DHEC for construction cost supported by 319 Grant requested and received.

### **Update for WAPAC January 25, 2024 Meeting**

- Project and Grant work is complete and closed out.
- Total Grant funding for this project \$228,165.15
- Water Quality Monitoring Results

**Water Quality Monitoring Summary:** Based on monitoring and rainfall data for the period of July 1-October 11, 2023, the only rainfall event that produced a stormwater outfall/discharge was an intense rain event on September 10, 2023 which produced 3.82" of rain in a 4 hour period. The next most intense storm happened on July 10, 2023 which produced 1.46" of rain in 1 hour and no stormwater outfall/discharge occurred. Based on this data, we estimate the BMP treatment train constructed with this project could accommodate a 10 year storm event (6.9" of rain in 24 hours) with little or zero runoff. Zero runoff equals zero pollutants, and zero freshwater being discharged to Huger Cove and the May River.

**From 319 Grant Project Final Report:** Pre-construction water quality monitoring was performed on October 19, 2022, which can be found in Appendix C. So, prior to project construction a simulated rain event was performed to provide an indication of the amount of rainfall prior to direct a discharge occurring into Heyward Cove and then water samples were collected and tested by USCB to determine pollutants present and their concentrations. The rainfall simulation was performed because there was no way to get a water sample once stormwater entered the BMP and was treated by BMP via infiltration into ground.

Table 1 below is the Pre Construction Water Quality Monitoring Table of Pollutants:

| Date       | Time of Sample | TKN (mg/L) | Nitrate/Nitrite (mg/L) | Total Nitrogen (TN) | Total Phosphorus (TP) | TSS (mg/L) |
|------------|----------------|------------|------------------------|---------------------|-----------------------|------------|
| 10/19/2022 | 9:41           | 0.85       | 0.290                  | 1.10                | 0.68                  | 220.00     |

Three underground storage/infiltration and four pervious paver parking areas with underground storage were installed. After the completion of the BMPs, water quality monitoring was conducted to determine the reduction in pollutants with the newly installed BMPs. The installation of the Auto samplers were located at the two stormwater pipe outfalls into Heyward Cove, FES-1 and FES-2. Post-

construction water quality monitoring occurred on September 11, 2023, which can be found in Appendix C. Based off the post-construction pollutant values, all values analyzed were reduced greatly, including TSS.

Table 2 below is the Post Construction Water Quality Monitoring Table of Reduced Pollutants:

| Date      | Time of Sample | TKN (mg/L) | Nitrate/Nitrite (mg/L) | Total Nitrogen (TN) | Total Phosphorus (TP) | TSS (mg/L) |
|-----------|----------------|------------|------------------------|---------------------|-----------------------|------------|
| 9/11/2023 | 16:46          | 0.64       | 0.14                   | 0.78                | 0.19                  | 8.4        |

Rainfall monitoring took place between July 1, 2023, and October 11, 2023, at the Watershed Building Office, 1261 May River Road. There were eight rainstorm events that had over an inch of water in 24 hours. In particular, there was one rainstorm on September 10<sup>th</sup>, 2023, where there was 3.82 inches of rain over the extent of four hours. This was the only recorded rain event, during the monitoring period, which produced a discharge of stormwater runoff into outfall FES-2 at Heyward Cove.

Table 3 below are the eight storm events over an inch.

| Rainstorms over and inch   |                                |
|----------------------------|--------------------------------|
| Rainstorm Event            | Rainfall (in)                  |
| July 5 <sup>th</sup>       | 1.46 inches over 1 hour        |
| July 10 <sup>th</sup>      | 1.17 inches over 7 hours       |
| July 28 <sup>th</sup>      | 1.28 inches over the whole day |
| August 28 <sup>th</sup>    | 1.23 inches over 1 hour        |
| August 30 <sup>th</sup>    | 1.23 inches over the whole day |
| September 1 <sup>st</sup>  | 1.1 inches over 3 hours        |
| September 10 <sup>th</sup> | 3.82 inches over 4 hours       |
| September 17 <sup>th</sup> | 1.09 inches over 6.5 hours     |

Table 4 shows the monthly rain mounts in inches, with October only accounting for the first eleven days of the month and then monitoring stopped.

| Monthly Rain Amounts |               |
|----------------------|---------------|
| Month                | Rainfall (in) |
| July                 | 7.35          |
| August               | 5.3           |
| September            | 7.56          |
| October*             | 0.0           |
| TOTAL                | 20.21         |

\*only accounted for October 1 – October 11, 2023

## May River Watershed Action Plan Update

Updated: January 25, 2024

Next Update: April 25, 2024

There are many benefits that come from the constructed/installed stormwater best management practices, that include: 1) reducing the concentrations of pollutants that are associated with stormwater runoff, 2) the amount and frequency of direct stormwater/freshwater discharges into Heyward Cove has greatly reduced. and 3) temporarily detain large portions of the runoff volume and then release it a slower rate to decrease the amount of flooding on the roads. With the BMPs that were used for Bridge Street Streetscape, the BMP benefits include the decrease in TSS and other pollutants, but also retrofitting the existing area that had no prior stormwater management in the surrounding area.

- Pritchard Street Drainage Improvement Project
  - Project in Design Phase and considered 30% complete.
  - Incorporated Infiltration BMPs within the project to capture and treat 1.95" of rainfall over impervious surfaces within the project area, prior to discharge into Heyward Cove.
  - Submitted Section 319 Grant proposal to DHEC to cost-share cost of construction of proposed BMPs. Pre-proposal was accepted, and Full Proposal was requested by DHEC. Under Review.
  - **Update for WAPAC February 23, 2023 Meeting**
    - 70% design plan submitted, reviewed and comments presented to consultant.
    - 319 Grant was awarded by DHEC to the Town.
  - **Update for WAPAC July 27, 2023 Meeting:**
    - Project Scope of Work and budget increase approved for FY24 to include streetscape elements of lighting, sidewalk, traffic calming and ADA compliance.
    - Updated survey received.
    - Updated 70% design drawings received in July and under review.
  - **Update for WAPAC January 25, 2024 Meeting**
    - **Updated 70% Streetscape Design submittal made and review comments provided to Consultant for 90% Design development and permit acquisitions.**
    - **Pre-Application meeting for Project held with Growth Management and Stormwater Management.**
- In-House Microbial Source Tracking – [in progress](#), see below
  - The Town entered a Memorandum of Understanding (MOU) with the University of South Carolina Beaufort (USCB) in July 2021 to establish and fund a regional Microbial Source Tracking (MST) laboratory capable of accepting environmental water quality samples.
  - Analytical services are provided by the USCB-MST laboratory for all environmental samples collected by the Town.

## May River Watershed Action Plan Update

Updated: January 25, 2024

Next Update: April 25, 2024

- **Update for WAPAC February 23, 2023 Meeting** Staff has collected additional fecal samples needed for dog, bird, and deer. The USCB-MST Laboratory is conducting the assessment on additional fecal samples and Dr. Pettay will provide a final report to the Town once all fecal markers in regional watersheds have been analyzed.
- **Update for WAPAC July 27, 2023 Meeting:** Additional genetic fecal markers continue to be analyzed by Dr. Pettay and the MST Laboratory.
- **Update for WAPAC January 25, 2024 Meeting: Dr. Pettay is now the Lead Principal Investigator (PI) for both the MST and Water Quality Laboratories. Dr. Pettay, Town staff, and County staff met to discuss regional water quality monitoring needs. The MST Laboratory is still processing scat samples, and a final report is forthcoming.**
- Future (new) Bacteria Monitoring Locations - *in progress*, see below
  - Staff increased sampling frequency and implemented additional monitoring sites and parameters in the May River headwaters based upon recommendations in the 2020 May River Watershed Action Plan Update and Model Report.
  - **Update for WAPAC February 23, 2023 Meeting** Staff is collecting intermittent flow data at SonTek IQ sites in conjunction with grab FIB samples.
  - **Update for WAPAC July 27, 2023 Meeting** Staff is working with the consultant to identify recommended strategies for intermittent flow data collection and a review of the Town's FIB grab sample schedule.
  - **Update for WAPAC January 25, Meeting: Staff continues to collect MRWAP bacteria grab samples twice per month at fourteen (14) monitoring locations in the May River headwaters study area. Intermittent flow measurements are collected at six (6) of these monitoring locations at the time of grab sampling.**
- Future (new) Water Flow Monitoring Locations.
  - **Work Performed and Current Status as of August 25, 2022 Meeting**
    - The MRWAP Update included recommendations for the Town to perform certain rainfall and flow data measurements in May River Headwater Watersheds in order to "calibrate" and make more accurate Model predictions. These recommendations were evaluated and a game plan to address recommendations to calibrate model developed.
      - Utilizing existing flow and rainfall data collected over past years with rain gauges, IQ Plus and Sontek measuring instruments in Stoney Creek, Rose Dhu Creek, Palmetto Bluff, Duck Pond and Heyward Cove, the Town hired a consultant to review the data and determine:
        - Useful data obtained to gain the required information to calibrate model.
          - The data obtained from Stoney Creek and Heyward Cove was deemed sufficient for Model calibration and Final report for this work is in process.
          - Duck Pond was deemed inconsequential, not needed due to drainage area size and proximity/outfall to tidal waters.

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

## May River Watershed Action Plan Update

Updated: January 25, 2024

Next Update: April 25, 2024

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

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

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

**Update for WAPAC July 27, 2023 Meeting**

- The Town of Bluffton procured and installed two (2) SonTek Turnkey Systems that enable real-time continuous flow data review to a cloud-based service. These systems are deployed in the Rose Dhu Creek and Palmetto Bluff subwatersheds.
- A SonTek IQ remains deployed in the Stoney Creek subwatershed. The consultant's first data review determined there was sufficient flow data for model calibration in the Stoney Creek subwatershed. However, staff determined it would continue to collect continuous flow data at this location so that continuous flow, intermittent flow, bacteria samples, and rainfall data were collected for three (3) of the four (4) Modeling Report subwatersheds simultaneously.
- Consultant is reviewing data and identifying power, beam, or possible maintenance issues weekly.
- Intermittent flow measurements, utilizing the FlowTracker2, will be conducted at the time of grab sampling at the three (3) SonTek IQ flow stations beginning 7/31/23.

## May River Watershed Action Plan Update

Updated: January 25, 2024

Next Update: April 25, 2024

Update for WAPAC January 25, 2024 Meeting:

- Staff continue to operate and maintain three (3) SonTek IQ continuous flow monitoring stations in the May River headwaters. Staff expect these systems to be in place for approximately one (1) full year to account for seasonality.
- The Duck Pond subwatershed has no channelized flow entering or exiting the system. The Town's consultant suggested that the Town monitor water elevation in the Duck Pond for approximately 6 months to ensure water elevations are accurately depicted by future modeling. Staff has requested permission to site a water elevation logger in the Duck Pond, near or attached to the Palmetto Bluff bridge.
- Clarification from the consultant determined that due to limited staff time, intermittent flow measurements would be most valuable at six (6) of the Town's water quality monitoring locations upstream of the SonTek IQ flow stations.
- Staff is working diligently to collect samples following wet weather conditions which have been defined as  $\leq 0.50$  inches of rainfall within 24 hours of sampling. The USCB Water Quality Laboratory has been assisting the Town with ensuring samples can be analyzed on short notice.



## **May River Watershed Action Plan Advisory Committee Meeting**

**Thursday, February 22, 2024 at 3:00 PM**

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

### **AGENDA**

#### **I. CALL TO ORDER**

#### **II. ROLL CALL**

#### **III. ADOPTION OF THE AGENDA**

#### **IV. ADOPTION OF MINUTES**

1. Adoption of January 25, 2024 Meeting Minutes

#### **V. PUBLIC COMMENT**

#### **VI. NEW BUSINESS**

1. Welcome New WAPAC Member

#### **VII. DISCUSSION**

1. Development of the Strategic Plan Priority Five (5) to Establish an Agreement with Beaufort County to Implement the May River Watershed Action Plan within the County's Jurisdiction of the Watershed for Both Structural Stormwater Projects and Non-Structural Programs such as Implementing the Green Print Map within the Rural & Critical Lands Program - Beth Lewis, Water Quality Program Manager

#### **VIII. ADJOURNMENT**

**NEXT MEETING DATE: March 28, 2024**



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

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

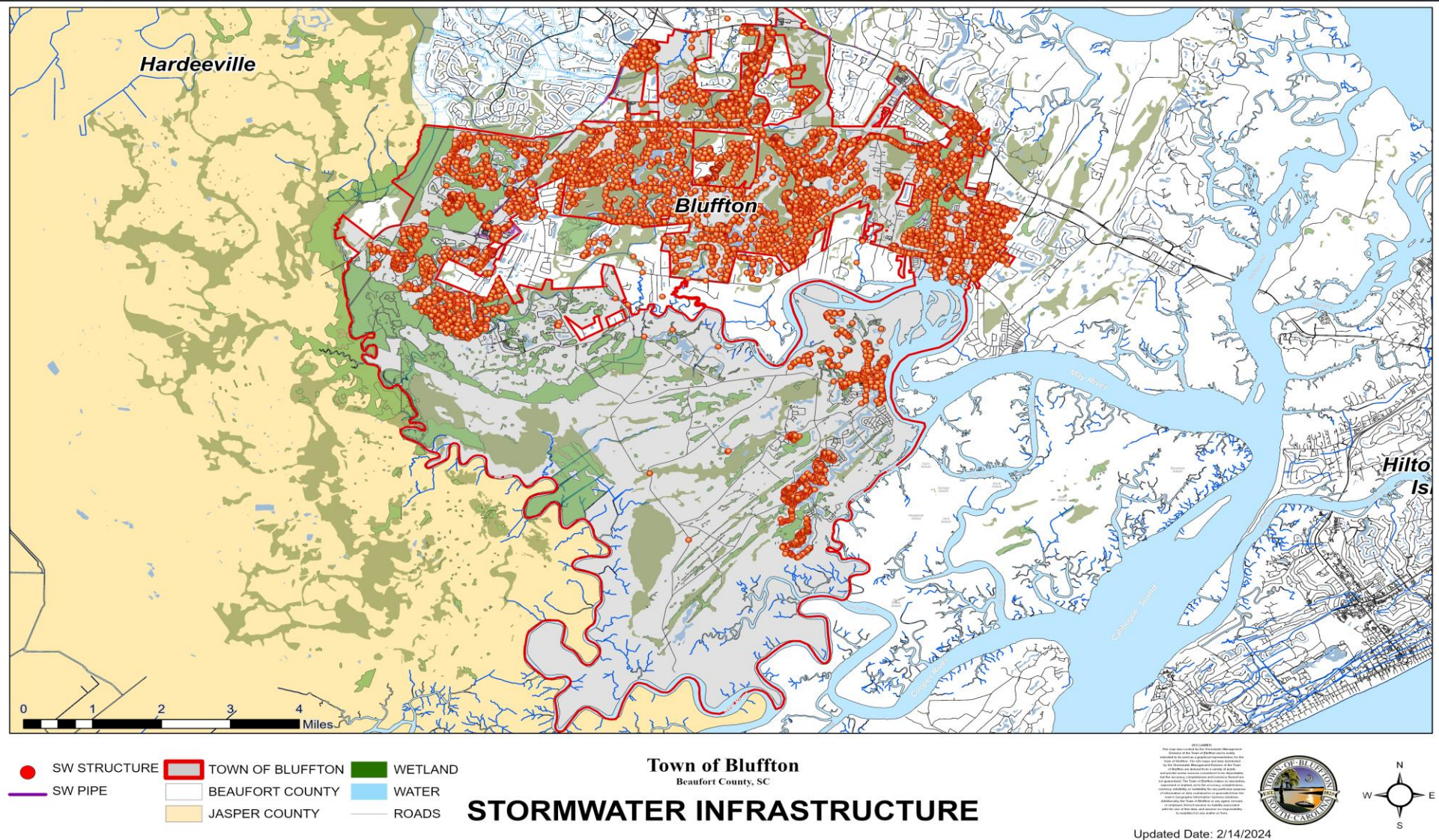
*Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.*

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

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

*Public comment is limited to 3 minutes per speaker.*

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



## Stormwater Infrastructure Inventory Collection Status

Collection Totals

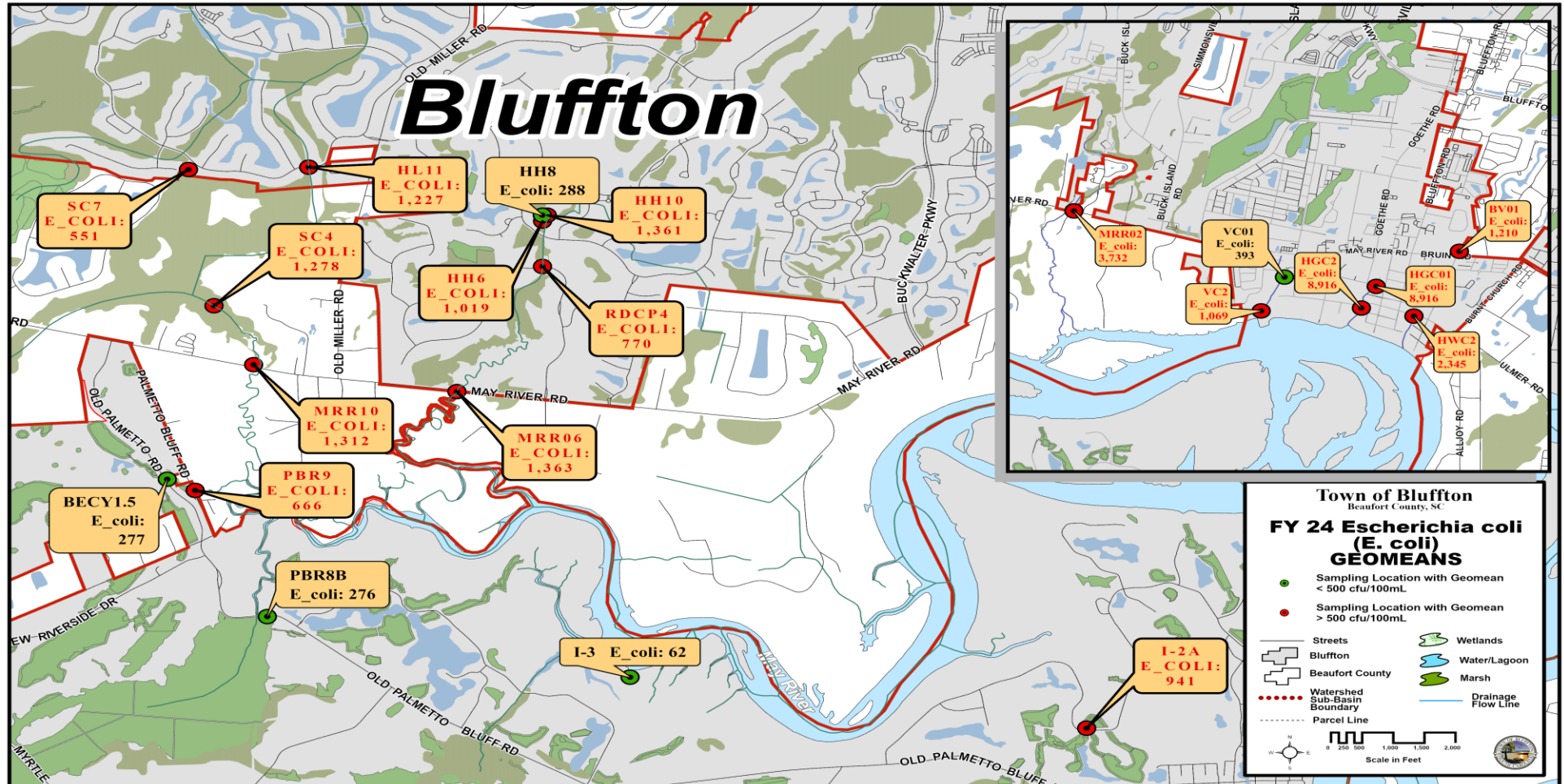
17,055

FY 2024 YTD

398



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

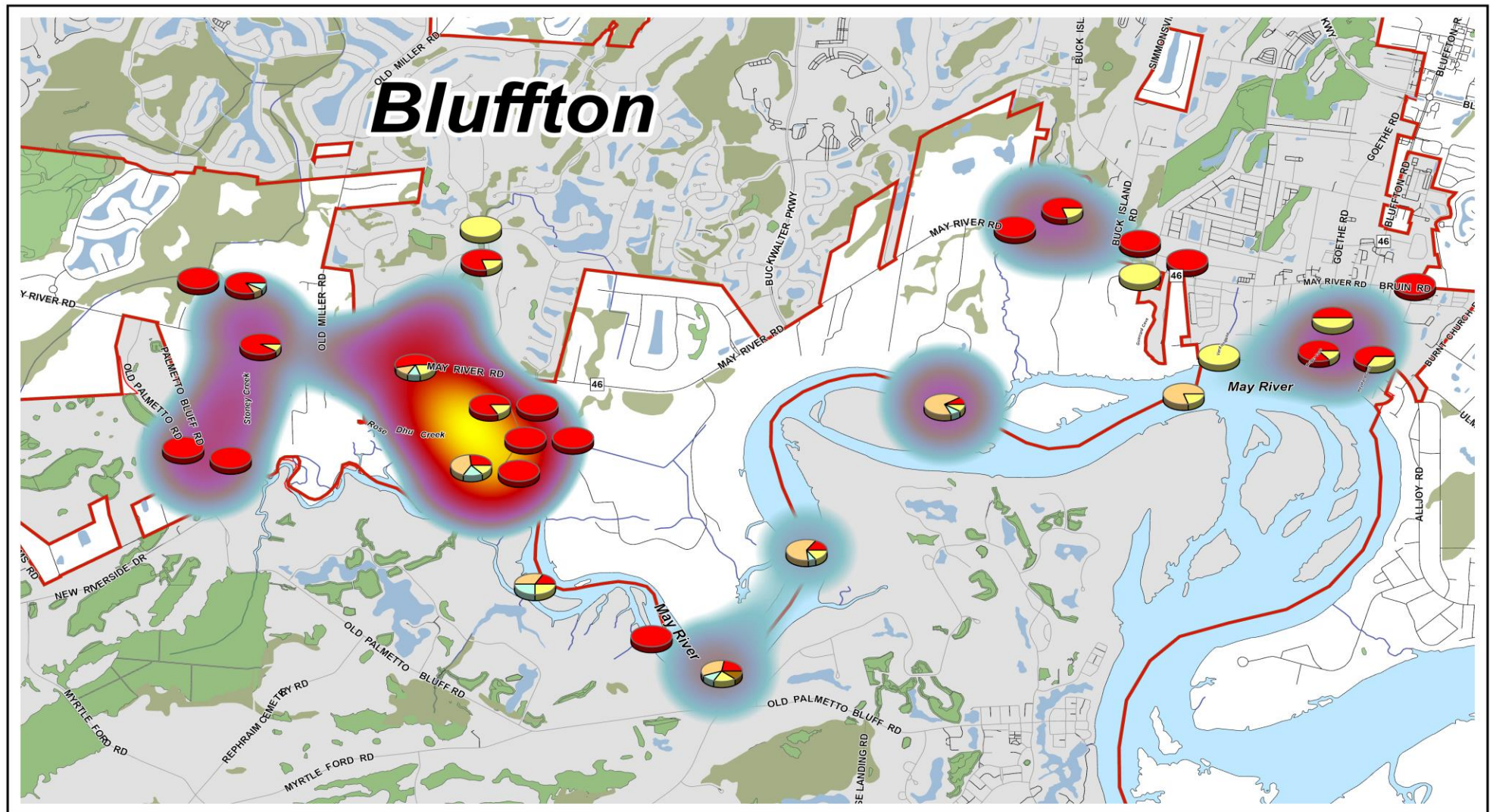


E coliform geomeans updated as of: 2/14/2024

|                    | USCB Water Quality Samples | Microbial Source Tracking Samples | MS4 Quarterly Samples Collected |
|--------------------|----------------------------|-----------------------------------|---------------------------------|
| FY 2024 YTD Totals | 389                        | 35                                | 137                             |
| FY 2023 Totals     | 584                        | 108                               | 108                             |
| FY 2022 Totals     | 447                        | 78                                | 119                             |

