



Regular Town Council Meeting

Tuesday, April 07, 2026 at 5:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION

IV. ADOPTION OF THE MINUTES

- [1.](#) Regular Meeting Minutes of 03/10/2026

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Beaufort County School District Character Student of the Month - Mayor Larry Toomer
2. Teacher Appreciation Week Proclamation - Mayor Larry Toomer
- [3.](#) Volunteer Month Proclamation, Bluffton Jasper Volunteers in Medicine - Mayor Larry Toomer
- [4.](#) National Child Abuse Prevention and Awareness Month Proclamation - Mayor Larry Toomer
5. Sexual Assault Awareness Month - Mayor Larry Toomer
6. Tuberous Sclerosis Complex Global Awareness Day - Mayor Larry Toomer

VI. PUBLIC COMMENT

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

VIII. WORKSHOP AGENDA ITEMS

1. Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance (UDO), Article 4 - Zoning Districts and Article 5 – Design Standards to Establish a Planned Unit Development District for Village at Verdier and Related Standards, and to Add Appendix A to Include the Master Plan, Building and Sign Standards from the Soon-to-Expire Village at Verdier Development Agreement. Workshop - Kevin Icard - Director of Growth Management

IX. PUBLIC HEARING & FINAL READING**X. FORMAL AGENDA ITEMS**

- [1.](#) Consideration of Public Financial Support for a Wall Art Mural by Amiri Faris at 89 Bridge Street with a Fiscal Impact of 50% of the Cost, Not to Exceed \$4,250 – Chris Forster, Assistant Town Manager
- [2.](#) Consideration of an Ordinance Authorizing an Economic Development Incentive Agreement between the Town of Bluffton and The Bluff Orthodontics, LLC - First Reading – David Nelems, Director of Special Projects, Don Ryan Center for Innovation
- [3.](#) Consideration of a Resolution to Approve the Strategic Plan for FY 2027 - Heather Colin, Assistant Town Manager
- [4.](#) Consideration of a Funding Request Supporting the Lowcountry Regional Transportation Authority - Natalie A. Majorkiewicz, Director of Finance & Administration and Mary Lou Franzoni, Interim Executive Director
- [5.](#) Consideration of the Acceptance of Bush Family Properties, LLC, One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton's Corporate Boundaries Consisting of a Total of 12.40 Acres, More or Less, Located at the Southeast Corner of Highway 170 (Okatie Highway) and Davis Road Intersection, Bearing Beaufort County Tax Map No. R600-029-000-0006-0000, and Referral to the Town of Bluffton Negotiating Committee if Deemed Necessary - Kevin Icard, Director of Growth Management

XI. CONSENT AGENDA ITEMS

- [1.](#) Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
- [2.](#) Town Manager Monthly Report
- [3.](#) Consideration of a Kinetic Art Sculpture Donation Created by Jim La Paso from Jill Kanatzar – Chris Forster, Assistant Town Manager
- [4.](#) Consideration of Planning Commission Recommendations for Fiscal Year 2027 Capital Improvement Program Projects Prioritization - Pat Rooney, Capital Improvement Program Manager
- [5.](#) Consideration of a Resolution to Accept the Updated Americans with Disability Act Transition Plan - Anni Evans, Director of Human Resources
- [6.](#) Consideration of a Resolution to Affirm the Continued Dedication of the Town of Bluffton to Fair Housing Principles and Regulations Established by the State of South Carolina and the United States Federal Government – Victoria Smalls, Director of Affordable Housing
- [7.](#) Fair Housing Month Proclamation – Mayor Larry Toomer
8. Arbor Day Proclamation - Mayor Larry Toomer

XII. EXECUTIVE SESSION

1. Legal Advice Relating to Obligations and Buckwalter Ninth Amendment. (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])

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

NEXT MEETING DATE: Tuesday, May 12, 2026

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

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

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

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

Regular Town Council Meeting

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

March 10, 2026

I. CALL TO ORDER

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

Councilmember Wood was absent.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Toomer.

III. INVOCATION

The Invocation was led by Mayor Pro Tempore Hamilton.

IV. ADOPTION OF THE MINUTES

1. Regular Meeting Minutes of 02/10/2026

A motion was made by Councilmember Frazier and seconded by Councilmember Burden to approve the Regular Meeting Minutes of 02/10/2026.

All were in favor and the motion passed.

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

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

Mayor Larry Toomer, on behalf of Town Council, honored Red Cedar Elementary School 5th-grade student, Mailen Pena Molina, for the character trait of perseverance.

2. Development Disabilities Awareness Month Proclamation (SOAR /Special Olympics Spring Games) - Mayor Larry Toomer

Mayor Larry Toomer, on behalf of Town Council, honored Development Disability Awareness Month with a proclamation. Kimberly Thorn accepted the proclamation for SOAR/Special Olympics Spring Games.

3. Developmental Disabilities Awareness Month (Beaufort County DSN) - Mayor Larry Toomer

Mayor Larry Toomer, on behalf of Town Council presented a Development Disabilities Awareness Month to Beaufort County Disabilities and Special Needs Program to Kelsey Price, Client and Ivy Rolf, House Manager.

4. 46th Annual Telly Award - Beaufort County TV for Bluffton Christmas Parade 2024 - Mayor Larry Toomer and Vincent Virga, Director of Broadcast Services

Vincent Virga, Director of Broadcast Services for BCTV, honored the Town of Bluffton’s stage crew for their partnership in the 2024 Bluffton Christmas Parade which was awarded a “Telly” award for that production.

5. Annual Utility Update: Palmetto Electric Cooperative and Dominion Energy

- Palmetto Electric Cooperative - Ashley Feaster, Community Affairs and Economic Development
- Dominion Energy - Blakely Williams, Economic Development and Local Affairs Manager

Ashley Feaster, Community Affairs and Economic Development, reported that Palmetto Electric completed its recent Bluffton tree-trimming cycle, with the next planned in about three years. She noted ongoing system upgrades and proactive transformer replacements that continue to support strong reliability. Palmetto Electric contributed \$1.2 million toward The Cove at the Don Ryan Center and is expanding broadband access through PalmettoLink in partnership with area developers. Cooperative supports state legislation to strengthen protections for utility and restoration workers during declared emergencies and highlighted its recent recognition as a top workplace, expressing appreciation for its partnership with the Town.

Blakely Williams, Economic Development and Local Affairs Manager for Dominion Energy, provided an update noting completion of the Hardy Belt of Bluffton transmission line project, which replaced aging wooden structures with galvanized steel and improved system resiliency, along with construction of a new distribution line serving the Buckwalter Parkway area and a second feeder added at Palmetto Bluff. She reported progress on the Bridge Street overhead-to-underground utility conversion project and upcoming downtown lighting improvements expected to begin this summer. Williams also highlighted ongoing vegetation management efforts, with the first trimming route 43% complete and full completion anticipated by the end of April, emphasized the importance of right-of-way maintenance, Dominion's coordination with Town staff, and the company's continued commitment to safety, reliability, and partnership with the Town.

6. Beaufort County Economic Development Corporation Update - John O'Toole, Executive Director of the Beaufort County Economic Development Corporation

John O'Toole of the Beaufort County Economic Development Corporation reported continued strong regional growth, noting nearly \$60 million in investment and 165 new quality jobs this year, with Bluffton benefiting from long-term gains totaling \$198 million in local investment and significant wage growth. He highlighted active projects with companies such as Spartina, CS Instruments, Jet Zero, Beaufort Memorial, and Dolnik Properties, along with ongoing business retention, attraction, and marketing efforts. O'Toole emphasized Bluffton's strong return on its annual BCEDC contribution and the continued partnership with Town staff and the Don Ryan Center.

7. 2026 CDBG Needs Assessment - Kimberly Varn, C&ED Deputy Director Lowcountry Council of Governments

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

Kimberly Varn, C&ED Deputy Director of the Lowcountry Council of Governments provided the annual update and public hearing for the 2026 Community Development Block Grant (CDBG) Needs Assessment, outlining available state funding, eligible project categories, and application requirements for programs supporting low- to moderate income residents. She reviewed the various grant types, including community infrastructure, local priorities,

community enrichment, and ready-to-go projects, and noted opportunities to align CDBG funding with ongoing Town initiatives. Barr explained income thresholds, survey requirements, and current fair housing obligations, and requested that Council confirm its top three priority needs—maintaining the previously approved ranking—which Council reaffirmed by vote.

8. Update of Beaufort County Transportation Penny Tax Advisory Committee (TAC) - Lisa Sulka
Lisa Sulka provided an update on the Beaufort County Transportation Penny Tax Advisory Committee, noting the planned November referendum and outlining the committee's review of proposed transportation projects using an online map and upcoming project-ranking process. She highlighted past penny tax accomplishments, reasons for delays in 2018 project completion, and the need for a new penny to address critical transportation issues not funded by the state. Sulka asked the Town to identify its priority projects, particularly improvements along Highway 170/46, Bluffton Parkway, and key intersections, so she can bring that guidance back to the committee before its final municipal presentations.

VI. PUBLIC COMMENT

Sharon Brown, 163 Buck Island Road - Ms. Brown requested transparency and community involvement in planning the Buck Island Park, expressing concern that an informal advisory group had provided input without adequate neighborhood representation. She asked the Town to establish an official committee—including local residents—to help guide park planning, noting the importance of features that serve seniors, individuals with special needs, and the surrounding community.

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

No communication was received from Mayor Toomer, Mayor Pro Tempore Hamilton or Councilmember Frazier.

Councilmember Burden requested to be advised who is on the advisory committee Ms. Brown spoke of. Stephen Steese, Town Manager, addressed the inquiry stating this was a misstatement made at the community meeting by staff. There were some residents who Mayor Pro Tempore Hamilton thought it would be good for the town to sit down with to receive their input. No advisory committee has been established.

VIII. WORKSHOP AGENDA ITEMS

IX. PUBLIC HEARING & FINAL READING

X. FORMAL AGENDA ITEMS

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

A motion was made by Councilmember Burden and seconded by Mayor Pro Tempore Hamilton to approve the second and final reading of an Ordinance amending the Town of Bluffton FY 2026 Budget.

Town Council unanimously approved the second reading of this ordinance.

2. Resolution Expressing Support of the University of South Carolina Beaufort Sand Shark 20/20 Project Creating a Multi-Purpose Arena and Sports Complex - Paul Arvantides, CEO, Don Ryan Center for Innovation, Inc.

A motion was made by Councilmember Frazier and was seconded by Councilmember Burden to authorize a resolution expressing support of the University of South Carolina Beaufort Sand Shark 20/20 Project Creating a Multi-Purpose Arena and Sports Complex.

Town Council unanimously agreed to the resolution of support.

3. Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 30, 2025 - Shannon Milroy, Budget & Procurement Manager

- The Rotary Club of Bluffton for Mayfest Weekend in Bluffton, Requesting \$25,000

Motion 1 - A motion was made by Mayor Pro Tempore Hamilton and was seconded by Councilmember Frazier to approve a \$25,000 grant to the Rotary Club of Bluffton for Mayfest Weekend in Bluffton.

Town Council unanimously approved the grant.

- Beaufort Water Search and Rescue for Water Rescue Services & Water Related Event Patrols, Requesting \$20,000

Motion 2 - A motion was made by Mayor Pro Tempore Hamilton and was seconded by Councilmember Frazier to support the recommendation made by ATAC of no award to Beaufort Water Search and Rescue for the purchase of a replacement boat.

Town Council unanimously rejected the approval the grant.

4. Approval to Authorize a Construction Contract with Sea Island Land Development, LLC for Construction of Bridge Street Streetscape, Phases 2 and 3 (Fiscal Impact: \$1,512,992.29) - Pat Rooney, Capital Improvement Program Manager

A motion was made by Mayor Pro Tempore Hamilton and was seconded by Councilmember Frazier authorizing the Town Manager to execute the construction contract with Sea Island Land Development, LLC for Construction of Bridge Street Streetscape, Phases 2 and 3 (Fiscal Impact: \$1,512,992.29).

Town Council unanimously approved the authorization of the contract.

5. Resolution to Accept the Updated Historic Resource Survey - Glen Umberger

A motion was made by Councilmember Burden and was seconded by Mayor Pro Tempore Hamilton to accept the updated Historic Resource Survey as submitted.

Town council unanimously agreed to the motion.

XI. CONSENT AGENDA ITEMS

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

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

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

XXI. EXECUTIVE SESSION

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

A motion was made by Mayor Pro Tempore Hamilton and seconded by Councilmember Burden to enter into Executive Session.

XIII. ACTION FROM EXECUTIVE SESSION

No votes or action were taken during Executive Session.

XIV. ADJOURNMENT

A motion was made by Mayor Pro Tempore Hamilton and was seconded by Councilmember Frazier to adjourn the meeting at 7:10 PM.

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

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



**TOWN OF BLUFFTON
NATIONAL VOLUNTEER MONTH PROCLAMATION**

Whereas, volunteers are the heart of our community, generously giving their time, talents, and compassion to strengthen the well-being and resilience of our residents; and

Whereas, the spirit of volunteerism embodies the highest ideals of civic engagement, demonstrating that when individuals come together for a common purpose, meaningful and lasting change is possible; and

Whereas, National Volunteer Month provides an opportunity to recognize and honor the countless individuals whose selfless service supports our local organizations, schools, service clubs, nonprofits, and community initiatives; and

Whereas, volunteers play an essential role in enhancing quality of life, uplifting neighbors in need, and advancing projects and programs that benefit all who live, work, and visit our community; and

Whereas, the efforts of these dedicated individuals—whether through mentoring youth, supporting emergency services, caring for public spaces, assisting civic operations, or contributing to cultural and charitable causes—reflect the very best of our community’s values; and

Whereas, it is fitting and proper that we express our heartfelt gratitude and celebrate the immeasurable impact of volunteer service;

Now, therefore, I, Mayor Larry Toomer, along with Bluffton Town Council, do hereby proclaim April 2026 as National Volunteer Month in our community, and I encourage all residents to join in recognizing, thanking, and supporting our volunteers, whose commitment continues to make our town a stronger, kinder, and more vibrant place to live.

In witness whereof, I have hereunto set my hand and caused the Seal of the Town of Bluffton to be affixed this 7 day of April 2026.



Larry C. Toomer
Larry C. Toomer, Mayor



**TOWN OF BLUFFTON
CHILD ABUSE PREVENTION & AWARENESS MONTH PROCLAMATION**

WHEREAS, South Carolina’s future prosperity is dependent on nurturing the healthy development of the 1.1 million children currently residing in the diverse communities across our state; and all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS, in fiscal year 2025, there were 12,269 documented children with substantiated maltreatment in South Carolina; and

WHEREAS, in fiscal year 2025, Hopeful Horizons conducted 385 Forensic Interviews for cases of alleged child abuse and neglect while Child Abuse Prevention Association (CAPA), provided 13,133 days of care to 90 foster children; and

WHEREAS, child abuse is a public health issue with serious societal consequences, as data shows the link between the abuse and neglect of children and a wide range of costly medical, emotional, psychological and behavioral problems into adulthood; and

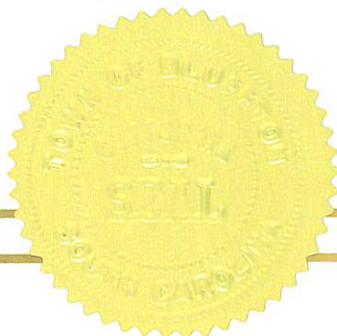
WHEREAS, preventing child abuse and neglect must be a priority that requires individuals, families, youth-serving organizations, faith-based groups, businesses, government agencies, and everyone that makes up our community to support the physical, emotional, and educational development of all children and their families; and

WHEREAS, effective child abuse prevention exists in communities that provide parents with social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children, help to ensure that all children can grow to their full potential; and

Now, therefore, I, Mayor Larry Toomer, along with Bluffton Town Council, Hopeful Horizons and Child Abuse Prevention Association (CAPA) do hereby proclaim April 2026 as Child Abuse Prevention and Awareness Month, while urging all citizens to dedicate themselves to protect quality of life for every child.

In witness whereof, I have hereunto set my hand and caused the Seal of the Town of Bluffton to be affixed this 7 day of April 2026.

Larry C. Toomer, Mayor



TOWN COUNCIL



STAFF REPORT
Growth Management Department

MEETING DATE:	April 7, 2026
PROJECT:	Discussion of Proposed Amendments to the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance (UDO), Article 4 - Zoning Districts and Article 5 – Design Standards to Establish a Planned Unit Development District for Village at Verdier (aka Seagrass Station) and Related Standards, and to Add Appendix B to Include any Standards from the Soon-to-Expire Village at Verdier Development Agreement
PROJECT MANAGER:	Kevin Icard, AICP Director of Growth Management

REQUEST: To provide direction on the process to expire the Village at Verdier Development Agreement and incorporate the Planned Unit Development (PUD) into the UDO. The Village at Verdier Development Agreement will expire on December 17, 2026.

BACKGROUND: 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 process according to land use regulations in existence on the execution date of the agreement.

The original Village at Verdier Development Agreement was approved by Town Council on December 18, 2002, and first amended on April 12, 2011, and then again for a second amendment on January 10, 2017.

Original Agreement: The Agreement (2002) established a mixed-use development with 510 residential dwelling units and 200,000 square feet of commercial space for 10 years.

First Amendment: The first amendment to the Agreement (2011) altered the entitlements and dedications to the following.

- 404 residential dwelling units (RDUs).

- 404,000 square feet of commercial space.
- 30,000 square feet of civic use.
- Allocate five percent (5%) of the RDUs for affordable/workforce housing.
- Development standards governed by the UDO.
- Granted a Second Renewal Term for an additional five (5) years.

Second Amendment: The second amendment to the Agreement in 2017 amended the PUD Text and Master Plan to incorporate Health/Human Care as a Planning Area.

Tolling: In 2010 & 2013, SC State Acts 297 & 112 (respectively) provided an additional nine (9) years of tolling. With additional years, the Village at Verdier Development Agreement has been extended to December 17, 2026.

Development Rights: The Development Rights outlined in the agreement (first amendment) permitted 404 RDUs, 404,000 square feet of non-residential use, and 30,000 square feet of civic use. In 2018 (approximate), the Security Bank of Kansas City converted 108,000 SF of non-residential square footage to 54 RDUs. These RDUs were sold to ESA P Portfolio, LLC and were used for the construction of the Extended Stay America hotel, in conjunction with the 6 RDUs to create the 120-room hotel.

As the Development Agreement nears expiration, the remaining development rights include 9 RDUs to be dedicated to the workforce housing obligation and 30,582 SF of non-residential use will be transferred to the Town of Bluffton's Density Bank (See Attachment 1).

Town Staff are proposing to file a Notice of Expiration of the Development Agreement and incorporate language in the UDO to include the Village at Verdier 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 amending the UDO to include provisions to incorporate the Village at Verdier 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 – 04/07/2026

- Planning Commission Workshop – 06/24/2026*
- Community Meetings (2) – TBD*
- Planning Commission Public Hearing & Recommendation – 08/26/2026*
- Town Council 1st Reading – 11/10/2026*
- Town Council 2nd Reading – 12/08/2026*

*Tentative dates subject to change

Attachments:

1. *Verdier Development Rights Calculations 2-23-2026*

Village at Verdier Security Bank of Kansas City Residential Non-Residential Development Rights Transfers Summary

Description	Development Rights		
	Residential Dwelling Unit (RDU)	Non-Residential Square Feet (SF)	Civic Square Feet (SF)
Total Development Rights per Development Agreement <i>(Per Section XI.K., 5% must be allocated for Workforce Housing which equates to 21 DUs [404 x 5% = 20.2 rounded up to 21])</i>	404 RDU	404,000 SF	30,000 SF
Phase 1 - Platted <i>(92 RDU Lots were initially platted which were later purchased and reconfigured by Centex and/or Pulte)</i>	(72) RDU	0 SF	0 SF
Phase 2B - Platted <i>(0 RDU Lots were initially platted which were later purchased and reconfigured by Centex and/or Pulte)</i>	(53) RDU	0 SF	0 SF
Phase 2C - Platted <i>(40 RDU Lots were initially platted which were later purchased and reconfigured by Centex and/or Pulte)</i>	(14) RDU	0 SF	0 SF
Parcel A-1, A-2, and A-3 Recombination - Sale and Assignment for Multi-Family to Crowne at 170, Limited Partnership <i>(Crowne agrees to fulfill a portion of the Workforce Housing obligation with 12 RDU rentals dedicated to Workforce Housing and the remaining 238 RDU rentals at market rate)</i>	(250) RDU	0 SF	0 SF
25 Pearce Road - Sold to LMD Holdings, Inc. <i>(Existing structure initially constructed as a Business Center/Office for the residents of Verdier)</i>	0 RDU	(4,900) SF	0 SF
39 Pearce Road - Sold to Stallings Holding Company, LLC <i>(Existing structure initially constructed as a Spa/ Fitness Center for the residents of Verdier)</i>	0 RDU	(4,900) SF	0 SF
Parcel A-2 - Sold to Healtsouth South Carolina Real Estate, LLC <i>(43,031 Heated SF Constructed; 1,969 SF Remaining)</i>	0 RDU	(45,000) SF	0 SF
Conversion of 108,000 Square Feet to 54 RDUs	54 RDU	(108,000) SF	0 SF
New Parcel 3.496 Acres - Sold to ESA P Portfolio, LLC <i>(Comprised of remaining market rate/unrestricted 6 RDUS and 54 RDUs created from conversion)</i>	(60) RDU	0 SF	0 SF
39 Pearce Road - Sold to Stallings Holding Company, LLC <i>(Future Expansion of Chiropractic Clinic)</i>	0 RDU	(18,000) SF	0 SF
Parcels A & B - 1.6 Acres Total - Donated to Town of Bluffton	0 RDU	0 SF	(30,000) SF
New Parcel A - 5 Acres - Sold to Charlie & Brown, LLC	0 RDU	(80,000) SF	0 SF
Commercial Parcel Remainder A - 5.49 Acres - Sold to Bright Holdings, LLC	0 RDU	(85,520) SF	0 SF
Outparcel - 1.17 Acres - Sold to Parcel 4 Seagrass Station, LLC	0 RDU	(15,000) SF	0 SF
Security Bank of Kansas City Current Holdings <i>(9 RDUs reserved to fulfill the remaining Workforce Housing obligation)</i>	9 RDU	42,680 SF	0 SF
Pending Assignment - Parcel A-3 - 3.289 Acres - Encompass Health South Carolina Real Estate, LLC	0 RDU	(12,098) SF	0 SF
Security Bank of Kansas City Holdings After Pending Assignment <i>(9 RDUs reserved to fulfill the remaining Workforce Housing obligation)</i>	9 RDU	30,582 SF	0 SF

TOWN COUNCIL



STAFF REPORT
Executive Department

MEETING DATE:	April 7, 2026
PROJECT:	Consideration of Public Financial Support for a Wall Art Mural by Amiri Faris at 89 Bridge Street with a Fiscal Impact of 50% of the Cost, Not to Exceed \$4,250
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Assistant Town Manager

REQUEST:

Town Council consider approval of the Public Arts Committee (PAC) recommendation to support public art by contributing towards a mural at 89 Bridge Street.

BACKGROUND:

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

The Bluffton Book Store, located at 89 Bridge Street, has requested funding towards the cost of installing a mural by Amiri Ferris. The mural will be created on fully removable exterior-grade aluminum composite panels, painted in-studio, and installed on the building using a concealed mounting system. The art is to be located on the side wall facing the parking lot at the corner of Bridge and Wharf Streets, highly visible and accessible to the public. The owner has completed all of the exterior preparation and will cover any remaining costs associated with the installation of the mural.

In the Town of Bluffton Public Art Policy, **Section 1.8 Art in Private Development**, *“recognizes that public art should be incorporated into both public and private development. Accordingly, the Town encourages creative public/private partnerships that enhance the profile of art in the Town, support the Town’s mission and Public Art Policy and contribute to a culturally vibrant and aesthetically beautiful destination.”*

In keeping with this policy, the Public Arts committee has recommended that the Town fund up to 50% of the cost for this public/private art partnership, not to exceed \$4,250. The Town would have an agreement with the Owner to have a right of first refusal to take ownership and possession of the artwork should the Owner’s business close, or if the artwork was otherwise at risk of being removed from Owner’s building for anything other than temporary

maintenance. The Town would have 60 days to exercise its ownership rights with no additional consideration or money paid to the Owner.

NEXT STEPS:

Approve, approve with conditions, or deny the recommendation to award funding towards the Bluffton Book Store mural.

ATTACHMENTS:

1. Design Graphic
2. Proposed Motion

AI Graphic Rendering



Proposed Location



Consideration of Public Financial Support for a Wall Art Mural by Amiri Faris at 89 Bridge Street with a Fiscal Impact of 50% of the Cost, Not to Exceed \$4,250

Proposed Motion

*"I move to **approve (deny or approve as amended)** the Public Arts Committee recommendation of funding 50% of the cost of the Bluffton Bookstore mural, not to exceed \$4,250."*



STAFF REPORT
Executive Department

MEETING DATE:	April 7, 2026
PROJECT:	Consideration of An Ordinance Authorizing an Economic Development Incentive Agreement between the Town of Bluffton and The Bluff Orthodontics, LLC. - First Reading
PROJECT MANAGER:	David Nelems, Director of Special Projects

REQUEST:

Request for Town Council for first reading of an ordinance approving the execution and delivery of an economic development agreement for The Bluff Orthodontics, LLC.

BACKGROUND:

The laws or Constitution of the State of South Carolina, 1895, as amended, empowers towns to enact ordinances related to the expenditure of public funds for public purposes and necessary for the Town to levy certain taxes and fees.

Town residential development has grown exponentially over the past decade. Commercial development has lagged the residential growth. Certain areas of the Town of Bluffton, notably west of Buckwalter parkway, are experiencing a void of commercial development in certain critical service industries. There also remains a lack of affordable housing to accommodate the demand for a diverse local workforce.

In September of 2023 the Bluffton Town Council adopted an Ordinance establishing an economic development incentives plan:

- (i) To promote the redevelopment of existing buildings and infill development within the Incentive Areas;
- (ii) To support the establishment of the categories of new businesses that the Council determines will significantly increase the overall commercial activity within the Town, provide the Town's residents with sufficient options within the Town rather than having to travel elsewhere; encourage tourists and those who reside in surrounding communities to make use of businesses within the Town; and increase property values within the Town as a whole; and
- (iii) To develop the Incentive Areas into commercial spaces that match the Town's sense of place and contributes to the Council's overall priorities established within ur Comprehensive and Strategic Plans; and
- (iv) To support the development of affordable housing to encourage relocation of professionals working in one of the professions supported by the incentiviz developments.

The intended use of the development must be for one or more of the following business purposes:

- (i) healthcare, dental, home health, pharmaceutical retail, and similar ancillary uses;
- (ii) childcare services;
- (iii) affordable housing developments (separately or part of a larger project);
- (iv) mixed use commercial and similar flex-use space;
- (v) corporate headquarters; and
- (vi) other uses, as may be determined by the Council, that are consistent with the Goals, and the Plans.

Economic Development Incentive Program Summary:

Applicant: The Bluff Orthodontics, LLC

Location: 107 Persimmon Street, Suites 105 & 106, Bluffton, SC

Industry Sector: Healthcare / Professional Services

DRCI received a grant request from **The Bluff Orthodontics, LLC**, a new privately owned orthodontic practice to be established in Bluffton, South Carolina. The practice will be 100% locally owned and operated by Dr. Morgan L. Herrington, a board-certified orthodontist.

The project involves the renovation and buildout of approximately **2,450 square feet** of existing commercial space located along Bluffton Parkway. The total capital investment for the project is approximately **\$773,000**, which includes interior renovation, clinical equipment, furnishings, and start-up infrastructure necessary to launch the practice.

The Bluff Orthodontics will provide specialized orthodontic care to children, teenagers, and adults, contributing to the expansion of Bluffton’s healthcare services sector. The practice is projected to open in **Summer 2026**.

Job Creation & Wages

The project will create:

- **Two (2) full-time positions in Year 1**
- An additional **two (2) full-time positions in Years 2–3**, for a total of four (4) full-time jobs

Projected wages for Years 2–3 positions are approximately **\$20 per hour**, equivalent to roughly **\$41,600 annually per employee** (based on full-time employment).

The practice anticipates continued growth beyond Year 3 as patient capacity expands.

Community & Economic Impact

The Bluff Orthodontics will serve Bluffton’s growing population, including families, working professionals, retirees, and military families from nearby installations in Beaufort and Savannah. The

project strengthens the Town’s healthcare infrastructure, supports local employment, and increases access to specialized dental care within the community.

In addition to job creation, the **\$773,000 private investment** represents a meaningful small-business healthcare expansion within the Town of Bluffton, supporting professional services growth and contributing to long-term economic vitality.

Based on the investment, the ordinance allows for grant awards equal to; up to **15% of all permitting fees**, up to **30% of BJWSA capacity fees** and up to **50% of business license fees** for up to five years. The Council has additional discretion to grant additional grant amount if deemed necessary to advance the goals of the ordinance.

Staff have developed the following guide for determining eligible grant amounts based on the significance of qualifying developments.

The estimated benefit and net revenue to the Town over 5 years are as follows:

Bluffton Taxes / Fees Estimate (5 Year Total)	Amount
Initial Building & Development Fees	\$ 5,628
Property Taxes	\$ 5,960
Business License Fees	7,935
Total Taxes & Fees	\$ 19,523
Five Year Grant Total	\$ 17,862
Net Revenue (Initial 5 Years)	\$ 1,661

NEXT STEPS: The Town Council may approve the ordinance as submitted, approve with amendments, or deny approval of the ordinance.

ATTACHMENTS:

1. Ordinance
2. Grant Request Letter
3. Project Profile Worksheet
4. Design Document
5. Motion

**AN ORDINANCE OF THE TOWN OF BLUFFTON, SOUTH CAROLINA,
APPROVING THE EXECUTION AND DELIVERY OF A DEVELOPMENT
AGREEMENT WITH THE BLUFF ORTHODONTICS, LLC.**

WHEREAS, South Carolina law authorizes municipalities to take actions not inconsistent with the Constitution and general laws of the State, regarding any subject the municipality finds necessary and proper for the general welfare and convenience of the municipality, including to execute and deliver contracts, to assist in redeveloping blighted areas, and to expend public funds for economic development; and

WHEREAS, the Council has further determined that the Town should offer certain incentives to encourage private investment and recruit both small businesses and new employers to the Incentive Areas; and

WHEREAS, while the Incentives may benefit the Incentive Recipients (as defined herein), the primary beneficiary of the Incentives will be the Town and its citizens who shall realize the following benefits (the "Benefits"):

- (i) Increased property values within the Incentive Areas and the Town as a whole;
- (ii) Increased revenue from property taxes, business license fees, and permit fees;
- (iii) Increased tourism and commercial activity within the Town as a whole; and
- (iv) Meeting needs of the community residents by encouraging growth within targeted sectors to provide adequate services to Town residents; and
- (v) Assist in providing access to a variety of affordable housing options; and,

WHEREAS, the Incentives, as provided for in an Incentive Agreement (as defined herein), shall be structured in such a way that the value of the Benefits to the Town will exceed the value to the Incentive Recipients; and

WHEREAS, the financial benefit of the Incentives to the Incentive Recipients will only be realized at such time as certain Benchmarks (as defined herein) are met or continue to be met. Should all the Benchmarks be accomplished, the Town believes that there is a high probability that the Benefits will be realized by the Town and that the value of the Benefits will exceed the value public funds expended on the Incentives; and

WHEREAS, The Bluff Orthodontics, LLC. ("Developer") owns real property (the "Property") in the Town of Bluffton, South Carolina (the "City") and to develop the Property; and

WHEREAS, on the Property, Developer intends (a) to invest seven hundred and seventy-three thousand dollars (\$773,000) to recondition and equip 2450 square feet of healthcare space (collectively, the "Development") located at 107 Persimmon St. #105 & 106 in Bluffton,

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF

BLUFFTON, SOUTH CAROLINA, AS FOLLOWS:

1. The City hereby authorizes the Town Manager to make minor corrections, execute, and deliver such documents as may be necessary or useful to affect the implementation of the Economic Development Agreement attached to this ordinance.

2. The Project Agreement, with whatever changes are (a) not materially adverse to the Town and (b) approved by the Town Manager (after advice of Town’s counsel), is approved and is incorporated by reference in this Ordinance as if set forth fully in the Ordinance’s body. The Town Manager’s execution of the final Project Agreement shall be conclusive evidence of the Town’s approval thereof.

3. The Town Manager is, acting alone, authorized to take whatever actions and execute and deliver whatever documents (including the Project Agreement) as either of them deems appropriate to affect this Ordinance’s intent.

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON SECOND READING.

TOWN OF BLUFFTON, SOUTH CAROLINA

Larry Toomer Mayor

The Bluff Orthodontics, LLC
107 Persimmon St. #105 & 106
Bluffton, SC 29910
drherrington@thebluffortho.com
(214) 763-4679

January 25, 2026

Bluffton Economic Development Incentive Program
Don Ryan Center for Innovation
7 Venture Dr.
Bluffton, SC 29909

Re: Application for the Bluffton Economic Development Incentive Program Grant

To Whom This May Concern,

I am writing to respectfully request consideration for the Bluffton Economic Development Incentive Program grant to support the establishment of The Bluff Orthodontics, LLC, a new private orthodontic practice in Bluffton, South Carolina.

Project Description

The Bluff Orthodontics will be owned and operated solely by a board-certified, female orthodontist, Dr. Morgan Herrington. As a single location practice, we are dedicated to providing superior orthodontic care to children, teenagers, and adults in the Bluffton community. Our practice will be founded on the core principles of integrity, respect, excellence, and unity, ensuring that each patient receives individualized, compassionate care using state of the art technology and evidence-based practices.

This project represents a significant investment in healthcare infrastructure for Bluffton, with plans to see our first patients in Spring 2026. The practice will create employment opportunities, beginning with one full-time treatment/financial coordinator and one full-time orthodontic assistant in year 1, with growth projections to expand our team to 4-6 full-time positions by years 2 and 3 as we scale our patient capacity.

Location

The Bluff Orthodontics will be established along Bluffton Parkway at 107 Persimmon St. #105 & 106, Bluffton, South Carolina 29910, serving the growing population of this charming and evolving community. Having called Bluffton home for over 12 years through my parents' residency here in 2012, I have come to develop deep personal and professional connections within the area. This local commitment, combined with established relationships with several area dentists, positions our practice for sustainable growth and community integration.

Target Industries

Our practice will serve the healthcare and professional services sector, specifically targeting:

- **Healthcare services:** providing specialized orthodontic care as part of the comprehensive dental health ecosystem in Bluffton
- **Family services:** serving blue and white collar, single and dual-income families through flexible payment plans; professionals; and families with school-age children
- **Military community:** supporting active duty, guard, and reserve service members at nearby naval and marine bases in Beaufort and Air Force/Army installations in Savannah, with special pricing and fee accommodations for military families
- **Growing population demographics:** addressing the healthcare needs of Bluffton’s expanding population, including retirees and “up and coming” families relocating to the area

The Bluff Orthodontics represents more than a business venture, it is a commitment to enhancing the quality of healthcare services available to Bluffton residents while contributing to local economic growth through job creation, professional collaboration, and community engagement. Our practice will actively participate in the local dental community, visit area schools for oral health education, and foster professional relationships that strengthen Bluffton’s healthcare network.

Grant funding through the Bluffton Economic Development Incentive Program would significantly support our start-up phase, enabling us to invest in state-of-the-art equipment, hire and retain qualified staff, and establish the high-quality practice infrastructure necessary to serve our community effectively from day one.

Thank you for considering this application. I welcome the opportunity to discuss this project further and provide any additional information. I am committed to making The Bluff Orthodontics a valuable asset to Bluffton’s economic and healthcare landscape for years to come.

Sincerely,

Morgan Herrington, D.M.D.

Morgan L. Herrington, D.M.D.
Founder and Orthodontist
The Bluff Orthodontics, LLC

Project Profile Worksheet

Project Information	
Company Name:	The Bluff Orthodontics
Project Name:	
Type of Project:	Start Up
Type of Entity:	LLC
Type of Business:	Please Choose From Drop Down
NAICS or SIC Code:	
Address:	107 Persimmon St. #105 & 106
Completed By:	Morgan Herrington
Phone Number:	(214)763-4679
Email Address:	
Date:	



Section X. Item #2.



Project Description - Please include the product/service and a brief description of the project including timing.

Project Alternatives - Are other sites or project configurations under consideration? Please list other potential locations.

Not at this time.

Estimated Capital Investment	Year 1 2026	Year 2 2027	Year 3 2028	Year 4 2029	Year 5 2030	Total
Land Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - New Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - Purchase of Existing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - Renovations						
-Internal Renovations	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
-External Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building - Leasehold Improvements	\$ 523,000	\$ -	\$ -	\$ -	\$ -	\$ 523,000.00
Machinery & Equipment - New	\$ 150,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 200,000.00
Machinery & Equipment - Used	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pollution Control Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Investment	\$ 723,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ 773,000.00

Estimated New Jobs at New Facility

Jobs are full time employees of the Company	By the end of the First Year of Operation 2026		By the end of the Second Year of Operation 2027		By the end of the Third Year of Operation 2028		By the end of the Fourth Year of Operation 2029		By the end of the Fifth Year of Operation 2030	
	New Full Time	Avg Hourly	New Full Time	Avg Hourly	New Full Time	Avg Hourly	New Full Time	Avg Hourly	New Full Time	Avg Hourly
Employment Category										
Managerial	1	\$ 24.00		\$ -		\$ -		\$ -		\$ -
Professional	-	\$ -		\$ -		\$ -		\$ -		\$ -
Technical	-	\$ -		\$ -		\$ -		\$ -		\$ -
Sales	-	\$ -	1	\$ 25.00		\$ -		\$ -		\$ -
Clerical	-	\$ -		\$ -	1	\$ 20.00		\$ -	1	\$ 20.00
Craftsman (skilled)		\$ -		\$ -		\$ -		\$ -		\$ -
Operators (semi-skilled)		\$ -		\$ -		\$ -		\$ -		\$ -
Laborers (unskilled)	1	\$ 21.00	1	\$ 20.00	1	\$ 22.00	1	\$ 18.00		\$ -
Service	-	\$ -		\$ -		\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -		\$ -
New Job Creation to Date and Avg. Weekly Wage	2	\$ 22.50	2	\$ 22.50	2	\$ 21.00	1	\$ 18.00	1	\$ 20.00

Estimated Jobs Relocated to New Facility

Jobs are full time employees of the Company	Full Time Jobs	Avg Annual Wage
Employment Category		
		\$ -
		\$ -

Estimated Utility Requirements (or increase if expansion):

Water	\$100/month
Sewer	\$50/month
Electric	\$350-450/month
Gas	
Use of Port?	No

Estimated Business Activities:

Annual Materials Purchased for Operations:	Sheet of over 200 items), disposables, bonding materials (etch, prim
Annual Number of Visitors to the Facility:	2,500-5,000
Avg Visitors Length of Stay:	30 minutes

Dr. Morgan Herrington The Bluff Orthodontics South Carolina

ISSUED FOR INTERIOR DESIGN

Original Issue date: 04/23/2025

PROJECT TEAM

OWNER: DR. MORGAN HERRINGTON

ARCHITECT: .
.

INTERIOR DESIGNER: DESIGNWISE
387 BIRCH ST #601
NEWPORT BEACH, CA 92660
EMAIL: GREG@DESIGNWISE.CO
CONTACT: GREG BARNELLI

MEP: TBD

PHONE NUMBER:
CONTACT:

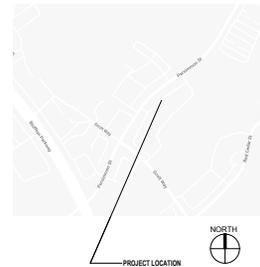
GENERAL DESCRIPTION

1. PROJECT NAME: THE BLUFF ORTHODONTICS
2. PROJECT LOCATION: 107 PERSIMON ST UNIT 105
BLUFFTON, SC 29910
3. PROJECT OWNER: DR. MORGAN HERRINGTON

BUILDING INFORMATION

SCOPE OF WORK:
PROJECT AREA: 280 SQFT
USE/ OCCUPANCY TYPE: ORTHODONTIC OFFICE

VICINITY MAP



SUPPLEMENTAL NOTES:

SN.1 REFER TO SUPPLEMENTAL PDF FOR ADDITIONAL INTERIOR DESIGN ELEMENTS AS REFERENCE. CONTACT DESIGNER FOR A DIGITAL COPY TO BE E-MAILED TO YOU.

SYMBOL LEGEND:



ALL PLANS, DRAWINGS, SPECIFICATIONS, SKETCHES AND OTHER INSTRUMENTS OF SERVICE, INCLUDING ELECTRONIC MEDIA (COLLECTIVELY, THE "INSTRUMENTS OF SERVICE") ARE THE SOLE PROPERTY OF DESIGNWISE. DESIGNWISE RESERVES THE EXCLUSIVE COPYRIGHT AND LICENSE TO USE THE INSTRUMENTS OF SERVICE. ANY REPRODUCTION OR REUSE OF THE INSTRUMENTS OF SERVICE FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO BIDDING, CONSTRUCTION AND ANY OTHER PURPOSE, IS STRICTLY PROHIBITED. DESIGNWISE DOES NOT REPRESENT THAT THE INSTRUMENTS OF SERVICE HAVE BEEN REVIEWED FOR COMPLIANCE WITH ANY ZONING OR LOCAL BUILDING CODES. DESIGNWISE SPECIFICALLY EXCLUDES ALL INVOLVEMENT IN, RESPONSIBILITY FOR AND ADVICE REGARDING ANY LOCAL BUILDING CODES, ZONING APPLICATIONS AND/OR BUILDING USE ISSUES OF ANY KIND. ARCHITECT AND CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS IN FIELD.

AUTHORIZATION TO PROCEED

SIGNATURE BELOW ACKNOWLEDGES APPROVAL OF ALL SPACE PLANNING AND PROGRAMMATIC INTENT. ARCHITECT IS AUTHORIZED TO PROCEED WITH DEVELOPMENT OF THE DESIGN AS SHOWN ON THIS PAGE WITH ANY REVISIONS NOTED AND INITIALED.

CLIENT'S SIGNATURE	DATE
CLIENT'S SIGNATURE	DATE

GENERAL NOTES

IMPORTANT DISCLAIMER:

Designwise strives to document material specifications accurately, based on information provided by manufacturers' websites and material samples. It is the responsibility of the general contractor or subcontractor to submit product samples directly to the client for final approval before ordering. This process acts as a checks and balances system, ensuring that the entire team is aligned on material selections.

Furthermore, the contractor shall provide submittals to Designwise & client for all materials, lighting, millwork, door styles, door hardware, and anything custom for approval prior to ordering/ installing. Failure to do so will result in contractor assuming responsibility. Designwise assumes no responsibility for incorrect materials ordered or installed without approval.

SHEET NOTES

- ALL FLOORING SHALL BE COVERED AFTER INSTALLATION FOR DURATION OF CONSTRUCTION TO PROTECT FROM DAMAGE
- USE SCHLUTER METAL EDGE TRANSITION STRIP FROM LVT TO CERAMIC TILE. PROFILE: Schluter®-RENO-U-RAMP/RAMP-K.
- USE SCHLUTER METAL EDGE TRANSITION STRIP TO CAP WALL TILE. PROFILE: SCHIENE
- THE SPECIFIED RESTROOM FLOOR TILE DOES NOT HAVE A COORDINATING COVE BASE. USE METAL EDGE TREATMENT, SCHLUTER- DILEX AHK, AS TRANSITION BETWEEN FLOOR AND WALL TILE.
- USE AS MINIMAL GROUT JOINT (OR NOTED SIZE) FOR ALL FLOOR AND WALL TILE.
- CONFIRM ALL FLOORING LEAD TIMES. IT'S COMMON THAT MATERIALS SHIP FROM OVERSEAS.
- ALL MATERIALS ARE TO BE ORDERED IN A TIMELY FASHION FOR THE COMPLETION OF THE PROJECT ON SCHEDULE.
- GC/CM SHALL VERIFY LEAD TIMES AND AVAILABILITIES UPON RECEIPT OF THIS DRAWING. ANY CHANGES REQUIRED ARE TO BE MADE AT THAT TIME.
- SHOULD THE GC/CM NOT PROVIDE THAT ABOVE INFORMATION, OR FAIL TO PLACE ORDERS PROMPTLY, THE GC/CM WILL BE RESPONSIBLE TO PAY ALL ADDITIONAL COST RELATED TO CHANGES THAT MAY RESULT FROM HIS/ HER FAILURE TO COMPLY.
- THIS DRAWING IS FOR INTERIOR INFORMATION ONLY. REFER TO ARCHITECTURAL DRAWINGS FOR ALL OTHER INFORMATION.
- WHERE ATYPICAL CONDITIONS OCCUR, CONTRACTOR IS TO VERIFY FINISH TREATMENT WITH DESIGNER/ OWNER.
- CONTRACTOR TO REPAIR AND REFINISH ANY DAMAGED MARKINGS AND UNEVENNESS OF EXISTING FINISHES THAT REMAIN AS A RESULT OF DEMOLITION AND/OR NEW CONSTRUCTION.
- WALLCOVERING INSTALLER TO PROVIDE TAKEOFF QUANTITIES AND A SAMPLE OF SEAMING WALLCOVERING FOR EACH TYPE OF WALLCOVERING.
- ALL FLOORING TO BE INSTALLED PER MANUFACTURER SPECIFICATIONS
- ALL MATERIAL TO BE INSTALLED PER SPECIFIC MANUFACTURERS SPECIFICATIONS
- WHERE CERAMIC, GLASS AND/ OR STONE TILE IS USED, INSTALLATION SHALL CONFORM TO THE TILE COUNCIL OF NORTH AMERICA GUIDE LINES
- IF SHEET VINYL IS SPECIFIED, INSTALL SHEET VINYL WITH INTEGRATED COVE BASE. USE MATCHING SEAM WELD WHEN NECESSARY.
- USE SEMI-GLOSS PAINT FINISH AT DOORS AND DOORS FRAMES IF APPLICABLE
- USE EGG-SHELL/ SATIN PAINT FINISH ON ALL WALLS
- USE FLAT PAINT FINISH ON ALL GYP. CEILINGS/ SOFFITS

* INTERIOR DESIGN DOCUMENTS - NOT FOR CONSTRUCTION. THESE DRAWINGS ARE NOT INTENDED FOR ARCHITECTURAL OR MEP USE.

Section X. Item #2.

designwise



Revision

Project

Dr. Morgan Herrington

Stage

Design Documentation

Client

Dr. Morgan Herrington

File

COVER SHEET

Drawn by

D.A.

Scale

VARIES

Date

04.23.25

0.0
NOTE: DRAWINGS FOR
DESIGN INTENT ONLY.

NOT FOR CONSTRUCTION

designw|



Revision

Project

Dr. Morgan Herrington

Stage

Design Documentation

Client

Dr. Morgan Herrington

File

FLOOR PLAN

Drawn by

D.A.

Scale

VARIES

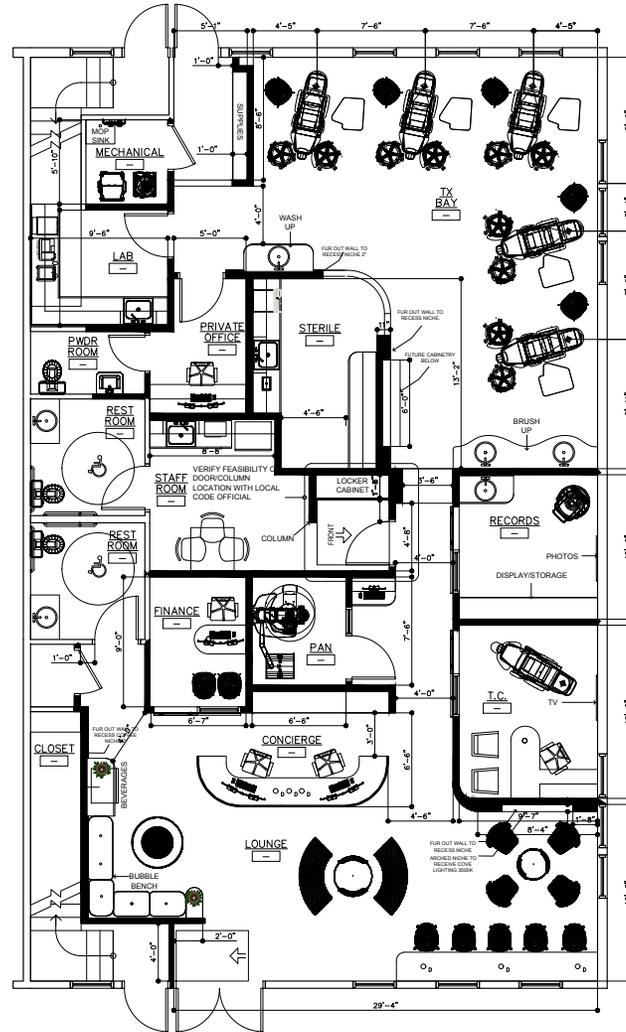
Date

04.23.25

1.1

NOTE DRAWINGS FOR DESIGN INTENT ONLY.

NOT FOR CONSTRUCTION



1 FLOOR PLAN
SCALE: 1/8"=1'-0"

- * INTERIOR DESIGN DOCUMENTS - NOT FOR CONSTRUCTION. THESE DRAWINGS ARE NOT INTENDED FOR ARCHITECTURAL OR MEP USE.
- * ARCH/CONTRACTOR SHALL CONFIRM ALL DIMENSIONS & AS BUILT CONDITIONS.
- * ARCH/CONTRACTOR SHALL CONFIRM ALL ADA CODES.
- * IF CONTRACTOR NEEDS ADDITIONAL INFO OR FINDS MISSING INFO, INQUIRE WITH DESIGNWISE.

designwise



Revision
 Δ 03 SEPT 2025

Project
 Dr. Morgan Herrington
 Stage
 Design Documentation
 Client
 Dr. Morgan Herrington
 File

RCP
 Drawn by
 D.A.
 Scale
 VARIES
 Date
 04.23.25

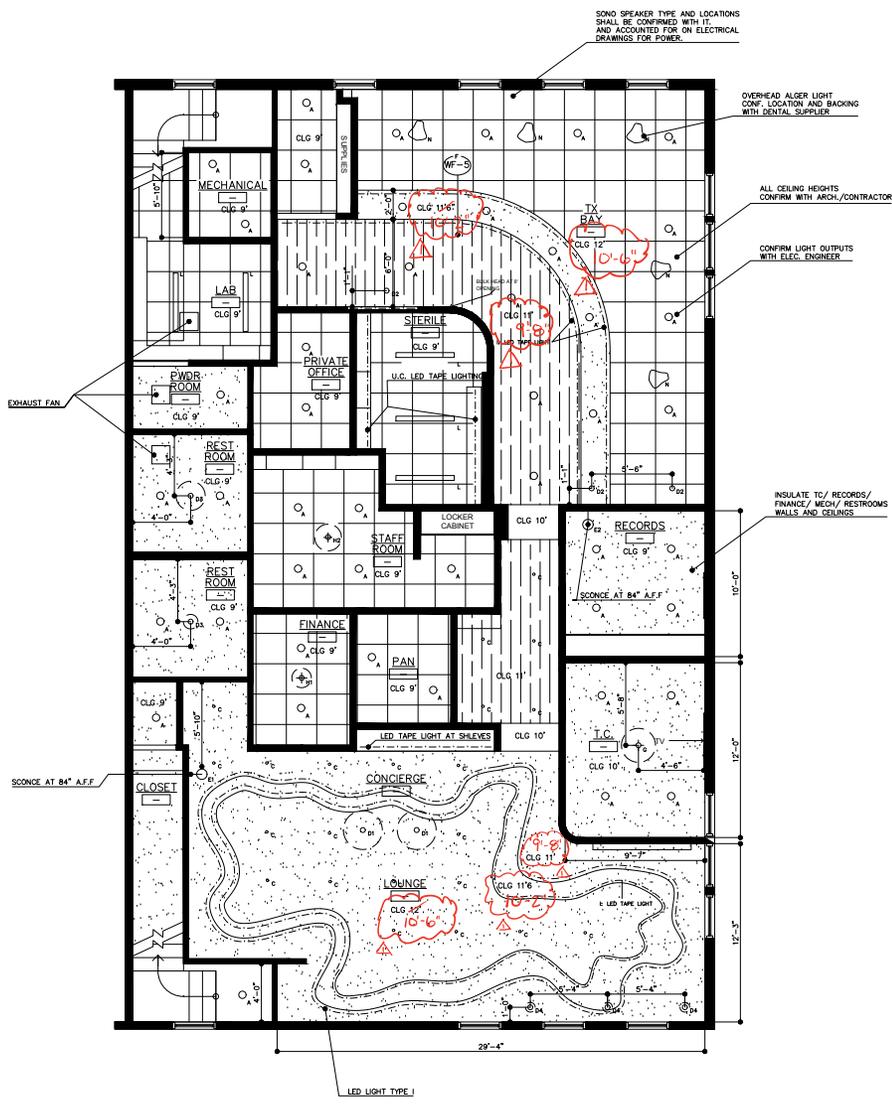
1.2

NOTE DRAWINGS FOR DESIGN INTENT ONLY.
 NOT FOR CONSTRUCTION

NOTE: DUE TO PRODUCT AVAILABILITY, COST EFFECTIVENESS, AND CONTRACTOR PREFERENCE, CONTRACTOR MAY SELECT LIGHT MANUFACTURE OF CHOICE & PROVIDE SUBMITTALS TO CLIENT/ DESIGNER FOR APPROVAL
 NOTE: ACCENT LIGHTS SHALL BE ON A SEPARATE SWITCH
 NOTE: INSTALL DIMMER SWITCHES WHERE POSSIBLE, CONFIRM WITH CLIENT

LIGHTING LEGEND		
USED ON LIGHT PROJECT #	LIGHTING TYPE	VENDOR/ MANUFACTURER
✓ A	⊙ _A 6" 4000K LED RECESSED LIGHT	ALCON
	⊙ _B 4" CYLINDER DOWNLIGHT	USA1 LIGHTING
	⊙ _C 2"4000K LED RECESSED LIGHT	ALCON
✓ D	⊙ _D PENDANT LIGHT	DESIGNWISE
✓ E	⊙ _E SCÖNCE LIGHT	DESIGNWISE
	⊙ _F ART LIGHT	DESIGNWISE
✓ G	⊙ _G CHANDELIER	DESIGNWISE
✓ H	⊙ _H FLUSH MOUNT	DESIGNWISE
✓ I	LED TAPE LIGHT- 3500K	SUPERBRIGHTLEDS.COM
	LED TAPE LIGHT- RGB	SUPERBRIGHTLEDS.COM
	LAY-IN GRID AND/ OR FLUSH W GYP (SEE PLAN) 4"x24" LED	ALCON
✓ L	LAY-IN GRID AND/ OR FLUSH W GYP (SEE PLAN) 4"x48" LED	ALCON
	LAY-IN GRID AND/ OR FLUSH W GYP (SEE PLAN) 4"x 72" LED	ALCON
✓ N	15x16" ALGER MEDICAL LIGHT	ALGER
	LAY-IN GRID AND/ OR FLUSH W GYP (SEE PLAN) 24"x 48" LED	ALCON
	24V LED LIGHT SHEET - 24" x 12" - WHITE (4000K)	SUPERBRIGHTLEDS.COM
CEILING TYPE		
✓ A	⊙ _A AC1- ARMSTRONG ULTIMA REGULAR W/ 1/8" WHITE GRID, HIGH NRC .80	ARMSTRONG
✓ B	⊙ _B GYPSUM CEILING	
✓ C	⊙ _C WOOD CEILING	

* ALL ACCENT LIGHTS TO BE PROVIDED BY DESIGNWISE.



1 RCP SCALE: 1/8"=1'-0"

2 LIGHTING LEGEND SCALE:

* INTERIOR DESIGN DOCUMENTS - NOT FOR CONSTRUCTION. THESE DRAWINGS ARE NOT INTENDED FOR ARCHITECTURAL OR MEP USE.
 * REFERENCE ARCH/MEP FOR ALL MAIN LIGHT QUANTITIES, LOCATIONS, AND LIGHTING CALCULATIONS. THIS PLAN IS TO DEPICT DESIGN FEATURE & ACCENT LIGHTS.
 * ARCH/CONTRACTOR SHALL CONFIRM ALL DIMENSIONS & AS BUILT CONDITIONS.
 * IF CONTRACTOR NEEDS ADDITIONAL INFO OR FINDS MISSING INFO, INQUIRE WITH DESIGNWISE.



Revision

Project

Dr. Morgan Herrington

Stage

Design Documentation

Client

Dr. Morgan Herrington

File

FINISH PLAN

Drawn by

D.A.

Scale

VARIES

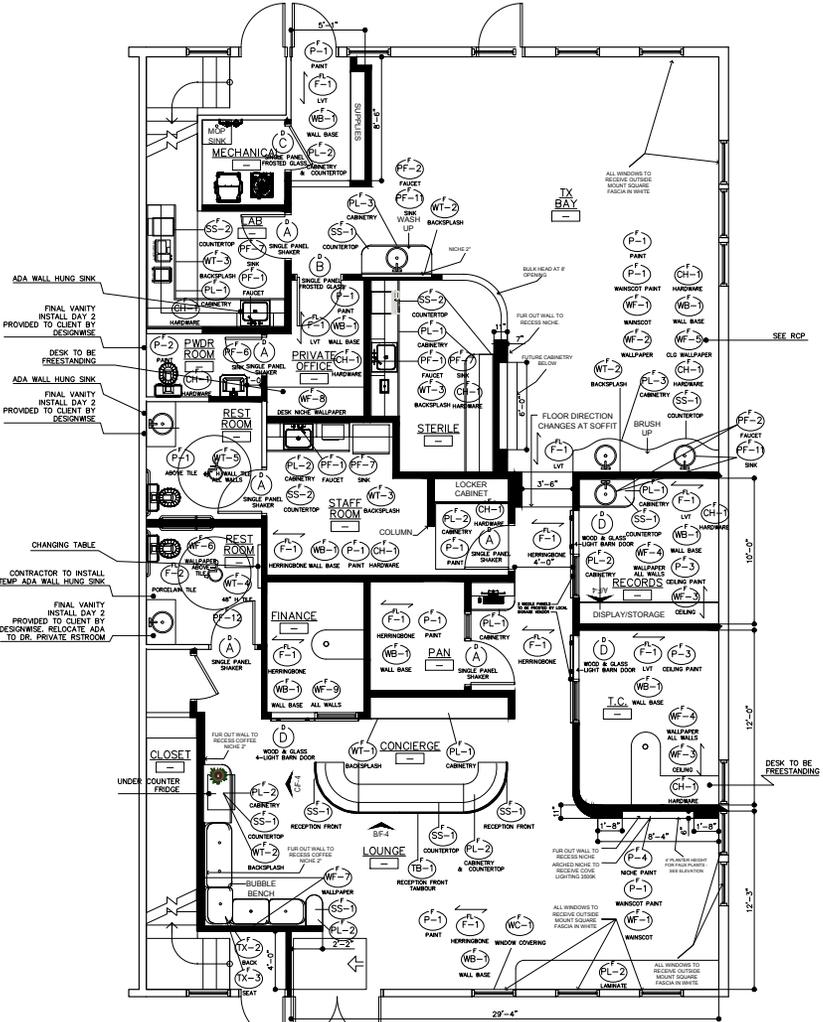
Date

04.23.25

1.3

NOTE: DRAWINGS FOR DESIGN INTENT ONLY.

NOT FOR CONSTRUCTION



1 FINISH PLAN
SCALE: 3/8"=1'-0"

FLOORING	DESCRIPTION	LOCATION
LYT PLANK	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-3
FORGLAN TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-4
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-5
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-6
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-7
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-8
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-9
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-10
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-11
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-12
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-13
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-14
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-15
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-16
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-17
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-18
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-19
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-20
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-21
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-22
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-23
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-24
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-25
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-26
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-27
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-28
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-29
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-30
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-31
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-32
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-33
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-34
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-35
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-36
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-37
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-38
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-39
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-40
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-41
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-42
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-43
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-44
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-45
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-46
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-47
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-48
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-49
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-50
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-51
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-52
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-53
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-54
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-55
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-56
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-57
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-58
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-59
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-60
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-61
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-62
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-63
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-64
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-65
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-66
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-67
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-68
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-69
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-70
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-71
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-72
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-73
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-74
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-75
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-76
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-77
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-78
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-79
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-80
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-81
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-82
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-83
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-84
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-85
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-86
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-87
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-88
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-89
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-90
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-91
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-92
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-93
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-94
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-95
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-96
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-97
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-98
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-99
WALL TILE	COLLECTOR: MANTONWOOD CERAMIC INSTALL: 1/2" x 3/4" x 12' x 12' GRAB LOCATION: BY LVT	ME-100

2 INTERIOR FINISH SCHEDULE *CONTRACTOR SHALL PROVIDE SUBMITTALS OF ALL FINISHES FOR CLIENT APPROVAL PRIOR TO INSTALL

IMPORTANT DISCLAIMER:

Designwise strives to document material specifications accurately, based on information provided by manufacturers' websites and material samples. It is the responsibility of the general contractor or subcontractor to submit product samples directly to the client for final approval before ordering. This process acts as a checks and balances system, ensuring that the entire team is aligned on material selections.

Furthermore, the contractor shall provide submittals to Designwise & client for all materials, lighting, millwork, door styles, door hardware, and anything custom for approval prior to ordering/ installing. Failure to do so will result in contractor assuming responsibility. Designwise assumes no responsibility for incorrect materials ordered or installed without approval.

1. ALL FLOORING SHALL BE COVERED AFTER INSTALLATION FOR DURATION OF CONSTRUCTION TO PROTECT FROM DAMAGE
2. USE SCHLUTER METAL EDGE TRANSITION STRIP FROM LVT TO CERAMIC TILE. PROFILE: Schluter® RENO LP RAMP-R-K
3. USE SCHLUTER METAL EDGE TRANSITION STRIP TO CAP WALL TILE. PROFILE: SCHIENE
4. THE SPECIFIED RESTROOM FLOOR TILE DOES NOT HAVE A COORDINATING COVE BASE. USE METAL EDGE TREATMENT, SCHLUTER- DILEX AHR, AS TRANSITION BETWEEN FLOOR AND WALL TILE.
5. USE AS MINIMAL GROUT (JOINT OR NOTED SIZE) FOR ALL FLOOR AND WALL TILE.
6. CONFIRM ALL FLOORING LEAD TIMES. IT'S COMMON THAT MATERIALS SHIP FROM OVERSEAS
7. ALL MATERIALS ARE TO BE ORDERED IN A TIMELY FASHION FOR THE COMPLETION OF THE PROJECT ON SCHEDULE.
8. GC/CM SHALL VERIFY LEAD TIMES AND AVAILABILITIES UPON RECEIPT OF THIS DRAWING. ANY CHANGES REQUIRED ARE TO BE MADE AT THAT TIME.
9. SHOULD THE GC/CM NOT PROVIDE THAT ABOVE INFORMATION, OR FAIL TO PLACE ORDERS PROMPTLY, THE GC/CM WILL BE RESPONSIBLE TO PAY ALL ADDITIONAL COST RELATED TO CHANGES THAT MAY RESULT FROM HIS/ HER FAILURE TO COMPLY.
10. THIS DRAWING IS FOR INTERIOR INFORMATION ONLY. REFER TO ARCHITECTURAL DRAWINGS FOR ALL OTHER INFORMATION.
11. WHERE ATYPICAL CONDITIONS OCCUR, CONTRACTOR IS TO VERIFY FINISH TREATMENT WITH DESIGNER/ OWNER.
12. CONTRACTOR TO REPAIR AND REFINISH ANY DAMAGED MARKINGS AND UNEVENNESS OF EXISTING FINISHES THAT REMAIN AS A RESULT OF DEMOLITION AND/OR NEW CONSTRUCTION.
13. WALLCOVERING INSTALLER TO PROVIDE TAKEOFF QUANTITIES AND A SAMPLE OF SEAMING WALLCOVERING FOR EACH TYPE OF WALLCOVERING.
14. ALL FLOORING TO BE INSTALLED PER MANUFACTURER SPECIFICATIONS
15. ALL MATERIAL TO BE INSTALLED PER SPECIFIC MANUFACTURERS SPECIFICATIONS
16. WHERE CERAMIC, GLASS AND/ OR STONE TILE IS USED, INSTALLATION SHALL CONFORM TO THE TILE COUNCIL OF NORTH AMERICA GUIDE LINES
17. IF SHEET VINYL IS SPECIFIED, INSTALL SHEET VINYL WITH INTEGRATED COVE BASE. USE MATCHING SEAM WELD WHEN NECESSARY.
18. USE SEM-GLOSS PAINT FINISH AT DOORS AND DOORS FRAMES IF APPLICABLE
19. USE EGG-SHELL/ SATIN PAINT FINISH ON ALL WALLS
20. USE FLAT PAINT FINISH ON ALL GYP. CEILING/ SOFFITS
21. ALL WALLPAPER END ON EXTERIOR CORNER SHALL RECEIVE SILV METAL TRIM COLOR: AND. AML.

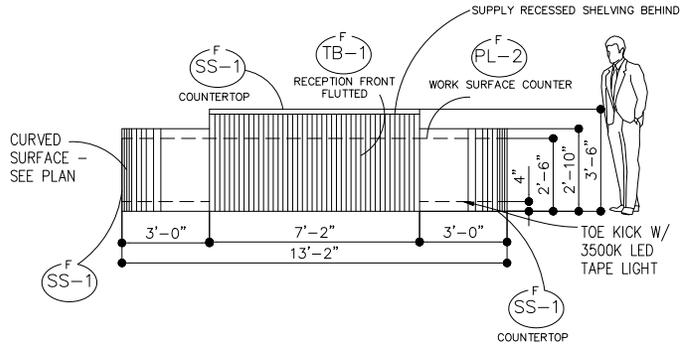
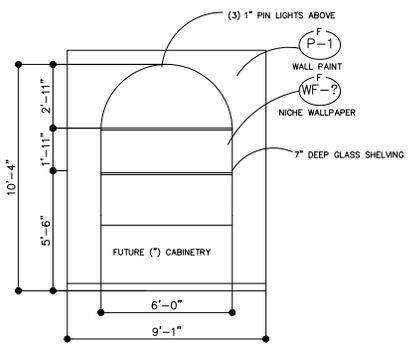
3 SHEET NOTES
SCALE:



Revision
 Project
 Dr. Morgan Herrington
 Stage
 Design Documentation
 Client
 Dr. Morgan Herrington
 File

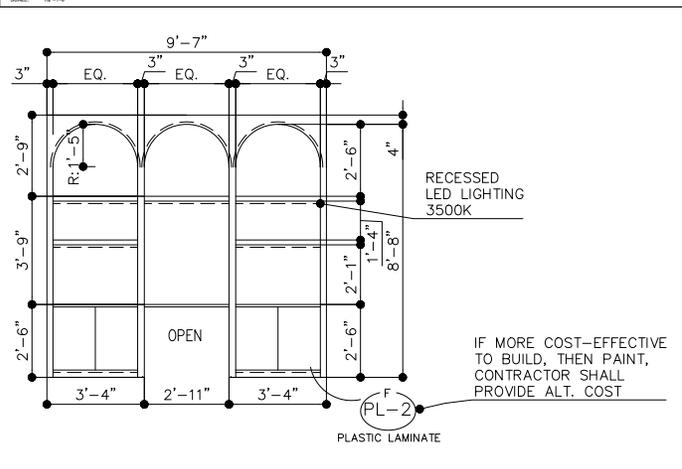
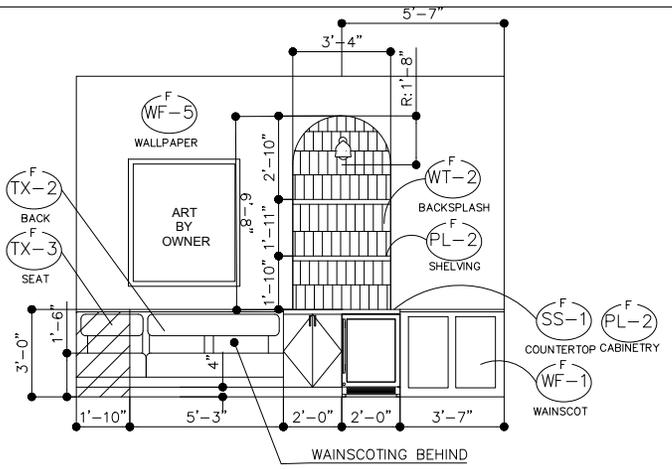
ELEVATIONS
 Drawn by
 D.A.
 Scale
 VARIES
 Date
 04.23.25

2.1
 NOTE DRAWINGS FOR DESIGN INTENT ONLY.
 NOT FOR CONSTRUCTION



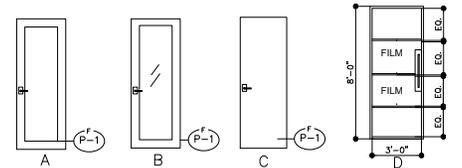
D OPEN BAY NICHE WALL
 SCALE: 3/8"=1'-0"

B RECEPTION FRONT
 SCALE: 1/2"=1'-0"



C COFFEE NICHE & BENCH ELEVATION
 SCALE: 1/2"=1'-0"

A RECORD ROOM ELEVATION
 SCALE: 1/2"=1'-0"



NOTE: ALL FRAMES TO BE HOLLOW METAL PAINT GRADE - P-1
 NOTE: CONTRACTOR TO PROVIDE STAIN SAMPLES FOR CLIENT AND DESIGNER'S REVIEW/APPROVAL
 DOOR STYLE LEGEND:
 STAIN GOAL: WALNUT-TONED

A MASONITE 8" STAINED SINGLE PANEL DOOR. LEVER DH-1; (SEE HARDWARE SCHEDULE FOR LEVER)
 B MASONITE 8" STAINED FROSTED GLASS SINGLE PANEL POCKET DOOR. LEVER DH-2; (SEE HARDWARE SCHEDULE FOR LEVER)
 C INSULATED 8" PAINTED (P-1) METAL DOOR. LEVER: (SEE HARDWARE SCHEDULE FOR LEVER)
 D 8" STAINED FRAMED GLASS DOOR W/ SIDELITES LEVER: (SEE HARDWARE SCHEDULE FOR LEVER)

DOOR HARDWARE

DH-1	DOOR LEVER	MFR:	BALDWIN SQUARE PASSAGE LEVER SET W/ RECT ROSE
(DH-1)		COLLECTION:	RESERVE
		COLOR:	SATIN BRASS
		ITEM NUMBER:	PSSQCFR044
		LOCATIONS:	ALL SWING DOORS-(EXCEPT MECHANICAL, EXTERIOR, RESTROOM, & PRIVATE OFFICE SHALL BE LOCKING)
DH-2	DOOR LEVER	MFR:	SIGNATURE HARDWARE (OR SIMILAR)
(DH-2)		COLLECTION:	42" KOBE SOLID BRASS DOOR PULL (BACK TO BACK)
		COLOR:	SATIN BRASS
		LOCATIONS:	ALL BARN & POCKET DOORS

1 DOOR STYLES
 SCALE:

2 DOOR HARDWARE
 SCALE:

Section X. Item #2.

designwi



Revision

Project

Dr. Morgan Herrington

Stage

Design Documentation

Client

Dr. Morgan Herrington

File

RENDERINGS

Drawn by

D.A.

Scale

VARIES

Date

04.23.25

3.1

NOTE DRAWINGS FOR DESIGN INTENT ONLY.

NOT FOR CONSTRUCTION



A OPEN BAY RENDERING
SCALE



B RECEPTION RENDERING
SCALE



C OPEN BAY RENDERING
SCALE: RENDERING UPDATES IN PROGRESS



D COFFEE BAR RENDERING
SCALE: RENDERING UPDATES IN PROGRESS



E RECEPTION RENDERING
SCALE



F RECEPTION RENDERING
SCALE

Recommended Motion

Consideration of An Ordinance Authorizing an Economic Development Incentive Agreement between the Town of Bluffton and The Bluff Orthodontics, LLC. – David Nelems, DRCI CEO

“I make a motion to approve second and final reading of an Ordinance Authorizing an Economic Development Grant Incentive Agreement between the Town of Bluffton and The Bluff Orthodontics, LLC of 2450 square feet of Healthcare Space situated at 107 Persimmon Street, Suites 105 & 106, Bluffton, SC”

TOWN COUNCIL

STAFF REPORT



MEETING DATE:	April 7, 2026
PROJECT:	Consideration of a Resolution to Adopt the Town of Bluffton Strategic Plan for Fiscal Years 2027-2028
PROJECT MANAGER:	Heather Colin, AICP Assistant Town Manager

RECOMMENDATION:

Town Council approve the Resolution presented as Attachment 2, adopting and formalizing the Town’s Strategic Plan for Fiscal Years 2027-2028.

DISCUSSION:

Following a comprehensive strategic planning workshop facilitated by The Bridge Group, held on November 6, 2025, with significant input from Town Council, Town Staff drafted a formal Strategic Plan for fiscal years 2027-28. The plan identifies planning objectives and action items that will provide policy guidance in managing and directing the application of Town resources.

The Fiscal Years 2027-28 Town of Bluffton Strategic Plan can be found as Exhibit “A” to the Resolution.

All Strategic Focus Areas remain the same:

- Affordable and/or Workforce Housing
- Community Quality of Life
- Economic Growth
- Fiscal Sustainability
- Infrastructure
- May River and Surrounding Rivers and Watersheds
- Town Organization

Appendix A to the Fiscal Years 2027-28 Strategic Plan contains an Action Agenda made up of initiatives which support Town Council’s priorities and guide use of Town resources over the next two fiscal years. Once approved, the Action Agenda will be available online for the public to view with real-time updates. The Action Agenda is a document that will continue to be regularly updated to reflect the current status of each item.

NEXT STEPS:

After the Fiscal Years 2027-28 Strategic Plan is adopted, it will be published in a professional manner and will be made publicly available on the Town of Bluffton website. The Town will also issue a media release announcing the adoption of the Plan.

