



BLUFFTON TOWN COUNCIL MEETING

Theodore D. Washington Municipal Building
Henry "Emmett" McCracken Jr. Council Chambers
20 Bridge Street, Bluffton, SC 29910
Tuesday, January 14, 2020

- I. Call to Order — Mayor Sulka
- II. Pledge of Allegiance
- III. Invocation
- IV. Swearing in of Mayor Elect Lisa Sulka and Town Council Elect Dan Wood and Bridgette Frazier – Judge Clifford Bush
- V. Appointment of Mayor Pro Tempore – Mayor Sulka
- VI. Adoption of Agenda
- VII. Adoption of Minutes:
 1. [Town Council Regular Meeting Minutes of December 10, 2019](#)
- VIII. Presentations, Celebrations and Recognitions:
 1. [Martin Luther King Jr. Proclamation – Mayor Sulka](#)
 2. Beaufort County School District Character Student of the Month – Mayor Sulka
- IX. Public Comment Related to Formal Agenda Items*
- X. Communications from Mayor and Council

"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. 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.

*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. Public comment must not exceed three (3) minutes.

XI. Formal Items:

1. [Consideration of Approval of an Initial Master Plan for New Riverside Park, Parcel 6, for Beaufort County within the New Riverside Planned Unit Development and Concept Plan for a Passive Park that will Include an Open Air Picnic Shelter, Restrooms, Canoeing and Kayaking, Overnight Primitive Camp Sites, and Hiking and Biking Trails and Parking on Approximately 759.31 Acres Located West of New Riverside Road at the Terminus of the Holly Hill Road Right-Of- Way – Kevin Icard, Planning and Community Development Manager](#)
2. [Consideration of Approval of an Amendment to the Master Plan for Property Referred to as Cypress Ridge with the Jones Estate Planned Unit Development for Additional Roads and Service Lanes to the Commercial Village for Future Development of 44 Attached Residential Units on Approximately 1412 Acres Located on SC Highway 170 – Kevin Icard, Planning and Community Development Manager](#)
3. [Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2020 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds – Second and Final Reading – Chris Forster, Director of Finance and Administration](#)
4. [Consideration of an Ordinance Amending Chapter 26 of the Town Code, Traffic and Motor Vehicles for the Purpose of Adding Rules for Public Parking Facility – First Reading – Bryan McIlwee, Director of Engineering](#)
5. [Consideration of a Resolution to Establish the Law Enforcement Citizens Advisory Committee – Chris Chapmond, Chief of Police](#)

XII. Consent Agenda:

1. Monthly Department Reports: [Police, Finance & Administration, Municipal Court, Engineering, Don Ryan Center for Innovation, and Growth Management](#)
2. [Town Manager's Monthly Report](#)
3. [Consideration of Proposed Outdoor Lighting Agreement with Palmetto Electric Cooperative Relating to the Town Park at Buckwalter Place – Bryan McIlwee, Director of Engineering](#)

XIII. Public Comment Related to Non-Agenda Items*

XIV. Executive Session:

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1. Contractual Matters Regarding the Greater Bluffton Chamber of Commerce and Convention Visitor's Bureau, Inc. and Bluffton Historic Preservation Society (Pursuant to SC Freedom of Information Act 30-4-70[a][1])
2. Receipt of Legal Advice Relating to the Town of Bluffton Development Agreements (Pursuant to SC Freedom of Information Act 30-4-70[a][2])
3. Discussions Relating to Negotiations and Contractual Arrangements for the Acquisition of Real Property in Various Areas of the Town of Bluffton Including Bluffton Road, Bluffton Parkway, May River Road and Bluffton Historic District (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])
4. Receipt of Legal Advice Regarding the Abandonment of a Right-of-Way in the Town of Bluffton (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

XV. Action from Executive Session

XVI. Adjournment

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TOWN OF BLUFFTON
BLUFFTON, SOUTH CAROLINA

DR. MARTIN LUTHER KING, JR. PROCLAMATION

WHEREAS, January 15, 1929 was the birthday of a great American, the late Rev. Dr. Martin Luther King, Jr., who gave his life for love, peace and justice; and

WHEREAS, the Rev. Dr. Martin Luther King, Jr.'s celebration is sponsored and hosted annually by the Bluffton Martin Luther King Jr. Observance Committee and

WHEREAS, the Town of Bluffton is committed to pursuing the ideals of JUSTICE, LOVE, AND PEACE and in Bluffton's 35th celebration, the theme shall be "Working Together Today, to Build a Better Future Tomorrow".