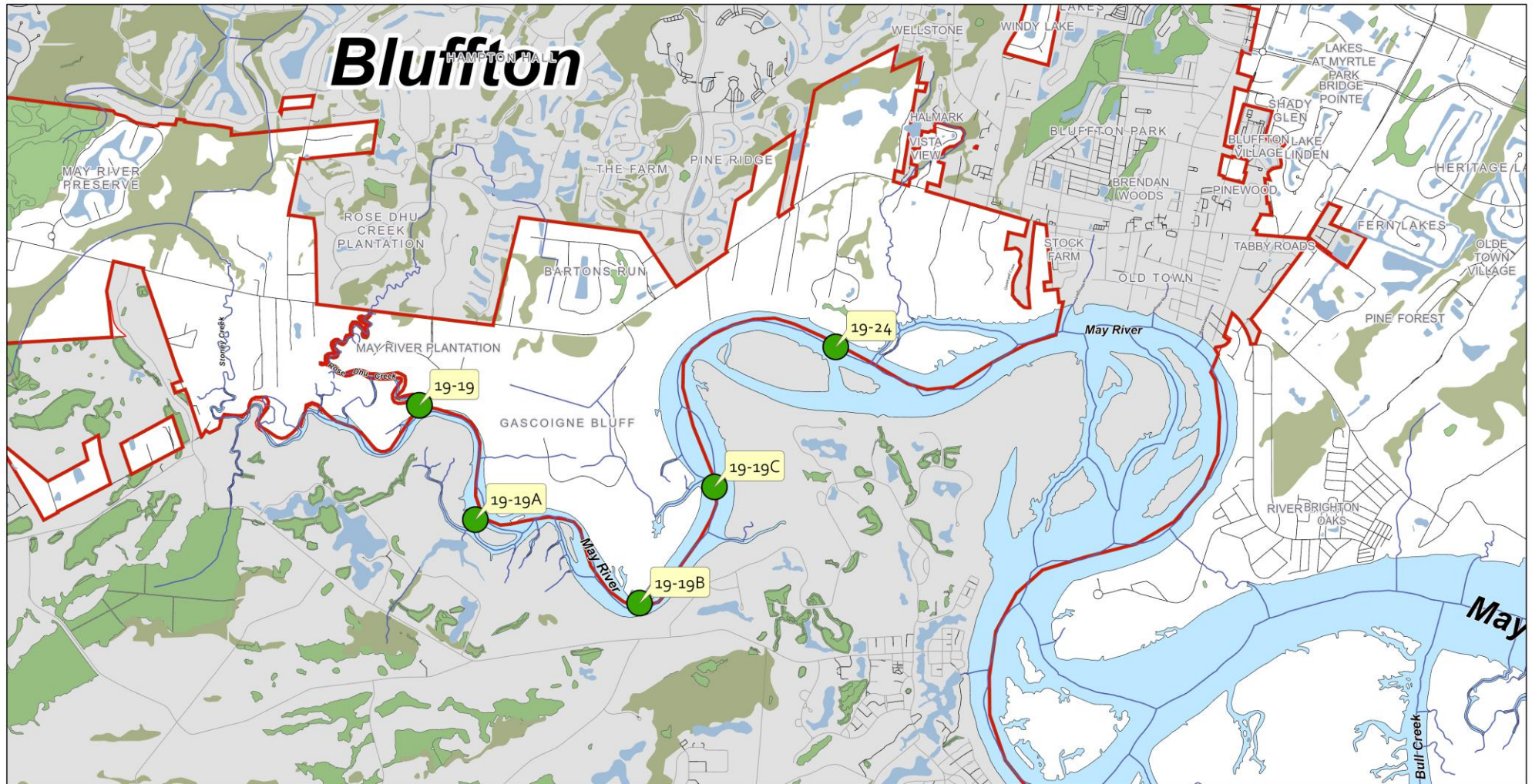


# MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Trend Map





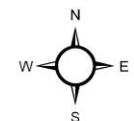
# MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Map – Human Sources



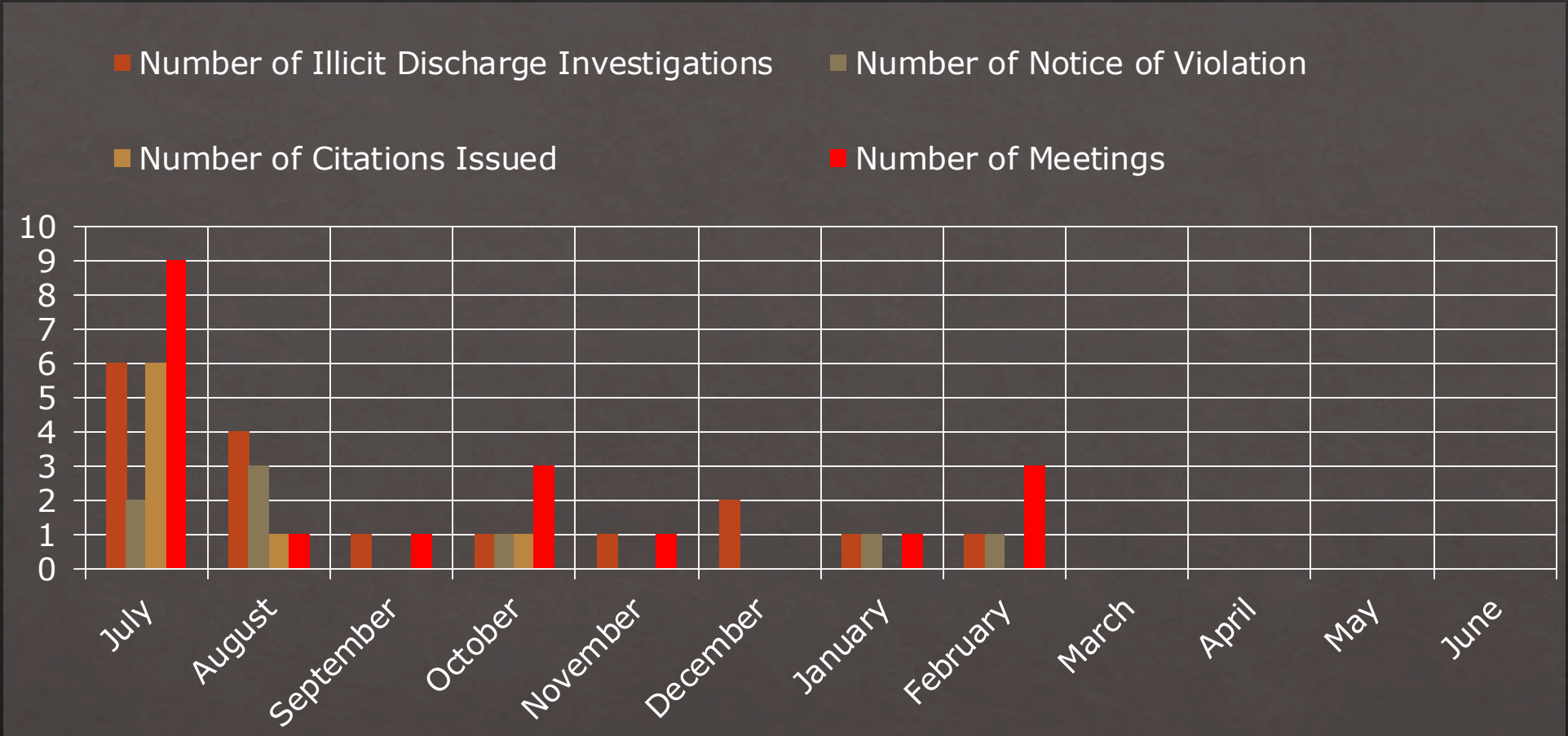
- MST Sampling Location Without Human Genetic Marker Detection
- MST Sampling Location With Human Genetic Marker Detection
- Flowline
- Street
- Town Jurisdiction
- County Jurisdiction

## MICROBIAL SOURCE TRACKING LOCATIONS Sampling Results January 2024 SCDHEC Sampling

Town of Bluffton  
Beaufort County, SC



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



|                    | Number of Illicit Discharge Investigations | Number of Notices of Violation Issued | Number of Citations Issued | Number of Meetings |
|--------------------|--|---------------------------------------|----------------------------|--------------------|
| FY 2024 YTD Totals | 17   | 8                                     | 8                          | 19                 |
| FY 2023 Totals     | 27   | 8                                     | 1                          | 20                 |
| FY 2022 Totals     | 30   | 5                                     | 3                          | 17                 |

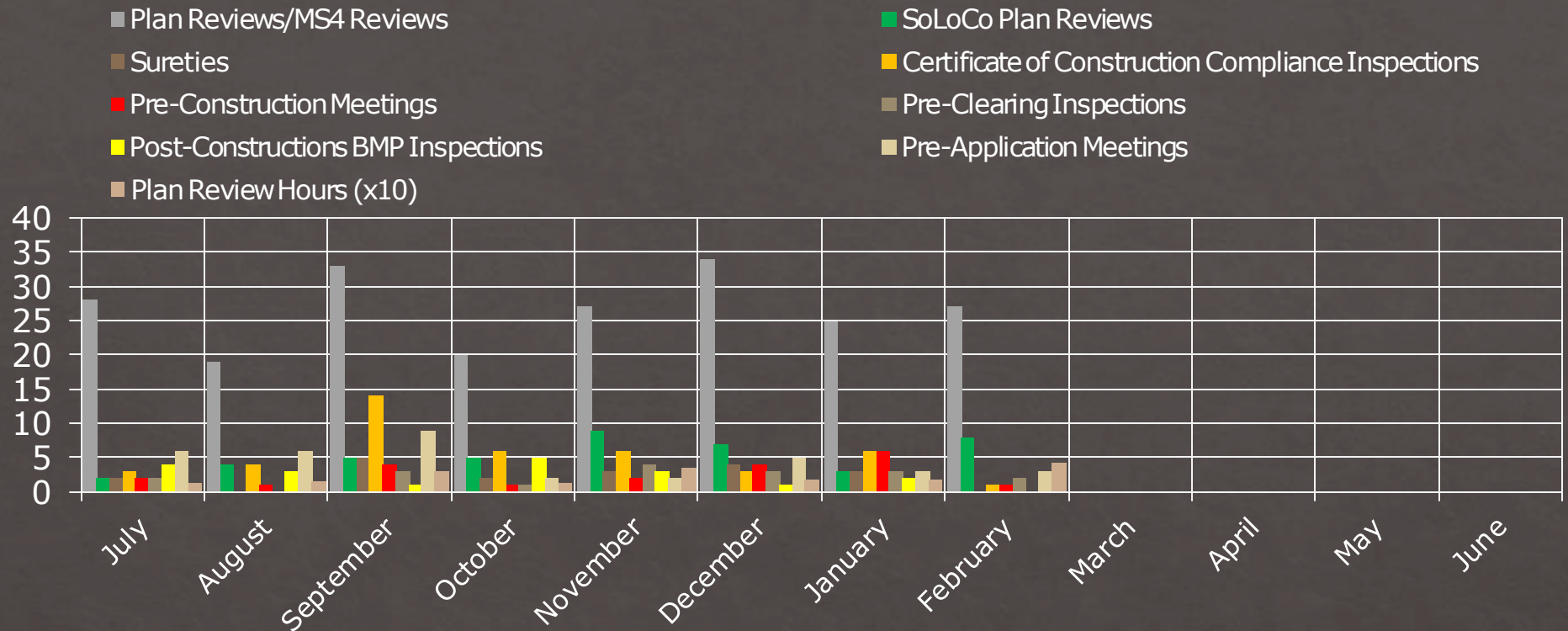


# MS4 Minimum Control Measure #4 - Construction Site Stormwater Runoff Control



|                    | Number of Sediment & Erosion Control Inspections | Number of Inspections Passed | Number of NOV's Issued | Number of SWO Issued | Number of Citations Issued | Number of E&SC Meetings |
|--------------------|--|------------------------------|------------------------|----------------------|----------------------------|-------------------------|
| FY 2024 YTD Totals | 1335   | 1258                         | 72                     | 8                    | 0                          | 282                     |
| FY 2023 Totals     | 2,321  | 2,030                        | 266                    | 26                   | 0                          | 577                     |
| FY 2022 Totals     | 3,127  | 2,701                        | 392                    | 49                   | 0                          | 673                     |

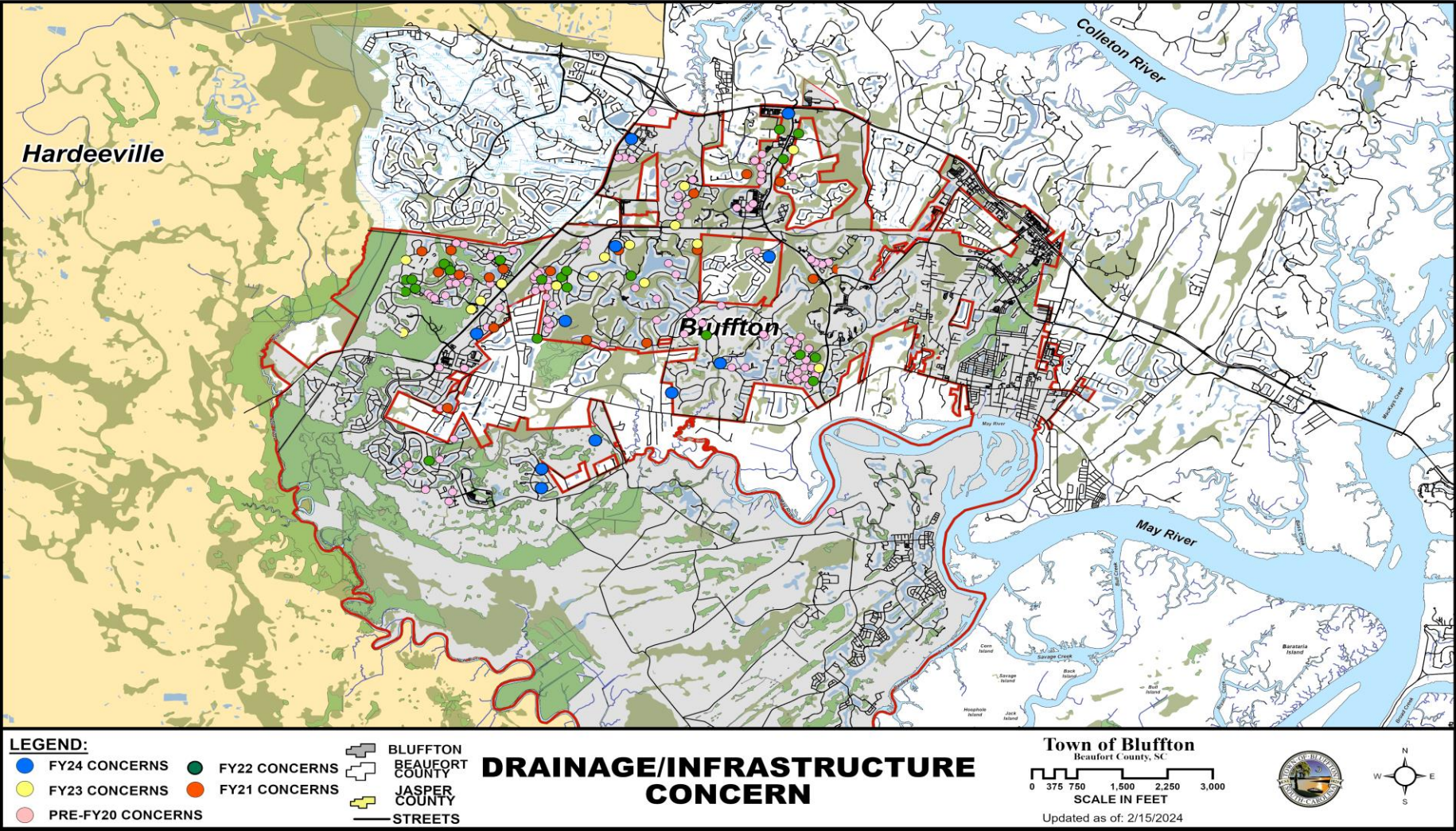
# MS4 Minimum Control Measure #5 Stormwater Plan Review & Related Activity



|                | Plan Reviews MS4 Reviews | SoLoCo Plan Reviews | Sureties | CCC Inspections | Pre-Construction Meetings | Pre-Clearing Inspections | Post Construction BMP Inspections | Pre-Application Meetings | Total Plan Review Hours |
|----------------|--------------------------|---------------------|----------|-----------------|---------------------------|--------------------------|-----------------------------------|--------------------------|-------------------------|
| FY 2024 YTD    | 213                      | 43                  | 19       | 43              | 21                        | 18                       | 19                                | 36                       | 183.50 Hrs.             |
| FY 2023 Totals | 297                      | 67                  | 42       | 40              | 15                        | 13                       | 45                                | 50                       | 386 Hrs.                |
| FY 2022 Totals | 231                      | 13                  | 42       | 26              | 30                        | 23                       | 44                                | 26                       | 454 Hrs.                |



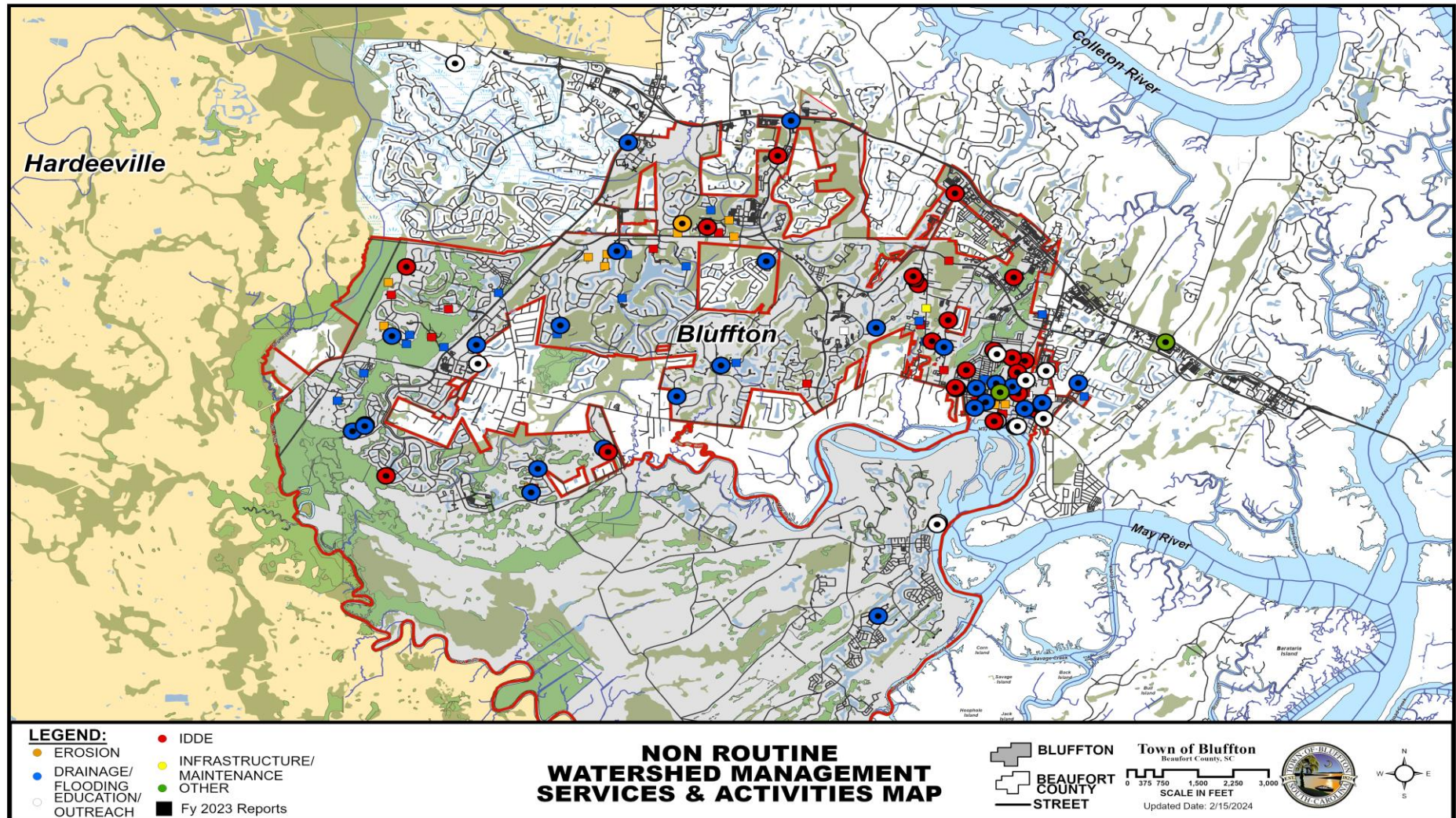
# Citizen Drainage, Maintenance and Inspections Concerns Map



|                    | Number of Drainage Concerns Investigated | Number of Meetings |
|--------------------|--|--------------------|
| FY 2024 YTD Totals | 25                                       | 2                  |
| FY 2023 Totals     | 61                                       | 52                 |
| FY 2022 Totals     | 38                                       | 34                 |