ATTACHMENTS:

1. Presentation
2. Resolution to support the Adoption of the Fiscal Years 2025-26 Town of Bluffton Strategic Plan, with Exhibit "A"
3. Proposed motion to adopt the Resolution

Town of Bluffton Strategic Plan Fiscal Years 2027 - 2028

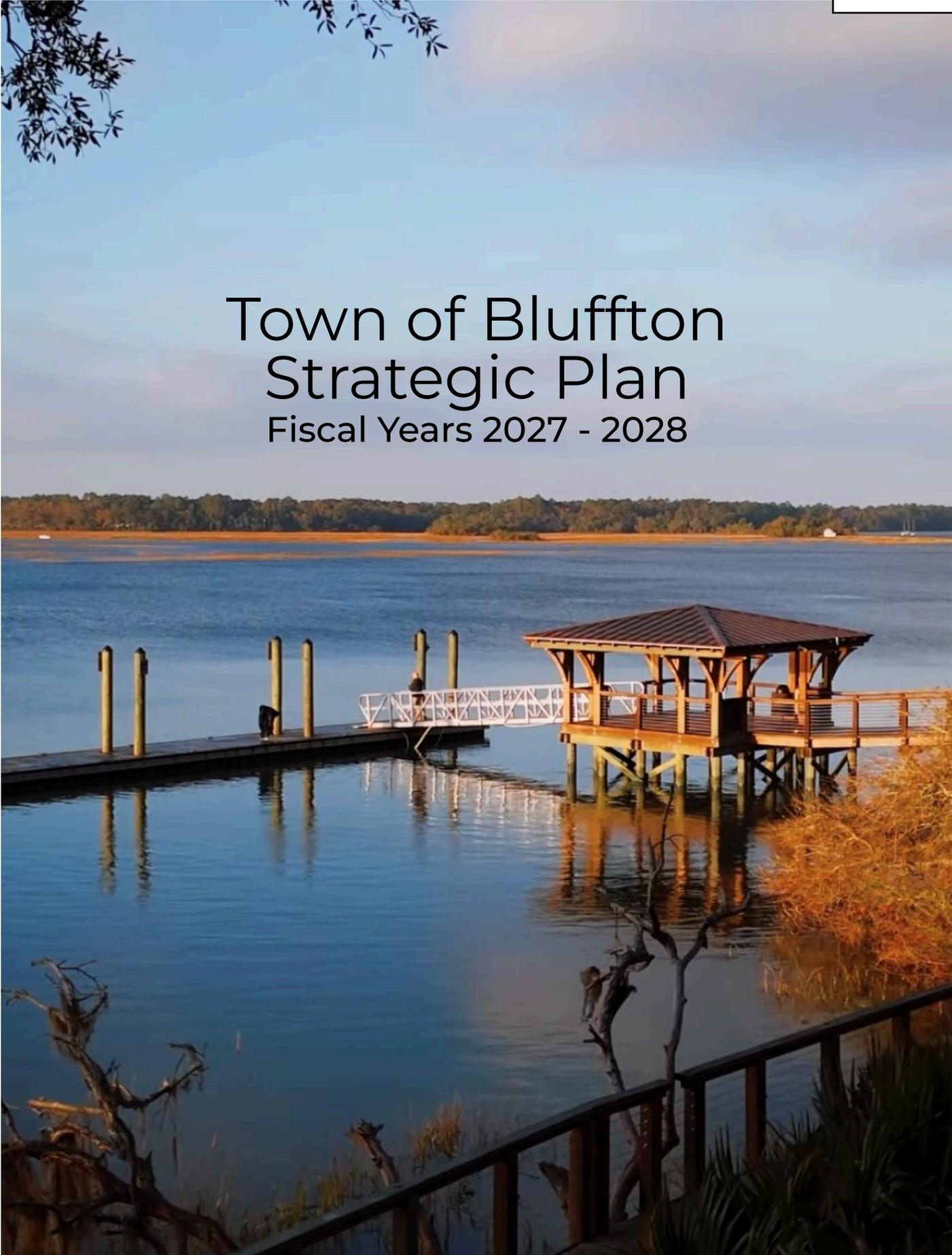




TABLE OF CONTENTS

Greetings from the Mayor..... 5

Words from the Town Manager 6

Town Council..... 7

Leadership Team 8

Acknowledgements..... 10

Introduction 11

Mission, Vision and Covenant 12

Strategic Focus Areas..... 14

 Affordable and/or Workforce Housing..... 15

 Foster private sector partners to design and develop diverse housing options within 16

 Explore Land and Property Re-Development Options for Affordability (Best Practices)..... 17

 Affordable Housing Public/Private Partnership 18

 Enhance working relationships with regional partners to address economically diverse 19

 Create an Overall Strategy to Improve the Affordability of Housing 20

 Investigate Creating a Workforce and Affordable Housing Department..... 21

 Neighborhood Assistance Program (NAP) 22

 Incentives to Develop Diverse Housing 23

 Establish easily navigated ordinances and policies that encourage and promote afford 24

 Explore Fee in Lieu Structure Changes for Affordability 25

 Explore Tiny Homes Options and Zoning Implications 26

 Affordability Covenants 27

 Continuously seek state and federal government assistance for planning, developing a 28

 Evaluate Improving Affordable Housing Operations Through Restructuring and Community 29

 Monitor potential grant opportunities at the state level to support upcoming project..... 30

 Leverage the Town’s position to seek affordable workforce housing allocation with ea..... 31

 Community Quality of Life 32

 Preserve and enhance the historic and cultural identity/resources that reflect the v 34

 Explore Ways to Support the Gullah Geechee Heritage Community (Partnership or Initia 35

 Implementation of Cultural District Strategic Plan 36

 Celebration and Implementation of the Cultural District 37

 Blueprint Bluffton Comprehensive Plan Review to be in Compliance with State Law 38

 Buck Island / Simmonsville Neighborhood Plan Implementation 39

 Sarah Riley Hooks Cottage - Construction, Programming and Management of the Town Fac 40

 Old Town Master Plan (OTMP) Update..... 41

 Support and create partnerships with public/private educational institutions and loc..... 42

 Internships / Recruitment 43

 Continue to grow relationships with school leadership..... 44

 Create an enhanced connection with neighborhoods throughout the Town through focused 45

 Launch a Digital Service Platform/App with Billing, Permits, Service Requests and AI 46

 Community Survey..... 47

 Monitor and expand role and offerings of Welcome Center 48

 Enhance public safety, business process improvements and innovative programs that en..... 49

Wayfinding and Non Profit Organizational Signage 50

Establishment of Public Services Maintenance Zones for Operational Facilities and Gr..... 51

Foster and support place-based initiatives and evaluate community policies, programs 52

 Create a Strategic Action Plan for a Performing Arts Center (Funding, Location, Oper..... 53

 Explore Creation of Recreational Operations/Partnerships by the Town of Bluffton 54

 Buck Island / Simmonsville Neighborhood Park 55

 Master Park/Pathway Plan..... 56

Foster town policies and practices that encourage environmentally conscious initiati 57

 Completion of sewer connections through education of the connection policy and imple 58

 Adopt an Organic Integrated Pest Management (IPM) Policy 59

Economic Growth..... 60

 Ensure the Town’s development services, Town policies and priorities are continually 61

 Create a Small Business Resource (Advocate) for Help with Regulatory Navigation 62

 Policy Improvements/Concierge Approach to Permitting (LEAN process) 63

 Update and refine a long-range planning vision, comprehensive plan, Old Town Master..... 64

 Develop a Bluffton 2040 Build-Out Plan (Demographic, Financial, Growth Scenarios) 65

 Focus on strategic economic development pursuits that will increase local jobs, gene..... 66

 Conduct Tourism/Lodging Needs Assessment 67

 Performing Arts Center..... 68

 Attract New Business and Employers to the Town 69

 Develop and implement a collaborative and supportive policies that grow (Economic Ga..... 70

 Create and Implement AI Training and Education Programs 71

 Spur Local Entrepreneurship and Innovation 72

 Enhance Partnerships..... 73

 Support place-based economic development strategies that invest in public amenities 74

 Assess the Utilities/Tech Infrastructure Readiness (AI, Broadband, Automation) 75

 The COVE: A Hub for Innovation and Economic Growth 76

Fiscal Sustainability 77

 Demonstrate fiscal responsibility through established financial policies, budgeting 78

 Revenue Diversification Study 79

 Implement business processes and operational efficiencies to streamline the cost of..... 80

 Conduct a User-Fee and Permit Fee Audit to Align Cost Recovery with Service Demand 81

 O&M Cost/Benefit Analysis with Lifecycle Budgeting 82

 Purchasing Card Transaction Process..... 83

 Payroll Time Entry 84

 Implement innovative technology initiatives to support Town business processes, cust..... 85

 Position Control 86

 Create and pursue opportunities for collaboration and regional partnerships to maxim 87

 Expanding Opportunities Through Grants..... 88

Infrastructure..... 89

 Establish routine and industry best practice maintenance guidelines to monitor the e 90

 Long-Term Roadway Asset Management and Resurfacing Plan 91

 Identify programs, technologies or resources to compliment current operational pract 92

 Promote/Advocate Long Range Transportation Plans with Regional/State Partners 93

 Fiber to Town Facilities..... 94

 Town Facilities ADA Compliance Implementation 95

 New Riverside Barn Park Public Services Building and Park Facility Phases 96

 Public Services Expansion & Watershed Facility 97

 Old Town Master Plan Drainage Improvements Study..... 98

Establish long-term planning, prioritization and investment strategies for future in..... 99

- Pedestrian and Vehicular Interconnectivity 100
- New Riverside Barn Park Phase 2 Trails & Disc Golf 101
- Stoney Crest Campground / Old Palmetto Bluff Rd 102
- Historic District Overhead Powerline Conversion 103
- Boundary Street Streetscape..... 104
- Calhoun Street Streetscape..... 105
- Pathway Pedestrian Safety Improvements 106
- Oyster Factory Park 107
- Bridge Street Streetscape and Underground Power Burial 108

Create, pursue and maintain collaborative partnerships to maximize and leverage outs 109

- Explore Micro Transit Options for the Town 110

May River and Surrounding Rivers and Watersheds 111

- Support initiatives, such as the May River Watershed Action Plan, to improve water q 112
- Evaluate Implementation of the Sewer Connection Ordinance Enforcement..... 113
- Work with May River Watershed Action Plan Advisory Committee (WAPAC) to Establish an 114
- May River Watershed Action Plan Impervious Surface Restoration Projects..... 115
- Baseline Assessments of other Town Watersheds..... 116

Seek collaboration and partnerships that protect, and improve the May, Okatie/Collet..... 117

- Public-Private Partnerships..... 118
- Regional Stormwater and Resilience: Planning and Collaboration 119

Celebrate the May River, its heritage and importance to the community. 120

- Storm Drain Art Program 121

Support active planning and management for resilience of natural resources and our r..... 122

- SoLoCo Stormwater Regulations and Design Review..... 123
- Developer Participation Program for Public-Private Partnerships..... 124
- Implement Tree Canopy and Heat Mapping Outcomes 125
- Consider the Establishment of a Wetland Restoration Program 126
- Implement Resilience Analysis Recommendations 127
- Resilience Plan & Implementation Schedule..... 128
- Conduct Comprehensive Drainage Studies and Implement Recommendations from Completed..... 129

Town Organization 130

- Establish clear management expectations for all employees and volunteers of the Town 131
- Employee Handbook Update, including Policies and Benefits..... 132
- AI – Develop a comprehensive policy framework guiding the Town of Bluffton’s respons 133

Develop initiatives to improve communications and transparency for Town employees 134

Create and maintain a culture of ownership by empowering employees to make decisions 135

- Develop a Career Pathway and Succession Roadmap for All Departments 136
- Employee Benefits and Satisfaction 137
- Talent Acquisition and Retention 138

Implement programs and develop projects that create a professional, safe, value-orie 139

- Implement Recommendations from AI Policy Committee for Future/Current Impacts..... 140
- Employee Wellness and Recognition 141

Evaluate and implement opportunities to foster employee involvement in meaningful wa..... 142

- Launch a Bluffton Talent Pipeline Internship/Fellowship Program 143
- Form a Recruitment and Retention Committee 144

Develop training, systems, and policies that continuously improve governance and tea 145

- Revise Monthly Department Reports to Better Serve Town Council and the Public 146

Greetings from Mayor Larry Toomer

Welcome to Bluffton's blueprint for 2026–2028.

Every two years, Town Council and staff outline the priorities that guide our work. Bluffton's 2026–2028 Strategic Plan is more than a to-do list. It is a commitment to measurable progress and accountability that directly impacts your quality of life.

Why does this matter?

Because clear goals lead to focused action. Over the next two years, Bluffton has prioritized affordable housing because it affects our local economy, workforce and overall quality of life. The Town now has a dedicated staff member reporting directly to the executive department to oversee partnerships and housing initiatives.

Bluffton will continue to protect our natural resources. Starting in 2025, Bluffton strengthens wetland protections, after federal regulations were reduced. These policies protect our coastal environment — the centerpiece of our culture, recreation and seafood industry. Strong wetland protections safeguard water quality, reduce flooding and preserve the natural beauty that defines Bluffton.

I invite you to review the Strategic Plan. It establishes benchmarks and reporting so residents can see how priorities translate into results. It aligns resources and decisions with what matters most.

Our responsibility is simple: plan wisely, act deliberately and protect Bluffton's future.

On behalf of Town Council, thank you for being part of this shared vision.



Larry Toomer
Mayor, Town of Bluffton

Words from the Town Manager

Bluffton's Strategic Plan is a living, working document. It serves as a daily reference guide for Town Council and staff, directing projects, budget decisions and resources for the next two years.

The plan is the result of an intentional process held every two years. Town Council, staff and community leaders gather for strategic planning, where priorities are discussed and aligned before the work begins. From that session, the Strategic Plan is drafted. A detailed Action Agenda then follows, creating a step-by-step guide for daily operations. Together, these documents inform the Town's budget cycle, which runs July 1 through June 30, and form the foundation of our workflow.

This approach has become a template for other cities and towns because it builds consensus early and keeps everyone moving in the same direction. It keeps Council and staff focused on measurable goals and accountable to the residents we serve.

Over the next two years, that work includes resiliency initiatives, strengthened watershed and wetland protections, and continued progress on attainable housing.

If you want to understand how Bluffton does business — how direction becomes action — please review this document and participate in future planning discussions each November.

Thank you for being a part of Bluffton's path forward.

Stephen Steese
Town Manager
Town of Bluffton



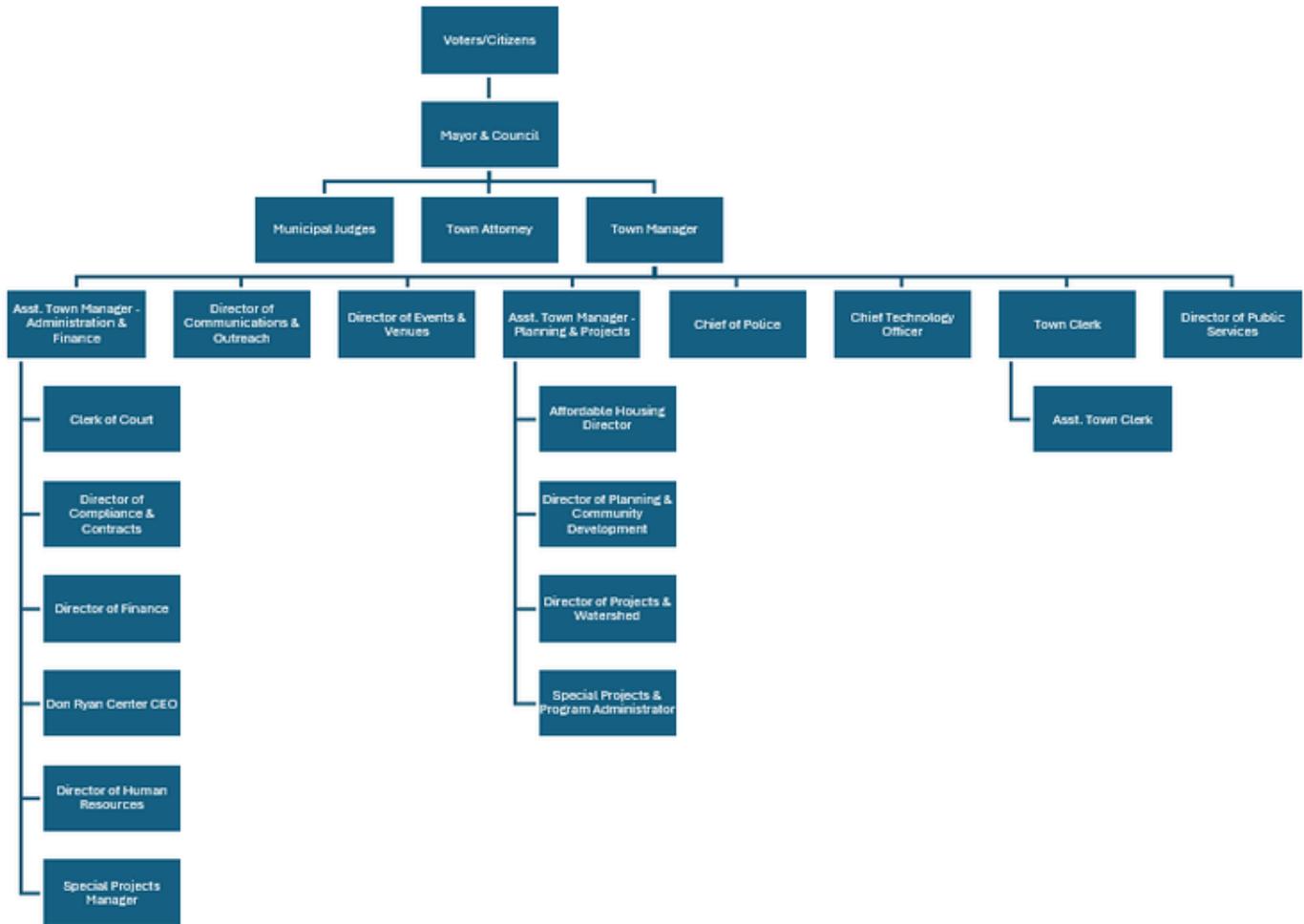
Town Council Members



Councilwoman Bridgette Frazier, Councilman Dan Wood, Mayor Larry Toomer, Mayor Pro-Tempore Fred Hamilton, Councilwoman Emily Burden

Leadership Team

Town Organization



Town Staff Leadership

Town Manager: Stephen Steese, MPA

Assistant Town Manager: Chris Forster, MPA, CPFO, CGFM

Assistant Town Manager: Heather Colin, AICP

Town Attorney: Finger, Melnick, Brooks & LaBruce, P. A. — Terry Finger

Town Clerk: Marcia Hunter

Chief of Police: Joe Babkiewicz

Finance and Administration: Natalie A. Majorkiewicz, CGFO, CGFM

Human Resources: Anni Evans, SPHR, PSHRA-SCP

Municipal Court: Lisa Cunningham

Communications & Community Outreach: Debbie Szpanka

Public Services: Larry Beckler

Projects and Watershed Resilience: Kim Washok-Jones, M.S., CEPSI

Growth Management: Kevin P. Icard, AICP

Information Technology: Tracie F. Stormer, CGCIO

Don Ryan Center for Innovation: Paul Arvantides

Affordable Housing: Victoria Smalls

Events and Venues: Lyndee Simoneaux



Acknowledgements

Mayor and Town Council

We are grateful to the Mayor and Town Council for their leadership, commitment, and passion for the Town and its future. Their support, guidance, and dedication throughout the strategic planning process helped establish a clear direction and purpose for this plan. Their investment of time and thoughtful consideration ensured that the strategic plan reflects both the community’s needs and the Town’s long-term vision while empowering Town staff to carry that vision forward.

Community Members, Workshop Participants, and Partner Agencies

The Town extends its sincere appreciation to the many community members, stakeholders, workshop participants, and partner and support agencies who contributed their time, ideas, and perspectives throughout the process. Their willingness to engage in thoughtful dialogue, share insights, and help shape the vision for the Town played an essential role in developing a plan that reflects the priorities and aspirations of the community. Their participation and continued partnership are vital to the Town’s success as we move forward together.

Town Leadership and Staff

Special thanks are extended to the Town’s leadership team, senior staff, and support staff whose efforts made the strategic planning workshops possible. From coordinating logistics and organizing materials to preparing meeting spaces, arranging meals, and ensuring that discussions remained productive and on schedule, their work was critical to the success of the process. Their professionalism, teamwork, and dedication helped create an environment where meaningful collaboration could take place.



BridgeGroup LLC

The Town also recognizes Bill Stipp and Mike Letcher of BridgeGroup LLC for their guidance and facilitation throughout the process. Their knowledge, facilitation, and ability to translate ideas into actionable strategies helped transform community input and leadership priorities into a clear and implementable plan. Their partnership and commitment to helping the Town move from vision to action is invaluable.

Introduction

1. What is a Strategic Plan

A strategic plan is a roadmap that helps guide the Town's decisions, priorities, and investments over a certain amount of time. It identifies the community's values, establishes a clear mission, and outlines the goals and actions needed to move the Town forward. The plan provides direction for Town leadership and staff while ensuring that those decisions align with the long-term vision for the community. It also serves as a communication tool that helps residents, businesses, and partners understand the Town's priorities and how resources will be used to achieve them.

2. How is the Strategic Plan Developed

The Town's strategic plan is developed through a collaborative process that engages elected officials, Town staff, community partners, and stakeholders. Every two years, the Town works with an outside consultant who provides an objective perspective and helps facilitate discussions that shape the plan.

Prior to the workshops, a survey is distributed to members of Town Council and senior staff to gather input on priorities, challenges, and opportunities within the Strategic Focus Areas. Strategic Focus Areas in the Town of Bluffton include:

- Affordable and Workforce Housing
- Community Quality of Life
- Economic Growth
- Fiscal Sustainability
- Infrastructure
- May River and Surrounding Rivers and Watersheds
- Town Organization

The strategic planning process typically includes two facilitated workshop sessions. On the first day, Town staff work with the consultant to review progress, identify operational priorities, and discuss opportunities for improvement. The second day brings together the Town Council, community partners and staff to discuss strategic direction, confirm priorities, and align goals with the community's long-term vision.

The Town invites community partners and stakeholders to participate in portions of the process. Participants may include representatives from local business organizations, chambers of commerce, Town boards, commissions and committees' members, schools, nonprofit organizations, and regional partners.

3. What is Included in the Strategic Plan

The Strategic Plan is organized around several key components that guide the Town's decision-making and implementation efforts.

Covenant – Our statement that reflects the shared commitment between Town leadership, staff, and the community to work together toward the Town's future.

Mission – The mission defines the purpose of the Town organization and its commitment to serving residents, businesses, and visitors.

Strategic Focus Areas – Broad priority areas that identify where the Town will concentrate its efforts and resources.

Guiding Principles – Core values that shape how decisions are made and how the Town approaches service, leadership, and community engagement.

Action Agenda Items – A prioritized “to-do” list that outlines specific initiatives and projects designed to advance the Town's guiding principles. These action items provide a clear path for implementation and help ensure accountability and measurable progress. Town staff use these items to develop their annual budget, prioritize staffing and projects, and direct future forecasting.



Mission, Vision and Covenant

Our Mission

We take care of our citizens, the Town and each other by continuously making our community and organization better.



Our Vision



Bluffton, the Heart of the Lowcountry, a Town that appreciates the past, focuses on today and is planning together for a greater future.

Covenant for Bluffton

As citizens of Bluffton, South Carolina, we hold the following to be true:

That social, cultural and economic diversity and inclusiveness are the essence of our community;

That we bear responsibility for the stewardship of nature's blessings entrusted to us in Bluffton and along the May River;

That freedom and civic duty work hand-in-hand to create a culture of individuality and a sense of community;

That our natural, physical and cultural history are worthy of our protection as trustees in order for us to embrace our future. Acknowledging these truths, we aspire to the following goals:

To build upon our historic foundation a future that celebrates diversity, nurtures neighborliness and ensures a future of opportunity for generations to come;

To enhance the natural beauty and the quality of the May River and its watershed;

To protect the architectural heritage of Old Town Bluffton;

To enhance the canopy of trees and natural landscape throughout Bluffton;

To engage the creative human spirit and the arts within Bluffton;

To protect and enhance the oyster, shrimping, and fishing opportunities of the May River;

To provide housing opportunities for all citizens that are decent, affordable, and Bluffton beautiful;

To nurture a respect for each citizen.



Strategic Focus Areas



Affordable and/or Workforce Housing

Guiding Principles
5



Community Quality of Life

Guiding Principles
6



Economic Growth

Guiding Principles
5



Fiscal Sustainability

Guiding Principles
4



Infrastructure

Guiding Principles
4



May River and Surrounding Rivers and Watersheds

Guiding Principles
4



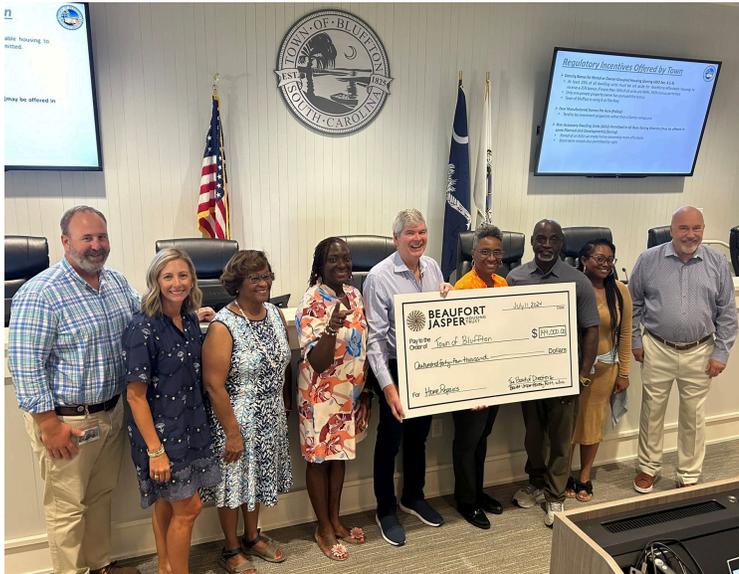
Town Organization

Guiding Principles
6

Strategic Focus Areas

Affordable and/or Workforce Housing

The Town of Bluffton is committed to improving the quality of families and communities, by helping to develop, produce, and/or assist with low-cost affordable and/or workforce (affordable) housing in safe neighborhoods including rental units and home ownership programs. As a regional leader, we will maximize strategic public/private partnerships and enhance ordinances/policies while continuing to provide and seek opportunities for meeting our community's future housing needs.



11 Action Agenda Items

Guiding Principles

Foster private sector partners to design and develop diverse housing options within existing development agreements.

Action Agenda Items **2**

Enhance working relationships with regional partners to address economically diverse and affordable housing options as a region.

Action Agenda Items **4**

Establish easily navigated ordinances and policies that encourage and promote affordable housing while maintaining innovative programs that promote housing options for all.

Action Agenda Items **3**

Continuously seek state and federal government assistance for planning, developing and implementing affordable housing options.

Action Agenda Items **2**

Leverage the Town's position to seek affordable workforce housing allocation with each new development.

Action Agenda Items **0**

Guiding Principles

Foster private sector partners to design and develop diverse housing options within existing development agreements.

Build relationships to facilitate partnerships to develop diverse housing, including establishing incentives.

Action Agenda Items

[Explore Land and Property Re-Development Options for Affordability \(Best Practices\)](#)

[Affordable Housing Public/Private Partnership](#)

Action Agenda Items

Explore Land and Property Re-Development Options for Affordability (Best Practices)

Research other South Carolina municipalities to identify incentives that encourage redevelopment projects incorporating an affordable housing component, and provide resulting recommendations to the Affordable Housing Committee and Town Council for their consideration and potential implementation.



Action Agenda Items

Affordable Housing Public/Private Partnership

Work with developers and others to construct affordable housing units. This includes the Town projects, 1095 May River Road and Livewell Terrace, a partnership with Beaufort Memorial for the construction of affordable rental units. Staff will establish initial current number of units in Bluffton as a baseline.



Guiding Principles

Enhance working relationships with regional partners to address economically diverse and affordable housing options as a region.

This includes both public agencies such as Beaufort Jasper Regional Housing Trust, Beaufort County Housing Authority as well as the Community Foundation and Save the Shutters organization.

Action Agenda Items

[Create an Overall Strategy to Improve the Affordability of Housing](#)

[Investigate Creating a Workforce and Affordable Housing Department](#)

[Neighborhood Assistance Program \(NAP\)](#)

[Incentives to Develop Diverse Housing](#)

Action Agenda Items

Create an Overall Strategy to Improve the Affordability of Housing

Develop relationships with housing developments to discuss and explore potential incentives for offering reduced rents. Research and review strategies used by other municipalities to create informed and effective procedures.



Action Agenda Items

Investigate Creating a Workforce and Affordable Housing Department

Review job descriptions and closely monitor workload demands to ensure responsibilities are aligned appropriately. Consider all available options, including redistributing job duties among existing staff and positions to maximize efficiency. Explore internship opportunities and develop partnerships with regional staff and agencies to provide additional support where possible. If necessary, draft a formal proposal outlining recommended changes to include in the budget review and approval process.



Action Agenda Items

Neighborhood Assistance Program (NAP)

Continue to operate the NAP program, documenting number of homes and families assisted, cost and repairs. Continue to monitor and enhance by promoting the program and recommending modifications to the Affordable Housing Committee as necessary.



Action Agenda Items

Incentives to Develop Diverse Housing

Review the effectiveness of current incentives and work to incorporate incentives to develop diverse housing types. Monitor the effectiveness and recommend modifications as necessary. Determine what diverse housing options are available within the Town of Bluffton zoning.



Guiding Principles

Establish easily navigated ordinances and policies that encourage and promote affordable housing while maintaining innovative programs that promote housing options for all.

Action Agenda Items

[Explore Fee in Lieu Structure Changes for Affordability](#)

[Explore Tiny Homes Options and Zoning Implications](#)

[Affordability Covenants](#)

Action Agenda Items

Explore Fee in Lieu Structure Changes for Affordability

Perform a thorough review of best management practices. Analyze historical records to determine when and whether the fees were used for housing development and assess the outcomes. Review the allowable uses for the fees under applicable guidelines and evaluate the implications and required actions if the fees remain unused.



Action Agenda Items

Explore Tiny Homes Options and Zoning Implications

Establish a clear definition of what qualifies as a tiny home. This includes size and structural criteria. Identify the locations in the Town where tiny homes would be permitted and outline the allowable density within those areas. Determine any applicable infrastructure or impact fees associated with development and specify the required building, safety and zoning codes that would need to be met.



Action Agenda Items

Affordability Covenants

Conduct a comprehensive review of the current recorded covenants, evaluating their effectiveness and overall impact. Compare existing requirements with those implemented by other municipalities to identify best practices. Analyze the duration, structure, and specific content of the covenants to determine whether updates or revisions are necessary to ensure they remain relevant and enforceable.



Guiding Principles

Continuously seek state and federal government assistance for planning, developing and implementing affordable housing options.

Action Agenda Items

Evaluate Improving Affordable Housing Operations Through Restructuring and Community Partnership

Monitor potential grant opportunities at the state level to support upcoming projects

Action Agenda Items

Evaluate Improving Affordable Housing Operations Through Restructuring and Community Partnership

Continue to monitor pending legislation and work with local delegation to increase and improve the option of affordability housing. Establish standard operating procedures for various operations.

Action Agenda Items

Monitor potential grant opportunities at the state level to support upcoming projects

Work with state legislators to amend and create projects.



Guiding Principles

Leverage the Town's position to seek affordable workforce housing allocation with each new development.



Strategic Focus Areas

Community Quality of Life

The Town of Bluffton will update, support and provide policies, programs, gathering places, and events that sustain our vibrant, unique and authentic community. our community can come together to celebrate and preserve its culture and history while enhancing the quality of life. Sustainable relationships with the community will be cultivated through citizen engagement, outstanding customer service, and clear, accessible communication.



20 Action Agenda Items

Guiding Principles

Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy.

Action Agenda Items **7**

Support and create partnerships with public/private educational institutions and local school leadership. Provide multi-generational development programs to ensure quality education and recreational opportunities.

Action Agenda Items **2**

Create an enhanced connection with neighborhoods throughout the Town through focused outreach and strategic utilization of various communication methods. We will celebrate our accomplishments through focused outreach to the residents.

Action Agenda Items **3**

Enhance public safety, business process improvements and innovative programs that ensure a safe community.

Action Agenda Items **2**

Foster and support place-based initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Action Agenda Items **4**



Foster town policies and practices that encourage environmentally conscious initiatives, policies and town codes that support a clean, well-maintained, sustainable community that protects our natural resources including the May River.

Action
Items **2**



Guiding Principles

Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy.

Action Agenda Items

[Explore Ways to Support the Gullah Geechee Heritage Community \(Partnership or Initiatives\)](#)

[Implementation of Cultural District Strategic Plan](#)

[Celebration and Implementation of the Cultural District](#)

[Blueprint Bluffton Comprehensive Plan Review to be in Compliance with State Law](#)

[Buck Island / Simmonsville Neighborhood Plan Implementation](#)

[Sarah Riley Hooks Cottage- Construction, Programming and Management of the Town Facility](#)

[Old Town Master Plan \(OTMP\) Update](#)

Action Agenda Items

Explore Ways to Support the Gullah Geechee Heritage Community (Partnership or Initiatives)

Work with Council to establish next steps on how to support and expand the Gullah Geechee community.



Action Agenda Items

Implementation of Cultural District Strategic Plan

Review the action items outlined in the Cultural District Strategic Plan to ensure a clear understanding of priorities and objectives. Identify benchmark reporting dates and associated requirements to track progress and maintain accountability. Map out next steps and clearly outline the process necessary to implement each initiative effectively and in alignment with the plan's goals.



Action Agenda Items

Celebration and Implementation of the Cultural District

Celebrate, promote and continue the Town's cultural district designation. Identify ways to celebrate Bluffton's cultural heritage.



Action Agenda Items

Blueprint Bluffton Comprehensive Plan Review to be in Compliance with State Law

Local planning commissions are required to review their comprehensive plans at least every five years and update them at least every ten years. This requirement is part of the South Carolina Local Government Comprehensive Planning Enabling Act of 1994. Our 5-year review of “Blueprint Bluffton” which was adopted in November of 2022, will need to happen no later than in November of 2027.



Action Agenda Items

Buck Island / Simmonsville Neighborhood Plan Implementation

Draft a timeline and prioritization schedule of the Buck Island/Simmonsville neighborhood plan implementation strategies (approved May 14, 2024).



Action Agenda Items

Sarah Riley Hooks Cottage - Construction, Programming and Management of the Town Facility

The Town of Bluffton purchased the Sarah Riley Hooks Cottage property in 2021, consisting of .896 acres at 76 Bridge Street. This purchase provides additional public open space along Huger Cove in the Historic District and the opportunity to preserve a significant historic/cultural resource. Proposed improvements include the rehabilitation/reconstruction of the Sarah Riley Hooks Cottage, parking, perimeter walkways, open lawn, observation deck and arbor/swings overlooking Huger Cove, interpretive signage, landscaping and lighting. Construction began in FY26 and will be complete in FY27 Next steps include the programming and management facility to be used as an artisan workshop (artists in residence) per Town Council direction.



Action Agenda Items

Old Town Master Plan (OTMP) Update

Assess the Old Town Master Plan. Provide a report and recommendation to Town leadership with any items that should be reviewed and updated.



Guiding Principles

Support and create partnerships with public/private educational institutions and local school leadership. Provide multi-generational development programs to ensure quality education and recreational opportunities.

Action Agenda Items

[Internships / Recruitment](#)

[Continue to grow relationships with school leadership](#)

Action Agenda Items

Internships / Recruitment

Continue to work with Historically Black Colleges and Universities and other organizations to recruit a diverse workforce. Highlight internship growth and “success” stories.



Action Agenda Items

Continue to grow relationships with school leadership

Develop and promote programs like Principal's Luncheon, Mayor Service Awards, Stay Safe Bluffton Scholarship Program, etc. Identify other programs and partnerships like USCB/TCL.



Guiding Principles

Create an enhanced connection with neighborhoods throughout the Town through focused outreach and strategic utilization of various communication methods. We will celebrate our accomplishments through focused outreach to the residents.

Action Agenda Items

Launch a Digital Service Platform/App with Billing, Permits, Service Requests and Alerts

Community Survey

Monitor and expand role and offerings of Welcome Center

Action Agenda Items

Launch a Digital Service Platform/App with Billing, Permits, Service Requests and Alerts

Creation of a Town of Bluffton digital app downloadable from app store on any digital device. The app will share current events in the Town for citizens and tourists, link to the Town of Bluffton website for information on billing and permits, and link to information from the Town of Bluffton Police. A test environment will be created and will be polled post implementation on what should be adjusted. Determination will need to be made to establish initial funding, continued costs and technical support.



Action Agenda Items

Community Survey

Update and compare year over year results. Review community needs and goals against Town initiatives.



Action Agenda Items

Monitor and expand role and offerings of Welcome Center

Create and promote educational opportunities for visitors and citizens.



Guiding Principles

Enhance public safety, business process improvements and innovative programs that ensure a safe community.

Action Agenda Items

[Wayfinding and Non Profit Organizational Signage](#)

[Establishment of Public Services Maintenance Zones for Operational Facilities and Grounds](#)

Action Agenda Items

Wayfinding and Non Profit Organizational Signage

Determine organizations that need and want signage. Regulate locations and designs of signage.



Action Agenda Items

Establishment of Public Services Maintenance Zones for Operational Facilities and Grounds

Create districts within the Town of Bluffton and assign a Public Services Team to maintain each district. This model offers a strategic and community-oriented approach to municipal management that will enhance the town's functionality, aesthetics, and civic engagement. Zoning the Town allows for better organization of resources, ensuring that public services are delivered consistently and effectively. Assigning a Team to maintain each zone will allow Public Services personnel to become intimately familiar with the unique needs and assets within their zone, promoting greater ownership and responsibility in addition to quicker response times. Having the same employees consistently working in the same areas will encourage connections between residents and Town employees. These everyday encounters build trust, open lines of communication and provide valuable avenues of feedback for the Town.



Guiding Principles

Foster and support place-based initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Action Agenda Items

[Create a Strategic Action Plan for a Performing Arts Center \(Funding, Location, Operations\)](#)

[Explore Creation of Recreational Operations/Partnerships by the Town of Bluffton](#)

[Buck Island / Simmonsville Neighborhood Park](#)

[Master Park/Pathway Plan](#)

Action Agenda Items

Create a Strategic Action Plan for a Performing Arts Center (Funding, Location, Operations)

Create a feasibility study to determine the level of community need, overall viability, and potential long-term sustainability. This study would also explore funding options, including grants, sponsorships and fundraising opportunities. The community will be polled to gauge anticipated attendance and interest levels. Related needs would be considered such as the availability of accommodations for performers and attendees as well as any supporting infrastructure required to successfully host events.



Action Agenda Items

Explore Creation of Recreational Operations/Partnerships by the Town of Bluffton

Review the recommendations from the Recreation plan to gain a comprehensive understanding of proposed priorities and initiatives.. Identify specific areas that require improvement and assess any gaps in current services or resources. Determine the funding, staffing and additional support needed using other municipalities as guidelines.



Action Agenda Items

Buck Island / Simmonsville Neighborhood Park

The Town of Bluffton acquired approximately 15 acres located at the southwest corner of the Buck Island Road and Bluffton Parkway intersection for the development of a Neighborhood Park. The project scope will consist of Conceptual Master Planning and design of the proposed park elements to be determined through public input obtained at neighborhood meetings and at Town Council workshops. Final Master Plan, the Final Site Development Plans will be prepared for permitting in FY 26. Construction is proposed to be implemented in FY 27 and beyond..



Action Agenda Items

Master Park/Pathway Plan

Inventory all parks and blue ways (publicly accessible waterways). Determine what needs to be created for community needs.



Guiding Principles

Foster town policies and practices that encourage environmentally conscious initiatives, policies and town codes that support a clean, well-maintained, sustainable community that protects our natural resources including the May River.

Action Agenda Items

Completion of sewer connections through education of the connection policy and implementation of the regulations in the sewer connection ordinance.

Adopt an Organic Integrated Pest Management (IPM) Policy

Action Agenda Items

Completion of sewer connections through education of the connection policy and implementation of the regulations in the sewer connection ordinance.

Now that sewer projects have (will) be completed, review the sewer connection ordinance and develop a strategy to educate and implement.

Action Agenda Items

Adopt an Organic Integrated Pest Management (IPM) Policy

Create a holistic , ecologically sound system for managing pests that supports pollinators and beneficial insects, enhances soil health and biodiversity, and creates a resilient and self-sustaining ecosystem. Minimize reliance on chemical inputs by eliminating the use of synthetic pesticides and herbicides, including glyphosate-based products like Prosecutor Pro, across all public lands managed by the Town of Bluffton.



Strategic Focus Areas

Economic Growth

The Town of Bluffton will seek diverse, high quality and sustainable development that will foster local jobs, enhance our quality of life and culture through the strategic pursuit of knowledge-based job sectors. As a regional economic center with a diverse economy, business investment and sustainability will be fostered through streamlined processes, ongoing collaborative relationships, partnerships and/or alliances.



11 Action Agenda Items

Guiding Principles

Ensure the Town's development services, Town policies and priorities are continually streamlined, efficient, customer focused and responsive to efficiently support new growth, local economic development and the long-term success of existing local businesses.

Action Agenda Items **2**

Update and refine a long-range planning vision, comprehensive plan, Old Town Master Plan, Buck Island-Simmonsville Nghd Plan & the May River Watershed Action Plan, that incorporates citizen and stakeholder input to provide a road map for strategic econ. dev., infrastructure & budget planning.

Action Agenda Items **1**

Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses in target industries.

Action Agenda Items **3**

Develop and implement a collaborative and supportive policies that grow (Economic Gardening) local businesses.

Action Agenda Items **3**

Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.

Action Agenda Items **2**



Guiding Principles

Ensure the Town's development services, Town policies and priorities are continually streamlined, efficient, customer focused and responsive to efficiently support new growth, local economic development and the long-term success of existing local businesses.

Action Agenda Items

[Create a Small Business Resource \(Advocate\) for Help with Regulatory Navigation](#)

[Policy Improvements/Concierge Approach to Permitting \(LEAN process\)](#)

Action Agenda Items

Create a Small Business Resource (Advocate) for Help with Regulatory Navigation

As part of the Don Ryan Center’s strategic planning initiative, we will create a dedicated Small Business Resource Guide to assist entrepreneurs with regulatory navigation. This role will provide guidance on local, state, and federal requirements, streamline access to permits and compliance information, and serve as a liaison between businesses and government agencies. By simplifying complex regulatory processes, the Center will reduce barriers to growth and foster a more business-friendly environment.



Action Agenda Items

Policy Improvements/Concierge Approach to Permitting (LEAN process)

Continue to review policies associated with various permits, including but not limited to Certificates of Appropriateness (COFAs), mobile home placement permits and mobile vending permits. Referred to as the LEAN process.



Guiding Principles

Update and refine a long-range planning vision, comprehensive plan, Old Town Master Plan, Buck Island-Simmonsville Nghd Plan & the May River Watershed Action Plan, that incorporates citizen and stakeholder input to provide a road map for strategic econ. dev., infrastructure & budget planning.

Action Agenda Items

[Develop a Bluffton 2040 Build-Out Plan \(Demographic, Financial, Growth Scenarios\)](#)

Action Agenda Items

Develop a Bluffton 2040 Build-Out Plan (Demographic, Financial, Growth Scenarios)

Multi year plan Year 1 - identify the scope and goal of the project. Year 2 - budget for professional services to assist staff with final plan development. Consider adding to other required planning documents.



Guiding Principles

Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses in target industries.

Action Agenda Items

[Conduct Tourism/Lodging Needs Assessment](#)

[Performing Arts Center](#)

[Attract New Business and Employers to the Town](#)

Action Agenda Items

Conduct Tourism/Lodging Needs Assessment

Conduct a comprehensive needs assessment to evaluate the demand for lodging and its impact on related community assets, such as a performing arts center, recreation facilities and other event-driven venues. Develop a detailed inventory of existing lodging options, including the total number of rooms, average occupancy and rates, to establish a clear baseline of current capacity and performance. Collaborate with the Chambers to gather data, engage stakeholders and assess market conditions.



Action Agenda Items

Performing Arts Center

The Town of Bluffton recognizes the value of the arts to citizens and visitors. The Town will explore the feasibility and potential economic benefits of a multipurpose performing arts facility. Potential locations, financial costs, economic benefits, tax revenues and program revenues will be identified. The cost estimates of construction as well as strategies for financing the construction of a multipurpose performing arts facility will be identified. A plan for implementation will be developed for community and Council feedback.



Action Agenda Items

Attract New Business and Employers to the Town

The Town of Bluffton, through the Don Ryan Center for Innovation, is committed to attracting new businesses and employers that align with the community's values and long-term vision for prosperity. By working closely with partners such as the Beaufort County Economic Development Corporation, Bluffton will build greater awareness of its unique assets, strengthen regional visibility, and foster sustainable economic growth that creates high-quality jobs and diversifies the local economy.



Guiding Principles

Develop and implement a collaborative and supportive policies that grow (Economic Gardening) local businesses.

Action Agenda Items

[Create and Implement AI Training and Education Programs](#)

[Spur Local Entrepreneurship and Innovation](#)

[Enhance Partnerships](#)

Action Agenda Items

Create and Implement AI Training and Education Programs

As part of the Don Ryan Center’s strategic planning initiative, we will create and implement opportunities for AI training and education programs designed to equip entrepreneurs, small businesses, and workforce partners with practical, future-ready skills. This initiative will position the Center as a regional leader in applied artificial intelligence by offering accessible workshops, hands-on training, and expert-led sessions that demystify AI and promote responsible adoption. By integrating AI education into our core programming, we will strengthen business innovation, improve operational efficiency for our clients, and support long-term economic growth in the community.



Action Agenda Items

Spur Local Entrepreneurship and Innovation

The Don Ryan Center for Innovation will spur local entrepreneurship and innovation by cultivating a supportive ecosystem where new ideas can thrive and businesses can grow. Through mentorship, education, access to resources, and strategic programs, along with strong partnerships, the Center will empower entrepreneurs to launch and scale their ventures while fostering a culture of creativity and collaboration. This commitment will not only drive economic opportunity but also strengthen Bluffton's reputation as a vibrant hub for innovation and entrepreneurial success.



Action Agenda Items

Enhance Partnerships

The Don Ryan Center for Innovation (DRCI) recognizes that strong, collaborative partnerships are essential to advancing entrepreneurship, fostering economic growth, and strengthening Bluffton's position as a hub of innovation in the Lowcountry. To achieve this, DRCI will pursue a strategic approach that expands, deepens, and diversifies partnerships across public and private sectors..



Guiding Principles

Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.

Action Agenda Items

[Assess the Utilities/Tech Infrastructure Readiness \(AI, Broadband, Automation\)](#)

[The COVE: A Hub for Innovation and Economic Growth](#)

Action Agenda Items

Assess the Utilities/Tech Infrastructure Readiness (AI, Broadband, Automation)

Assess utilities and technology infrastructure readiness, focusing on AI capacity, broadband access, and automation capabilities. Working in partnership with local utility providers and technology stakeholders, we will identify gaps and align on future infrastructure needs to support innovation, attract investment, and ensure the region remains competitive in a technology-driven economy.



Action Agenda Items

The COVE: A Hub for Innovation and Economic Growth

The Don Ryan Center for Innovation's new economic development building, The COVE, will serve as a dynamic hub where entrepreneurs, businesses, and community partners converge to collaborate and grow. Designed to strengthen Bluffton's innovation ecosystem, The COVE will house a dedicated Landing Pad—a flexible space that provides incoming companies and startups with the resources, connections, and support they need to establish and scale in the region. In addition, The COVE will offer leasable spaces for local businesses to start, expand, and thrive, creating an environment that nurtures growth at every stage. By combining state-of-the-art facilities with strategic programming and partnerships, The COVE will expand opportunities for local entrepreneurship, attract new employers, and position Bluffton as a leader in fostering economic development across the Lowcountry.



Strategic Focus Areas

Fiscal Sustainability

The Town of Bluffton will update and refine innovative and responsible policies and business practices to effectively manage its fiscal and human resources. The Town will maintain a stable, transparent, forward-looking financial environment that provides an outstanding quality of life for our citizens. Business practices will be efficient, business friendly and ensure exceptional customer service to all stakeholders and citizens.



7 Action Agenda Items

Guiding Principles

Demonstrate fiscal responsibility through established financial policies, budgeting practices and financial standards that meet the excellence requirements and benchmarks for financial reporting established by the Governmental Finance Officer Association (GFOA) and the Gov. Accounting Stds Bd (CASB)

Action Agenda Items **1**

Implement business processes and operational efficiencies to streamline the cost of government including the examination and identification of the cost of services and recovery policies.

Action Agenda Items **4**

Implement innovative technology initiatives to support Town business processes, customer service and encourage private development investment.

Action Agenda Items **1**

Create and pursue opportunities for collaboration and regional partnerships to maximize resources and address regional issues.

Action Agenda Items **1**



Guiding Principles

Demonstrate fiscal responsibility through established financial policies, budgeting practices and financial standards that meet the excellence requirements and benchmarks for financial reporting established by the Governmental Finance Officer Association (GFOA) and the Gov. Accounting Stds Bd (GASB)

Action Agenda Items

[Revenue Diversification Study](#)

Action Agenda Items

Revenue Diversification Study

Identify and document all existing revenue sources to understand where funds are being generated and how they are allocated. Evaluate the effectiveness and sustainability of revenue streams and outline recommendations for additional revenue generators, such as a tag fee or other user-based fees. Determine the specific level of revenue required to support designated services, programs and operational needs.



Guiding Principles

Implement business processes and operational efficiencies to streamline the cost of government including the examination and identification of the cost of services and recovery policies.

Action Agenda Items

[Conduct a User-Fee and Permit Fee Audit to Align Cost Recovery with Service Demand](#)

[O&M Cost/Benefit Analysis with Lifecycle Budgeting](#)

[Purchasing Card Transaction Process](#)

[Payroll Time Entry](#)

Action Agenda Items

Conduct a User-Fee and Permit Fee Audit to Align Cost Recovery with Service Demand

Review the cost of services, to include indirect and staff time, to ensure fees being charged align with the cost on an annual basis. Identify and variances and propose adjustments to the fee structure annually with proposed fiscal year budget.



Action Agenda Items

O&M Cost/Benefit Analysis with Lifecycle Budgeting

Incorporate proactive planning for the life of an asset. This includes determining cost to operate the asset, any costs or benefits associated with disposing or replacing of the asset, evaluating upgrades for gained efficiencies or reduced operating costs, timeline for planned repairs and maintenance, and budget planning for major repairs or replacements based upon the determined age of the asset.



Action Agenda Items

Purchasing Card Transaction Process

The Town will evaluate process efficiencies and program options for managing the Town's PCard program. Staff will evaluate technologies, financial institution offerings and potential rebate options to save the Town time and money. The Town will select and implement updates and changes.



Action Agenda Items

Payroll Time Entry

The Town will evaluate process efficiencies and program options for managing the Town's payroll time entry system. System of record for all time keeping will be maintained by the Finance department. Staff will standardize timekeeping town wide and automate remaining manual processes to save time and resources as part of managing the Town's payroll.



Guiding Principles

Implement innovative technology initiatives to support Town business processes, customer service and encourage private development investment.

Action Agenda Items

Position Control

Action Agenda Items

Position Control

Implement position control Munis module to better track, manage, and control personnel and budget.



Guiding Principles

Create and pursue opportunities for collaboration and regional partnerships to maximize resources and address regional issues.

Action Agenda Items

[Expanding Opportunities Through Grants](#)

Action Agenda Items

Expanding Opportunities Through Grants

The Don Ryan Center for Innovation is committed to actively pursuing grant opportunities that help offset operational expenses and fuel the growth of its programs. By searching for and securing local, state, federal, and private grant funding, the Center ensures greater sustainability while expanding the resources available to entrepreneurs and small businesses. These efforts not only strengthen the Center’s ability to deliver high-impact programs but also allow for continuous innovation, ensuring Bluffton remains at the forefront of economic development and entrepreneurial support in the Lowcountry.



Strategic Focus Areas

Infrastructure

The Town of Bluffton will strategically plan, implement and maintain current and future infrastructure and facilities that support the community's quality of life, economic viability, and protects the environment. We will partner with outside agencies to support their infrastructure efforts that impact the Town of Bluffton.



17 Action Agenda Items

Guiding Principles

Establish routine and industry best practice maintenance guidelines to monitor the efficiency and operability of current below and above grade infrastructure and facilities.

Action Agenda Items **1**

Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.

Action Agenda Items **6**

Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life or citizens while being financially sustainable.

Action Agenda Items **9**

Create, pursue and maintain collaborative partnerships to maximize and leverage outside agency's infrastructure to benefit our residents.

Action Agenda Items **1**

Guiding Principles

Establish routine and industry best practice maintenance guidelines to monitor the efficiency and operability of current, below and above grade infrastructure and facilities.

Action Agenda Items

[Long-Term Roadway Asset Management and Resurfacing Plan](#)

Action Agenda Items

Long-Term Roadway Asset Management and Resurfacing Plan

Develop and implement a multi-year, data-driven schedule for road resurfacing and routine maintenance to preserve roadway conditions, improve safety, and extend the lifespan of transportation assets. The plan will prioritize projects based on pavement condition, traffic volume, and risk, and will include detailed cost estimates for each phase of work. This approach supports proactive budgeting, minimizes emergency repairs, and ensures efficient allocation of resources while maintaining reliable and safe road infrastructure for the community.



Guiding Principles

Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.

Action Agenda Items

Promote/Advocate Long Range Transportation Plans with Regional/State Partners

Fiber to Town Facilities

Town Facilities ADA Compliance Implementation

New Riverside Barn Park Public Services Building and Park Facility Phases

Public Services Expansion & Watershed Facility

Old Town Master Plan Drainage Improvements Study

Action Agenda Items

Promote/Advocate Long Range Transportation Plans with Regional/State Partners

Strengthen inter-agency alliances to advocate for and implement comprehensive long-range transportation plans that benefit our community and the broader region.



Action Agenda Items

Fiber to Town Facilities

To provide better network coverage in the Oscar Frazier Park area, a fiber connection will be run from Public Services to Oscar Frazier Park and terminate at the Rotary Center. The Welcome Center experiences spotty network coverage due to Wi-Fi only connectivity to the Town of Bluffton's network. A fiber connection run from Town Hall to Squire Pope will provide stable network connectivity.



Action Agenda Items

Town Facilities ADA Compliance Implementation

Renovate and implement ADA compliance measures in all existing facilities and properties.



Action Agenda Items

New Riverside Barn Park Public Services Building and Park Facility Phases

Combined 2 duplicate items - HC and KG will update description. Project scope includes the design, permitting and construction of a 40' x 70' Public Services Building, access road, and associated infrastructure at the New Riverside Barn Park. Design and permitting to be complete in FY26 with construction proposed in FY27. The establishment of a secondary Public Services Building will improve accessibility and response time to the town owned properties West of Buckwalter Parkway. Having multiple buildings will allow the town to decentralize services and enable more efficient day to day operations. A secondary building will also support new development and allow the Town to better service growing areas.



Action Agenda Items

Public Services Expansion & Watershed Facility

Project includes feasibility studies, design, permitting, construction documents and construction for a proposed Public Services facility expansion and a new Watershed facility at Oscar Frazier Park.



Action Agenda Items

Old Town Master Plan Drainage Improvements Study

This project consists of drainage inventory, assessment and recommendations for drainage improvements for four large watersheds within the Historic District and the Rose Dhu Creek Watershed. Heyward and Guerrard Cove Reports are complete and Crooked Cove is underway. Rose Dhu Creek Watershed Study will begin in 2026. A HMGP grant application has been submitted for funding of the Huger/Verdier Watershed Study. Work on these studies will continue through FY27.



Guiding Principles

Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.

Action Agenda Items

- Pedestrian and Vehicular Interconnectivity
- New Riverside Barn Park Phase 2 Trails & Disc Golf
- Stoney Crest Campground/ Old Palmetto Bluff Rd
- Historic District Overhead Powerline Conversion
- Boundary Street Streetscape
- Calhoun Street Streetscape
- Pathway Pedestrian Safety Improvements
- Oyster Factory Park
- Bridge Street Streetscape and Underground Power Burial

Action Agenda Items

Pedestrian and Vehicular Interconnectivity

Advance roadway connectivity and encourage the integration of pedestrian pathways whenever possible for existing and future development.



Action Agenda Items

New Riverside Barn Park Phase 2 Trails & Disc Golf

This project includes planning, design and construction of the second phase of trails and a proposed disc golf course at the New Riverside Barn Park. Design is planned to be complete in FY26 with construction proposed in FY27.



Action Agenda Items

Stoney Crest Campground / Old Palmetto Bluff Rd

In partnership with BJWSA and Beaufort County, install mainline and sewer connections to the neighborhood homes.



Action Agenda Items

Historic District Overhead Powerline Conversion

Project includes easement acquisition, design, permitting and construction to accommodate the burial of overhead power lines within certain areas of the Historic District not currently covered in streetscape projects. These areas include the conversion of the main transmission lines on May River Road and underground power conversions on Maiden, DuBois, Green, Lawrence, Waters and Boundary south of Bridge Street. Included in this project would be the right of entry and conversion of individual power services to existing homes and businesses.



Action Agenda Items

Boundary Street Streetscape

This project includes the design and construction of roads, parking, curbing, walkways, crosswalks, utility relocations, drainage improvements, lighting and traffic calming measures inside and adjacent to the Boundary Street right of way.



Action Agenda Items

Calhoun Street Streetscape

This project consists of planning, design and construction of streetscape improvements for Calhoun Street from May River Road to Water Street. Improvements may include pervious paver parking, road resurfacing, sidewalk widening, defined crosswalks, drainage/stormwater improvements, street lighting, signage, site furnishings, landscaping and utility relocations.



Action Agenda Items

Pathway Pedestrian Safety Improvements

This project consists of the design and construction of improvements to walkways, crosswalks, traffic-calming measures, lighting and signage for Town-wide pathways. Individual improvement projects are based on the Town of Bluffton Sidewalk Accessibility Analysis. Phase 1 and 2 improvements are complete. Phase 3 includes the completion of pedestrian safety improvements within the Historic District areas, including pedestrian activated flashing beacons at selected May River Road intersections. In addition Phase 3 will include the design of crosswalk improvements outside of the Historic District such as New Riverside Drive. Construction of Phase 3 is proposed to begin in FY27.



Action Agenda Items

Oyster Factory Park

This project is a continuation of the Oyster Factory Park improvements per the 2016 Conceptual Master Plan. Proposed FY26 improvements include drainage and paving improvements at the food truck access road, repairs to the existing pavilion, installation of public art and completion of the restroom expansion design and permitting. FY 27 improvements includes the completion of the restroom expansion construction, and design of the , bulkhead/boardwalk near the Bluffton Oyster Company.



Action Agenda Items

Bridge Street Streetscape and Underground Power Burial

Bridge Street is a major east-west connector road in the Historic District that parallels the May River. This project includes the planning, design and construction of new streetscape improvements including drainage infrastructure, sidewalks, on-street parking, street lighting, crosswalks, and ADA compliance features on Bridge from Burnt Church Road to Thomas Heyward Road. The project will be implemented in two phases. Phase 1 is complete from Burnt Church Road to Calhoun Street. Phase 2 is located west of Calhoun Street to Thomas Heyward Road. The goal is to improve overall pedestrian circulation and safety and provide a stormwater retrofit that will reduce runoff, bacteria and pollutants to improve overall water quality entering of the May River. Design of Phase 2 is complete and construction is planned to begin in 2026.



Guiding Principles

Create, pursue and maintain collaborative partnerships to maximize and leverage outside agency's infrastructure to benefit our residents.

Action Agenda Items

[Explore Micro Transit Options for the Town](#)

Action Agenda Items

Explore Micro Transit Options for the Town

Review options for microtransit services such as utilizing vans, shuttle, or smaller vehicles to provide point-to-point, corner-to-corner, or stop-to-hub mobility within defined, low-density areas. These services can provide a more convenient alternative to traditional, fixed-route transit. Contract with local agencies during festivals.



Strategic Focus Areas

May River and Surrounding Rivers and Watersheds

The Town of Bluffton is committed to protecting and enhancing the environment of the May, Okatie/Colleton and New Rivers and their watersheds. The Town will support and encourage initiatives that continuously improve the water quality and the economic viability of the watersheds. The Town of Bluffton is the Heart of the Lowcountry and the May River is the Heart of Bluffton. We will celebrate the May River while our community's history, culture, and environment is protected for future generations.



14 Action Agenda Items

Guiding Principles

Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Action Agenda Items **4**

Seek collaboration and partnerships that protect, and improve the May, Okatie/Colleton and New Rivers and their watersheds.

Action Agenda Items **2**

Celebrate the May River, its heritage and importance to the community.

Action Agenda Items **1**

Support active planning and management for resilience of natural resources and our response to weather events, future disasters and changing environmental conditions.

Action Agenda Items **7**



Guiding Principles

Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.

Action Agenda Items

Evaluate Implementation of the Sewer Connection Ordinance Enforcement

Work with May River Watershed Action Plan Advisory Committee (WAPAC) to Establish and Guide FY27-FY28 Priorities

May River Watershed Action Plan Impervious Surface Restoration Projects

Baseline Assessments of other Town Watersheds

Action Agenda Items

Evaluate Implementation of the Sewer Connection Ordinance Enforcement

Work with Beaufort Jasper Water and Sewer Authority to identify which residential and commercial properties currently have access to sewer service but have not connected. Conduct a thorough analysis to determine the fiscal impact of implementing the ordinance and any other implications. Evaluate any broader operational or community impacts and, if necessary, develop and recommend amendments to the ordinance.



Action Agenda Items

Work with May River Watershed Action Plan Advisory Committee (WAPAC) to Establish and Guide FY27-FY28 Priorities

At the July 24, 2025 WAPAC meeting, the committee voted to recommend a list of May River Watershed Action Plan initiatives as proposed priorities for the Fiscal Year (FY) 2027-2028 Strategic Plan for Town Council's consideration. For more information, please refer to the attached staff report from the July 24, 2025 WAPAC meeting, which outlines these seven (7) priorities.



Action Agenda Items

May River Watershed Action Plan Impervious Surface Restoration Projects

May River Watershed Action Plan Impervious Surface Restoration and Water Quality Projects. Utilize the 2025 1D PCSWMM model and assessment of 2021 Action Plan projects and locations to inform data-driven decisions, prioritizing projects that deliver the best balance of cost and stormwater benefit.



Action Agenda Items

Baseline Assessments of other Town Watersheds

Conduct assessments of the current environmental health status of the Town’s watersheds, comparing them to historical conditions to identify management opportunities, starting with the New and Okatie Rivers. Prioritize cost-sharing partnerships with other regional governments within these watersheds to fund these assessments. Where feasible, incorporate resilience-related elements into these assessments.



Guiding Principles

Seek collaboration and partnerships that protect, and improve the May, Okatie/Colleton and New Rivers and their watersheds.

Action Agenda Items

[Public-Private Partnerships](#)

[Regional Stormwater and Resilience: Planning and Collaboration](#)

Action Agenda Items

Public-Private Partnerships

Work closely with the Town's grants administrator to identify and pursue public-private partnership (PPP) opportunities that secure grant funding for stormwater infrastructure improvements. These partnerships will aim to support communities within the Town's jurisdiction by assisting with grant applications and management.



Action Agenda Items

Regional Stormwater and Resilience: Planning and Collaboration

Actively seek opportunities to enhance regional stormwater and resilience standards. Participate in regional meetings and governance initiatives, including working groups such as the Southern Coastal Regional Resilience Working Group and the Southern Lowcountry Stormwater Ordinance and Design Manual Working Group.



Guiding Principles

Celebrate the May River, its heritage and importance to the community.

Action Agenda Items

[Storm Drain Art Program](#)

Action Agenda Items

Storm Drain Art Program

Continue to develop a Town of Bluffton Storm Drain Art Program with the purpose of increasing awareness of the storm drainage system, engaging residents and artists, and educating the public on the connection between stormwater runoff in Bluffton and our local rivers, such as the May River. Monitor and evaluate programmatic success via artist participation and public engagement.



Guiding Principles

Support active planning and management for resilience of natural resources and our response to weather events, future disasters and changing environmental conditions.

Action Agenda Items

SoLoCo Stormwater Regulations and Design Review

Developer Participation Program for Public-Private Partnerships

Implement Tree Canopy and Heat Mapping Outcomes

Consider the Establishment of a Wetland Restoration Program

Implement Resilience Analysis Recommendations

Resilience Plan & Implementation Schedule

Conduct Comprehensive Drainage Studies and Implement Recommendations from Completed Assessments.

Action Agenda Items

SoLoCo Stormwater Regulations and Design Review

Complete an assessment of stormwater regulations and Design Manual in the Unified Development Ordinance, particularly through evaluation of existing Low-Impact Development (LID) standards to ensure intended outcomes are being met and modify the regulations, if necessary.



Action Agenda Items

Developer Participation Program for Public-Private Partnerships

Initiate the development of a Developer Participation Program—a public-private partnership aimed at encouraging developers to invest in stormwater infrastructure projects that go beyond their individual developments, thereby strengthening public safety and the overall resilience of the stormwater conveyance system.



Action Agenda Items

Implement Tree Canopy and Heat Mapping Outcomes

Utilize insights from the SC Forestry Commission technical assistance grant and Furman University's heat mitigation outcomes to develop and implement tree-related projects, policies, programs, and partnerships (the 4P's). Integrate tree canopy and heat mapping data with community goals to ensure that tree planting initiatives align with local priorities and maximize environmental benefits. Evaluate and consider implementing heat mitigation projects recommended by Furman University.



Action Agenda Items

Consider the Establishment of a Wetland Restoration Program

Consider the establishment a Wetland Restoration Program dedicated to enhancing and restoring critical wetlands. Identify, classify, and prioritize wetlands within the Town's jurisdiction to target opportunities for restoration, enhancement, and construction. Focus on improving water quality, restoring ecological services, enhancing stormwater flood protection, and ensuring shoreline resilience.



Action Agenda Items

Implement Resilience Analysis Recommendations

Identify opportunities to implement elevation-based zoning in low-lying areas, enhance the Town's Flood Management Policies, and strengthen the Transfer of Development Rights (TDR) Program. Explore financial incentives to encourage more resilient development, and leverage conservation tools and funding strategies to expand Bluffton's Land Acquisition Fund, with a focus on prioritizing high-impact parcels. These initiatives should seek to address multiple Town objectives and deliver interconnected benefits for identified vulnerabilities.



Action Agenda Items

Resilience Plan & Implementation Schedule

Continue to develop a Resilience Plan centered on the Town's natural resources to help Bluffton and its ecosystems withstand, adapt to, and recover from environmental change. The Plan should consolidate data collection efforts, reduce risks associated with identified vulnerabilities, actively engage the community, coordinate regionally, and organize, prioritize, and implement actionable strategies for long-term resilience. Create an implementation schedule for the Resilience Plan.



Action Agenda Items

Conduct Comprehensive Drainage Studies and Implement Recommendations from Completed Assessments.

Conduct a comprehensive inventory and assessment of storm drain features to evaluate their effectiveness and ensure they function as designed. Continue to map inundation zones for various storm magnitudes and identify areas requiring drainage improvements or maintenance. Continue developing a Resilience Condition, based on these inundation areas, that accounts for evolving environmental factors, such as sea level rise and more intense storms. Use these studies to guide data-driven decisions for the Town's resilience strategies, policies, projects, and governance by implementing recommendations from completed assessments.



Strategic Focus Areas

Town Organization

The Town of Bluffton will update and refine programs, policies, and projects that create a clean, safe, and sustainable workplace. The Town will provide a working environment and benefits to attract and retain a workforce that is committed to outstanding service for its citizens at an exceptional value for their tax dollars.



10 Action Agenda Items

Guiding Principles

Establish clear management expectations for all employees and volunteers of the Town.

Action Agenda Items **2**

Develop initiatives to improve communications and transparency for Town employees.

Action Agenda Items **0**

Create and maintain a culture of ownership by empowering employees to make decisions. Ensure employees have the necessary intellectual and physical resources to efficiently and effectively perform their jobs and provide excellent customer service.

Action Agenda Items **3**

Implement programs and develop projects that create a professional, safe, value-oriented, accountable and responsive work environment with opportunities for education, advancement, and job fulfillment.

Action Agenda Items **2**

Evaluate and implement opportunities to foster employee involvement in meaningful ways that strengthen their relationships internally and within the community to promote a sense of cooperation and unity.

Action Agenda Items **2**

Develop training, systems, and policies that continuously improve governance and teamwork between the Mayor and Council, the Town Manager, the Leadership Team, Town Staff and the various boards and commissions.

Action Agenda Items **1**



Guiding Principles

Establish clear management expectations for all employees and volunteers of the Town.

Action Agenda Items

Employee Handbook Update, including Policies and Benefits

AI – Develop a comprehensive policy framework guiding the Town of Bluffton's responsible and effective use of Artificial Intelligence

Action Agenda Items

Employee Handbook Update, including Policies and Benefits

In collaboration with legal counsel, we are performing a comprehensive update of the Employee Handbook to ensure all policies and benefits remain competitive and fully compliant with evolving labor laws. This initiative modernizes our workplace standards to better support our workforce while mitigating institutional risk for the Town.



Action Agenda Items

AI – Develop a comprehensive policy framework guiding the Town of Bluffton’s responsible and effective use of Artificial Intelligence

Support the development of a comprehensive AI policy framework to guide the Town of Bluffton’s responsible and effective use of Artificial Intelligence. This framework will establish clear governance standards, ethical guidelines, data privacy protections, and risk management protocols while encouraging innovation and operational efficiency. By creating a structured approach to AI adoption, the Town can leverage emerging technologies with transparency, accountability, and public trust.



Guiding Principles

Develop initiatives to improve communications and transparency for Town employees.

Guiding Principles

Create and maintain a culture of ownership by empowering employees to make decisions. Ensure employees have the necessary intellectual and physical resources to efficiently and effectively perform their jobs and provide excellent customer service.

Action Agenda Items

[Develop a Career Pathway and Succession Roadmap for All Departments](#)

[Employee Benefits and Satisfaction](#)

[Talent Acquisition and Retention](#)

Action Agenda Items

Develop a Career Pathway and Succession Roadmap for All Departments

We are establishing a formal career pathway and succession roadmap to improve employee retention and institutional stability across all departments. By developing this comprehensive plan, the Town ensures a consistent talent pipeline and the seamless transition of leadership roles for years to come.



Action Agenda Items

Employee Benefits and Satisfaction

Recommend the adoption of new and updated employee benefits policies to enhance overall satisfaction and support. This includes updating paid parental leave to align with the State Attorney General's guidance on stillbirth, expanding bereavement leave to include miscarriage, and introducing new "Pawternity" and "Pawreavement" leave options. These updates, along with a comprehensive legal review of the employee handbook, will ensure compliance and demonstrate the Town's commitment to employee well-being. Annually, staff will compare and review employee medical benefits.



Action Agenda Items

Talent Acquisition and Retention

Formalize and expand talent management programs to proactively address recruitment and retention challenges. The proposed actions include creating and implementing a comprehensive succession plan for the entire Town, developing a formal internal communications strategy, expanding the quarterly employee newsletter to improve engagement, and formalizing the employee onboarding program to ensure a positive and effective introduction to the Town.



Guiding Principles

Implement programs and develop projects that create a professional, safe, value-oriented, accountable and responsive work environment with opportunities for education, advancement, and job fulfillment.

Action Agenda Items

Implement Recommendations from AI Policy Committee for Future/Current Impacts

Employee Wellness and Recognition

Action Agenda Items

Implement Recommendations from AI Policy Committee for Future/Current Impacts

Operationalize the AI Policy Committee's recommendations to ensure responsible, secure, and efficient use of artificial intelligence across Town operations. This includes integrating approved policies into current workflows, establishing oversight procedures, supporting staff training, and preparing the organization for future AI-related impacts.



Action Agenda Items

Employee Wellness and Recognition

Develop and promote a comprehensive initiative to significantly enhance employee well-being, professional growth, and financial security. This initiative includes a plan to revitalize the annual Health and Wellness Fair into a week-long series of events, as well as to formalize a structured cross-departmental job rotation program to foster collaboration and career development. Additionally, it is recommended that the Town conduct a feasibility study on a paid workers' compensation supplement program, which would provide crucial financial support to employees who sustain a significant on-the-job injury.



Guiding Principles

Evaluate and implement opportunities to foster employee involvement in meaningful ways that strengthen their relationships internally and within the community to promote a sense of cooperation and unity.

Action Agenda Items

[Launch a Bluffton Talent Pipeline](#)

[Internship/Fellowship Program](#)

[Form a Recruitment and Retention Committee](#)

Action Agenda Items

Launch a Bluffton Talent Pipeline Internship/Fellowship Program

We plan to launch the Bluffton Talent Pipeline Program to strengthen our local workforce by expanding existing internships and increasing our presence at regional career fairs and high schools. This initiative aims to cultivate home-grown talent and provide clear entry points for residents to build meaningful careers within their local government.



Action Agenda Items

Form a Recruitment and Retention Committee

Building on the success of the Police Department's model, we are forming a Town-wide Recruitment and Retention Committee to unify our talent acquisition strategies and reduce turnover. This collaborative group will work in conjunction with public safety leadership to share best practices and ensure the Town remains an employer of choice across all departments.



Guiding Principles

Develop training, systems, and policies that continuously improve governance and teamwork between the Mayor and Council, the Town Manager, the Leadership Team, Town Staff and the various boards and commissions.

Action Agenda Items

Revise Monthly Department Reports to Better Serve Town Council and the Public

Action Agenda Items

Revise Monthly Department Reports to Better Serve Town Council and the Public

Determine content and formatting of the monthly information distributed to Town Council and the public.



RESOLUTION

A RESOLUTION TO ADOPT THE TOWN OF BLUFFTON STRATEGIC PLAN FOR FISCAL YEARS 2027-28

WHEREAS, the Town of Bluffton Town Council (the "Town Council") believes that the development of specific goals and objectives is vital to planning for the future of the community; and

WHEREAS, a strategic plan consisting of the priorities of the Town of Bluffton is needed to guide the budget process and ensure that the Town Council clearly communicates its priorities to Town staff and the public; and

WHEREAS, the Town Council, through deliberate strategic planning which included input and collaboration from professional consultants, the Town Manager, the Town Department Directors, and various Stakeholders to determine the goals, priorities and actions for the upcoming fiscal years and identifying the initial indicators needed to measure progress towards achieving these priorities; and

WHEREAS, on November 6, 2025, the Town of Bluffton held a Strategic Planning Workshop to discuss goals, initiatives, and actions needed to accomplish the initiatives; and

WHEREAS, the Town Council desires to adopt the Fiscal Years 2027-28 Town of Bluffton Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF BLUFFTON TOWN COUNCIL AS FOLLOWS:

Section 1. The Fiscal Years 2027-28 Town of Bluffton Strategic Plan is hereby adopted and attached to this Resolution as Exhibit "A" and incorporated herein by reference.