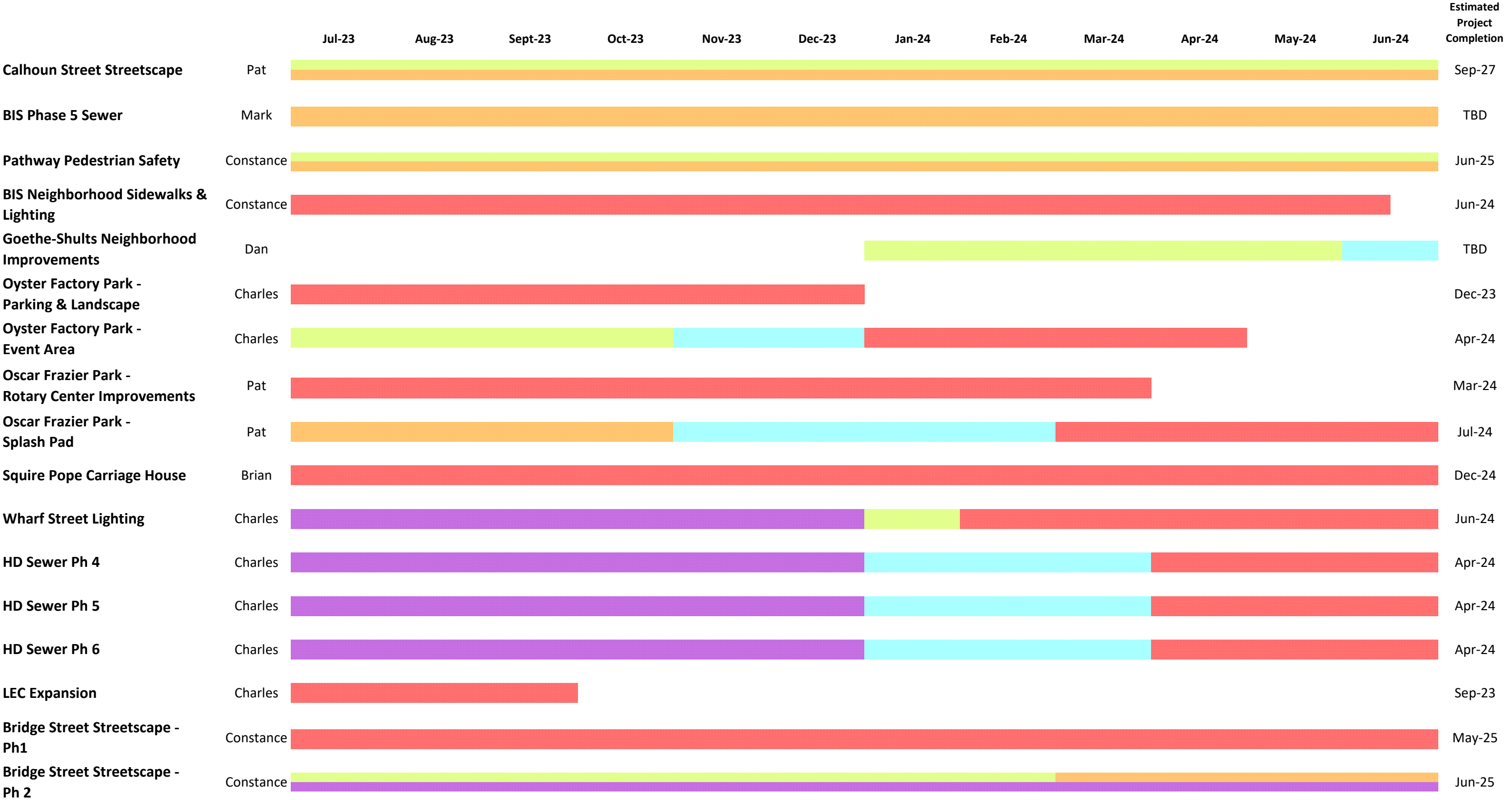


# Citizen Request for Watershed Mngt. Services & Activities Map



|                    | Number of Citizen Requests Investigated | Number of Meetings |
|--------------------|---|--------------------|
| FY 2024 YTD Totals | 64                                      | 23                 |
| FY 2023 Totals     | 46                                      | 23                 |
| FY 2022 Totals     | 33                                      | 21                 |

FY24 CIP Master Project Schedule



\*SUBJECT TO CHANGE\*

FY24 CIP Master Project Schedule





## TOWN COUNCIL

## STAFF REPORT

## Public Services Department



|                      |   |
|----------------------|---|
| <b>MEETING DATE:</b> | March 12, 2024                              |
| <b>SUBJECT:</b>      | Public Services Department Monthly Report   |
| <b>DIRECTOR:</b>     | Derrick Coaxum, Director of Public Services |

**PUBLIC SERVICES UPDATE****1. MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**

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

**2. FACILITIES**

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

**3. PARKS**

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

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

**5. BEAUTIFICATION PROGRAM**

- Earth Day and Arbor Day Events
- Ongoing Seasonal Projects

**6. ATTACHMENTS**

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



## **Director's Report – DRCI** **February 2024**

### **Entrepreneur Program Update**

- STARTUP companies
  1. Hardee Greens
  2. ChangePoint
  3. Petitek
  4. ESA
  5. Pro Series Golf Irons
  6. OPFOB
- GROWTH
  1. Beachside Tire
  2. Bluffton Electric
  3. LaSource
  4. Delta Roofing

#### *Key efforts in February*

- Multiple screening calls with leads that are interested in learning about our Programs
- Kickoff Meeting with new GROWTH customer, Delta Roofing
- Kickoff Meeting with new STARTUP customer, Pro Series Golf Iron
- OPFOB is back at the DRCI as a HEROES company
- Diligence meeting with Anna Crisp, Pole Fitness
- Met with Sonya Harmas and her mother about their literary and music business -gave marketing advice
- Walk-in meeting with George Russo - STARTUP candidate

### **Economic Development Update**

#### ***Overview***

Following the enactment of the Economic Development Ordinance, the DRCI is increasingly engaged in more traditional economic development activities. Our current primary focus encompasses two critical elements:

1. The implementation of a comprehensive marketing strategy aimed at enhancing awareness of the EDO program. A meticulously crafted marketing plan has been developed, encompassing a range of activities designed to generate leads and facilitate communication. This plan includes targeted messaging, digital media initiatives, social media engagement, and other strategies to effectively disseminate information and streamline the application process for potential participants. The month of February has seen initial creation of the draft plan and assets with the help of various AI software.
2. The ongoing development of the Buckwalter Place Project, situated in proximity to the LEC, is another key undertaking. DRCI is slated to occupy a portion of Building A, and various aspects of this project are now entering a phase requiring detailed review and oversight.

In addition to these projects, we maintain regular interactions with Assistant Town Manager Chris Forster and the BCEDC. These meetings are instrumental in ensuring that all parties are consistently informed about emerging opportunities and collaborative endeavors that may benefit any or all of the involved organizations. Our goal is to foster a synergistic approach to economic development, leveraging the strengths and resources of each entity to maximize impact and efficiency.

#### *Key efforts in February*

- A deeper dive into EDIP marketing plan; begin creation of key assets
- Second meeting with Rick Maggin of the Bluffton Pickleball Club and Chris Forster, TOB
- Review of second set of architectural renderings for Buckwalter Place development
- Attended BCEDC Board Meeting

### **Operations and Marketing**

- Nominated for 2023 Golden Oyster Award – Member of the Year
- Met with Paul Vincent from BJWSA - potential lunch and learn about their new small business funding programs



- David Nelems spoke to 150+ people at the recent HHI/Bluffton Chamber of Commerce event on AI
- Reviewed DRCI budget
- SBAC Board meeting
- Hosted the Professional Women's Network of the Lowcountry at The HUB
- Continued work on AI event that begins in April
- Working with HHCA to teach 3 entrepreneurship classes in March to prep students for Shark Tank at The HUB
- Met with Robin Bienemann from Integrated Growth Advisors who ran an incubator at University of Connecticut

### **Mentor Program**

- 70 Mentors
- Planning DRCI Mingle for March 7th
- Signed up new Mentor Eric Legeikis

### **Partnerships**

#### **Hardeeville**

- Hosted Hardeeville Business Bites Lunch & Learn at the Hardeeville Rec Center
- Working on AI Educational Series
- Working with City of Hardeeville on social media sites DRCI/HDV

#### **BlacQuity**

- Next cohort starts in March

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

- Working with them on multiple projects
- Attended Board Meeting
- Blasch Precision Ceramics rented conference room. Worked with them & BCEDC to keep them in Beaufort County

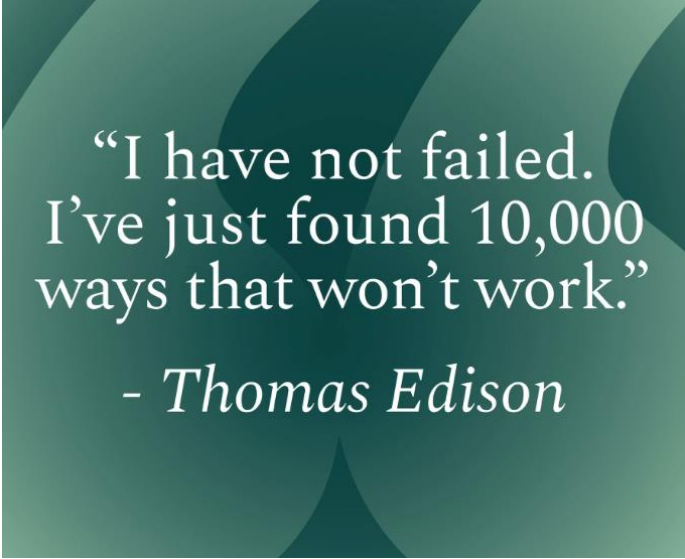
#### **Greater Bluffton Chamber**

- Nominated for a Golden Oyster Award – Member of the Year
- Attended Greater Bluffton Business After Hours event

### Hilton Head – Bluffton Chamber

- Presented at the HHI/Bluffton Chamber event on AI

### Entrepreneurial Thought of the Month



“I have not failed.  
I’ve just found 10,000  
ways that won’t work.”

- *Thomas Edison*



# GROWTH MANAGEMENT UPDATE

March 12, 2024

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

- a. **Planning Commission:** February 28, 2024, meeting agenda attached. Next meeting scheduled for Wednesday, March 27, 2024.
- b. **Historic Preservation Commission:** February 7, 2024, meeting agenda attached. Next meeting scheduled for Wednesday, March 6, 2024.
- c. **Board of Zoning Appeals:** February 6, 2024, meeting agenda attached. Next meeting scheduled for Tuesday, March 5, 2024.
- d. **Development Review Committee:** February 7, 21 & 28, 2024 meeting agendas attached. February 14, 2024 cancellation notice attached. Next meeting scheduled for Wednesday, March 6, 2024.
- e. **Historic Preservation Review Committee:** February 5, 12, 19 & 26, 2024 cancellation notices attached. Next meeting scheduled for Tuesday, March 4, 2024.
- f. **Construction Board of Adjustment and Appeals:** February 27, 2024, cancellation notice attached. Next meeting scheduled for Tuesday, March 26, 2024.
- g. **Affordable Housing Committee:** February 1, 2024, meeting agenda attached. Next meeting scheduled for Thursday, March 7, 2024.

## 2. Community Development / Affordable Housing Committee Work Program:

### Neighborhood Assistance Program.

The budget for Fiscal Year 2024 Neighborhood Assistance Budget was adopted at \$290,000. As of February 14, the updated budget is \$304,000.

To date, 17 homes have been serviced for home repairs such as roofing and interior repairs totaling \$269,000. 18 homes have been serviced for septic pump out, totaling \$7,266, and two homes for tree service totaling \$6,180.

As of February 23, 2024, 37 homes have been serviced through the Neighborhood Assistance Program. Collectively the program has a current balance of \$17,152.

**ATTACHMENTS:**

1. Planning Commission meeting agenda for February 28, 2024.
2. Historic Preservation Commission meeting agenda for February 7, 2024.
3. Board of Zoning Appeals cancellation notice for February 6, 2024.
4. Development Review Committee meeting agendas for February 7, 21 & 28, 2024 and cancellation notice for February 14, 2024.
5. Historic Preservation Review Committee cancellation notices for February 5, 12, 19 & 26, 2024.
6. Construction Board of Adjustments and Appeals cancellation notice for February 27, 2024.
7. Affordable Housing Committee meeting agenda for February 1, 2024.
8. Building Permits and Planning Applications:
  - a. Building Permits Issued FY 2017-2024 (to February 21, 2024).
  - b. Building Permits Issued Per Month FY 2017-2024 (to February 21, 2024).
  - c. Value of Construction FY 2017-2024 (to February 21, 2024).
  - d. New Single Family Residential Building Permits Issued Per Month FY 2017-2024 (to February 21, 2024).
  - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2017-2024 (to February 21, 2024).
  - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2017-2024 (to February 21, 2024).
  - g. New Commercial Construction/Additions Heated Square Footage FY 2017-2024 (to February 21, 2024).
  - h. Planning and Community Development Applications Approved FY 2017-2024 (to February 21, 2024).
  - i. Multi Family Apartments Value FY 2017-2024 (to February 21, 2024).
  - j. Multi Family Apartments Square Footage FY 2017-2024 (to February 21, 2024).
  - k. Multi Family Apartments Total Units FY 2017-2024 (to February 21, 2024).
9. Planning Active Application Report



## Planning Commission Meeting

Wednesday, February 28, 2024 at 6:00 PM

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

### AGENDA

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

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. NOTICE REGARDING ADJOURNMENT

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

#### IV. ADOPTION OF THE AGENDA

#### V. ADOPTION OF MINUTES

1. January 24, 2024 Minutes

#### VI. PUBLIC COMMENT

#### VII. OLD BUSINESS

#### VIII. NEW BUSINESS

1. **Unified Development Ordinance Amendments (Public Hearing):** Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Article 3 – Application Process, Sec. 3.13, Development Surety and Stormwater Surety and Sec. 3.14, Certificate of Construction Compliance; and, Article 5 – Design Standards, Sec. 5.10 Stormwater. (Staff - Charlotte Moore)
2. **Cornerstone Church Campus – Rezoning Request (PLANNING WORKSHOP – NO ACTION):** A request by Nathan Sturre of Sturre Engineering on behalf of the property owners Cornerstone Church of Bluffton and Lalie Mole for approval of an Amendment to the Town of Bluffton Official Zoning Map to rezone two (2) parcels from Planned Unit Development (PUD) to Agriculture (AG) and Rural Mixed-Use (RMU). The subject parcels consist of approximately 43.3 acres and are identified by Beaufort County Tax Map Numbers R610 036 000 0014 0000

and R610036 000 014B 0000 located at 11 Grassey Lane and 21 Lake Lane, respectively.  
(ZONE-02-24-018921) (Staff – Dan Frazier)

**IX. DISCUSSION**

**X. ADJOURNMENT**

**NEXT MEETING DATE: Wednesday, March 27, 2024**

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

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

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

*Public comment is limited to 3 minutes per speaker.*



## Historic Preservation Commission Meeting

Wednesday, February 07, 2024 at 6:00 PM

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

### AGENDA

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

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. NOTICE REGARDING ADJOURNMENT

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

#### IV. ADOPTION OF THE AGENDA

#### V. ADOPTION OF MINUTES

1. January 3, 2024 Minutes

#### VI. ELECTION OF OFFICERS

1. Election of Historic Preservation Commission Chair
2. Election of Historic Preservation Commission Vice Chair
3. Election of Two Historic Preservation Review Committee members.

#### VII. PUBLIC COMMENT

#### VIII. OLD BUSINESS

#### IX. NEW BUSINESS

1. **Certificate of Appropriateness:** A request by Pearce Scott Architects, on behalf of the Owner, Billy Watterson, for approval of a Certificate of Appropriateness - HD to allow the construction of a new 1,999 SF 1-story retail building in the Ma Daisy's Porch Development Plan, on the parcel currently addressed as 24 Ma Daisy's Way, in the Old Town Bluffton Historic District and zoned Neighborhood General - HD. (COFA-12-23-018754) (Staff - Katie Peterson)
2. **Certificate of Appropriateness:** A request by Charlie Wetmore for a review of a Certificate of Appropriateness - HD to construct a new 2-story attached Carriage House of approximately

1,200 SF, and renovation of the existing single family residential structure to include window and door modifications, porch addition, and modification to the rear exterior stairs, to be located at 48 Lawrence Street, in the Old Town Bluffton Historic district and zoned Neighborhood General - HD zoning District. (COFA-11-23-018662) (Staff - Katie Peterson)

3. **Certificate of Appropriateness:** A request by Court Atkins Architects, Inc. on behalf of the owner, TripleBCo, LLC for approval of a Certificate of Appropriateness - HD to construct a new 1.5-story commercial building of approximately 2,315 SF for Hair and So On Salon to be located at 5818 Guilford Place, in the Old Town Bluffton Historic district and zoned Neighborhood General - HD zoning District. (COFA-11-23-018646) (Staff - Katie Peterson)

## X. DISCUSSION

1. Historic District Monthly Update

## XI. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, March 6, 2024**

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

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

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

*Public comment is limited to 3 minutes per speaker.*





# **PUBLIC NOTICE**

The Board of Zoning Appeals (BZA)  
Meeting scheduled for

Tuesday, February 6, 2024, at 6:00 p.m.

Has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for Tuesday,  
March 5, 2024.

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



## Development Review Committee Meeting

Wednesday, February 07, 2024 at 1:00 PM

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

### AGENDA

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

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. PUBLIC COMMENT

#### IV. OLD BUSINESS

#### V. NEW BUSINESS

1. **1099 May River Road (Subdivision):** A request by Louis N. Brown, II for approval of a subdivision application. The project consists of creating three lots from the existing single lot. The property is identified by tax map number R610 039 000 0019 0000 and consists of 1.78 acres located at 1099 May River Road. The property is zoned Residential General. (SUB-01-24-018818) (Staff - Jordan Holloway)

#### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, February 14, 2024**

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

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

*Public comment is limited to 3 minutes per speaker.*



# **PUBLIC NOTICE**

## **THE DEVELOPMENT REVIEW COMMITTEE (DRC)**

Meeting scheduled for

Wednesday, February 14, 2024 at 1:00 P.M.

has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Wednesday, February 21, 2024

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



## Development Review Committee Meeting

Wednesday, February 21, 2024 at 1:00 PM

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

### AGENDA

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

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. PUBLIC COMMENT

#### IV. OLD BUSINESS

#### V. NEW BUSINESS

1. **1 JCs Cove (Certificate of Appropriateness- HCO):** A request by Pearce Scott Architects, on behalf of the Owner, Jim Saba, for a review of a Certificate of Appropriateness - HD to construct a new 2-story recreation building of approximately 2,915 SF to be located at 1 JCs Cove, identified by tax map number R610 039 000 1129 0000, zoned Agricultural, and located within the Highway Corridor Overlay District. (COFA-01-24-018868)(Staff - Katie Peterson)
2. **Car Village (Review of Planning Commission Conditions):** Review of resubmittal documents relating to the Car Village Certificate of Appropriateness - Highway Corridor Overlay Application to ensure it reflects the conditions from the January 24, 2024 Planning Commission conditional approval. (COFA-08-23-018440)(Staff - Katie Peterson)
3. **The Parkways Office at Hampton Lake (Development Plan Application):** A request by the Jake Reed of FR Office, LLC on behalf of the property owner University Investments, LLC for approval of a final development plan. The project consists of the construction of three commercial use buildings totaling approximately 27,000 SF, and associated access, parking, and utilities. The property is zoned Buckwalter PUD and consists of approximately 5.31 acres, identified by tax map numbers R614-029-000-0784-0000 and R614-029-000-0485-0000 located within the Hampton Lake Master Plan. (DP-10-22-017335) (Staff – Dan Frazier)
4. **Pulte - Midpoint Phase 2B (Development Plan):** A request by the property owner Richard Loudin of Pulte Home Company for approval of a preliminary development plan. The project consists of 46 single family residential lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately

19.0 acres identified by tax map number R610 044 000 0012 0000 located within the Midpoint at New Riverside Initial Master Plan. (DP-01-24-018847) (Staff - Dan Frazier)

5. **Wetland Impact for Parcels 12A, 12B and 12C (Development Plan):** A request by Nathan Long of Thomas & Hutton on behalf of Jake Reed of University Investments, LLC for approval of a final development plan. The project proposes partial wetland filling of approximately 0.56 acres to allow crossings for future road alignments. The properties are zoned Buckwalter Planned Unit Development and consists of approximately 58.0 acres identified by tax map numbers R610 029 000 0611 0000, R610 029 000 2343 0000, R610 029 000 2344 0000, and R610 029 000 1721 0000 located south and adjacent to Bluffton Parkway. (DP-03-23-017841) (Staff – Dan Frazier)

## VI. DISCUSSION

## VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, February 28, 2024**

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

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

*Public comment is limited to 3 minutes per speaker.*



## Development Review Committee Meeting

Wednesday, February 28, 2024 at 1:00 PM

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

### AGENDA

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

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. PUBLIC COMMENT

#### IV. OLD BUSINESS

#### V. NEW BUSINESS

1. **110 Seagrass Station Road (Subdivision):** A request by Girishkumar Patel, on behalf of Bright Holdings LLC, for approval of a subdivision application. The project consists of creating two lots from the existing single lot. The property is identified by tax map number R610 021 000 0652 0000 and consists of 5.45 acres located at 110 Seagrass Station Road. The property is zoned Village at Verdier PUD. (SUB-01-24-018885) (Staff - Jordan Holloway)

#### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, March 6, 2024**

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

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

*Public comment is limited to 3 minutes per speaker.*





# **PUBLIC NOTICE**

## THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 5, 2024 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Monday, February 12, 2024.

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



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, February 12, 2024 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Monday, February 19, 2024.

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



# **PUBLIC NOTICE**

## THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 19, 2024 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Monday, February 26, 2024.

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



# **PUBLIC NOTICE**

## THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 26, 2024 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Monday, March 4, 2024.

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



# **PUBLIC NOTICE**

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

Tuesday, February 27, 2024, at 6:00 P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Tuesday, March 26, 2024.

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



## Affordable Housing Committee Meeting

Thursday, February 01, 2024 at 10:00 AM

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

### AGENDA

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

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. ADOPTION OF THE AGENDA

#### IV. ADOPTION OF MINUTES

1. January 4, 2024

#### V. OLD BUSINESS

#### VI. NEW BUSINESS

1. FY2024 Neighborhood Assistance Program Budget Update
2. FY2025 Proposed Budget

#### VII. DISCUSSION

1. Affordable Housing Developer, Brandon Chrostowski, Edwin's Leadership

#### VIII. PUBLIC COMMENT

#### IX. ADJOURNMENT

**NEXT MEETING DATE: Thursday, March 7, 2024**

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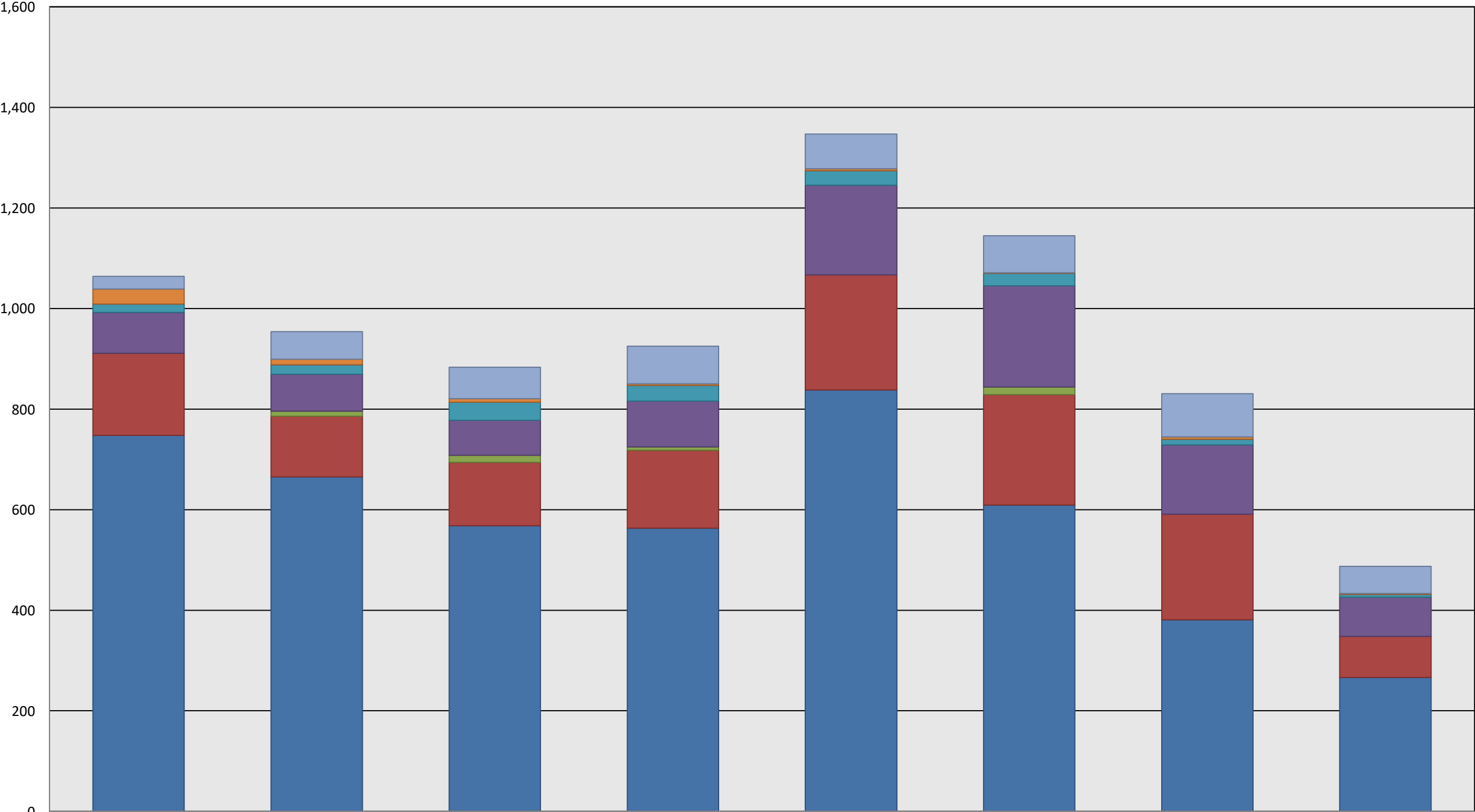
*<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>*

*Public comment is limited to 3 minutes per speaker.*

Town of Bluffton  
Building Permits Issued  
FY 2017 - 2024

Attachment 8a

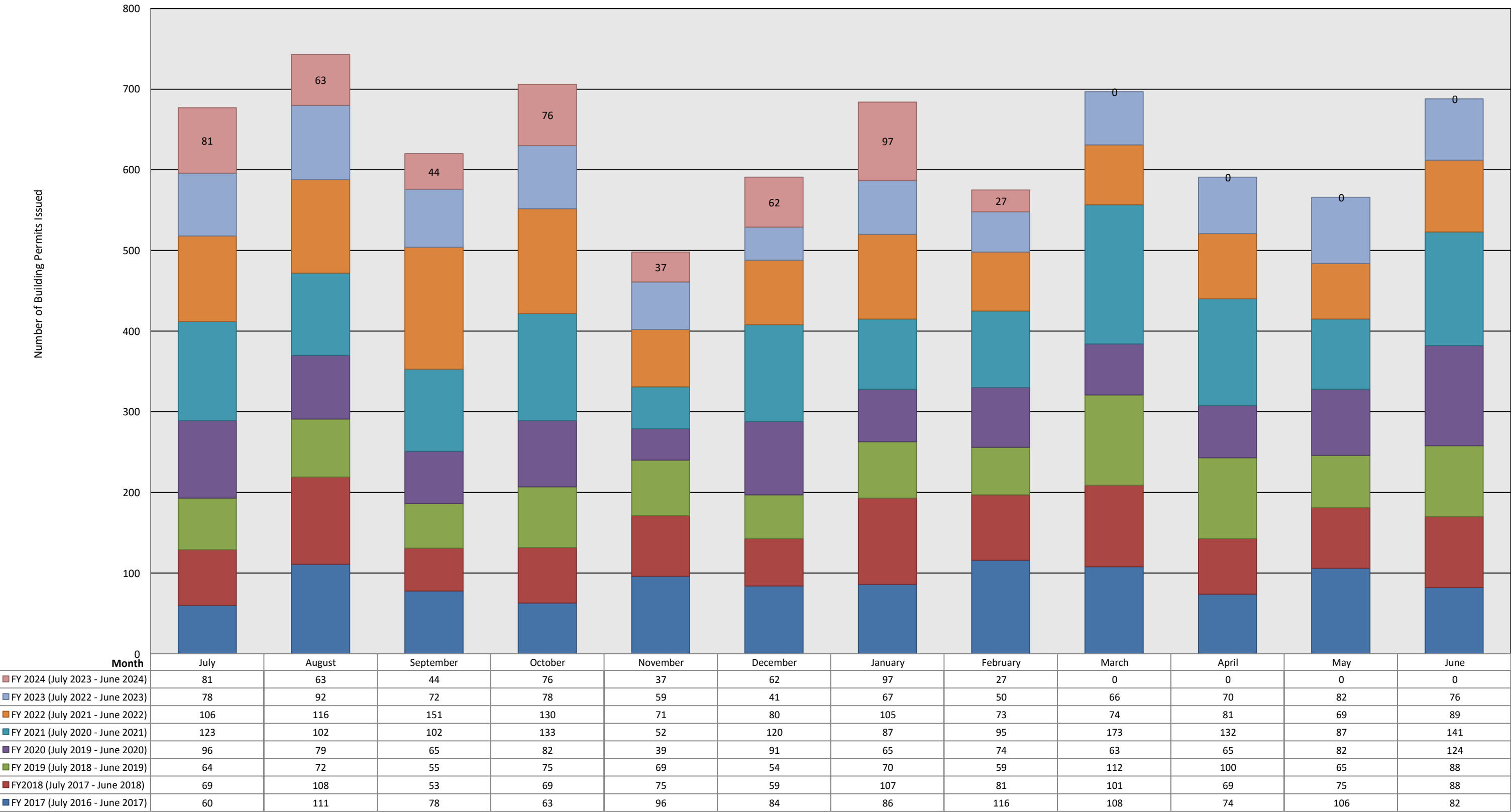
Number of Building Permits Issued



Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.  
2. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.  
3. Other residential includes: new accessory structure, new accessory residence.  
4. Commerical addition includes: additions, screen enclosure, shell.  
5. Other commerical includes: remodel and accessory structure.



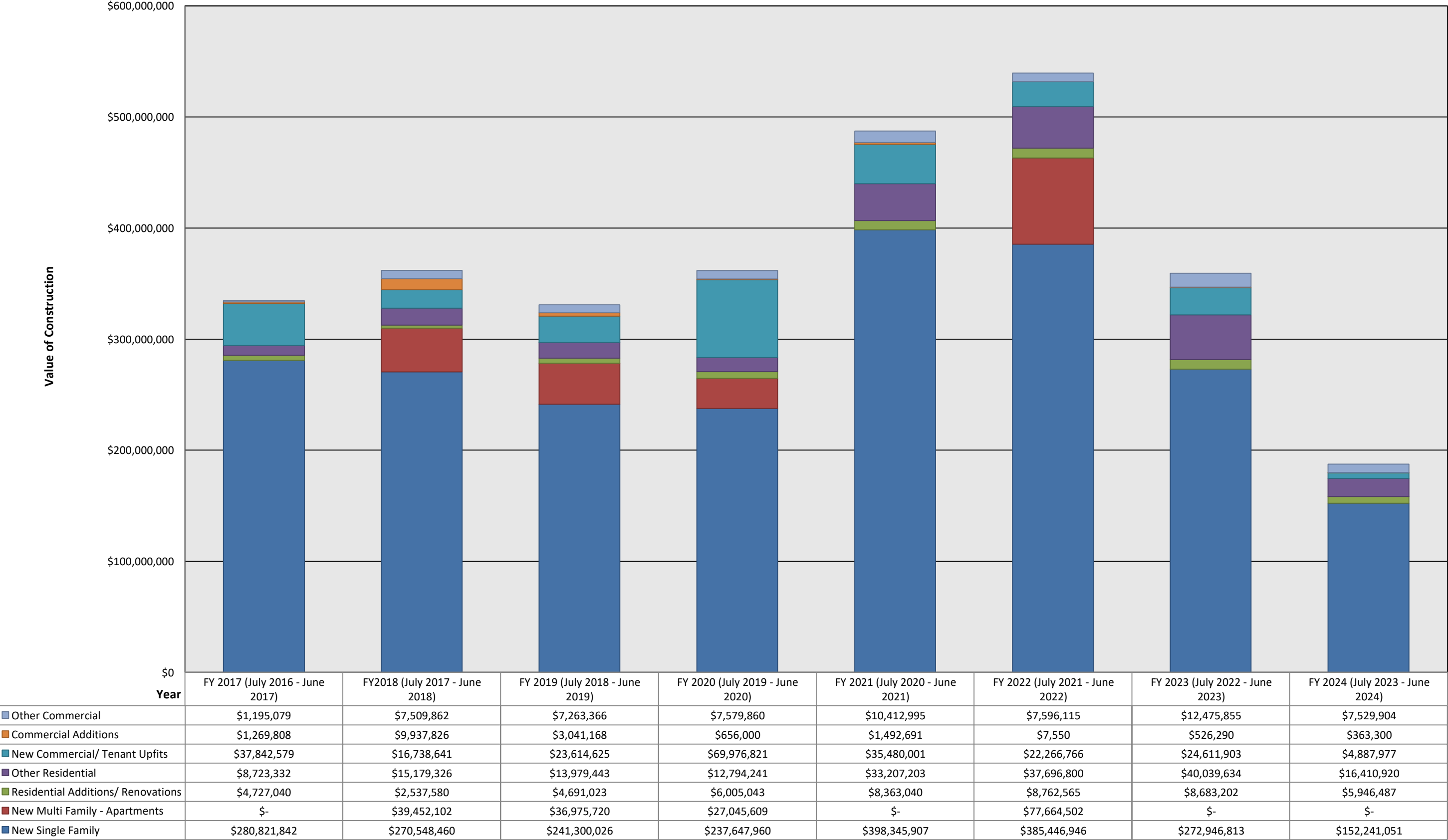
Town of Bluffton  
Building Permits Issued Per Month  
FY 2017 - 2024



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

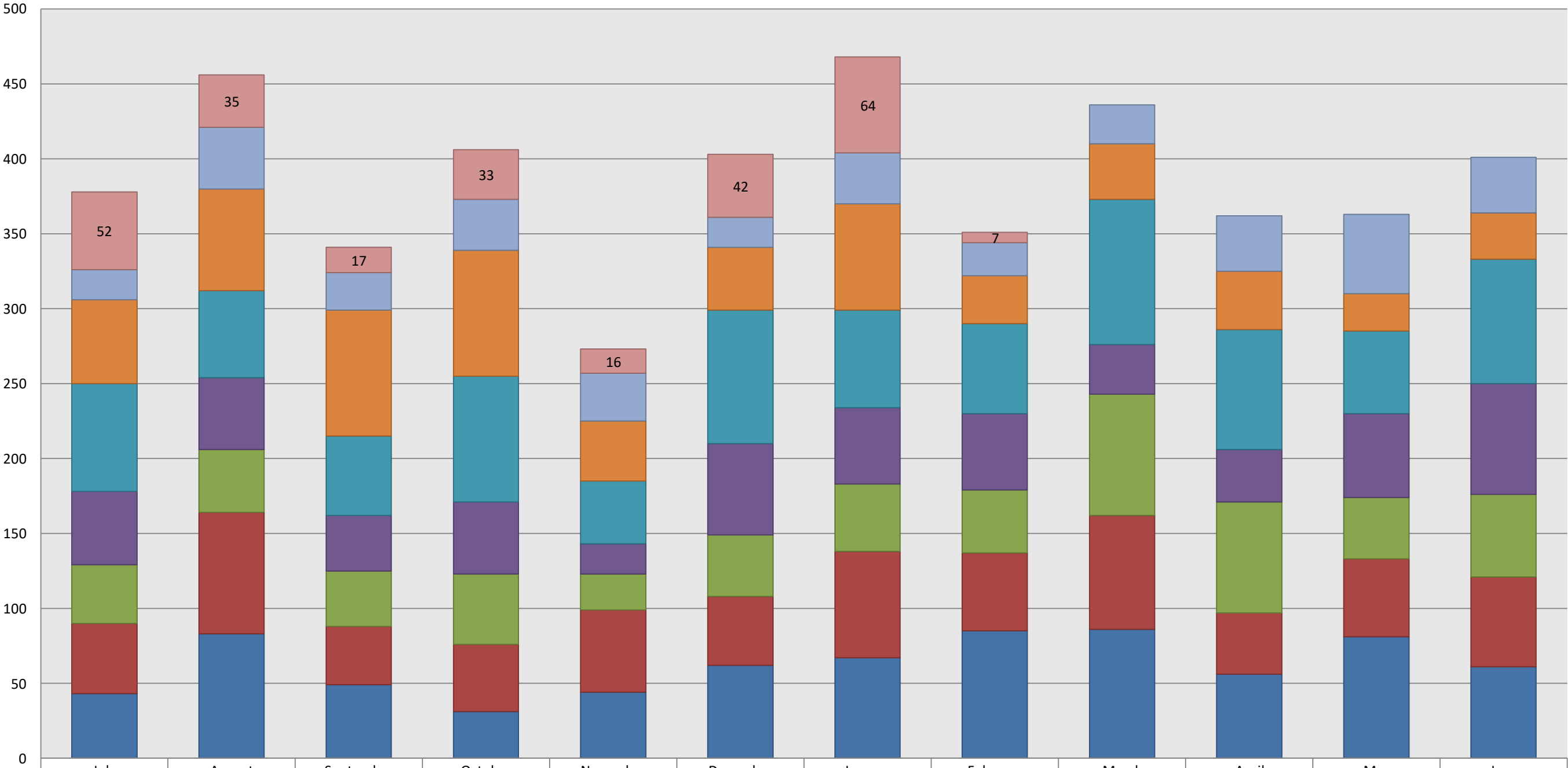
Town of Bluffton  
Value of Construction  
FY 2017 - 2024

Attachment 8c



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

New Single Family Residential Building Permits Issued Per Month  
FY 2017 - 2024

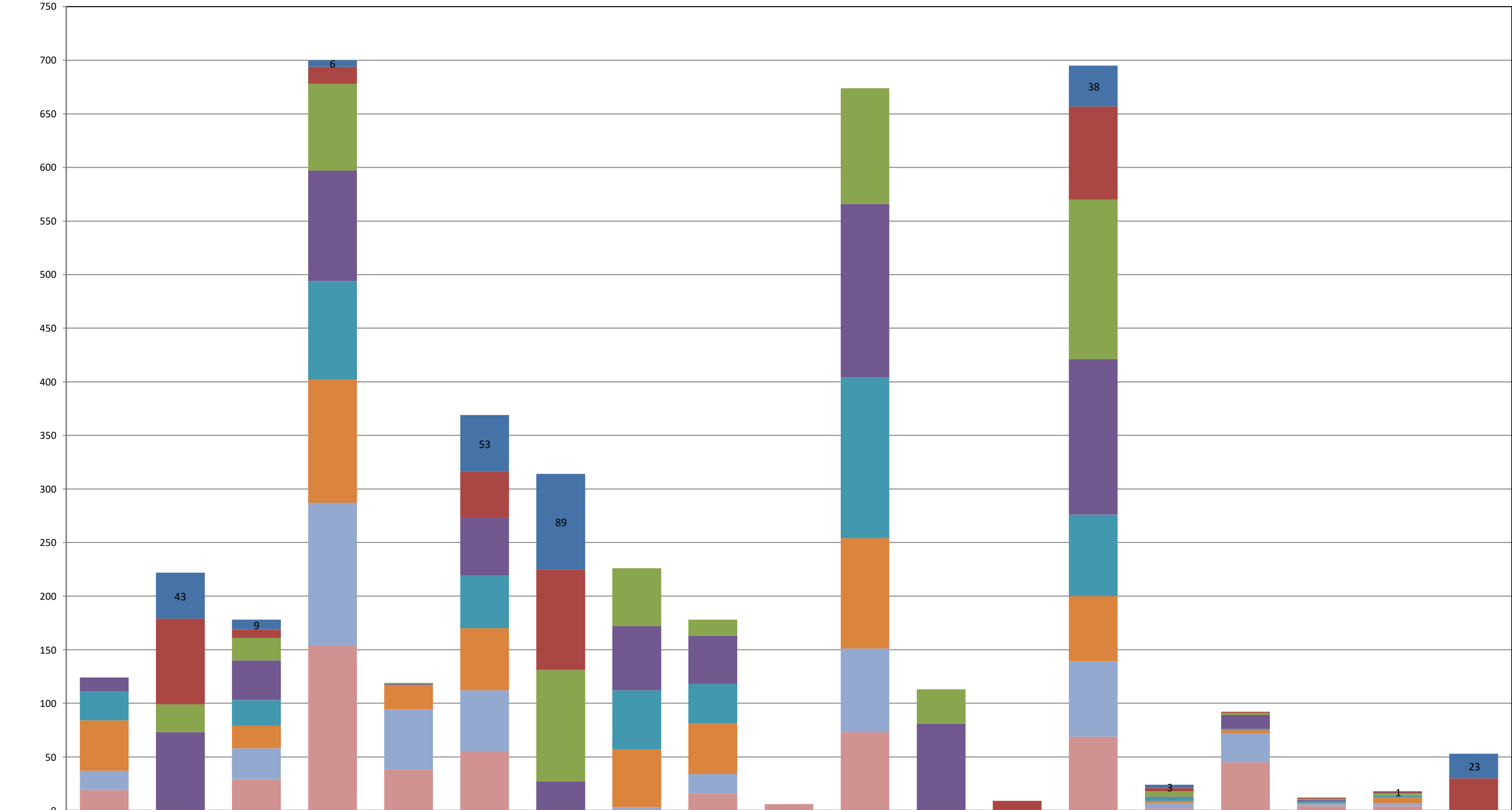


|                                 | July | August | September | October | November | December | January | February | March | April | May | June |
|---------------------------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| FY 2024 (July 2023 - June 2024) | 52   | 35     | 17        | 33      | 16       | 42       | 64      | 7        |       |       |     |      |
| FY 2023 (July 2022 - June 2023) | 20   | 41     | 25        | 34      | 32       | 20       | 34      | 22       | 26    | 37    | 53  | 37   |
| FY 2022 (July 2021 - June 2022) | 56   | 68     | 84        | 84      | 40       | 42       | 71      | 32       | 37    | 39    | 25  | 31   |
| FY 2021 (July 2020 - June 2021) | 72   | 58     | 53        | 84      | 42       | 89       | 65      | 60       | 97    | 80    | 55  | 83   |
| FY 2020 (July 2019 - June 2020) | 49   | 48     | 37        | 48      | 20       | 61       | 51      | 51       | 33    | 35    | 56  | 74   |
| FY 2019 (July 2018 - June 2019) | 39   | 42     | 37        | 47      | 24       | 41       | 45      | 42       | 81    | 74    | 41  | 55   |
| FY2018 (July 2017 - June 2018)  | 47   | 81     | 39        | 45      | 55       | 46       | 71      | 52       | 76    | 41    | 52  | 60   |
| FY 2017 (July 2016 - June 2017) | 43   | 83     | 49        | 31      | 44       | 62       | 67      | 85       | 86    | 56    | 81  | 61   |