Section 2. The Strategic Plan shall be used as the guiding principles for the Town Council in making decisions on Town issues and that the Town staff shall follow and implement elements of the Strategic Plan as identified within the Plan document.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION, SIGNED, SEALED AND DELIVERED AS OF THIS _____ DAY OF _____, 2026.

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

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

TOWN COUNCIL



STAFF REPORT
Finance & Administration Department

MEETING DATE:	April 07, 2026
PROJECT:	Consideration of a Funding Request Supporting the Lowcountry Regional Transportation Authority
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM, Director of Finance & Administration

REQUEST:

Lowcountry Regional Transportation Authority (LRTA) is requesting \$93,058 in additional support for fiscal year 2026, bringing the total FY2026 support to \$287,888.

BACKGROUND:

In accordance with the budget process, the Lowcountry Regional Transportation Authority (LRTA) submitted a request for \$328,911 in support for FY2026.

Town Council approved the FY2026 Town of Bluffton Consolidated Budget with \$194,830 approved in support for LRTA; a 30% increase from FY2025's approved support.

NEXT STEPS:

If Town Council approves the additional funding, the Town Manager will work with staff to implement the necessary next steps.

SUMMARY:

The additional request, if approved, will bring the total support in funding for LRTA to \$287,888.

ATTACHMENTS:

1. LRTA FY2026 Budget Request
2. LRTA Additional Request for FY2026
3. Recommended Motion



February 7, 2025

Town of Bluffton
c/o Finance Department
PO Box 386
20 Bridge Street
Bluffton, SC 29910

The Lowcountry Regional Transportation Authority DBA Palmetto Breeze appreciates the opportunity to submit this Fiscal Year 2026 budget request to the Town of Bluffton. Palmetto Breeze respectfully requests \$328,911 to support the provision of public transportation throughout the Hilton Head Island/Bluffton Urbanized Area, including the greater Bluffton area.

We realize that our request this year is more than last year due to increasing costs in nearly every aspect of our operations. Specific increases include inflation, insurance increases up to 30% for certain categories, a significant increase in costs for vehicle repairs due to fleet age and condition, and our inability to recruit experienced vehicle technicians which leads to costly outsourcing for repairs.

This amount represents our best estimate of the amount that will be needed to match the Federal grant that funds the urban service and is based on a comparative analysis of past grant funding.

HISTORY

Lowcountry RTA has been a rural (Section 5311) transportation provider since its inception in the late 1970s. The South Carolina Department of Transportation administers the rural grant programs that combined with fares and both state and local matching funds, account for the revenue necessary to operate the system. Historically, the local match has been provided by Allendale, Beaufort, Colleton, Hampton, and Jasper Counties, as well as the Town of Hilton Head Island. In February 2017, Lowcountry RTA was approved by the FTA as a direct recipient of urban (Section 5307) funds, designated to serve the Hilton Head Island/Bluffton Urbanized Area.

CURRENT LOCAL MATCH NEEDS

The most recent urban (Section 5307) grant project (for Federal Fiscal Year 2025) includes the operation of the Bluffton Breeze service, expansion of the trolley service, and facility improvements at our Benton Field Road campus, and has a total project cost of \$2,874,069. The grant funding for this project consists of \$1,206,375 in Federal funds and \$74,522 in State Mass Transit Funds. This leaves a total of \$1,593,142 in unmet need of which we estimate \$165,000 from fares received and \$249,248 from agreements/advertising and miscellaneous revenue. The



remaining amount of \$1,178,894 is needed in local matching funds that must be raised for the project.

Traditionally, these funds have been provided from the general funds of the Town of Bluffton, the Town of Hilton Head Island, and Beaufort County based on each jurisdiction's respective share of the total population of the urbanized area (as indicated in Table 1 below).

Table 1

	Population	Percentage	Local Match Share	
Town of Bluffton	31,323	27.90%	\$	\$328,911
Town of Hilton Head Island	37,805	33.68%	\$	\$397,051
Unincorporated Beaufort County, South	43,131	38.42%	\$	\$452,932
TOTAL	112,259	100%	\$	\$1,178,894

LOCAL COMMITMENT

Like most transit systems, Lowcountry RTA relies on local, state, and federal funding to subsidize expenses and we appreciate the commitment that the Town of Bluffton has made by investing in the regional transportation system. The funding provided by the Town plays a vital role in the continuation of existing services in Bluffton, as well as the future development of the urban services into what will likely result in a robust regional transit network. The funding provided this fiscal year will go toward covering our operating costs, including operator's wages, fuel, preventive maintenance of capital assets, and the materials and supplies necessary to provide public transportation in the Hilton Head Island/Bluffton Urbanized Area.

Please contact me directly at (843) 757-5784 or by email at khepburn@palmettobreezetransit.com should you have any questions or concerns regarding this request and once a final decision has been made on the funding request.

Sincerely,

Kristine Hepburn
Finance Director

Lowcountry Regional Transportation Authority
 FY 2025-2026 Budget

DRAFT

	FY 2025 Budget	FY 2026 Budget	Revenues FY2026
Capital			
Bus			
Hardware		\$ 1,257,384	\$ 1,257,384
Training		20,000	\$ 20,000
Security/surv		10,000	\$ 10,000
shop equipment		26,000	\$ 26,000
Planning/Marketing		20,000	\$ 20,000
Total Capital	\$ 441,708	\$ 1,368,384	\$ 1,368,384
Operating			
Miscellaneous Expenses	\$ 600		
Bad Debt Expense	2060		
Returned Check	-		
Bank Charges	0		
Late Charges	-		
Gain/Loss on Disposal	-		
Service & Finance Charges	10300		
Misc Goodwill	7000		
Interest Expense	0		
Depreciation Expense	824,000		
BJEOC Vehicle Maintenance Expenses	-		
Local Match Expenses	-		
Net Pension Liability Expense	-		
Other Post Employment Benefits (OPEB) Expense	-		
Emergency Operations Expenses	-		
Agency Expense Subtotal	\$ 815,650	\$ 843,960	\$ 843,960
Administration Wages	443,300		
Administration Overtime	0		
Administrative Fringe	322,288		
Utilities	16,800		
Postage & Freight	1,200		
Office Supplies/Computer/Security	16,815		
Legal & Professional Services	60,000		
Advertising & Marketing	40,000		
Dues & Subscriptions	7,500		
Travel & Training	11,600		
Insurance	321,090		
HR/Payroll Expenses	27,200		
Miscellaneous Expenses	9,025		
Administration Departmental Expense Subtotal	1,128,529	1,276,818	1,276,818
Maintenance Wages	307,761		
Maintenance Overtime	13,453		
Maintenance Fringe	128,604		
Utilities	40,922		
Office Supplies/Computer/Security	12,301		
Travel & Training	4,590		
Personnel Expenses	8,568		
Facility Maintenance	36,340		
Vehicle Maintenance	457,379		
Uniforms	5,263		
Maintenance Departmental Expense	763,623	1,015,181	1,015,181
Operations Wages	1,930,161		
Operations Overtime	95,835		
Operations Fringe	793,009		
Utilities	21,100		
Office Supplies/Computer/Security	127,300		
Travel & Training	6,000		
Personnel Expenses	10,564		
Uniforms	13,500		
Vehicle Maintenance/contract services	25,064		
Fuel	565,818		
Misc	5,900		
Operations Departmental Expense	3,542,511	3,594,252	3,594,252
Total Operating	\$ 6,250,313	\$ 6,730,211	\$ 8,098,595
Less Depreciation (paper number)	-\$ 800,000	\$ 824,000	\$ 824,000
TOTAL (Operating less depreciation expense)	-\$ 800,000	\$ 5,906,211	
Total Operating and Capital less depreciation			\$ 7,274,595

Lowcountry Regional Transportation Authority
 FY 2025-2026 Budget Revenue Summary

	FY 2024-2025 Budget	FY 2026 Proposed Budget
Revenues		
Fares	363,301	330,000
Local Match and	1,565,736	2,731,281
Federal Grants	4,347,160	3,700,800
State Grants	489,983	492,515
Miscellaneous Revenue	100,000	20,000
TOTAL REVENUES	6,866,180	7,274,596



FINANCE AND ADMINISTRATION DEPARTMENT

Vision, Mission, and Values

Vision

A collaborative, people-first team focused on accomplishing our work with reliability, accuracy, and timeliness.

Mission

To support the overall mission of our organization by providing customer-focused, professional administrative services including finance, accounting, human resources, information technology, and general administrative services.

Values

- Collaboration*** Actively working together as a team to accomplish our individual and shared goals.
- Accuracy*** Performing our duties in a manner that ensures our work product is free of error.
- People-Centered*** Prioritizing the comprehensive needs of individuals to maximize effectiveness and success.
- Integrity*** Knowing and doing the right thing for the right reasons.
- Accountability*** Holding one another responsible for our words and actions.
- Timeliness*** Completing our work product in a time that ensures smooth operations.
- Service*** Approaching our work from the perspective that we are serving others.
- Stewardship*** Recognizing that we have been entrusted with the resources available for our use and that they don't belong to us.



Status of Local Funding Partner Contributions Urban SOB

Entity	Original	Revised	Shortfall
Bluffton	\$328,911	\$287,887	\$93,058
Hilton Head	\$507,051	\$402,528	\$52,528
Beaufort County	\$452,931	\$396,437	\$56,494



5307 Urban Service Local Match Requirement for FY25

	Local match	Population	Percentage	Local Match
Town of Bluffton	\$287,887	31323	27.90%	\$287,887
Town of Hilton Head	\$347,528	37805	33.68%	\$347,528
Unincorporated BC SOB	<u>\$396,437</u>	43131	<u>38.42%</u>	<u>\$396,437</u>
Totals	\$1,031,852		100%	\$1,031,852

- Includes Bluffton Breeze, Daily Commuter, and Demand-Response Coordinated Services



Total Ridership System Wide (FY25)

FY25 Palmetto Breeze Passenger Trips by Route					
<u>County/Service</u>	<u>Route</u>	<u>Pax Trips</u>	<u>Pax Type</u>	<u>County</u>	
Beaufort Commuter	302	8829.00	Commuter	Beaufort	
Beaufort Commuter	802	10882.00	Commuter	Beaufort	
Hampton	307	8020.00	Commuter	Hampton	
Beaufort Commuter	807	2143.00	Commuter	Beaufort	
Jasper	308	7012.00	Commuter	Jasper	
Beaufort	309	3104.00	Commuter	Beaufort	
Hampton	310	11732.00	Commuter	Hampton	
Beaufort Commuter	810	11848.00	Commuter	Beaufort	
Allendale	311	16238.00	Commuter	Allendale	
Beaufort Commuter	811	8662.00	Commuter	Beaufort	
Colleton	320	7551.00	Commuter	Colleton	
Beaufort Commuter	820	8742.00	Commuter	Beaufort	
Walterboro	429	4016.00	Deviated Fixed Route	Colleton	
Beaufort Commuter	804	13169.00	Commuter	Beaufort	
Hilton Head Trolley	505	38175.00	Fixed-Route Trolley	Beaufort	
Beach Shuttle	510	2073.00	Shuttle	Beaufort	
Marriott Resorts	507	7886.00	Commuter	Beaufort	
USCB	508	1754.00	University Shuttle	Beaufort	
Bluffton Breeze	511	3688.00	Fixed Route	Beaufort	
Okatie Breeze	512	140.00	Fixed Route	Beaufort	
Special Trips	428	2,686.00	Shuttle	Beaufort	
Urban ADA	506	1,227.00	ADA Paratransit	Beaufort	
Beaufort	501	4,873.00	Demand Response	Beaufort	
Rural Demand	502	3,924.00	Demand Response	Beaufort	
Beaufort	702	7,902.00	Demand Response	Beaufort	
Allendale OOA	5311	2,232.00	Coordinated Routes	Allendale	
Urban Coordinated	200	5,740.00	Coordinated Routes	Beaufort	
Rural Coordinated	201	7,155.00	Coordinated Routes	Beaufort	
Total		211,403.00			

Recommendation of Motion

1. "I move to **[approve / amend / deny]** the additional \$93,058 funding request supporting the Lowcountry Regional Transportation Authority."

TOWN COUNCIL



STAFF REPORT
Growth Management Department

MEETING DATE:	April 7, 2026
PROJECT:	Consideration of the Acceptance of Bush Family Properties, LLC, One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton’s Corporate Boundaries Consisting of a Total of 8.94 Acres, More or Less, Located at the Southeast Corner of Highway 170 (Okatie Highway) and Davis Road Intersection and Bearing Beaufort County Tax Map No. R600-029-000-0006-0000, and Referral to the Town of Bluffton Negotiating Committee if Deemed Necessary
PROJECT MANAGER:	Kevin P. Icard, AICP Director of Growth Management

REQUEST: Town Staff requests that Town Council consider the following:

1. Consideration of the Acceptance of Bush Family Properties, LLC, One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton’s Corporate Boundaries Consisting of a Total of 8.94 Acres, More or Less, Located at the Southeast Corner of Highway 170 (Okatie Highway) and Davis Road Intersection and Bearing Beaufort County Tax Map No. R600-029-000-0006-0000; and
2. Referral of the request to the Town of Bluffton Negotiating Committee if deemed necessary.

INTRODUCTION: On March 30, 2026, in accordance with Section 5-3-150 of the Code of Laws of South Carolina and the *Town of Bluffton Annexation Policy and Procedure Manual* (“Annexation Manual”), the Applicant, The Marian Group, on behalf of the property owner, Bush Family Properties, LLC, submitted a 100% Annexation Petition Application for the parcel totaling 8.94 acres located at southeast corner of Highway 170 and Davis Road intersection (“Property”) into the Town of Bluffton’s municipal boundary (Attachment 1).

Pursuant to the Annexation Manual, the Applicant will submit concurrent, Zoning Map Amendment application requesting the Property’s incorporation into the Buckwalter Planned Unit Development (“Buckwalter PUD”) should Town Council vote to accept the application. Additional concurrent applications include amendments to the Comprehensive Plan Future Land Use Map, Buckwalter PUD Development Agreement, and Concept Plan to incorporate the property, add requested development rights, create a new Land Use Tract titled Bush Planning Tract, and specify any additional terms.

Per the Annexation Manual, the initial step in the public review process is an initial briefing, or “intent to annex”, to Town Council for general discussion of the request and its associated applications such as the appropriate zoning classification and possible negotiation items. At the conclusion of the discussion, Town Council votes on the approval of Intent to Annex of the Annexation Ordinance.

BACKGROUND: The Property contains approximately 8.94 acres located within Unincorporated Beaufort County as shown on the Location Map (Attachment 2). The Property contains approximately five (5) manufactured homes.

The Property is currently zoned as T2 Rural (T2R), as shown on the Zoning Map (Attachment 3) which allows a very limited mix of residential and commercial uses such as:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Single Family Residential (0.34 DU/Acre) 2. Family Compound 3. Group Home 4. Home Business 5. Cottage Industry 6. General Retail 3,500 SF or Less 7. Gas Station/Fuel Sales 8. Animal Services: Kennel 9. Day Care: Family Home (up to 8 clients) 10. Lodging: Short-Term Housing Rental (STHR) 11. Lodging: Inn (up to 24 rooms) | <ol style="list-style-type: none"> 12. Mining & Resource Extraction 13. Gasoline Service Stations 14. Civic 15. Church 16. Agriculture 17. Recreation 18. Education 19. Safety 20. Public Assembly 21. Infrastructure 22. Transportation 23. Communications |
|--|---|

The Property is currently allowed one (1) dwelling based upon the T2 Rural (T2R) Zone’s allowed density of 0.34 DU/Acre.

The T2 Rural (T2R) Zone is intended to preserve the rural character of Beaufort County. This Zone applies to areas that consist of sparsely settled lands in an open or cultivated state. It may include large lot residential, farms where animals are raised or crops are grown, parks, woodland, grasslands, trails, and open space areas. The T2 Rural (T2R) Zone implements the County’s Comprehensive Plan goals of preserving the rural character of portions of Beaufort County.

The immediately adjacent properties vary as to jurisdiction and zoning as follows:

Direction	Jurisdiction	Zoning District	Current Owner, Address & Use
North	Town of Bluffton	Kent Estates Planned Unit Development	The Palmettos of Bluffton LLC – 3035 Okatie Hwy – Nursing/Retirement Home
South	Beaufort County	T2R - Rural	Stewart William Reynolds – 3105 Okatie Hwy – Vacant

	Beaufort County	T2R - Rural	Tgj Properties, LLC – 40 Davis Court – Vacant
East	Beaufort County	T2R - Rural	David Dominguez – 18 Davis Road – Single-Family Residence
	Beaufort County	T2R - Rural	Juan Soriano – 17 Davis Court – Vacant
	Beaufort County	T2R - Rural	Marion Davis, Jr. – 29 Davis Court - Vacant
West	Beaufort County	HWY 170 Right of Way	South Carolina Dept. of Transportation
	Beaufort County	Sun City – Planned Unit Development	St. Lukes Methodist Church – 3080 Okatie Hwy – Church and Cemetery
	Beaufort County	Sun City – Planned Unit Development	Sun City – HOA – 820 Sun City Blvd. – Common Open Space
	Beaufort County	Sun City – Planned Unit Development	Beaufort County – No Address – Open Space

The Applicant proposes to annex into the Buckwalter Planning Unit Development “PUD” subject to a new Land Use Tract which will be known as the Bush Planning Tract.

The new Bush Land Use Tract proposes the following permitted land use categories:

1. Community Recreation.
2. Institutional Civic.
3. Maintenance Areas.
4. Multifamily Residential.
5. Open Space.
6. Roads.
7. Setbacks and Buffers.
8. Silviculture.
9. Wetlands.
10. Utilities.

The proposed annexation would allow for the development of, among other things, apartments that are targeted for moderate to low incomes families. The Applicant’s associated request for an amendment to the Buckwalter Development Agreement and Concept Plan will include the addition of development rights consisting of 72 Residential Dwelling Units “RDUs” and no increase in commercial rights.

As part of the increase of the 72 RDUs, the Applicant is requesting Town Council to allow for 100% density bonus of the 72 RDUs as their development will consist of 100% workforce and affordable housing. The density bonuses are allowed pursuant to Section XIII.3 of the Buckwalter Development Agreement as an incentive for affordable housing as follows:

“Affordable Housing. Owner and the Town recognize the increasing need for affordable housing in the Bluffton area. Owner will encourage and use best efforts to promote affordable

housing within Buckwalter Tract and in consideration therefore, the Town will define affordable housing and develop reasonable incentives to encourage the development of affordable housing within Bluffton. Reasonable incentives may include but not be limited to the elimination of Development Fees on affordable housing, and density increases within any given tract to allow developers to offset any negative economic impacts as a result of the development of affordable homes. Owner will consult with Town regarding incentives to encourage and promote affordable housing which would include but not be limited to price discounts, and land and density adjustments.”

As the Buckwalter Development Agreement does not provide guidance on the approval of density bonuses, the Town determined that Unified Development Ordinance, Section 6.5.4.C identifying the incentive ranges for a qualified project which allows a 100% density bonus to projects providing 100% affordable housing as follows:

Percentage of Workforce/Affordable Housing Units	Density Bonus
Minimum 25%	25%
26-50%	50%
51-75%	75%
76+%	100%

The Town of Bluffton Comprehensive Plan Future Land Use Map (Attachment 4) shows the Property is designated as Suburban Living which is defined as:

The Suburban Living category is intended to include low-density single-family neighborhoods. Much of this category includes portions of large Planned Unit Developments that are under active construction or are built-out. Allowable density is up to three dwelling units per acre and must be at least one dwelling unit per acre. Community amenities such as trails, parks, and centralized swimming pools are encouraged.

To permit the uses allowed within the new Bush Land Use Tract, the future land use designation will need to be changed to Neighborhood Center which is defined as:

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

Neighborhood centers are based on the same foundation as the Town Center, to create a pedestrian-oriented environment, but the overall design is open for interpretation / adaptation to localized design guidance. Plentiful pedestrian connections ensure long-term health of the neighborhood and anchors the community around the public spaces within the neighborhood center. While neighborhood-serving commercial uses are predominant within the designation, appropriately scaled commercial office space is encouraged to strengthen the mix of uses within the overall community.

Development within the district is pedestrian scaled. Buildings up to three stories are appropriate so long as they are properly buffered and screened from any lower intensity uses in the area. Out-lot parcel development should address the street, and parking should be consolidated to the greatest extent possible to enhance the pedestrian environment.

The Town of Bluffton's Comprehensive Plan's Section 5 Housing recommends the following objectives.

H1.4 Foster relationships with non-profit groups and developers to assist in the development, construction, and/ or purchase of affordable housing units.

Staff Response: Because market forces often work against housing affordability in high-growth areas, the Town must continue to leverage subsidies—such as land, materials, and permitting relief—to bridge the gap.

H1.8 Identify and eliminate regulatory and financial barriers that can inadvertently discourage the development of affordable housing.

To mitigate the impact of rising labor and material costs, the Town is prioritizing the identification and relief of regulatory barriers for this project. By streamlining the permitting process for this affordable project, the Town is improving the development margins that remain tight despite external subsidies. This administrative support is essential to ensuring this project will be viable.

The Town of Bluffton Comprehensive Plan Figure 7.7 – Growth Framework (Attachment 5) shows the Property on the periphery of Village Place Type Node which the Unified Development Ordinance, Section 6.1.2.C defines as:

Located in highly developed areas or those areas to be developed, a Village consists of a single center surrounded by compact, complete and connected neighborhoods providing support for a mixed-use area with moderate intensity. The mixed-use development occurs at the intersection of larger neighborhoods and along corridor connecting multiple neighborhoods

Lastly, all future development of the Property would be required to be reviewed through the applicable Town of Bluffton planning processes including an Initial Master Plan, Development Plan review and Building Permits.

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

ATTACHMENTS:

1. Application Submittal
2. Location Map
3. Zoning Map
4. Future Land Use Map
5. Town of Bluffton Comprehensive Plan Growth Framework Map
6. Draft Schedule
7. Proposed Motion



**TOWN OF BLUFFTON
ANNEXATION APPLICATION**

Section X. Item #5.

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant	Property Owner
Name: Marian Development Group, LLC	Name: The Bush Family Properties, LLC
Phone: (502) 297-8130	Phone:
Mailing Address: Attn: Jarrod Burgess, 11701 Commonwealth Drive, Louisville, KY 40299	Mailing Address: Attn: James Bush, PO Box 2864, Bluffton, SC 29910
E-mail: Jarrod@themariangroup.com	E-mail:
Town Business License # (if applicable):	
Project Information	
Project Name: Davis Court Apartments	Acreage: 8.94
Project Location: 3053 Okatie Highway	
Existing Zoning: T 2 Rural (T2R)	Proposed Zoning: Planned Unit Development
Tax Map Number(s): R600 029 000 0006 0000	
Project Description: 144 unit Multi-family development for Affordable Housing (includes Clubhouse)	
Select Annexation Method (see Annexation Policy and Procedures Manual):	
<input checked="" type="checkbox"/> 100 Percent Petition and Ordinance Method <input type="checkbox"/> 75 Percent Petition and Ordinance Method <input type="checkbox"/> 25 Percent Elector Petition and Election Method	
Minimum Requirements for Submittal	
<input checked="" type="checkbox"/> 1. Completed Annexation Petition(s). <input checked="" type="checkbox"/> 2. Mandatory Application Check-In Meeting scheduled. <input checked="" type="checkbox"/> 3. Narrative per the attached Annexation Application Checklist. <input checked="" type="checkbox"/> 4. Parcel Information per the attached Annexation Application Checklist. <input type="checkbox"/> 5. Concurrent Applications per the attached Annexation Application Checklist. <input checked="" type="checkbox"/> 6. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.	
Note: A Pre-Application Meeting is required prior to Application submittal.	
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.	
Property Owner Signature:	Date:
Applicant Signature: <i>Jarrod Burgess</i> AUTHORIZED AGENT	Date: 3/30/26
For Office Use	
Application Number:	Date Received:
Received By:	Date Approved:



TOWN OF BLUFFTON ANNEXATION APPLICATION PROCESS NARRATIVE

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

Consistent with South Carolina law, the Town of Bluffton regards annexation as a voluntary process and does not initiate annexation. Annexation of privately owned property is authorized in the following methods:

1. 100 percent freeholder petition and ordinance method [§5-3-150(3)];
2. 75 percent freeholder petition and ordinance method [§5-3-150(1)]; and
3. 25 percent elector petition and election method [§5-3-300 to 5-3-315].

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of an Annexation Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by Town of Bluffton applicable ordinances.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Annexation Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator or designee determines that the Annexation Application is complete, the application shall advance as prescribed in the Town of Bluffton's Annexation Policy and Procedure Manual .	

**Narrative in Support of Annexation Petition
regrading The Bush Family Properties, LLC
[TIN: R600 029 000 0006 0000]**

1. Contact information for property owner(s), applicant, attorney and any other applicable consultant/firm:

Property Owner:

The Bush Family Properties, LLC
Attn: James Bush
P.O. Box 2864, Bluffton, SC 29910

Applicant:

MARIAN DEVELOPMENT GROUP, LLC
Attn: Jarrod Burgess
11701 Commonwealth Drive, Louisville, KY 40299
(502) 297-8130

Attorney:

Barry L. Johnson
JOHNSON & DAVIS, P.A.
The Victoria Building, Suite 200
10 Pinckney Colony Rd, Bluffton, SC 29909
(843) 815-7121

Civil Engineer:

Casey Warfield, P.E.
KIMLEY-HORN ENGINEERS
1080 Morrison Dr, Suite 240, Charleston, SC 29403
(843) 737-6390

2. If the applicant is not the property owner, a letter of agency from the property owner authorizing the applicant to act on behalf of the property owner:

- See attached.

3. Reason for annexation request and anticipated benefits:

Reason for Annexation

The proposed annexation of the property located at **3053 Okatie Highway** into the corporate limits of the Bluffton is requested by Marian Development Group to facilitate the development of a **144-unit multifamily affordable housing community utilizing financing**

resources issued through the South Carolina State Housing State Housing Finance and Development Authority (SC Housing). Annexation will allow the property to be governed by the Town’s planning framework, development regulations, and service systems, ensuring that the project is designed and constructed in a manner consistent with the Town’s long-term vision for managed growth and sustainable community development.

The Town’s **Annexation Policy & Procedures Manual** identifies orderly growth, cohesive municipal boundaries, and the efficient provision of services as guiding principles for annexation requests. Annexation of this property will support these principles by incorporating the parcel into the Town’s jurisdiction where adjacent development patterns, transportation corridors, and public services are already oriented toward the Town of Bluffton. Incorporating the property into the municipal boundary will promote a more logical and contiguous town boundary and reduce fragmented jurisdictional patterns that can complicate infrastructure planning and land use management.

Additionally, annexation is necessary to allow the proposed development to proceed under the Town’s **Unified Development Ordinance (UDO)** and land use policies rather than solely under Beaufort County jurisdiction. This ensures that the project will be subject to Bluffton’s design standards, environmental protections, and development review processes, thereby supporting the Town’s commitment to high-quality development and protection of community character.

The proposed development also supports the goals of the Town’s Comprehensive Plan, which encourages the provision of **diverse housing opportunities for residents of varying incomes and household types**. As Bluffton continues to experience significant population and employment growth, demand for affordable housing has increased substantially. The proposed LIHTC development will help address this need by providing quality housing options for residents who contribute to the Town’s workforce, including employees in service, hospitality, healthcare, education, and retail sectors.

By bringing the property into the municipal limits, the Town will have the opportunity to guide the development in a manner that supports the Comprehensive Plan’s objectives for coordinated land use, responsible density, and efficient infrastructure utilization along major corridors such as Okatie Highway.

**For Information on the Low Income Housing Tax Credit (LIHTC) program, see:*
<https://taxpolicycenter.org/briefing-book/what-low-income-housing-tax-credit-and-how-does-it-work>

Anticipated Benefits of Annexation

Annexation of the subject property will provide multiple benefits to both the Town and the surrounding community, consistent with the evaluation criteria outlined in the Town’s annexation policies.

1. Advancement of Comprehensive Plan Goals

The proposed development contributes to the Comprehensive Plan’s goal of expanding housing choice within Bluffton. The introduction of **affordable multifamily housing** will help address the region’s housing affordability challenges by providing high-quality residences that are attainable for residents. Increasing the availability of affordable housing helps support a balanced community by allowing employees who work in Bluffton to live closer to their place of employment, thereby strengthening the local economy and reducing regional commuting pressures.

2. Orderly and Coordinated Growth

Annexation will allow development of the property to occur under the Town’s planning and regulatory framework, ensuring consistency with Bluffton’s land use policies, infrastructure planning, and design standards. Incorporating the parcel into the municipal limits supports the Town’s objective of achieving **orderly growth and cohesive municipal boundaries**, a key consideration identified in the Annexation Policy & Procedures Manual.

Municipal jurisdiction will enable coordinated review of infrastructure improvements, transportation access, and site design in conjunction with adjacent properties and planned growth areas.

3. Efficient Provision of Municipal Services

Annexation allows the development to be served by municipal services including planning oversight, public safety coordination, and other Town services available to residents within Bluffton’s corporate limits. Integrating the property into the Town ensures that service delivery, infrastructure planning, and development review occur under a single municipal authority, promoting efficiency and long-term service sustainability.

4. Support for the Local Workforce and Economy

The proposed LIHTC development will provide affordable housing opportunities for individuals and families employed within Bluffton and the greater Beaufort County region. By expanding access to affordable housing, the project will support local employers who depend on a stable workforce and help maintain economic vitality within the community.

5. Expansion of the Town’s Residential Base

The annexation and subsequent development will contribute to the Town’s residential population and strengthen its long-term tax base. While affordable housing developments typically

prioritize community benefit over short-term fiscal returns, the addition of new residents, and the improvement in affordable housing resources within the Town, contributes to the vitality and diversity of the Town through increased local spending, community engagement, and long-term economic participation.

6. High-Quality, Regulated Development

Because the property will be developed under the Town of Bluffton’s regulatory framework, the project will be subject to the Town’s development standards, including architectural design, landscaping, stormwater management, and environmental protection requirements. The Town is well-known for the rigor of its regulatory framework and project oversight. This ensures the project will be constructed in a manner consistent with the Town’s expectations for quality development and community character. Additionally, with the Period of Affordability requirements regulating the property’s market status for up to 50 years, the community will find confidence in the affordability of the project for years to come, helping ease the cost burden on residents.

4. Parcel numbers and acreage of each:

Parcel #: R600 029 000 0006 0000
Acres: 8.94

5. Current Existing Structures: 5

6. Current Special District(s) (Overlay, Tax, and/or Conservation): Awaiting report from Beaufort County Assessor.

7. Current Beaufort County Zoning District(s) and Land Use(s): T2- Rural

8. Proposed Zoning District(s) and Land Use(s):- Proposed Amendment to be included in the Buckwalter Planned Unit Development District, with special designation as Bush Land Use Tract, where the rights to 72 Residential Dwelling Units will be requested with an additional 100% density bonus. Proposed Land Use to be amended from Suburban Living to Neighborhood Center.

9. Current versus Proposed Zoning District and Land Use Comparison:

Current

The Property’s current zoning is T2- Rural (T2-R) under the Community Development Code of Beaufort County, South Carolina.

The County’s zoning classification T2-R permits, by right, these land uses: Agriculture and Crop Harvesting, Agricultural Support Services, Forestry Services, Single Family Detached Dwellings, Group Home Dwellings, Day Care: Family Home (up to 8 clients),

Community Public Safety Facility, Park-Playground-Outdoor Recreation areas and Recreation Facility: Golf Course.

The County’s zoning classification T2-R permits, upon grant of special exception approval, these land uses: Aquaponics, Animal Production: Factory Farming, Gas Station: Fuel Sales, Lodging: Short-Term Housing Rental (STHR), Lodging: Inn (up to 24 rooms), Detention Facility, Meeting Facility/Place of Worship (15,000 or greater), Recreation Facility: Commercial Outdoor, Waste Management: Regional Waste Disposal and Resource Recovery, Waste Management: Regional Waste Transfer and Recycling, Wireless Communications Facility, and Mining and Resource Extraction.

The County’s zoning classification T2-R permits, upon grant of conditional use approval, these land uses: Animal Production, Seasonal Farmworker Housing, Commercial Stables, Dwelling: Family Compound, Home Office, Home Business, Cottage Industry, General Retail 3,500 square feet or less, Meeting Facility/Place of Worship (Less than 15,000 square feet), Recreation Facility: Primitive Campground, Recreational Facility: Semi-Developed Campground, Ecotourism, Infrastructure and Utilities: Regional (Major) Utility, and Waste Management: Community Waste Collection and Recycling.

Proposed

The proposed Town of Bluffton’s zoning classification is Planned Unit Development (PUD, Buckwalter PUD).

The proposed is to amend the Buckwalter PUD to include the subject property for 144 apartment units (mix of bedrooms), for Affording Housing and a clubhouse.

10. Consistency with the Town of Bluffton Comprehensive Plan, Future Annexation Area Map, and Future Land Use Map

The proposed annexation and development of the property located at 3053 Okatie Highway in Bluffton is consistent with the policies and guiding principles outlined in the **Town of Bluffton Comprehensive Plan**. The project advances several key goals of the Comprehensive Plan related to housing availability, coordinated growth, and responsible land use planning.

Housing Diversity

The Comprehensive Plan emphasizes the importance of expanding housing opportunities for residents across a range of income levels in order to maintain a balanced and sustainable community. The proposed 144-unit multifamily affordable housing development utilizing financing resources issued through South Carolina Housing directly supports this objective by providing high-quality, income-restricted housing options for working households.

As Bluffton continues to experience rapid population and employment growth, the demand for affordable housing has increased substantially. Many employees working within the Bluffton area—including those in hospitality, healthcare, retail, public service, and

education—face increasing challenges in finding housing that is affordable within reasonable commuting distance of their workplace. The proposed development will help address this need by expanding the supply of affordable housing within the Town’s jurisdiction.

Providing affordable housing within the Town limits supports the Comprehensive Plan’s objective of ensuring that Bluffton remains an inclusive community where residents of varying income levels can live and work. The project will contribute to the Town’s long-term housing strategy by increasing housing diversity and helping to stabilize the local workforce.

The proposed development will be requesting the amendment of the Future Land Use Map within the Town of Bluffton’s “Blueprint Bluffton” Comprehensive Plan to establish the designated Future Land Use as a Neighborhood Center from its current status of Suburban Living. This amendment will provide consistency within the zoning of adjacent parcels, most particularly that of the nearby NHC Rehabilitation Center.

Managed and Orderly Growth

The Comprehensive Plan encourages development patterns that promote **orderly growth, logical municipal boundaries, and coordinated land use planning**. Annexation of the subject property allows the Town to guide development through its planning processes and regulatory framework, ensuring that growth occurs in a manner consistent with the Town’s long-term vision.

Bringing the property into the municipal limits of the Town of Bluffton allows the project to be reviewed under the Town’s development standards and design guidelines. This promotes high-quality development and ensures that site design, architecture, landscaping, and infrastructure improvements are consistent with the Town’s expectations for community character and quality of life.

Annexation also supports efficient municipal service delivery by allowing the property to be integrated into the Town’s long-range planning efforts for infrastructure, transportation, and public services.

Land Use Compatibility and Corridor Development

The subject property is located along the Okatie Highway corridor, which serves as a key transportation route within the greater Bluffton area. Development of a multifamily residential community in this location supports the Comprehensive Plan’s goal of directing appropriate residential density to areas with access to major transportation corridors and existing development patterns.

Locating affordable housing along an established corridor provides residents with improved connectivity to employment centers, services, and regional transportation routes. This type of development pattern helps reduce commuting distances and supports a more efficient land use pattern across the Bluffton area. The Town’s Affordable Housing Committee

has recognized this site as an excellent site for affordable housing along an established corridor and near existing development patterns. Additionally, at its March 12, 2026 meeting, the Town’s Affordable Housing Committee voted unanimously to recommend to the Town Council its approval of this site and proposed project.

The project will be designed in accordance with the Town’s development standards and will incorporate site planning elements such as landscaping, open space, stormwater management, and pedestrian connectivity, ensuring compatibility with surrounding land uses and contributing positively to the corridor’s long-term character.

Being that the site is well-treed, our plans will be worked in accordance with local regulations to ensure that we have minimal negative affect on key trees on the property while simultaneously maintaining the needs of the project. Additionally, with identified wetlands on the proposed site, we are working to maintain and mitigate, where possible, in accordance with local, state and federal guidelines in a manner that will achieve the desired outcome for all parties.

Community Sustainability and Economic Vitality

The Comprehensive Plan recognizes that housing availability is a critical component of economic sustainability. Providing affordable housing within the community helps maintain a stable workforce, supports local businesses, and enhances the overall resilience of the local economy.

The proposed development will provide housing opportunities for individuals and families who contribute to the local economy but may otherwise be priced out of the housing market. By allowing workers to live closer to their place of employment, the project supports the Town’s goals of reducing commuting burdens, strengthening the workforce, and promoting long-term community sustainability.

Conclusion

The proposed annexation and development of the property at **3053 Okatie Highway** is consistent with the guiding principles and policy objectives of the **Town of Bluffton Comprehensive Plan**. The project advances the Plan’s goals by:

- Expanding **affordable and workforce housing opportunities**
- Supporting **orderly and coordinated municipal growth**
- Promoting **efficient land use along established transportation corridors**
- Strengthening **economic sustainability and workforce stability**

Through annexation into Bluffton, the Town will have the opportunity to guide the development under its established planning and development framework, ensuring the project contributes positively to the community and aligns with the Town’s long-term vision for growth.

11. Estimate of current population of Annexation Area: 13

12. Current utility service providers:- Casey to confirm tomorrow 3/13

- Water & Sewer: Beaufort Jasper Water & Sewer Authority
- Telecom: Sparklight
- Electric: Palmetto Electric Cooperative Inc.



TOWN OF BLUFFTON ANNEXATION APPLICATION CHECKLIST

Section X. Item #5.

In accordance with the Town of Bluffton Annexation Policies & Procedures Manual, the following information shall be included as part of an Annexation application submitted for review. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with Town of Bluffton policies and procedures. Upon review of the submitted application by Town Staff, additional information may be required. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the Annexation Policies & Procedures Manual. Applicants are encouraged to work closely with Town Staff in preparing any application prior to submittal.

Narrative.
1. Contact information for property owner(s), applicant, attorney and any other applicable consultant/firm.
2. If the applicant is not the property owner, a letter of agency from the property owner authorizing the applicant to act on behalf of the property owner.
3. Reason for annexation request and anticipated benefits.
4. Parcel numbers and acreage of each.
5. Existing structure(s).
6. Current Special Districts (overlay, tax, and/or conservation).
7. Current Beaufort County Zoning District(s) and Land Use(s).
8. Proposed Zoning District(s) and Land Use(s).
9. Current versus Proposed Zoning District and Land Use Comparison.
10. Consistency with the Town of Bluffton Comprehensive Plan, Future Annexation Area Map, and Future Land Use Map.
11. Estimate of current population of Annexation Area.
12. Current utility service providers.
Parcel Information.
1. Deed(s) recorded with the Beaufort County Register of Deeds.
2. Plat(s) recorded with the Beaufort County Register of Deeds.
3. Covenants and Restriction(s) recorded with the Beaufort County Register of Deeds.
4. Easement(s) recorded with the Beaufort County Register of Deeds.
5. Agreement(s) recorded with the Beaufort County Register of Deeds.
6. Any other Document(s) recorded with the Beaufort County Register of Deeds.
7. Location Map of proposed Annexation Area showing: <ul style="list-style-type: none"> a) Existing Structures; b) Current Beaufort County Zoning District(s); and c) Adjacent Property Owners.
8. Zoning verification letter from Beaufort County providing: <ul style="list-style-type: none"> a) Current Beaufort County Zoning; and b) Special Districts such as Overlays.
9. Parcel History letter from Beaufort County providing: <ul style="list-style-type: none"> a) Special Districts such as, but not limited to, Tax Increment Finance District, Assessment District, and Multi-County Industrial Park; b) Any application(s) submitted for the past 10 years and the current status of the application; and c) Any zoning, land development, building, or county code violation(s) for the past 10 years and the current status of the violation.
10. Photographs of: <ul style="list-style-type: none"> a) Existing Structures and Land Use; and b) Adjacent Property.



**TOWN OF BLUFFTON
ANNEXATION
APPLICATION CHECKLIST**

Section X. Item #5.

Concurrent Applications.	
1.	Zoning Map Amendment application and required submittal items.
2.	Other concurrent applications, as applicable: <ul style="list-style-type: none"> a) Comprehensive Plan Amendment application and required submittal items; b) Development Agreement application and required submittal items; c) Concept Plan application and required submittal items; and/or d) Master Plan application and required submittal items.

**SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL
ALL SUBMITTALS MUST BE COLLATED AND FOLDED TO 8-1/2" X 11"**

By signature below I certify that I have reviewed and provided the minimum submittal requirements listed above, including any additional items requested by the Town of Bluffton Staff. Any items not provided have been listed in the project narrative with an explanation as to why the required submittal item has not been provided or is not applicable. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

Signature of Property Owner or Authorized Agent

Date

Printed Name



LEGEND

- FCM --- Found Concrete Monument
- FIR --- Found Iron Rod
- FIP --- Found Iron Pipe
- R/W --- Right of Way
- N/F --- Now or Formerly
- SIR --- Set 1/2" Iron Rod COA 7102
- Ø --- Utility Pole
- Property Line
- Adjacent Property
- Right-of-Way

Boundary Survey

PREPARED FOR:

Kimley-Horn and Associates, Inc
LOCATED IN:

3053 Okatie Highway
Bluffton
Beaufort County
South Carolina, 29910

SURVEYOR'S NOTES:

- 1) Easements, rights-of-ways, set back lines, reservations, agreements and other similar matters taken from First American Title Insurance Company Commitment for Title Insurance, Policy Number: 5284531-F-SC-CP-MDW with an effective date of February 25, 2026, at 08:00 AM.
- 2) The locations as shown hereon refer to the South Carolina State Plane Coordinate System, North American Horizontal Datum of 1983 (NAD 83-2011 Adjustment).
- 3) This survey is limited to above ground visible improvements along and near the boundary lines, except as shown hereon, and that nothing below the ground was located including, but not limited to foundations (footings), utilities, etc.
- 4) The subject parcel lies in Flood Zone "X", according to Flood Insurance Rate Map, Map No. 45013C0265G, for Beaufort County Unincorporated Areas, Community No. 450025, Beaufort County, South Carolina, dated March 23, 2021, and issued by the Federal Emergency Management Agency. Lines shown, if any, have been digitally translated from DFRIM database information supplied by the FEMA Map Service Center (https://msc.fema.gov).
- 5) All dimensions, unless otherwise noted, are survey dimensions.
- 6) The lands described hereon may contain lands that are considered environmentally sensitive wetlands that are subject to claim or restriction by one or more agencies. Wetland lines and areas shown were delineated and located on 03/13/26 using GNSS equipment by Kimley-Horn & Associates, Inc. Geopoint does not certify to the presence or accuracy of wetlands shown on this plat.
- 7) Use of this survey for purposes other than intended, without written authorization, will be at the user's sole risk and without liability to the surveyor. Nothing hereon shall be construed to give any rights or benefits to anyone other than those certified to.

Surveyor's Certification
I hereby state that to the best of my professional knowledge, information, and belief, the survey shown hereon was made in accordance with the requirements of the Standards of Practice Manual for Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein.

FIELD SURVEY DATE: **March 25, 2026**

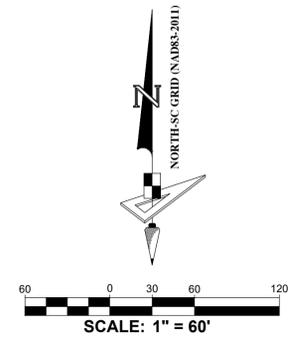
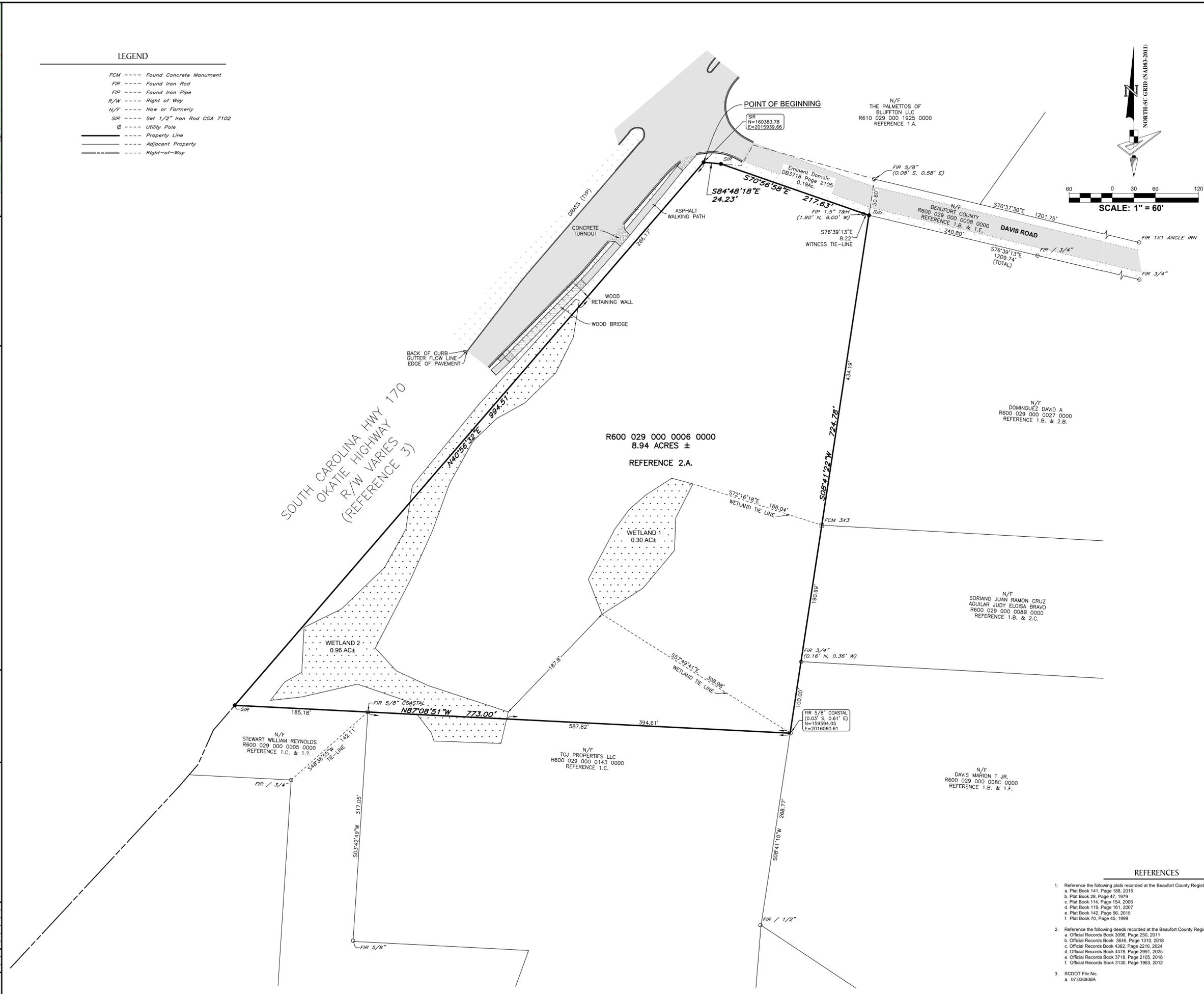
Preliminary
Matthew Johannessen PLS No. 42357
NOT VALID UNLESS CRIMPED WITH A SEAL.

Revisions		DATE	DESCRIPTION	DRAWN

CREW #1: JS DATA FILE: 3053 OKATIE HWY-NA88_03_26_0310.JS
 CREW #2: WE DATA FILE: 3053 OKATIE HWY_02_26_0310.WE
 CREW #3: --- DATA FILE: ---
 JOB #: 1004153
 DRAWN BY: WAB DATE: 03/25/26
 OFC CHECK: mji

SHEET: 1 of 1

FILE PATH: K:\OKATIE - 3053 SC-170 - 12AC\SURVEY\OKATIE3053 HWY.BSDWG PLOTTED BY: MATTHEW JOHANNESSEN ON: 3/26/2026 4:15 PM LAST SAVED BY: MATTHEW JOHANNESSEN ON: 3/26/2026 4:12 PM



- REFERENCES
1. Reference the following plats recorded at the Beaufort County Register of Deeds
 - a. Plat Book 141, Page 188, 2015
 - b. Plat Book 28, Page 47, 1979
 - c. Plat Book 114, Page 154, 2006
 - d. Plat Book 119, Page 161, 2007
 - e. Plat Book 142, Page 56, 2015
 - f. Plat Book 70, Page 45, 1999
 2. Reference the following deeds recorded at the Beaufort County Register of Deeds
 - a. Official Records Book 3096, Page 250, 2011
 - b. Official Records Book 3649, Page 1310, 2018
 - c. Official Records Book 4392, Page 2210, 2024
 - d. Official Records Book 4478, Page 2991, 2025
 - e. Official Records Book 3718, Page 2105, 2018
 - f. Official Records Book 3130, Page 1963, 2012
 3. SCDOT File No.
 - a. 07.036938A

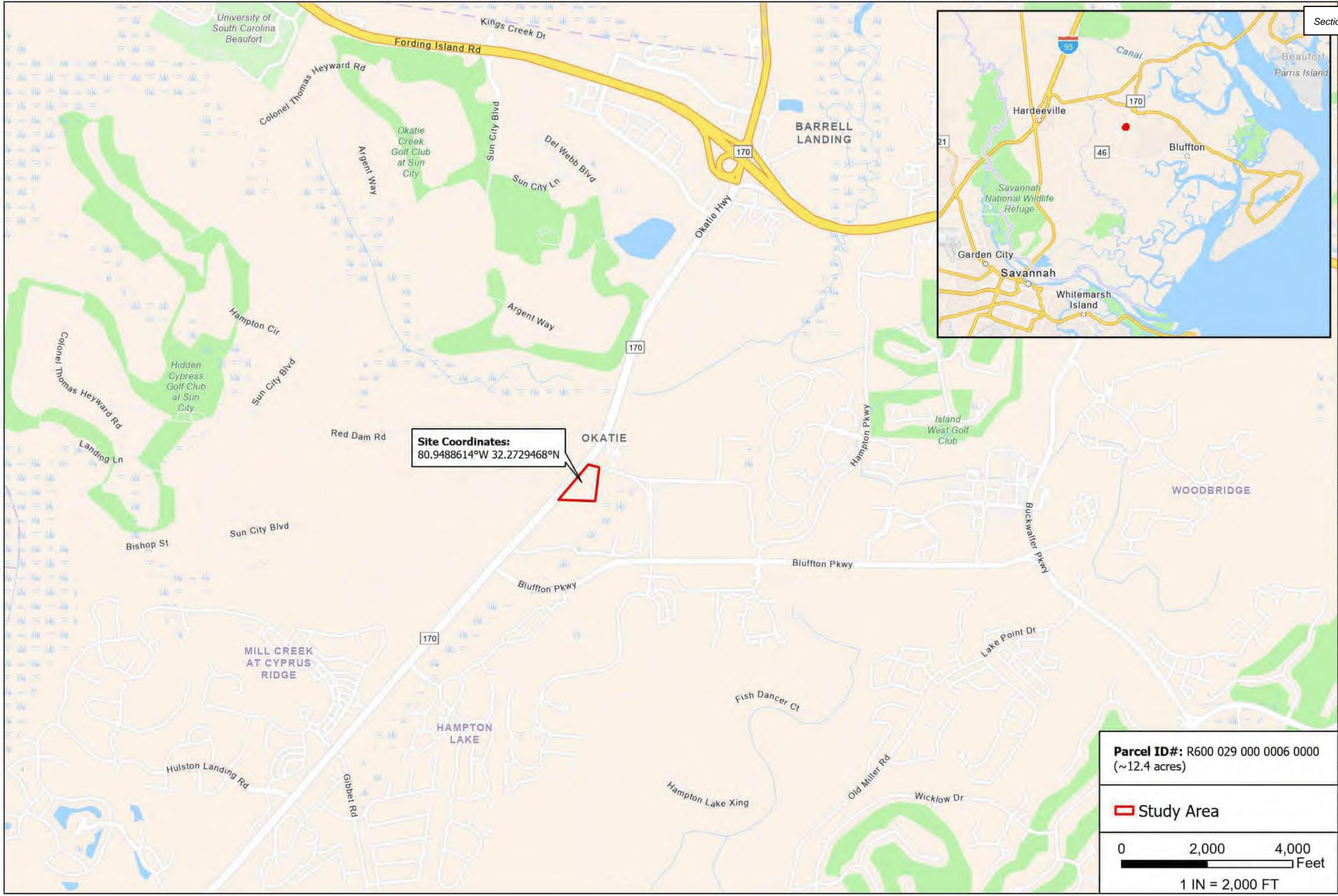
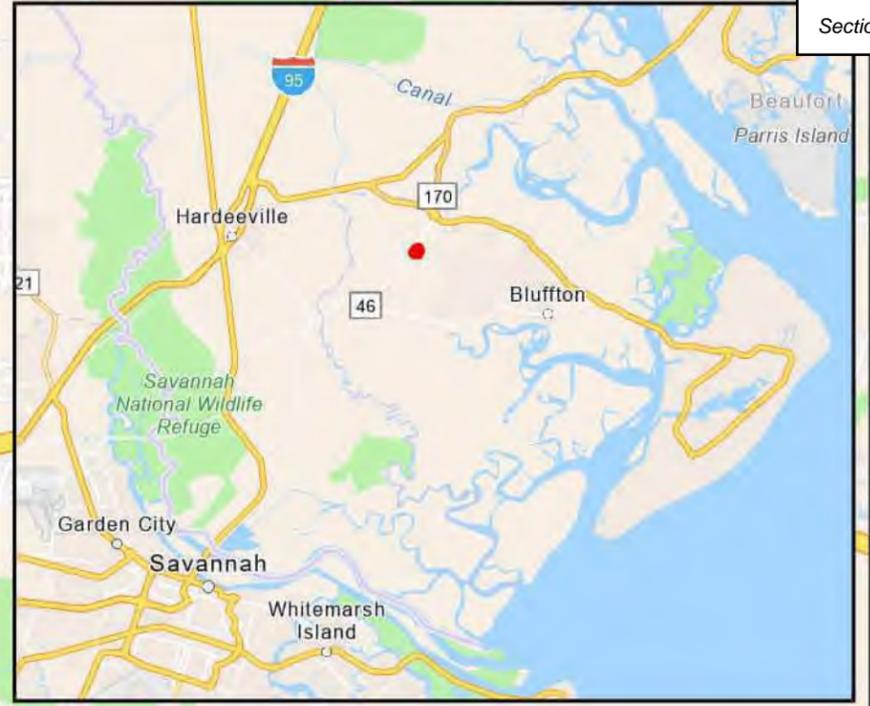
DAVIS COURT
3053 OKATIE HWY, BLUFFTON
BEAUFORT COUNTY, SC

SITE VICINITY



DATE:
3/11/2026

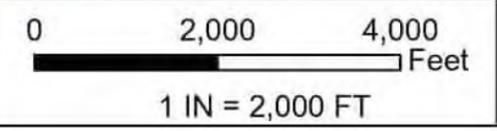
FIGURE:
1

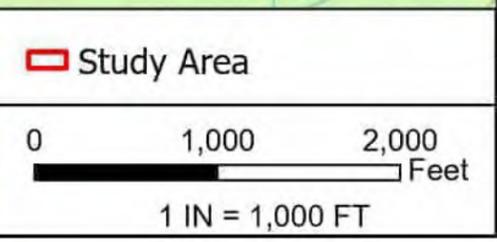
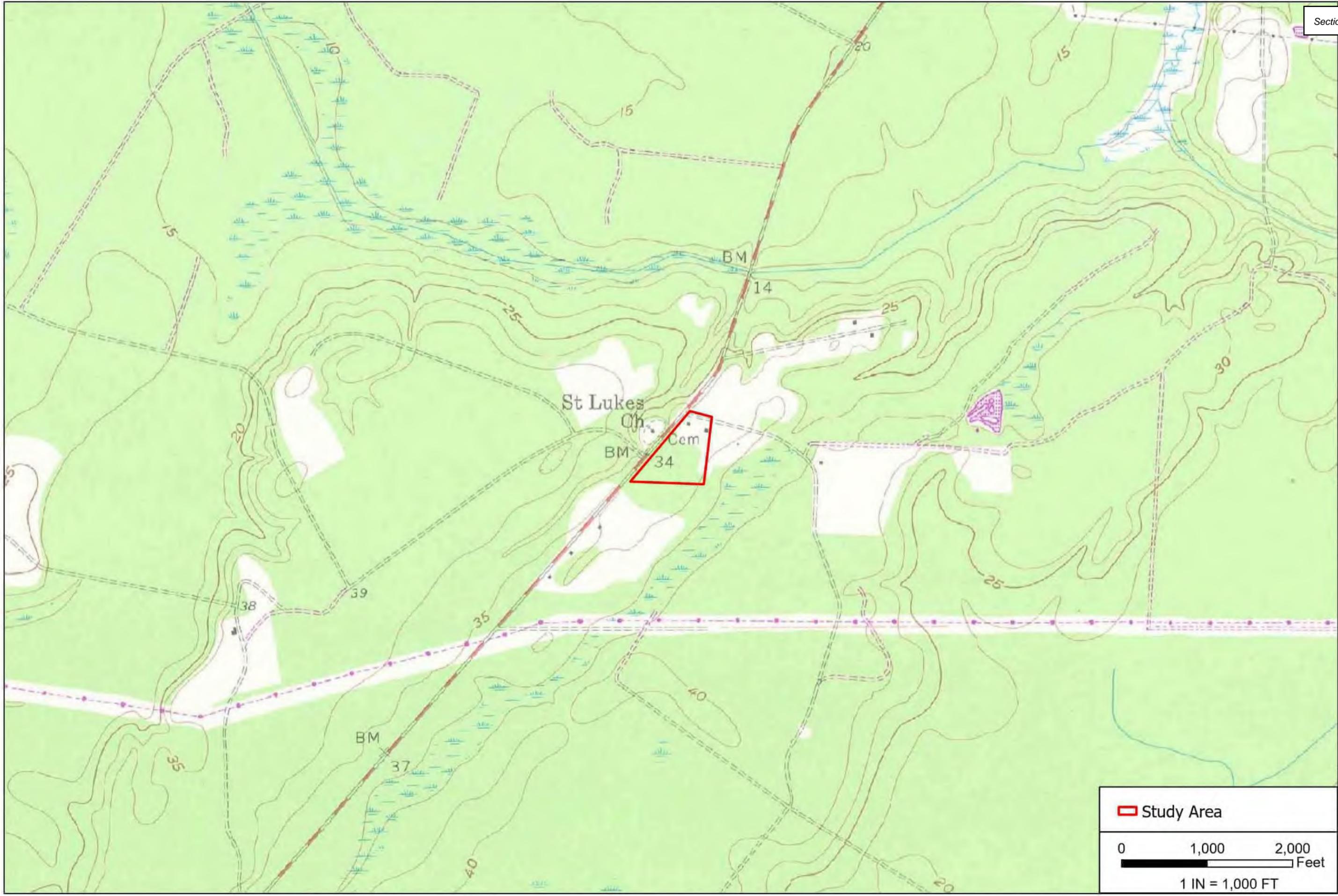


Site Coordinates:
80.9488614°W 32.2729468°N

Parcel ID#: R600 029 000 0006 0000
(~12.4 acres)

Study Area





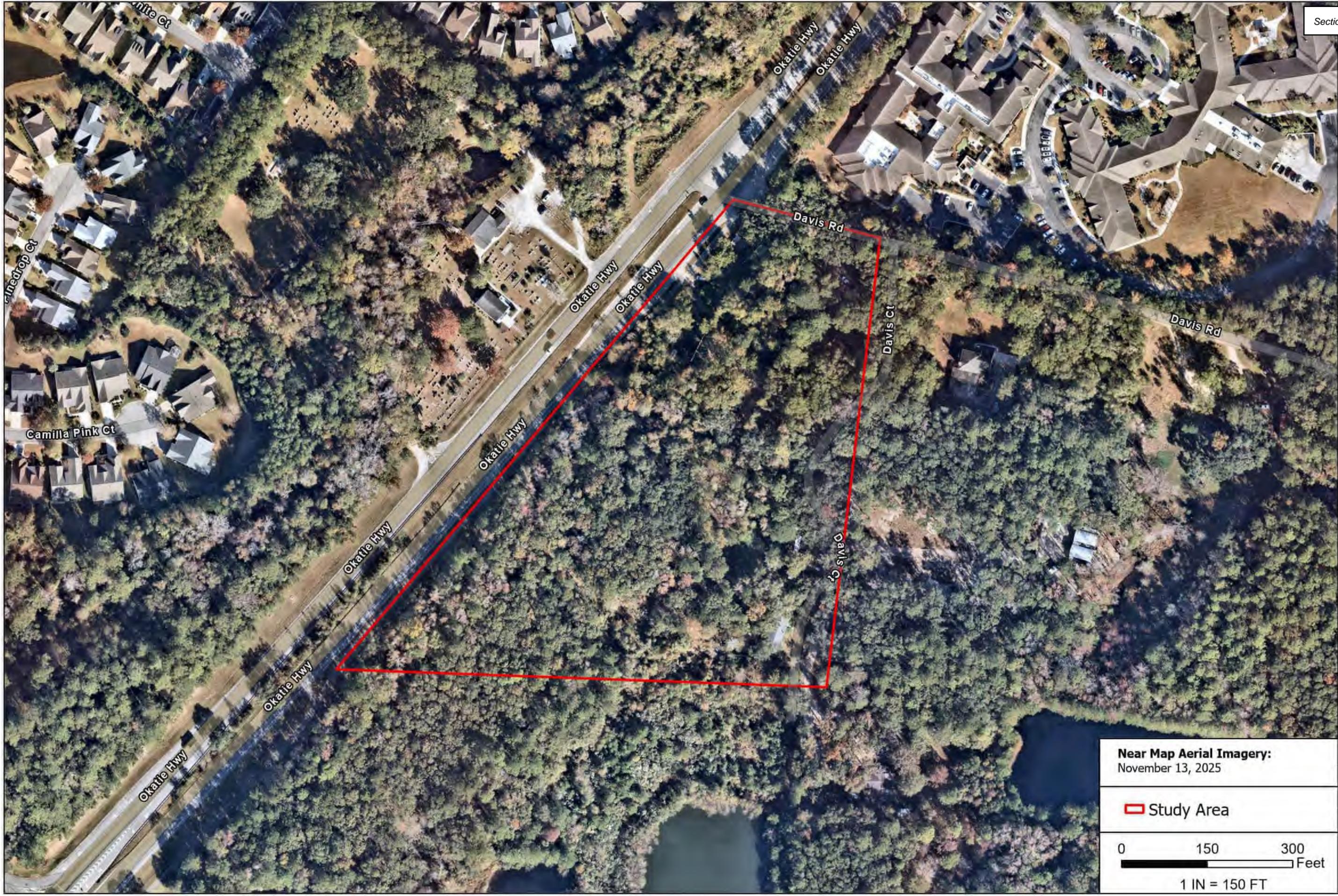
DAVIS COURT
3053 OKATIE HWY, BLUFFTON
BEAUFORT COUNTY, SC

AERIAL IMAGERY



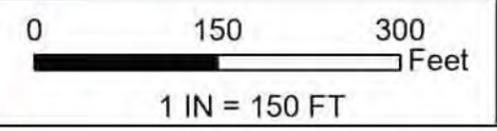
DATE:
3/11/2026

FIGURE:
3



Near Map Aerial Imagery:
November 13, 2025

Study Area



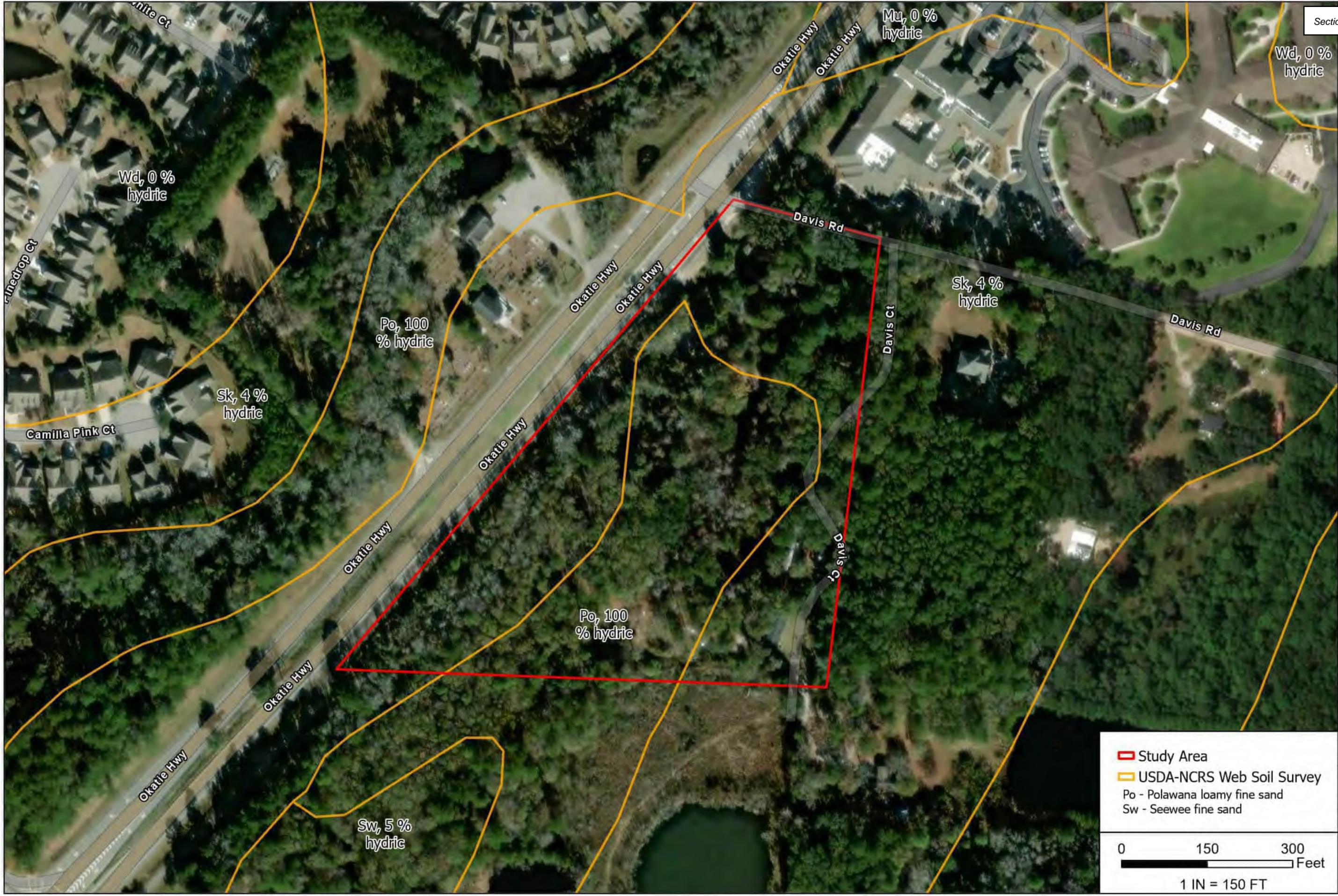
DAVIS COURT
3053 OKATIE HWY, BLUFFTON
BEAUFORT COUNTY, SC

USDA-NCRS
WEB SOIL SURVEY

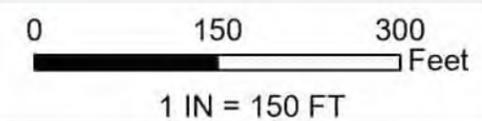


DATE:
3/11/2026

FIGURE:
4



- ▭ Study Area
- ▭ USDA-NCRS Web Soil Survey
- Po - Polawana loamy fine sand
- Sw - Seewee fine sand



DAVIS COURT
3053 OKATIE HWY, BLUFFTON
BEAUFORT COUNTY, SC

NWI FEATURES



DATE:
3/11/2026

FIGURE:
5



	Study Area
Wetland Type	
	Freshwater Emergent Wetland
	Freshwater Forested/Shrub Wetland
	Freshwater Pond
<p>0 150 300 Feet</p> <p>1 IN = 150 FT</p>	

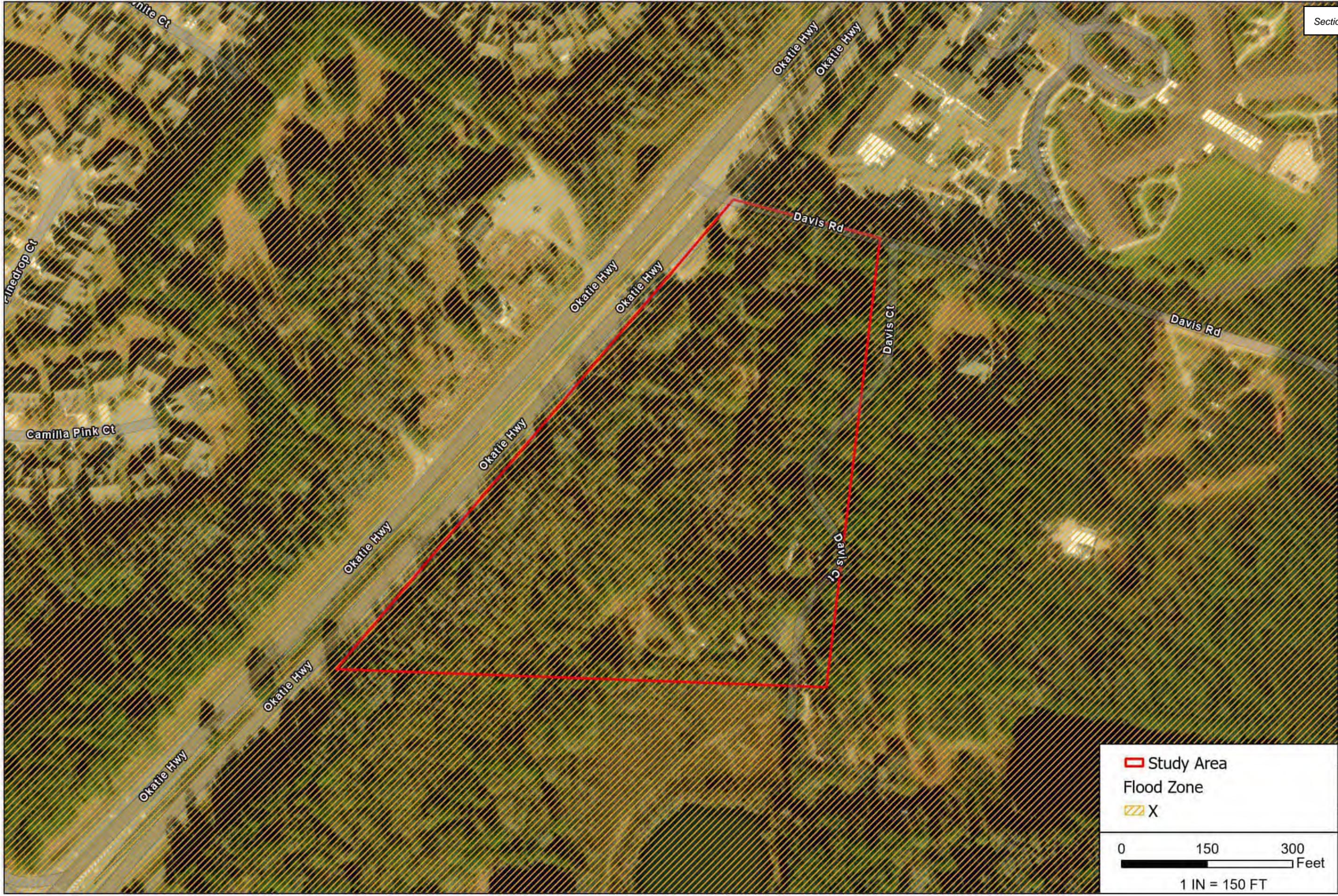
DAVIS COURT
3053 OKATIE HWY, BLUFFTON
BEAUFORT COUNTY, SC

FEMA FLOOD



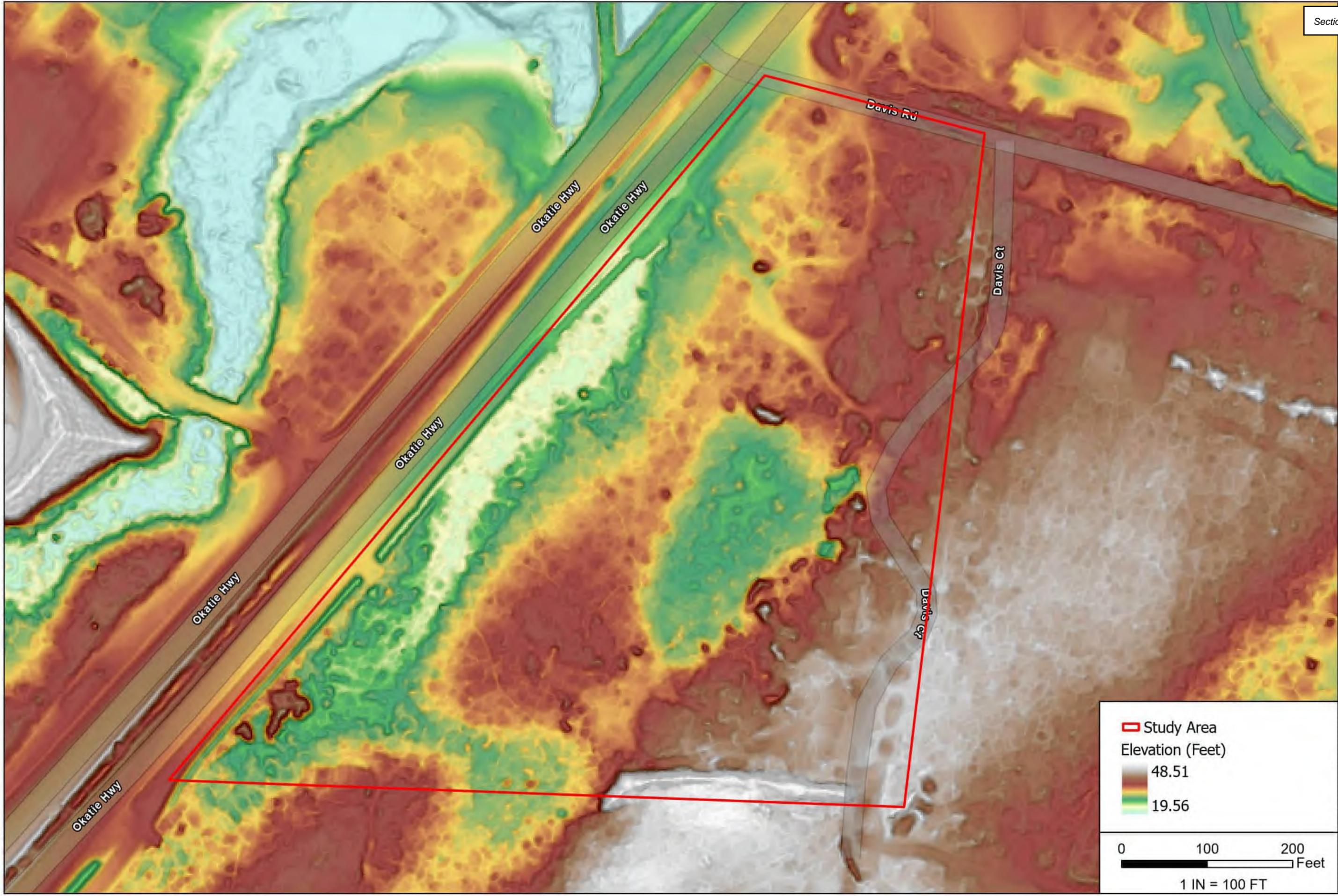
DATE:
3/11/2026

FIGURE:
6



 Study Area
 Flood Zone
 X

0 150 300
 Feet
 1 IN = 150 FT



 Study Area

Elevation (Feet)

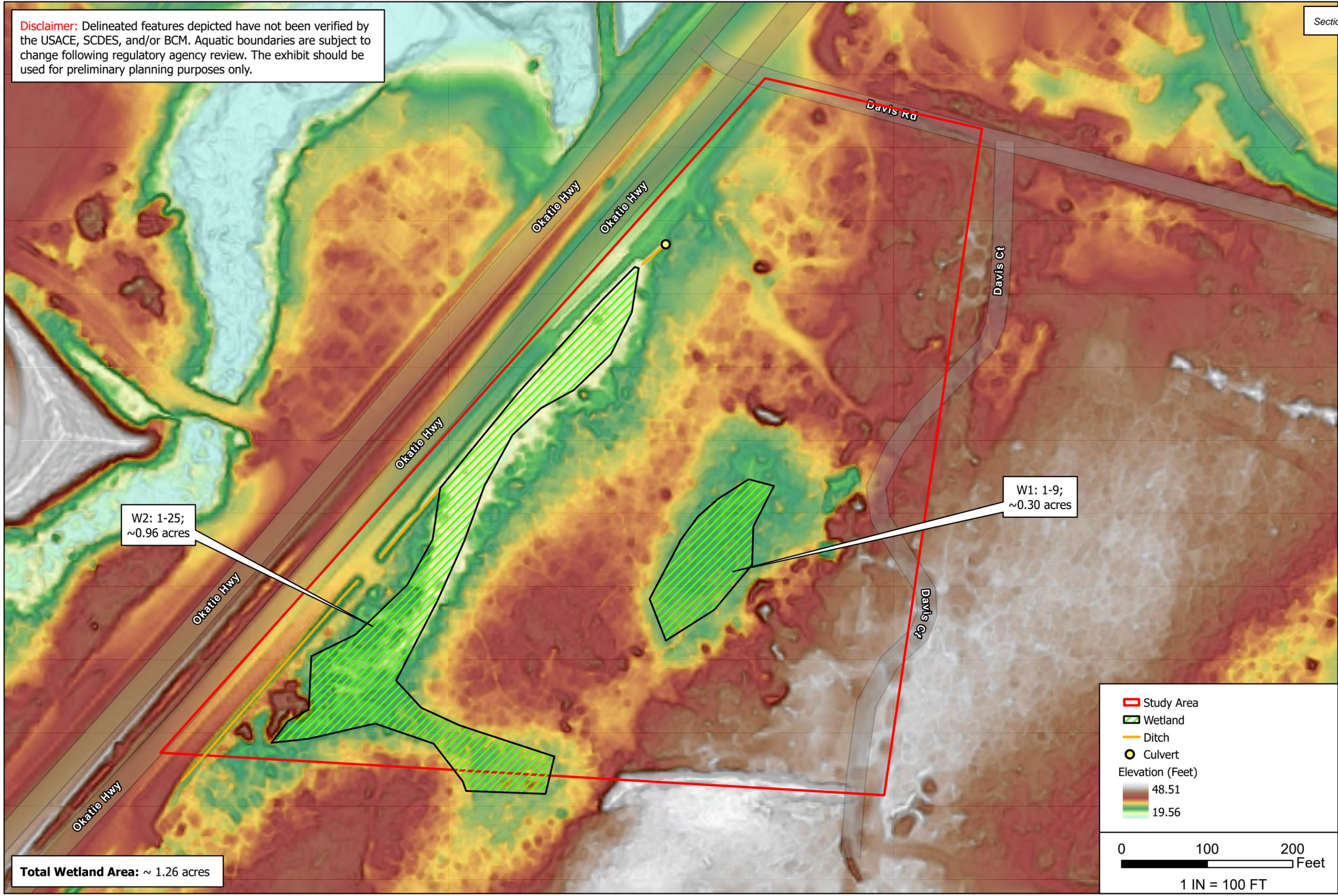
 48.51

 19.56

0 100 200 Feet

1 IN = 100 FT

Disclaimer: Delineated features depicted have not been verified by the USACE, SCDES, and/or BCM. Aquatic boundaries are subject to change following regulatory agency review. The exhibit should be used for preliminary planning purposes only.

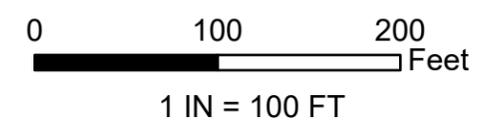


W2: 1-25;
~0.96 acres

W1: 1-9;
~0.30 acres

Total Wetland Area: ~ 1.26 acres

 Study Area
 Wetland
 Ditch
 Culvert
Elevation (Feet)
 48.51
 19.56



Disclaimer: Delineated features depicted have not been verified by the USACE, SCDES, and/or BCM. Aquatic boundaries are subject to change following regulatory agency review. The exhibit should be used for preliminary planning purposes only.

DAVIS COURT
3053 OKATIE HWY, BLUFFTON
BEAUFORT COUNTY, SC

AQUATIC RESOURCE
DELINEATION

Kimley  Horn

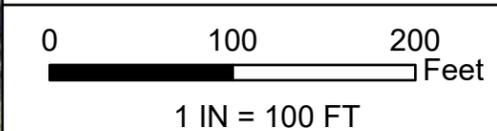
DATE:
3/13/2026

FIGURE:
9



Parcel ID#: R600 029 000 0006 0000
(~12.4 acres)

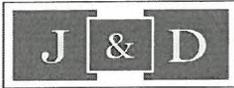
-  Study Area
-  Wetland
-  Ditch
-  Culvert



Total Wetland Area: ~ 1.26 acres

W2: 1-25;
~0.96 acres

W1: 1-9;
~0.30 acres



JOHNSON & DAVIS, PA
ATTORNEYS

BARRY L. JOHNSON*
HUTSON S. DAVIS, JR. **
W. LAMAR JOHNSON II
MANNING R. CATHCART

THE VICTORIA BUILDING
SUITE 200
10 PINCKNEY COLONY ROAD
BLUFFTON, SC 29909

TELEPHONE (843) 815-7121
TELEFAX (843) 815-7122

BARRY L. JOHNSON
BARRY@JD-PA.COM

* Certified S.C. Mediator and Arbitrator
** Certified S.C. Mediator

March 12, 2026

(Via Email Only: assessor@bcgov.net)
Hon. Ebony Sanders, Assessor

Re: Beaufort County Tax Parcel No.: R600-029-000-0006-0000
(+/- 12.4 acres, i/n/o The Bush Family Properties, LLC)

Dear Assessor Sanders

In connection with an application for annexation into the Town of Bluffton for the above property, please provide us with information as to any Special Districts, such as Overlays, applicable to this parcel of property.

Respectfully, I ask that you expedite response and please reply to me by email at above email address. Also, please call me or email if you have any questions.

Yours very truly,

Barry L. Johnson
Attorney at Law



COUNTY COUNCIL OF BEAUFORT COUNTY

Beaufort County Planning & Zoning
Multi Government Center • 100 Ribaut Road
Post Office Drawer 1228, Beaufort, SC 29901-1228
OFFICE (843) 255-2170
FAX (843) 255-9446

March 9, 2026

Mr. Barry Johnson
10 Pinckney Colony Road, Suite 200
Bluffton, SC 29909

Re: Zoning Certification – R600 029 000 0006 0000
3055 & 3057 Okatie Highway, and 12 & 16 Davis Court, Bluffton

Dear Mr. Johnson:

This is to certify that the referenced property, located at various addresses, and further defined as being in Bluffton Township is zoned T2-Rural (T2R). Please refer to the Community Development Code for all other use information/development parameters at www.beaufortcountysc.gov -Planning – Community Development Code.

Zoning designations of abutting Properties: North – Davis Road, South – T2-Rural, East – T2-Rural, West – Hwy 170. The property is subject to the Design Review Board.

To the best of my knowledge there are no known zoning code violations. Please confirm with the Beaufort County Codes Enforcement Office.

Please contact the Tax Assessor’s office for information regarding Special Districts.

To the best of my knowledge special conditions (Family Compound Approval) were granted to this site in 2023.

Zoning Permits 003700-2023 was issued for a Family Cluster Unit, and 003691-2023 was issued for a mobile home replacement. (See Attached) Please refer to Division 2.7.40.I Family Compound Standards, Violations and Enforcement if the property is sold or leased to a nonfamily member within five years of approval.

If I may be of further assistance, please do not hesitate to call me at 843.255.2173 or email me at hillarya@bcgov.net

Sincerely,

Hillary A. Austin
Zoning & Development Administrator



Beaufort County, South Carolina
ZONING PERMIT
 Community Development Administration

Permit	Section X. Item #5.
ZONE-00	
Issue Date	
	08/10/2023

ZONING PERMIT

PIN	Street Address	District
R600 029 000 0006 0000	12 DAVIS RD	600-BLUFFTON OUTSIDE
Development Name		Zoning District
JAMES BUSH'S FAMILY COMPOUND CLUSTER UNIT		T2R - RURAL
Approved Use		
MOBILE HOME PLACEMENT		
Applicant Name(s)		
KYJUAN BUSH OR ANGELA JAMES		
Owner Name(s)		
BUSH JAMES		
Conditions of Permit Approval		
<ol style="list-style-type: none"> 1. NO TREES APPROVED FOR REMOVAL. 2. FAMILY COMPOUND UNIT #7. 3. EXISTING ACCESS. 4. EXISTING SEPTIC SYSTEM. 		

Approved By:  Date: 08/10/2023

THIS PERMIT CERTIFIES THAT THE ABOVE NAMED HAS MET AND IS IN ACCORDANCE WITH THE BEAUFORT COUNTY COMMUNITY DEVELOPMENT CODE.



Beaufort County, South Carolina
ZONING PERMIT
 Community Development Administration

Permit	Section X. Item #5.
ZONE-00	
Issue Date	
08/07/2023	

ZONING PERMIT

PIN	Street Address	District
R600 029 000 0006 0000	16 DAVIS CT	600-BLUFFTON OUTSIDE
Development Name	Zoning District	
JAMES BUSH'S RESIDENCE	T2R - RURAL	
Approved Use		
RESIDENCE (MOBILE HOME REPLACEMENT)		
Applicant Name(s)		
BUSH JAMES		
Owner Name(s)		
BUSH JAMES		
Conditions of Permit Approval		
1- REPLACING MOBILE HOME. 2- OLD HOME HAS BEEN REMOVED. 3- NO TREES TO BE REMOVED. 4- EXISTING SEPTIC SYSTEM. 5- NO RAIN GARDEN REQUIRED.		

Approved By: LaSandra Holmes

Date: 08/07/2023

THIS PERMIT CERTIFIES THAT THE ABOVE NAMED HAS MET AND IS IN ACCORDANCE WITH THE BEAUFORT COUNTY COMMUNITY DEVELOPMENT CODE.

**Parcel Information in Support of Annexation Petition
regrading The Bush Family Properties, LLC
[TIN: R600 029 000 0006 0000]**

Parcel Information

- 1. Deed – 33 deeds – Please see attachments.
- 2. Plat – No recorded plats. See attached, unrecorded, Preliminary Plat of Survey of Subject Property (8.94 +/- Acres), prepared by GeoPoint, Job No. 1004153, by Matthews Johannessen, S.C. P.L.S. No. 42357.
- 3. Covenants & Restrictions: None
- 4. Easements: To Palmetto Electric Cooperative, Inc., dated 10/11/2011 and recorded 03/29//2012 in Book 3130 at Page 1963 (Beaufort County, Register of Deeds).
- 5. Agreements: None
- 6. Other Documents: None
- 7. Location Map of Proposed Annexation Area showing:
 - a) Existing Structures: TBD - will come from surveyor
 - b) Current Beaufort County Zoning: T2 Rural (T2R)
 - c) Adjacent Property Owners (now/formerly):
 - David A. Dominguez
R600 029 000 0027 0000
 - Juan Ramon Cruz Soriano & Judy Eloisa Bravo Aguilar
R600 029 000 008B 0000
 - Marion T. Davis, Jr.
R600 029 000 008C 0000
 - TGF Properties LLC
R600 029 000 0143 0000
 - William Reynolds Stewart
R600 029 000 0005 0000

The Palmettos of Bluffton LLC
R610 029 000 1925 0000

8. Zoning verification letter from Beaufort County:

- a) Current Beaufort County Zoning – March 9, 2026 Zoning Certification letter from Hillary Austin.
- b) Special Districts such as Overlays – March 12, 2026 Barry Johnson letter to Assessor – No response as of yet.

9. Parcel History letter from Beaufort County providing:

- a) Special Districts such as, but not limited to, Tax Increment Finance District, Assessment District, and Multi-County Industrial Park: - See above 8. b).
- b) Any application(s) submitted for the past 10 years and the current status of the application: - See above 8.a).
- c) Any zoning, land development, building, or county case violation(s) for the past 10 years and the current status of the violation: - See attached Report from Beaufort County Codes Enforcement Office.

10. Photographs of:

- a) Existing Structures and Land Use: To be provided
- b) Adjacent Property: To be provided.

11. Other documents provide by Kimley Horn

- a) Site Vicinity – 3/11/26
- b) USGS Topography – 3/11/26
- c) Aerial Imagery – 3/11/26
- d) USDA – NCRS Web Soil Survey – 3/11/26
- e) NWI Features – 3/11/26
- f) FEMA Flood – 3/11/26
- g) LIDAR Imagery – 3/11/26
- h) Aquatic Resource Delineation (Lidar) – 3/13/26
- i) Aquatic Resource Delineation – 3/13/26



CODE CASE ACTIVITY REPORT CODE-000938-2023 FOR BEAUFORT COUNTY, SC

Case Type: Code Enforcement **Assigned To:** Travis Roberts **Opened Date:** 08/25/2023
Address: 3055 Okatie Highway **Status:** Closed - Resolved **Closed Date:** 10/25/2023
Bluffton, SC 29910

Activity Date	Created By	Activity Type	Activity Name	Comments
08/25/2023	Travis Roberts	Notice of Violation Letter Sent		

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
S.C. Code 30-4-40(a)(2)		1



Beaufort County Code Enforcement
100 Ribaut Road / PO Drawer 1228
Beaufort SC 29901-1228
Phone (843) 255-2066

BEAUFORT COUNTY
SOUTH CAROLINA

Notice of Violation

Please be advised you are in violation of the Beaufort County Code listed below:

Chapter 38. Article III.- Junked and Abandoned Vehicles
Section 38-62, Disposition of vehicles; determination of junked, wrecked or abandoned vehicles.

Failure to comply with this order within the time period specified will result in a citation being issued to appear in court and a maximum fine of \$500 and court costs.

Violator: JOHN BUSH; James Hamilton; JAMES BUSH; Evelina Perry

Address of Violation: 3055 Okatie Highway Bluffton, SC 29910

Property ID: R600 029 000 0006 0000

Date of Notice: March 12, 2026

Code Enforcement Officer: Travis Roberts

Comply By: November 27, 2023

Inspector Contact Info: (843) 255-2087

Case: CODE-000938-2023



Beaufort County Code Enforcement
100 Ribaut Road / PO Drawer 1228
Beaufort SC 29901-1228
Phone (843) 255-2066

BEAUFORT COUNTY
SOUTH CAROLINA

Notice of Violation

Please be advised you are in violation of the Beaufort County Code listed below:

9.2.30(A) Develop land or a structure without first obtaining the appropriate permits or development approvals

Failure to comply with this order within the time period specified will result in a citation being issued to appear in court and a maximum fine of \$500 and court costs.

Violator: JOHN BUSH; James Hamilton; JAMES BUSH; Evelina Perry

Address of Violation: 3055 Okatie Highway Bluffton, SC 29910

Property ID: R600 029 000 0006 0000

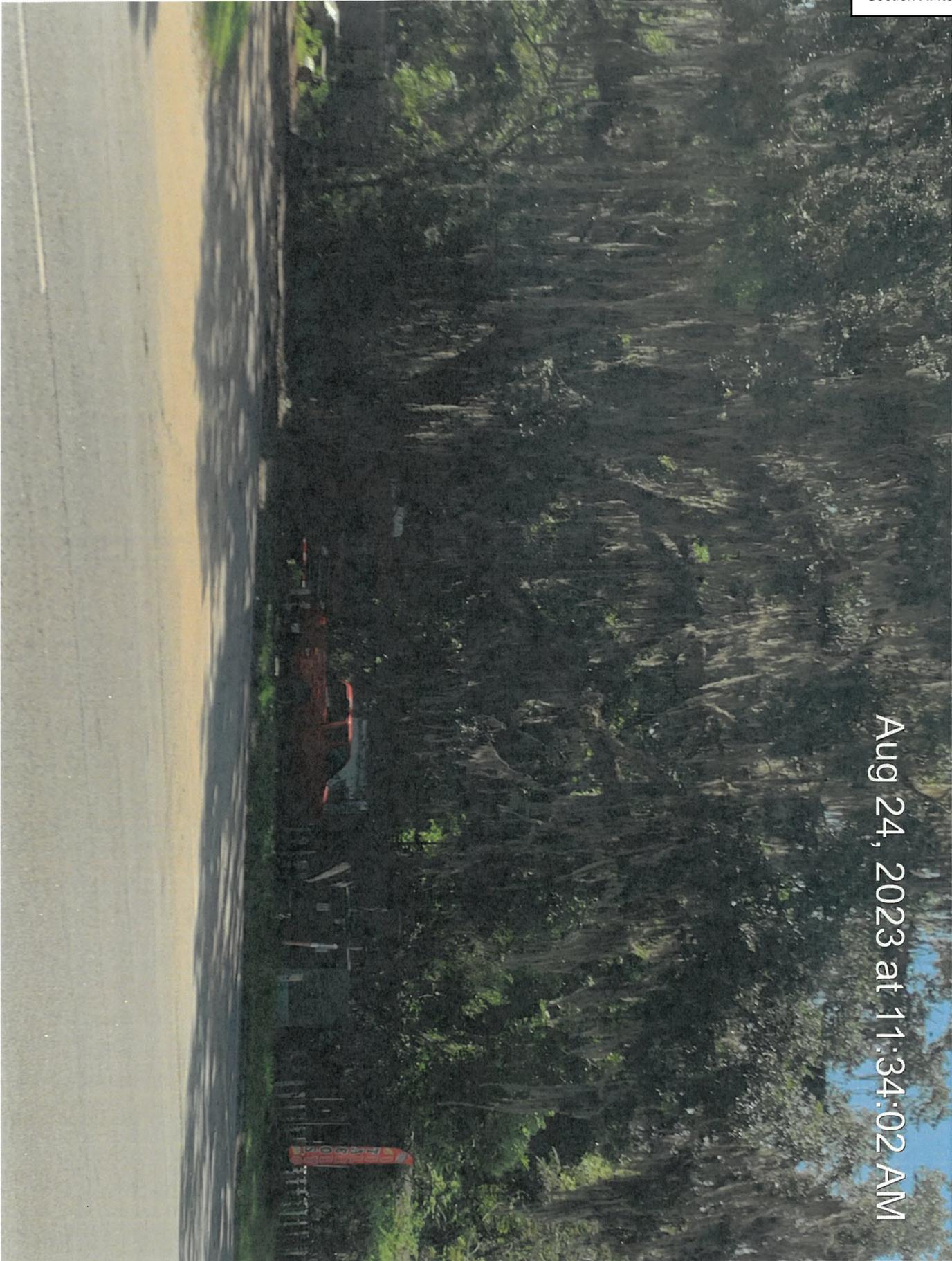
Date of Notice: March 12, 2026

Code Enforcement Officer: Travis Roberts

Comply By: September 07, 2023

Inspector Contact Info: (843) 255-2087

Case: CODE-000938-2023



Aug 24, 2023 at 11:34:02 AM



Aug 24, 2023 at 11:34:09 AM





Aug 24, 2023 at 12:17:03 PM

NOV	Case Notes	Case Notes 2	Notes	NOV JV	NOV TL	Final JV	Final TL
-----	------------	--------------	-------	--------	--------	----------	----------

Notice of Violation

Case Number:

Owner Full Name:
(First, MI, Last, Suffix)

Co-Owner Full Name:
(First, MI, Last, Suffix)

Address:

Property ID:

Officer Name: This is a : Violation Door Hanger

Violation Type: Issue Date:

Comply Date: Final Notice Issue Date:

Final Notice Comply Date: Close Date:

Violation Type: Issue Date:

Comply Date: Final Notice Issue Date:

Final Notice Comply Date: Close Date:








NOV	Case Notes	Case Notes 2	Notes	NOV JV	NOV TL	Final JV	Final TL
-----	------------	--------------	-------	--------	--------	----------	----------

CASE NOTES

Case Number 2813

Owner: James Bush, Evelina Perry, James Hamilton, John Bush

Violation Address: 12 Davis Road, Bluffton, SC 29910

Mailing Address: S.C. Code Bluffton, SC 29909-5101

DMP: R600 029 000 0006 0000 Contact Info: S.C. Code 30-4-40(a)(2)

Site Inspection Date/Time: 10/07/2020 10:16 AM Violation Type: Junked Vehicle

Description of Violation:

old hot tub out front, old refrigerator in rear, trailer in ROW, Red Dodge Pkp - no tag in ROW

01/13/2021 Blue SUV has been backed in but is still on the corner for sale. Final issued.

Notice of Violation Date: 10/8/2020 Comply By: 01/08/2021

Door Hanger Date: Comply By:

Final Door Hanger Date: Comply By:

Extension Date: Comply By:

Re-Issue Date: Comply By:

Final Notice Date: 1/14/2021 Comply By: 2/14/2021

2nd Final Notice Date: Comply By:

Re-inspection Date: 01/13/2021 Re-inspection Date: 02/17/2021

Citation Issue Date: Citation #:

Court Date/Time:

Court Disposition:

Date Closed: 02/17/2021 Re-Open Date:

Page Number: 1

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
S.C. Code 30-4-40(a)(2)		1

NOV	Case Notes	Case Notes 2	Notes	NOV JV	NOV TL	Final JV	Final TL
-----	------------	--------------	-------	--------	--------	----------	----------

CASE NOTES

Case Number 2813

Owner: James Bush, Evelina Perry, James Hamilton, John Bush

Violation Address: 12 Davis Road, Bluffton, SC 29910

Mailing Address: S.C. Code Bluffton, SC 29909-5101

DMP: R600 029 000 0006 0000 Contact Info: S.C. Code 30-4-40(a)(2)

Site Inspection Date/Time: 10/07/2020 10:16 AM Violation Type: Trash and Litter

Description of Violation:

Notice of Violation Date: 10/08/2020 Comply By: 10/25/2020

Door Hanger Date: Comply By:

Final Door Hanger Date: Comply By:

Extension Date: Comply By:

Re-Issue Date: Comply By:

Final Notice Date: Comply By:

2nd Final Notice Date: Comply By:

Re-inspection Date: Re-Inspection Date:

Citation Issue Date: Citation #:

Court Date/Time:

Court Disposition:

Date Closed: 01/13/2021 Re-Open Date:

Page Number: 2

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
S.C. Code 30-4-40(a)(2)		1

NOV	Case Notes	Case Notes 2	Notes	NOV JV	NOV TL	Final JV	Final TL
-----	------------	--------------	-------	--------	--------	----------	----------



Beaufort County Code Enforcement
 100 Ribaut Road / PO Drawer 1228
 Beaufort SC 29901 - 1228
 Phone (843) 255-2066
 Direct Line (843) 255-2069

BEAUFORT COUNTY
 SOUTH CAROLINA

Notice of Violation

Please be advised that you are currently in violation of the Beaufort County Code.

Chapter 38. Article III, Section 38-62
Disposition of vehicles; determination of junked, wrecked or abandoned vehicles.

You are hereby ordered to comply with the Beaufort County Junked and Abandoned Vehicle Ordinance by the date listed below.

Failure to comply with this order within the time period specified will result in a citation being issued to appear in court and a maximum fine of \$500.00 and any court costs.

Property Owner: James Bush, Evelina Perry, James Hamilton, John Bush

Address of Violation: 12 Davis Road, Bluffton, SC 29910

Property ID: R600 029 000 0006 0000

Date of Notice: 10/08/2020

Code Enforcement Officer: M. Giles

Comply By: 01/08/2021

Case Number: 2813

NOV	Case Notes	Case Notes 2	Notes	NOV JV	NOV TL	Final JV	Final TL
-----	------------	--------------	-------	--------	--------	----------	----------



Beaufort County Code Enforcement

100 Ribaut Road / PO Drawer 1228
 Beaufort SC 29901 - 1228
 Phone (843) 255-2066
 Direct Line (843) 255-2069

BEAUFORT COUNTY
 SOUTH CAROLINA

Notice of Violation

Please be advised that you are currently in violation of the Beaufort County Code.

Chapter 38. Article II. - Trash and Litter Control
 Sec. 38-32 - keeping property clean.

Failure to comply with this order within the time period specified will result in a citation being issued to appear in court and a maximum fine of \$500.00 and any court costs.

Property Owner: James Bush, Evelina Perry, James Hamilton, John Bush

Address of Violation: 12 Davis Road, Bluffton, SC 29910

Property ID: R600 029 000 0006 0000 **Date of Notice:** 10/08/2020

Code Enforcement Officer: M. Giles **Comply By:** 10/25/2020

Case Number: 2813

NOV	Case Notes	Case Notes 2	Notes	NOV JV	NOV TL	Final JV	Final TL
-----	------------	--------------	-------	--------	--------	----------	----------



Beaufort County Code Enforcement

100 Ribaut Road / PO Drawer 1228
Beaufort SC 29901 - 1228
Phone (843) 255-2066
Direct Line (843) 255-2069

BEAUFORT COUNTY
SOUTH CAROLINA

Final Notice

Please be advised that this is your final notice regarding a violation of the Beaufort County Code listed below.

Chapter 38. Article III, Section 38-62
Disposition of vehicles; determination of junked, wrecked or abandoned vehicles.

Failure to comply with this order within the time period specified will result in a citation being issued to appear in court and a maximum fine of \$500.00 and any court costs.

Property Owner: James Bush, Evelina Perry, James Hamilton, John Bush

Address of Violation: 12 Davis Road, Bluffton, SC 29910

Property ID: R600 029 000 0006 0000

Date of Notice: 01/14/2021

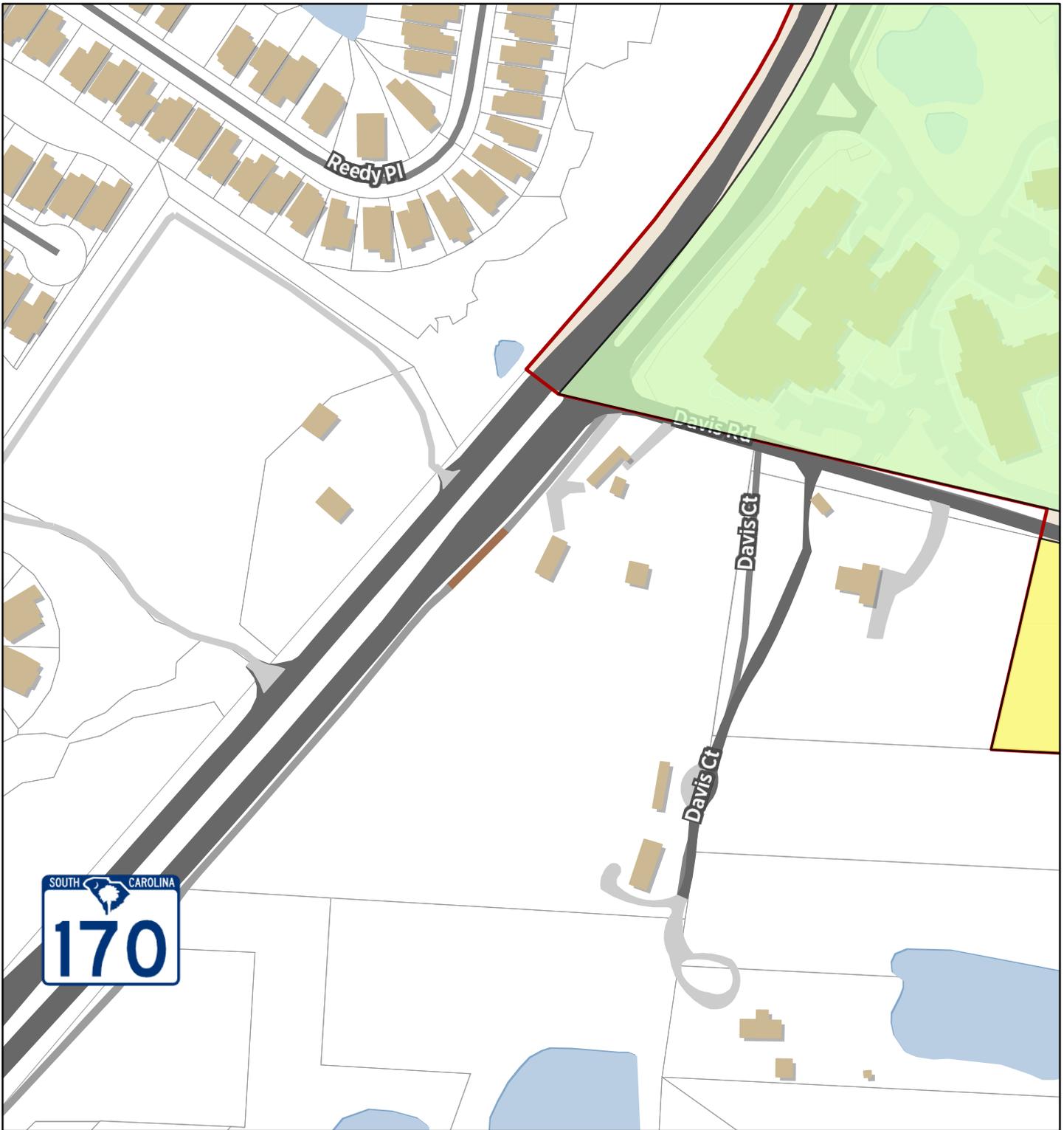
Code Enforcement Officer: M. Giles

Comply By: 02/14/2021

Case Number: 2813

Bush Annexation Location Map

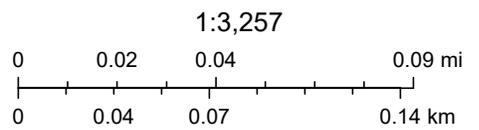
Section X. Item #5.



3/26/2026, 5:07:07 PM

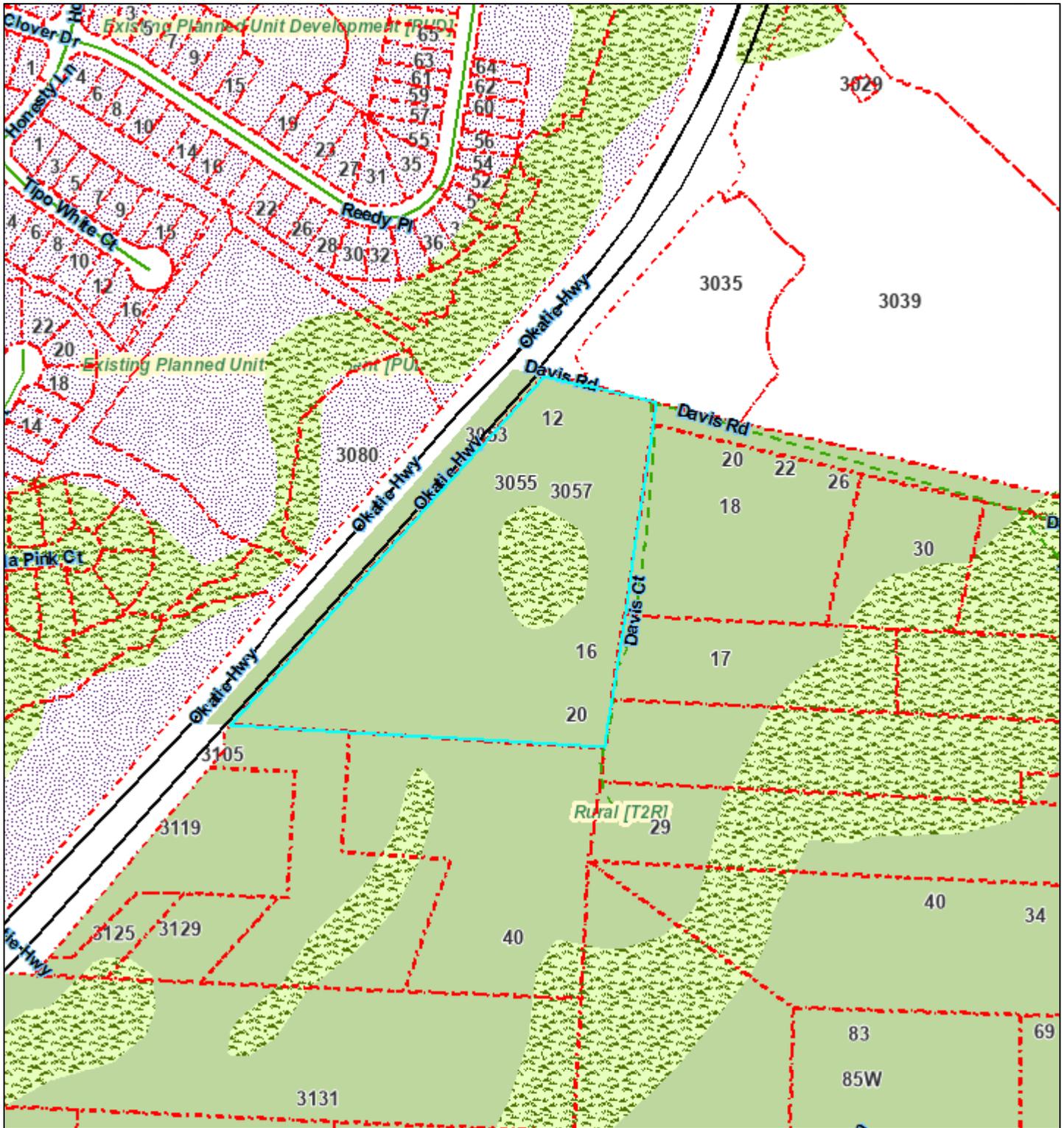
Bluffton Zoning Districts

-  RESIDENTIAL GENERAL
-  PLANNED UNIT DEVELOPMENT



Bush Properties, LLC Annexation

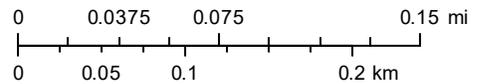
Section X, Item #5.



3/26/2026, 5:04:02 PM

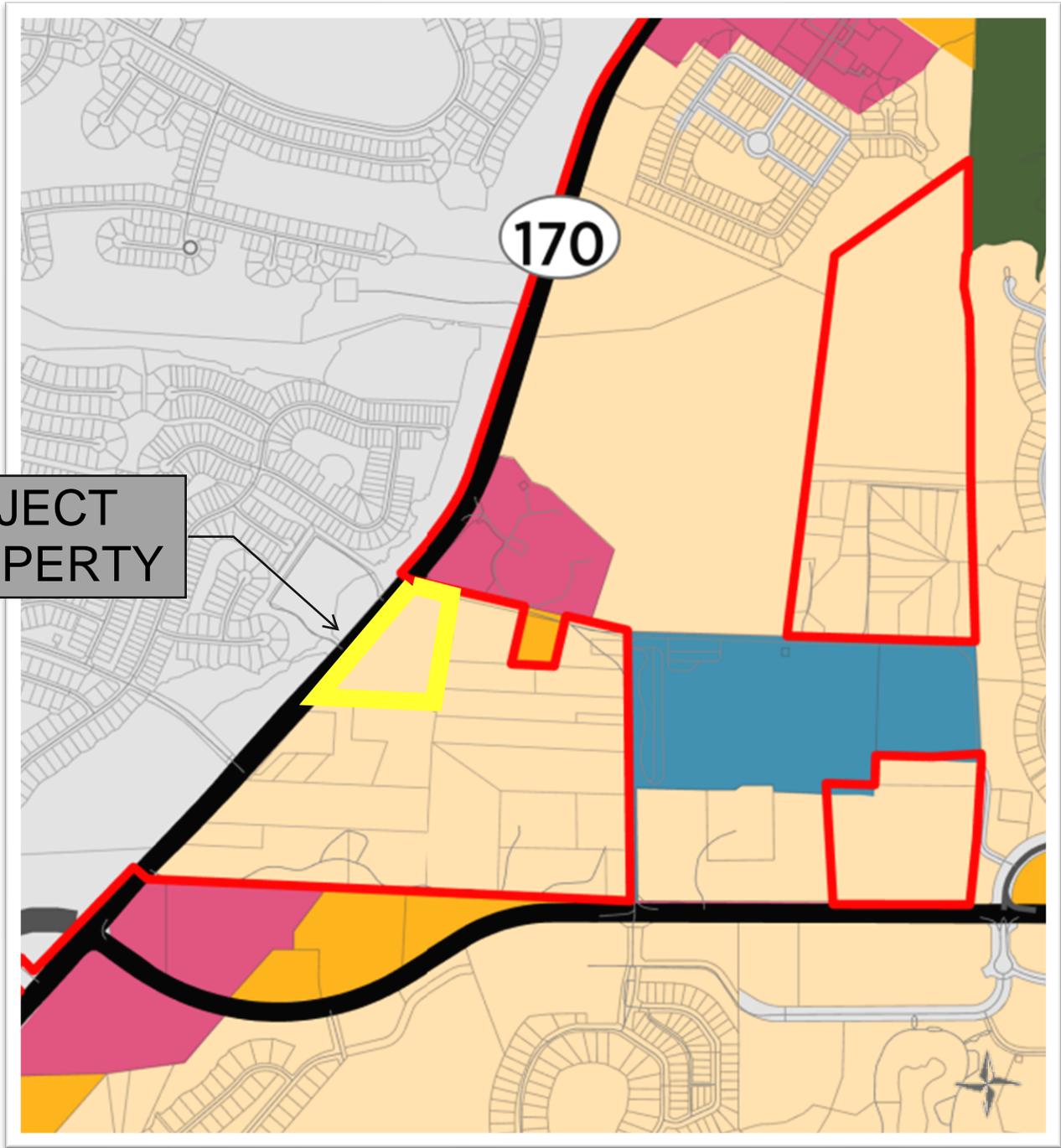
1:4,514

- | | | |
|-----------------------------|---------------------------|------------------------------------|
| Road Classifications | Heritage Corridor Overlay | Hilton Head Airport Overlay |
| STATE, PAVED | MCAS AICUZ APZ | Approach Zone |
| COUNTY, UNPAVED | APZ1 | Conical Zone |
| PRIVATE, PAVED | APZ2 | Horizontal Zone |
| PRIVATE, UNPAVED | CZ | Primary Zone |
| LiveParcels | RZ | Runway |
| Wetlands | | Transitional Zone |





Future Land Use



**SUBJECT
PROPERTY**



Town of Bluffton

Beaufort County, SC

Growth Management Department

Growth Framework

Map 8.5

Map Legend



Future
Bluffton Limits



Town Center Place
Type Assembly



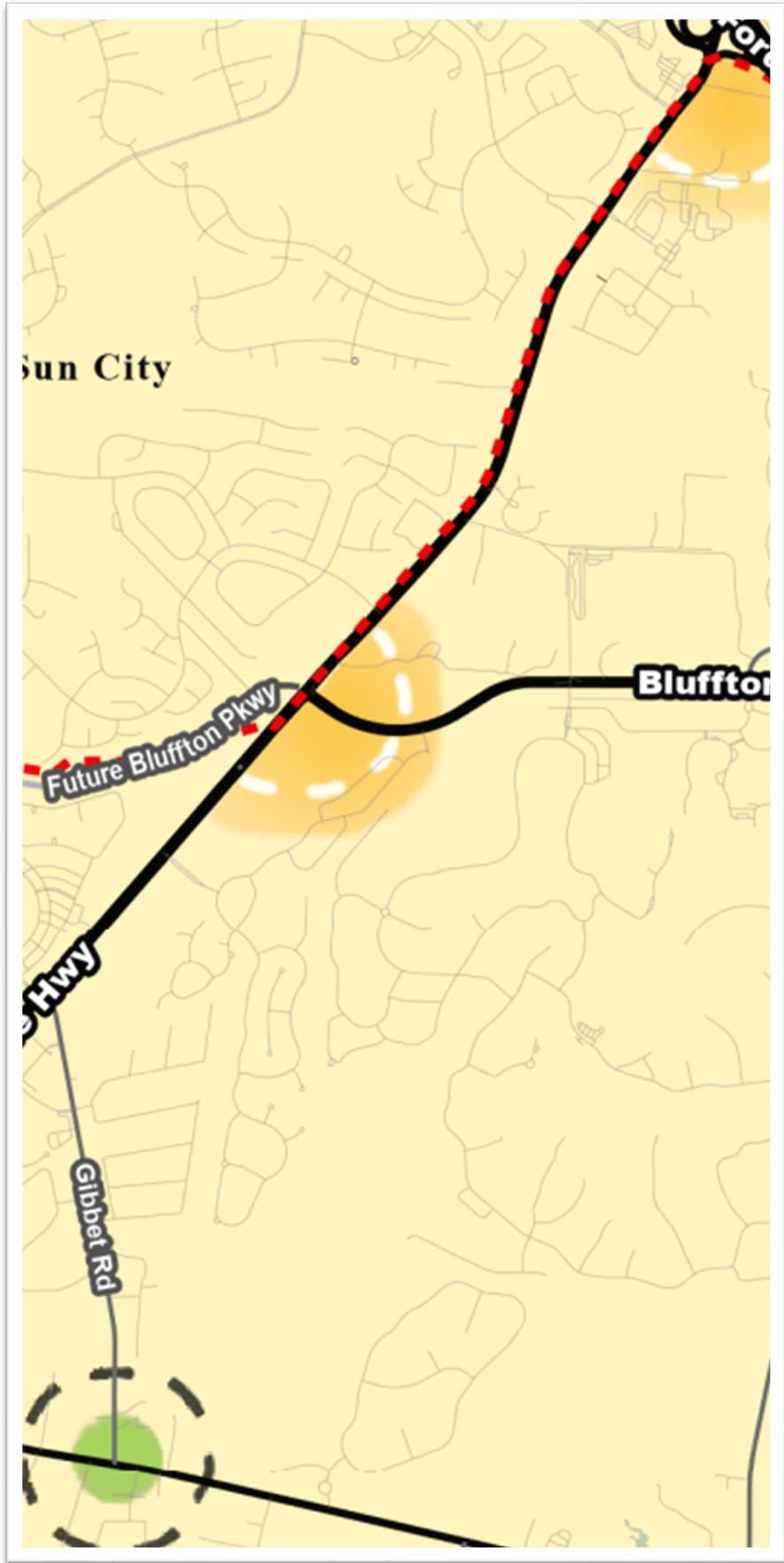
Village Place
Type Assembly



Hamlet Place
Type Assembly



Rural Crossroad
Place Type Assembly



Bush Family Annexation

Section X. Item #5.

Zoning Map Amendment, Comprehensive Plan Future Land Use Map Amendment, Development Agreement Amendment, and Concept Plan Amendment, Master Plan Application Meeting Sequence

DRAFT

(Dates Are Subject to Change)

Meeting	Date	Task Description/ Application(s) for Review	Action(s)	Notes
Pre-Application Meeting	March 2026	Annexation Petition	Review of Application Requirements and Timeline	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Application Submittal Meeting	March 11, 2026	Annexation Petition	Submittal of Revised Annexation Petition	
Town Council "Intent to Annex", Acceptance of Petition	April 7, 2026	Annexation Petition	Town Council acceptance of petition by majority vote	
Planning Commission Workshop Packet is posted	April 15, 2026	Annexation Petition	Resubmittal of Applications with Revised Materials	Will need all applications submitted ASAP
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Planning Commission Workshop	April 22, 2026	Annexation Petition	Discussion and Comments for Consideration.	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Public Hearing Notice 30 days Prior to Public Hearing	April 26, 2026	Annexation Petition YY Y	Mail letters notifying adjacent property owners within 500' radius of pending applications and upcoming rescheduled Planning Commission Public Hearing Y Post the property Y Newspaper Notification Y	Applicant is responsible for sending notification to all adjacent property owners via Certified Mailing and provide a copy of the receipt ASAP. Must be Post Marked before the April 26, 2026 Date. Town will post the property and put the notice in the newspaper.
		Comprehensive Plan Amendment Y Y		
		Zoning Map Amendment YY Y		
		Development Agreement Amendment Y Y		
		Concept Plan Amendment Y Y		

Bush Family Annexation

Section X. Item #5.

Zoning Map Amendment, Comprehensive Plan Future Land Use Map Amendment, Development Agreement Amendment, and Concept Plan Amendment, Master Plan Application Meeting Sequence

DRAFT

(Dates Are Subject to Change)

Meeting	Date	Task Description/ Application(s) for Review	Action(s)	Notes
Town Council 1 st Readings Packet Due	April 29, 2026	Annexation Petition	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Public Hearing Notice 30 days Prior to Town Council Public Hearing	May 10, 2026	Annexation Petition YYY	Letters notifying adjacent property owners within 500' radius of pending applications and upcoming Town Council Public Hearing Y Post the property Y Newspaper Notification Y	Applicant is responsible for sending notification to all adjacent property owners via Certified Mailing and provide a copy of the receipt ASAP. Must be Post Marked before the May 10, 2026 Date. Town will post the property and put the notice in the newspaper.
		Comprehensive Plan Amendment YY		
		Zoning Map Amendment YYY		
		Development Agreement Amendment YY		
		Concept Plan Amendment YY		
Town Council Ordinance 1 st Readings	May 12, 2026	Annexation Petition	Ordinance 1 st Readings	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Planning Commission Public Hearing Packet is posted	May 20, 2026	Annexation Petition	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Planning Commission Public Hearing & Recommendation to Town Council	May 27, 2026	Annexation Petition Δ	Public Hearing and Recommendation to Town Council Public Hearing Cases Δ	
		Comprehensive Plan Amendment Δ		
		Zoning Map Amendment Δ		
		Development Agreement Amendment Δ		
		Concept Plan Amendment Δ		

Bush Family Annexation

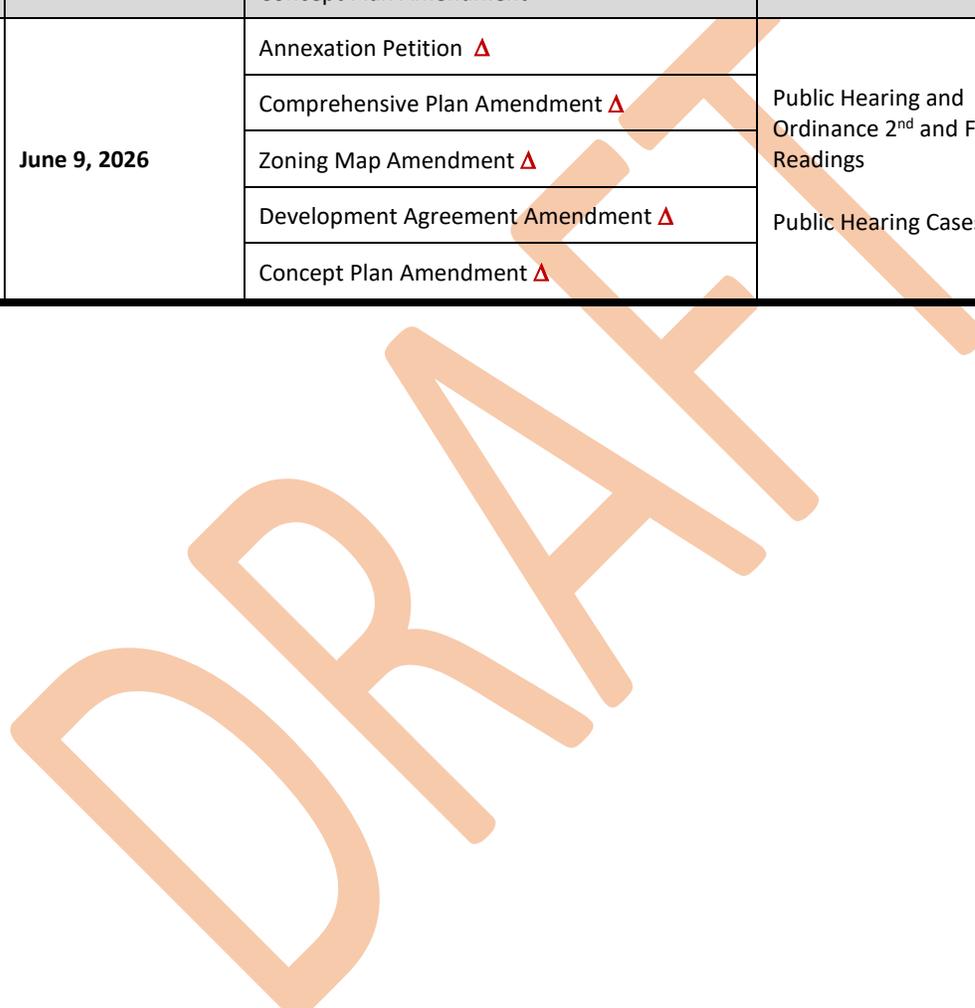
Section X. Item #5.

Zoning Map Amendment, Comprehensive Plan Future Land Use Map Amendment, Development Agreement Amendment, and Concept Plan Amendment, Master Plan Application Meeting Sequence

DRAFT

(Dates Are Subject to Change)

Meeting	Date	Task Description/ Application(s) for Review	Action(s)	Notes
Submittal of Revisions for Town Council Public Hearing and 2 nd & Final Reading Packet	May 29, 2026	Annexation Petition	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
		Comprehensive Plan Amendment		
		Zoning Map Amendment		
		Development Agreement Amendment		
		Concept Plan Amendment		
Town Council Public Hearing & Ordinance 2 nd and Final Readings	June 9, 2026	Annexation Petition ▲	Public Hearing and Ordinance 2 nd and Final Readings	
		Comprehensive Plan Amendment ▲		
		Zoning Map Amendment ▲	Public Hearing Cases ▲	
		Development Agreement Amendment ▲		
		Concept Plan Amendment ▲		





STATISTICAL INFORMATION

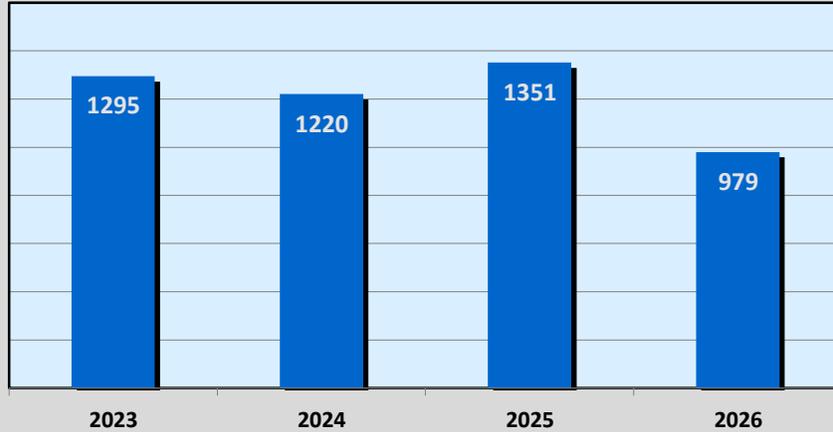
BLUFFTON POLICE DEPARTMENT

March 31, 2026

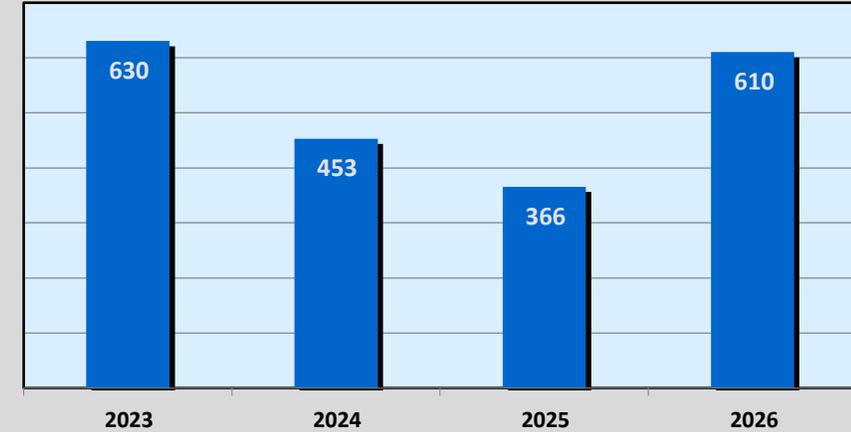
Presented by Chief Joseph Babkiewicz

DEPARTMENT HIGHLIGHTS

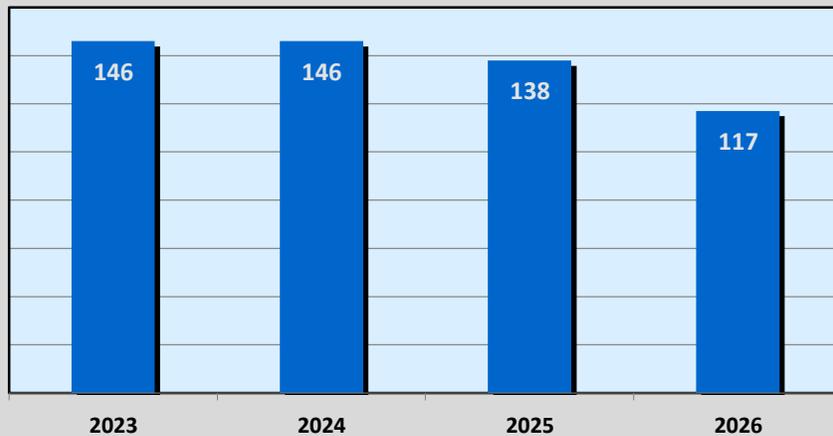
March Calls for Service Comparison



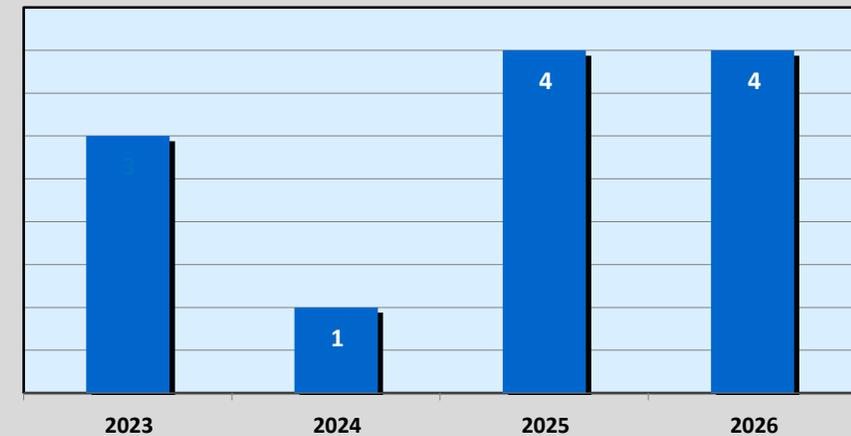
March Traffic Citation Comparison



March Collision Comparison

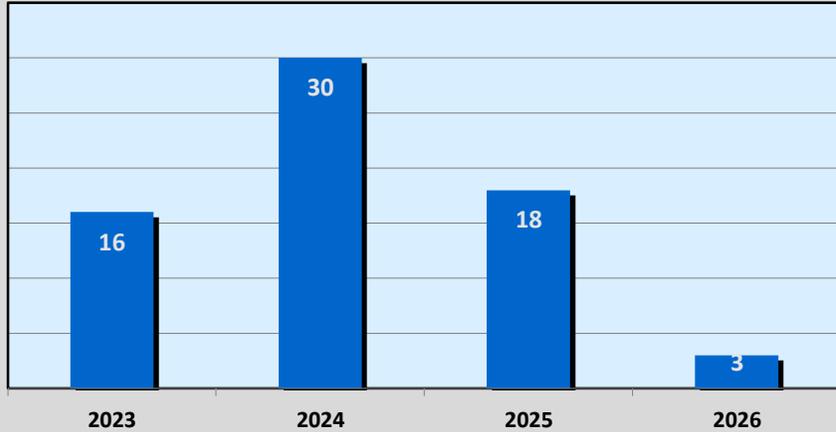


March Burglary Comparison

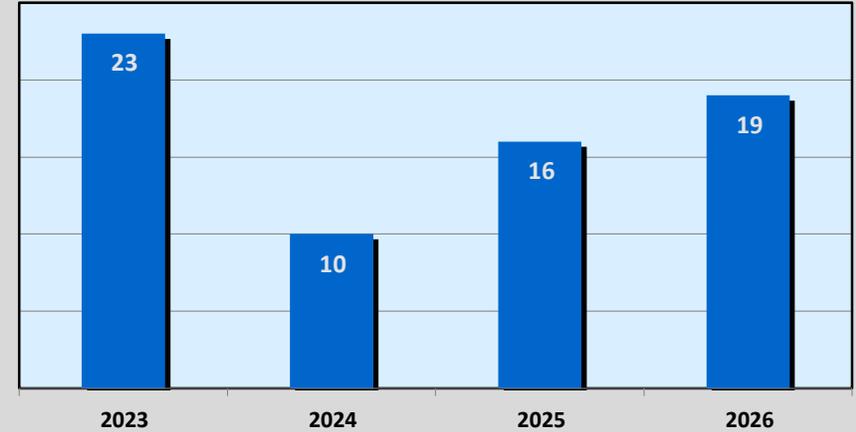


DEPARTMENT HIGHLIGHTS

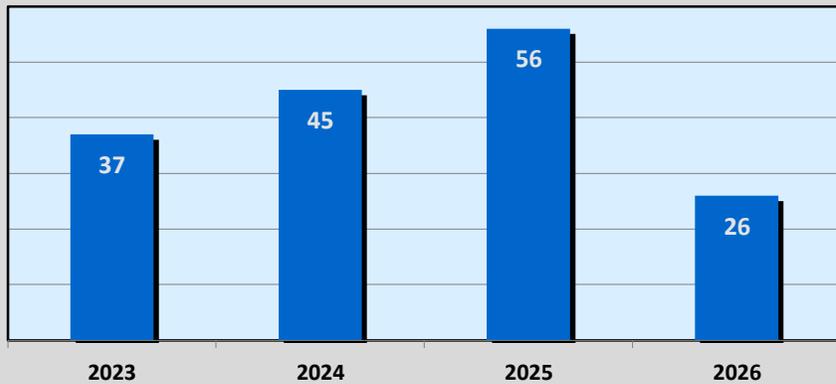
March Theft Comparison



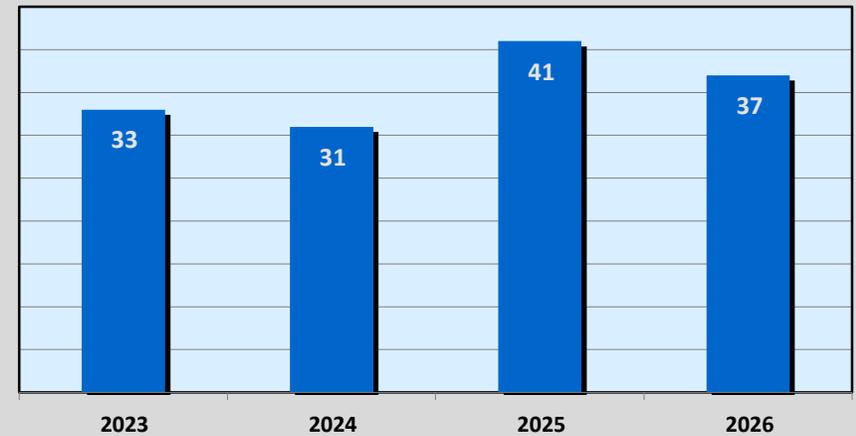
March Assault Comparison



March Domestic Calls for Service Comparison



March Arrest Comparison

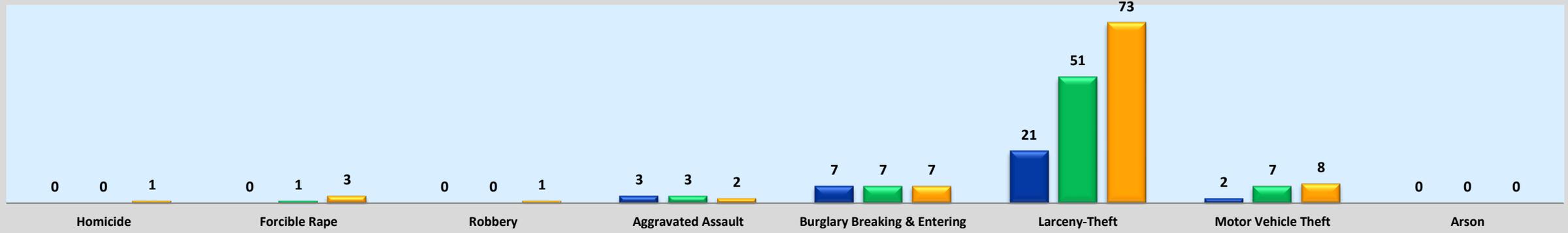


DEPARTMENT HIGHLIGHTS

Year-to-Date
March

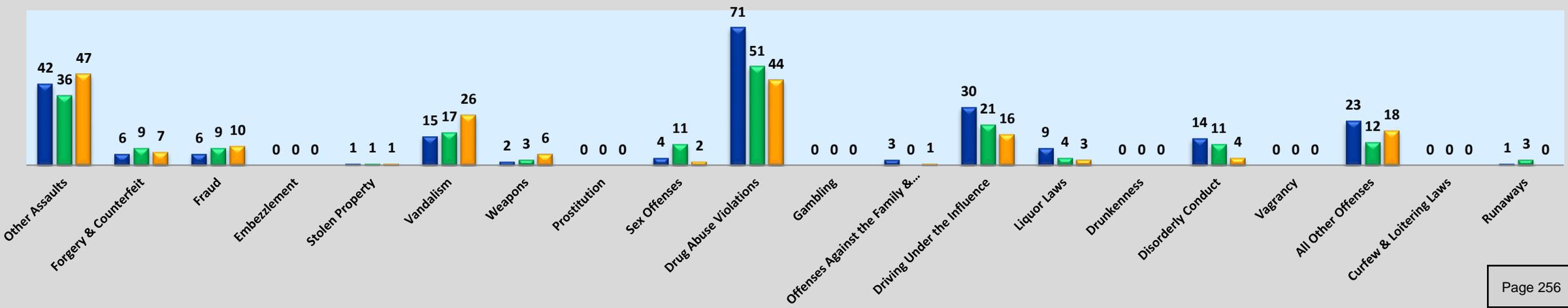
Part I Crimes

■ 2026 ■ 2025 ■ 2024



Part II Crimes

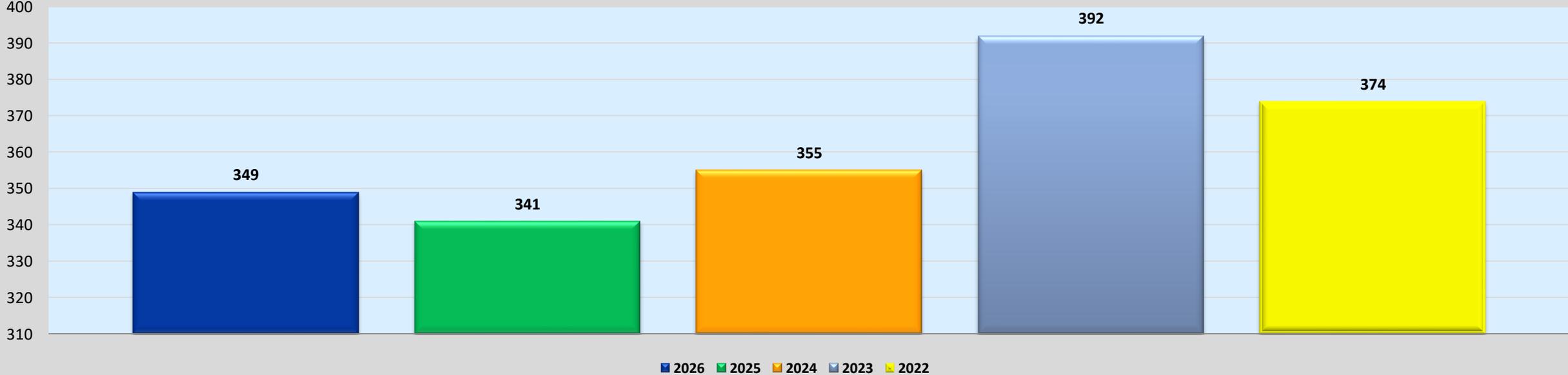
■ 2026 ■ 2025 ■ 2024



DEPARTMENT HIGHLIGHTS

Year-to-Date
March

Collisions



Law Enforcement Advisory Committee

- Flock Camera Usage – 1st Quarter
- Proposal for “False Alarm” Calls for Service
- E-Bike Safety Concerns
- CALEA On-Site Assessment conducted in February
- CIT / Mental Health 1st Aid Training

Meetings Attended by Chief Joseph Babkiewicz

Every Wednesday – Senior Staff Communications Meeting

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

Mar 2nd – Executive Staff meeting

Mar 2nd – Attend E-Bikes Committee Kick Off meeting

Mar 2nd – Retention/Morale Committee meeting

Mar 3rd – Police Applicant Physical Agility Testing

Mar 3rd – Command Staff meeting

Mar 4th – Attend Transportation Advisory Committee meeting

Mar 5th – Attend Urban SDK Google meeting

Mar 5th – Attend Legal Hours meeting

Mar 7th – Attend March Madness Basketball @ Boys –N- Girls Club

Mar 9th – Executive Staff meeting

Mar 9th – Attend ReadyOps Google meeting demonstration

Mar 10th – Attend bi-weekly Legal meeting

Mar 10th – Attend Town Council

Mar 11th – Attend Police Grant meeting with Budget/Grant Administrator

Mar 11th – Attend March Birthday/Anniversary Celebration

Mar 11th – Retention/Award Committee meeting

Mar 12th – Attend Special Olympics Track & Field Event

Mar 12th – Meeting with Town Manager and Davis Family

Mar 12th – Attend Mobile Town Hall @ The Haven

Mar 12th – Attend Law Enforcement Citizen Advisory Committee meeting

Meetings Attended by Chief Joseph Babkiewicz cont.

- Mar 16th** – Executive Staff meeting
- Mar 16th** – Attend March Wellness Committee meeting
- Mar 17th** – Police Applicant Physical Agility Testing
- Mar 17th** – Firearms meeting
- Mar 18th** – Attend NAACP General meeting
- Mar 19th** – Meeting with Town Manager
- Mar 19th** – Attend Nancy Mace visit @ Wright Family Park
- Mar 19th** – Retention / Awards Committee meeting
- Mar 20th** – Meeting with Kiwanis Club representative
- Mar 23rd** – Attend E-Bikes meeting
- Mar 24th** – Participate in Cooking Breakfast for Staff in celebration of First Responder Wellness Week
- Mar 24th** – Lunch Meeting
- Mar 24th** – Attend bi-weekly Legal meeting
- Mar 24th** – Attend Monthly Command Staff meeting with Human Resource
- Mar 25th** – Attend Response After A Critical Incident Mental Health Presentation
- Mar 25th** – Lions Club presentation
- Mar 25th** – Monthly meeting with Town Manager
- Mar 25th** – Award Nomination meeting
- Mar 26th** – May River Law Enforcement Class LEC Tour
- Mar 26th** – Boys –N- Girls Club Youth of the Year
- Mar 30th** – Executive Staff meeting
- Mar 31st** – Meeting with Mayor and Town Manager

DEPARTMENT HIGHLIGHTS

Commendations -	None
Complaints -	None

Police Department Demographics as of March 31, 2026

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

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

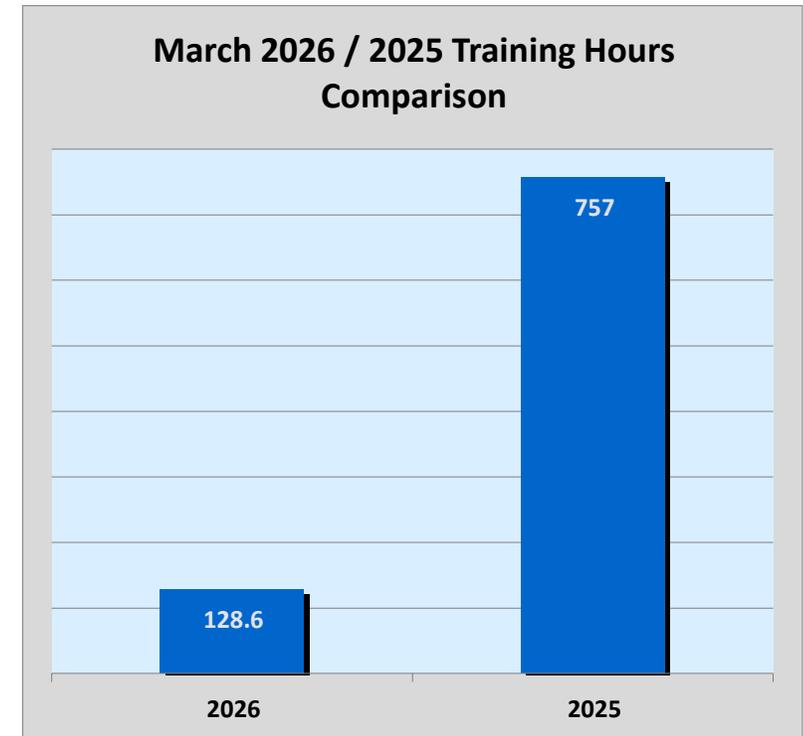
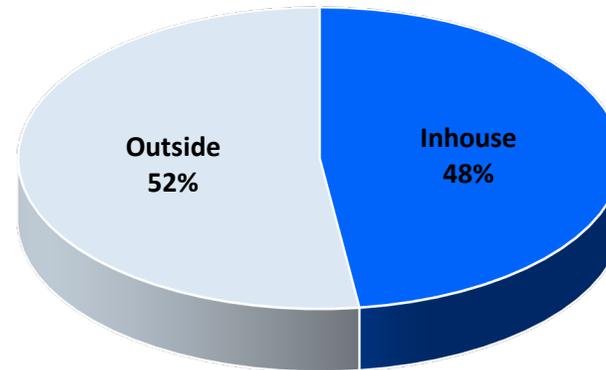
March Officer Training

In-House

- Legal Update 2025 - Part 2 - 1 Officer
- Studio - Mental Illness - 2 Officers
- Line-Up 2026 March-April - 39 Officers
- Legal Update 2026 - Part 1 - 13 Officers
- A Different Look at Weapon Disarming - 1 Officer
- Active Listening in Crisis Situation - 1 Officer
- Active Shooter - 1 Officer
- Create an Agency "Fail List" - 1 Officer
- Developing Leadership - 1 Officer

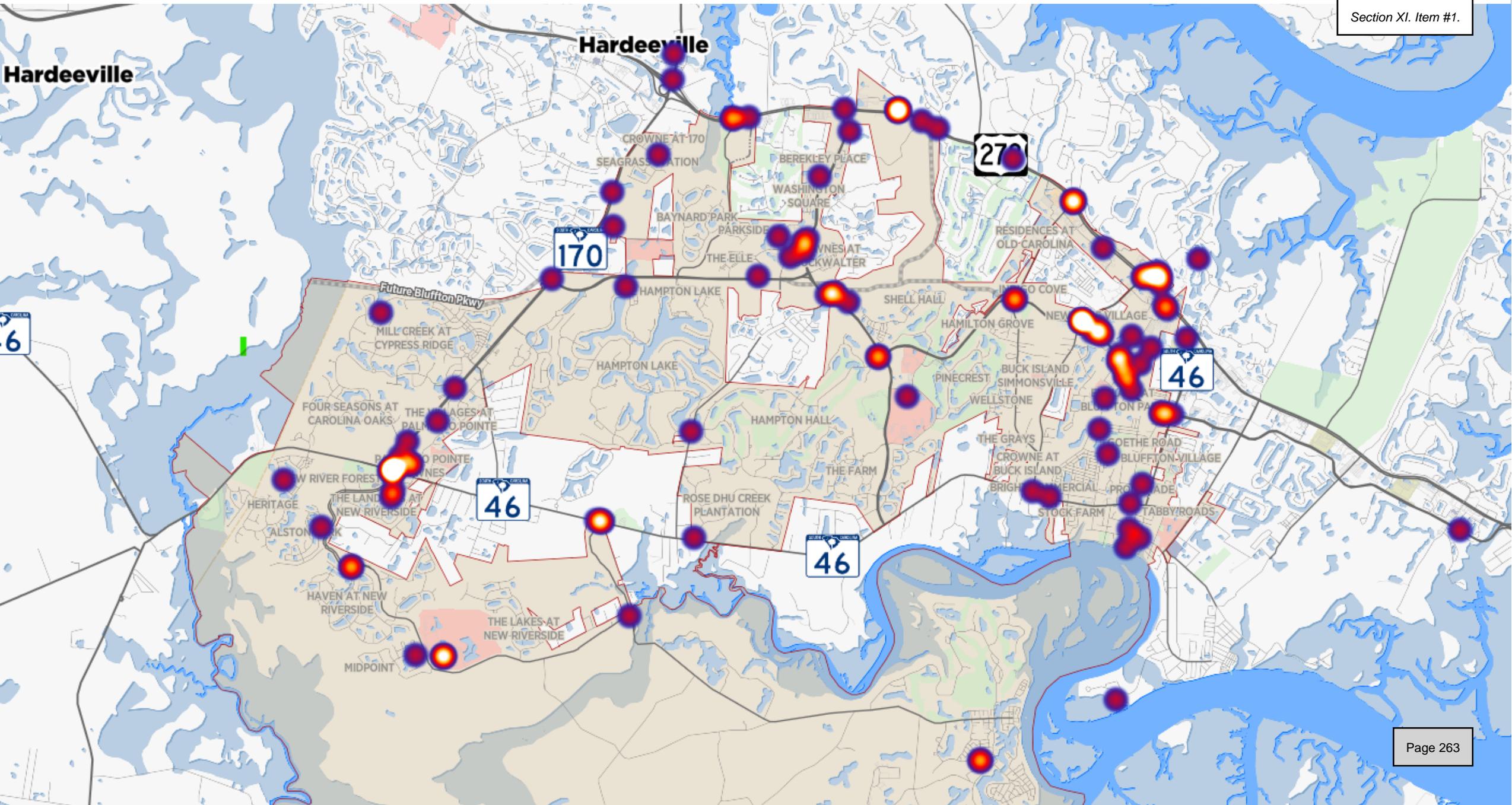
Outside

- NRA Patrol Rifle Instructor Course - 1 Officer
- Mental Health First Aid Instructor Training - 1 Civilian



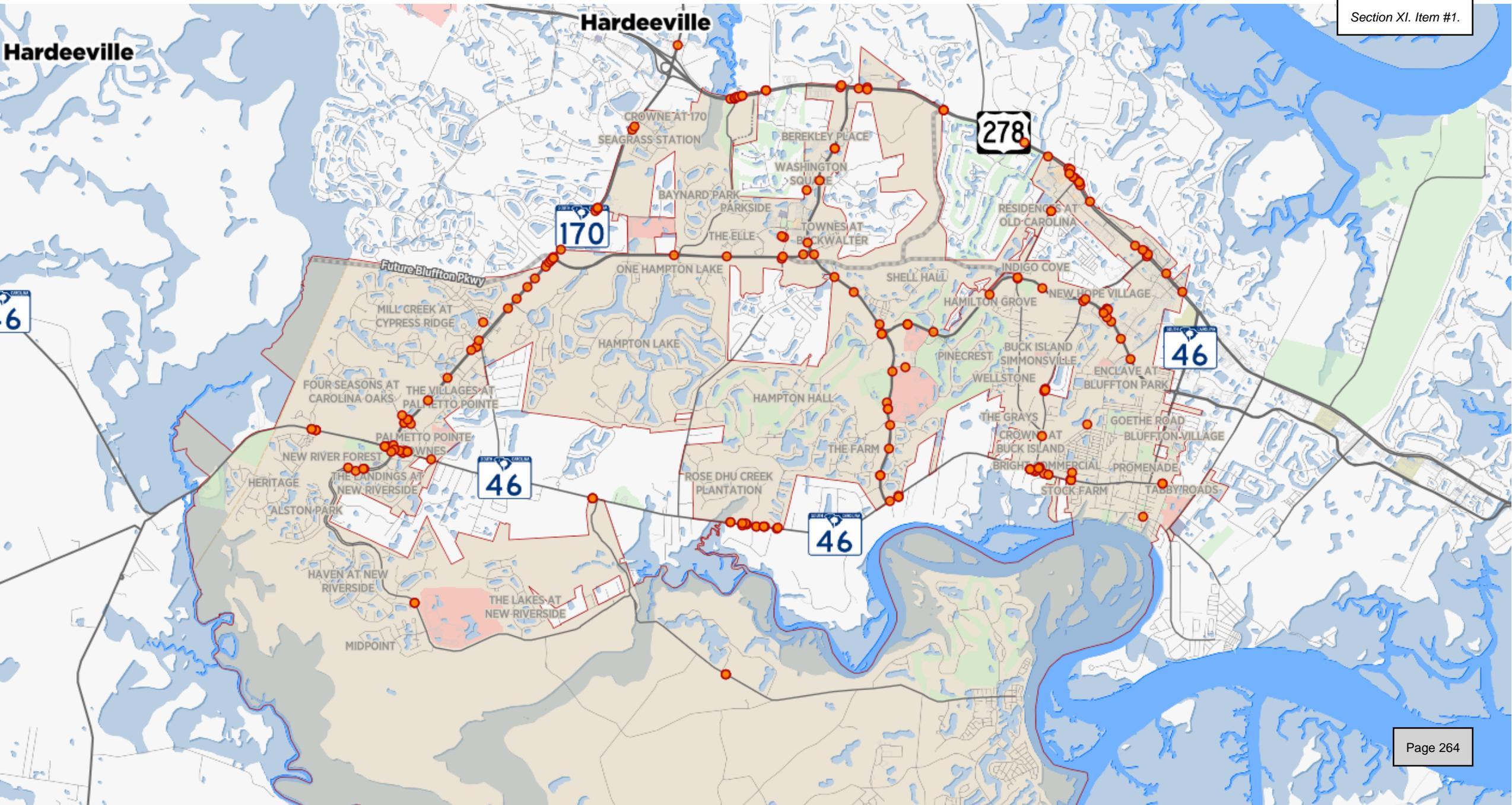
COLLISIONS (117) March 2026

Section XI. Item #1.