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

Town of Bluffton  
New Single Family Residential Building Permits Issued by Neighborhood FY 2017 -2024

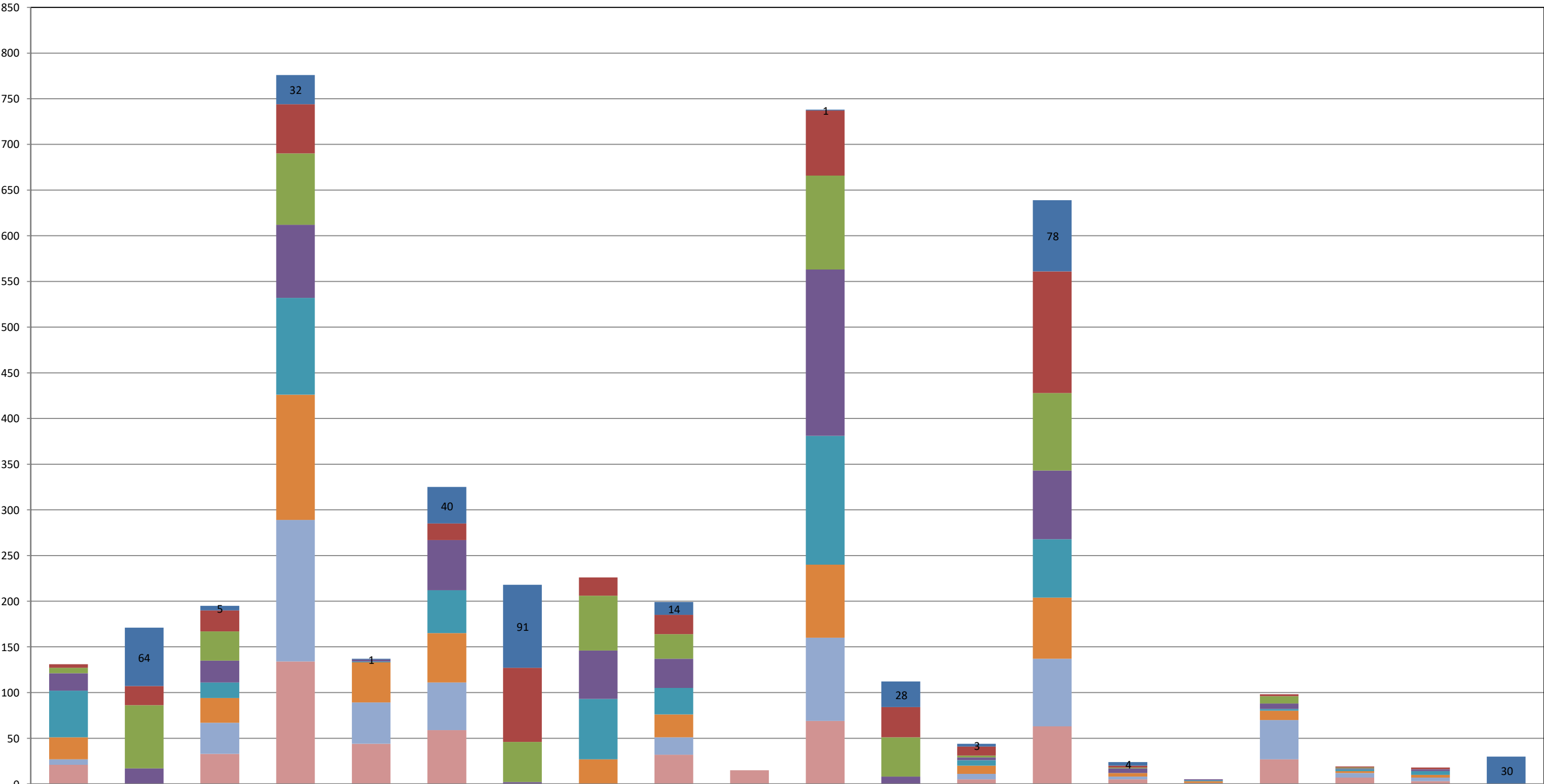
Number of Building Permits Issued



| Neighborhood                    | Alston Park | Four Seasons at Carolina Oaks | Hampton Hall | Hampton Lake | Haven at New Riverside | Heritage at New Riverside | Lakes at New Riverside | Landings at New Riverside | Lawton Station | Midpoint | Mill Creek at Cypress Ridge | New Riverside Forest | New Riverside Village | Palmetto Bluff | Rose Dhu Creek Plantation | Shell Hall | Stock Farm | Tabby Roads | Washington Square |
|---------------------------------|-------------|-------------------------------|--------------|--------------|------------------------|---------------------------|------------------------|---------------------------|----------------|----------|-----------------------------|----------------------|-----------------------|----------------|---------------------------|------------|------------|-------------|-------------------|
| FY 2024 (July 2023 - June 2024) |             | 43                            | 9            | 6            |                        | 53                        | 89                     |                           |                |          |                             |                      |                       | 38             | 3                         |            |            | 1           | 23                |
| FY 2023 (July 2022 - June 2023) |             | 80                            | 8            | 16           |                        | 43                        | 94                     |                           |                |          |                             |                      | 9                     | 87             | 3                         | 1          | 1          | 1           | 30                |
| FY 2022 (July 2021 - June 2022) |             | 26                            | 21           | 81           | 1                      |                           | 104                    | 54                        | 15             |          | 108                         | 32                   |                       | 149            | 5                         | 2          | 1          | 2           |                   |
| FY 2021 (July 2020 - June 2021) | 13          | 73                            | 37           | 103          | 1                      | 54                        | 27                     | 60                        | 45             |          | 162                         | 81                   |                       | 145            | 1                         | 13         | 1          |             |                   |
| FY 2020 (July 2019 - June 2020) | 27          |                               | 24           | 92           |                        | 49                        |                        | 55                        | 37             |          | 150                         |                      |                       | 76             | 3                         | 1          | 2          | 2           |                   |
| FY 2019 (July 2018 - June 2019) | 47          |                               | 21           | 115          | 23                     | 58                        |                        | 54                        | 47             |          | 103                         |                      |                       | 61             | 2                         | 3          | 1          | 5           |                   |
| FY 2018 (July 2017 - June 2018) | 18          |                               | 29           | 133          | 56                     | 57                        |                        | 3                         | 18             |          | 78                          |                      |                       | 70             | 5                         | 27         | 2          | 3           |                   |
| FY 2017 (July 2016 - June 2017) | 19          |                               | 29           | 154          | 38                     | 55                        |                        |                           | 16             | 6        | 73                          |                      |                       | 69             | 2                         | 45         | 4          | 4           |                   |

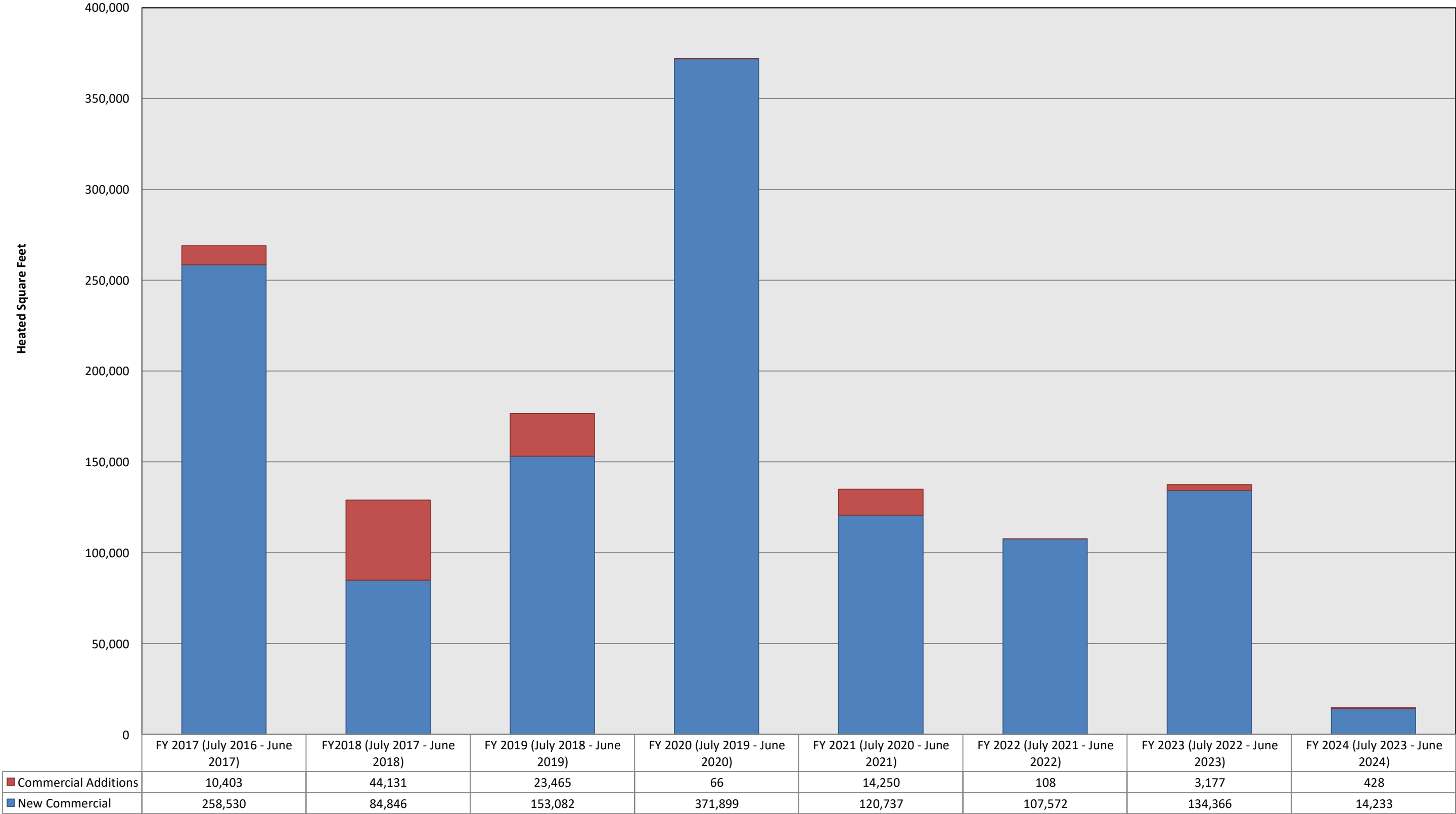
Town of Bluffton  
New Single Family Certificates of Occupancy Issued by Neighborhood FY 2017 - 2024

Number of New Housing Starts



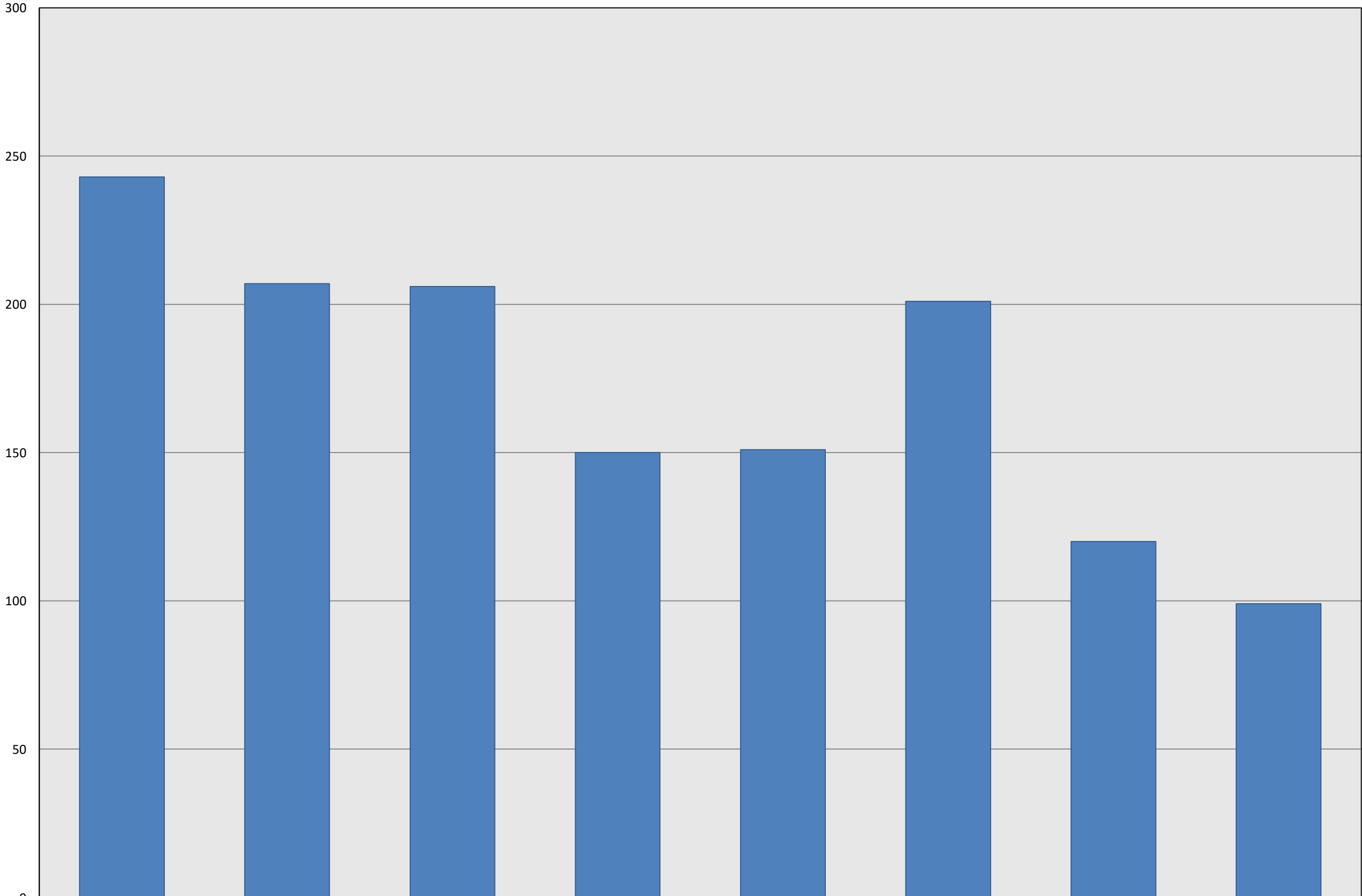
|                                 | Alston Park | Four Seasons at Carolina Oak | Hampton Hall | Hampton Lake | Haven at New Riverside | Heritage at New Riverside | Lakes at New Riverside | Landings at New Riverside | Lawton Station | Midpoint | Mill Creek at Cypress Ridge | New Riverside Forest | Old Town-Other | Palmetto Bluff | Rose Dhu Creek Plantation | Schultz/ Goethe Road | Shell Hall | Stock Farm | Tabby Roads | Washington Square |
|---------------------------------|-------------|------------------------------|--------------|--------------|------------------------|---------------------------|------------------------|---------------------------|----------------|----------|-----------------------------|----------------------|----------------|----------------|---------------------------|----------------------|------------|------------|-------------|-------------------|
| FY 2024 (July 2023 - June 2024) |             | 64                           | 5            | 32           | 1                      | 40                        | 91                     |                           | 14             |          | 1                           | 28                   | 3              | 78             | 4                         |                      |            |            |             | 30                |
| FY 2023 (July 2022 - June 2023) | 4           | 21                           | 23           | 54           |                        | 18                        | 81                     | 20                        | 21             |          | 71                          | 33                   | 10             | 133            | 2                         |                      | 2          | 1          | 2           |                   |
| FY 2022 (July 2021 - June 2022) | 6           | 69                           | 32           | 78           |                        |                           | 44                     | 60                        | 27             |          | 103                         | 43                   | 2              | 85             | 1                         |                      | 8          | 1          |             |                   |
| FY 2021 (July 2020 - June 2021) | 19          | 17                           | 24           | 80           | 2                      | 55                        | 2                      | 53                        | 32             |          | 182                         | 8                    | 3              | 75             | 5                         | 1                    | 6          | 1          | 2           |                   |
| FY 2020 (July 2019 - June 2020) | 51          |                              | 17           | 106          | 1                      | 47                        |                        | 66                        | 29             |          | 141                         |                      | 6              | 64             |                           | 1                    | 2          | 2          | 4           |                   |
| FY 2019 (July 2018 - June 2019) | 24          |                              | 27           | 137          | 44                     | 54                        |                        | 27                        | 25             |          | 80                          |                      | 9              | 67             | 4                         | 2                    | 10         | 2          | 3           |                   |
| FY2018 (July 2017 - June 2018)  | 6           |                              | 34           | 155          | 45                     | 52                        |                        |                           | 19             |          | 91                          |                      | 6              | 74             | 3                         | 1                    | 43         | 5          | 4           |                   |
| FY 2017 (July 2016 - June 2017) | 21          |                              | 33           | 134          | 44                     | 59                        |                        |                           | 32             | 15       | 69                          |                      | 5              | 63             | 5                         |                      | 27         | 7          | 3           |                   |

Town of Bluffton  
New Commercial Construction and Additions Heated Square Footage  
FY 2017 - 2024



Town of Bluffton  
Planning & Community Development Applications Approved  
FY 2017 - 2024

Number of Applications Approved

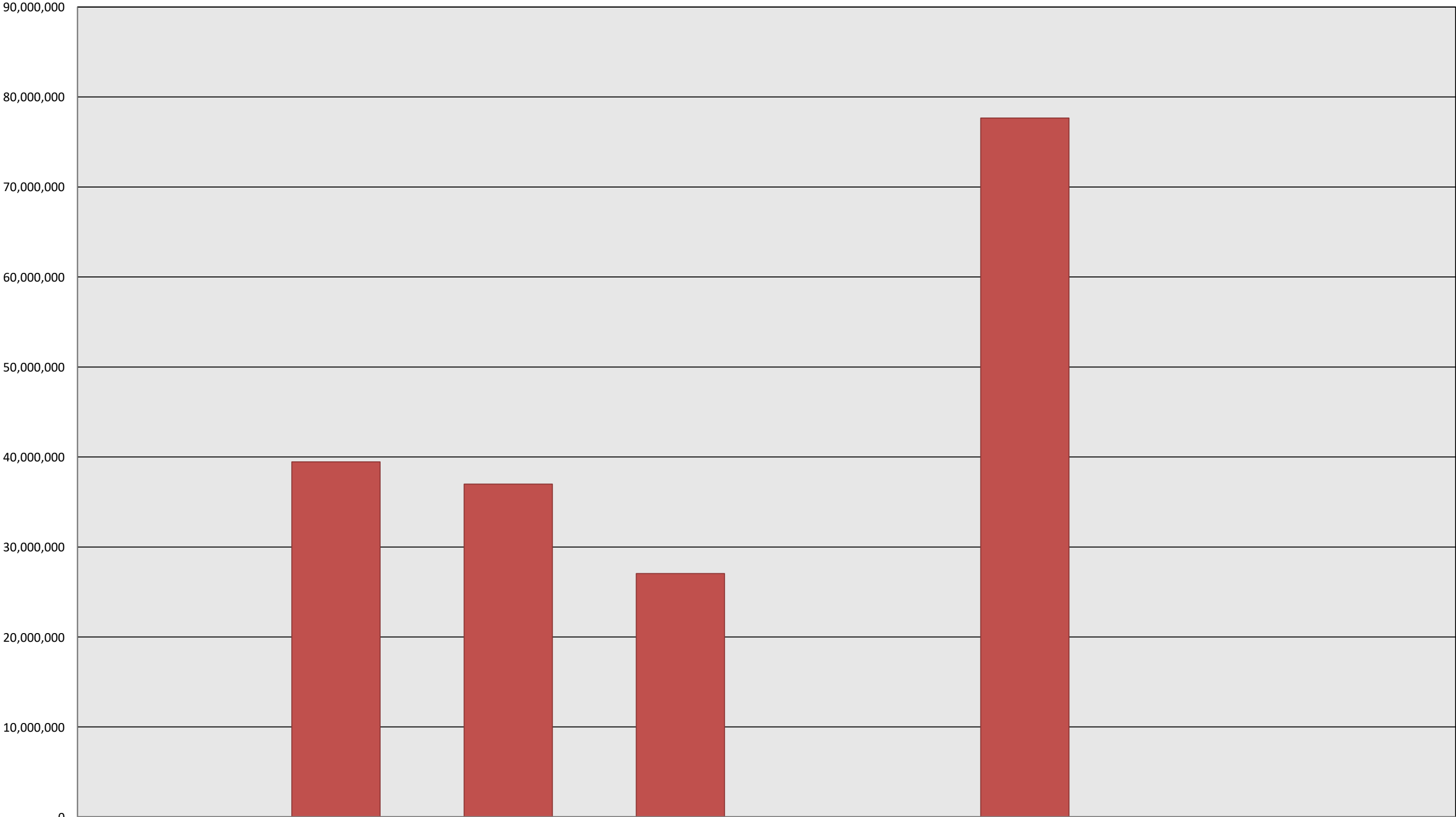


| FY 2017 (July 2016 - June 2017) | FY2018 (July 2017 - June 2018) | FY 2019 (July 2018 - June 2019) | FY 2020 (July 2019 - June 2020) | FY 2021 (July 2020 - June 2021) | FY 2022 (July 2021 - June 2022) | FY 2023 (July 2022 - June 2023) | FY 2024 (July 2023 - June 2024) |
|---------------------------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 243                             | 207                            | 206                             | 150                             | 151                             | 201                             | 120                             | 99                              |

Town of Bluffton  
Multi Family Apartments Value  
FY 2017 - 2024

Attachment 8i

Value of Multi Family Apartments



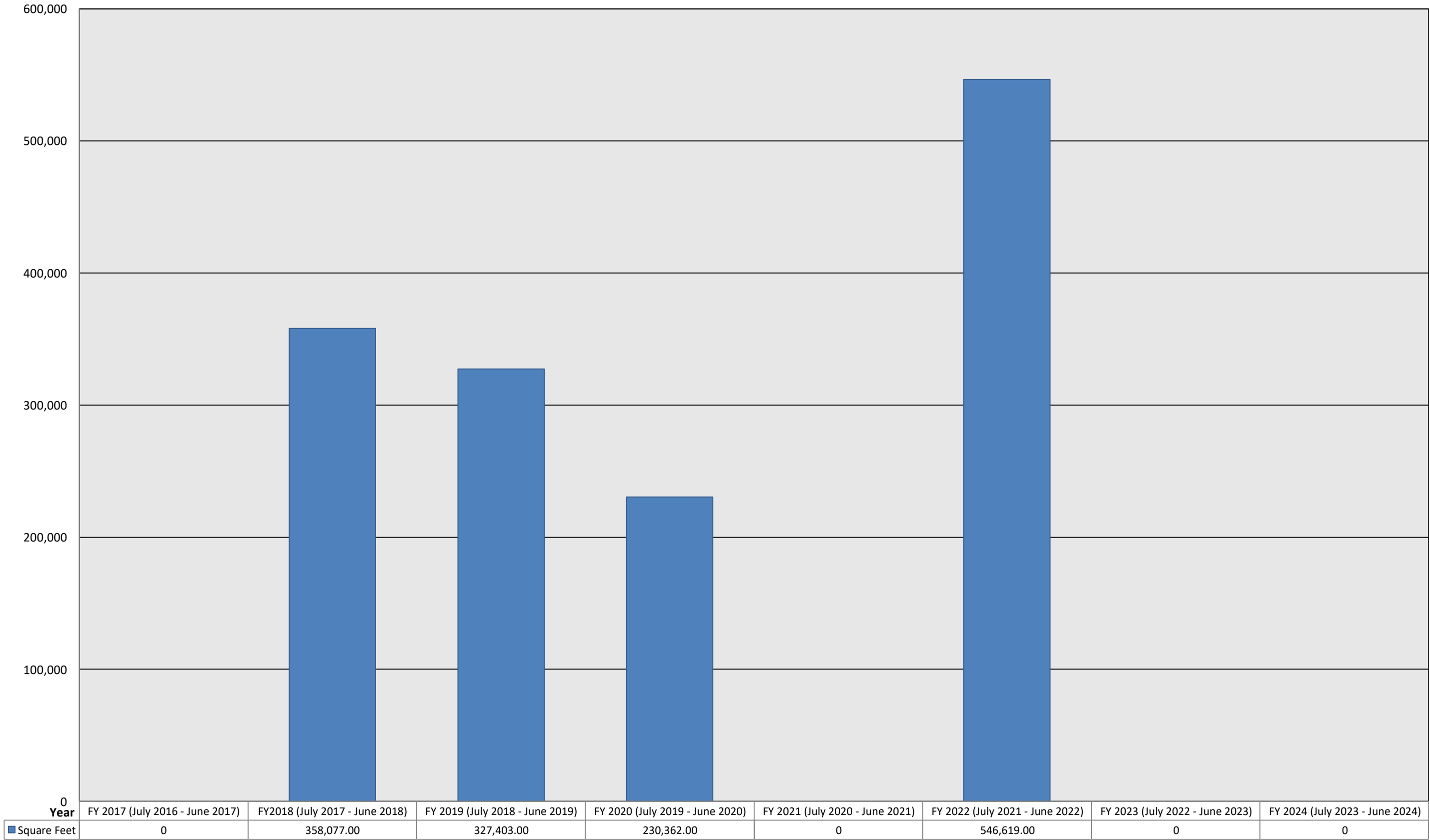
| Year  | FY 2017 (July 2016 - June 2017) | FY2018 (July 2017 - June 2018) | FY 2019 (July 2018 - June 2019) | FY 2020 (July 2019 - June 2020) | FY 2021 (July 2020 - June 2021) | FY 2022 (July 2021 - June 2022) | FY 2023 (July 2022 - June 2023) | FY 2024 (July 2023 - June 2024) |
|-------|---------------------------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Value | \$-                             | \$39,452,102                   | \$36,975,720                    | \$27,045,609                    | \$-                             | \$77,664,502                    | \$-                             | \$-                             |



Town of Bluffton  
Multi Family Apartments Square Footage  
FY 2017 - 2024

Attachment 8j

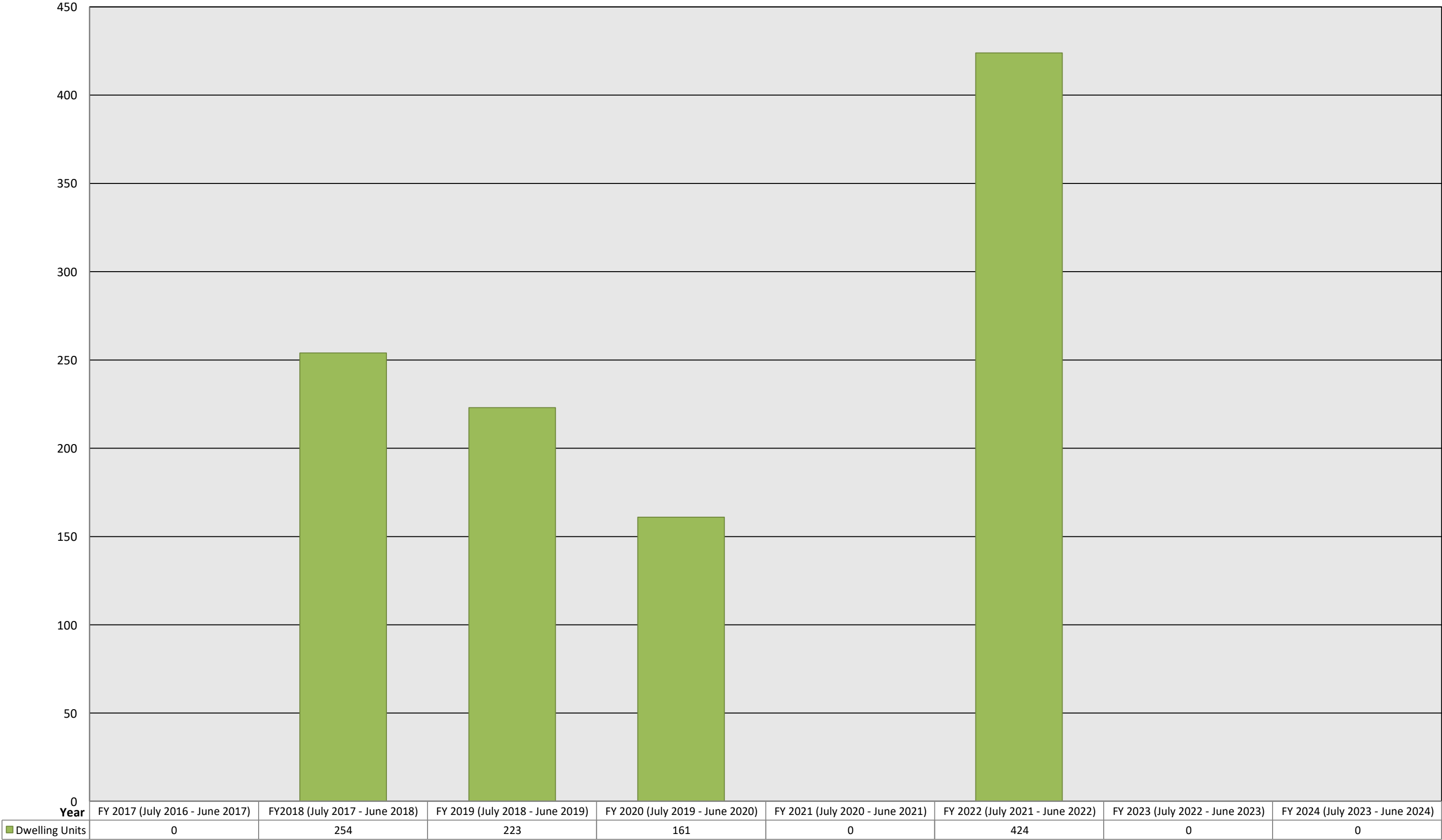
Square Footage of Multi Family Apartments



Town of Bluffton  
Multi Family Apartments Total Units  
FY 2017 - 2024

Attachment 8k

Multi Family Apartments Total Units





# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attached: Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Annexation Petition

100%

|                   |            |  |                     |        |               |
|-------------------|------------|--|---------------------|--------|---------------|
| ANNX-11-23-018624 | 11/01/2023 |  | Annexation Petition | Active | Aubrie Giroux |
|-------------------|------------|--|---------------------|--------|---------------|

**Applicant:** University Investments

**Owner:** University Investments

**PLAN DESCRIPTION:** annexation and rezoning of parcel 12D , part of the Grande Oaks Property at the NW corner of the intersection of Buckwalter Pkwy and lake point Dr into buckwalter PUD. Annexation and rezoning of parcels 12D, 14A, 14 & 16. Part of the Grande Oaks Property at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Dr into the Buckwalter PUD as Grande Oaks Commons. This application is associated with the following requests; COMP-01-24-018844, ZONE-01-24-018846, DAA-01-24-018842, and CPA-01-24-018845. Staff is waiting for the applicant to submit a PUD Amendment, prior to sending the applications to Planning Commission for a workshop.

**PROJECT NAME:**

Total Annexation Petition Cases: 1

### Certificate of Appropriateness

Highway Corridor Overlay District



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Certificate of Appropriateness

COFA-08-23-018438 08/30/2023 Certificate of Appropriateness Active Katie Peterson

**Applicant:** Architecture 101 **Owner:** Lee Lucier

**PLAN DESCRIPTION:** A request by Steven G. Stowers, AIA on behalf of James R. Richardson (Circle 46, LLC) for review of a Certificate of Appropriateness - Highway Corridor Overlay District application. The consists of 2 restaurant buildings, totaling approximately 5,125 SF, with approximately 875 SF of outdoor dining space and supporting infrastructure. The properties are zoned New Riverside Planned Unit Development and consists of approximately 1.32 acres identified by tax map number R610 036 000 3712 0000 located along Parkside Commons within the New Riverside Village Master Plan.

Status: The application will be placed on the October 4, 2023 Development Review Committee Agenda for review.

Status 10.4.23: The Application was heard at the 10.4. DRC. Awaiting Stormwater and Final DP review prior to submittal of a Final COFA application. PC members at the DRC meeting provided comment on Building B front elevation roofline, and expressed concern about pedestrian connection for the angled parking.

Status: The Application will be heard by the Planning Commission at the December 20, 2023 meeting.

Status 1.4.2024: The Application was approved with conditions at the 12.20.2023 PC meeting. Awaiting resubmittal addressing PC Conditions.

Status 2.16.2024: Email received requesting feedback on 1/10- items discussed were approvable. No plans submitted at this time. Awaiting resubmittal.

**PROJECT NAME:** NEW RIVERSIDE VILLAGE

COFA-08-22-017145 08/31/2022 6201 JENNIFER COURT Certificate of Appropriateness Active Katie Peterson

**Applicant:** Witmer Jones Keefer Ltd. **Owner:** Micheal Bradley Holdings LLC

**PLAN DESCRIPTION:** The River Dog Brewing project involves the construction of a ±50,000 SF two-story building, housing a brewing production facility, retail sales area, and restaurant/bar upon three existing lots on Jennifer Court at the intersection of Buck Island Road and May River Road. As a brief history – back in 2000 AEC permitted the Bright Commercial Subdivision master-planned for five individual commercial development parcels involving a new connector roadway between Buck Island Road and May River Road, incorporating both wet and dry utilities as well as storm drainage stub outs to each parcel. The development was designed, permitted and constructed under the Beaufort County development ordinance prior to annexation by the Town of Bluffton. Subsequently, Parker's convenience store was constructed upon two of the five parcels and, due to greater stormwater regulation, was required to provide additional water quality treatment consisting of shallow bioretention ponds/swales. The River Dog Brewing project parcels are identified as R600 039 000 0021 0000, R610 039 000 0756 0000, and R610 039 000 0757 0000. The property is zoned Neighborhood Core with the adjacent properties being the same.

STATUS[11.17.2022]: The application was approved with conditions at the November 16, 2022 Planning Commission meeting. Awaiting resubmitted documents addressing Planning Commission conditions.

7.18.23: Have not yet received resubmittal.

1.5.2024: Architectural items have been addressed by 1/5 resubmittal. Exempt plat, Development Plan and Lighting resubmittal still required.

**PROJECT NAME:** BUCK ISLAND/SIMMONSVILLE



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
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## Active Cases

### Certificate of Appropriateness

|                   |            |  |                                |        |                |
|-------------------|------------|--|--------------------------------|--------|----------------|
| COFA-08-23-018440 | 08/31/2023 |  | Certificate of Appropriateness | Active | Katie Peterson |
|-------------------|------------|--|--------------------------------|--------|----------------|

**Applicant:** Witmer Jones Keefer Ltd.

**Owner:** Charlie and Brown

**PLAN DESCRIPTION:** A request by Dan Keefer on behalf of Charlie and Brown LLC for review of a Certificate of Appropriateness - Highway Corridor Overlay District application. The project consists of 10,000 SF of commercial/luxury car dealership space, 10,000 SF of clubhouse space, 5 buildings divided into 31 office/condos with a car garage underneath and associated infrastructure. The property is zoned Village at Verdier PUD and consists of approximately 5.00 acres, identified by tax map number R610-021-000-0808-0000 and located on Highway 170 approximately 1,200 feet south of Seagrass Station Road.  
Status: The application will be placed on the October 4, 2023 Development Review Committee Agenda for review.  
Status 10.4.2023: The Application was heard at the 10.4. DRC. Awaiting Stormwater and Final DP review prior to submittal of a Final COFA application. PC members at the DRC meeting provided comment on the mass and scale facing 170, and indicated that if they send an informal resubmittal prior to Final submittal, staff and DRC members of the PC could provide feedback.  
Status: Application is slated for the January 24 PC Agenda.  
Status: The application was approved with conditions at the 1.24.2024 PC meeting. Awaiting resubmitted materials addressing PC conditions.

#### PROJECT NAME:

|                   |            |               |                                |        |                |
|-------------------|------------|---------------|--------------------------------|--------|----------------|
| COFA-01-24-018868 | 01/17/2024 | 1 JCS CV COVE | Certificate of Appropriateness | Active | Katie Peterson |
|-------------------|------------|---------------|--------------------------------|--------|----------------|

**Applicant:** Pearce Scott Architects

**Owner:** GOF, LLC

**PLAN DESCRIPTION:** A request by Pearce Scott Architects, on behalf of the Owner, Jim Saba, for a review of a Certificate of Appropriateness - HD to construct a new 2-story recreation building of approximately 2,915SF to be located at 1 JCs Cove, identified by tax map number R610 039 000 1129 0000, zoned Agricultural, and located within the Highway Corridor Overlay district.  
Status: The Conceptual Application is being reviewed and is slated to be heard by the DRC at their February 21, 2024 meeting.

**PROJECT NAME:** JC'S COVE

### Historic District



# Growth Management Application Update Report

Attac

Section XIII. Item #1.

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
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## Active Cases

### Certificate of Appropriateness

|                   |            |               |                                |        |                |
|-------------------|------------|---------------|--------------------------------|--------|----------------|
| COFA-11-21-016057 | 11/04/2021 | 58 CALHOUN ST | Certificate of Appropriateness | Active | Katie Peterson |
|-------------------|------------|---------------|--------------------------------|--------|----------------|

**Applicant:** Court Atkins Architects Inc

**Owner:** May River Montessori

**PLAN DESCRIPTION:** Awaiting resubmittal:

A request by Court Atkins Architects, Inc., on behalf of the owner, May River Montessori, for review of a Certificate of Appropriateness- HD to allow the construction of a new 2-story building of approximately 5,800 SF located at 58 Calhoun Street, in the Old Town Bluffton Historic District and zoned Neighborhood Center-HD.

STATUS [11/5/2021]: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and is scheduled for review by the HPRC at the December 6, 2021 meeting.

STATUS [12/8/2021]: The application was reviewed at the December 6, 2021 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the approval of the Development Plan and submission of a final application for full HPC review.

STATUS [1.20.2023]: A Final Application has been received and the item is slated to be heard at the February 1, 2023 HPC meeting.

STATUS 2.1.2023: The Application was approved with conditions at the 2.1.23 HPC meeting. Staff is awaiting submittal of revised documents addressing all HPC Conditions.

3.27.2023: Revision received - Landscape Plan not in compliance and does not match DP. DP still not approved.

**PROJECT NAME:** OLD TOWN

|                   |            |                 |                                |        |                |
|-------------------|------------|-----------------|--------------------------------|--------|----------------|
| COFA-09-23-018463 | 09/07/2023 | 213 GOETHE ROAD | Certificate of Appropriateness | Active | Katie Peterson |
|-------------------|------------|-----------------|--------------------------------|--------|----------------|

**Applicant:** Court Atkins

**Owner:** Tidal Creek Investments

**PLAN DESCRIPTION:** A request by Court Atkins Architects, Inc. on behalf of the owner, Tidal Creek Investments, LLC for a review of a Certificate of Appropriateness - HD to construct a new 2.5-story mixed-use building of approximately 3,588 SF for office use on the first floor and one dwelling unit above, to be located at 213 Goethe Road, in the Old Town Bluffton Historic district and zoned Neighborhood Core - HD zoning District.

Status 10.3.23: The Application was heard at the 10.2.2023 HPRC meeting. Awaiting submittal of Final Application.

Status: The application will be heard at the 1/3/24 HPC meeting.

Status 1/4/2024: The Application was approved with conditions at the 1/3/24 HPC meeting. Awaiting resubmittal addressing HPC Conditions.

**PROJECT NAME:**



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Certificate of Appropriateness

COFA-04-23-017854 04/03/2023 5824 GUILFORD PLACE Certificate of Appropriateness Active Katie Peterson

**Applicant:** Pearce Scott Architects **Owner:** 5824 Guilford Place LLC

**PLAN DESCRIPTION:** A request by Pearce Scott Architects, on behalf of the owner, 5824 Guilford Place LLC (Larry Page), for review of a Certificate of Appropriateness - HD for a proposed 2-story commercial office building of approximately 2,888 SF and Carriage House of approximately 1,200 SF to be located at 5824 Guilford Place, Lot 14 in the Stock Farm Development, in the Old Town Bluffton Historic District and zoned Neighborhood General- HD.

STATUS [4.4.23]: Conceptual Application has been received and is projected to be reviewed at the May 1, 2023 Historic Preservation Review Committee Meeting.

STATUS 6.9.23: The Final Application is slated to be heard at the 7.5.2023 meeting of the HPC.

STATUS 7.6.2023: The Application was approved with conditions at the 7.5.2023 HPC Meeting. Staff is awaiting resubmitted, revised materials addressing HPC Conditions.

Status 1/3/2024 -Architecture and building placement have been addressed - awaiting resubmittal showing grading will not effect street scape and plantings and tree removal permit to be submitted. Note - Large Canopy trees on LS plan need to be min 12' in height at time of planting - shown as 8-10.

**PROJECT NAME:** OLD TOWN

COFA-08-23-018375 08/14/2023 12 TABBY SHELL RD ROAD Certificate of Appropriateness Active Katie Peterson

**Applicant:** Pearce Scott Architects **Owner:** Donovan, Matthew

**PLAN DESCRIPTION:** A request by Pearce Scott Architects, on behalf of the owners, Matt and Dianne Donovan, for the review of a Certificate of Appropriateness- HD for the construction of a new single-family residential Carriage House of approximately 1,056 SF, to be located at 12 Tabby Shell Road, Lot 24 in the Tabby Roads Development, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD.

Status 8.28.23: The Application was heard by the Historic Preservation Review Committee at the 8/28/23 meeting where comments were provided to the Applicant. Awaiting Final submittal.

Approved 10.4.2023

**PROJECT NAME:** TABBY ROADS PHASE 1



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Certificate of Appropriateness

|                   |            |                  |                                |        |                |
|-------------------|------------|------------------|--------------------------------|--------|----------------|
| COFA-01-24-018816 | 01/05/2024 | 22 BRUIN RD ROAD | Certificate of Appropriateness | Active | Katie Peterson |
|-------------------|------------|------------------|--------------------------------|--------|----------------|

**Applicant:** Sean Lewis

**Owner:** Bertha Wooten

**PLAN DESCRIPTION:** A request by Sean A. Lewis, on behalf of the Owner, Bertha Wooten, for a review of a Certificate of Appropriateness - HD to construct a new 1-story of approximately 1,695 with attached Carriage House of approximately 697 SF, to be located at 22 Bruin Road, in the Old Town Bluffton Historic district and zoned Neighborhood General- HD zoning District.  
Status 1.5.2024: The Application is being reviewed and will be placed on the 1/29/2024 HPRC Agenda.  
Status 1.30.24: Comments provided to the applicant. Awaiting final submittal.

**PROJECT NAME:** OLD TOWN

|                   |            |                        |                                |        |                |
|-------------------|------------|------------------------|--------------------------------|--------|----------------|
| COFA-10-23-018547 | 10/09/2023 | 26 TABBY SHELL RD ROAD | Certificate of Appropriateness | Active | Katie Peterson |
|-------------------|------------|------------------------|--------------------------------|--------|----------------|

**Applicant:** Court Atkins Interiors, LLC

**Owner:** David Sewell

**PLAN DESCRIPTION:** A request by William Court, on behalf of the owners, David and Susan Sewell, for the review of a Certificate of Appropriateness - HD for the construction of a new two-story single-family residential structure of approximately 2,477 SF and a new two-story Carriage House of approximately 900 SF to be located at 26 Tabby Shell Road, Lot 14 in the Tabby Roads development, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD.  
Status 10.23.2023: The Conceptual application is being reviewed and has been placed on the November 6, 2023 HPRC Agenda for review.  
Status: Application will be heard at the 1/3/24 HPC meeting.  
Status 1/4/2024: The Application was approved with conditions at the 1/3/24 HPC meeting. Awaiting resubmittal addressing HPC Conditions.

**PROJECT NAME:** OLD TOWN





# Growth Management Application Update Report

Attac

Section XIII. Item #1.

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Certificate of Appropriateness

COFA-03-23-017752 03/09/2023 58 PRITCHARD Certificate of Appropriateness Active Katie Peterson

**Applicant:** Shifting Tides, LLC **Owner:** Shifting Tides, LLC

**PLAN DESCRIPTION:** A request by Andrew Pietz, on behalf of the owner, Shifting Tides LLC, for review of a Certificate of Appropriateness - HD for a proposed 1.5-story single family residential structure of approximately 3,291 SF and Carriage House of approximately 484 SF to be located at 58 Pritchard Street, in the Old Town Bluffton Historic District and zoned Neighborhood General- HD.