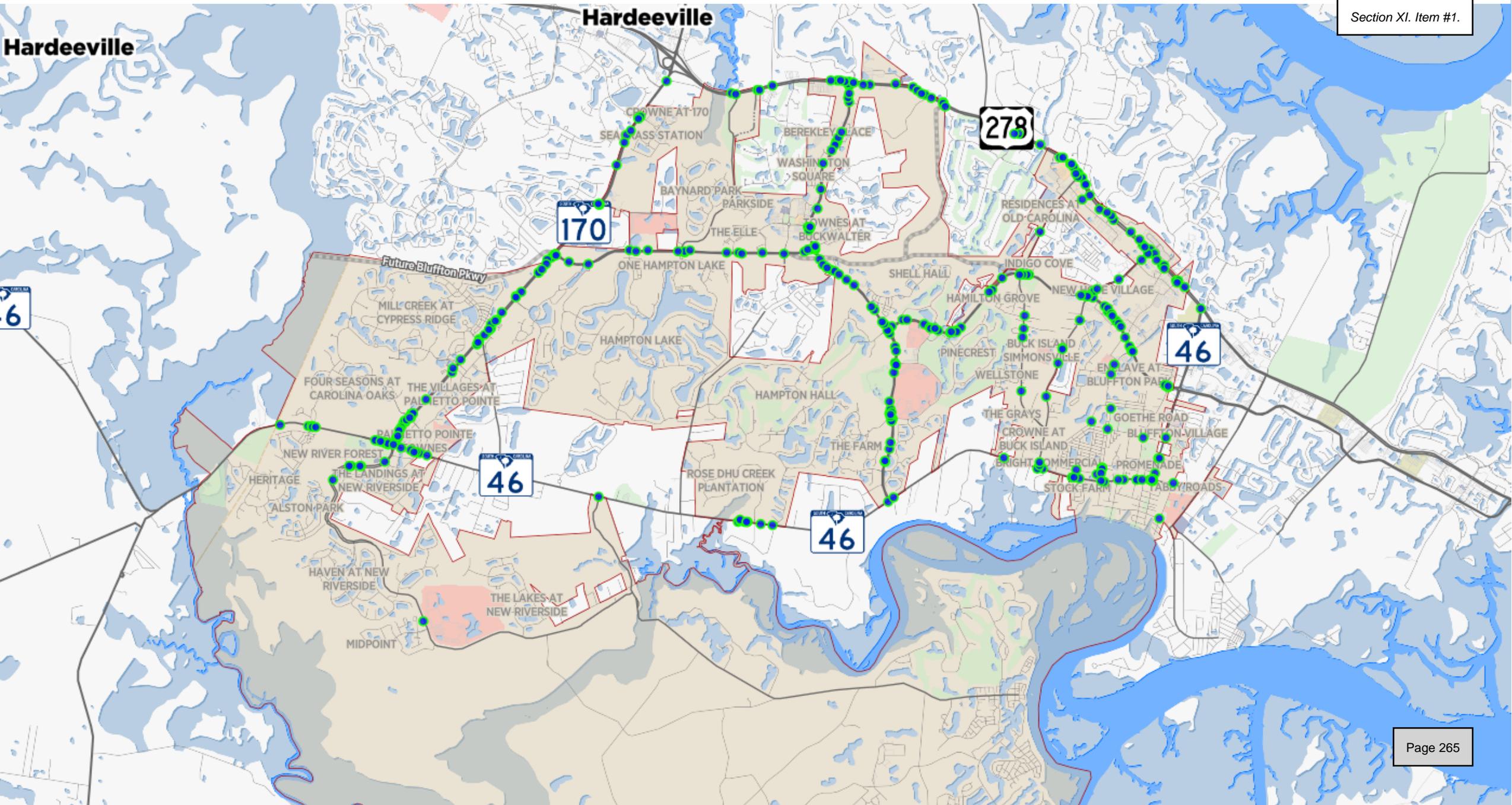
CITATIONS ISSUED (203) March 2026

Section XI. Item #1.



WARNINGS ISSUED (407) March 2026

Section XI. Item #1.



Hardeeville

Hardeeville

6

170

278

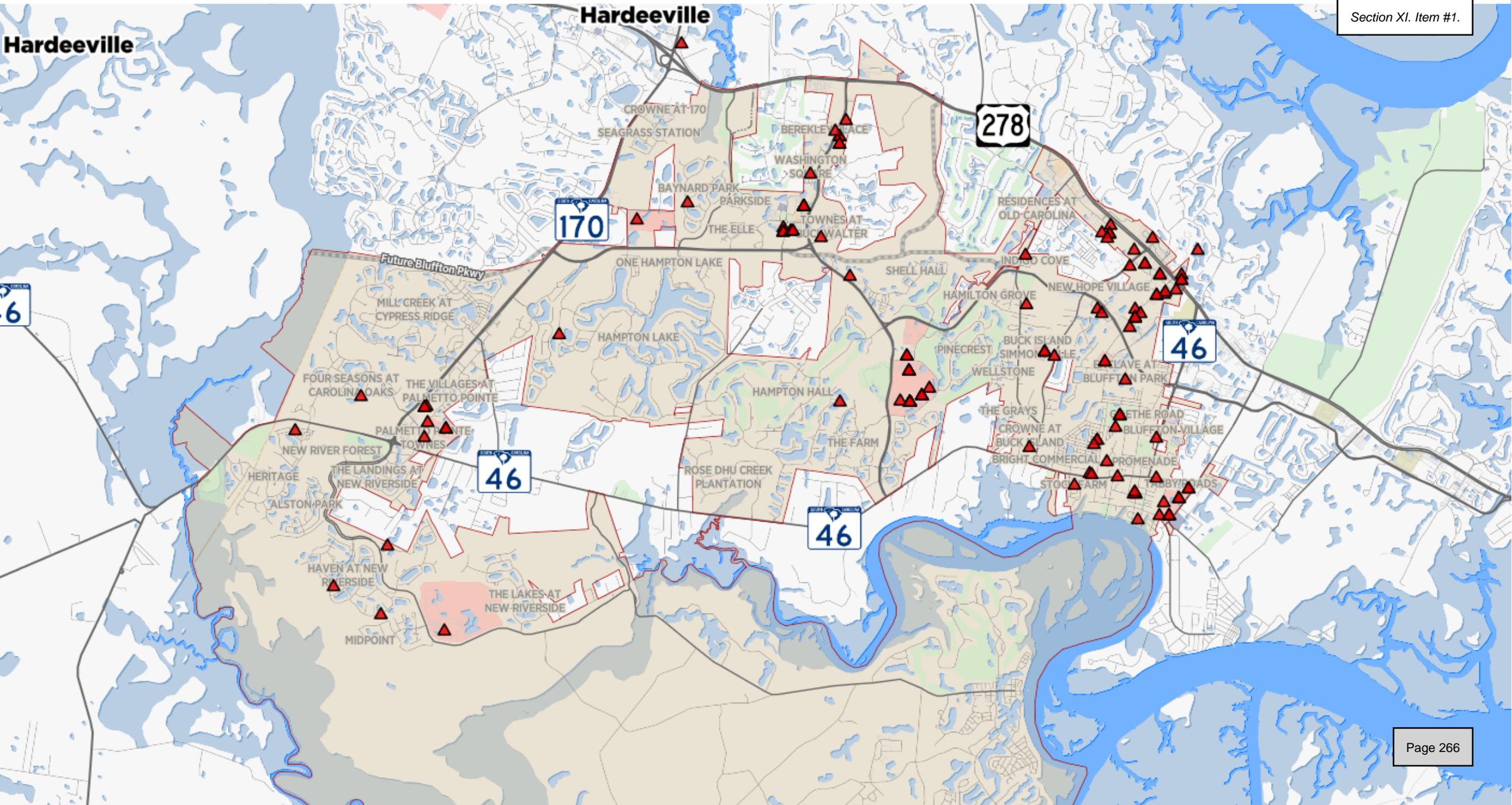
46

46

46

#1 CALL TYPE – Activated Alarms (143) March 2026

Section XI. Item #1.

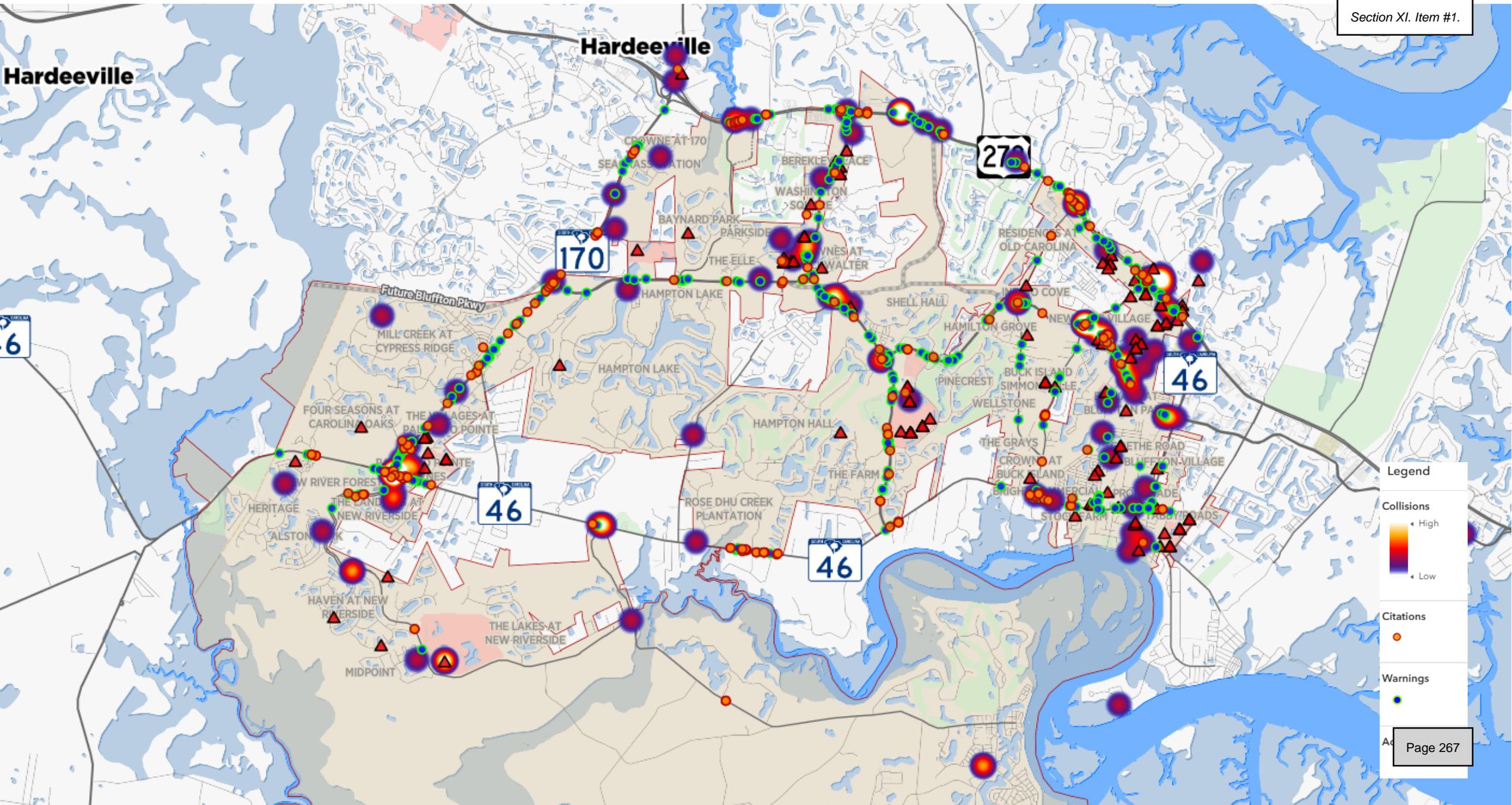


Collisions, Citations, Warnings and Activated Alarms – March 2026

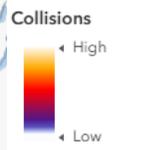
Section XI. Item #1.

Hardeeville

Hardeeville



Legend



Citations

Warnings

Page 267

CALLS FOR SERVICE TOP 10 CALL TYPES	
Activated Alarm	143
911 Hang-Up	103
Case Follow Up	84
Disturbance	77
Accident	74
Reckless Driving	41
Assist Motorist	36
Fraud/Scam	30
Noise Complaint	28
Traffic Hazard	27

TOTAL CALLS FOR SERVICE: 979

AVERAGE PER DAY: 41

PRO-ACTIVE PATROLS	
Extra Patrol - Business	2077
Traffic Stop	544
Extra Patrol - Residential	413
Traffic Enforcement	23

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
Operating Vehicle While License/Registration Expired	34
Driving without a SC License - 1st Offense	22
Speeding; More than 15 but less than 25MPH over the Speed Limit	21
Driving Under Suspension - License not Suspended for DUI	16
Operating Uninsured Motor Vehicle - 1st Offense	11
Failure to Maintain Proof of Insurance in Motor Vehicle	9
Failure to Return License Plate and Registration Upon Loss of Insurance	9
Speeding; More than 10 but less than 15MPH over the Speed Limit	8
Speeding; Greater than 25 MPH over the Speed Limit	7
Possession of 28G (1 oz) or less of Marijuana	7

TOTAL CITATIONS ISSUED: 203
 AVERAGE PER DAY: 9

UNIFORM TRAFFIC WARNINGS TOP 10 VIOLATIONS	
Speeding	107
Defective Equipment	64
Vehicle License Violation	47
Improper Lane Use	37
Changing Lanes Unlawfully	35
Improper Turn	19
Disregarding Stop Sign	16
Disregarding Traffic Signal	9
Texting Violation	8
Improper Lights	7

TOTAL WARNINGS ISSUED: 407
 AVERAGE PER DAY: 18

CRIMINAL INVESTIGATIONS	
Cases Assigned	24
Incident Reports	12
Supplemental Reports	35
Cases Closed	21
Arrests Made	0
Arrest Warrants	0
Bond Court	5
Case Call Outs	0
Search Warrants	0
Prelims/Grand Jury	5
Family Court Petitions	0

Mental Health Advocate:

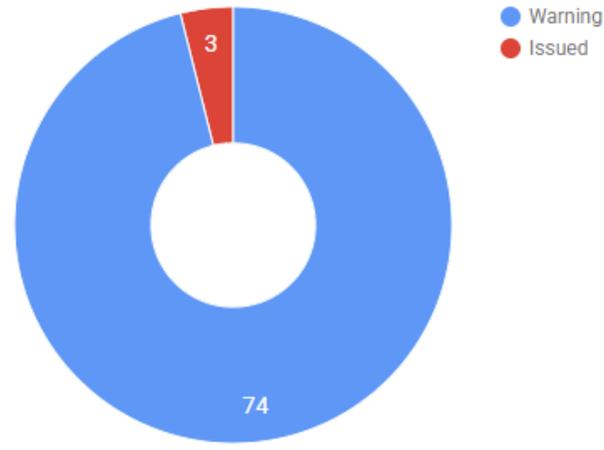
CIT: 0
 Referrals - 10
 Follow Ups - 30
 Supplemental Reports - 17

Victim Advocate:

Case Call Outs: 0
 Incident Reports: 5
 Case Closed: 11
 Bond Court: 4
 Supplemental Reports: 21
 ICAC Cases Assigned: 3
 Total ICAC Cases: 9

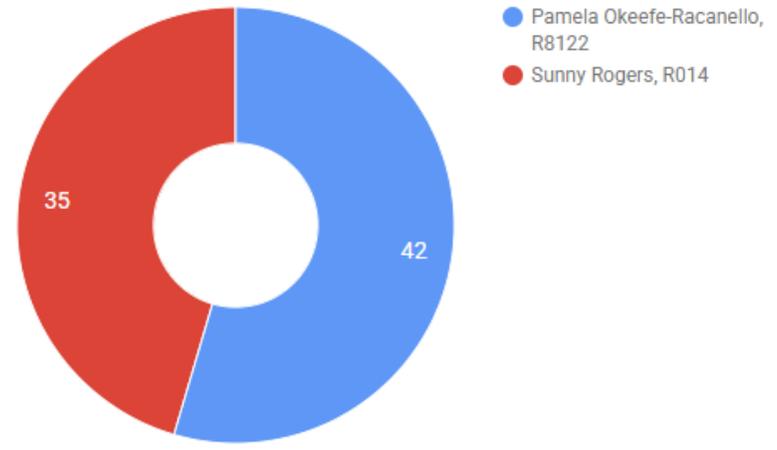
COMMUNITY SERVICE ASSISTANTS

Tickets By Status Last 30 Days



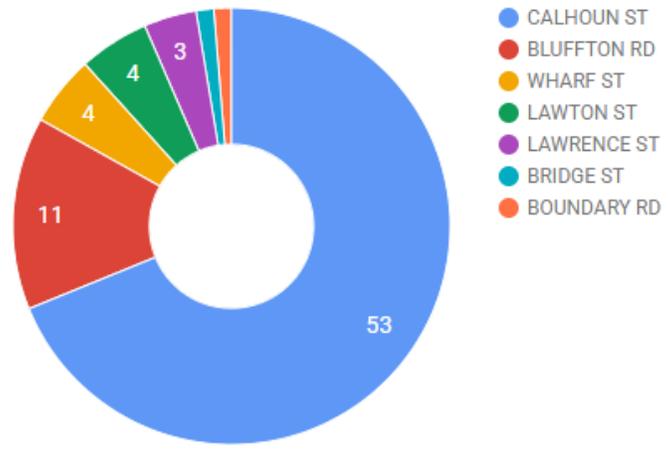
Total Count: 77 As of 3/24/2026, 12:00:00 AM

Tickets By Officer Last 30 Days



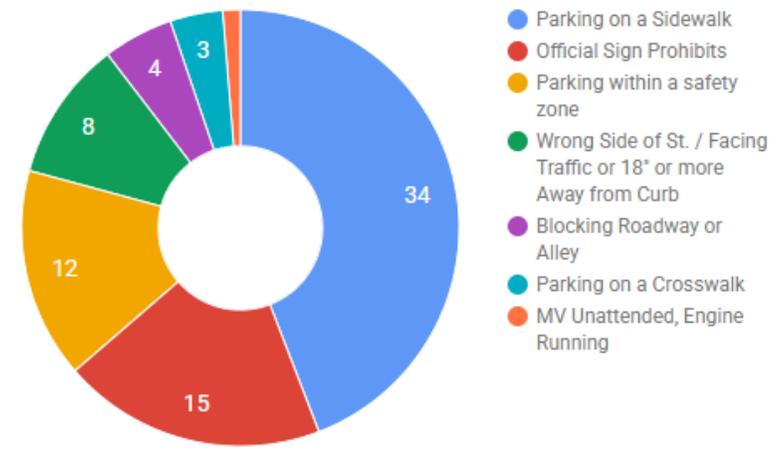
Total Count: 77 As of 3/24/2026, 12:00:00 AM

Tickets By Location Last 30 Days



Total Count: 77 As of 3/24/2026, 12:00:00 AM

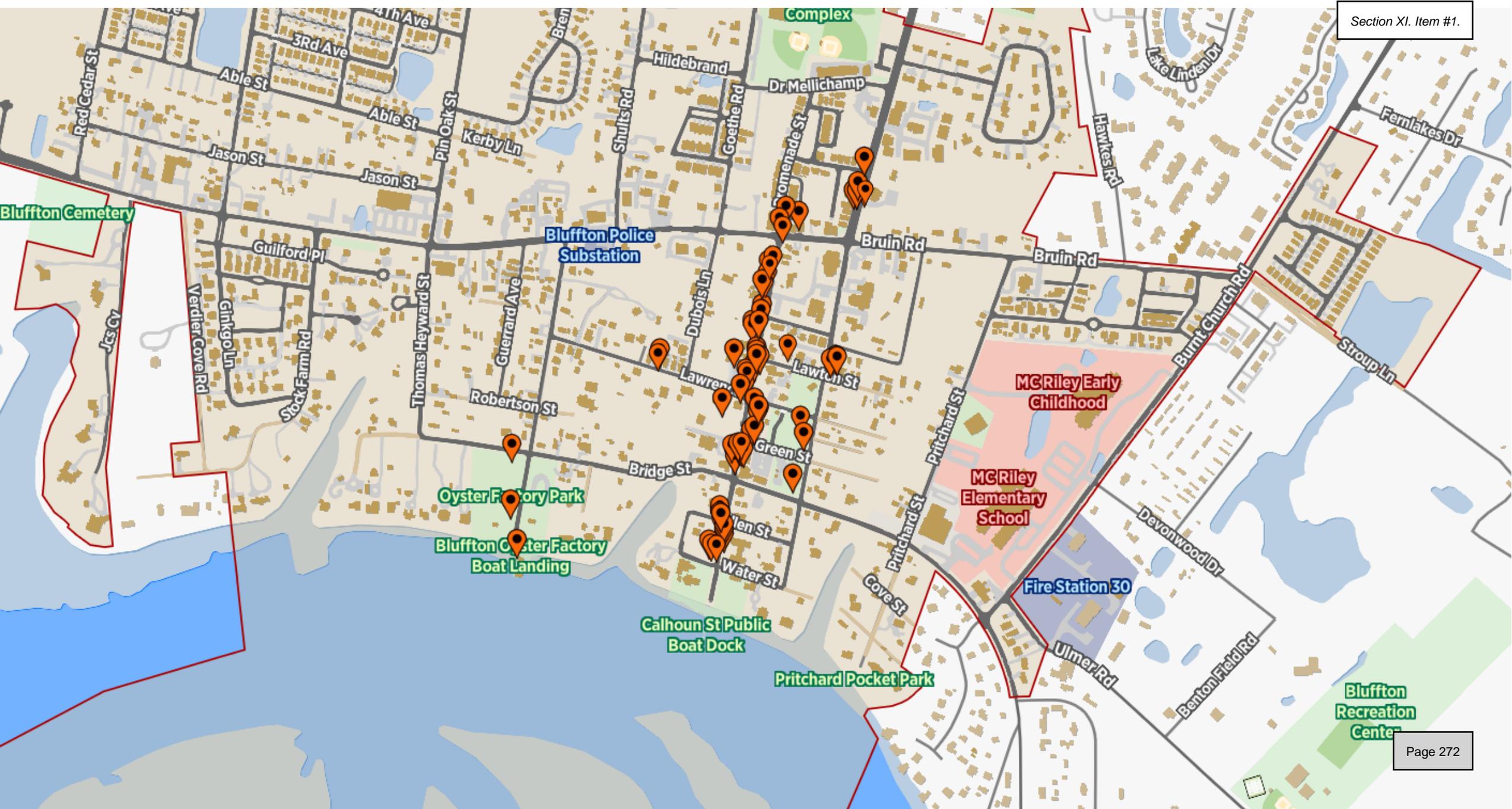
Tickets By Violation Last 30 Days



Total Count: 77 As of 3/24/2026, 12:00:00 AM

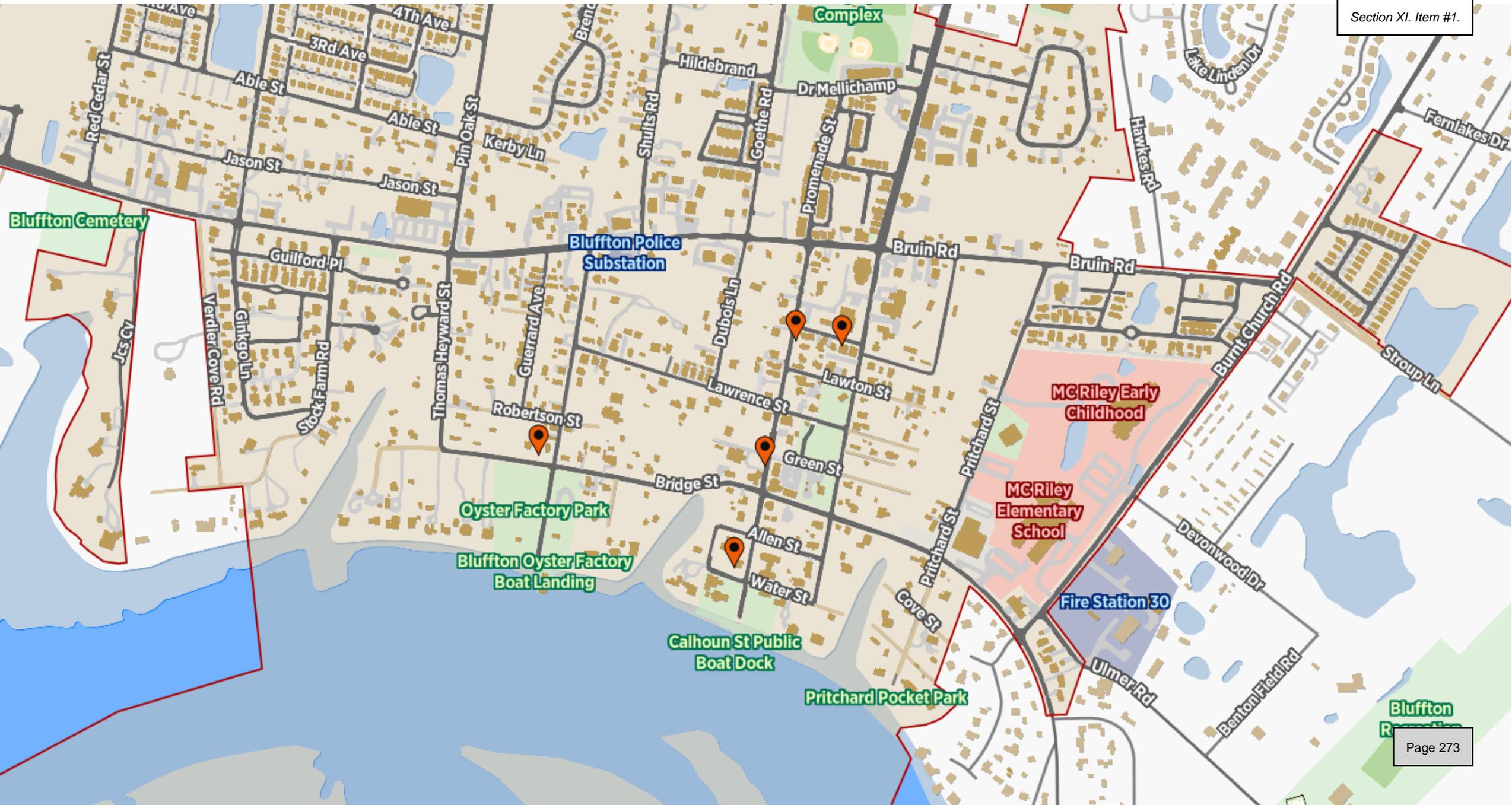
DOWNTOWN CITATIONS (77) – March 2026

Section XI. Item #1.



DOWNTOWN CITATIONS (5) – February 2026

Section XI. Item #1.



Code Enforcement:

William Bonhag

- 14 Notices of Violation were issued this month.

Complaints / Property Checks / Follow-ups / Ordinance Letters

- Kristy Carge and I met with Matt Cunningham on 11/4/25 to review his Bridge Collective operation as he needs to obtain a commercial Business license for his 1st floor businesses that are in operation, along with his second-floor apartment rentals. Matt's due date is January 15th, 2026 due to the taxes owed. On Tuesday 2/17/26 Matt appeared in court requesting a continuation, Court is now set for 3/10/26 at 9am. This was concluded as Matt paid up to date.

218 Simmonsville Road

- 3/14/24 Due to several violations, this location was boarded up.
- Property cleaned up, now pending information from Vicky Smalls and Rob Currall Building Official as to their next move regarding this structure.
- 12/26/25 This property is Heirs property, until this property is settled in court no actions can move forward.
- On 3/4/26 Officer Young notified Codes as people were inside of this building. Upon receiving this information, codes along with the assistance of 2 officers and Sidney Holland Building Safety were able to re-secure this building with Notice Of Violation placed on the back door. This site will continually be monitored to keep people out of this Unsafe structure.

161 Buck Island Road

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

Code Enforcement continued:

1 Able Street

- Complaint filed with Kristy Carge regarding work being conducted at this location at all hours.
- Met with the property and business owner Veronica Jimenez for Talikas Trim Inc. that is licensed at 11 Sugary Drive not 1 Able Street.
- 11/5/25 Stop work Decal was placed on the house until all permits are obtained for the construction work being done.
- NOV was issued for NO BL at this location resulting in all construction materials and equipment needs to be removed due to Residential Zoned area.
- Returning to site by Wednesday 11/12/25 to review progress.
- As of 1/12/26 no permits or change of BL address have occurred
- 1/22/26 received a neighbor complaint from working late and toxic smells due to painting in and out of a tented area that was supposed to be removed after NOV issued 11/5/25 with a compliance date of 11/10/25
- On 1/22/25 2 tickets were issued: 1 for NO BL and 1 for unlawful continuance. Court matter for 2-17-26
- Tickets were paid in full \$2,175.00 with the understanding to stop all work, obtain permits and remove the trailer and painting tent.
- Compliance date is 4/1/2026.

214 Simmonsville Road

- On Thursday 2/5/26 , Jason Wagner contacted us regarding burning at this location by a landscape company and the residents, leading to extreme smoke resulting in his daughter requiring a breathing treatment prior to waiting for her bus.
- This is the second time we have been visiting for burning along with NO BL for any operations.
- 2 Summons were issued to Jennifer Velez along with an NOV for accumulations prohibited with a compliance date of Thursday 2/19/26. Possibly another citation to be issued.
- On 3/10/25 citations found the defendant guilty on both as the defendant never contacted court and failed to appear.

250 Hartwell Road

- Resident/Renter at this residence contacted codes regarding noise complaints, along with pumps being left on at night.
- On 3/20/26 at 9am Thompson Turner Superintendent Jim Stiteler and I met with Mr. Gerhardstein to review his concerns. Jim gave him his contact information should he have any further concerns. Mr. Gerhardstein was satisfied with our meeting and the outcome moving forward.

Code Enforcement continued:

Four Seasons at Carolina Oaks / BACA Concrete & Construction

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

S.A.F.E Team	
Attended Bluffton Farmer's Market	
Attended Bluffton Community Kitchen (Campbell AME Church)	CONDUCTED TRAFFIC ENFORCEMENT AREAS:
Assisted CID with a transport from Berkely County SC to Beaufort SC	Bluffton Parkway
Attended Armed Forces Benefit Association at LEC	The Landings
Attended Bluffton Oyster Roast	Highway 278//Fording Island Rd
Attended Low Country Church Student Ministry	May River Rd// Old Town
Completed Line-Up March April 2026 Acadis online training	Okatie Highway 170
Attended Wrigh Family Park Congresswoman Nancy Mace interview	Buckwalter Parkway
Participated in Bluffton PD wellness week and PAT course	
Police Substation Walk-Ins complaints: 2	

TRAFFIC STATS:	
Tickets:	98
Warnings:	73
Warrants:	3
Incident Reports:	14
Arrest:	7
Transport:	1
Drugs	1

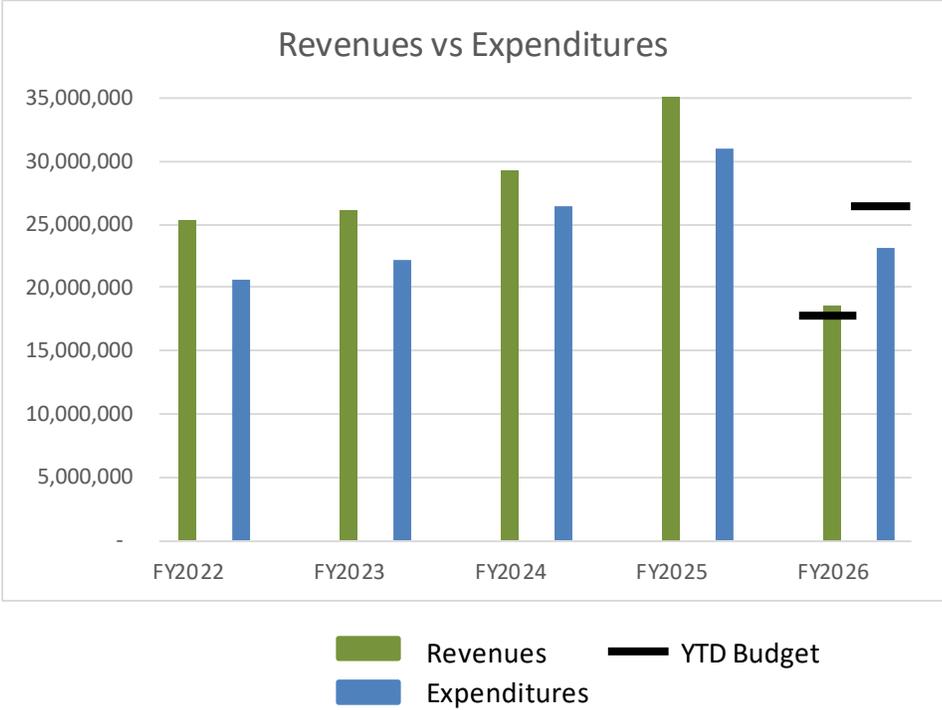
**TOWN COUNCIL
STAFF REPORT
Finance & Administration Department**



MEETING DATE:	April 07, 2026
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM, Director of Finance & Administration

General Fund Financial Overview:

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



FY2026 YTD through February shows General Fund total revenues above the total budgeted amount. Building Safety Permits is showing the largest impact for the fiscal year. Total expenditures for February are below the total budget for all departments

FY26 General Fund Financial Overview

Revenues		Expenditures
\$18,511k	<i>YTD</i>	\$23,053k
116.0%	<i>% of Budget</i>	86.9%
\$15,963k	<i>YTD Budget</i>	\$26,529k

ATTACHMENTS:

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



Town of Bluffton
Actual Versus Budget
For Period Ending February 28, 2026

Section XI. Item #1.

	Month of February 2026					Year-to-Date through February 28, 2026				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes	\$ 1,487,675	\$ 7,862,247	\$ 6,374,572	\$ 1,588,307	\$ 6,273,940	\$ 9,682,590	\$ 10,767,019	\$ 1,084,429	\$ 10,337,057	\$ 429,962
Licenses & Permits										
Business Licenses	616,101	621,652	5,551	515,890	105,762	1,439,773	1,198,058	(241,715)	1,141,007	57,051
MASC Telecommunications	-	-	-	-	-	304	35	(269)	297	(262)
MASC Insurance Tax Collection	2,682	-	(2,682)	2,337	(2,337)	16,553	205	(16,348)	14,423	(14,218)
Franchise Fees	382,388	115,421	(266,967)	343,771	(228,350)	1,153,124	1,023,598	(129,526)	1,036,670	(13,072)
Building Safety Permits	468,746	221,830	(246,916)	117,575	104,255	2,276,041	2,211,568	(64,473)	935,780	1,275,788
Application Fees	12,105	3,425	(8,680)	7,249	(3,824)	62,630	50,105	(12,525)	37,503	12,602
Total Licenses & Permits	1,482,022	962,328	(519,694)	986,822	(24,494)	4,948,425	4,483,569	(464,856)	3,165,680	1,317,889
Grants and Entitlements	87,511	874,693	787,182	125,429	749,264	890,999	1,729,158	838,159	530,325	1,198,833
Intergovernmental	325,559	-	(325,559)	484,688	(484,688)	325,559	-	(325,559)	484,688	(484,688)
Service Revenues	86,621	73,586	(13,035)	59,151	14,435	605,165	461,202	(143,963)	411,438	49,764
Fines & Fees	10,254	-	(10,254)	10,206	(10,206)	72,663	96,660	23,997	72,316	24,344
Interest Income	159,620	122,205	(37,415)	53,984	68,221	551,261	579,001	27,740	186,438	392,563
Miscellaneous Revenues	112,075	53,145	(58,930)	85,464	(32,319)	454,534	205,132	(249,402)	478,141	(273,009)
Total Revenues	3,751,337	9,948,204	6,196,867	3,394,051	6,554,153	17,531,196	18,321,741	790,545	15,666,083	2,655,658
Other Financing Sources	2,500	-	(2,500)	-	-	10,400	-	(10,400)	-	-
Transfers In	90,934	-	(90,934)	167,088	(167,088)	175,201	189,701	14,500	297,393	(107,692)
Total Other Financing Sources & Transfers In	93,434	-	(93,434)	167,088	(167,088)	185,601	189,701	4,100	297,393	(107,692)
Total Revenues and Other Financing Sources	<u>\$ 3,844,771</u>	<u>\$ 9,948,204</u>	<u>\$ 6,103,433</u>	<u>\$ 3,561,139</u>	<u>\$ 6,387,065</u>	<u>\$ 17,716,797</u>	<u>\$ 18,511,442</u>	<u>\$ 794,645</u>	<u>\$ 15,963,476</u>	<u>\$ 2,547,966</u>
Expenditures										
Building Safety	\$ 69,216	\$ 55,363	\$ (13,853)	\$ 79,700	\$ (24,337)	\$ 526,876	\$ 452,889	\$ (73,987)	\$ 521,488	\$ (68,599)
Communications	65,084	37,467	(27,617)	38,943	(1,476)	460,907	256,020	(204,887)	275,787	(19,767)
Customer Service	19,918	17,965	(1,953)	22,417	(4,452)	161,304	140,132	(21,172)	157,716	(17,584)
Economic Development	33,864	35,027	1,163	33,864	1,163	346,558	316,414	(30,144)	316,414	-
Events & Venues	-	42,803	42,803	68,605	(25,802)	-	391,906	391,906	540,263	(148,357)
Executive	137,435	142,668	5,233	154,259	(11,591)	1,071,969	1,203,425	131,456	1,350,742	(147,317)
Finance & Administration	77,279	91,293	14,014	90,817	476	753,611	843,077	89,466	990,769	(147,692)
Human Resources	34,540	41,490	6,950	41,042	448	371,324	437,644	66,320	520,029	(82,385)
Information Technology	138,685	100,706	(37,979)	166,253	(65,547)	1,389,649	1,468,588	78,939	1,760,516	(291,928)
Municipal Court	32,812	32,062	(750)	34,263	(2,201)	345,718	316,360	(29,358)	330,354	(13,994)
Municipal Judges	10,384	6,157	(4,227)	10,730	(4,573)	67,951	64,666	(3,285)	66,823	(2,157)
Planning & Community Development	77,961	108,626	30,665	94,521	14,105	833,326	952,435	119,109	1,154,740	(202,305)
Police	1,113,248	772,969	(340,279)	1,352,597	(579,628)	6,483,552	6,744,646	261,094	7,855,194	(1,110,548)
Project Management	65,794	61,453	(4,341)	72,903	(11,450)	488,275	503,543	15,268	557,947	(54,404)
Public Services	359,076	196,441	(162,635)	445,958	(249,517)	1,781,982	1,874,266	92,284	2,327,765	(453,499)
Town Council	11,341	22,300	10,959	19,245	3,055	90,021	112,605	22,584	191,087	(78,482)
Town Wide	206,187	198,769	(7,418)	256,203	(57,434)	2,193,928	2,624,564	430,636	3,261,223	(636,659)
Total Expenditures	2,452,824	1,963,559	(489,265)	2,982,320	(1,018,761)	17,366,951	18,703,180	1,336,229	22,178,857	(3,475,677)
Other Financing Uses										
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Transfers Out to Capital Improvements Program Fund	-	100,000	100,000	100,000	-	-	4,350,000	4,350,000	4,350,000	-
Total Transfers	-	100,000	100,000	100,000	-	-	4,350,000	4,350,000	4,350,000	-
Total Expenditures and Other Financing Uses	<u>\$ 2,452,824</u>	<u>\$ 2,063,559</u>	<u>\$ (389,265)</u>	<u>\$ 3,082,320</u>	<u>\$ (1,018,761)</u>	<u>\$ 17,366,951</u>	<u>\$ 23,053,180</u>	<u>\$ 5,686,229</u>	<u>\$ 26,528,857</u>	<u>\$ (3,475,677)</u>



**Town of Bluffton
Actual Versus Budget
For Period Ending February 28, 2026**

	Month of February 2026					Year-to-Date through February 28, 2026				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Stormwater Utility Fee	\$ 1,559,380	\$ 1,613,366	\$ 53,986	\$ 1,422,974	\$ 190,392	\$ 2,180,353	\$ 2,310,437	\$ 130,084	\$ 1,989,627	\$ 320,810
Licenses & Permits										
NPDES Plan Review Fee	5,850	4,886	(964)	6,290	(1,404)	60,098	51,911	(8,187)	64,623	(12,712)
NPDES Inspection Fee	29,150	199,382	170,232	26,183	173,199	234,300	431,007	196,707	210,449	220,558
Total Licenses & Permits	<u>35,000</u>	<u>204,268</u>	<u>169,268</u>	<u>32,473</u>	<u>171,795</u>	<u>294,398</u>	<u>482,918</u>	<u>188,520</u>	<u>275,072</u>	<u>207,846</u>
Total Revenues	<u>1,594,380</u>	<u>1,817,634</u>	<u>223,254</u>	<u>1,455,447</u>	<u>362,187</u>	<u>2,474,751</u>	<u>2,793,355</u>	<u>318,604</u>	<u>2,264,699</u>	<u>528,656</u>
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ 1,594,380</u>	<u>\$ 1,817,634</u>	<u>\$ 223,254</u>	<u>\$ 1,455,447</u>	<u>\$ 362,187</u>	<u>\$ 2,474,751</u>	<u>\$ 2,793,355</u>	<u>\$ 318,604</u>	<u>\$ 2,264,699</u>	<u>\$ 528,656</u>
Expenditures										
Watershed Management	\$ 169,310	\$ 216,058	\$ 46,748	\$ 480,991	\$ (264,933)	\$ 925,044	\$ 1,463,226	\$ 538,182	\$ 2,627,949	\$ (1,164,723)
Total Expenditures	<u>169,310</u>	<u>216,058</u>	<u>46,748</u>	<u>480,991</u>	<u>(264,933)</u>	<u>925,044</u>	<u>1,463,226</u>	<u>538,182</u>	<u>2,627,949</u>	<u>(1,164,723)</u>
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Transfers Out to General Fund	-	-	-	-	-	-	-	-	-	-
Transfer Out to Debt Service	-	-	-	-	-	65,525	61,400	(4,125)	64,806	(3,406)
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>65,525</u>	<u>61,400</u>	<u>(4,125)</u>	<u>64,806</u>	<u>(3,406)</u>
Total Expenditures and Other Financing Uses	<u>\$ 169,310</u>	<u>\$ 216,058</u>	<u>\$ 46,748</u>	<u>\$ 480,991</u>	<u>\$ (264,933)</u>	<u>\$ 990,569</u>	<u>\$ 1,524,626</u>	<u>\$ 534,057</u>	<u>\$ 2,692,755</u>	<u>\$ (1,168,129)</u>



Town of Bluffton
Actual Versus Budget
For Period Ending February 28, 2026

Section XI. Item #1.

	Month of February 2026					Year-to-Date through February 28, 2026				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes										
Real & Personal Property Tax (TIF)	\$ 3,273,621	\$ 2,492,265	\$ (781,356)	\$ 3,198,604	\$ (706,339)	\$ 4,711,388	\$ 5,202,014	\$ 490,626	\$ 4,603,424	\$ 598,590
GO Bond Debt Service Property Tax	77,578	409,995	332,417	81,493	328,502	500,250	562,019	61,769	525,495	36,524
Total Property Tax	3,351,199	2,902,260	(448,939)	3,280,097	(377,837)	5,211,638	5,764,033	552,395	5,128,920	635,113
Licenses & Permits										
Municipal Improvement District Fee	98,640	318,262	219,622	97,591	220,671	387,074	406,750	19,676	382,956	23,794
Interest Income										
	4,544	1,964	(2,580)	2,932	(968)	64,349	20,936	(43,413)	41,516	(20,580)
Miscellaneous Revenues										
Total Revenues	3,454,383	3,222,486	(231,897)	3,380,620	(158,134)	5,663,061	6,191,719	528,658	5,553,392	638,327
Other Financing Sources										
Transfers In	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Total Revenues and Other Financing Sources	\$ 3,454,383	\$ 3,222,486	\$ (231,897)	\$ 3,380,620	\$ (158,134)	\$ 5,728,586	\$ 6,253,119	\$ 524,533	\$ 5,614,792	\$ 638,327
Expenditures										
Series 2014 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 896,386	\$ 919,815	\$ 23,429	\$ 919,815	\$ -
Interest	-	-	-	-	-	23,429	11,866	(11,563)	11,866	-
Series 2022 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-	-	-	-	-
Series 2020 GO Bonds Debt Service										
Principal	255,000	270,000	15,000	270,000	-	255,000	270,000	15,000	270,000	-
Interest	61,025	54,650	(6,375)	54,650	-	122,050	109,300	(12,750)	109,300	-
Series 2020A GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	65,525	61,400	(4,125)	61,400	-
Miscellaneous										
Total Expenditures	316,025	324,650	8,625	324,650	-	1,362,390	1,372,381	9,991	1,372,381	-
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	532,703	532,703	532,703	-	2,650,000	3,063,566	413,566	3,063,566	-
Total Transfers	-	532,703	532,703	532,703	-	2,650,000	3,063,566	413,566	3,063,566	-
Total Expenditures and Other Financing Uses	\$ 316,025	\$ 857,353	\$ 541,328	\$ 857,353	\$ -	\$ 4,012,390	\$ 4,435,947	\$ 423,557	\$ 4,435,947	\$ -



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending February 28, 2026

	YTD Estimated	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Economic Development						
Buckwalter Place Multi-County Commerce Park Phase 2	\$ 114,979	\$ 1,514,455	(505,391)	\$ 1,009,064	\$ 894,085	11.4%
Total Economic Development	114,979	1,514,455	(505,391)	1,009,064	894,085	11.4%
Facilities						
Town Hall Improvements	11,971	-	14,380	14,380	2,409	83.2%
Squire Pope Carriage House	42,386	-	51,805	51,805	9,419	81.8%
Law Enforcement Center Facility Improvements	-	195,000	(36,076)	158,924	158,924	0.0%
Sarah Riley Hooks Cottage	665,558	1,162,350	435,401	1,597,751	932,193	41.7%
Town Facilities ADA Compliance Plan	-	100,000	-	100,000	100,000	0.0%
New Riverside Barn Park Event Lawn Pavilion - NEW	793,293	111,500	960,000	1,071,500	278,207	74.0%
New Riverside Barn Park Public Service Building - NEW	5,691	99,000	-	99,000	93,309	5.7%
Public Service Building Expansion & Watershed Facility - NEW	4,700	201,000	-	201,000	196,300	2.3%
Oscar Frazer Park Pavilion - NEW	3,000	-	195,000	195,000	192,000	1.5%
Total Facilities	1,526,599	1,868,850	1,620,510	3,489,360	1,962,761	43.8%
Housing						
Affordable Housing Project	485,019	740,816	489,580	1,230,396	745,377	39.4%
Total Housing	485,019	740,816	489,580	1,230,396	745,377	39.4%
Information Technology Infrastructure						
Community Safety Cameras Phase 6	2,719	139,200	-	139,200	136,481	2.0%
Network Improvements	14,946	35,000	26,712	61,712	46,766	24.2%
Total Parks	17,665	174,200	26,712	200,912	183,247	8.8%
Land						
Land Acquisition	7,831,336	9,709,302	3,960,000	13,669,302	5,837,966	57.3%
Total Land	7,831,336	9,709,302	3,960,000	13,669,302	5,837,966	57.3%
Parks						
Park Improvements	102,113	60,000	65,000	125,000	22,887	81.7%
Oyster Factory Park	260,940	973,502	-	973,502	712,562	26.8%
New Riverside Park/Barn Site	787,238	2,142,000	(1,322,399)	819,601	32,363	96.1%
New River Trail	1,369,584	3,661,787	1,247,733	4,909,520	3,539,936	27.9%
Buckwalter Place Park Improvements	399,289	1,350,859	91,585	1,442,444	1,043,155	27.7%
Buck Island - Simmonsville Neighborhood Park - NEW	1,209	198,500	-	198,500	197,291	0.6%
Public Art	43,308	100,000	141,440	241,440	198,132	17.9%
New Riverside Barn Park Phase 2 Trail & Disc Golf - NEW	19,606	135,000	-	135,000	115,394	14.5%
Total Parks	2,983,287	8,621,648	223,359	8,845,007	5,861,720	33.7%
Roads						
Pathway Pedestrian Safety Improvements	272,002	460,235	115,182	575,417	303,415	47.3%
Calhoun Street Streetscape	41,772	427,230	89,593	516,823	475,051	8.1%
Wharf Street Lighting	139,802	69,500	175,060	244,560	104,758	57.2%
Boundary Street Lighting	-	-	23,224	23,224	23,224	0.0%
Boundary Street Streetscape	45,035	3,359,250	(464,038)	2,895,212	2,850,177	1.6%
Townwide Wayfinding Signage System	-	-	72,238	72,238	72,238	0.0%
Historic District Overhead Power Conversion	-	74,000	(13,200)	60,800	60,800	0.0%
Ghost Roads	228	376,000	(53,784)	322,216	321,988	0.1%
Washington Square Connector	2,415	-	261,940	261,940	259,525	0.9%
Total Roads	501,254	4,766,215	206,215	4,972,430	4,471,176	10.1%
Stormwater and Sewer						
Sewer Connections Policy	35	459,046	150,189	609,235	609,200	0.0%
Historic District Sewer Extension Phase 4	162,326	575,760	3,079	578,839	416,513	28.0%
Historic District Sewer Extension Phase 5	212,375	183,920	332,859	516,779	304,404	41.1%
Historic District Sewer Extension Phase 6	186,689	201,700	442,776	644,476	457,787	29.0%
Bridge Street Streetscape	233,674	1,593,313	118,040	1,711,353	1,477,679	13.7%
Comprehensive Drainage Plan Improvements	26,331	84,500	121,500	206,000	179,669	12.8%
May River Action Plan Impervious Restoration/Water Quality Project	-	-	15,000	15,000	15,000	0.0%
Stoney Crest Campground/Old Palmetto Bluff Rd	962,603	1,352,432	-	1,352,432	389,829	71.2%
Pritchard Street Drainage Improvements	401,332	1,224,366	1,318,634	2,543,000	2,141,668	15.8%
Total Stormwater and Sewer	2,185,365	5,675,037	2,502,077	8,177,114	5,991,749	26.7%
Total CIP Expenditures	\$ 15,645,504	\$ 33,070,523	\$ 8,523,062	\$ 41,593,585	\$ 25,948,081	37.6%



**Town of Bluffton
Special Revenue Accounts
For Period Ending February 28, 2026**

Section XI. Item #1.

	FY2026												Period 13	YTD	Original Estimate	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	512	616	659	542	280,235	483	266,375	365							549,787	1,097,875
Local Accommodations Tax	2,117	164,745	133,309	118,983	195,878	173,927	149,358	78,220							1,016,537	1,322,792
Hospitality Tax	4,562	336,180	358,387	355,891	379,408	400,676	357,198	325,989							2,518,291	4,261,955
Total Revenues	7,191	501,541	492,355	475,416	855,521	575,086	772,931	404,574	-	-	-	-	-	-	4,084,615	6,682,622

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

	FY2026 VS FY2025 (more / (less))												Period 13	YTD		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	(1,059)	(1,214)	(900)	(875)	9,157	(214)	265,743	(289,693)							(19,055)	
Local Accommodations Tax	(583)	104,105	(4,860)	(3,433)	1,540	(18,291)	19,433	23,163							121,074	
Hospitality Tax	(3,906)	54,217	53,169	41,360	27,573	(11,099)	8,273	31,719							201,306	
Total Revenues	(5,548)	157,108	47,409	37,052	38,270	(29,604)	293,449	(234,811)	-	-	-	-	-	-	303,325	

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

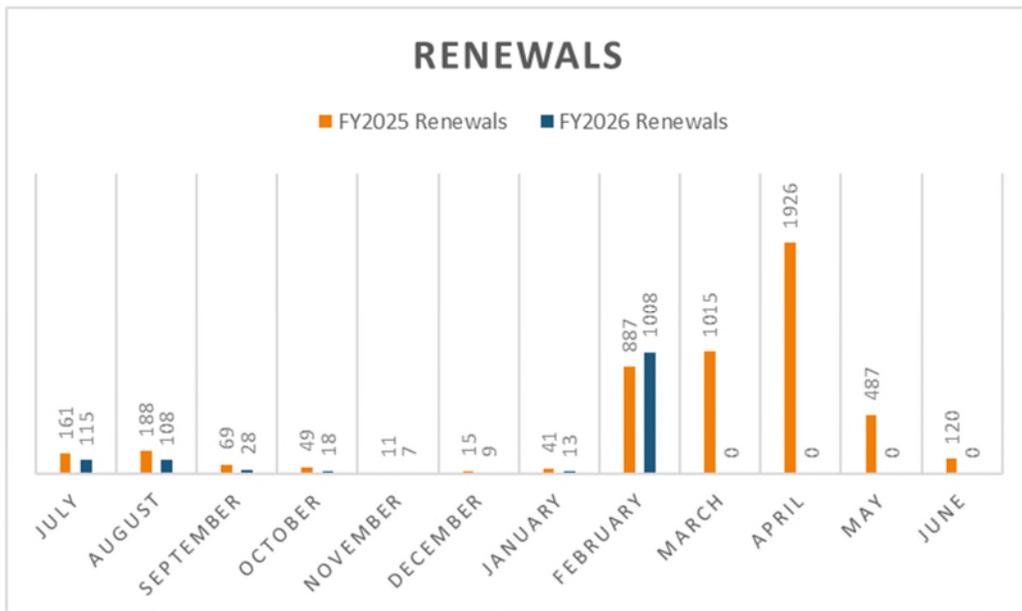
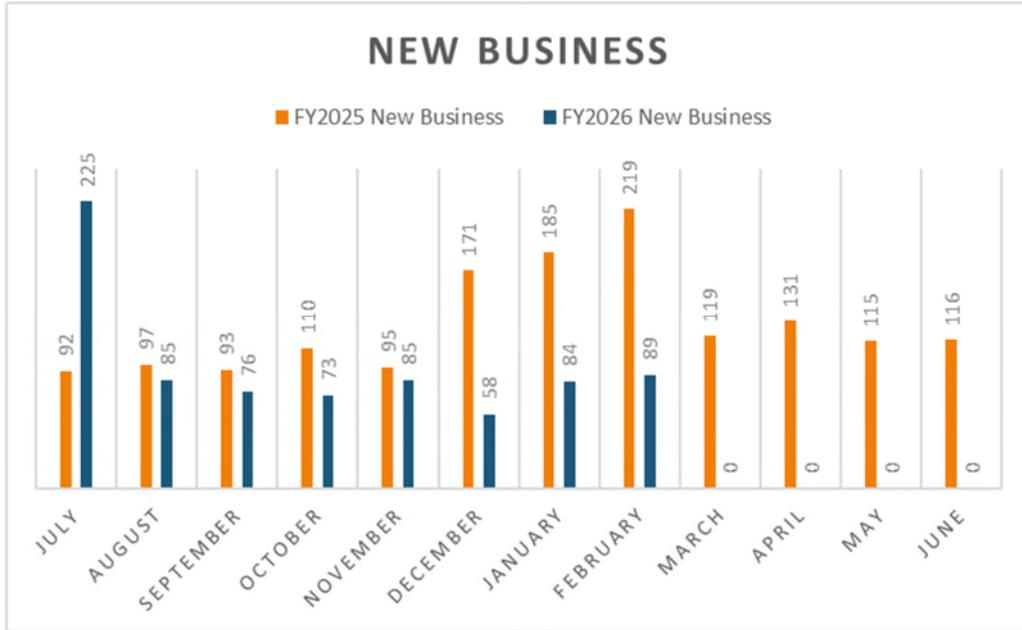
	FY2025 VS FY2024 (more / (less))												Period 13	YTD		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	38	109	(404)	(236,136)	269,305	(1,309)	(248,453)	288,201	(1,368)	(160,686)	172,941	(1,021)	(21,624)	59,593		
Local Accommodations Tax	(2,851)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

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

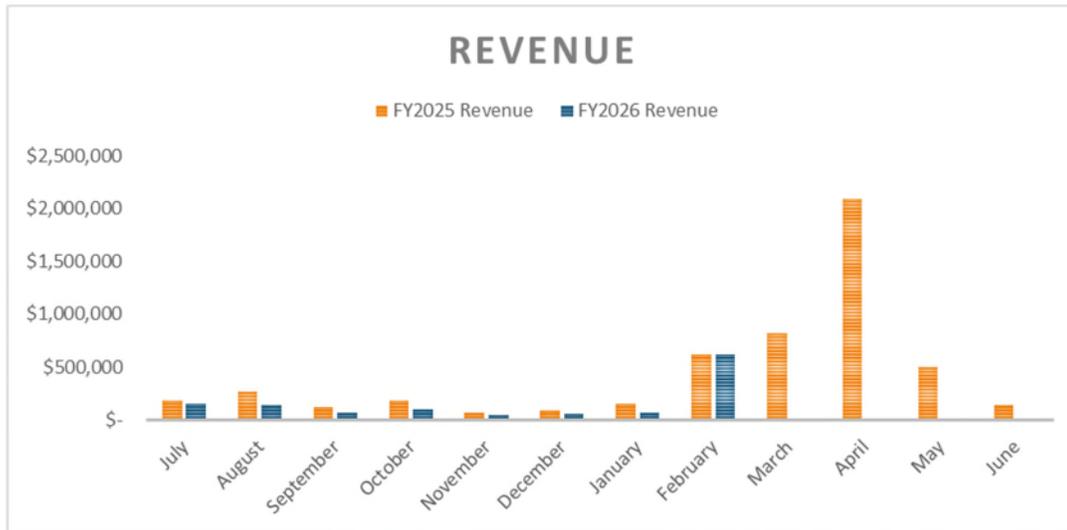
	FY2024 VS FY2023 (more / (less))												Period 13	YTD		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Revenues																
State Accommodations Tax	1,133	1,253	1,454	(18,588)	990	1,109	19,804	941	886	16,067	480	104	(27,749)	(2,116)		
Local Accommodations Tax	4,937	(21,467)	(18,807)	(12,632)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

Business License Statistics:

Business License applications for FY2026 through February total 2,081 (775 new business and 1,306 renewals) compared to FY2025's total of 2,483 (1,062 new business and 1,421 renewals).



Business license renewals reflect an increase of 14% or 121 and revenue collections decreased 1% or \$8,188 for the month of February when compared to last year. Business license revenue generated through permits increased by 21% or \$9,764.



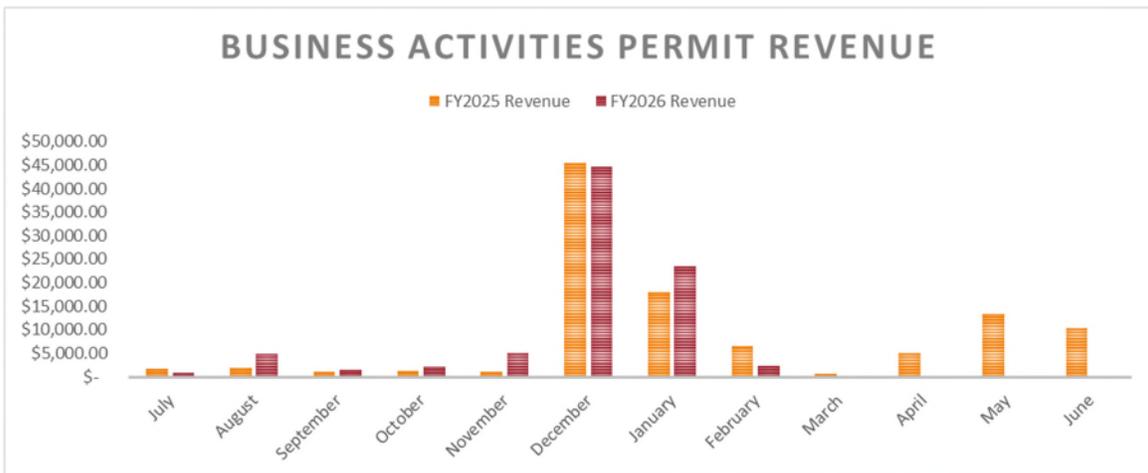
The amended ordinance that went into effect January 1st, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2026 business license renewals, there were eight hundred, sixty-three (863) renewals eligible for an incentive.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	158	\$ 1,478,206	\$ 2,417
20%	127	3,377,474	5,566
40%	184	6,272,984	10,511
CAP	1	25,289,756	50,580
2+	393	1,240,529	2,361
Grand Total	863	\$ 37,658,949	\$ 71,435

Rate Class	Number of Businesses	Total Incentive Amount
1	104	\$ 1,549
2	15	1,147
3	19	451
4	54	4,345
5	23	1,101
7	637	12,149
8.1	11	50,693
8.6	-	-
9.3	-	-
Grand Total	863	\$ 71,435

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

- Mobile Vending Permit (MVP): \$50 for a calendar year
 - Zero (0) MVPs issued in February
 - Forty-five (45) are compliant
 - Zero are non-compliant
 - One (1) is in-process
 - There are forty-six (46) identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
 - Five (5) STRPs issued in February
 - Two hundred and fifty-six (256) STRPs are compliant with a permit
 - Twenty-one (21) are non-compliant
 - Fourteen (14) are in-process
 - There are two hundred and ninety-one (291) properties identified



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

FY24 State Appropriation Act	State	none	New River Linear Trail	CIP	Active	\$ 2,000,000.00	\$ 705,172.00	\$ 2,705,172.00	10/16/2023	10/16/2023	10/15/2026
National Opioid Guaranteed Political Subdivision Subfund	State	none	Opioid settlement money	Exec	Active	\$ 33,120.00	none	\$ 33,120.00	3/5/2026	4/1/2026	3/31/2027
South Carolina Power Team Site Readiness Fund (SRF) Grant	Local	n/a	economic development for Buckwalter MCIP, Building A	Exec	Active	\$ 1,000,000.00	\$ 2,715,365.00	\$ 4,045,365.00	6/25/2024	11/13/2024	12/31/2025
FY25 State Appropriation Act	State	none	K9 program	Police	Active	\$ 50,000.00	none	\$ 50,000.00	7/24/2024	7/1/2024	6/15/2026
State of South Carolina and Subrecipient Public Assistance Funding - Hurricane Helene	State	Agreement A47118	4829, Helene	Exec	Active	\$ 14,564.28	none	see Federal project	4/15/2025	9/29/2024	until FEMA closes
State of South Carolina and Subrecipient Public Assistance Funding - Tropical Storm Debby	State	Agreement 6882F6	4835, Debby	Exec	Active	\$ 22,036.82	none	see Federal project	4/18/2025	9/29/2024	until FEMA closes
School Safety Program FY26 (School Resource Officer)	State	SR-018-C0702-26	continued funding for six SROs in FY26	Police	Active	\$ 540,346.00	none	\$ 540,346.00	7/28/2025	7/1/2025	6/30/2026
Palmetto Pride Tree Grant	Local/Non-Profit	none	Tree grant for 257 trees	Public Works	Active				9/30/2025	10/1/2025	9/30/2026
Sarah Riley Hooks Cottage Restoration	Local	25S-015-06102025	ATAX award for Sarah Riley Hooks Cottage	CIP	Active	\$ 257,304.00	\$ 600,000.00	\$ 857,680.00	7/16/2025	6/1/2025	5/31/2026
BJHT Home Repair Assistance	Local/Non-Profit		Home Repair Assistance (NAP)	Growth Management	Active	\$ 50,000.00	none	\$ 50,000.00	2/9/2026	2/9/2026	6/30/2026
						\$ 8,201,496.53					

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

	As of February 2026					
	Bluffton Police Department Benevolence Fund		Mayor's Stay Safe Bluffton Scholarship Fund		Town of Bluffton Parks & Public Art Fund	
	Feb. 2026	FY through Feb. 2026	Feb. 2026	FY through Feb. 2026	Feb. 2026	FY through Feb. 2026
Beginning Balance	\$ 140,818.01	\$ 139,272.80	\$ 31,434.49	\$ 25,473.25	\$ 19,044.69	\$ 3,945.09
Contributions & Investment Activity						
Contributions to Fund	\$ 500.00	\$ 1,100.00	\$ -	\$ 5,846.92	\$ 5,000.00	\$ 20,000.00
Interest & Dividend Income	26.28	2,179.29	5.85	457.24	4.11	197.02
Investment Income & Losses	154.00	(3.37)	34.26	(13.43)	24.06	(69.23)
Total Contributions & Investment Activity	680.28	3,275.92	40.11	6,290.73	5,028.17	20,127.79
Expenses						
Distributions - Grants	-	-	-	-	-	-
Distributions - Program Expenses	-	-	-	-	-	-
Fees - Administrative & Investment	0.09	1,050.52	0.02	212.46	0.01	0.03
Fees - Credit Card Processing	14.80	14.80	-	76.94	-	-
Total Expenses	14.89	1,065.32	-	289.38	0.01	0.03
Net Change to Fund Balance	\$ 665.39	\$ 2,210.60	\$ 40.11	\$ 6,001.35	\$ 5,028.16	\$ 20,127.76
Pending Contributions						
Total Pending Contributions		\$ -		\$ -		\$ -
Pending Expenses						
Total Pending Expenses		-		-		-
Projected Ending Balance		\$ 141,483.40		\$ 31,474.60		\$ 24,072.85

TOWN COUNCIL



STAFF REPORT
Human Resources Department

MEETING DATE:	April 7, 2026
PROJECT:	March 2026 Activity Report
PROJECT MANAGER:	Anni Evans, Director of Human Resources

Human Resources Summary:

New Hire: 4

Marissa D’Angola
Title: Stormwater Technician
Start date: March 19, 2026
Department: Watershed

Ethan Greely
Title: GIS Analyst
Start date: March 19, 2026
Department: Information Technology

Jessica Cruz Duarte De Oliveria
Title: Crossing Guard
Start date: March 19, 2026
Department: Police

Gordon Henke
Title: Crossing Guard
Start date: March 19, 2026
Department: Police

Exits: 1

Anthony Riehl
Title: Building Inspector I
Exit date: March 5, 2026
Department: Growth Management

Promotions: 1

Stephen Williamson
Title: Building Inspector II
Date: March 5, 2026

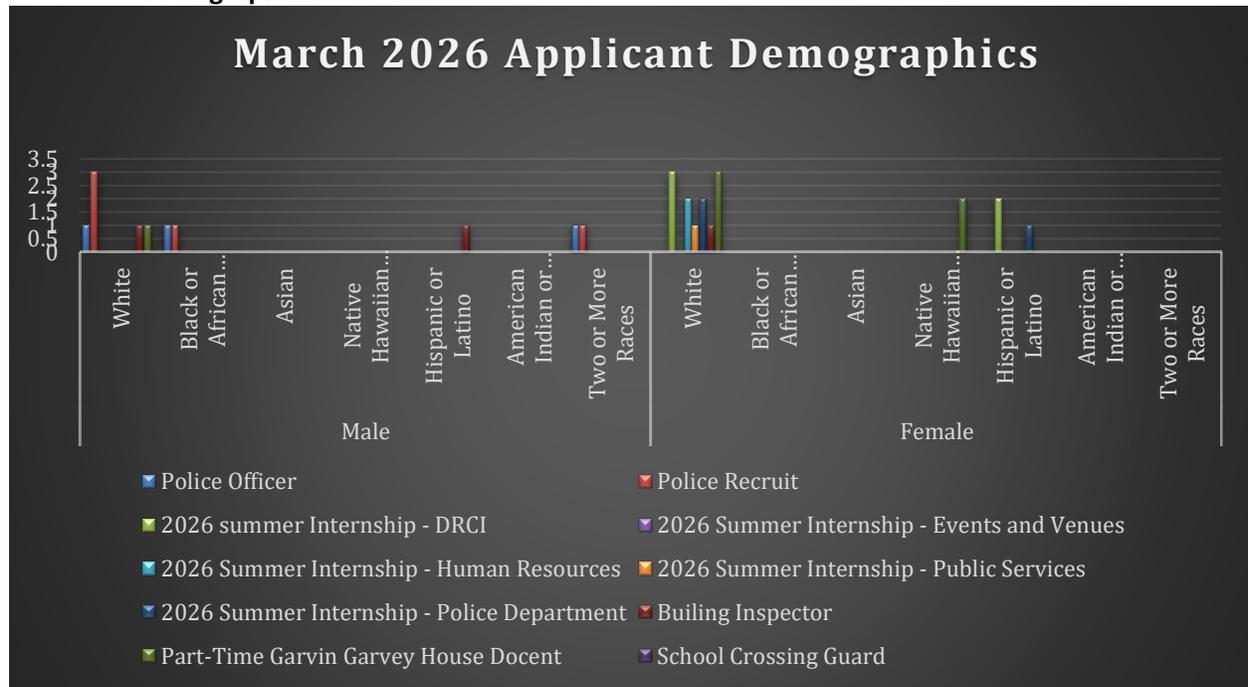
Jobs posted:

Police Officer
Police Recruit
Building Inspector

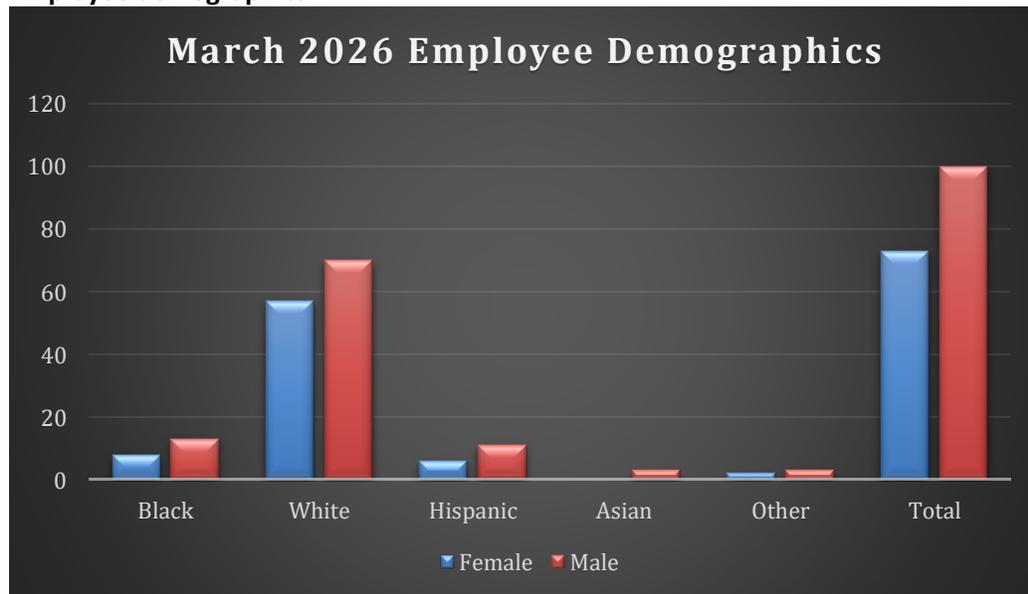
Summer Intern opportunities
Crossing Guard
PT Garvin Garvey Docent

- Birthday/Anniversary Celebration – 3/11/26 Baked Potato Bar
- March Wellness Events:
 - PAL Event: Palmetto Animal League – promote mental health
 - Email campaigns for:
 - Nutritional Awareness Month
- Leadership class: Session #2 3/25
- Employee Assistance Program: Manager Orientation 3/11
- Career Fairs:
 - College of Charleston
 - USC
 - Lowcountry Jobs Now Expo @ TCL

Candidate demographics:



Employee demographics:



TOWN COUNCIL



STAFF REPORT
Municipal Court Department

MEETING DATE: April 7, 2026

PROJECT: February Activity Report

PROJECT MANAGER: Lisa Cunningham, Clerk of Court

Court Summary

Town of Bluffton Municipal Court convenes every Tuesday morning. In February 2026 a total of four morning sessions. The Municipal Court currently has 445 cases pending, which is a combination of 393 criminal/traffic cases, 23 jury trial requests, and 29 defendants enrolled in alternative programs.