Status: The application is being reviewed by HPRC members and will be palced on the April 4, 2023 HPRC Agenda.

STATUS 5/12/2023: A final application has been submitted and it is slated to be heard by the HPC at the June 7, 2023 meeting.

STATUS 7.25.2023: The Application was approved with conditions at the June 7th meeting. Awaiting revised materials addressing HPC Conditions.

Statue: 8.17.2023: Approved.

**PROJECT NAME:** OLD TOWN

**Total Certificate of Appropriateness Cases: 11**

### Comprehensive Plan Amendment

### Comprehensive Plan Amendment

COMP-01-24-018844 01/11/2024 Comprehensive Plan Amendment Active Aubrie Giroux

**Applicant:** University Investments **Owner:** University Investments

**PLAN DESCRIPTION:** Annexation and rezoning of parcels 12D, 14A, 14 & 16. Part of the Grande Oaks Property at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Dr into the Buckwalter PUD as Grande Oaks Commons. This application is associated with the following requests; ANNX-11-23-018624, ZONE-01-24-018846, DAA-01-24-018842, and CPA-01-24-018845. Staff is waiting for the applicant to submit a PUD Amendment, prior to sending the applications to Planning Commission for a workshop.

**PROJECT NAME:**



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment  
Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
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## Active Cases

Total Comprehensive Plan Amendment Cases: 1

### Concept Plan Amendment

#### Concept Plan Amendment

|                  |            |  |                        |        |             |
|------------------|------------|--|------------------------|--------|-------------|
| CPA-01-24-018845 | 01/11/2024 |  | Concept Plan Amendment | Active | Dan Frazier |
|------------------|------------|--|------------------------|--------|-------------|

**Applicant:** University Investments **Owner:** University Investments

**PLAN DESCRIPTION:** Annexation and rezoning of parcels 12D, 14A, 14 & 16. Part of the Grande Oaks Property at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Dr into the Buckwalter PUD as Grande Oaks Commons

**PROJECT NAME:**

Total Concept Plan Amendment Cases: 1

### Development Agreement

#### Development Agreement

|                 |            |  |                       |        |               |
|-----------------|------------|--|-----------------------|--------|---------------|
| DA-01-24-018842 | 01/11/2024 |  | Development Agreement | Active | Aubrie Giroux |
|-----------------|------------|--|-----------------------|--------|---------------|

**Applicant:** University Investments **Owner:** University Investments

**PLAN DESCRIPTION:** Annexation and rezoning of parcels 12D, 14A, 14 & 16. Part of the Grande Oaks Property at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Dr into the Buckwalter PUD as Grande Oaks Commons

**PROJECT NAME:**

Total Development Agreement Cases: 1



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

### Development Plan

|                 |            |                                |                  |        |             |
|-----------------|------------|--------------------------------|------------------|--------|-------------|
| DP-10-23-018541 | 10/05/2023 | 3000 BIG HOUSE PLANTATION ROAD | Development Plan | Active | Dan Frazier |
|-----------------|------------|--------------------------------|------------------|--------|-------------|

**Applicant:** Thomas & Hutton - USE THIS ACCOUNT

**Owner:**

**PLAN DESCRIPTION:** A request by Drew Lonker of Thomas & Hutton, on behalf of Palmetto Bluff Uplands, LLC, for approval of a preliminary development plan. The project consists of general clearing, installation of water and sewer utilities, 2 sanitary sewer pump stations, dry utilities, storm drainage infrastructure and a pervious paver roadway to serve the proposed 31 single-family residential lots. The property is zoned Palmetto Bluff Planned Unit Development and consists of +/- 52.8 acres identified by tax map numbers R614 057 000 0001 0000 and R614 058 000 0001 0000, located east of the intersection of Old Anson Road and Bighouse Plantation Road, and includes Long Island and the adjacent causeway.  
STATUS 11/9/23: Staff comments on the preliminary development plan application were heard at the November 8, 2023, meeting of the DRC. Awaiting final development plan submittal.

**PROJECT NAME:** Palmetto Bluff

|                 |            |  |                  |        |             |
|-----------------|------------|--|------------------|--------|-------------|
| DP-01-24-018847 | 01/12/2024 |  | Development Plan | Active | Dan Frazier |
|-----------------|------------|--|------------------|--------|-------------|

**Applicant:** Thomas & Hutton - USE THIS ACCOUNT

**Owner:** Pulte

**PLAN DESCRIPTION:** A request by the property owner Richard Loudin of Pulte Home Company for approval of a preliminary development plan. The project consists of 46 single family residential lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 19.0 acres identified by tax map number R610 044 000 0012 0000 located within the Midpoint at New Riverside Initial Master Plan.  
STATUS: Comments for this item were heard at the February 21, 2024, meeting of the DRC. Awaiting final development plan submittal.

**PROJECT NAME:** MIDPOINT AT NEW RIVERSIDE



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

|                 |            |                     |                  |        |             |
|-----------------|------------|---------------------|------------------|--------|-------------|
| DP-02-23-017662 | 02/09/2023 | 1215 MAY RIVER ROAD | Development Plan | Active | Dan Frazier |
|-----------------|------------|---------------------|------------------|--------|-------------|

**Applicant:** Ward Edwards, Inc. - USE THIS ACCOUNT

**Owner:** ERB Enterprises, LLC

**PLAN DESCRIPTION:** A request by Anna Petitgout of Ward Edwards Engineering on behalf of Ed Goeas of ERB Enterprises LLC for approval of a preliminary development plan application. The applicant proposes to construct site infrastructure, including an internal streetscape, drives, parking, walks, utilities, drainage, and stormwater to serve four mixed-use lots, one commercial lot and four residential lots. The subject property contains three lots zoned Neighborhood General – HD (NG-HD), one lot zoned Neighborhood Core (NC), and two lots zoned Residential General (RG) and consists of 3.43 acres identified by tax map numbers R610 039 000 0114 0000, R610 039 000 0093 0000, R610 039 000 0094 0000, R610 039 000 0095 0000, R610 039 000 0096 0000, R610 039 000 0107 0000 located at 1203 – 1217 May River Road and 15 - 19 Jason Street, STATUS: Comments on the preliminary development plan were reviewed at the June 14, 2023, meeting of the DRC.  
STATUS: The preliminary development plan was approved at the September 27, 2023, Planning Commission meeting. Awaiting final development plan submittal.

**PROJECT NAME:** VAUX PROPERTY

|                 |            |                  |                  |        |             |
|-----------------|------------|------------------|------------------|--------|-------------|
| DP-09-23-018499 | 09/21/2023 | 26 BRUIN RD ROAD | Development Plan | Active | Dan Frazier |
|-----------------|------------|------------------|------------------|--------|-------------|

**Applicant:** Maria Drawdy

**Owner:** Alljoy DC, LLC

**PLAN DESCRIPTION:** A request by Maria Drawdy on behalf of Troy Derda for approval of a preliminary land development application. The project consists of a two story building with a donut shop on the first floor and a residential unit on the second floor, associated parking and infrastructure. The property is identified by tax map number R610 039 00A 0416 0000 and consists of .21 acres located at 26 Bruin Road in the Neighborhood General Historic District.

STATUS: Comments on the preliminary development plan were heard at the October 25, 2023 DRC Meeting.

STATUS: The preliminary development plan was resubmitted on 11/20/23.

STATUS: The Preliminary Development Plan was approved at the 12/20/23 Planning Commission Meeting. Awaiting final development plan submittal.

**PROJECT NAME:** OLD TOWN



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

DP-01-23-017616 01/27/2023 17 BUCKHEAD BAY ROAD Development Plan Active Dan Frazier

**Applicant:** Thomas & Hutton - USE THIS ACCOUNT

**Owner:**

**PLAN DESCRIPTION:** A request by John Paul Moore of Thomas & Hutton, on behalf of the property owner Citadel Bluffton, LLC for approval of a preliminary development plan. The project consists of the construction of one (1) 40,750 S.F. first floor and 30,000 S.F. second floor building consisting of storage units and 30 covered parking spaces. The property is zoned Palmetto Bluff Planned Unit Development and consists of +/- 3.2 acres identified by tax map number R614 046 000 0643 0000 located within the Palmetto Bluff Tract Master Plan.

Status: The preliminary development plan application was heard at the March 1, 2023 DRC meeting.

Status: Comments on the final development plan application were heard at the November 15, 2023, DRC meeting. Awaiting re-submittal.

#### PROJECT NAME:

DP-05-23-018081 05/23/2023 Development Plan Active Dan Frazier

**Applicant:** Sturre Design & Development, LLC

**Owner:**

**PLAN DESCRIPTION:** A request by Jen Townsley of Palmetto Coastal Landscaping, on behalf of Hampton Lake Community Association, Inc., for the approval of a preliminary Development Plan. The project proposes to construct an enclosed storage area including a gravel storage yard, gravel access drive, stormwater BMP, and water service to utilize as vehicle and equipment storage for landscaping operations. The property is zoned Buckwalter PUD and consists of approximately 10.9 acres, identified by tax map number R614-029-000-1985-0000 located on Parklands Drive within the Brightwater Master Plan.

STATUS: Staff comments were heard at the June 28, 2023, meeting of the DRC. Awaiting re-submittal.

STATUS: The preliminary development plan was resubmitted on 11/22/23.

STATUS: The Preliminary Development Plan was approved at the 12/20/23 Planning Commission Meeting. Awaiting final development plan submittal.

#### PROJECT NAME:



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

|                 |            |  |                  |        |             |
|-----------------|------------|--|------------------|--------|-------------|
| DP-08-22-017074 | 08/12/2022 |  | Development Plan | Active | Dan Frazier |
|-----------------|------------|--|------------------|--------|-------------|

**Applicant:** Thomas & Hutton

**Owner:**

**PLAN DESCRIPTION:** A request by Michael Hughes of Thomas & Hutton on behalf of May River Forest, LLC for approval of a development plan. The project consists of the general clearing, installation of utilities, drainage, grading and paving for +/- 5 miles of Old Anson Road beginning near the intersection of Old Moreland Road and Big House Landing Road and terminating on Big House Island near the Anson Marina. The property is zoned Palmetto Bluff PUD and consists of approximately 110.0 acres identified by tax map numbers R614 046 000 0062 0000, R614 052 000 0059 0000, R614 045 000 0024 0000, R614 045 000 0026 0000, and R614 057 000 0001 0000 located within the Palmetto Bluff Master Plan.

STATUS: Staff comments were reviewed at the September 14, 2022 meeting of the DRC.

STATUS: The final development plan application was submitted on May 19, 2023. Comments on the FDP submittal were reviewed at the June 21, 2023, meeting of the DRC. Awaiting re-submittal addressing FDP Staff Comments.

#### PROJECT NAME:

|                 |            |                         |                  |        |             |
|-----------------|------------|-------------------------|------------------|--------|-------------|
| DP-10-22-017341 | 10/21/2022 | 110 PALMETTO BLUFF ROAD | Development Plan | Active | Dan Frazier |
|-----------------|------------|-------------------------|------------------|--------|-------------|

**Applicant:** Thomas & Hutton

**Owner:** Cleland Site Prep

**PLAN DESCRIPTION:** A request by John Paul Moore of Thomas & Hutton on behalf of Pritchard Farm, LLC for approval of a development plan. The project consists of 10 single family residential lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 38 acres identified by tax map numbers R610 044 000 0136 0000, R610 044 000 0141 0000, R600 045 000 0001 0000, R610 044 000 0002 0000, R614 045 000 0052 0000, R614 045 000 0578 0000 and R600 045 000 0012 0000 located within Parcel 9 of the New Riverside Concept Master Plan.

STATUS UPDATE: Staff comments on the preliminary development plan were heard at the November 30, 2022 meeting of the DRC. Awaiting final development plan submittal.

STATUS: The Applicant is actively pursuing SWP as of August 8, 2023.

#### PROJECT NAME:



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

DP-03-23-017841 03/29/2023 Development Plan Active Dan Frazier

**Applicant:** Thomas and Hutton

**Owner:** University Investments, LLC \*

**PLAN DESCRIPTION:** A request by Nathan Long of Thomas & Hutton on behalf of Jake Reed of University Investments, LLC for approval of a preliminary development plan. The project proposes partial wetland filling of approximately 0.56 acres to allow crossings for future road alignments. The properties are zoned Buckwalter Planned Unit Development and consists of approximately 58.0 acres identified by tax map numbers R610 029 000 0611 0000, R610 029 000 2343 0000, R610 029 000 2344 0000, and R610 029 000 1721 0000 not currently included in a master plan.

Status: Staff comments were reviewed at the May 17, 2023, meeting of the DRC.

STATUS: The preliminary development plan was approved with one condition at the June 28, 2023, Planning Commission meeting.

STATUS: Staff comments for the final development plan were reviewed at the February 21, 2024, meeting of the DRC. Awaiting re-submittal.

#### PROJECT NAME:

DP-10-23-018610 10/27/2023 Development Plan Active Dan Frazier

**Applicant:** Carolina Engineering Consultants, Inc.

**Owner:** HL Development

**PLAN DESCRIPTION:** A request by Jake Reed on behalf of the property owner, HL Development, LLC for approval of a preliminary development plan. The project consists of the construction of four multifamily buildings, garages, amenities, parking, and associated infrastructure. The property is zoned Buckwalter PUD and consists of approximately 20.06 acres, identified by tax map number R614-029-000-0595-0000 located within the Hampton Lake Master Plan.

STATUS: Comments on the preliminary development plan were reviewed at the November 29, 2023, meeting of the DRC.

STATUS: The preliminary development plan was approved at the December 20, 2023, Planning Commission meeting. Awaiting final development plan submittal.

**PROJECT NAME:** HAMPTON LAKE RESORT TRACT B



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

DP-07-21-015654 07/27/2021 Development Plan Active Jordan Holloway

**Applicant:** EMC Engineering Services, Inc. **Owner:** Hlyer Ground Veterinary Service, Inc.

**PLAN DESCRIPTION:** The proposed development, Lot 6, will have a two-story veterinary office building for a total of 9000 sf (4500 sf each floor). Parking will be provided on-site. Dumpster to be provided on-site. Water and sewer will be provided by BJWSA. Utilities appear to be stubbed out to the site and site looks to be pad ready. Access will be provided off Buckwalter Place Blvd. The parcel has 2 existing curb cuts. One will be utilized and the other will have to be relocated to work better with the site plan. See attached site plan. Detention will be provided off-site on adjacent parcel 7 in an existing detention pond that was planned previously for this parcel. The Preliminary Plan will be presented to the Planning Commission on Oct 27, 2021.  
STATUS 05-09-2022: This item was approved at the 10-27-21 Planning Commission meeting. Awaiting Final Plan submittal documents.  
STATUS 10/05/23: The applicant has requested an extension of the approved Preliminary Development Plan. In accordance with Section 3.10.5 of the Unified Development Ordinance, an extension of one (1) year has been granted. The approval expiration date has been extended to 10/28/2024.

#### PROJECT NAME:

DP-12-23-018802 12/27/2023 21 MAIDEN LANE Development Plan Active Dan Frazier

**Applicant:** Sturre Design & Development, LLC **Owner:**

**PLAN DESCRIPTION:** A request by Nathan Sturre of Sturre Engineering on behalf of the property owner Hinton Vacation Properties, LLC, for approval of a preliminary development plan application. The project proposes the development of a thirteen (13) lot mixed-use subdivision containing ten (10) single-family residential lots, three (3) mixed-use lots, common open space, and associated infrastructure. The properties are zoned Neighborhood General – Historic District (NG-HD) and consist of 3.58 acres identified by tax map numbers R610 039 00A 0042 0000 and R610 039 00A 042A 0000 located on the south side of May River Road west of Pritchard Street.  
STATUS: Comments on the preliminary development plan were reviewed at the January 31, 2024, meeting of the DRC.  
STATUS: The preliminary development plan will be heard at the February 28, 2024, Planning Commission meeting.

**PROJECT NAME:** OLD TOWN





# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

DP-04-22-016574 04/07/2022 58 CALHOUN ST Development Plan Active Dan Frazier

**Applicant:** Ward Edwards, Inc. - USE THIS ACCOUNT

**Owner:** May River Montessori

**PLAN DESCRIPTION:** A request by Conor Blaney of Ward Edwards Engineering, on behalf of May River Montessori, Inc., for approval of a preliminary development plan. The project consists of the construction of a new classroom building adjacent to the existing May River Montessori facility. The property is zoned Neighborhood Center Historic District (NCE-HD) and consists of approximately 0.65 acres identified by tax map number R610 039 00A 0123 0000 located at 58 Calhoun Street.

STATUS: Development plan comments were reviewed at the 5/11/22 meeting of the DRC.

STATUS: At the June 22, 2022, Planning Commission meeting, the applicant requested "withdrawal of the application to provide additional information".

STATUS: The Applicant resubmitted on July 28, 2022.

STATUS: The preliminary development plan was approved with conditions at the September 28, 2022, Planning Commission meeting.

STATUS: Staff comments on the final development plan were heard at the February 1, 2023 meeting of the DRC. Awaiting resubmittal.

STATUS: Project is still active as of July 5, 2023. The applicant would like to obtain the Town's site development permit once the state land disturbance permit is obtained.

**PROJECT NAME:** OLD TOWN

DP-08-22-017076 08/15/2022 Development Plan Active Dan Frazier

**Applicant:** Dan Keefer

**Owner:** Charlie and Brown

**PLAN DESCRIPTION:** A request by Dan Keefer of Witmer Jones Keefer, Ltd, on behalf of the property owner, Charlie and Brown, LLC for approval of a preliminary development plan. The project consists of the construction of a +/-20,000 sq. ft. two-story Clubhouse and 5 buildings divided into +/- 31 high-end garage condominium units. The property is zoned Village at Verdier PUD and consists of approximately 5.00 acres, identified by tax map number R610-021-000-0808-0000 and located on Highway 170 approximately 1,200 feet south of Seagrass Station Road.

STATUS 9-14-22: Staff courtesy review comments were reviewed at the September 21 meeting of the DRC.

STATUS: Staff comments were reviewed at the June 21, 2023 meeting of the DRC.

STATUS: The application was approved at the July 26, 2023, Planning Commission Meeting.

STATUS: The Final Development Plan was heard at the December 20, 2023 DRC Meeting. Awaiting resubmittal.

**PROJECT NAME:**



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number   | Application Date | Property Address                     | Plan Type        | Plan Status | Plan Mgr    |
|---|------------------|--------------------------------------|------------------|-------------|-------------|
| Active Cases  |                  |                                      |                  |             |             |
| Development Plan  |                  |                                      |                  |             |             |
| DP-09-22-017188   | 09/13/2022       |                                      | Development Plan | Active      | Dan Frazier |
| Applicant: Witmer Jones Keefer Ltd.   |                  | Owner:                               |                  |             |             |
| <p><b>PLAN DESCRIPTION:</b> A request by Carey Levow of Crowne at Buck Island, Limited Partnership on behalf of the property owner, Buck Island Partners, LLC for approval of a preliminary development plan application. The project consists of an apartment complex containing 4 proposed 4 story multi-family buildings and associated open space, amenities, parking, and stormwater management. The property is zoned Light Industrial and consists of approximately 10.11 acres identified by tax map number R610 039 000 0180 0000 located at 412 Buck Island Road.</p> <p>STATUS: Staff comments on the preliminary development plan were reviewed at the October 19, 2022 meeting of the DRC.</p> <p>STATUS: The Applicant resubmitted on November 14, 2022.</p> <p>STATUS: The Preliminary Development Plan was approved at the December 14, 2022, Planning Commission. Awaiting Final Development Plan submittal,</p> |                  |                                      |                  |             |             |
| PROJECT NAME:   |                  | BUCK ISLAND/SIMMONSVILLE             |                  |             |             |
| DP-06-23-018155   | 06/09/2023       | 1282 MAY RIVER ROAD                  | Development Plan | Active      | Dan Frazier |
| Applicant: Sturre Design & Development, LLC   |                  | Owner: CEH Real Estate Bluffton, LLC |                  |             |             |
| <p><b>PLAN DESCRIPTION:</b> A request by Nathan Sturre of Sturre Engineering, on behalf of Dixie Cope, representing the property owners CEH Real Estate Bluffton, LLC, for the approval of a Preliminary Development Plan. The project proposes to construct parking, walkways, and infrastructure associated with the redevelopment of the Historic Coburn Liquor Store. The property is zoned Neighborhood Core – HD (NC-HD and consists of approximately 0.24 acres, identified by tax map number R610-039-00A-0337-0000 located on the southeast corner of May River Road and Dubois Lane.</p> <p>STATUS: Staff comments were reviewed at the July 19, 2023, meeting of the DRC. Awaiting re-submittal.</p> <p>STATUS: The Applicant provided a re-submittal addressing DRC comments on October 23, 2023, and is tentatively scheduled for the December 20, 2023 Planning Commission meeting.</p>                             |                  |                                      |                  |             |             |
| PROJECT NAME:   |                  | OLD TOWN                             |                  |             |             |



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

|                 |            |                                |                  |        |             |
|-----------------|------------|--------------------------------|------------------|--------|-------------|
| DP-01-24-018822 | 01/05/2024 | 3000 BIG HOUSE PLANTATION ROAD | Development Plan | Active | Dan Frazier |
|-----------------|------------|--------------------------------|------------------|--------|-------------|

**Applicant:** Thomas & Hutton - USE THIS ACCOUNT

**Owner:**

**PLAN DESCRIPTION:** A request by Drew Lonker of Thomas & Hutton, on behalf of Palmetto Bluff Uplands, LLC, for approval of a preliminary development plan. The project consists of general clearing, parking, storm drainage treatment infrastructure, access roadways, maintenance, and temporary hospitality facilities, and grading to serve the proposed 18-hole golf course. The property is zoned Palmetto Bluff Planned Unit Development and consists of +/- 104 acres identified by tax map numbers R614 057 000 0001 0000, R614 045 000 0019 0000, and R614 045 000 0026 0000, located within the Palmetto Bluff PUD, west of Bighouse Plantation Road.