Indigent Defense cases

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

Alternative Programs

Defendants are sometimes offered the opportunity to complete Alternative Programs in lieu of convictions on their traffic and/or criminal record.

There are currently 11 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 4 active participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

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

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

Pre-Trial Intervention referred to as PTI has 7 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 plus the cost of online driving class, counseling and/or drug testing.

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

Town of Bluffton Municipal Court Statistics for February 2026

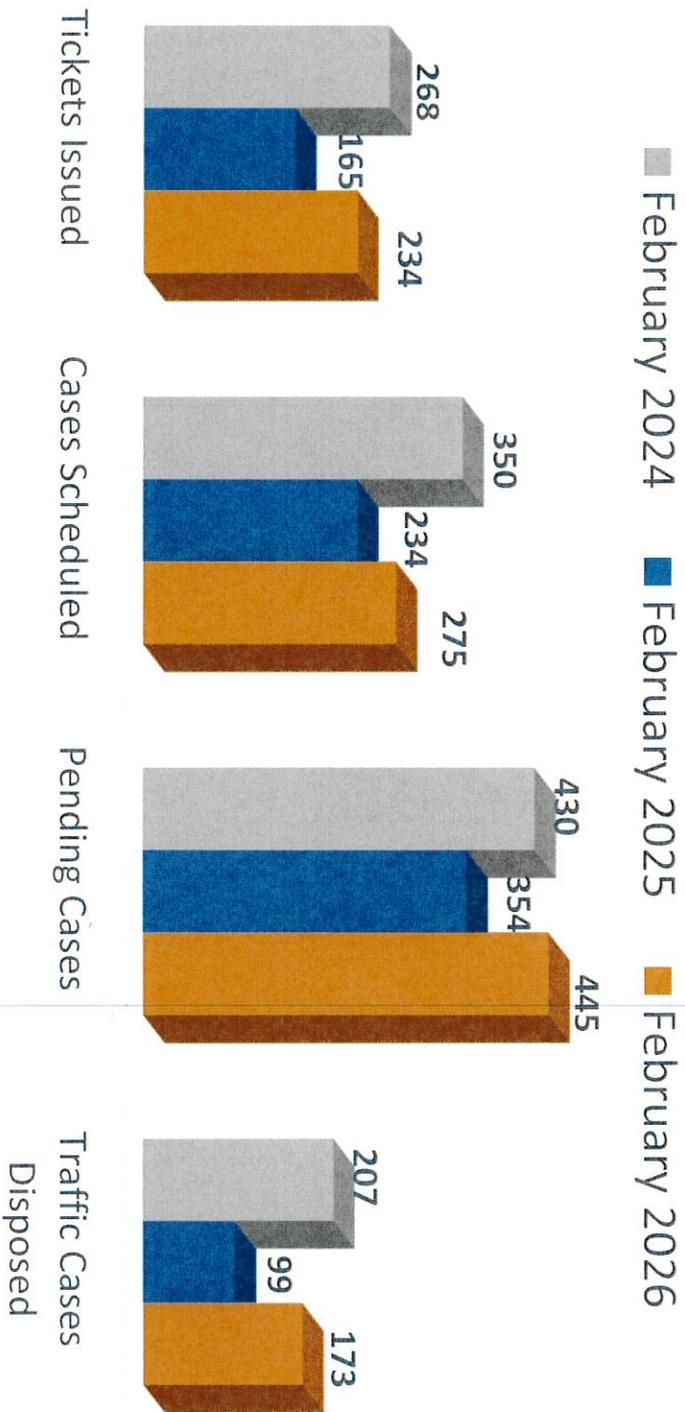
Presented by:

Lisa Cunningham, Clerk of Court



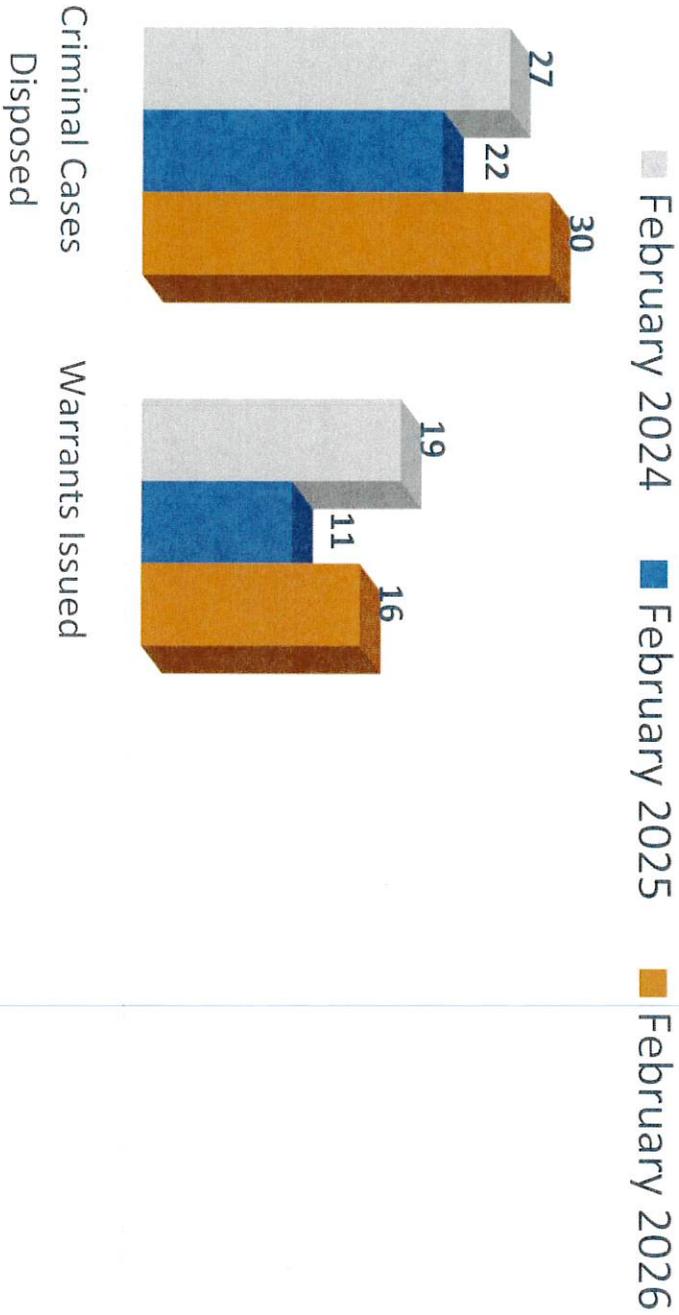


Town of Bluffton Municipal Court



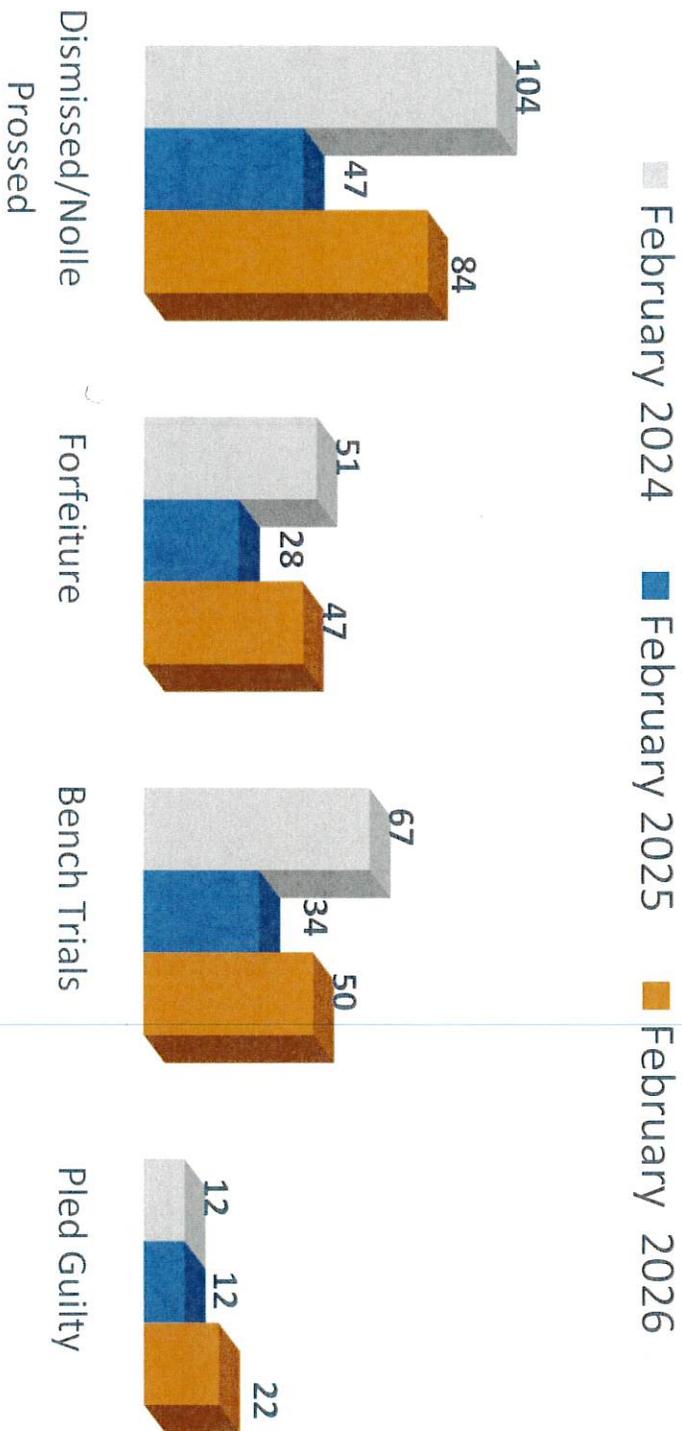


Town of Bluffton Municipal Court





Town of Bluffton Municipal Court



Town of Bluffton Municipal Court



Terminology

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

TOWN COUNCIL



STAFF REPORT
Projects and Watershed Resilience Department

MEETING DATE:	April 7, 2026
SUBJECT:	Projects and Watershed Resilience Department Monthly Report
PROJECT MANAGER:	Kimberly Washok-Jones, Department Director

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE

Administrative Update

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

FACILITIES

1. Law Enforcement Center Facility Improvements

- No activity - pending Council direction from Creech’s space needs analysis.
- PS is proposing HVAC replacement in FY27.

2. Sarah Riley Hooks Cottage

- Interior trim, utility connections and mechanical hook ups are underway.
- Executed contract for site and landscape construction with Nix Construction.
- Site construction began March 2026.
- **Next Steps:**
 - Continue cottage reconstruction through FY26.

3. New Riverside Barn Park – Public Services Building

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

4. New Riverside Barn Park – Event Lawn Pavilion

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

5. Public Services Expansion and New Watershed Facility

- Obtained wetland surveys to evaluate developable land for expansion.

HOUSING

1. Town of Bluffton Affordable Housing Project – The May

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

PARKS**1. Park Improvements**

- Landscape modifications at Wright Family Park are **complete**.

2. Oyster Factory Park

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

3. Oscar Frazier Park

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

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

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

5. New River Linear Trail

- BPD enforcing no trespassing until construction is completed in summer 2026.
- Construction of all three bridges, Four Seasons boardwalk connection, and pier are **complete**.
- **Next Steps:**
 - Construction of 10' paved pathway.

6. Buckwalter Place Park Improvements

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

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

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

2. Comprehensive Drainage Plan Improvements

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

- SCEMD HMCP Grant Application for Huger/Verdier Cove Watershed Study pending.

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

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

4. Stoney Creek/Palmetto Bluff Sewer Partnership

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

ROADS

1. Pathway Pedestrian Safety Improvements

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

2. Bridge Street Streetscape

- **Completed** lighting plan, IT fiber conduit connection to Town Hall, and Montessori and Bluffton Telephone easements.
- Streetscape and lighting easements all donated and **completed**.
- Clarified SCDOT right of way conflict.
- **Next Steps:**
 - Construction Contract out for signatures.
 - Precon meeting.
 - Construction is proposed to begin in May 2026.

3. Calhoun Street Streetscape

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

4. Boundary Street Streetscape

- Engineering design is 90% complete and submitted to agencies for review.
- Submitted SCDES permit amendment moving Lawrence St. drainage outfall to Green St.
- **Next Steps:**
 - Prepare easement exhibits, appraisals and continue easement negotiations.

- Construction planned to be bid FY26, subject to acquisition of required easements and permit approvals.

5. Ghost Roads

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

6. Pritchard Street Drainage Improvements

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

THIS SPACE LEFT INTENTIONALLY BLANK.

WATERSHED MANAGEMENT UPDATE

Administrative Update

- Marrisa D’Angola started 3/19/26 as Stormwater Technician.
 - Jones, Moreno, and Lewis participated as panelists at the Port Royal Sound Foundation’s Symposium.
 - Moreno presented at the Nature-Based Exchange Training on the SoLoCo Stormwater Design Manual.
 - Jones presented to Jr. Leadership program on the Town’s environmental protection efforts.
- 1. SC Department of Environmental Services May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – *Attachments 1 and 1a***
 - 2. May River Watershed Action Plan Implementation Summary – *Attachment 2, 2a, and 2b***
 - Pet Waste Station Program remains open to Bluffton residents and property owners.
 - The next May River Watershed Action Plan Advisory Committee (WAPAC) meeting scheduled for 4/23/2026.
 - May River headwaters stormwater model calibration continues. Staff participated in PCSWMM model training with the consultant team.
 - SCDES collected shellfish harvesting samples in March. Microbial Source Tracking (MST) samples were taken with regulatory samples. Results indicated no human detections.
 - MST Sampling Program targets potential fecal sources from human, dog, deer, horse, and bird waste.
 - Samples are collected for five (5) wet and dry weather events for each subwatershed.
 - All dry sampling events for the coves have been completed. Additional samples will only be collected during qualifying wet weather conditions. None collected during this reporting period.
 - 3. Resiliency**
 - Staff met with Furman University’s Shi Institute to prepare for SC Resilience Conference Panel discussion.
 - Wetlands and Resiliency Ordinances:
 - Staff met with the Town of Awendaw, City of Folly Beach, and City of Conway to discuss the Town’s wetland ordinance.
 - McCormick Taylor and Center for Watershed Protection continue wetland and resilience work.
 - Proposed revisions to the Wetland Ordinance will be workshopped at the Planning Commission meeting on 4/22/26.
 - Reviews continue for Wetland Mapping Tool and its accompanying memorandum with minor revisions expected.

Municipal Separate Storm Sewer System (MS4) Program Update

- 1. MS4 Minimum Control Measure (MCM) - #1 Public Education and Outreach, and MCM – #2 Public Participation and Involvement**
 - Winning designs from the Storm Drain Art Pilot Project were presented to the Public Arts Committee in March.
 - Stormwater training for contractors was held 3/31/26 with approximately 30 attendees.
 - Discussing a possible grant for dog waste stations with Rotary. Staff presenting to the Rotary on 5/27/26 regarding the Town’s Water Quality Program.

2. May River Watershed Action Plan Advisory Committee (WAPAC) voted to hold a meeting in March to further discuss the Town's resilience planning efforts. Staff are coordinating with the committee. – **Attachment 3**
3. **MS4 MCM – #3 Illicit Discharge Detection and Elimination**
 - E. coli Concentrations Trend Map – **Attachment 4a**
 - Monthly, Microbial Source Tracking (MST) Map – **Attachment 4b**
 - Illicit Discharge Investigations – **Attachment 4c**
4. **MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5**
5. **MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6**
6. **MS4 MCM – #6 Good Housekeeping (Staff Training/Education)**
 - Quast obtained her CEPSCI certification.
 - Moreno and Lewis attended the SC Association of Hazard Mitigation Conference.
7. **MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**
 - Public Services performed weekly street sweeping on Calhoun St., Highway 46, Bruin Rd., May River Rd., Pin Oak St., and curbs/medians on Simmonsville and Buck Island Rds.
 - Performed ditch inspections.
 - Buckwalter ditch (917 LF)
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
 - Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Rds., Goethe Rd., Shults Rd., Jason and Able Sts., Whispering Pine Rd., May River Rd., and Eagles Field.
8. **Citizen Request for Watershed Management Services & Activities – Attachment 7**

Attachments

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

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026	2023	2024	2025	2026
	Fecal Coliform (MPN)																							
December	33.0	NS	70.0		33.0	NS	17.0		7.8	NS	2.0		13.0	NS	6.1		7.8	NS	6.8		17.0	NS	2.0	
November	13.0	170.0	13.0		2.0	130.0	23.0		4.5	170.0	4.0		4.5	49.0	4.5		2.0	79.0	46.0		4.5	33.0	4.5	
October	33.0	49.0	70.0		23.0	17.0	170.0		17.0	13.0	70.0		33.0	2.0	70.0		2.0	11.0	79.0		6.8	17.0	13.0	
September	23.0	33.0	31.0		13.0	240.0	49.0		13.0	13.0	7.8		7.8	7.8	14.0		17.0	22.0	33.0		13.0	130.0	2.0	
August	23.0	33.0	220.0		49.0	23.0	49.0		6.8	23.0	79.0		13.0	49.0	79.0		23.0	49.0	33.0		2.0	13.0	7.8	
July	350.0	31.0	70.0		920.0	31.0	79.0		70.0	32.0	350.0		49.0	32.0	130.0		33.0	33.0	21.0		17.0	32.0	11.0	
June	14.0	7.8	170.0		7.8	7.8	170.0		23.0	6.8	110.0		13.0	4.5	49.0		33.0	2.0	23.0		13.0	2.0	6.8	
May	23.0	27.0	33.0		33.0	22.0	170.0		17.0	23.0	79.0		13.0	17.0	21.0		33.0	7.8	49.0		21.0	4.0	4.5	
April	170.0	49.0	NS		130.0	17.0	NS		110.0	17.0	NS		70.0	4.0	NS		NS	11.0	NS		7.8	23.0	NS	
March	23.0	49.0	240.0		49.0	31.0	46.0		17.0	11.0	23.0		17.0	4.5	7.8		17.0	22.0	13.0		17.0	4.5	4.0	
February	540.0	49.0	33.0	7.8	350.0	49.0	49.0	2.0	240.0	11.0	79.0	6.8	240.0	22.0	79.0	2.0	33.0	7.8	13.0	1.8	33.0	11.0	17.0	2.0
January	33.0	49.0	NS	23.0	33.0	23.0	NS	4.5	13.0	4.5	NS	4.5	33.0	4.5	NS	7.8	7.8	7.8	NS	1.8	4.5	2.0	NS	2.0
** Truncated GeoMetric Mean	38.0	39.0	47.0	44.0	30.0	30.0	41.0	34.0	17.0	16.0	22.0	20.0	16.0	14.0	18.0	14.0	9.0	10.0	17.0	15.0	8.0	10.0	8.0	7.0
** Truncated 90th Percentile	211.0	187.0	168.0	141.0	152.0	163.0	193.0	152.0	77.0	79.0	111.0	111.0	71.0	74.0	79.0	70.0	44.0	47.0	58.0	62.0	26.0	38.0	31.0	29.0

NS = No Sample

SCDES Regulatory Requirements:

- Geometric Mean ≤ 14
- 90th Percentile ≤ 43

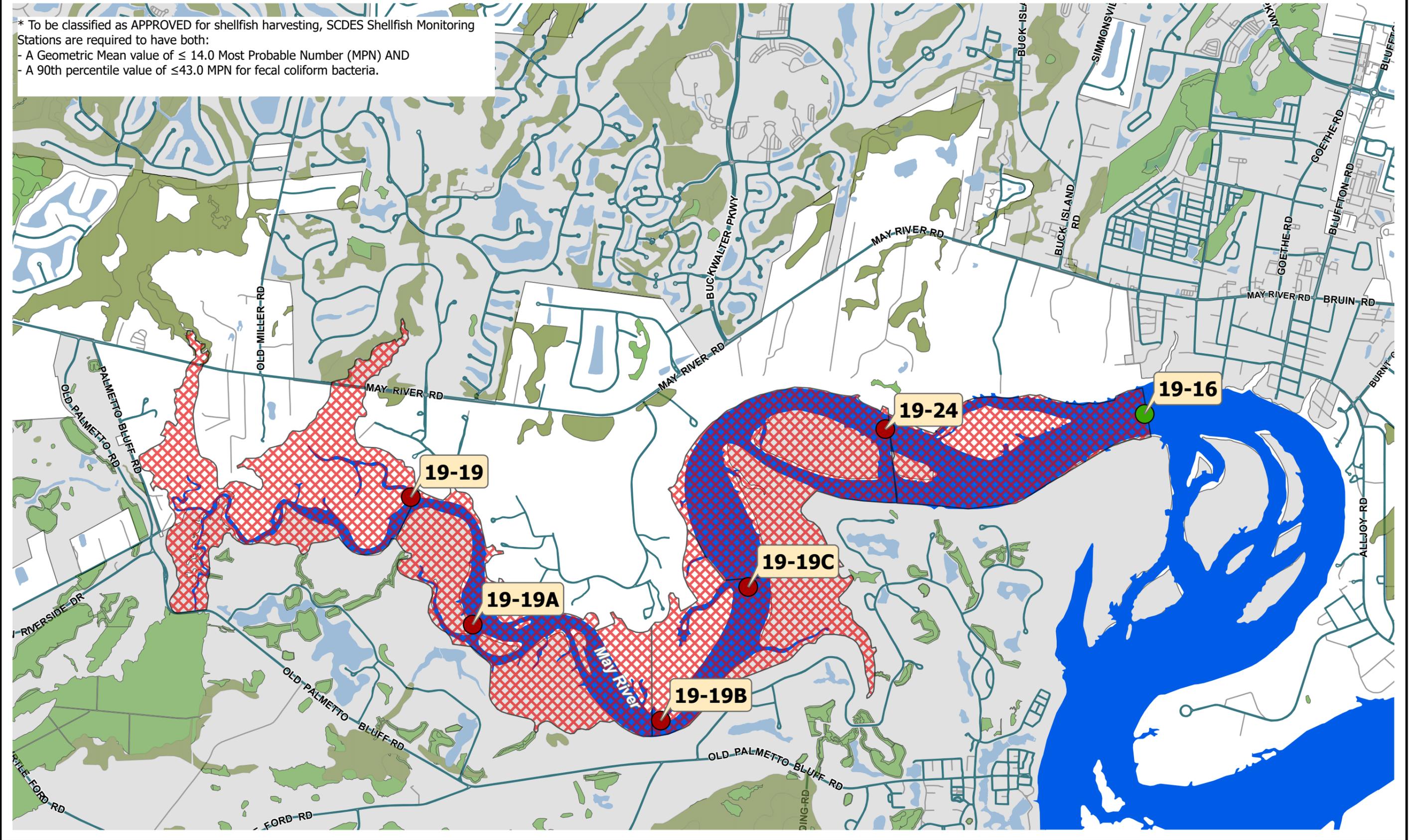
** Town staff calculations utilizing SCDES statistics

Note:

- December 2025 ends the data collection period for 2026 shellfish harvesting season.
- December 2026 ends the data collection period for 2027 shellfish harvesting season.
- 2025 fecal coliform data is part of the 2026 classification data collection period.
- 2026 fecal coliform data is part of the 2027 classification data collection period.

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

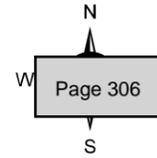
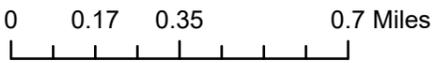
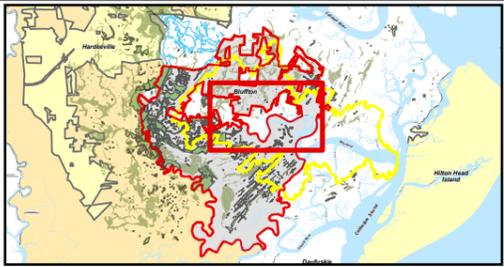
- A Geometric Mean value of ≤ 14.0 Most Probable Number (MPN) AND
- A 90th percentile value of ≤ 43.0 MPN for fecal coliform bacteria.



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

SCDES SHELLFISH HARVESTING STATUS Town of Bluffton

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



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

1. MRWAP Background

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

2. Septic to Sewer Project Recommendations/Evaluations

Background:

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

This space left intentionally blank

Update: Stoney Creek/Palmetto Bluff Sewer Partnership

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

3. MRWAP Impervious Restoration Water Quality Projects

Task 1: MRWAP Eleven (11) Proposed Projects Background

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

Task 1: MRWAP Eleven (11) Proposed Projects Update

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

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

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

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

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

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

Task 3: MRWAP Impervious Restoration Policy Documents Background

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

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

Task 3: MRWAP Impervious Restoration Policy Documents Update

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

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

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

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

4. Other, Related MRWAP Recommendations

Background:

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

Other, Related MRWAP Recommendations Update:

- Town is in progress of incorporating volume reduction BMPs within existing and future CIP projects to the MEP. Specific projects currently in progress include:
 - Bridge Street Streetscape Phase 1 Project
 - Water quality monitoring has been completed
 - Pritchard Street Drainage Improvement Project
 - Construction and administration are on-going.
 - Change Order #1 approved.
 - Design submittal for relocation of sidewalk north of MC Riley Early Childhood Learning Center to reduce tree removals under review.
- Prichard Street Next Steps:**
- All easements for construction have been acquired or agreed upon.
 - Continue construction through FY26.

5. MRWAP Water Quality Program Recommendations Update

Background:

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

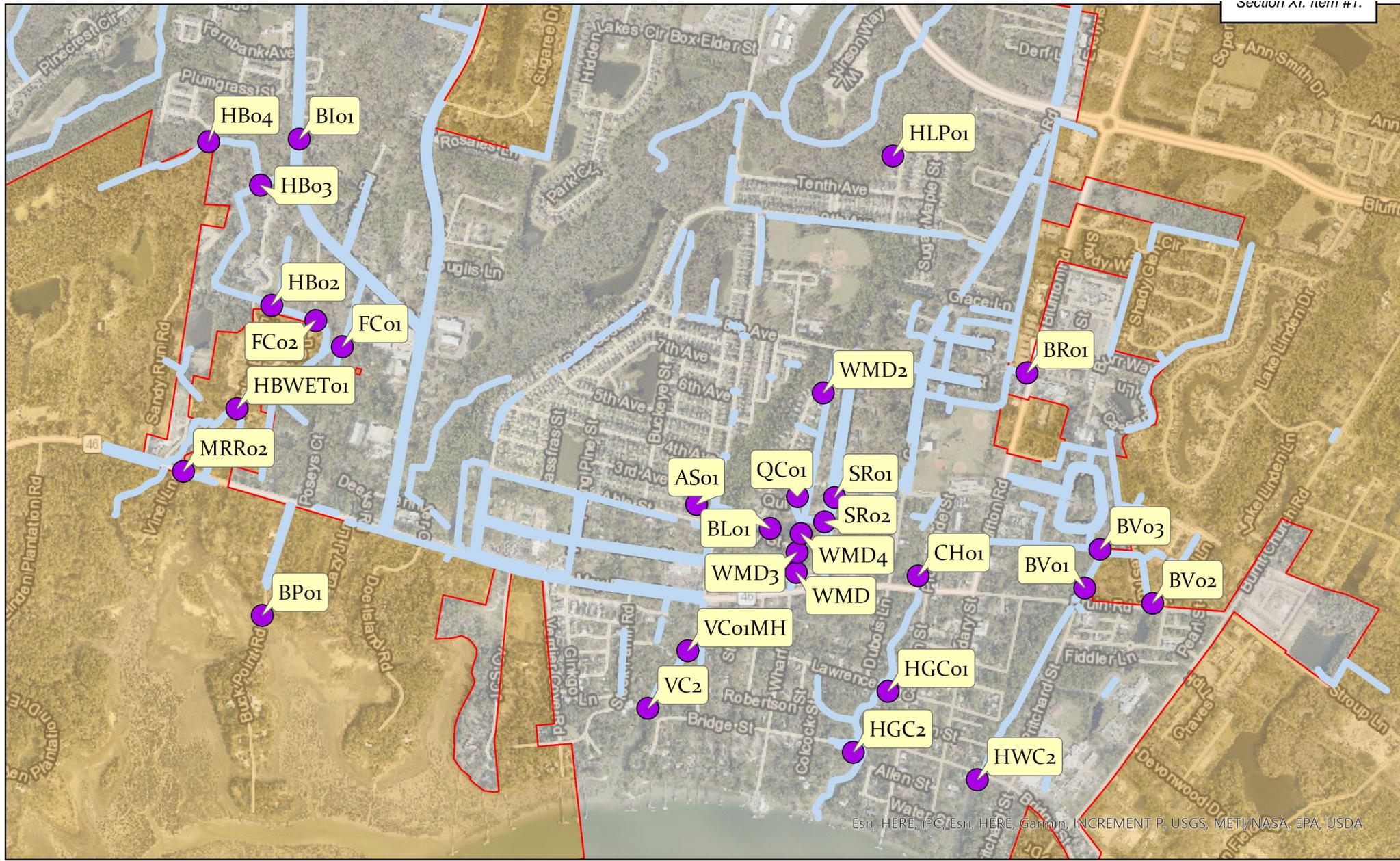
MRWAP Water Quality Program Recommendations Update:

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

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

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

Section XI, Item #1.



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

Town of Bluffton Targeted MST Sampling Locations

Legend

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



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

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

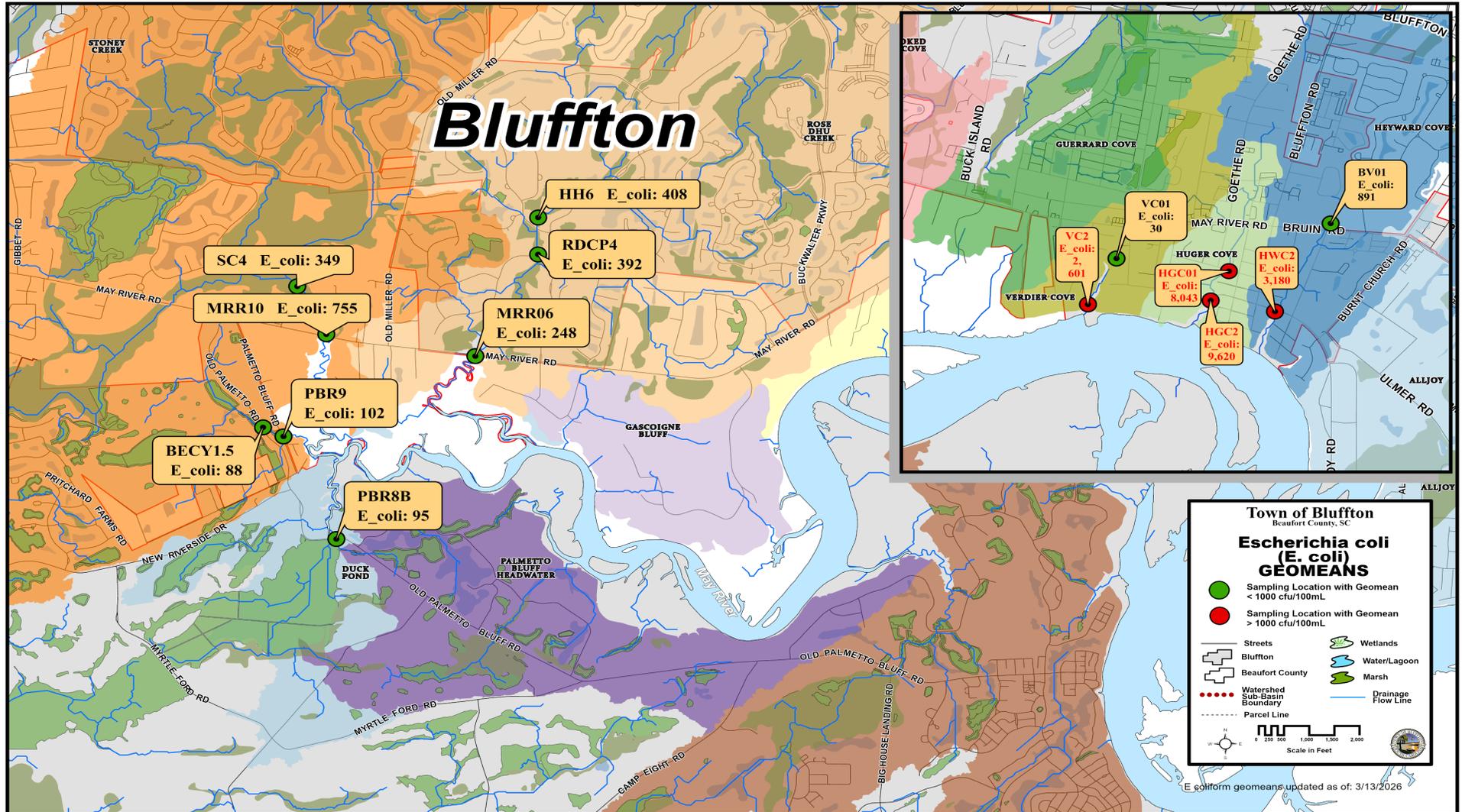
REGULAR MEETINGS ARE HELD THE 4th THURSDAY OF EACH MONTH AT 3:00 P.M.
EXCEPT MARCH

Please Note:

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

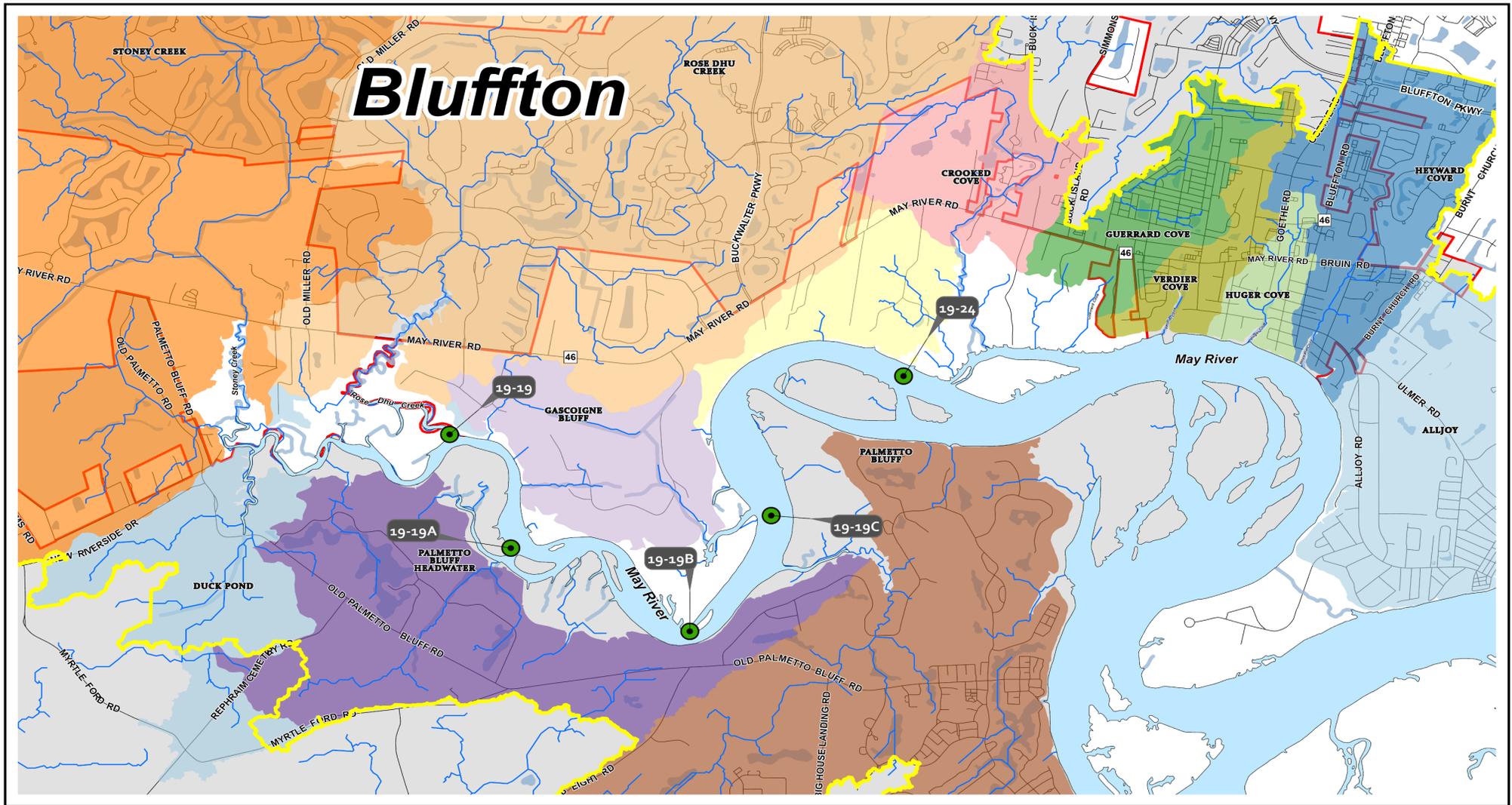
APPROVED

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



	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2026 YTD Totals	1,316	206	63

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



MST Detection

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

May River Subwatersheds

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

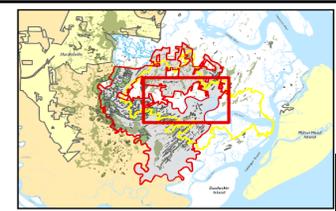
Town Jurisdiction

- Bluffton (Yellow outline)
- Beaufort County (Grey outline)

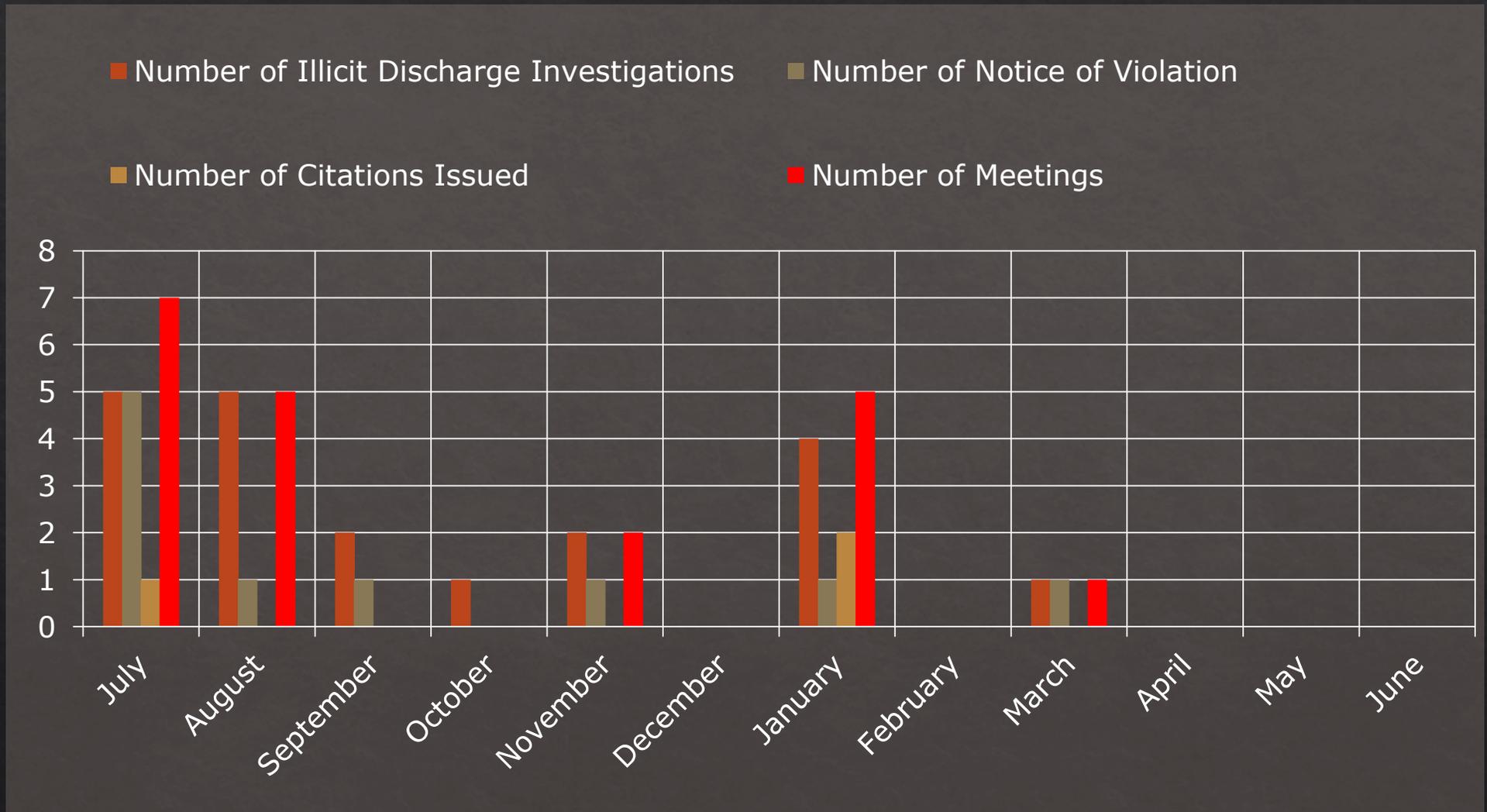
MICROBIAL SOURCE TRACKING (MST) LOCATIONS

Sampling Results for Previous Reporting Period

Town of Bluffton
Beaufort County, SC

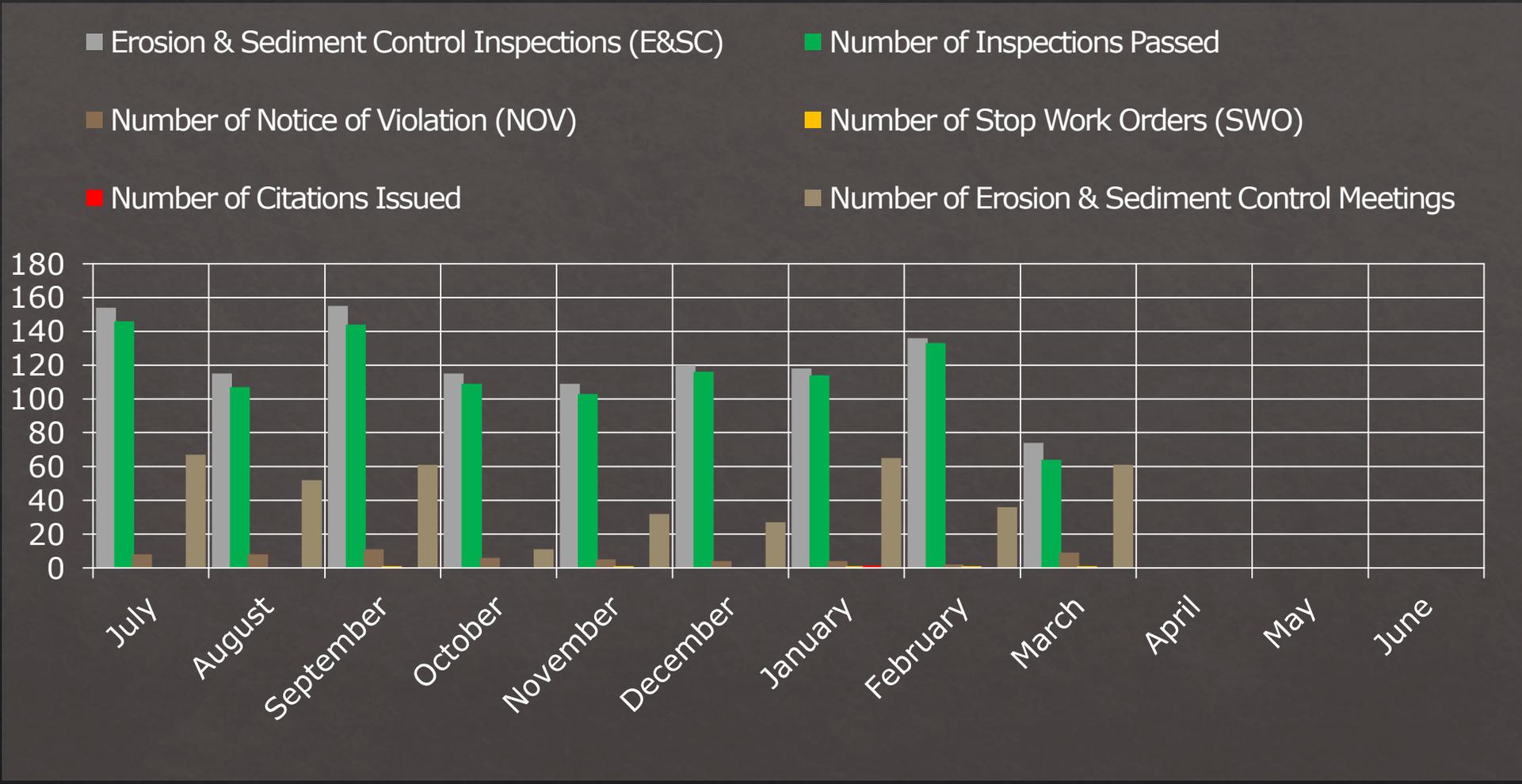


MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



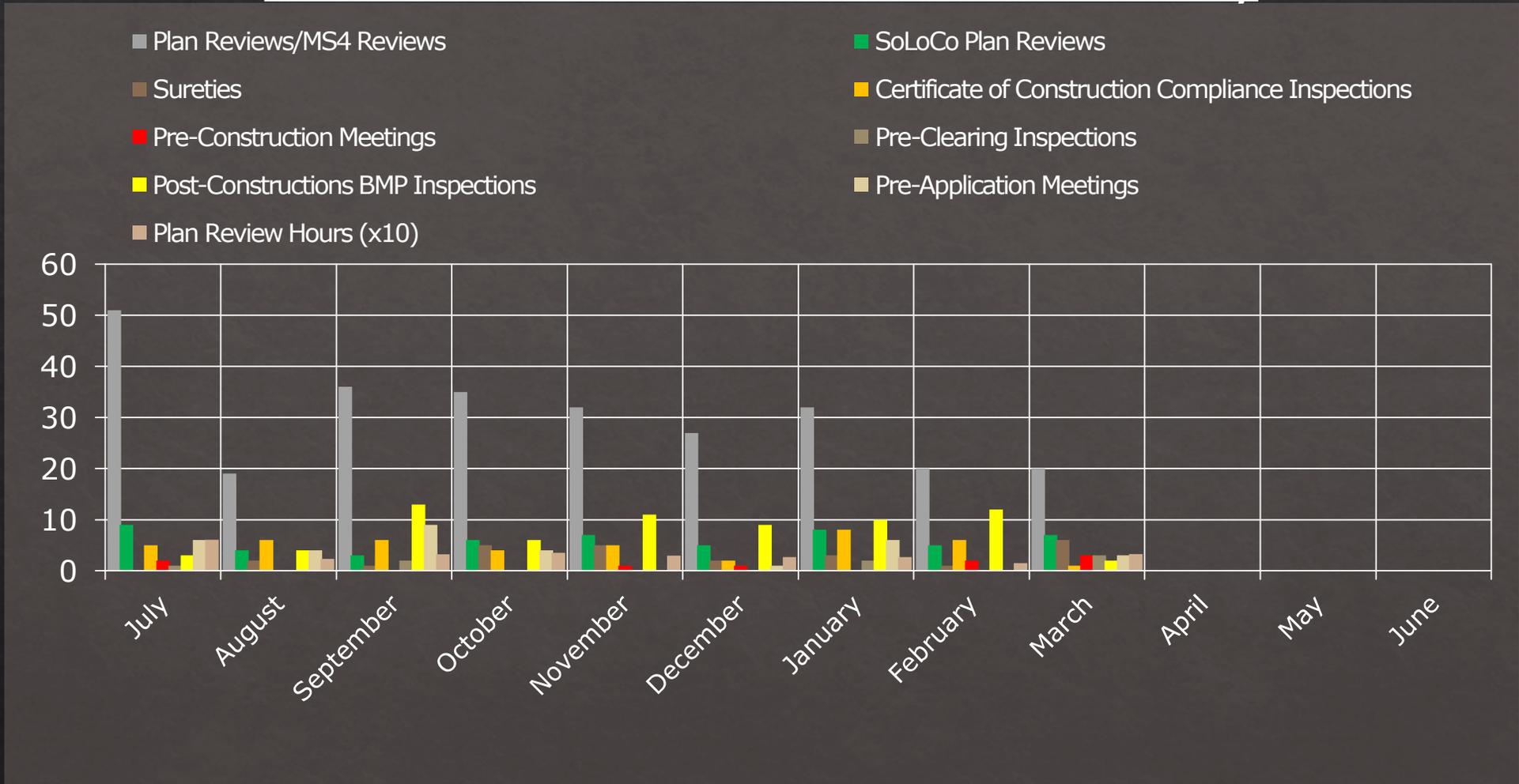
	Number of Illicit Discharge Investigations	Number of Notices of Violation Issued	Number of Citations Issued	Number of Meetings
FY 2026 YTD Totals	20	10	3	20

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



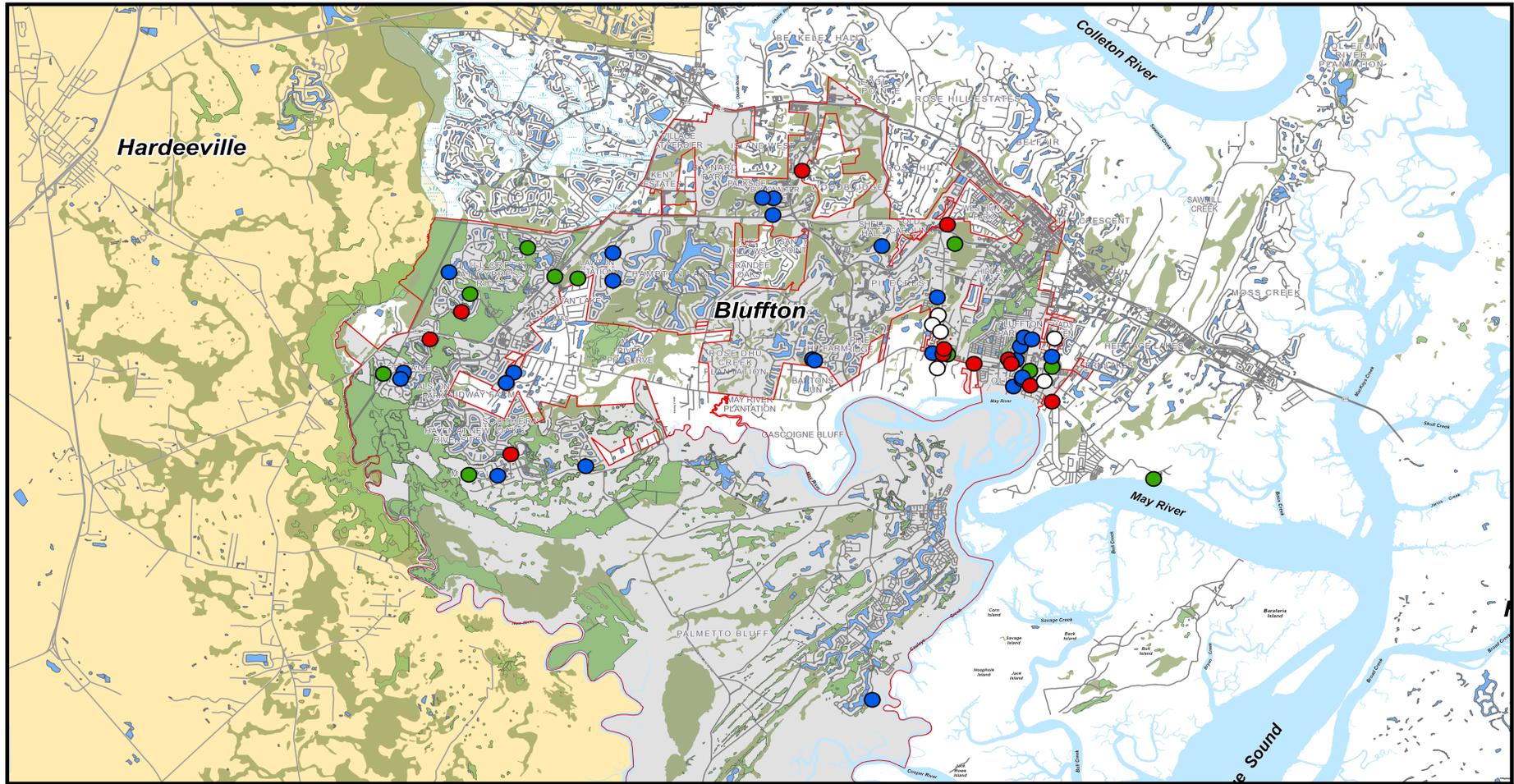
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NOV's Issued	Number of SWO Issued	Number of Citations Issued	Number of E&SC Meetings
FY 2026 YTD Totals	1,096	1,036	57	5	1	412

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



	Plan Reviews MS4 Reviews	SoLoCo Plan Reviews	Sureties	CCC Inspections	Pre-Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2026 YTD	272	54	25	43	9	8	70	33	281 Hrs.

Citizen Request for Watershed Mngt. Services & Activities Map



LEGEND:

- CITIZEN CONCERNS
- DRAINAGE/FLOODING
- ENVIROMENTAL CONCERNS
- EDUCATION/OUTREACH
- BLUFFTON
- BEAUFORT COUNTY
- STREET

WATERSHED MANAGEMENT ROUTINE SERVICES & ACTIVITIES MAP

Town of Bluffton
Beaufort County, SC

Updated Date: 3/13/2026

Number of Citizen Requests Investigated

Number of Meetings

FY 2026 YTD Totals

74

46

FY26 CIP Master Project Schedule



Planning*
 Design**
 Construction***

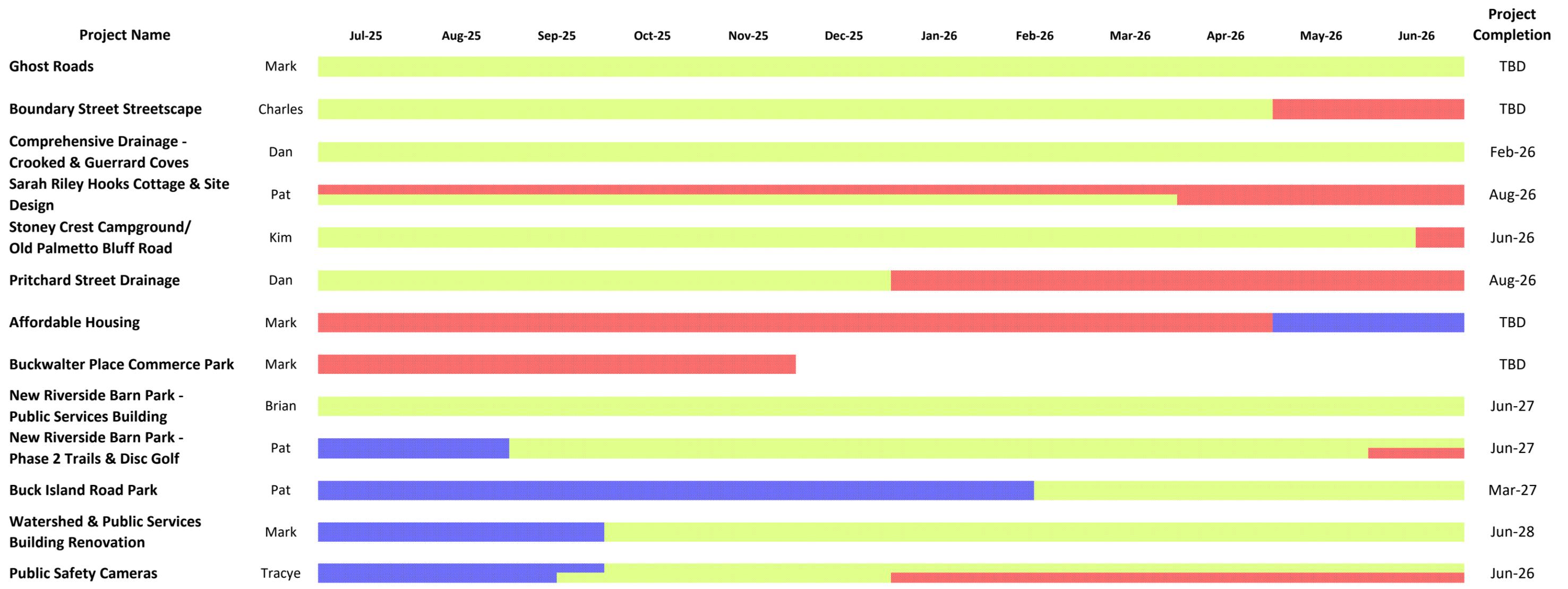
**Planning includes surveying, environmental and cultural investigations, initial master planning and other due diligence reports and studies.*

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

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

SUBJECT TO CHANGE

FY26 CIP Master Project Schedule



Planning*
 Design**
 Construction***

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

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

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

SUBJECT TO CHANGE

TOWN COUNCIL STAFF REPORT
Public Services Department



MEETING DATE:	April 7, 2026
SUBJECT:	Public Services Department Monthly Report
DIRECTOR:	Larry Beckler, Director of Public Services

PUBLIC SERVICES UPDATE

1. MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)

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

2. FACILITIES

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

3. PARKS

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

4. ADDITIONAL ACTIVITIES

- Continued clearing at Disc Golf Course – Joint effort Grounds & Maintenance crews
- Bluffton Fire Department’s Wildlands Unit used the clearing of Disc Golf Course as a training situation assisting us in the efforts
- Graffiti removed from Street signpost, Stickers removed from Signs, Signs on Boundary cleaned.
- HVAC Quarterly Preventative Maintenance completed
- Park Information Sign at Wright repaired
- Molding at Town Hall was replaced from water damage

- Ceiling Tiles replaced at town hall from water damage
- 4 additional Dog Stations constructed and placed at Field of Dreams
- New Golf Cart Restricted Signs with at Oyster Factory Park
- LEC repaired water fountain in kitchen area
- Freshen pine straw at The Cove
- Pre-emergent applications completed at balance of parks
- Finished clearing at Disc Golf Course – Joint effort Grounds & Maintenance crews
- Scraped and Painted portions of Calhoun Station ceiling
- Exterior Main Foyer Ceiling lights replaced
- Break Room Molding Finished
- Greenheck Condenser serviced - Town Hall
- Zip Line at NRBP repaired
- Repaired irrigation lines at Town Hall
- Gate entrance to NRB Playground repaired and kick plate installed
- No Trespass Signs installed on gate at pound within Disc Golf Course
- All debris removed from Disc Golf Course
- LEC - Evidence Door Latch repaired
- LEC - Signs Installed (Police Parking)
- LEC - Lights Replaced and mounted TV to wall
- Repairs made to HVAC at Women's Bathroom, Carraige House, Wright Family
- Last Two Signs at Oyster installed – “No Golf Carts”
- Sidewalk Awning and Entrance Awning to Town Hall was Power Washed
- Electrical disconnect for Calhoun Station HVAC repaired
- Street light poles not operating on May River up to Pin Oak were sent to Dominion for service
- Urinals at Town Hall had Diaphragms replaced.
- Benches & Pad cleaned at NRB Playground closest to parking lot
- Windows at Town Hall Cleaned
- Repaired irrigation lines at LEC
- Public Services lot graded and concrete bins installed on lot. Loads of stone started to be picked up.
- Met with the Greenery regarding irrigation at New River Barn Park
- Additional light poles submitted to Dominion for Attention
- Bench on May River across from “The Farm” replaced. Old bench disassembled and refurbished.
- Chair at Dubois (Chess Table) repaired.

5. PREPPING FOR SPECIAL AND CIVIC EVENTS

- Set-up & support for following events:
 - Farmers Market- Martin Family Park
 - Prepped for Camellia Lecture at Welcome Center
 - Prepped for Buck Island Park Community Meeting
 - Prepped for Rotary Club of Bluffton Annual Oyster Roast, Oyster Factory Park
 - Prepped St. Patty's Day Block Party, Oyster Factory Park
 - Prepped for St. Patty's Day 5k, Martin Family Park
 - Prepped Bluffton Flower Show, Martin Family Park (10am - 5pm)

6. EQUIPMENT MAINTENANCE & REPAIR

- Serviced chainsaws then maintained daily while working on Disc Golf project
- Serviced skid Steer
- Replaced blown hydraulic line on Advent articulating loader
- Began work on disassembling the old street sweeper equipment off of truck
- Assembled and serviced new leaf vacs
- Dropped off old street sweeper to vendor(Lee Transport) in Columbia to install new stake body truck bed
- Old mower & flail mower moved to surplus to sell on GovDeals

7. TRAINING

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

8. BEAUTIFICATION COMMITTEE

- **March Meeting Cancelled**

9. ATTACHMENTS

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

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

ASSETS AND EVENTS	COST
FACILITIES	\$9,779.00
PARKS	\$17,072.00
ROADS AND TRAILS	\$7,448.00
SPECIAL EVENTS	\$2,140.00



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

March 2026

Overview:

March was marked by strong momentum in facility activation at The COVE, continued advancement of AI initiatives, and active engagement with entrepreneurs, partners, and the broader business community. The team focused on tenant development, program growth, and regional leadership through presentations, events, and strategic partnerships, while continuing to build capacity for innovation and economic impact in Bluffton and the surrounding region.

Entrepreneur Program Update

- Diligence meetings with Airbana Technical Solutions and Charles Griswald
- Conducted several 1:1 introductory and diligence calls with prospective entrepreneurs
- Signed 2 new STARTUP Companies - Flex & Fit Body Training and High Tide Pediatric Dentistry (starting in April)
- Signed 1 returning GROWTH Company – Effervescence Yoga Spa
- Delta Roofing graduated the GROWTH Program and started THRIVE

STARTUP Companies

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

- **OPFOB**
- **Part of the Family**
- **AMA Private Dining**
- **Bright Beginnings Academy**
- **Diversity Nursing (Hardeeville)**
- **Amia Marcell**
- **Belleau Woods Tavern (HEROES)**
- **Buysight.ai**
- **221B Studios**
- **Rosano**
- **Flex & Fit Body Training**

GROWTH Companies:

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

- **Bluffton Electric**
- **Effervescence**

THRIVE Companies

Ongoing long-term work with established Growth companies

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

Mentor Program

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

Operations, Economic Development, Events and Meetings:

- Launched new DRCI website
- JetZero officially moved into The Landing Pad
- Sent two Letters of Intent (LOIs) for first floor tenants at The COVE; one signed
- Continued work with contractors on first floor upfit and second floor bid planning
- Hosted multiple tours of The COVE for realtors, Coastal States Bank, and stakeholders
- Presented Town Council resolution for USCB 20/20 project
- Attended State of Jasper County meeting
- Participated in HBA Lowcountry Partnership meeting with Hardeeville leadership
- Hosted and presented at GBCC Lunch & Learn (AI presentation by David)
- Hosted GBCC Get to Know Your Chamber event at The COVE
- Hosted GBCC Business Over Breakfast with Memorial Health at The COVE
- Hosted GBCC Ambassadors at The COVE
- Hosted and presented to Beaufort County Senior Leadership
- Planned Business Owners Networking Event at Southern Barrel

- Attended FY27 Budget meeting
- Sent Hardeeville Annual Report
- Participated in Annual Women’s Summit of the Lowcountry preparation
- Finalized execution of Madison AI contract
- Conducted Madison AI kickoff meeting and began onboarding process
- Reviewed Madison AI ingestion files
- Continued development of AI Best Practices document
- Collaborated with Town of Bluffton IT and Executive Department on AI policy updates
- Continued development of AI agent for property tax and developer fee support
- AI education preparation with Rob Hickernell
- Conducted phone and second-round interviews for potential summer interns
- Continued work on T-Mobile Hometown Grant application

Partnerships

Key Collaborations:

- **Hardeeville:** Sent annual report to leadership. Set up strategic planning meeting for 2026-2027.
- **Beaufort County Economic Development Corporation:** Ongoing collaboration on multiple impactful projects including collaboration. Attended board meeting.
- **Greater Bluffton Chamber:** Participated in numerous ribbon cuttings, showcasing the growth and expansion of local businesses and attended. Hosted several GBCC events at The HUB and The COVE.
- **Hilton Head – Bluffton Chamber:** Collaborating with HHI Bluffton Chamber for JobsNow 2026 Job Fair scheduled for March 26th.
- **Hispanic Business Association of the Lowcountry:** Ongoing membership, Paul Arvantides is a member of the HBA Lowcountry Partnerships Committee
- **Beaufort County Airport Board:** David Nelems is a member of this Board
- **Furman University:** Ongoing collaboration through Strategic AI Program; exploring expanded offerings



GROWTH MANAGEMENT UPDATE

April 7, 2026

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

- a. **Planning Commission:** March 25, 2026, meeting agenda attached. Next meeting scheduled for Wednesday, April 22, 2026.
- b. **Historic Preservation Commission:** March 4, 2026, meeting agenda attached. Next meeting scheduled for Wednesday, April 1, 2026.
- c. **Board of Zoning Appeals:** March 3, 2026, cancellation notice attached. Next meeting scheduled for Tuesday, April 14, 2026.
- d. **Development Review Committee:** March 4 & 25, 2026, meeting agendas attached. March 11 & 18, 2026, cancellation notice attached. Next meeting scheduled for Wednesday, April 1, 2026.
- e. **Historic Preservation Review Committee:** March 23 & 30, 2026, meeting agenda attached. March 2, 9 & 16, 2026 cancellation notices attached. Next meeting scheduled for Monday, April 6, 2026.
- f. **Construction Board of Adjustment and Appeals:** March 24, 2026, cancellation notice attached. Next meeting scheduled for Tuesday, April 28, 2026.
- g. **Affordable Housing Committee:** March 12, 2026, meeting agenda attached. Next meeting scheduled for Thursday, April 2, 2026.

2. Community Development / Affordable Housing Committee Work Program:

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

A total of 39 homes have received repairs at a total of \$334,985. These repairs consist of roofing, flooring, stairs, plumbing, tree service and property cleanup.

Four homes are currently being serviced, and one home is waiting on estimates to be submitted.

Applications are being processed weekly, and staff continue to work diligently to ensure residents are living in their homes safe and dry.

ATTACHMENTS:

1. Planning Commission meeting agenda for March 25, 2026.
2. Historic Preservation Commission meeting agenda notice for March 4, 2026.
3. Board of Zoning Appeals cancellation notice for March 3, 2026.
4. Development Review Committee meeting agendas for March 4 & 25, 2026.
Cancellation notice for March 11 & 18, 2026.
5. Historic Preservation Review Committee meeting agenda for March 23 & 30, 2026.
Cancellation notices for March 2, 9, & 16, 2026.
6. Construction Board of Adjustments and Appeals cancellation notice for March 24, 2026.
7. Affordable Housing Committee meeting agenda for March 12, 2026.
8. Building Permits and Planning Applications:
 - a. Building Permits Issued FY 2019-2026 (to March 17, 2026).
 - b. Building Permits Issued Per Month FY 2019-2026 (to March 17, 2026).
 - c. Value of Construction FY 2019-2026 (to March 17, 2026).
 - d. New Single Family Residential Building Permits Issued Per Month FY 2019-2026 (to March 17, 2026).
 - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2019-2026 (to March 17, 2026).
 - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2019-2026 (to March 17, 2026).
 - g. New Commercial Construction/Additions Heated Square Footage FY 2019-2026 (to March 17, 2026).
 - h. Planning and Community Development Applications Approved FY 2019-2026 (to March 17, 2026).
 - i. Multi Family Apartments Value FY 2019-2026 (to March 17, 2026).
 - j. Multi Family Apartments Square Footage FY 2019-2026 (to March 17, 2026).
 - k. Multi Family Apartments Total Units FY 2019-2026 (to March 17, 2026).



Planning Commission Meeting

Wednesday, March 25, 2026 at 6:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

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

IV. ADOPTION OF MINUTES

- 1. February 25, 2026 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

- 1. **Proposed Prioritization of Fiscal Year 2027 Capital Improvement Program Projects:** A request by the Town of Bluffton for recommendation of approval to Town Council of the FY2027 Capital Improvement Program. (Staff - Patrick Rooney)
- 2. **1181 May River Road (Development Plan):** A request by Nathan Sturre of Sturre Engineering. on behalf of property owner Trevor Wells for approval of a Preliminary Development Plan application. The project consists of the construction of a two-story 8,000 SF mixed use building with associated infrastructure. The property is zoned Neighborhood Core and consists of 1.4 acres identified by tax map number 6610 039 000 097A 0000. (DP-06-25-019806) (Staff - Dan Frazier)

VIII. DISCUSSION

IX. ADJOURNMENT

NEXT MEETING DATE: Wednesday, April 22, 2026

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

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

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

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

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

Public comment is limited to 3 minutes per speaker.



Historic Preservation Commission Meeting

Wednesday, March 04, 2026 at 6:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

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

IV. ADOPTION OF MINUTES

- 1. February 4, 2026 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

- 1. **Certificate of Appropriateness (2 Blue Crab Street, Lot 52):** A request by William Court of Court Atkins Group (Applicant) on behalf of Blue Crab Bluffton, LLC (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2.5-story main house (an Additional Building Type) of approximately 3,839 SF and an attached carriage house of approximately 880 SF at 2 Blue Crab Street. The property is located in the Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25-019925) (Staff - Charlotte Moore)
- 2. **Certificate of Appropriateness (4 Blue Crab Street, Lot 51):** A request by William Court of Court Atkins Group (Applicant) on behalf of Patrick Mason (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story main house (an Additional Building Type) of approximately 3,800 SF and an attached carriage house of approximately 886 SF at 4 Blue Crab Street. The property is in Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25- 019927) (Staff - Charlotte Moore)

3. **Certificate of Appropriateness (6 Blue Crab Street, Lot 50):** A request by William Court of Court Atkins Group (Applicant) on behalf of Patrick Mason (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2.5-story main house (an Additional Building Type) of approximately 3,846 SF and an attached carriage house of approximately 884 SF at 2 Blue Crab Street, Lot 50. The property is in Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25- 019628) (Staff - Charlotte Moore)

4. **Certificate of Appropriateness (8 Blue Crab Street, Lot 49):** A request by William Court of Court Atkins Group (Applicant) on behalf of Patrick Mason (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story main house (an Additional Building Type) of approximately 3,741 SF and an attached carriage house of approximately 933 SF at 8 Blue Crab Street, Lot 49. The property is in Tabby Roads Development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-09-25- 019929) (Staff - Charlotte Moore)

VII. NEW BUSINESS

1. **Certificate of Appropriateness (1 Garfields Way):** A request by Ansley Manuel of Manuel Studios (Applicant) on behalf of Samuel Kopotic (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story main house (an Additional Building Type) of approximately 2,478 SF and a 2-story attached Carriage House (garage) of approximately 1,188 SF to be constructed at 1 Garfields Way in the Moss Oaks Subdivision within Old Town Bluffton Historic District and zoned Neighborhood General-HD (NG-HD). (COFA-09-25-019941) (Staff - Charlotte Moore)

VIII. DISCUSSION

1. Historic District Monthly Update. (Staff)

IX. ADJOURNMENT

NEXT MEETING DATE: Wednesday, April 1, 2026

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

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

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

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

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

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

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

Has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for Tuesday,
April 14, 2026.

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



Development Review Committee Meeting

Wednesday, March 04, 2026 at 1:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

- Bruin Road District PUD (PUD Master Plan):** A request by Kurt's Investments, LLC, for review of a Planned Unit Development (PUD) Master Plan application. The Applicant proposes a mixed-use development with associated infrastructure. The property is currently zoned Neighborhood Core-Historic District (NC-HD), Residential General (RG), and Neighborhood General-Historic District (NG-HD) and consists of approximately 7.26 acres identified by tax map numbers R610 039 00A 0024 0000, R610 039 00A 030B 0000, R610 039 00A 0030 0000, R610 039 00A 0048 0000, R610 039 00A 0026 0000, R610 039 00A 0027 0000, R610 039 00A 0029 0000, R610 039 00A 030D 0000, R610 044 000 0126 0000 located east of Bluffton Road north of Bruin Road. (MP-01-26-020087) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 11, 2026

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

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

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

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

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

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

THE DEVELOPMENT REVIEW
COMMITTEE (DRC)
Meeting scheduled for

Wednesday, March 11, 2026 at 1:00 P.M.

has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for
Wednesday, March 18, 2026.

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



PUBLIC NOTICE

THE DEVELOPMENT REVIEW
COMMITTEE (DRC)
Meeting scheduled for

Wednesday, March 18, 2026 at 1:00 P.M.

has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for
Wednesday, March 25, 2026.