**PROJECT NAME:**

|                 |            |                 |                  |        |             |
|-----------------|------------|-----------------|------------------|--------|-------------|
| DP-09-22-017236 | 09/28/2022 | 315 GIBBET ROAD | Development Plan | Active | Dan Frazier |
|-----------------|------------|-----------------|------------------|--------|-------------|

**Applicant:** Amsdell Companies

**Owner:** MFF Enterprises

**PLAN DESCRIPTION:** A request by Jonathan Steele of Compass TPC, LLC, on behalf of the property owner, Marilyn Faulkner of MFF Enterprises, LLC, for approval of a preliminary development plan application. The project consists of two 2-story climate-controlled storage buildings totaling 113,544 square feet including a retail sales/rental office and incidental truck rentals. The property is zoned Jones Estate PUD and consists of approximately 3.21 acres identified by tax map numbers R610-036-000-0458-0000 and R610-036-000-0459-0000 and located at the intersection of Gibbet Road and Highway 170 within the Palmetto Point Commercial Master Plan.

STATUS: Staff comments were reviewed at the November 2, 2022, meeting of the DRC.

STATUS: Preliminary development plans were resubmitted and staff comments were heard at the January 11, 2023 meeting of the DRC.

STATUS: The preliminary development plan was approved at the February 22, 2023, Planning Commission meeting. Awaiting final development plan submittal.

**PROJECT NAME:** PALMETTO POINTE COMMERCIAL



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

|                 |            |                     |                  |        |             |
|-----------------|------------|---------------------|------------------|--------|-------------|
| DP-11-22-017433 | 11/28/2022 | 8241 PINELLAS DRIVE | Development Plan | Active | Dan Frazier |
|-----------------|------------|---------------------|------------------|--------|-------------|

**Applicant:** Moore Civil Consultants, Inc.

**Owner:**

**PLAN DESCRIPTION:** A request by Jared Thompson of Moore Civil Consulting, Inc., on behalf of the property owner Ken Toskey for approval of a preliminary development plan. The project consists of the construction of three office buildings totaling 12,600 S.F., associated driveways, parking areas, and bioretention areas. The property is zoned Buckwalter Planned Unit Development and consists of approximately 1.5 acres identified by tax map numbers R610 022 000 1143 0000 located within the Buckwalter Commons Phase 1 Master Plan.

STATUS: Staff comments on the preliminary development plan were reviewed at the January 4, 2023 meeting of the DRC.

STATUS: The preliminary development plan was approved at the February 22, 2023, Planning Commission meeting. Awaiting final development plan submittal.

**PROJECT NAME:** PARCEL C2-E BUCKWALTER PLAZA

|                 |            |  |                  |        |             |
|-----------------|------------|--|------------------|--------|-------------|
| DP-10-23-018564 | 10/12/2023 |  | Development Plan | Active | Dan Frazier |
|-----------------|------------|--|------------------|--------|-------------|

**Applicant:** Ward Edwards, Inc. - USE THIS ACCOUNT

**Owner:**

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

STATUS: Comments on the preliminary development plan application were reviewed at the November 15, 2023, meeting of the DRC.

STATUS: The preliminary development plan was resubmitted on 11/22/23.

STATUS: The Preliminary Development Plan was approved at the 12/20/23 Planning Commission Meeting. Awaiting final development plan submittal.

**PROJECT NAME:**



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

DP-03-23-017822 03/23/2023 Development Plan Active Dan Frazier

**Applicant:** Thomas & Hutton - USE THIS ACCOUNT

**Owner:** Khovnanian Homes

**PLAN DESCRIPTION:** A request by Mike Hughes of Thomas & Hutton on behalf of Jack McSweeney of K. Hovnanian Homes for approval of a preliminary development plan. The project consists of 51 single family residential lots, open space, and associated infrastructure. The property is zoned Jones Estate Planned Unit Development and consists of approximately 22.0 acres identified by tax map numbers R614 028 000 0002 0000 located within the Cypress Ridge Master Plan.  
STATUS: Comments on the preliminary development plan were reviewed at the April 26, 2023, meeting of the DRC.  
STATUS 5/22/23: The Preliminary Development Plan resubmitted on May 8, 2023, is APPROVED.  
STATUS: The Final Development Plan application was submitted on December 22, 2023.  
STATUS: Comments on the final development plan will be reviewed at the January 31, 2024, meeting of the DRC.

**PROJECT NAME:** Four Seasons at Carolina Oaks

DP-06-22-016804 06/01/2022 6201 JENNIFER CT Development Plan Active Dan Frazier

**Applicant:** Witmer-Jones-Keefer, Ltd.

**Owner:** Michael Bradley Holdings, LLC

**PLAN DESCRIPTION:** A request by Witmer Jones Keefer, Ltd for approval of a preliminary development plan application. The project proposes the construction of a ±50,000 SF two-story building that includes a +/-20,000 square foot production brewery, and a +/-30,000 square foot space allocated to restaurant tenants, retail tenants, business offices, and a tasting room. The property is zoned Neighborhood Core (NC), identified by tax map numbers R610 039 000 0021 0000, R610 039 000 0756 0000, and R610 039 000 0757 0000 and located on three existing lots on Jennifer Court at the intersection of Buck Island Road and May River Road.  
STATUS UPDATE: Staff comments were heard at the July 6 meeting of the DRC.  
STATUS UPDATE: The application was approved with conditions at the August 24, 2022, Planning Commission meeting.  
STATUS UPDATE: Staff comments on the final development plan were heard at the November 30, 2022 meeting of the DRC. Awaiting resubmittal.

**PROJECT NAME:** BUCK ISLAND/SIMMONSVILLE



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

|                 |            |            |                  |        |             |
|-----------------|------------|------------|------------------|--------|-------------|
| DP-08-23-018338 | 08/01/2023 | 1 JCS COVE | Development Plan | Active | Dan Frazier |
|-----------------|------------|------------|------------------|--------|-------------|

**Applicant:** Sturre Design & Development, LLC

**Owner:** James Saba

**PLAN DESCRIPTION:** A request by Nathan Sturre of Sturre Engineering on behalf of the property owner James Saba, for approval of a preliminary development plan application. The project proposes the construction of a 2,786 SF recreation building to serve the six (6) single family residences at JC's Cove. The property is zoned Agriculture (AG) and consists of 1.53 acres identified by tax map number R610 039 000 1129 0000 located on the south side of May River Road approximately 1,200 feet east of Buck Island Road.  
STATUS: Staff comments on the preliminary development plan was reviewed at the September 6, 2023 meeting of the DRC.  
STATUS: The preliminary development plan was approved at the September 27, 2023, Planning Commission meeting. Awaiting final development plan submittal.

**PROJECT NAME:** JC'S COVE

|                 |            |                       |                  |        |             |
|-----------------|------------|-----------------------|------------------|--------|-------------|
| DP-10-22-017335 | 10/19/2022 | 3E HAMPTON LAKE DRIVE | Development Plan | Active | Dan Frazier |
|-----------------|------------|-----------------------|------------------|--------|-------------|

**Applicant:** Witmer Jones Keefer

**Owner:** Pacific Pointe Partners

**PLAN DESCRIPTION:** A request by Caleb King of Witmer Jones Keefer, Ltd. on behalf of the property owner, University Investments, LLC for approval of a preliminary development plan. The project proposes the construction of two 3-story buildings totaling 10,000 sq. ft. each, one single-story building of 6,730 sq. ft., and the associated access, parking, and utilities to serve the buildings. The property is zoned Buckwalter PUD and consists of approximately 5.31 acres, identified by tax map numbers R614-029-000-0784-0000 and R614-029-000-0485-0000 located within the Brightwater at Hampton Lake Master Plan and the Hampton Lake Master Plan.  
STATUS: Staff comments were reviewed at the November 23, 2022, meeting of the DRC.  
STATUS: The preliminary development plan was approved at the February 22, 2023, Planning Commission meeting. Awaiting final development plan submittal.  
STATUS: Staff comments for the final development plan will be reviewed at the February 21, 2024, meeting of the DRC.

**PROJECT NAME:** HAMPTON LAKE

### Public Project



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

DP-12-23-018739 12/05/2023 3829 OKATIE HWY HIGHWAY Development Plan Active Dan Frazier

**Applicant:** Constance Clarkson **Owner:** Constance Clarkson

**PLAN DESCRIPTION:** A request by Constance Clarkson on behalf of the Town of Bluffton for approval of a public project. The project consists of surface improvements to the New River Linear Trail, construction of a pier at the southern trail terminus and restroom facilities at the trailhead parking lot. The properties are zoned Jones Estate Planned Unit Development and New Riverside Planned Unit Development and consists of approximately 42.7 acres identified by tax map numbers R610 028 000 0018 0000, R610 035 000 0016 0000 and R614 035 000 0011 0000, and located within the Cypress Ridge Master Plan and Heritage at New Riverside Master Plan.  
**STATUS:** Comments for the public project will be reviewed at the January 3, 2024, meeting of the DRC.

#### PROJECT NAME:

DP-10-23-018587 10/19/2023 800 BUCKWALTER PARKWAY Development Plan Active Dan Frazier

**Applicant:** Wood and Partners, Inc. **Owner:** Town of Bluffton

**PLAN DESCRIPTION:** A request by Eric Walsnovich of Wood + Partners, Inc, on behalf of the property owner, Town of Bluffton, for approval of a public project. The project proposes the construction of four new soccer fields; a new restroom building; renovations to the existing restroom building; new parking areas, driveways and sidewalks; storm water management facilities; associated utilities; lighting; site furnishings and landscaping. The property is zoned Buckwalter Planned Unit Development and consists of approximately 142.9 acres identified by tax map number R610 038 000 0053 0000 located within the Buckwalter Recreation Center Master Plan.  
**Status:** Comments on the public project were reviewed at the November 15, 2023, meeting of the DRC.  
**Status 1/31/24:** The applicant has submitted for Stormwater Permit and it is currently under review.

#### PROJECT NAME:

DP-08-23-018390 08/16/2023 1095 MAY RIVER RD ROAD Development Plan Active Dan Frazier

**Applicant:** Workforce State of Mind, LLC **Owner:** Town of Bluffton

**PLAN DESCRIPTION:** A request by Workforce State of Mind, LLC, on behalf of the property owner, Town of Bluffton, for approval of a public project. The project proposes the construction of 12 townhome units and associated parking and infrastructure. The property is zoned Residential General (RG) and consists of approximately 1.78 acres identified by tax map number R610 039 000 0498 0000 located at 1095 May River Road.  
**STATUS UPDATE:** Staff comments were reviewed at the September 13, 2023, meeting of the DRC. Awaiting re-submittal.

**PROJECT NAME:** BUCK ISLAND/SIMMONSVILLE



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Development Plan

|                 |            |  |                  |        |             |
|-----------------|------------|--|------------------|--------|-------------|
| DP-09-23-018482 | 09/13/2023 |  | Development Plan | Active | Dan Frazier |
|-----------------|------------|--|------------------|--------|-------------|

**Applicant:** Barge Design

**Owner:** BJWSA

**PLAN DESCRIPTION:** A request by Beaufort-Jasper Water and Sewer Authority for approval of a Public Project application. The project consists of the construction of a 1.5 MGAL water tower and approximately 1,000 linear feet of water main to connect it to the BJWSA water system. The property is identified by tax map number R610 030 000 1857 0000 and consists of 1.51 acres located north of Buckwalter Towne Blvd approximately 800 feet east of the near the Buckwalter Parkway, and zoned Buckwalter PUD.

STATUS 8.23.2023: The Public Project application has been submitted and was heard at the November 1, 2023 DRC meeting.

STATUS 1.17.24: The applicant has resubmitted for development plan approval. The development plan is conditionally approved pending NPDES approval letter.

**PROJECT NAME:**

Total Development Plan Cases: 28

### Development Plan Amendment

NA

|                  |            |  |                            |        |                 |
|------------------|------------|--|----------------------------|--------|-----------------|
| DPA-09-22-017226 | 09/23/2022 |  | Development Plan Amendment | Active | Jordan Holloway |
|------------------|------------|--|----------------------------|--------|-----------------|

**Applicant:** Tabby Road HOA

**Owner:** Tabby Road HOA

**PLAN DESCRIPTION:** A request by Tabby Roads HOA for approval of a development plan amendment application. The project consists of closing the Tabby Shell Road entrance from Burnt Church Road. The property is identified by tax map number R610 039 000 1235 0000 and is zoned Neighborhood General -HD.

Status: This item is on the October 26, 2022 DRC Meeting agenda.

Status 11-29-22: Revisions are required. Waiting on revisions to be submitted.

Status 1-9-23: Plans have been conditionally approved by the Town of Bluffton. The Town requires approval from SCDOT and BJWSA for the road closing prior to issuing Final Approval. SCDOT has issued their encroachment permit. Waiting on BJWSA approval.

**PROJECT NAME:** TABBY ROADS PHASE 1





# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attached: Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

Total Development Plan Amendment Cases: 1

### Master Plan

#### NA

MP-04-22-016566 04/06/2022 Master Plan Active Dan Frazier

**Applicant:** Village Park Communities, LLC **Owner:** Village Park Communities, LLC

**PLAN DESCRIPTION:** A request by Dan Keefer of Witmer Jones Keefer, LTD, on behalf of Village Park Communities, LLC, for approval of Alston Park Phase 3 Master Plan. The project consists of a maximum of 76 dwelling units, park/open spaces and related infrastructure. The subject property, comprised of 2 parcels totaling approximately 63 acres, is identified by Beaufort County Tax Map numbers R610 035 000 0019 0000 and R610 035 000 0846 0000 and commonly referred to as New Riverside Parcel 5A South located within the New Riverside PUD.

STATUS: Initial Master Plan comments were reviewed at the 5/11/22 meeting of the DRC.

STATUS: The Initial Master Plan request received a recommendation of approval at the February 22, 2023, Planning Commission meeting. The applicant is currently addressing property boundary discrepancies. The request will be heard at a future Town Council meeting, pending an HOA Community Meeting.

**PROJECT NAME:** ALSTON PARK

Total Master Plan Cases: 1

### Subdivision Plan

#### General



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Subdivision Plan

SUB-04-23-017885 04/10/2023 Subdivision Plan Active Jordan Holloway

**Applicant:** Ward Edwards, Inc. - USE THIS ACCOUNT

**Owner:** Indigo Cove LLC

**PLAN DESCRIPTION:** A request by Ward Edwards Engineering on behalf of Indigo Cove LLC for approval of a subdivision application. The project consists of creating 82 single family residential attached townhomes including an amenity center, access drives, parking, landscaping, open space areas, and associated infrastructure. The property is identified by tax map number R610 031 000 0002 0000 and consists of 12.7 acres located at the northeast corner of Buck Island Road and Bluffton Parkway. The property is zoned Residential General.

Status: This item is on the July 19, 2023 DRC Meeting agenda.

Status: This item was conditionally approved at the July 19, 2023 DRC Meeting. However, the status will remain active until a surety is provided for the development.

**PROJECT NAME:**

SUB-03-21-015079 03/04/2021 32 HILDERBRAND Subdivision Plan Active Jordan Holloway

**Applicant:** Alexander Graham

**Owner:** Alexander Graham

**PLAN DESCRIPTION:** The applicant is requesting approval of a subdivision plan to divide a .50 acre lot into 2 - .25 acre parcels.

Status: Comments were provided to the applicant and reviewed at the April 7, 2021 meeting of the DRC. Awaiting re-submittal to address comments.

Status 8-3-2023: Applicant is actively working with a surveyor to update the site plans.

**PROJECT NAME:** OLD TOWN

SUB-12-23-018796 12/20/2023 50 GUERRARD AVE AVENUE Subdivision Plan Active Jordan Holloway

**Applicant:** Patrick Mason Custom Homes

**Owner:** RDB Land Development

**PLAN DESCRIPTION:** A request by Patrick Mason on behalf of RDB Land Development, LLC for approval of a subdivision application. The project consists of creating three lots from the existing single lot. The property is identified by tax map number R610 039 00A 0199 0000 and consists of .74 acres located at 50 Guerrard Avenue. The property is zoned Neighborhood General - HD.

This item is on the January 31, 2024 DRC Meeting agenda.

**PROJECT NAME:** OLD TOWN



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment  
Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Subdivision Plan

|                  |            |  |                  |        |                 |
|------------------|------------|--|------------------|--------|-----------------|
| SUB-01-24-018885 | 01/24/2024 |  | Subdivision Plan | Active | Jordan Holloway |
|------------------|------------|--|------------------|--------|-----------------|

**Applicant:** Girishkumar Patel      **Owner:** Bright Holdings LLC

**PLAN DESCRIPTION:** A request by Girishkumar Patel, on behalf of Bright Holdings LLC, for approval of a subdivision application. The project consists of creating two lots from the existing single lot. The property is identified by tax map number R610 021 000 0652 0000 and consists of 5.45 acres located at 110 Seagrass Station Road. The property is zoned Village at Verdier PUD.

Status: This item is on the February 28, 2024 DRC Meeting agenda.

**PROJECT NAME:**

Total Subdivision Plan Cases: 4

### Zoning Action

### UDO Text Amendment



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attac

Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Zoning Action

ZONE-03-18-011836 03/26/2018 Zoning Action Active Kevin Icard

**Applicant:** Town of Bluffton **Owner:** Town of Bluffton

**PLAN DESCRIPTION:** A request by the Unified Development Ordinance Administrator for consideration of revisions to the following sections of the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance:

1.1.8 Activities That Do Not Constitute Development; 2.2 Establishment; 3.2 General Application Approval Process; 3.9 PUD Master Plan; 3.18 Certificate of Appropriateness – Historic District (HD); 3.19 Site Feature – Historic District (HD); 3.20.2 Applicability; 3.25 Designation of Contributing Structure; 3.26 Appeals; 4.4 Conditional Use Standards; 5.3.7 Specific Landscaping Standards; 5.15 Old Town Bluffton Historic District; 7.2.2. Illegal Nonconformities; 7.9 Nonconforming Sites Resulting from Right-Of-Way Dedication or Acquisition; 9.2 Definitions; 9.3 Interpretation of Dimensional Standards; and, 9.4 Description of Uses of Land and Buildings

STATUS: 1/29/2019 The Application was heard at the January 23, 2019 Planning Commission meeting where it was recommended for approval to Town Council with conditions related specifically to Public Projects, Minor and Major PUD Master Plans, Development Plans, requiring public notice for various projects and to include language related to appeals.

STATUS: 2/18/2019 The Application will be heard at the March 12th Town Council meeting.

STATUS: 5/28/2019 A portion of the text amendments were approved by Town Council at their March 12, meeting. Additional items will be presented to Town Council at a future date.

STATUS: 4/21/2020 Various UDO text amendments are being reviewed by Planning Commission, and Town Council over the coming months.

**PROJECT NAME:**

### Zoning Map Amendment

ZONE-02-24-018921 02/02/2024 11 GRASSEY LANE Zoning Action Active Dan Frazier

**Applicant:** Sturre Design & Development, LLC **Owner:**

**PLAN DESCRIPTION:** The proposed zoning Map Amendment includes the rezoning of 11 Grassey Lane & 21 Lake Lane to Agriculture with the Front 7.0 acre parcel being rezoned as Rural Mixed Use to provide local commerce opportunities along the Hwy 46 Corridor.

**PROJECT NAME:**



# Growth Management Application Update Report

Town of Bluffton  
Department of Growth Management  
Office of Planning and Community Development  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attached Section XIII. Item #1.

| Case Number | Application Date | Property Address | Plan Type | Plan Status | Plan Mgr |
|-------------|------------------|------------------|-----------|-------------|----------|
|-------------|------------------|------------------|-----------|-------------|----------|

## Active Cases

### Zoning Action

ZONE-01-24-018840      01/11/2024      Zoning Action      Active      Dan Frazier

**Applicant:** University Investments      **Owner:** University Investments

**PLAN DESCRIPTION:** Annexation and rezoning of parcels 12D, 14A, 14 & 16. Part of the Grande Oaks Property at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Dr into the Buckwalter PUD as Grande Oaks Commons

**PROJECT NAME:**

Total Zoning Action Cases: 3

Total Active Cases: 52

Total Plan Cases: 52



**Town of Bluffton**  
20 Bridge St.  
PO Box 386  
Bluffton, SC 29910  
843.706.4500

**To:** Town Council

**From:** Stephen Steese, Town Manager

**Date:** March 4, 2024

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### **Town Operations / Community Meetings**

- The Special Election to fill Mayor Toomer's seat was held and results certified. Emily Burden won the election and will serve the remainder of the term after being sworn in at the March Council Meeting.
- The Town Budget process is underway, and departments have submitted requests and had initial review meetings. We will finalize estimated reviews and looks to get the proposed budget ready for review meetings with Council. You should have invites for these meetings.
- We are closing on 140 Buck Island Road on March 5th. We are working on the community meeting for the updated Buck Island – Simmonsville Community Plan and will look to seek input on future use of the property. We are working on how to best seek the input and will ensure Council is invited.
- We received our OCRM/CZC Permit for 1095 May River Road and can now submit for our final approval with SCDOT. We are working with our development partner in finalizing the next steps to move the project to permitting. We anticipate transfer of the property and a groundbreaking in the next couple of months.

### **Town Council/Town Attorney Related Meetings**

- Weekly Mayor / Mayor Pro Tempore / Manager meetings.
- Mayor Toomer, Councilman Hamilton, and Councilman Wood along with staff attended the SOLOCO Meeting at the Rotary Center. We received a presentation on County Council Chairman Passemment's 30-year vision for the County. We anticipate updates from our regional utility providers and the BJRHTF in the next month.
- Mayor, Council, and managers attended the MASC Hometown Legislative Action Day February 6<sup>th</sup>. We received updates on legislative matters, the state and regional economy, and best practices for implementing programs that are available to local governments.
- Continued our monthly meetings with BJWSA and Beaufort County related to the Stoney Creek Project. The project is progressing in design, and we worked through some topics related to community outreach and encouraging connection to the system.
- Mayor Toomer and I attended a countywide Mayor/Manager meeting. We discussed the upcoming Penny Tax and some questions related to projects. There was also discussion about working to reduce littering throughout the County.

### **Updates and Miscellaneous Information**

- The Town celebrated Black History Month via an employee luncheon that featured an educational session on the Harlem Renaissance, and its influence on the arts.
- We presented for our MASC Achievement Award, but it appears that we did not win this year.
- Continuing to work on partnership for Willow Run property and have other properties that may come to Council for consideration and/or partnerships. Also submitted properties to the Green Penny committee for consideration.