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



Development Review Committee Meeting

Wednesday, March 25, 2026 at 1:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **Hampton Hall Clubhouse Renovation (Development Plan Amendment):** A request by Eric Bischofberger of Hampton Hall Club, Inc., for review of a Development Plan Amendment application. The project consists of the renovation of the existing clubhouse to include an addition and a new pore cochere with associated infrastructure. The property is zoned Buckwalter Planned Unit Development (PUD) and consists of approximately 344.57 acres (0.10 disturbed) identified by tax map number R614 038 000 0055 0000 within the Hampton Hall Master Plan. (DPA-02-26-020131) (Staff - Dan Frazier)
2. **Hampton Hall Drainage Updates (Development Plan Amendment):** A request by Eric Bischofberger of Hampton Hall Club, Inc., for review of a Development Plan Amendment application. The project consists of the improvement of the main outfall for Drainage System 6 to allow for a greater stormwater discharge rate during storm events greater than the 25-year rainfall event. The property is zoned Buckwalter Planned Unit Development (PUD) and consists of approximately 3.18 acres (0.17 disturbed) identified by tax map number R614 038 000 0999 0000 within the Hampton Hall Master Plan. (DPA-02-26-020147) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, April 1, 2026

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

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

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

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

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

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Tuesday, March 2, 2026 at 4:00 P.M.

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

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

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

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

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

The next meeting is scheduled for
Monday, March 16, 2026.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, March 16, 2026 at 4:00 P.M.

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

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

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



Historic Preservation Review Committee Meeting

Monday, March 23, 2026 at 4:00 PM

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

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. OLD BUSINESS
- V. NEW BUSINESS
- VI. DISCUSSION

1. **204 Bluffton Road:** A request by Thomas Michaels, Jr. (SM7 Design, LLC), Applicant, on behalf of 204 Bluffton Road, LLC, Owner, for discussion prior to formal submission of a Certificate of Appropriateness-Historic District Final Plan to allow the construction of a 3-story 3,978 SF Main Street Building at 204 Bluffton Road. The property is in the Promenade development in Old Town Historic District and zoned Neighborhood Core-Historic District (NG-HD). (COFA-12-25-020072) (Staff-Charlotte Moore)
2. **1271 May River Road:** A request by Chris Epps (Incircle Architecture), on behalf of Property Owner, Sharan Pyari Patel for discussion prior to formal submission of a Certificate of Appropriateness-Historic District Final Plan for the construction of a 2.5-story Additional Building Type of approximately 5,259 SF and a 2-story detached Carriage House of approximately 1,200 SF located at 1271 May River Road. The property is in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-04-25-019725) (Staff – Charlotte Moore)

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, March 30, 2026

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

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

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

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

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

Public comment is limited to 3 minutes per speaker.



Historic Preservation Review Committee Meeting

Monday, March 30, 2026 at 4:00 PM

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

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **33 Guerrard Avenue:** A request by Chris Epps (InCircle Architecture), on behalf of the owner, Webbdean Dev, LLC, for a review of a Certificate of Appropriateness - HD to construct a new 2-story Side Yard House of approximately 2,269 SF and a 2-story detached Carriage House of approximately 996 SF, to be located at 33 Guerrard Avenue in Old Town Bluffton Historic District and zoned Neighborhood General - HD zoning District. (COFA-03-26-020160) (Staff – Charlotte Moore)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, April 6, 2026

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

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

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

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

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

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

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

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

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, April 28, 2026.

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



Affordable Housing Committee Meeting

Thursday, March 12, 2026 at 10:00 AM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

- 1. February 5, 2026

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

- 1. FY26 Neighborhood Assistance Budget Update

VII. DISCUSSION

- 1. Jarrod Burgess, Developer, MARIAN Group
Shelby Miles, Manager of Government Relations, MARIAN Group

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, April 2, 2026

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

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

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

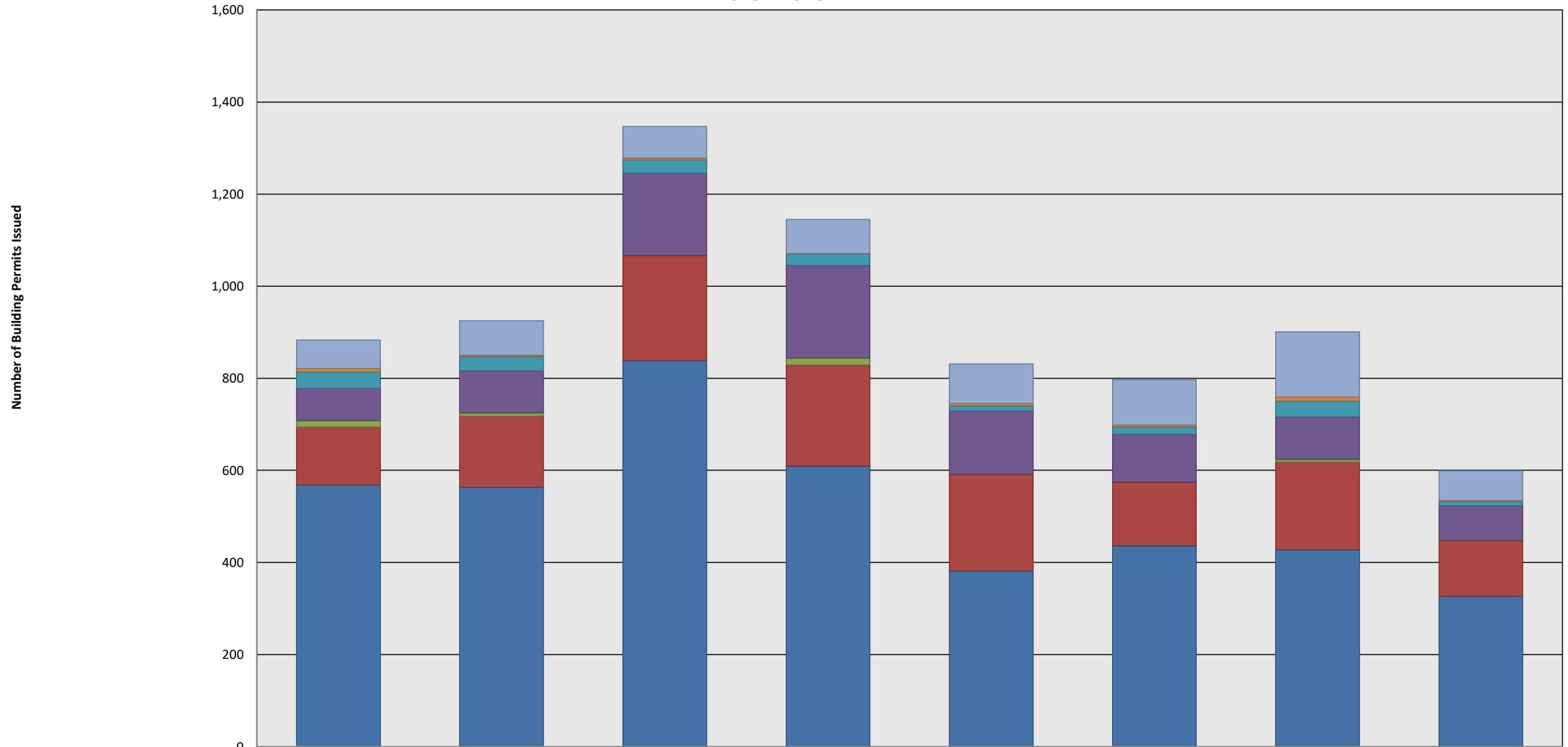
**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

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

Public comment is limited to 3 minutes per speaker.

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

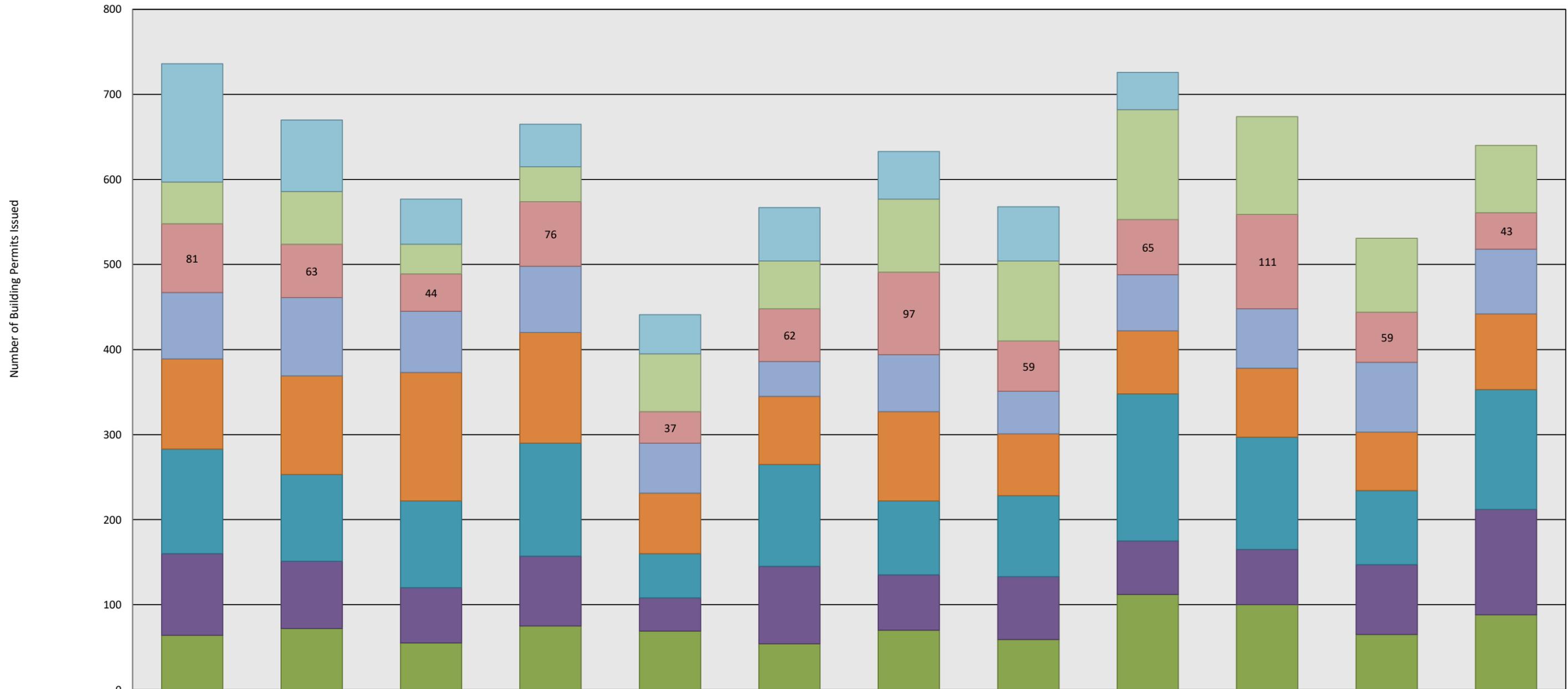
Attachment 8a



Year	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024- June 2025)	FY 2026 (July 2025 - June 2026)
Other Commercial	62	75	69	74	86	99	142	65
Commercial Addition	7	3	4	1	5	4	9	2
New Commercial Construction/ Tenant Upfit	36	31	29	25	11	16	34	9
Other Residential	70	91	178	201	138	104	92	76
New Multi Family - Apartments	14	7	0	15	0	0	6	0
Residential Addition	126	155	229	220	210	138	191	121
New Single Family	568	563	838	609	381	436	427	326

Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.
 2. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.
 3. Other residential includes: new accessory structure, new accessory residence.
 4. Commercial addition includes: additions, screen enclosure, shell.
 5. Other commercial includes: remodel and accessory structure.

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

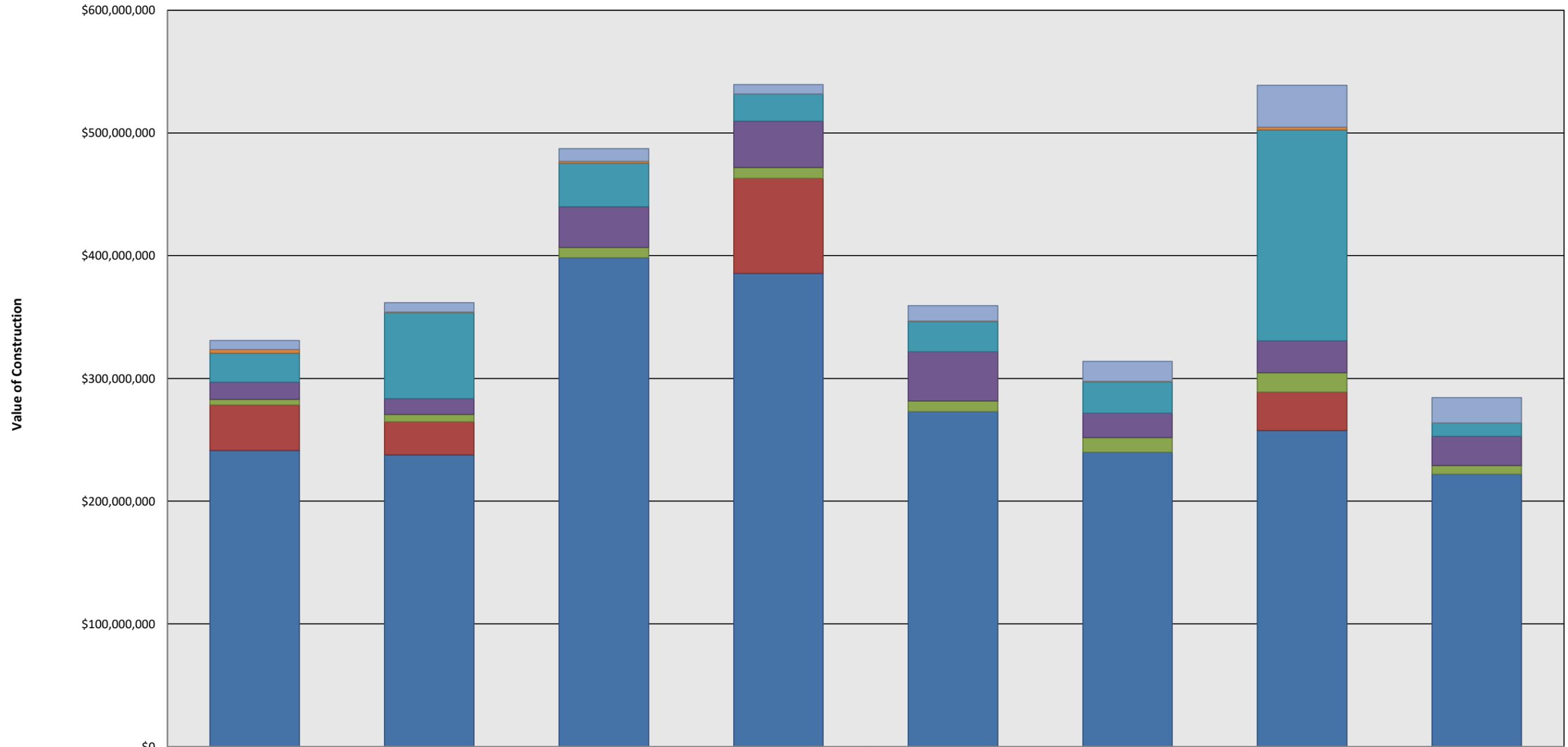


Month	July	August	September	October	November	December	January	February	March	April	May	June
FY 2026 (July 2025 - June 2026)	139	84	53	50	46	63	56	64	44			
FY 2025 (July 2024 - June 2025)	49	62	35	41	68	56	86	94	129	115	87	79
FY 2024 (July 2023 - June 2024)	81	63	44	76	37	62	97	59	65	111	59	43
FY 2023 (July 2022 - June 2023)	78	92	72	78	59	41	67	50	66	70	82	76
FY 2022 (July 2021 - June 2022)	106	116	151	130	71	80	105	73	74	81	69	89
FY 2021 (July 2020 - June 2021)	123	102	102	133	52	120	87	95	173	132	87	141
FY 2020 (July 2019 - June 2020)	96	79	65	82	39	91	65	74	63	65	82	124
FY 2019 (July 2018 - June 2019)	64	72	55	75	69	54	70	59	112	100	65	88

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

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

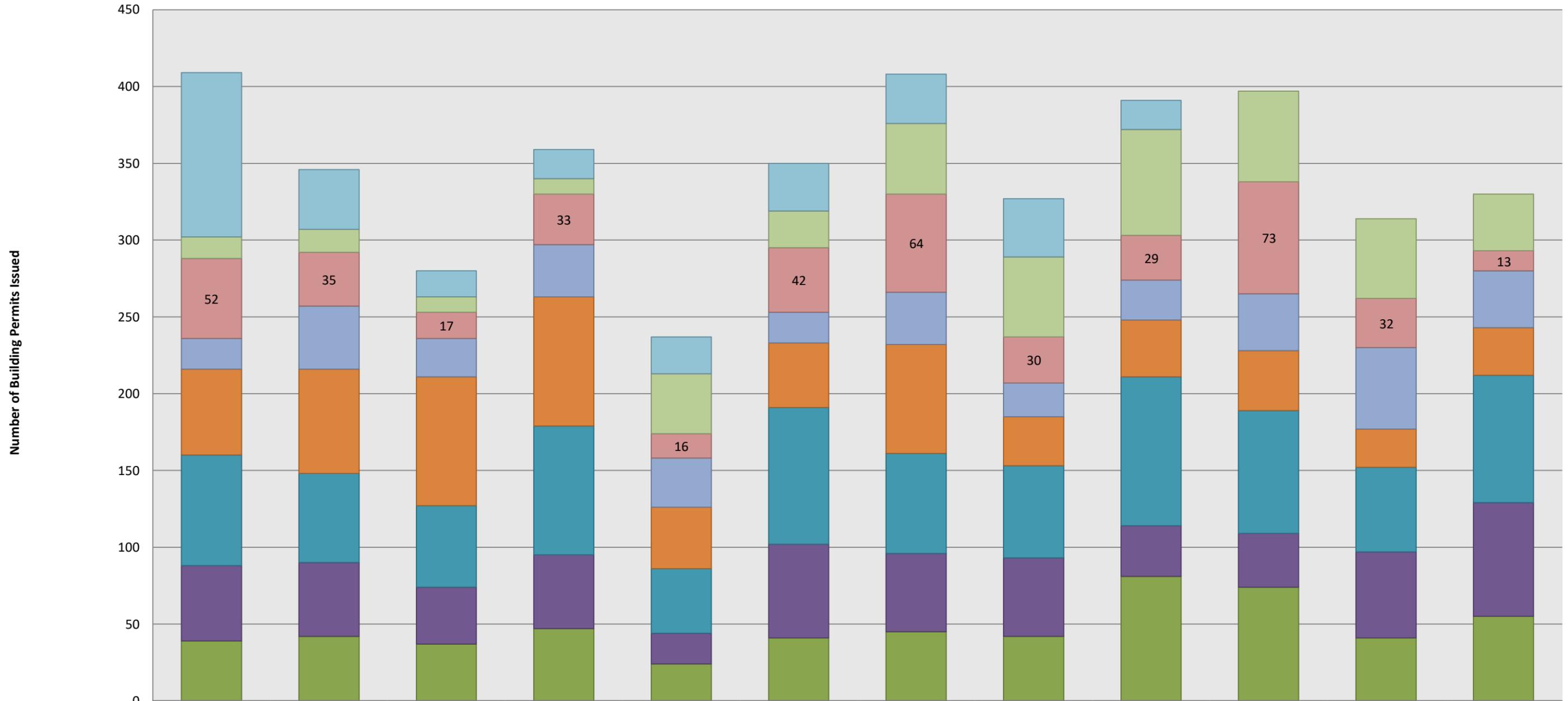
Attachment 8c



Year	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024- June 2025)	FY 2026 (July 2025- June 2026)
Other Commercial	\$7,263,366	\$7,579,860	\$10,412,995	\$7,596,115	\$12,475,855	\$16,317,280	\$34,086,632	\$20,612,019
Commercial Additions	\$3,041,168	\$656,000	\$1,492,691	\$7,550	\$526,290	\$413,300	\$2,244,852	\$66,300
New Commercial/ Tenant Upfits	\$23,614,625	\$69,976,821	\$35,480,001	\$22,266,766	\$24,611,903	\$25,409,903	\$171,813,272	\$10,828,285
Other Residential	\$13,979,443	\$12,794,241	\$33,207,203	\$37,696,800	\$40,039,634	\$19,926,881	\$26,021,991	\$23,778,630
Residential Additions/ Renovations	\$4,691,023	\$6,005,043	\$8,363,040	\$8,762,565	\$8,683,202	\$11,994,064	\$15,775,432	\$7,225,837
New Multi Family - Apartments	\$36,975,720	\$27,045,609	\$-	\$77,664,502	\$-	\$-	\$31,218,075	\$0
New Single Family	\$241,300,026	\$237,647,960	\$398,345,907	\$385,446,946	\$272,946,813	\$239,843,210	\$257,635,844	\$221,837,604

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

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

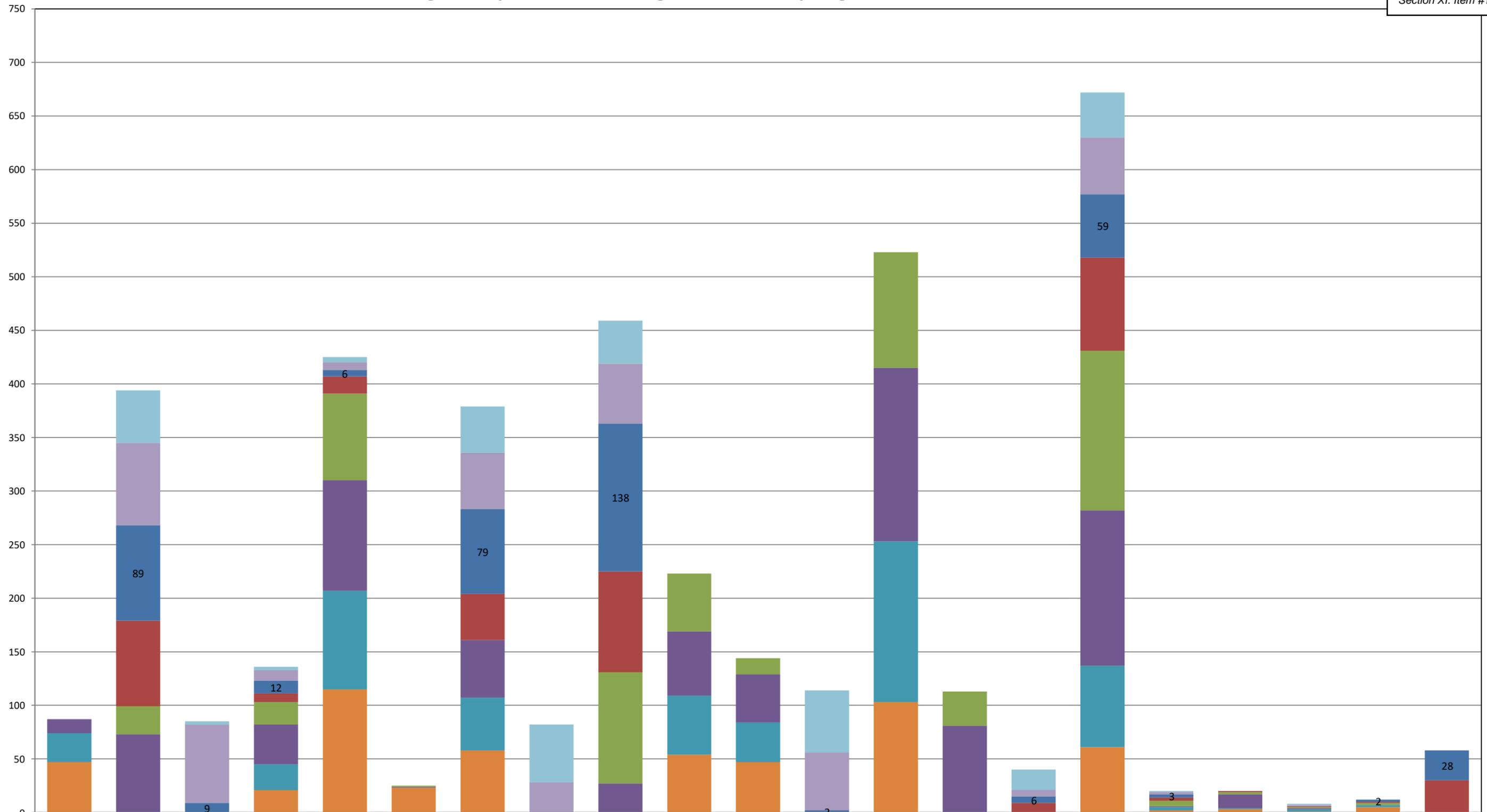


	July	August	September	October	November	December	January	February	March	April	May	June
FY 2026 (July 2025- June 2026)	107	39	17	19	24	31	32	38	19			
FY 2025 (July 2024- June 2025)	14	15	10	10	39	24	46	52	69	59	52	37
FY 2024 (July 2023 - June 2024)	52	35	17	33	16	42	64	30	29	73	32	13
FY 2023 (July 2022 - June 2023)	20	41	25	34	32	20	34	22	26	37	53	37
FY 2022 (July 2021 - June 2022)	56	68	84	84	40	42	71	32	37	39	25	31
FY 2021 (July 2020 - June 2021)	72	58	53	84	42	89	65	60	97	80	55	83
FY 2020 (July 2019 - June 2020)	49	48	37	48	20	61	51	51	33	35	56	74
FY 2019 (July 2018 - June 2019)	39	42	37	47	24	41	45	42	81	74	41	55

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

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

Number of Building Permits Issued

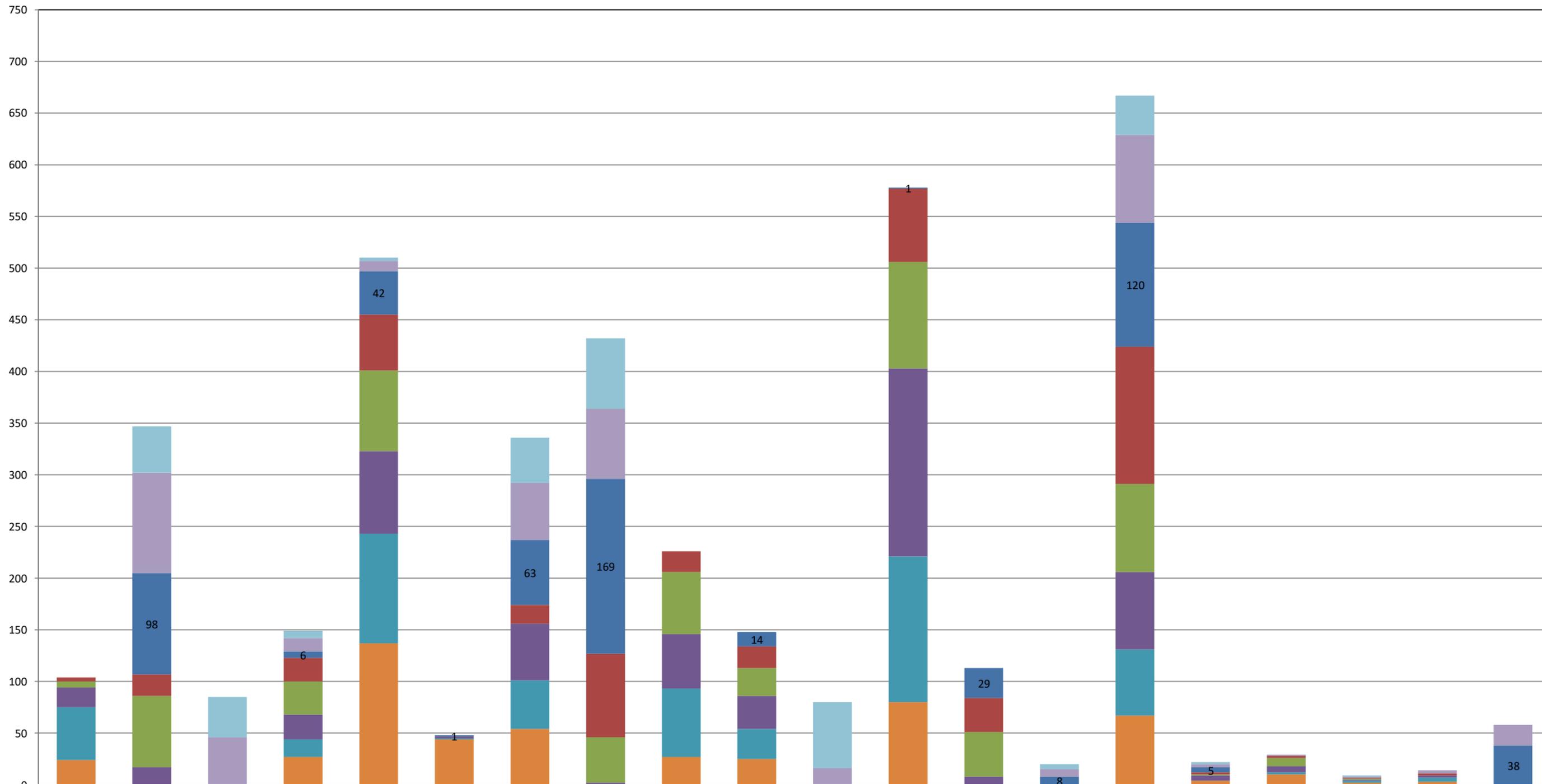


Neighborhood	Alston Park	Four Seasons at Carolina Oaks	Hamilton Grove	Hampton Hall	Hampton Lake	Haven at New Riverside	Heritage at New Riverside	Indigo Cove	Lakes at New Riverside	Landings at New Riverside	Lawton Station	Midpoint	Mill Creek at Cypress Ridge	New Riverside Forest	New Riverside Village	Palmetto Bluff	Rose Dhu Creek Plantation	Shell Hall	Stock Farm	Tabby Roads	Washington Square
FY 2026 (July 2025 - June 2026)		49	3	3	5		43	54	40			58			19	42	1		1		
FY 2025 (July 2024 - June 2025)		77	73	10	7		53	28	56			54			6	53	2		1		
FY 2024 (July 2023 - June 2024)		89	9	12	6		79		138			2			6	59	3			2	28
FY 2023 (July 2022 - June 2023)		80		8	16		43		94						9	87	3	1	1	1	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	

Town of Bluffton

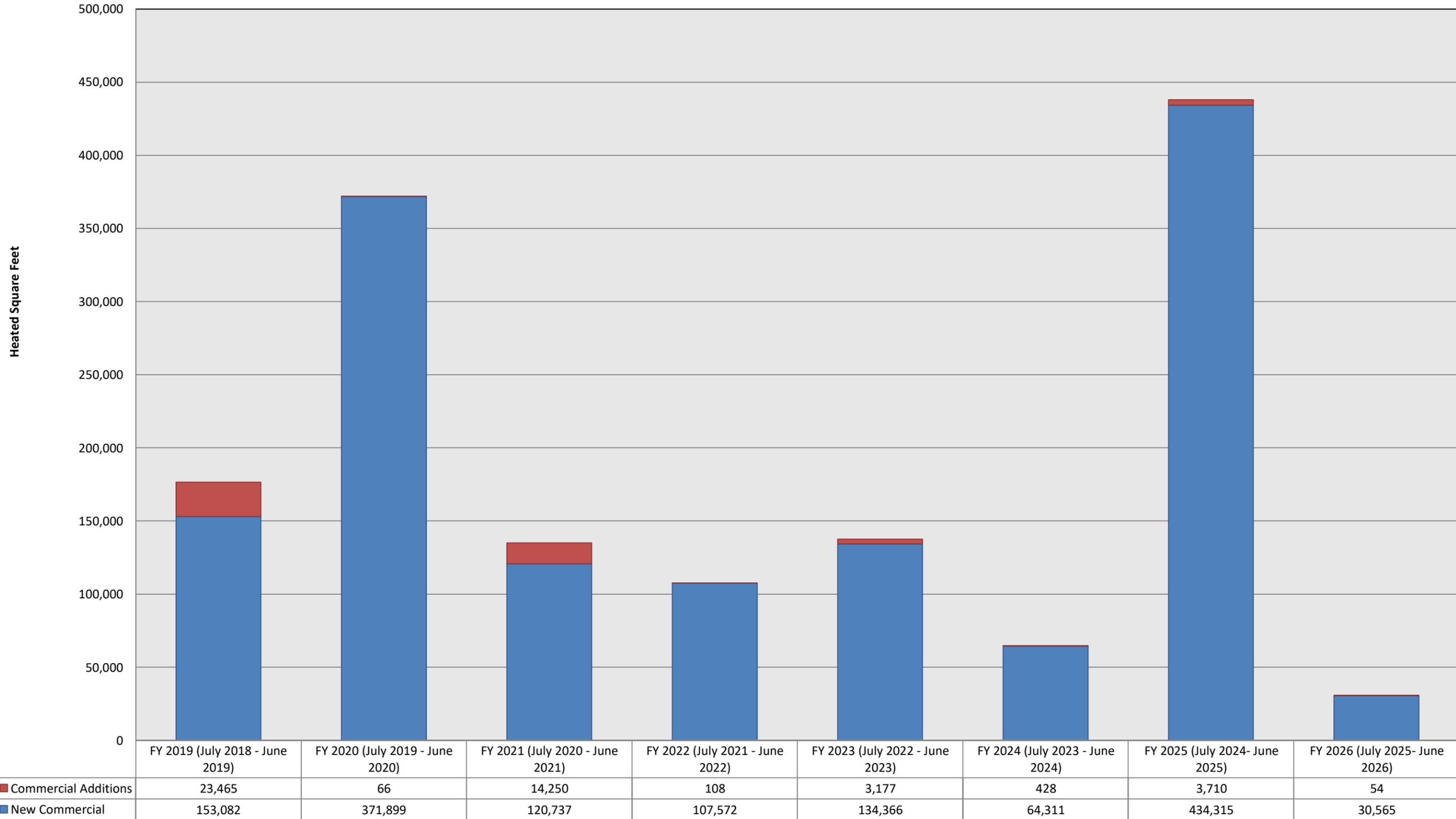
New Single Family Certificates of Occupancy Issued by Neighborhood FY 2019 - 2026

Number of New Housing Starts



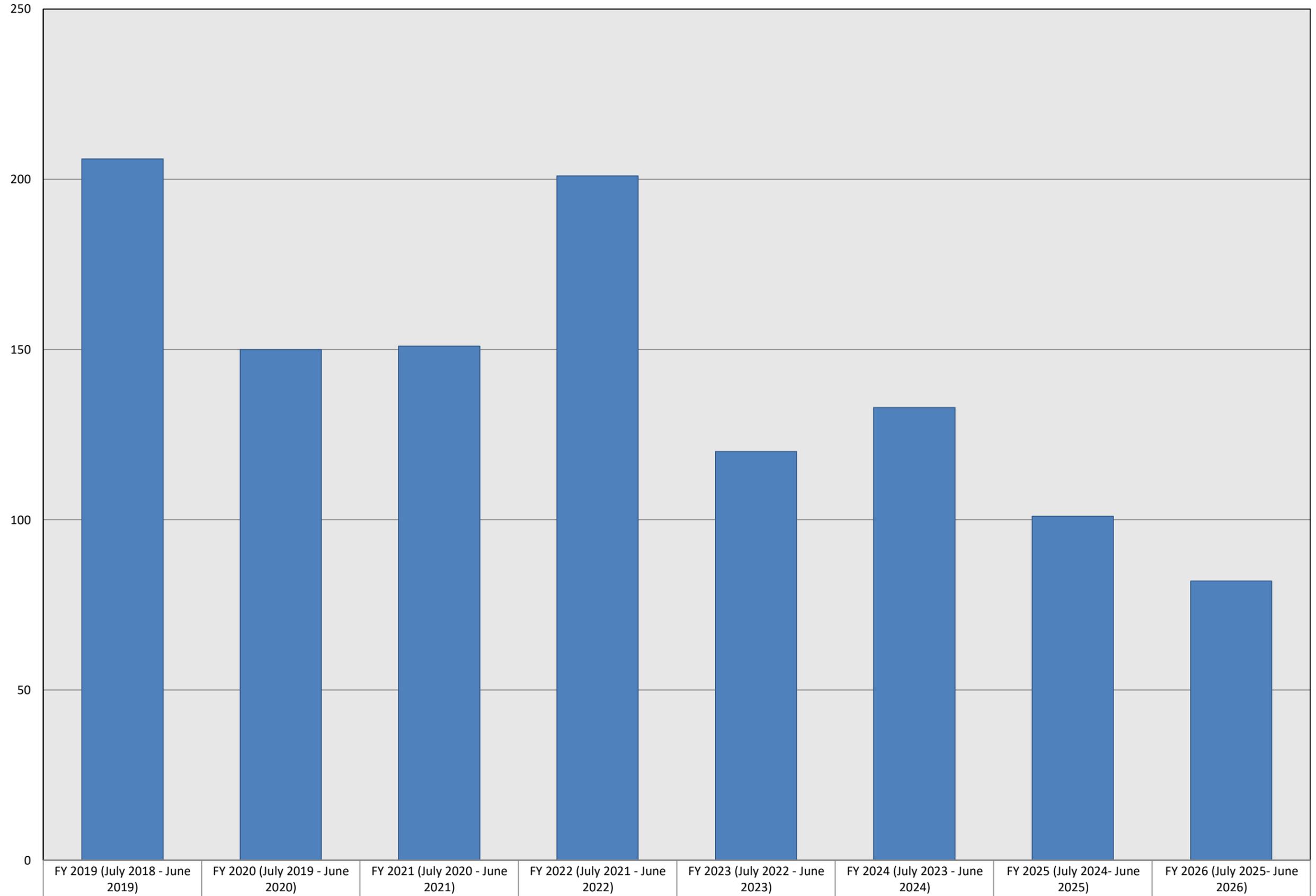
	Alston Park	Four Seasons at Carolina Oak	Hamilton Grove	Hampton Hall	Hampton Lake	Haven at New Riverside	Heritage at New Riverside	Lakes at New Riverside	Landings at New Riverside	Lawton Station	Midpoint	Mill Creek at Cypress Ridge	New Riverside Forest	New Riverside Village	Palmetto Bluff	Rose Dhu Creek Plantation	Shell Hall	Stock Farm	Tabby Roads	Washington Square
FY 2026 (July 2025 - June 2026)		45	39	7	3		44	68			64			5	38	2	1	1	3	
FY 2025 (July 2024 - June 2025)		97	46	13	10		55	68			16			7	85	3	1	1	3	20
FY 2024 (July 2023 - June 2024)		98		6	42	1	63	169		14		1	29	8	120	5				38
FY 2023 (July 2022 - June 2023)	4	21		23	54		18	81	20	21		71	33		133	2	2	1	2	
FY 2022 (July 2021 - June 2022)	6	69		32	78			44	60	27		103	43		85	1	8	1		
FY 2021 (July 2020 - June 2021)	19	17		24	80	2	55	2	53	32		182	8		75	5	6	1	2	
FY 2020 (July 2019 - June 2020)	51			17	106	1	47		66	29		141			64		2	2	4	
FY 2019 (July 2018 - June 2019)	24			27	137	44	54		27	25		80			67	4	10	2	3	

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



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

Number of Applications Completed

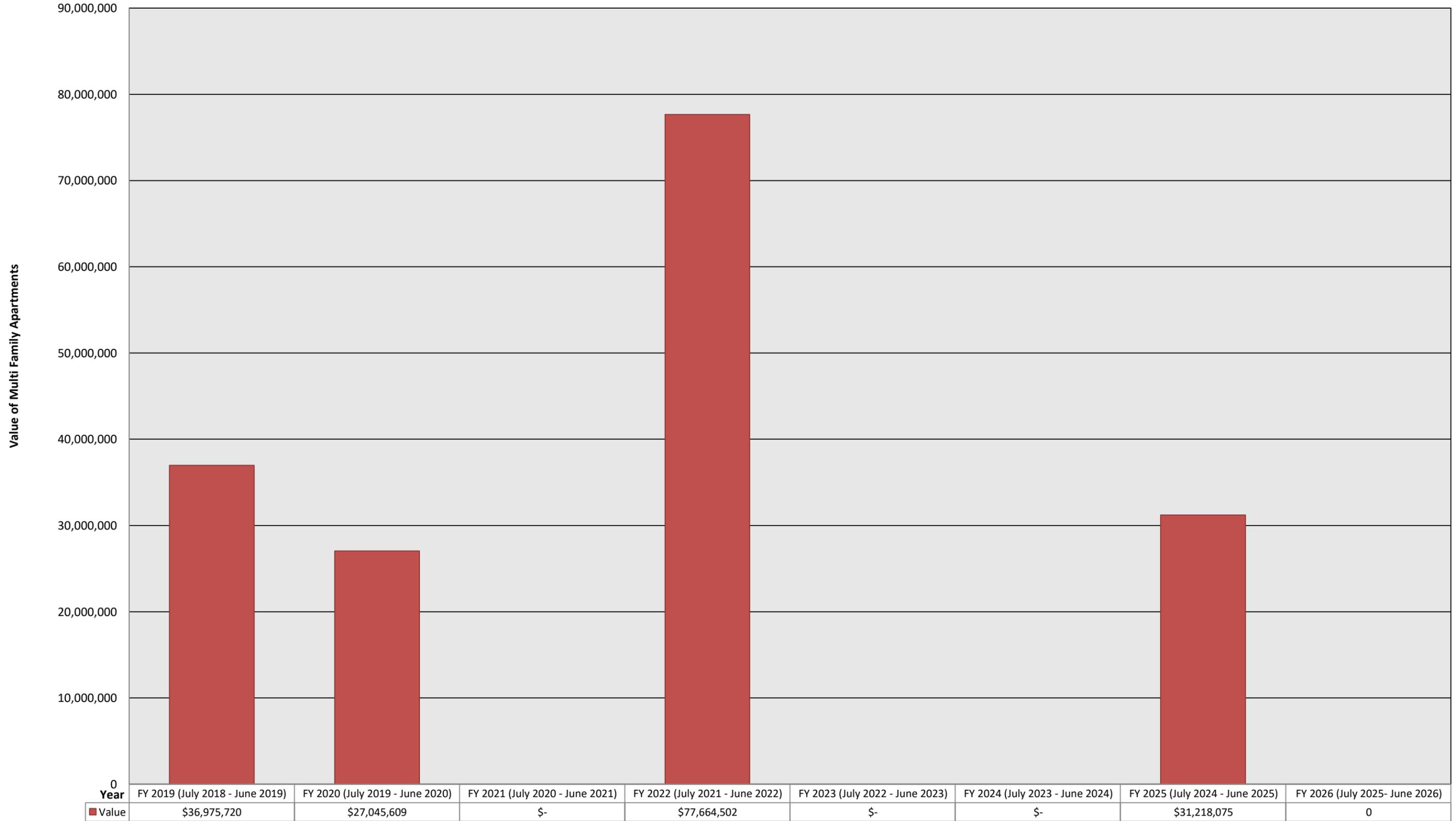


■ Planning & Community Development Applications

Town of Bluffton
Multi Family Apartments Value
FY 2018 - 2025

Attachment 8i

Section XI. Item #1.

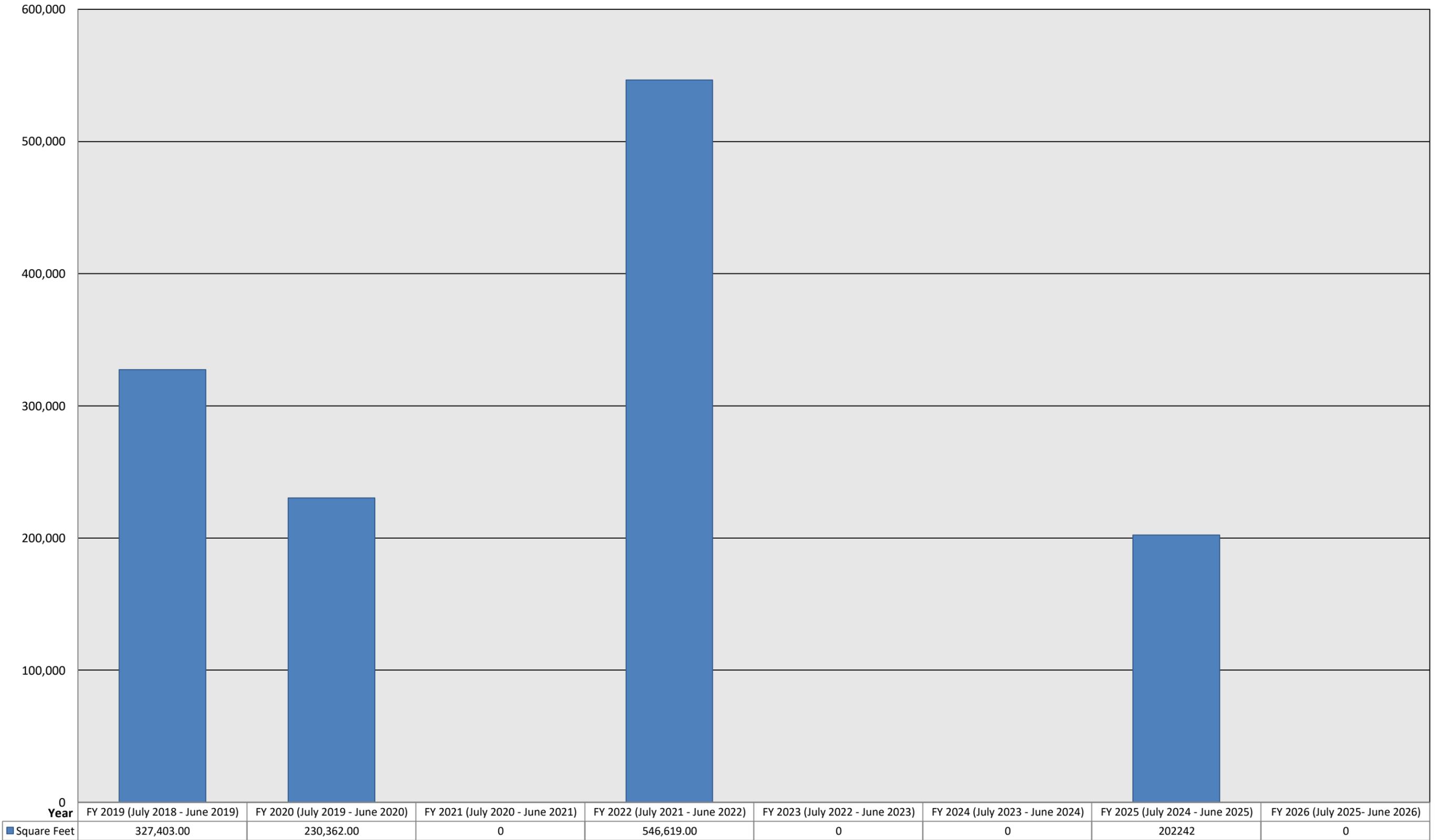


Town of Bluffton
Multi Family Apartments Square Footage
FY 2018 - 2025

Attachment 8j

Section XI. Item #1.

Square Footage of Multi Family Apartments

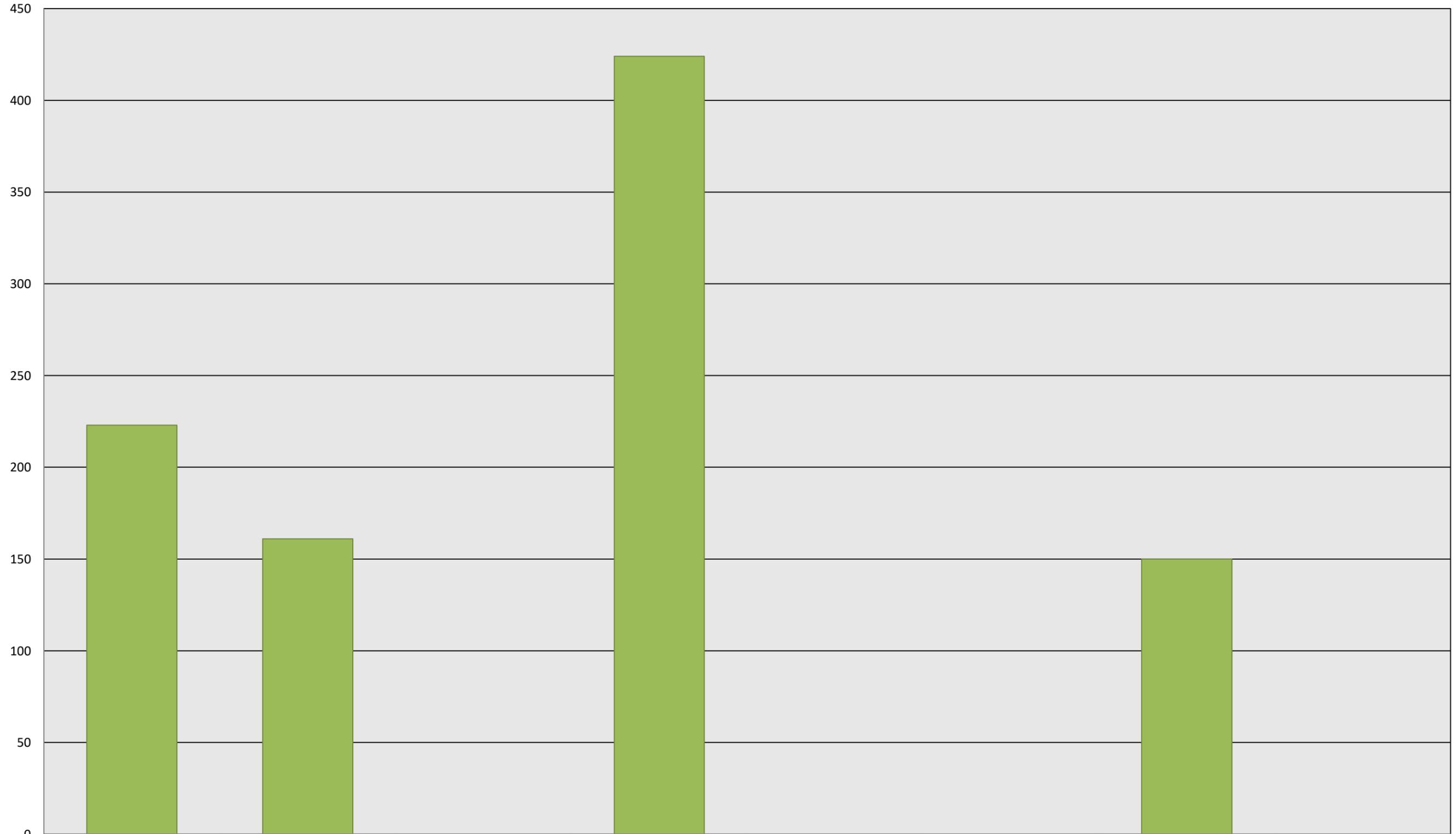


Town of Bluffton
Multi Family Apartments Total Units
FY 2018 - 2025

Attachment 8k

Section XI. Item #1.

Multi Family Apartments Total Units



Year	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024 - June 2025)	FY 2026 (July 2025- June 2026)
Dwelling Units	223	161	0	424	0	0	150	0



Town of Bluffton
 20 Bridge St.
 PO Box 386
 Bluffton, SC 29910
 843.706.4500

To: Town Council
From: Stephen Steese, Town Manager
Date: March 31, 2026

Town Operations / Community Meetings

- The Town hosted the Beaufort County Transportation Advisory Committee at The NR Barn on March 4th. We presented recommendations to the committee as they create a proposed list of projects for the potential 2026 Transportation Penny Referendum in November. Our Representative then presented an update at the March Council Meeting.
- Mobile Town Halls:
 - We held a Mobile Town Hall at The Haven on March 12th in the ballroom of their Community Center. There were about 50-60 residents present.
 - We are in the process of finalizing one for Four Seasons later this spring.
- Attended the Beaufort County Green Penny Committee Meeting to finalize the covenants the property we purchased from Foothills. The Committee voted to approve the covenants, and we hope to finalize the grant once approved by County Council in April.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tempore / Manager meetings.
- Mayor, Council, and staff attended the SOLOCO meeting held at the Rotary Community Center on March 24th. We heard updates on projects and priorities from Beaufort County and Jasper County. There was also a brief update on how the County was moving forward with amending the plastics ban. Councilman Wood and the E-bike Committee will present an update at the April Meeting.
- Mayor, Council, and staff attended several ribbon-cutting and celebrations throughout the month.
- Mayor, Council, and staff attended the Special Olympics Track and Field events that were conducted at May River High School.
- Council and staff took a tour of the progress on the New River Linear Trail and got to see the new bridges and New River Dock.

Updates and Miscellaneous Information

- March is a major part of the Budget Preparation process with departmental meetings, meetings with Council, and preparing the budget for finalization and presentation.
- We completed the installation of Rapid Flashing Beacons for the crosswalks on May River Road at the intersections with Thomas Heyward, Wharf, and Calhoun. We are working with SCDOT to try and approve them on Bluffton Road as well.
- We are getting close to the kick-off of Town event season with our Bunny Bonanza, first movie night, and other events starting in April.
- Reminder that Town Offices will be closed on Friday, April 3rd in observance of Good Friday.

TOWN COUNCIL



STAFF REPORT
Executive Department

MEETING DATE:	April 7, 2026
PROJECT:	Consideration of a Kinetic Art Sculpture Donation Created by Jim La Paso from Jill Kanatzar
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Assistant Town Manager

REQUEST:

Town Council consider approval of the Public Arts Committee (PAC) recommendation to accept a public art donation to be placed at Martin Family Park.

BACKGROUND:

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

Staff received an offer from Jill Kanatzar to donate a kinetic art sculpture created by Jim La Paso. The artist has installations at various locations throughout the United States, and he estimates the value of this donation to be \$30,000. The footprint of the stainless steel base is a 16” equilateral triangular that tapers up to just over 8’ tall. The kinetic top piece is approximately 4’ wide and 4’ in diameter, and spins in multiple directions with the wind.

Considering the wishes of the donor, who has mobility issues, the Public Arts committee reviewed several locations in Old Town, on flat ground, and easily accessible to the public. The Committee selected a location just inside the gates of Martin Family Park at the corner of Boundary and Green Streets.

NEXT STEPS:

Approve, approve with conditions, or deny the recommendation to install the donation from Jill Kanatzar at Martin Family Park.

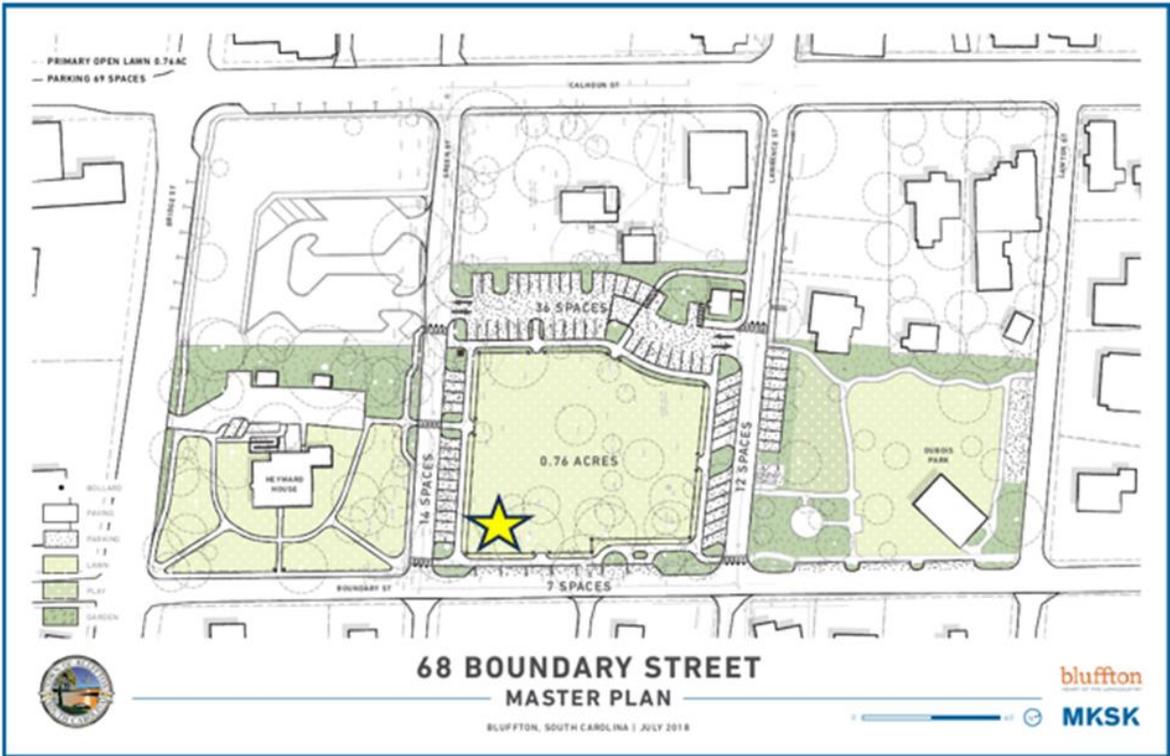
ATTACHMENTS:

1. Design Graphics
2. Proposed Motion

AI Graphic Rendering



Proposed Location



Consideration of a Kinetic Art Sculpture Donation Created by Jim La Paso from Jill Kanatzar

Proposed Motion

*"I move to **accept (refuse)** the donation of kinetic art from Jill Kanatzar to be placed in the southeast corner of Martin Family Park."*

TOWN COUNCIL



STAFF REPORT
Projects and Watershed Resilience Department

MEETING DATE:	April 7, 2026
PROJECT:	Consideration of Planning Commission Recommendations for Fiscal Year 2027 Capital Improvement Program Projects Prioritization
PROJECT MANAGER:	Patrick Rooney, Capital Improvement Program Manager

REQUEST: Town Staff requests Town Council approve Planning Commission’s unanimous recommendation of a prioritized project list of proposed Capital Improvement Program projects for the Fiscal Year (FY) 2027 Budget.

BACKGROUND: As required annually by the South Carolina Code of Laws Section 6-29-340(B)(2)(e), Planning Commission reviewed and unanimously recommended for Town Council’s consideration a prioritized FY2027 Capital Improvement Program (CIP) project list at their March 25, 2026 meeting.

As large capital projects may span multiple fiscal years to fund (depending upon priority) design, permitting and construction, Staff presented to Planning Commission a summary of the CIP projects which:

1. either have been, or will be substantially, completed during FY2026 (Attachment 1); and
2. a proposed CIP project list that contains previously identified priority projects in FY2026 that will carry over into FY2027, plus newly proposed projects for FY2027.

The ranking of the newly proposed projects was provided by the Planning Commission at the March 25, 2026 meeting and all new projects received a priority 1 grade with the exception of three (3) proposed Impervious Restoration Projects (Attachment 2). The Pritchardville Elementary, McCracken Middle and Bluffton Elementary School Impervious Restoration Projects received a priority grade 2 as Agreements with the Beaufort County School District have not been finalized at the time of this submission. Work will commence upon approval and execution of these Agreements.

Additionally, the Proposed FY2027 Capital Improvement Program Five Year Plan was presented to the Planning Commission with the disclaimer that this document is tentative and subject to change during the Budget Review and Approval Process with Town Council in future years (Attachment 3).

The FY2027 Projects were classified into two groups, labeled as “1” or “2,” with projects graded “1” considered a higher priority than projects graded “2.” Please note projects are not listed in rank order (e.g. #1, #2, #3, etc.), nor should they be ranked from top to bottom. However, it is required that the projects be placed in one of two groups.

The distribution map of current and proposed CIP projects located throughout the Town's jurisdiction is illustrated in Attachment 4 (Note: Certain projects may not be mapped due to map limitations). Project data sheets for all proposed FY2027 projects are provided (Attachment 5).

Although no review criteria are specified in State Law for CIP prioritization, the Government Finance Officers Association's "Capital Improvement Programming: A Guide for Smaller Governments" (1996) offers the following criteria that were used to rank the proposed FY2027 Capital Project List:

1. Legal mandates – is the project needed to meet federal mandates?
2. Fiscal and budget impacts – what is the project cost and impact to the operating budget?
3. Health and safety impacts – will the project improve the health and/or safety of residents in a measurable way?
4. Environmental, aesthetic, and social effects – does the project reduce pollution levels or ensure community values are being achieved?
5. Economic development impacts – does the project promote economic vitality?
6. Relationship to other projects – are there advantages from this project which benefit other ones?

NEXT STEPS: Following Town Council's consideration of Planning Commission's recommendation, a prioritized list of CIP projects will be proposed as part of the FY2027 budget adoption process.

SUMMARY: Planning Commission unanimously recommended a prioritized list of CIP projects (Attachment 2) at the March 25, 2026 meeting for Town Council consideration. The Department of Projects and Watershed Resilience staff requests Town Council approval of the proposed CIP FY2027 project priorities, as submitted.

ATTACHMENTS:

1. FY2026 Completed Projects
2. Proposed FY2027 Project List with Ranking
3. Proposed FY2027 CIP 5-Year Plan
4. FY2027 CIP Project Distribution Map
5. FY2027 CIP Project Data Sheets
6. Recommended Motion

FY27 BUDGET PROPOSAL
5-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECTS FY27 - FY31

PROJECTS SUBSTANTIALLY COMPLETED IN FY26 - TO BE REMOVED FROM CIP IN FY27

Item	Project #	Completed FY26 Projects	Strategic Plan Focus Area(s)	Description
1	E0001	Buckwalter Place Commerce Park - Phase 2	Economic Growth	Facility Improvement - DRCI Cove
2	F0006	New Riverside Barn Park Event Pavilion	Community Quality of Life, Infrastructure	Park and Facility Improvements
3	I0001	Public Safety Cameras	Community Quality of Life, Infrastructure	Public Safety Improvements
4	I0002	Network Improvements	Town Organization, Infrastructure	IT Improvements
5	P0001	Park Improvements	Community Quality of Life, Infrastructure	Park Improvements
6	P0002	Oyster Factory Park	Community Quality of Life and Infrastructure	Park Improvements
7	P0004	New Riverside Barn Park	Community Quality of Life and Infrastructure	Park Improvements
8	P0008	Buckwalter Place Park Improvements	Community Quality of Life and Infrastructure	Park Improvements
10	R0006	Boundary Street Lighting	Community Quality of Life and Infrastructure	Public Safety Improvements
11	R0011	Washington Square Connector Road	Infrastructure	Infrastructure
12	S0005	HD Sanitary Sewer Extension Phase 4	Infrastructure and May River Watersheds	Sewer Infrastructure
13	S0006	HD Sanitary Sewer Extension Phase 5	Infrastructure and May River Watersheds	Sewer Infrastructure
14	S0007	HD Sanitary Sewer Extension Phase 6	Infrastructure and May River Watersheds	Sewer Infrastructure
15	S0010	May River Action Plan Impervious Restoration Project	May River & Surrounding Rivers and Watersheds	Infrastructure, May River & Surrounding Rivers and Watersheds
16	S0011	Stoney Crest Campground Palmetto Bluff Rd Sewer	Infrastructure and May River Watersheds	Sewer Infrastructure
		Projects anticipated to be complete prior to end of FY26		

FY27 BUDGET PROPOSAL
5-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECTS FY27 - FY31

Item	Project #	FY27-31 Projects	Strategic Plan Focus Area(s)	Description	Previous Prioritization	Staff Priority	PC Priority	TC Priority
1	F0004	Sarah Riley Hooks Cottage	Community Quality of Life, Infrastructure	Facility Improvement	1	1	1	--
2	F0007	New Riverside Barn Park Public Services Building	Infrastructure, Town Organization	Facility Improvement	1	1	1	--
3	F0008	Public Services Expansion & Watershed Facility	Infrastructure, Town Organization	Facility Improvement	1	1	1	--
4	F0009	Oscar Frazier Park Second Pavilion (NEW)	Community Quality of Life, Infrastructure	Facility /Park Improvement	--	1	1	--
5	F0010	Rotary Community Center Improvements (NEW)	Community Quality of Life, Infrastructure	Facility Improvement	--	1	1	--
6	F0011	Law Enforcement Center HVAC Renovation (NEW)	Community Quality of Life, Infrastructure	Facility Improvement	--	1	1	--
7	F0012	Oyster Factory Park Restroom Improvements (NEW)	Community Quality of Life, Infrastructure	Facility/Park Improvement	--	1	1	--
8	H0001	Town of Bluffton Affordable Housing Project	Community Quality of Life, Infrastructure	Infrastructure	1	1	1	--
9	L0001	Land Acquisition	Economic Growth, Infrastructure	Public Land	1	1	1	--
10	P0007	New Riverside Barn Park Phase 3 Site Work (NEW)	Community Quality of Life, Infrastructure	Park and Facility Improvements	--	1	1	--
11	P0009	Buck Island Road Park	Community Quality of Life	Park and Facility Improvements	1	1	1	--
12	P0010	Public Art	Community Quality of Life, Infrastructure	Public Art Improvements	1	1	1	--
13	P0011	New Riverside Barn Park Ph 2 Trails & Disc Golf	Community Quality of Life	Park and Facility Improvements	1	1	1	--
14	R0001	Pathway and Pedestrian Safety Improvements	Community Quality of Life	ADA Compliance and Public Safety	1	1	1	--
15	R0002	Calhoun Street Streetscape	Economic Growth, Infrastructure	Comprehensive Infrastructure - Streetscape	1	1	1	--
	R0005	Wharf Street Lighting	Infrastructure	Comprehensive Infrastructure	1	1	1	--
16	R0007	Boundary Street Streetscape	Community Quality of Life, Economic Growth, Infrastructure	Comprehensive Infrastructure - Streetscape	1	1	1	--
17	R0008	Town Wide Wayfinding Signage	Community Quality of Life, Infrastructure	Town-wide Directional Signage	2	2	2	--
18	R0009	Historic District Overhead Powerline Conversion	Infrastructure	Public Safety	1	1	1	--
19	R0012	Holly Hill Connector Road (NEW)	Infrastructure	Road Infrastructure	--	1	1	--
20	S0001	Sewer Connections	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	1	--
21	S0008	Bridge Street Streetscape	Economic Growth, Infrastructure	Comprehensive Infrastructure - Streetscape	1	1	1	--
22	S0009	Comprehensive Drainage Crooked and Guerrard Coves	Infrastructure, May River & Surrounding Rivers and Watersheds	Drainage and Watershed Protection	1	1	1	--
23	S0012	Pritchard Street Drainage Improvements	Infrastructure, May River & Surrounding Rivers and Watersheds	Comprehensive Infrastructure - Streetscape	1	1	1	--
24	S0014	Pritchardville Elementary School MRWAP IRP (NEW)	Infrastructure, May River & Surrounding Rivers and Watersheds	Stormwater Infrastructure, Watershed Protection	--	2	2	--
25	S0015	McCracken Middle School MRWAP IRP (NEW)	Infrastructure, May River & Surrounding Rivers and Watersheds	Stormwater Infrastructure, Watershed Protection	--	2	2	--
26	S0016	Bluffton Elementary School MRWAP IRP (NEW)	Infrastructure, May River & Surrounding Rivers and Watersheds	Stormwater Infrastructure, Watershed Protection	--	2	2	--
27		May River Road - Pedestrian Trail	Community Quality of Life, Infrastructure	Pathway Improvements	2	2	2	--
28		Oyster Factory Park Bluff Side Lookout	Community Quality of Life, Infrastructure	Park Improvements	--	2	2	--
29		Oyster Factory Park Garvin-Garvey/Bluff Side Improvements	Community Quality of Life, Infrastructure	Park Improvements	--	2	2	--
30		Oyster Factory Park Bulkhead and Hardscape Renovations	Infrastructure	Infrastructure	--	2	2	--

FY2027 Capital Improvement Program Proposed Budget

****SUBJECT TO CHANGE**

Project Number	Request Title	Prior Years	FY2027	FY2028	FY2029	FY2030	FY2031	Total
Facilities Projects								
F0004	F0004 Sarah Riley Hooks Cottage	1,697,108	312,601	-	-	-	-	2,009,709
F0007	F0007 New Riverside Barn Park Public Services Building	-	1,545,200	-	-	-	-	1,545,200
F0008	F0008 Public Service Expansion & Watershed Facility	201,000	179,000	1,332,731	-	-	-	1,712,731
F0009	F0009 Oscar Frazier Park Second Pavilion	8,500	349,000	-	-	-	-	357,500
F0010	F0010 Rotary Community Center Facility Improvements	-	440,704	-	-	-	-	440,704
F0011	F0011 Law Enforcement Center HVAC Renovation	-	350,000	-	-	-	-	350,000
F0012	F0012 Oyster Factory Park Restroom Improvements	-	452,200	-	-	-	-	452,200
Housing Projects								
H0001	H0001 Town of Bluffton Affordable Housing Project	1,180,163	700,000	-	-	-	-	1,880,163
Land Acquisition								
L0001	L0001 Land Acquisition	20,517,388	11,400,000	500,000	500,000	500,000	500,000	33,917,388
Park Projects								
P0007	P0007 New Riverside Barn Park Ph 3 Sitework	-	332,700	-	-	-	-	332,700
P0009	P0009 Buck Island Road Park	41,000	552,500	6,500,000	-	-	-	7,093,500
P0010	P0010 Public Art	158,291	100,000	100,000	100,000	100,000	100,000	658,291
P0011	P0011 New Riverside Barn Park Phase 2 Trails and Disc Golf	58,000	665,000	-	-	-	-	723,000
P000X	P000X Oyster Factory Park Bluff Side Lookout	-	-	-	-	1,279,200	-	1,279,200
P000X	P000X Oyster Factory Park Garvin-Garvey/Bluff Side Improvements	-	-	-	598,700	-	-	598,700
P000X	P000X Oyster Factory Park Bulkhead and Hardscape Renovations	-	-	1,314,200	-	-	-	1,314,200
Road Projects								
R0001	R0001 Pathway Pedestrian Safety Improvements	1,442,799	1,195,200	-	-	-	-	2,637,999
R0002	R0002 Calhoun Street Streetscape	650,085	750,445	3,597,481	3,549,481	-	-	8,547,492
R0007	R0007 Boundary Street Streetscape	339,550	3,549,550	-	-	-	-	3,889,100
R0008	R0008 Town-Wide Wayfinding Signage	22,762	-	600,000	840,000	-	-	1,462,762
R0009	R0009 Historic District Overhead Power Conversion	13,200	60,800	-	-	-	-	74,000
R0012	R0012 Holly Hill Connector Road	68,250	718,250	-	-	-	-	786,500
Stormwater and Sewer Projects								
S0001	S0001 Sewer Connections	823,329	601,700	-	-	-	-	1,425,029
S0008	S0008 Bridge Street Streetscape	2,684,152	1,191,536	-	-	-	-	3,875,688
S0009	S0009 Comprehensive Drainage and Watershed Analysis Crooked & Guerrard Coves	325,755	175,931	-	-	-	-	501,686
S0012	S0012 Pritchard Street Streetscape and Drainage Improvements	2,166,599	504,909	-	-	-	-	2,671,508
S0014	S0014 Pritchardville Elementary School MRWAP Impervious Restoration Project	-	83,500	4,000	411,000	-	-	498,500
S0015	S0015 McCracken Middle School MRWAP Impervious Restoration Project	-	109,500	4,000	611,000	-	-	724,500
S0016	S0016 Bluffton Elementary School MRWAP Impervious Restoration Project	-	100,000	4,000	531,000	-	-	635,000
Total		32,397,931	26,420,226	13,956,412	7,141,181	1,879,200	600,000	82,394,950

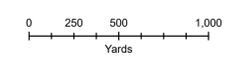
**5-YEAR CAPITAL
IMPROVEMENT
PROJECTS
FY27 - FY31**

CAPITAL IMPROVEMENT PROJECTS	
Item	Project Name
1	Sarah Riley Hooks Cottage
2	Town Facilities ADA Compliance Implementation
3	New Riverside Barn Park Public Services Building
4	Public Services Expansion & Watershed Facility
5	Oscar Frazier Park Second Pavilion
6	Rotary Community Center Improvements
7	Law Enforcement Center HVAC Renovations
8	Oyster Factory Park Restroom Expansion
9	Oscar Frazier Park Restroom Renovations
10	Town of Bluffton Affordable Housing Project
11	Land Acquisition
13	New Riverside Barn Park Ph 3 Sitework
12	Buck Island Road Park (NEW)
14	Public Art
15	New Riverside Barn Park Ph 2 Trails & Disc Golf
16	Pathway and Pedestrian Safety Improvements
17	Calhoun Street Streetscape
18	Boundary Street Streetscape
19	Town Wide Wayfinding Signage
20	Historic District Overhead Powerline Conversion
21	Holly Hill Connector Road
22	Sewer Connections
23	Bridge Street Streetscape
24	Comprehensive Drainage Crooked and Guerrard Coves
25	Pritchard Street Drainage Improvements
26	Pritchardville Elementary School MRWAP IRP (NEW)
27	McCracken Middle School MRWAP IRP (NEW)
28	Bluffton Elementary School MRWAP IRP (NEW)

Legend

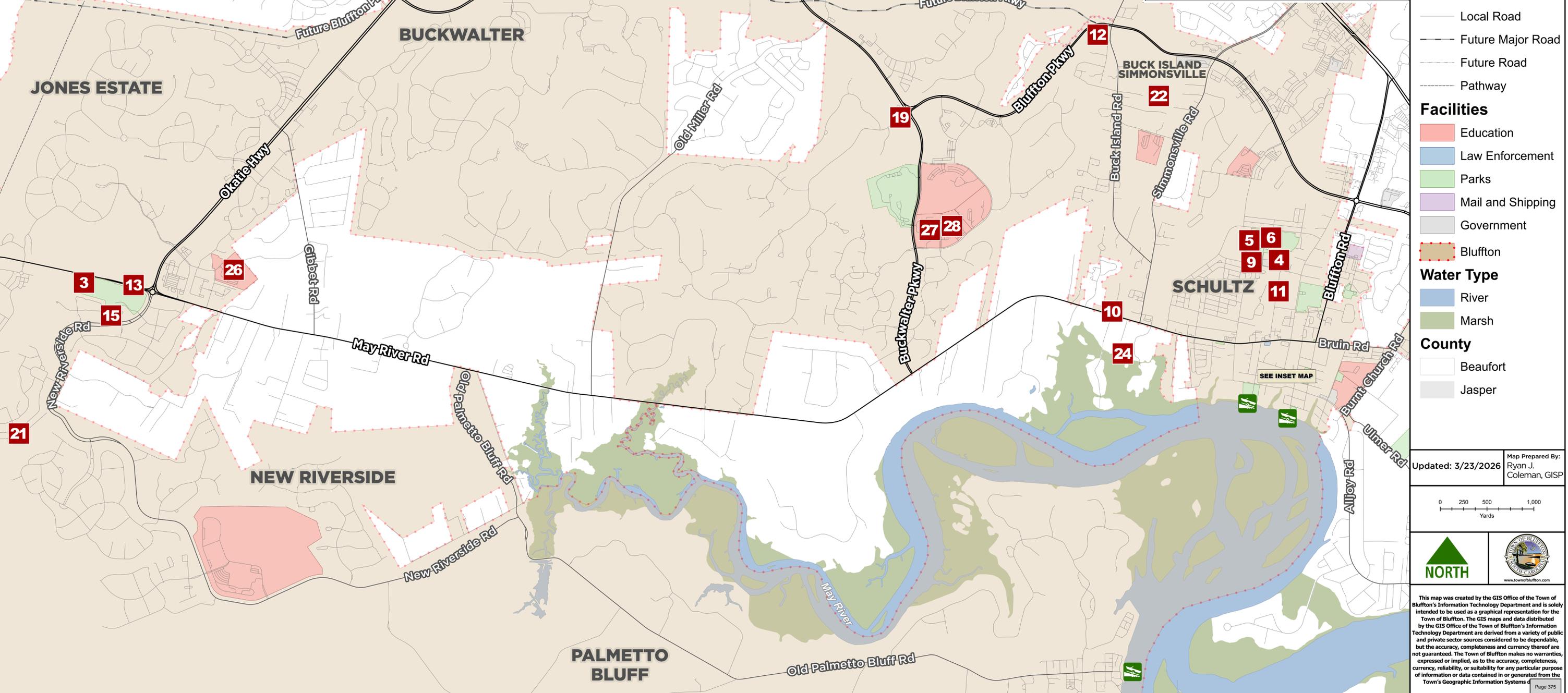
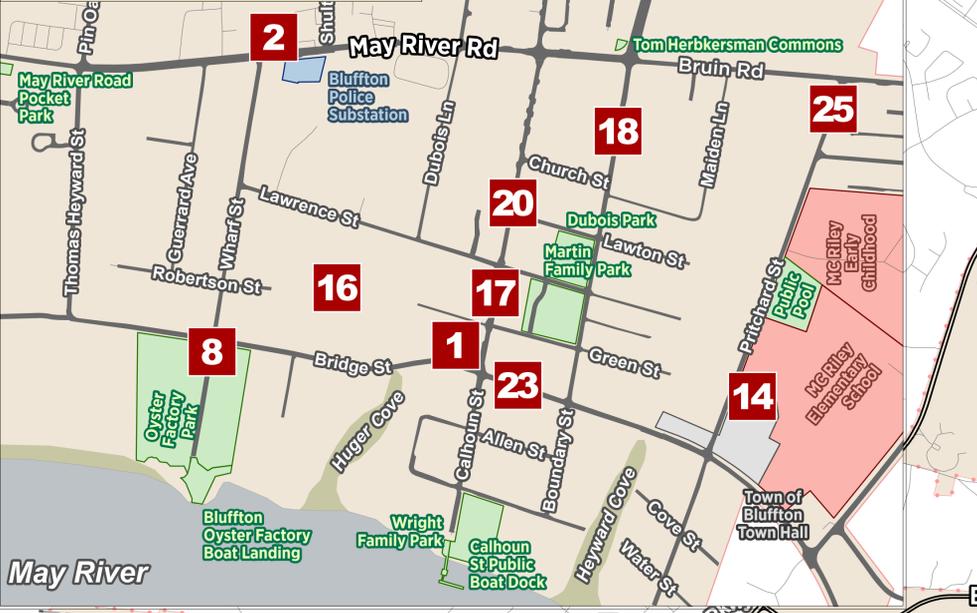
- Projects
- Boat Ramp/Dock
- Streets**
 - Major Road
 - Minor Road
 - Local Road
 - Future Major Road
 - Future Road
 - Pathway
- Facilities**
 - Education
 - Law Enforcement
 - Parks
 - Mail and Shipping
 - Government
 - Bluffton
- Water Type**
 - River
 - Marsh
- County**
 - Beaufort
 - Jasper

Updated: 3/23/2026
Map Prepared By:
Ryan J. Coleman, GISP

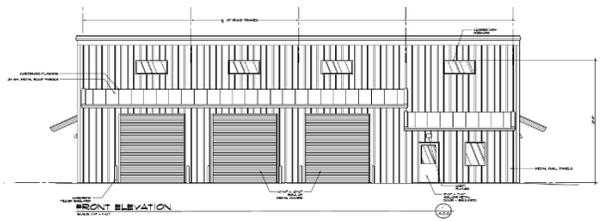


This map was created by the GIS Office of the Town of Bluffton's Information Technology Department and is solely intended to be used as a graphical representation for the Town of Bluffton. The GIS maps and data distributed by the GIS Office of the Town of Bluffton's Information Technology Department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

HISTORIC DISTRICT INSET MAP



Capital Improvements Program Fund Project Data Sheet										
Project Name		Sarah Riley Hooks Cottage				Project #		F0004		
Program Type		Facilities		Project Manager		Brian Osborne		Start to End		FY2023 - FY2027
Project Scope					Project Photo or Map					
<p>The Town of Bluffton purchased the Sarah Riley Hooks Cottage property in 2021, consisting of .896 acres at 76 Bridge Street. This purchase provides additional public open space along Huger Cover in the Historic District and the preservation of a significant historic/cultural resource. Proposed improvements include the rehabilitation/reconstruction of the Sarah Riley Hooks Cottage, parking, perimeter walkways, open lawn, observation deck and arbor/swings overlooking Huger Cove, interpretive signage, landscaping and lighting.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ 15,510	\$ 1,300	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,810	
Design	162,475	44,937	37,937	19,650	-	-	-	-	220,062	
Construction	11,046	1,551,514	1,468,840	292,951	-	-	-	-	1,772,838	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ 189,032	\$ 1,597,751	\$ 1,508,077	\$ 312,601	\$ -	\$ -	\$ -	\$ -	\$ 2,009,710	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Community Quality of Life</i> <i>Guiding Principal #1: Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy.</i> <i>Infrastructure</i> <i>Guiding Principle #3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</i></p>					<p>The Sarah Riley Hooks Cottage renovation and site construction is planned to be complete in July 2026. Landscape construction is planned to be complete in September 2026.</p>					
Project Origination					Project Performance Measures					
FY 2021-2022 Strategic Plan					The purchase of this parcel aligns with the Strategic Plan Guiding Principals to preserve significant open space and environmental resources within the Town.					
General Fund Operations and Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Utilities		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000			
Maintenance	Building, Landscape Hardscape		6,000	6,000	6,000	6,000	24,000			
Total		\$ -	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 36,000			
Method for Estimating Costs: Costs were based on quotes and historical costs data of similar projects.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	New Riverside Barn Park Public Services Building					Project #	F0007			
Program Type	Facilities	Project Manager			Brian Osborne	Start to End	FY2026 - FY2027			
Project Scope					Project Photo or Map					
Project scope includes the design, permitting and construction of a 40' x 70' Public Services Building and infrastructure at the New Riverside Barn Park. In addition, this project will include the remainder of the trails within the forested section of the park.										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	41,000	-	41,000	-	-	-	-	41,000	
Construction	-	58,000	-	1,504,200	-	-	-	-	1,504,200	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ 99,000	\$ -	\$ 1,545,200	\$ -	\$ -	\$ -	\$ -	\$ 1,545,200	
Strategic Focus Area & Guiding Principle					Project Status					
<i>Infrastructure:</i> <i>Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</i>					Preliminary Design was completed in FY25. Permitting and bidding will continue in FY26 with construction planned for FY26-FY27. The full construction budget will be submitted with the FY27 budget.					
Guiding Principle					Project Performance Measures					
The project originated with the adoption of the FY25-FY26 Strategic Plan and recommendation from the 2024 Comprehensive Facility Study					Completion of this project will provide the Public Services Department with a much needed maintenance facility at the New Riverside Barn Park to service all the Town Owned parks and roads in the western areas of the Town.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

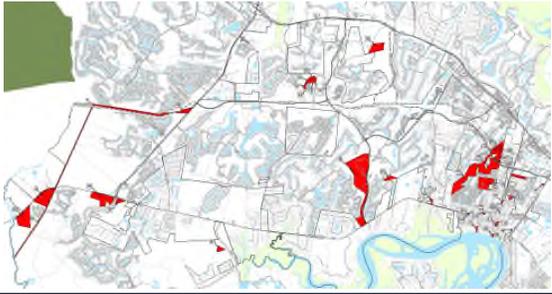
Capital Improvements Program Fund Project Data Sheet										
Project Name	Oscar Frazier Park Second Pavilion					Project #	F0009			
Program Type	Parks	Project Manager	Pat Rooney			Start to End	FY26-FY27			
Project Scope					Project Photo or Map					
<p>This project includes planning, design and construction of a second pavilion at Oscar Frazier Park. With the addition of the Splash Pad, the existing pavilion is unable to handle the demand for private parties and events. This second pavilion will provide an additional gathering space adjacent to the existing playground, pavilion/restrooms, and field of dreams.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	45,000	-	50,000	-	-	-	-	50,000	
Construction	-	150,000	85,000	299,000	-	-	-	-	384,000	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ 195,000	\$ 85,000	\$ 349,000	\$ -	\$ -	\$ -	\$ -	\$ 434,000	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Community Quality of Life</i> <i>Guiding Principle #5:</i> Foster and support place-based initiatives and evaluate community policies, programs, gathering places and events that promote healthy and quality lifestyles for our diverse citizenry.</p> <p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Planning, Design and Bidding is planned to be complete in FY26. Construction is planned to begin in Summer 2026.</p>					
Project Origination					Project Performance Measures					
Project originated from the 2014 Comprehensive Plan and 2018 Field of Dreams Conceptual Master Plan.					This improvement is proposed to provide an additional gathering space at Oscar Frazier Park and increase visitation by citizens and visitors to the park.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Power		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000			
Maintenance	Landscape and Trash		500	500	500	500	2,000			
Total		\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 6,000			
Method for Estimating Costs: Costs were based on quotes and historical cost data of similar projects.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Rotary Community Center Facility Improvements					Project #	F0010			
Program Type	Facilities	Project Manager			Brian Osborne	Start to End	FY27			
Project Scope					Project Photo or Map					
Improvements for FY27 include bathroom renovation, replace exterior doors and windows, new acoustic panels, replace light fixtures, acoustic ceiling, and insulate crawl space.										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	-	-	45,000	-	-	-	-	45,000	
Construction	-	-	-	395,704	-	-	-	-	395,704	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ -	\$ -	\$ 440,704	\$ -	\$ -	\$ -	\$ -	\$ 440,704	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #1 Establish routine and industry best practice maintenance guidelines to monitor the efficiency and operability of current below and above grade infrastructure and facilities.</i> <i>Guiding Principle #2 Identify programs, technologies or resources to complement current operational practices that ensure the sustainability of existing infrastructure and facilities.</i> <i>Town Organization</i> <i>Guiding Principle #4 Implement programs and develop projects that create a professional, safe, value-oriented, accountable and responsive work environment with opportunities for education, advancement, and job fulfillment.</i></p>					Construction to be complete in FY27					
Project Organization					Project Performance Measures					
FY27 Strategic Plan.					Improve durability and life expectation of the building.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Law Enforcement Center HVAC Renovation					Project #	F0011			
Program Type	Facilities	Project Manager			Larry Beckler	Start to End	FY27			
Project Scope					Project Photo or Map					
<p>The scope of this project will be a full replacement of the HVAC system at the LEC Facility. This will include fitness areas, employee areas, makeup air equipment, new controls, removal of the old system and installation of a new system.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	350,000	-	-	-	-	350,000	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #1: Establish routine and industry best practice maintenance guidelines to monitor the efficiency and operability of current below and above grade infrastructure and facilities.</i> <i>Guiding Principle #2: Identify programs, technologies or resources to complement current operational practices that ensure the sustainability of existing infrastructure and facilities.</i> <i>Town Organization</i> <i>Guiding Principle #4: Implement programs and develop projects that create a professional, safe, value-oriented, accountable and responsive work environment with opportunities for education, advancement, and job fulfillment.</i></p>					<p>Design will begin in FY26. Construction will begin and be completed in FY27.</p>					
Project Origination					Project Performance Measures					
FY 2019-2020 Strategic Plan.					The measure of success will be the removal of the old system and the installation and new system in FY27.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance		2,500	5,000	6,000	7,000	8,000	28,500			
Total		\$ 2,500	\$ 5,000	\$ 6,000	\$ 7,000	\$ 8,000	\$ 28,500			
Method for Estimating Costs:										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Oyster Factory Park Restroom Improvements						Project #	F0012		
Program Type	Parks	Project Manager			Charles Savino		Start to End	FY2017 - FY2027		
Project Scope					Project Photo or Map					
<p>This project is a continuation of the Oyster Factory Park improvements per the 2016 Conceptual Master Plan. Prior year's improvements include a courtesy dock, boat ramp and parking expansion, sidewalks, parking, lighting, landscaping and renovations to the Historic Garvin - Garvey House and Oyster Factory.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Design	-	-	28,000	30,000	-	-	-	-	58,000	
Construction	-	-	165,000	405,000	-	-	-	-	570,000	
Other	-	-	2,400	7,200	-	-	-	-	9,600	
Total	\$ -	\$ -	\$ 195,400	\$ 452,200	\$ -	\$ -	\$ -	\$ -	\$ 647,600	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable. <i>May River & Surrounding Rivers and Watersheds</i> <i>Guiding Principle #3:</i> Celebrate the May River, its heritage and importance to the community.</p>					<p>A Master Plan update was completed in FY22 and approved by Town Council and the Beaufort County Rural and Critical Land Trust. Design, permitting and construction of the expanded parking lot was completed in FY23. Design and construction of the event area improvements were completed in FY24. FY27 improvements include restroom expansion and pavilion improvements.</p>					
Project Origination					Project Performance Measures					
<p>1) FY19-20 Strategic Plan, 2) 2016 Conceptual Master Plan prepared by Witmer Jones Keefer, 3) 2014 Comprehensive Plan, 4) Updated 2020 Master Plan</p>					<p>Completion of the future improvements will allow for much improved access to the May River, enhance the Oyster Factory Park as a public gathering space and complete the total revitalization of the park. Project performance will be measured by overall public use of the park.</p>					
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	TBD	\$ 10,000	\$ 12,000	\$ 14,000	\$ 16,000	\$ 18,000	\$ 70,000			
Maintenance	TBD	20,000	\$ 22,000	\$ 24,000	\$ 26,000	\$ 28,000	\$ 120,000			
Total		\$ 30,000	\$ 34,000	\$ 38,000	\$ 42,000	\$ 46,000	\$ 190,000			
Method for Estimating Costs: O&M costs to be determined upon construction completion.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Town of Bluffton Affordable Housing Project					Project #	H0001			
Program Type	Housing	Project Manager	Mark Maxwell / Victoria Smalls			Start to End	FY2020 - FY2027			
Project Scope					Project Photo or Map					
<p>Town Council approved the purchase of a 1.78 acre tract at 1095 May River Road for the purpose of developing Workforce and/or Affordable Housing. The Town has established a private/ public partnership with State of Mind LLC who is a qualifying developer to construct 12 townhomes.</p>					 <p>CONCEPT 1 (MIXED HOUSING TYPES) 12 TO 14 DWELLING UNITS PROPOSED 21 PARKING SPACES (2.44 SPACE / UNIT) 41,000 SF DETENTION AREA</p> <p>1095 May River Rd Concept</p>					
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	-	-	-	-	-	-	-	-	
Construction	588,187	1,230,396	485,019	700,000	-	-	-	-	1,773,206	
Other	106,957	-	-	-	-	-	-	-	106,957	
Total	\$ 695,144	\$ 1,230,396	\$ 485,019	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,880,162	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Affordable and/or Workforce Housing</i> <i>Guiding Principle #1:</i> Foster private sector partners to design and develop diverse housing options within existing development agreements.</p>					<p>The Town has partnered with State of Mind LLC to construct 12, 2 and 3 bedroom townhomes that will be offered for homeownership to income qualifying applicants that fall within the AMI of 60 to 100 percent. Construction has begun and will continue through FY27.</p>					
Project Origination					Project Performance Measures					
<p>1) 2014 Comprehensive Plan, Housing and Economic Development Chapters, and 2) FY2019-2020 Strategic Plan.</p>					<p>Providing infrastructure investments to facilitate future affordable or workforce housing options for the Bluffton community.</p>					
General Fund Operations & Maintenance (O&M) Costs										
	Description			FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast	
Operations				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Maintenance				-	-	-	-	-	-	
Total				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Method for Estimating Costs:										

Capital Improvements Program Project Data Sheet										
Project Name	Land Acquisition					Project #	L0001			
Program Type	Land	Project Manager			Town Manager	Start to End	FY2009 - FY2028			
Project Scope					Project Photo or Map					
<p>Acquisition of land for municipal purposes as directed by Town Council. As part of the 2019 Strategic Plan Action Agenda, the Town will develop a formal Land Acquisition Policy for future investments.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Total	\$ 8,150,984	\$ 4,957,102	\$ 2,533,833	\$ 11,400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 24,084,817	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> Guiding Principle #3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p> <p><i>Economic Growth</i> Guiding Principle #3: Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses.</p>					<p>FY2017- 2019 Property Acquisitions included 68 Boundary Street, Wright Family Park, 184 Bluffton Road, 1095 May River Road, New Riverside Barn Site, and the Sarah Riley Hooks property. Future Acquisitions are currently undetermined and funding sources are To Be Determined (TBD) depending on location and future use.</p> <p>FY23-FY24 Due diligence performed on potential parcels.</p>					
Project Origination					Project Performance Measures					
FY 2019-2020 Strategic Plan					A parcel is purchased which aligns with the Guiding Principles and adds significantly to the cultural and operational environment base of the Town.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	0	-	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: Per Fund Balance Policy minimum \$500,000 budget per year plus unspent carry forward.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	New Riverside Barn Park Ph 3 Sitework					Project #	P0007			
Program Type	Parks	Project Manager	Brian Osborne			Start to End	FY27			
Project Scope					Project Photo or Map					
This project consists of the design and construction of improvements to the existing park including drainage repairs, additional sidewalks, asphalt paving, crosswalks.										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	332,700	-	-	-	-	332,700	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ -	\$ -	\$ 332,700	\$ -	\$ -	\$ -	\$ -	\$ 332,700	
Strategic Focus Area & Guiding Principle					Project Status					
<i>Infrastructure</i> <i>Community Quality of Life</i> <i>Guiding Principle #5: Foster place-based initiatives and Town codes that support a clean, well-maintained, sustainable community while protecting our natural resources including the May River.</i> <i>Guiding Principle #4: Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</i>					Design and construction of improvements are planned to be complete in FY27.					
Project Origination					Project Performance Measures					
1) 2014 Comprehensive Plan, Public Recreation Facility needs, and 2) FY 2019-2020 Strategic Plan.					Adoption of a Park Master Plan and budget. Implementation of park construction and visitor use of completed project.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs: O&M costs to be determined upon construction completion.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Buck Island Road Park					Project #	P0009			
Program Type	Parks	Project Manager			Pat Rooney	Start to End	FY 2026 - FY 2028			
Project Scope					Project Photo or Map					
<p>The Town of Bluffton acquired approximately 15 acres located at the southwest corner of the Buck Island Road and Bluffton Parkway intersection for the development of a Neighborhood Park. The project scope will consist of Conceptual Master Planning and design of the proposed park elements to be determined through public input obtained at neighborhood meetings and at Town Council workshops. Upon obtaining consensus of the Final Master Plan, the Final Site Development Plans will be prepared for permitting and eventual construction.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ 12,500	\$ 5,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	
Design	-	186,000	36,000	287,500	-	-	-	-	323,500	
Construction	-	-	-	250,000	6,500,000	-	-	-	6,750,000	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ 198,500	\$ 41,000	\$ 552,500	6,500,000	\$ -	\$ -	\$ -	7,093,500	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Community Quality of Life</i> <i>Guiding Principle #5:</i> Foster and support place-based initiatives and evaluate community policies, programs, gathering places and events that promote healthy and quality lifestyles for our diverse citizenry.</p> <p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Conceptual master planning and public input meetings will take place in FY26. Final master planning, site development plans, architectural design and permitting are planned for FY27 with a tentative construction start in FY27 pending budget approval.</p>					
Project Origination					Project Performance Measures					
This land purchase and project originated through the FY25 FY26 Strategic Plan.					Successful completion of a Final Master Plan and eventual public use of the proposed neighborhood park.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Utilities			\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000			
Maintenance	Landscape and Hardscape			12,000	12,000	12,000	36,000			
Total		\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000			
Method for Estimating Costs: Costs were based on quotes and historical costs data of similar projects.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Public Art					Project #	P0010			
Program Type	Parks	Project Manager			Mark Maxwell	Start to End	FY2024 - FY2030			
Project Scope					Project Photo or Map					
<p>The Town public art program incorporates the work and ideas of artists and designers into public settings while creating connections among artists, project partners, and the community. The public art program is administered through the Executive Department in coordination with Public Services. It is directed by Town Council and through their appointed Public Art Committee (PAC), with guidance from the Town of Bluffton's Strategic Plan.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	-	-	-	-	-	-	-	-	
Construction	58,291	241,440	100,000	100,000	100,000	100,000	100,000	100,000	658,291	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ 58,291	\$ 241,440	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 658,291	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Community Quality of Life</i> <i>Guiding Principal #2:</i> Support and create partnerships with public/private educational institutions and local school leadership. Provide multi-generational development programs to ensure quality education and recreational opportunities. <i>Infrastructure</i> <i>Guiding Principal #4:</i> Create, pursue and maintain collaborative partnerships to maximize and leverage outside agency's infrastructure to benefit our residents.</p>					<p>Public Art Committee recommended 2 projects that have been implemented by Town Council. The committee will continue to recommend where installations are to be placed along with the art and/or artists. The next placement of public art is proposed for the Oyster Factory Park.</p>					
Project Origination					Project Performance Measures					
October 11, 2022 Resolution adopting the Town of Bluffton Public Art Policy					Placement of art on Town owned properties and facilities.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

Capital Improvements Program Fund Project Data Sheet										
Project Name	NR Barn Park Phase 2 Trails and Disc Golf					Project #	P0011			
Program Type	Parks	Project Manager	Pat Rooney			Start to End	FY26 - FY28			
Project Scope					Project Photo or Map					
<p>The project consists of design, permitting and construction of an additional loop trail and Disc golf course at the New Riverside Barn Park. Phase 2 trail will consist of a perimeter loop trail on the western (wooded) portion of the Park and will connect to the existing trail system. The disc golf course layout will start and finish at the existing parking lot and will predominately be located inside the existing and proposed loop trails. Staff has applied for a Land Water Resource Conservation Grant to assist with funding for the construction of the Phase 2 trails.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	35,000	-	65,000	-	-	-	-	65,000	
Construction	-	100,000	58,000	600,000	-	-	-	-	658,000	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ 135,000	\$ 58,000	\$ 665,000	\$ -	\$ -	\$ -	\$ -	\$ 723,000	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure:</i> <i>Guiding Principle #4</i> Establish long-term planning, prioritization, and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable. <i>Community Quality of Life:</i> <i>Guiding Principle # 5:</i> Foster and support place-based initiatives and evaluate community policies, programs, gathering spaces, and events that promote healthy and quality lifestyles for our diverse citizenry.</p>					<p>Final design of the western loop trail and disc golf will be complete in FY26 and construction is planned for FY27.</p>					
Project Orientation					Project Performance Measures					
2020 Conceptual Master Plan and FY25-FY26 Strategic Plan					Increased recreational opportunities and use by citizens and visitors.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Utilities		\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000			
Maintenance	Landscape and Hardscape		3,000	3,000	3,000	3,000	12,000			
Total		\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 14,000			
Method for Estimating Costs:										

Capital Improvements Program Project Data Sheet										
Project Name	Pathway Pedestrian Safety Improvements						Project #	R0001		
Program Type	Roads	Project Manager			Constance Clarkson		Start to End	FY2016 - FY2027		
Project Scope					Project Photo or Map					
<p>This project consists of improvements to walkways, crosswalks, traffic-calming measures, lighting and signage for Town-wide pathways. Individual improvement projects are based on the Town of Bluffton Sidewalk Accessibility Analysis. Phase 1 included multiple locations along Goethe Road. Phase 2 included locations throughout Bluffton's Historic District, to include Lawrence, Lawton, Thomas Heyward, Dubois Lane, and Pin Oak. Phase 3 includes an analysis of pedestrian safety for areas and construction of selected Historic District areas and outside of the Historic District to include Buck Island, Simmonsville Road and Buckwalter Park.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Adopted Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ 42,506	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 102,506	
Design	285,436	195,182	228,836	-	-	-	-	-	514,272	
Construction	\$ 541,343	375,076	205,497	1,085,700	-	-	-	-	1,832,539	
Other	13,705	5,159	500	49,500	-	-	-	-	63,705	
Total	\$ 882,989	\$ 575,417	\$ 434,833	\$ 1,195,200	\$ -	\$ -	\$ -	\$ -	\$ 2,513,022	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Community Quality of Life</i> <i>Guiding Principle #3:</i> Enhance public safety business process improvements and innovative programs that ensure a safe community.</p>					<p>Phase 1 construction was completed in FY23 and Phase 2 completed in FY26. Phase 3 analysis was completed in FY24. Design started in FY25 and construction is proposed to start in FY27.</p>					
Project Origination					Project Performance Measures					
<p>1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, 4) citizen input, and 5) FY 2023-2024 Strategic Plan. This Project was formerly known as Historic District Streetscape Enhancements.</p>					<p>Compliance with ADA standards, improvements to pedestrian safety, and increase the Town's walk score.</p>					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Power	\$ 450	\$ 495	\$ 545	\$ 599	\$ 659	\$ 2,747			
Maintenance	RRFB	468	515	566	623	685	2,857			
Total		\$ 918	\$ 1,010	\$ 1,111	\$ 1,222	\$ 1,344	\$ 5,604			
<p>Method for Estimating Costs: Construction costs were based on anticipated scope, past costs, industry knowledge and best practices. No additional O&M is projected as all upgrades are to existing sidewalk/ramp locations.</p>										

Capital Improvements Program Project Data Sheet										
Project Name	Calhoun Street Streetscape					Project #	R0002			
Program Type	Roads	Project Manager			Pat Rooney		Start to End	FY2014 - FY2028		
Project Scope					Project Photo or Map					
<p>This project consists of planning, design and construction of streetscape improvements for Calhoun Street from May River Road to Water Street. Future improvements may include pervious paver parking, road resurfacing, sidewalk widening, more defined crosswalks, drainage/stormwater, street lighting, signage, site furnishings, landscaping and utility relocations.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Adopted Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ 123,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,939	
Design	295,745	201,573	111,980	87,000	110,250	62,250	-	-	667,224	
Construction	45,849	-	-	-	3,487,231	3,487,231	-	-	7,020,312	
Other	30,273	42,300	42,300	663,445	-	-	-	-	736,018	
Total	\$ 495,806	\$ 243,873	\$ 100,000	\$ 750,445	\$ 3,597,481	\$ 3,549,481	\$ -	\$ -	\$ 8,547,493	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Economic Growth</i> <i>Guiding Principle #6:</i> Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.</p> <p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Engineering design and permitting is planned to be complete in FY26, subject to completion of the Dominion powerline design. Easement acquisition for streetscape and underground burial is to begin in FY26. Construction is planned to follow the completion of the Boundary Street Streetscape project and the acquisition of approximately 70 easements and Right of Entries. The current projection of the initial phase of construction starting FY28.</p>					
Project Origination					Project Performance Measures					
<p>1) Calhoun Street and Adjacent Area Study, adopted by Town Council in 2016, 2) Old Town Master Plan, 3) Transportation Chapter of the 2014 Comprehensive Plan; and 4) FY20-21 Strategic Plan.</p>					<p>The Comprehensive Plan promotes the provision for parking, open space, interconnectivity, pedestrian access, and other matters related to the study work area. The project's goal is to increase the Town's walk score and encourage private investment in the Historic District.</p>					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Power,	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000			
Maintenance	TBD	-	-	3,000	3,000	3,000	9,000			
Total		\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000			
<p>Method for Estimating Costs: Estimates are based on historical cost data obtained from similar streetscape projects within the Town. More detailed construction estimates will be provided at the completion of Engineering design. O&M costs to be determined upon construction completion.</p>										

Capital Improvements Program Fund Project Data Sheet

Project Name	Wharf Street Lighting	Project #	R0005
Program Type	Roads	Project Manager	Charles Savino
		Start to End	FY2022 - FY2025

Project Scope

Project Photo or Map

This project includes planning, design, and construction of decorative street lighting on Wharf Street from May River Road to the Oyster Factory. Streetlight fixtures will be similar to those installed throughout the Historic District and are proposed to improve overall safety, visibility and walkability within Bluffton's Historic District.



Project Budget

	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	\$ -	8,810	-	-	-	-	-	-	-
Construction	\$ -	185,750	\$ 159,801	84,758	-	-	-	-	244,559
Other	\$ 1,500	50,000	-	-	-	-	-	-	1,500
Total	\$ 1,500	\$ 244,560	\$ 159,801	\$ 84,758	\$ -	\$ -	\$ -	\$ -	\$ 246,059

Project Funding Sources

	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast
Hospitality Tax	\$ 1,500	\$ 244,560	\$ 166,000	\$ 69,500	\$ -	\$ -	\$ -	\$ -	\$ 237,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 1,500	\$ 244,560	\$ 243,000	\$ 69,500	\$ -	\$ -	\$ -	\$ -	\$ 237,000

Strategic Focus Area & Guiding Principle

Project Status

Community Quality of Life
 Guiding Principle #3 Enhance public safety improvements and innovative programs that ensure a safe community.
 Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.
Infrastructure
 Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens.

Easement acquisition began in FY23. Street lighting construction is proposed to be completed by Dominion in FY27.

Project Origination

Project Performance Measures

FY19-20 Strategic Plan.

Project improvements are intended to increase lighting coverage and improve pedestrian safety in the Bluffton Historic District. Project goal is to increase the Town's walk score.

General Fund Operations & Maintenance (O&M) Costs

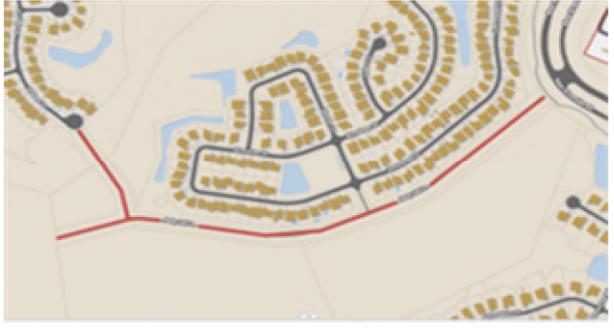
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast
Operations	Lighting	\$ 9,800	\$ 9,800	\$ 9,800	\$ 9,800	\$ 9,800	\$ 49,000
Maintenance		-	-	-	-	-	-
Total		\$ 9,800	\$ 49,000				

Method for Estimating Costs: Estimates were extrapolated from actual costs of past street lighting installations within the Historic District. O&M cost include annual electrical expenses for leased street lighting. Decorative street lighting to be leased from and maintained by Dominion. O&M costs to be determined upon construction completion.

Capital Improvements Program Fund Project Data Sheet										
Project Name	Boundary Street Streetscape					Project #	R0007			
Program Type	Roads	Project Manager			Charles Savino	Start to End	FY2021 - FY2028			
Project Scope					Project Photo or Map					
<p>Boundary Street is a heavily traveled road within the Historic District with an existing sidewalk located on the western side of the roadway. Other than at the Town parks, the existing sidewalk is located immediately adjacent to the travel lane without benefit of any physical separation from the roadway through a raised curb or tree lawn. This project includes the design and construction of walkways, crosswalks, utility relocations, drainage improvements and traffic-calming measures inside and adjacent to the Boundary Street right of way.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ 4,950	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,950	
Design	144,112	49,000	110,000	50,000	-	-	-	-	304,112	
Construction	-	3,516,212	-	3,499,550	-	-	-	-	3,499,550	
Other	488	-	60,000	-	-	-	-	-	60,488	
Total	\$ 149,550	\$ 3,565,212	\$ 190,000	\$ 3,549,550	\$ -	\$ -	\$ -	\$ -	\$ 3,889,100	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Community Quality of Life</i> <i>Guiding Principal #3:</i> Enhance public safety improvements and innovative programs that ensure a safe community. <i>Guiding Principal #4:</i> Support initiatives and evaluate community policies, programs, gathering places and events that promote healthy and quality lifestyles for our diverse citizenry. <i>Economic Growth</i> <i>Guiding Principal #6:</i> Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.</p>					<p>Engineering design and permitting is planned to be substantially complete in FY26, in collaboration with the Dominion underground powerline design. Easement acquisition for streetscape and underground burial to begin in FY26 and continue through FY27. Construction will begin in FY27 and is anticipated to be completed prior to FY28.</p>					
Town of Bluffton Comprehensive Plan and Old Town Master Plan					Project Performance Measures					
					<p>Performance measures shall include monitoring pedestrian and bicycle use along new walkways. The project goal is to improve drainage and pedestrian safety as well as the Town walk score.</p>					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Streetlights	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,500			
Maintenance		7,500	10,000	15,000	15,000	15,000	62,500			
Total		\$ 8,000	\$ 10,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 65,000			
<p>Method for Estimating Costs: Design costs based on similar project costs for past sidewalk projects. O&M costs to be determined upon construction completion.</p>										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Town-Wide Wayfinding Signage System					Project #	R0008			
Program Type	Roads	Project Manager		Mark Maxwell		Start to End	FY2024 - FY2028			
Project Scope					Project Photo or Map					
<p>Project includes the establishment of a town-wide way-finding signage system and implementation strategy to identify community assets and public facilities including; the Law Enforcement Center, Hospitals, Government Buildings, Public Parks and other Community Facilities. This project will also evaluate existing town entry monuments and potential opportunities for redesign and inclusion of signage for local service organizations.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	22,762	72,238	-	-	-	-	-	-	22,762	
Construction	-	-	-	-	600,000	840,000	-	-	1,440,000	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ 22,762	\$ 72,238	\$ -	\$ -	\$ 600,000	\$ 840,000	\$ -	\$ -	\$ 1,462,762	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Community Quality of Life</i> <i>Guiding Principal #3:</i> Enhance public safety business process improvements and innovative programs that ensure a safe community. <i>Infrastructure</i> <i>Guiding Principal #3:</i> Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Completed RFP solicitation for graphic design/signage consultant in FY24. Prepare initial way-finding signage system, obtain Town Council input and finalize design in FY26. Obtain permits and begin construction subject to Town Council budget approval.</p>					
Project Origination					Project Performance Measures					
<p>Transportation Chapter of the 2014 Comprehensive Plan, FY 21 - FY22 Strategic Plan.</p>					<p>Project goal is to provide a comprehensive way-finding system along major arterial roadways to help direct motorists, cyclists, and improve overall traffic safety within the Town.</p>					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<p>Method for Estimating Costs: Costs were estimated from prior design projects.</p>										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Historic District Overhead Powerline Conversion						Project #	R0009		
Program Type	Roads	Project Manager			Pat Rooney		Start to End	FY 2025 - FY 2028		
Project Scope					Project Photo or Map					
<p>Project includes survey, easement acquisition, design, permitting and construction to accommodate the burial of overhead power lines within certain areas of the Historic District not currently covered in streetscape projects. These areas include the conversion of the main transmission lines on May River Road and underground conversions on Maiden, DuBois, Green, Lawrence, Waters and Boundary south of Bridge Street. Included in this project would be the right of entry and conversion of individual power services to homes and businesses.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ 13,200	\$ 30,800	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 57,200	
Design	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	-	
Other	-	30,000	-	16,800	-	-	-	-	16,800	
Total	\$ 13,200	\$ 60,800	\$ -	\$ 60,800	\$ -	\$ -	\$ -	\$ -	\$ 74,000	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure:</i> <i>Guiding Principle #3:</i> Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Surveying for May River Road, DuBois and Maiden Lane began in FY25. Additional surveys, title work and easement acquisition to begin in FY26. Complete easement acquisition and design in FY27 and begin construction in FY28.</p>					
Project Origination					Project Performance Measures					
2001 Settlement Agreement with SCE&G					Conversion of overhead power to underground in portions of the Historic District.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2026 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Holly Hill Connector Road					Project #	R0012			
Program Type	Roads	Project Manager			Mark Maxwell	Start to End	FY27			
Project Scope					Project Photo or Map					
<p>Through an agreement between The Town of Bluffton, Beaufort County, and Village Park Communities, the construction of a connector road as approved in the New Riverside Park Master Plan. The road begins at New Riverside Road and continues west to connect to Beaufort County property and Anthem Drive.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	-	-	68,250	-	-	-	-	68,250	
Construction	-	-	-	650,000	-	-	-	-	650,000	
Other	-	-	-	-	-	-	-	-	-	
Total	\$ -	\$ -	\$ -	\$ 718,250	\$ -	\$ -	\$ -	\$ -	\$ 718,250	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure:</i> Guiding Principle # 3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Design is underway with construction to start immediately after permitting.</p>					
Project Origination					Project Performance Measures					
New Riverside Park Master Plan					Completion of Construction.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

Capital Improvements Program Project Data Sheet										
Project Name	Sewer Connections						Project #	S0001		
Program Type	Stormwater & Sewer	Project Manager			Mark Maxwell		Start to End	FY2019 - FY2026		
Project Scope					Project Photo or Map					
<p>As sanitary sewer is extended throughout the Town's jurisdiction, additional connections will follow. Construction of sewer connections will involve coordination with BJWSA and available trunk lines. The Sewer Connection and Extension Policy prioritizes sewer extension and connection to currently unserved areas within a 500' buffer of the May River and Coves in the Town's jurisdiction, supported by Microbial Source Tracking results. As these CIP projects come to completion, infill areas outside of the 500' buffer will be served as funds become available.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY20267 Adopted Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	-	-	-	-	-	-	-	-	-	
Construction	787,045	609,235	-	601,700	-	-	-	-	1,388,745	
Other	36,249	-	35	-	-	-	-	-	36,284	
Total	\$ 823,294	\$ 609,235	\$ 35	\$ 601,700	\$ -	\$ -	\$ -	\$ -	\$ 1,425,029	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable. <i>May River & Surrounding Rivers and Watersheds</i> <i>Guiding Principle #1:</i> Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds. <i>Guiding Principle #2:</i> Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>Currently, this project activity is funded and dependent on the availability of State Proviso 118.16 awards and 319 funding from SCDHEC. All future phases are contingent upon funding.</p>					
Project Origination					Project Performance Measures					
<p>1) May River Watershed Action Plan, and 2) FY 2019-2020 Strategic Plan.</p>					<p>The project priority area for sewer connections is within a 500' buffer of the May River and Coves in the Historic District of the Town's jurisdiction. Parcels outside the priority area will be connected as funding allows.</p>					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<p>Method for Estimating Costs: Sewer connection cost estimates based on unit price information from recent sewer projects.</p>										

Capital Improvements Program Project Data Sheet										
Project Name	Bridge Street Streetscape					Project #	S0008			
Program Type	Stormwater & Sewer	Project Manager			Constance Clarkson	Start to End	FY2020 - FY2027			
Project Scope					82					
<p>Bridge Street is a major east-west connector road in the Historic District that parallels the May River. This project includes the planning and construction of new streetscape improvements to include drainage improvements, sidewalks, on-street parking, street lighting, crosswalks, and ADA compliance improvements on Bridge from Burnt Church Road to Thomas Heyward Road. The project has been implemented in two phases. Phase 1 included streetscape improvements from Burnt Church Road to Calhoun Street and Phase 2 is located west of Calhoun Street to Thomas Heyward Road. Street lighting will be similar to the lighting used throughout the Historic District. The goal is to improve overall pedestrian circulation and safety in the Historic District. The result will be a stormwater retrofit that will reduce runoff, including bacteria and other local pollutants of concern, and improve overall water quality of the May River.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ 66,105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,105	
Design	75,217	37,652	32,486	35,000	-	-	-	-	142,703	
Construction	1,529,548	1,673,201	953,972	1,117,008	-	-	-	-	3,600,528	
Other	11,549	500	5,275	39,528	-	-	-	-	56,352	
Total	\$ 1,682,419	\$ 1,711,353	\$ 991,733	\$ 1,191,536	\$ -	\$ -	\$ -	\$ -	\$ 3,865,688	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Economic Growth</i> <i>Guiding Principle #6:</i> Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.</p> <p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Phase 1 construction was completed in FY25. Phase 2 design was completed in FY25. Phase 2 construction will start in FY26 with completion in FY27.</p>					
Project Origination					Project Performance Measures					
FY19-20 Strategic Plan.					The Comprehensive Plan promotes the provision for parking, interconnectivity, pedestrian access, and other matters related to the Historic District area. The project's goal is to increase the Town's walk score, improve pedestrian safety and protect the May River.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	Electrical	\$ 1,603	\$ 1,703	\$ 1,803	\$ 1,903	\$ 2,003	\$ 9,015			
Maintenance	Sidewalk/Streetscape	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000			
Maintenance	Drainage	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000			
Maintenance	Landscape	2,500	2,500	2,500	2,500	2,500	12,500			
Total		\$ 6,103	\$ 6,203	\$ 6,303	\$ 6,403	\$ 6,503	\$ 31,515			
<p>Method for Estimating Costs: Estimates for design and construction cost are based on historical cost data obtained from Bridge Street Streetscape Phase 1 and similar streetscape projects within the Town. O&M costs were provided by the Town's Public Services department.</p>										

Capital Improvements Program Project Data Sheet										
Project Name	Crooked Cove and Guerrard Cove Comprehensive Drainage and Watershed Analysis					Project #	S0009			
Program Type	Stormwater & Sewer	Project Manager			Dan Rybak		Start to End	FY2022 - FY2027		
Project Scope					Project Photo or Map					
<p>This project consists of Drainage Infrastructure inventory, assessment and watershed analysis within Crooked Cove and Guerrard Cove. An overall inventory and assessment of storm drain features to include storm drain lines, storm drain inlets, manholes, structures, ditches/channels and other stormwater conveyance systems to determine if they are providing adequate drainage conveyance and/or functioning as designed. Development of a 2D hydrologic/hydraulic model of primary drainage network systems will be developed to determine inundation zones from storm events of different magnitude and help identify "choke" points and areas of needed drainage improvement. Upon completion of the overall assessment, a list of individual project improvements will be established, prioritized and broken out by asset owner to identify work (maintenance and CIP) that is needed to be done and implemented by each. This CIP was originally initiated in FY22 for all watersheds in municipal limits to be studied. The Heyward Cove watershed was completed and Crooked/Guerrard Coves was in process and to be taken to completion. In FY26, it was decided to break out future work into individual projects for each watershed to be studied.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Adopted Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design	250,356	645,000	75,399	175,931	-	-	-	-	501,686	
Construction	-	-	-	-	-	-	-	-	-	
Other	-	16,400	-	-	-	-	-	-	-	
Total	\$ 250,356	\$ 676,400	\$ 75,399	\$ 175,931	\$ -	\$ -	\$ -	\$ -	\$ 501,686	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable. <i>May River & Surrounding Rivers and Watersheds</i> <i>Guiding Principle #1:</i> Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds. <i>Guiding Principle #2:</i> Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>Asset inventory, assessment, surveying, and engineering design began in FY22 with the completion of Heyward Cove in FY25. Crooked and Guerrard Cove work was initiated in FY25 and is expected to be completed in FY26. Drainage area and H/H Modeling to be performed to identify assets in need of maintenance, replacement and/or upgrade by asset owner. Construction/maintenance of Town assets, as to be identified, will be performed by way of proposed individual CIP projects for identified improvements.</p>					
Project Origination					Project Performance Measures					
1) FY23-24 Strategic Plan and 2) citizen input.					Identify infrastructure work needed by asset owners to reduce the risk of flooding.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Maintenance	TBD	-	-	-	-	-	-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs: Costs were based on anticipated work items, past costs, industry knowledge and best practices. O&M costs to be determined upon construction completion.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Pritchard Street Streetscape and Drainage Improvements					Project #	S0012			
Program Type	Stormwater & Sewer	Project Manager		Dan Rybak		Start to End	FY2022 - FY2027			
Project Scope					Project Photo or Map					
<p>Planning and design of Pritchard Street Streetscape and Drainage Improvement project was initiated FY22 subsequent to completion of Historic District Phase 1 sewer extension work and needed drainage improvements. The project will include design and construction of permitted improvements to capture and convey roadway and surface drainage to an outfall location(s) at Heyward Cove. Streetscape elements were added in FY24 and include sidewalk additions and improvement for pedestrian connectivity, ADA pedestrian compliance measures, traffic calming and street lighting. Construction will include proposed project improvements, installation of inlets and storm drain pipe, roadside channel improvements, maintenance of traffic, erosion and sediment control and appurtenances. Additionally, installation of water quality BMPs is included and supported by 319 grant funding to treat stormwater runoff from impervious surfaces.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Revised Budget	FY2026 Estimate	FY2027 Adopted Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ 8,310	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,310	
Design	94,844	46,200	70,000	10,000	-	-	-	-	174,844	
Construction	57,525	2,441,912	1,927,208	494,909	-	-	-	-	2,479,642	
Other	712	47,888	8,000	-	-	-	-	-	8,712	
Total	\$ 161,391	\$ 2,543,000	\$ 2,005,208	\$ 504,909	\$ -	\$ -	\$ -	\$ -	\$ 2,671,507	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> Guiding Principle #3: Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable. <i>May River & Surrounding Rivers and Watersheds</i> Guiding Principle #1: Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds. Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>Design, easement acquisition and permitting of proposed drainage and streetscape improvements are scheduled to be completed in FY25. Construction of streetscape improvements are estimated to be completed in the summer of FY27.</p>					
Project Origination					Project Performance Measures					
1) FY19-20 Strategic Plan and 2) citizen input.					Drainage improvements to reduce the risk of flooding. Streetscape improvements to improve public safety and pedestrian connectivity.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2026 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Maintenance	Sidewalk, mowing, Inlet cleaning/pump out 2x annually and pipe/roadside swale cleaning annually.	-	3,000	3,000	3,000	3,000	12,000			
Total		\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000			
Method for Estimating Costs: Costs by Public Works were based on anticipated work items, past costs, industry knowledge and best practices.										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Pritchardville Elementary School MRWAP Impervious Restoration Project					Project #	S0014			
Program Type	Stormwater	Project Manager			Dan Rybak		Start to End	FY 2027-2030		
Project Scope					Project Photo or Map					
<p>As a result of the 2021 MRWAP update, 11 new project/site locations were recommended. These eleven sites were evaluated for water quality, BMP feasibility, cost/benefit and preliminary design plans were developed for 9 sites (2 sites declined to participate) under prior year CIP. Pritchardville Elementary School's CIP work will include finalization of agreement/MOU with Beaufort County School District, survey with and subsurface utility investigation, geotechnical investigation, final design and permitting acquisitions. BMPs selected to proceed to final design and construction were based on the site's large impervious footprint and proposed BMP water quality benefit/pollutant removal efficiency according to Preliminary Design site conditions, geotechnical results, and feasibility. Actual BMPs taken to design/construction may change during Final Design considerations and comments provided by Beaufort County School District. Expenditures of this and future May River Action Plan Impervious Restoration Program CIP will be supported by SWU fees, potential developer participation and/or fee-in-lieu contributions.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000	
Design	-	-	-	60,000	-	-	-	-	60,000	
Construction	-	-	-	-	-	410,000	-	-	410,000	
Other	-	-	-	1,500	4,000	1,000	-	-	6,500	
Total	\$ -	\$ -	\$ -	\$ 83,500	\$ 4,000	\$ 411,000	\$ -	\$ -	\$ 498,500	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable. <i>May River & Surrounding Rivers and Watersheds</i> <i>Guiding Principle #1:</i> Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds. <i>Guiding Principle #2:</i> Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed. <i>Guiding Principle #4:</i> Support active planning and management for resilience of natural resources and our response to weather events, future disasters and changing environmental conditions.</p>					<p>This project will take Pritchardville Elementary School BMPs considered to be the most effective and efficient BMPs (based on preliminary design information) to final design, permitting and construction. Prior to work initiation and expenditure on this project, a formal agreement/MOU with Beaufort County School District will be executed to ensure BMP design, permitting, construction and maintenance of proposed BMPs takes place. At this time, the following BMPs are proposed to be taken to construction BMPs PES #s 5, 6, 9, 10, 12 and 20.</p>					
Project Origination					Project Performance Measures					
1) FY23-24 Strategic Plan and 2) citizen input.					Reduce pollutant loads associated with stormwater runoff and improve water quality of receiving streams and the May River.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

Capital Improvements Program Fund Project Data Sheet										
Project Name	McCracken Middle School MRWAP Impervious Restoration Project						Project #	S0015		
Program Type	Stormwater	Project Manager			Dan Rybak		Start to End	FY 2027-2030		
Project Scope					Project Photo or Map					
<p>As a result of the 2021 MRWAP update, 11 new project/site locations were recommended. These eleven sites were evaluated for Water Quality BMP feasibility, cost/benefit and preliminary design plans were developed for 9 sites (2 sites declined to participate) under prior year CIP. HE McCracken Middle School CIP work will include finalization of Agreement/MOU with Beaufort County School District, survey with and subsurface utility investigation, geotechnical investigation, final design and permitting acquisitions. BMPs selected to proceed to final design and construction were based on the site's large impervious foot print and proposed BMP water quality benefit/pollutant removal efficiency according to Preliminary Design site conditions, geotechnical results, and feasibility. Actual BMPs taken to design/construction may change during Final Design considerations and comments provided by Beaufort County School District. Expenditures of this and future May River Action Plan Impervious Restoration Program CIP will be supported by SWU fees, potential developer participation and/or fee-in-lieu contributions.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
Design	-	-	-	78,000	-	-	-	-	78,000	
Construction	-	-	-	-	-	610,000	-	-	610,000	
Other	-	-	-	1,500	4,000	1,000	-	-	6,500	
Total	\$ -	\$ -	\$ -	\$ 109,500	\$ 4,000	\$ 611,000	\$ -	\$ -	\$ 724,500	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #3: Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</i> <i>May River & Surrounding Rivers and Watersheds</i> <i>Guiding Principle #1: Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.</i> <i>Guiding Principle #2: Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</i> <i>Guiding Principle #4: Support active planning and management for resilience of natural resources and our response to weather events, future disasters and changing environmental conditions.</i></p>					<p>This project will take McCracken Middle School BMPs considered to be the most effective and efficient BMPs (based on Preliminary Design information) to final design, permitting and construction. Prior to work initiation and expenditure on this project, a formal Agreement/MOU with Beaufort County School District will be executed to ensure BMP design, permitting, construction and maintenance of proposed BMPs takes place. At this time, the following BMPs are proposed to be taken to construction BMPs HEMMS #s 4, 5, 6, 7, 10, 11 and 12.</p>					
Project Origination					Project Performance Measures					
1) FY23-24 Strategic Plan and 2) citizen input.					Reduce pollutant loads associated with stormwater runoff and improve water quality of receiving streams and May River.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

Capital Improvements Program Fund Project Data Sheet										
Project Name	Bluffton Elementary School MRWAP Impervious Restoration Project						Project #	S0016		
Program Type	Stormwater	Project Manager			Dan Rybak		Start to End	FY 2027-2030		
Project Scope					Project Photo or Map					
<p>As a result of the 2021 MRWAP update, 11 new project/site locations were recommended. These eleven sites were evaluated for water quality BMP feasibility, cost/benefit and preliminary design plans were developed for 9 sites (2 sites declined to participate) under prior year CIP. Bluffton Elementary School's CIP work will include finalization of agreement/MOU with Beaufort County School District, survey with and subsurface utility investigation, geotechnical investigation, final design and permitting acquisitions. BMPs selected to proceed to final design and construction were based on the site's large impervious foot print and proposed BMP water quality benefit/pollutant removal efficiency according to Preliminary Design site conditions, geotechnical results, and feasibility. Actual BMPs taken to design/construction may change during Final Design considerations and comments provided by Beaufort County School District. Expenditures of this and future May River Action Plan Impervious Restoration Program CIP will be supported by SWU fees, potential developer participation and/or fee-in-lieu contributions.</p>										
Project Budget										
	Prior Years' Expended	FY2026 Amended Budget	FY2026 Estimate	FY2027 Proposed Budget	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Project Forecast	
Planning	\$ -	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000	
Design	-	-	-	75,000	-	-	-	-	75,000	
Construction	-	-	-	-	-	530,000	-	-	530,000	
Other	-	-	-	1,000	4,000	1,000	-	-	6,000	
Total	\$ -	\$ -	\$ -	\$ 100,000	\$ 4,000	\$ 531,000	\$ -	\$ -	\$ 635,000	
Strategic Focus Area & Guiding Principle					Project Status					
<p><i>Infrastructure</i> <i>Guiding Principle #3:</i> Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p> <p><i>May River & Surrounding Rivers and Watersheds</i> <i>Guiding Principle #1:</i> Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.</p> <p><i>Guiding Principle #2:</i> Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p> <p><i>Guiding Principle #4:</i> Support active planning and management for resilience of natural resources and our response to weather events, future disasters and changing environmental conditions.</p>					<p>This project will take Bluffton Elementary School BMPs considered to be the most effective and efficient BMPs (based on Preliminary Design information) to final design, permitting and construction. Prior to work initiation and expenditure on this project, a formal Agreement/MOU with Beaufort County School District will be executed to ensure BMP design, permitting, construction and maintenance of proposed BMPs takes place. At this time, the following BMPs are proposed to be taken to construction BMPs BES #s 1, 2, 3, 5, 4, 5, 6, 7, and 8.</p>					
Project Origination					Project Performance Measures					
1) FY23-24 Strategic Plan and 2) citizen input.					Reduce pollutant loads associated with stormwater runoff and improve water quality of receiving streams and May River.					
General Fund Operations & Maintenance (O&M) Costs										
	Description	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	FY2031 Forecast	Total Forecast			
Operations							\$ -			
Maintenance							-			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Method for Estimating Costs:										

**Consideration of Planning Commission Recommendation for Fiscal Year 2027 Capital
Improvement Program Projects Prioritization**

Proposed Motion

*"I move to **approve** Planning Commission's recommendation for Fiscal Year 2027 Capital
Improvement Program projects prioritization, as presented."*

TOWN COUNCIL



STAFF REPORT
Human Resources Department

MEETING DATE:	April 7, 2026
PROJECT:	Consideration of a Resolution to Adopt the Revised Town of Bluffton Americans with Disabilities Act (ADA) Transition Plan
PROJECT MANAGER:	Anni Evans, Director of Human Resources

RECOMMENDATION:

Town Council consideration of the Resolution to Adopt the Revised Town of Bluffton Americans with Disabilities Act (ADA) Transition Plan (Attachment 1) which requires naming an ADA Coordinator, adopts a grievance procedure, and requires posting of information as required under the Americans with Disabilities Act.

BACKGROUND/DISCUSSION:

As a past recipient of the U.S. Department of Transportation funds, as administered through the South Carolina Department of Transportation, the Town of Bluffton is required to have an updated Americans with Disabilities Transition Plan. As part of that plan, we are required to consider ways to make interactions with the public and the services we provide inclusive to all. As a result, the Town of Bluffton’s Civil Rights Committee provided input into the ADA Plan (Attachment 2) which was approved by Council in November 2019.

The only revision in this Plan is the replacement of current Appendix B: Schedule and Budget Information with a link to the Town of Bluffton CIP Budget document to ensure that the list of plans for ADA compliance is up to date.

NEXT STEPS:

Upon approval, the ADA Title II Coordinator will update the ADA Transition Plan accordingly.

ATTACHMENTS:

1. Resolution of the Town of Bluffton Town Council’s Adoption of the Americans with Disabilities Act (ADA) Revised Transition Plan and Procedures
2. Revised Town of Bluffton Transition Plan
3. Civil Rights Committee February 9, 2026 Meeting Minutes

RESOLUTION

A RESOLUTION OF THE TOWN OF BLUFFTON TOWN COUNCIL'S ADOPTION OF THE AMERICANS WITH DISABILITIES ACT (ADA) REVISED TRANSITION PLAN AND PROCEDURES

WHEREAS, the Federal Government enacted the Americans with Disabilities Act (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, the Town of Bluffton first adopted its ADA Transition Plan in November 2019 to ensure a systematic approach to accessibility and compliance; and

WHEREAS, the Town of Bluffton recognizes that the ADA Transition Plan requires periodic review and updates to remain effective and responsive to the needs of the community, applicants, and employees; and

WHEREAS, the current revisions consist of minor updates intended to make current the list of specific plans, facilities, and programs to be evaluated for ADA compliance; and

WHEREAS, in compliance with Title VI of the ADA the Town of Bluffton shall name an ADA Coordinator; adopt a grievance procedure for resolving complaints alleging violation of Title VI of the ADA; and publish notice to the public regarding the ADA; and

WHEREAS, in compliance with Title VI of the ADA, the Town of Bluffton shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website; and

WHEREAS, in compliance with Title VI of the ADA, the Town of Bluffton shall adopt the Revised ADA Transition Plan and post the same on its website; and

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Bluffton, South Carolina that in compliance with Federal and State laws set forth, the Town of Bluffton hereby adopts the Town of Bluffton Revised ADA Transition Plan, a copy of which is attached hereto, and resolves to post the required information under the Americans with Disabilities Act on its website and at such other locations determined from time to time.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.

SIGNED, SEALED AND DELIVERED AS OF _____ DAY OF _____ THIS 2026.

Larry Toomer, Mayor
Town of Bluffton, South Carolina

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

Americans with Disabilities Act (ADA) Transition Plan

Town of Bluffton, South Carolina

April 2026



20 Bridge Street, Bluffton, SC 29910

843.706.4500

www.townofbluffton.sc.gov

[Blank Page]

Introduction

Transition Plan Need and Purpose

The [Americans with Disabilities Act \(ADA\)](#) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services provided by public entities. Town of Bluffton must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ([42 USC Sec. 12132](#); [28 CFR Sec. 35.130](#))

As required by Title II of ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), Town of Bluffton has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) of 1968](#) and [Section 504 of the Rehabilitation Act of 1973](#).

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, the Town of Bluffton must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 CFR Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 CFR Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 CFR Sec. 35.130\(b\)\(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 CFR Sec. 35.130\(b\)\(iv\) & \(d\)](#)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

Designation of Responsibility

In accordance with [28 CFR 35.107\(a\)](#), the Town of Bluffton has designated the following person to serve as ADA Title II Coordinator, to oversee the Town's policies and procedures:

Name: Anni Evans Job Title: Human Resources Director

Contact information is provided in Appendix E.

Training is an important tool for ensuring compliance with ADA requirements. The ADA Coordinators will identify resources and opportunities for agency employees at various levels to receive ADA-related training appropriate to their job functions.

Self-Evaluation

Overview

Under Title II of the ADA ([28 CFR Sec. 35.105](#)), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information & Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.
- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the Town's rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [[28 CFR Sec. 35.105\(b\)](#)].

Furthermore, a public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Process & Findings

The Town of Bluffton is in process of a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way with regard to accessibility.

Detailed inventories and findings from this review will be provided in Appendix A, under the headings of Communications (A1), Building Facilities (A2) and Pedestrian Facilities (A3).

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections provide a summary of improvements that have already been made, and obstacles that the Town plans to address as part of this Transition Plan.

Communications, Information & Facility Signage

Title II of ADA includes the following requirements regarding Communications.

General ([28 CFR Sec. 35.160](#))

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

Information and Signage ([28 CFR Sec. 35.163](#))

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

Other examples of important communication items/devices include [Accessible Pedestrian Signals \(APS\)](#) used at intersections, and signs, pavement markings and other traffic control devices used to provide advance warning and positive guidance in the vicinity of construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian access routes. The [Pedestrian Checklist and Considerations for Temporary Traffic Control Zones](#) provides an overview of pedestrian-related considerations to enhance safety and accessibility for these types of situations. Appendix A3 of this Transition Plan provides additional information about communication items related to Pedestrian Facilities / Public Rights-of-Way.

In recent years, the Town’s has implemented the following accessibility improvements with regard to communications, information and facility signage:

- *Complete renovation of Town Hall – 2018 – 2019 all inspections met ADA guidelines and requirements to provide accommodations*

The Town will conduct a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The findings from this evaluation will be provided in Appendix A1.

Improvement Schedule

Moving forward, the Town of Bluffton may implement improvements. There are none at this time.

<i>Communications, Information & Facility Signage</i>			
Item/Description	Accessibility Concern	Improvement Method	Schedule

Town Owned Properties

The Town of Bluffton is responsible for the following buildings:

- Town Hall
- Law Enforcement Center
- Watershed Office Site
- Public Services Facility
- Police Substation
- Rotary Community Center
- Dubois Park Pavilion
- Oscar Frazier Park Pavilion
- New Riverside Barn
- Garvin-Garvey House

- Squire Pope Carriage House
- New Riverside Barn Park
- New Riverside Village Park
- New Riverside Linear Park Restrooms
- Buckwalter Place Parks – East and West (Amphitheater)
- Calhoun St. Dock
- Oyster Factory Park (Pavillion)
- Oscar Frazier Splash Pad
- Sarah Riley Hooks Cottage
- Martin Family Park Restrooms
- Wright Family Park Restrooms
- Veteran’s Park and Pavillion
- Don Ryan Center for Innovation
- 184 Bluffton Road (Parking lot)

In recent years, the Town’s has implemented the following accessibility improvements to its building facilities:

- Complete renovation of Town Hall in 2018 - 2019

The Town’s will conduct a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the [ADA Checklist for Existing Facilities](#) publication. The findings from this evaluation will be provided in Appendix A2. If there are accessibility barriers/issues identified as currently existing, they will be ranked in order of priority for improvement.

Improvement Schedule

Moving forward, the Town of Bluffton plans to implement improvements for the following items that have been identified as potential obstacles to accessibility. None noted at this time.

<i>Building Facilities and Related Parking Lots/Facilities</i>	
Schedule	Description of Accessibility Improvement Projects / Methods
Year 1 (20XX)	
Year 2 (20XX)	

Years 3 – 5 (20XX to 20XX)	
-------------------------------	--

Pedestrian Facilities / Public Rights-of-Way

As part of the self-evaluation process, Town of Bluffton will conduct an inventory and evaluation of pedestrian facilities within its public rights-of-way, which consist of the following:

- sidewalks
- curb ramps
- crosswalks
- bicycle/pedestrian trails
- other

A detailed evaluation of these facilities with regard to accessibility compliance will be provided in Appendix A3 and will be updated every 3 years.

Previous Practices

The Town of Bluffton will continue to strive and provide accessible pedestrian features as part of the Town’s capital improvement projects.

In recent years the Town implemented accessibility improvements to its pedestrian facilities by using detectable warning surfaces at intersections.

Methodology

The Town of Bluffton will utilize two methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive method is through scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. A current listing of these scheduled projects will be included in Appendix B.

The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be incorporated into the Capital Improvement Program (CIP) on a case-by-case basis as determined by Town of Bluffton staff. The Town CIP, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.

Policy

The Town of Bluffton’s goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The Town will seek to adopt ADA design standards and procedures. These standards and procedures will be kept up-to-date with nationwide and local best management practices.

The Town will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The Town will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the Town jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the any policies set forth by the Town. Examples of typical maintenance items relating to accessibility include snow removal and ice control for sidewalks, sidewalk repair, and renewal of crosswalk markings. This will be detailed in Appendix A3.

Requests for accessibility improvements can be submitted to the ADA Title II Coordinator or Transition Plan Implementation Coordinator. Contact information is provided in Appendix E.

Priority Areas

The Town of Bluffton will identify specific locations as priority areas for planned accessibility improvement projects. At this time there are none identified. These areas would be selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments.

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the Town of Bluffton. The Town will coordinate with those agencies to assist with identifying and facilitating elimination of accessibility barriers along their routes.

Improvement Schedule

The Town of Bluffton may establish a schedule of goals for improving the accessibility of its pedestrian facilities within the Town’s jurisdiction in the future. At this time there are none established, however, below is an example of how that may look in the future:

- Within 5 years (2020 to 2025), 100% of the pedestrian facility features constructed after January 26, 1991 are to be ADA compliant.

- Within 10 years (2020 to 2030), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the priority areas identified by Town staff are to be ADA compliant.
- Within 20 years (2020 to 2040), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the entire jurisdiction of Bluffton are to be ADA compliant.

Based on results from the self-evaluation of pedestrian facilities, the Town of Bluffton will prepare an ADA accessibility improvement schedule to address specific locations where accessibility improvements are needed. A copy of this schedule will be included in Appendix A3.

Public Outreach

The Town of Bluffton recognizes that public participation is an important component in the development of this transition plan. Input from the community will be gathered and used to help define priority areas for improvements within the jurisdiction of the Town of Bluffton.

This document will be made available for public comment. Appendix C will provide a summary of comments received and detailed information regarding the public outreach activities.

Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. A draft of this public notice will be provided in Appendix D.

If users of the Town of Bluffton facilities and services believe the Bluffton has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with [28 CFR Sec. 35.107\(b\)](#), the Town will develop a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints or concerns. This grievance procedure will be outlined in Appendix D.

Progress Monitoring and Transition Plan Management

This Transition Plan is considered to be a living document that will continue to be updated as conditions within the Town evolve. The initial schedule is to formally review the complete document (main body and appendices) at least once per year and to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document will include a public comment period to continue the Town's public outreach efforts.

Appendices

A. Self-Evaluation

A1. Communications, Information & Facility Signage

A2. Building Facilities & Related Parking Lots/Facilities

A3. Pedestrian Facilities / Public Rights-of-Way

B. Schedule and Budget Information

C. Public Outreach

D. Public Notice of ADA Requirements and Grievance Procedure

E. Contact Information

F. Agency ADA Design Standards and Improvement/Compliance Procedures

G. Glossary of Terms

Appendix A – Self-Evaluation

A public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Interested Persons Consulted

Civil Rights Title VI Committee:

Kim Jones – Director of Projects and Watershed Resiliency

Kevin Icard – Director of Growth Management

Marcia Hunter – Town Clerk

Felicia Roth – Director of Compliance and Contracts

Lisa Cunningham – Clerk of Court

Laurance Beckler - Director of Public Services

Descriptions of areas examined, problems identified and any modifications made are listed in the following sections A1, A2 and A3.

A1. Communications, Information & Facility Signage

The Town will conduct a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The results will be listed as follows.

Inventory & Findings

A2. Building Facilities & Related Parking Lots/Facilities

The Town will conduct a detailed accessibility evaluation of each of its buildings, based on the [ADA Checklist for Existing Facilities](#) publication. The results will be listed as follows.

Inventory & Findings

Maintenance Activities and Additional Items

A3. Pedestrian Facilities / Public Rights-of-Way

The Town will conduct a detailed accessibility evaluation of pedestrian facilities within the agency's public rights-of-way. The results will be listed as follows.

Inventory & Findings – this will be completed after evaluation.

Maintenance Activities and Additional Items

Appendix B – Schedule and Budget Information

Overview

Based on the accessibility obstacles/issues identified through the self-evaluation process, and the need to implement improvements in order to comply with ADA accessibility standards, the Town of Bluffton will prepare a schedule and budget estimates of ADA compliant projects to be completed, which can be found at the link below:

<https://town-bluffton-sc-clear.doc.cleargov.com/19273/719884/d>

¹ Aim to complete all accessibility improvements needed for *Communications, Information & Facility Signage* by the end of Year 2.

² Aim to complete all accessibility improvements needed for *Building Facilities* by the end of Year 5.

³ Aim to have 100% of *Pedestrian Facility features constructed after January 26, 1991* be ADA compliant by the end of Year 5.

⁴ Aim to have 80% of *all Pedestrian Facility features (including those constructed on or before January 26, 1991) within the priority areas identified by Town of Bluffton staff* be ADA compliant by the end of Year 10. Continue with additional improvements after Year 10 as feasible.

⁵ Aim to have 80% of *all pedestrian facility features (including those constructed on or before January 26, 1991) within the entire jurisdiction of the Town of Bluffton* be ADA compliant by the end of Year 20.

Discussion & Improvement Project Information – to be completed later after budget and inventory is completed.

As indicated in the table on the previous page, the Estimated Total Cost associated with providing ADA accessibility within the categories of Communications, Building Facilities and Pedestrian Facilities is \$_____. This amount represents a significant investment that Town of Bluffton is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to accommodate this cost within the Town’s budget for accessibility improvements.



*Scheduled Street and Utility Improvement Projects**

Last Updated: Date, Year

Project / Location	Estimated Budget	Schedule

*All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.

Appendix C – Public Outreach

If there are public comments, they will be provided in the future. There are none currently.

Appendix D – Public Notice of ADA Requirements and Grievance Procedure

As required by the Americans with Disabilities Act, the Town has posted the following notice outlining its responsibilities with regard to ADA compliance.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Town of Bluffton will not discriminate against qualified individuals on the basis of disability in Town services, programs or activities.

Employment: The Town does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: The Town will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town’s programs, services and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The Town will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all Town programs, services and activities. For example, individuals with service animals are welcomed in Town offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Town program, service or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The Town will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Grievance Procedure (Source: www.ada.gov)

Town of Bluffton Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Bluffton's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Anni Evans
ADA Coordinator and Human Resources Director
20 Bridge Street, Bluffton SC 29910**

Within 15 calendar days after receipt of the complaint, *the ADA Coordinator or [his/her]* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *ADA Coordinator or [his/her]* designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Bluffton and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or *his/her* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Town Manager or his/her designee.

Within 15 calendar days after receipt of the appeal, the Town Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by *ADA coordinator or his/her* designee, appeals to the Town Manager or his/her designee, and responses from these two offices will be retained by the Town of Bluffton for at least three years.

Appendix E – Contact Information

ADA Title II Coordinator

Name: Anni Evans Job Title: Human Resources Director

Office Address: 20 Bridge Street, Bluffton SC

Phone: 843-706-4517

Fax: 843-757-6720

E-mail: aevans@townofbluffton.com

ADA Transition Plan Implementation Coordinator

Name: Kim Jones Job Title: Director of Projects and Watershed Resilience

Office Address: 20 Bridge Street, Bluffton SC

Phone: 843-706-7824

Fax: n/a

E-mail: kjones@townofbluffton.com

Appendix F – Agency ADA Design Standards and Improvement/ Compliance Procedures

ADA Resources and Design Standards

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Ohio Manual of Uniform Traffic Control Devices](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

Improvement/Compliance Procedures

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.

Intersection Corners

The Town will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of Town staff.

Sidewalks / Trails

The Town will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of Town staff.

Traffic Control Signals

The Town will work in good faith to have traffic control signals constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of Town staff.

Bus Stops

The Town will work in good faith to have bus stops constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each bus stop location shall be made as compliant as possible in accordance with the judgment of Town staff.

Other policies, practices and programs

The Town's other policies, practices and programs not identified in this document will follow the applicable ADA standards.

Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): Contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice.

Federal Highway Administration (FHWA): A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration.

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U.S. Access Board. This guidance addresses roadway design practices, slope and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking and other components of public rights-of-way.

Right-of-Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Federal Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally-funded facilities.

United States Department of Justice: Federal executive department responsible for enforcement of the law and administration of justice (also referred to as the Justice Department or DOJ).

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



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

Minutes
Civil Rights Committee
February 9, 2026

Present: Anni Evans, Civil Rights Coordinator
 Felicia Roth, Director of Contracts and Compliance
 Kim Jones, Director of Projects and Watershed Resilience
 Lisa Cunningham, Clerk of Court
 Marcia Hunter, Town Clerk
 Kevin Icard, Director of Growth Management
 Larry Beckler, Director of Public Services

The Civil Rights Committee met at Town Hall in the May River Conference Room at 2pm on February 9, 2026.

The January 27, 2025, meeting minutes were reviewed and approved following a motion from Felicia Roth and with a second by Marcia Hunter.

The committee reviewed the policy, procedure and agreed to review the ADA Transition Plan electronically.

We reviewed why the Town has a Civil Rights Committee and we agreed to meet in January of 2027 for an annual review.

The committee agreed that if any updates are needed to the ADA Transition Plan we will do so electronically.

Brief discussion about list of Town owned properties and facilities – get list from GIS and change wording to Town Owned Properties as opposed to Buildings, Facilities and related parking lots.

Kim Jones made the suggestion to link the CIP Budget document as Appendix B to keep an annually updated list of plans for ADA Compliance.

Motion to adjourn made by Anni Evans with a second by Kim Jones at 2:25pm.

Anni Evans

Civil Rights Coordinator

-----February 9, 2026-----
Date

Motion:

“I move to [**Approve, Approve with Conditions, or Deny**] a resolution in support of the adoption of the revised ADA Transition Plan.”

RESOLUTION

A RESOLUTION DECLARING APRIL AS FAIR HOUSING MONTH IN THE TOWN OF BLUFFTON BY AFFIRMING THE CONTINUED DEDICATION TO FAIR HOUSING PRINCIPLES AND REGULATIONS ESTABLISHED BY THE STATE OF SOUTH CAROLINA AND THE UNITED STATES FEDERAL GOVERNMENT

WHEREAS, April 1, 2026 marks the 58th anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

WHEREAS, the principle of fair housing is not only state and national law and policy, but a fundamental human concept and entitlement for all citizens; and

WHEREAS, the Town of Bluffton desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

WHEREAS, the Town of Bluffton rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or family status in the sale, rental, or provision of other housing services; and

WHEREAS, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors, ethnic backgrounds, and religious traditions; and

WHEREAS, interested parties from both the private and public sectors will participate in a town, state and national effort to promote fair housing.

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

1. The month of April 2026 to be “Fair Housing Month;” and
2. All residents of our community are urged to personally adopt the spirit of equal housing opportunity and adhere to the letter and character of the Fair Housing Laws.

**THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.
SIGNED, SEALED AND DELIVERED THIS 7th DAY OF April, 2026.**

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

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina



**TOWN OF BLUFFTON
Fair Housing Month Proclamation**

WHEREAS, April 1, 2026, marks the 58th anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

WHEREAS, the principle of fair housing is not only state and national law and policy, but a fundamental human concept and entitlement for all citizens; and

WHEREAS, the Town of Bluffton desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

WHEREAS, the Town of Bluffton rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or family status in the sale, rental, or provision of other housing services; and

WHEREAS, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors, ethnic backgrounds, and religious traditions; and

WHEREAS, interested parties from both the private and public sectors will participate in a town, state and national effort to promote fair housing.

NOW THEREFORE, I, Larry C. Toomer, Mayor of Bluffton along with Bluffton Town Council, do hereby proclaim the month of April 2026 as "FAIR HOUSING MONTH" in the Town of Bluffton to establish Bluffton as an inclusive community committed to fair housing for all residents and prospective residents of Bluffton.

Dated this 7th day of April 2026



Larry C. Toomer, Mayor
Bluffton, South Carolina