NOW, THEREFORE I, Lisa Sulka, Mayor of the Town of Bluffton, along with Bluffton Town Council, do hereby designate and proclaim Monday, January 20, 2020 as Reverend Dr. Martin Luther King, Jr. Day in the Town of Bluffton.

IN WITNESS WHEREOF, I have hereto set my hand and caused the seal of the Town of Bluffton to be affixed this fourteenth day of January 2020.



Lisa Sulka, Mayor

TOWN COUNCIL



STAFF REPORT

Growth Management Department

MEETING DATE:	January 14, 2020
PROJECT:	Consideration of approval of an Initial Master Plan for New Riverside Park, a 759.31-acre passive-use public park. The property is referred to as Parcels 6B- Phase 1; 6B-Phase 2; SE Phase 1 & NW Phase 1 of the New Riverside PUD.
PROJECT MANAGER:	Kevin P. Icard, AICP Planning & Community Development Manager

REQUEST: A request for approval of the Initial Master Plan Application submitted by Kyle Theodore, Agent, Wood+Partners Inc., on behalf of the owner, Beaufort County, South Carolina, for an Initial Master Plan for parcels identified by tax map numbers: R610 035 000 0030 0000; R610 035 000 0009 0000; R610 035 000 0593 0000; and R610 043 000 0001 0000 in the New Riverside Concept Plan.

INTRODUCTION: The Applicant is requesting approval of an Initial Master Plan for the New Riverside Park property consisting of 759.31 acres and located within the New Riverside Planned Unit Development (PUD).

The undeveloped park property is bounded on the south by the New River including remnants of old rice fields; to the west by undeveloped Town of Bluffton property; on the north by existing and proposed residential development including Alston Point and Retreat at the Haven; and to the east by undeveloped, forested lands owned by WalCam Land Group, LLC. Access to the property is provided through a 100' access and utility easement tying it to New Riverside Road. This road is referred to as Holly Hill Road. The Town of Bluffton's New River Linear Trail bisects the western portion of the property.

The existing site consists of undeveloped forested property of which approximately 69% is protected and forested wetlands. Access to high land is limited and, in many instances, will rely on a single point of access via a foot-path. The eastern portion of the site contains a number of ponds. The western portion of the site fronts the New River and an old rice field providing opportunities for future blueway development as well as viewing and environmental/cultural interpretation.

The site is naturally re-vegetated with slash/loblolly pine and mixed oak forest, bottomland hardwoods and cypress/gum swamps.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission recommended approval of the Initial Master Plan for the New Riverside Passive Park to Town Council consisting of hiking trails, pavilion, restrooms, camping and parking, with the following condition:

1. Prior to issuance of a development permit, there must be an obligation to construct Holly Hill Road as a gravel road from New Riverside Road to the

entrance of New Riverside Park with an 8' multiuse trail running the entire length.

BACKGROUND: The New Riverside Park property consists of 759.31 acres, located within the New Riverside Planned Unit Development (PUD), in Bluffton, SC. Referred to as Parcels 6B- Phase 1; 6B-Phase 2; SE Phase 1 & NW Phase 1 of the New Riverside PUD, the property was originally approved for residential development with maximum densities of 8 dwelling units per acre for single family development and 16 dwelling units per acre for multi-family development. In 2006, 2008 and 2011 the various property parcels were acquired by the Beaufort County Rural and Critical Lands program to be utilized as a public passive-use park. In conjunction with the property acquisition, the County acquired 200 acres of business park development rights which are considered preserved as the County intends to develop the property as a low-impact, passive-use park allowing visitors to interact with nature while enjoying the unique natural beauty of the Lowcountry.

SITE DESIGN AND DEVELOPMENT STANDARDS: Phase one park development consists of a gated main entrance with an automatic timed gate and security camera, a small parking area (+/- 25 spaces), open air picnic shelter, composting restroom and trailhead. Approximately 4.45 miles of hiking/biking trails of varying surfaces and difficulty are planned. At the trailhead is an ADA accessible +/- .6-mile paved loop trail. The remainder of planned hiking and biking trails will be pervious and low impact. Kayaking and canoeing trails will also be available in the adjacent New River and its rice fields.

Future phases include two primitive camping areas that are accessed by water (the New River/rice fields) or through a controlled pack-in/pack-out approach. Camping will be limited to a small number of tents to be permitted and reserved through the County's Passive Parks Manager or their assign. No water, sewer or electricity will be provided to serve these camping areas.

Design and construction materials used in the park will meet or exceed the Town of Bluffton Zoning and Development Standards Ordinance (ZDSO) approved for the New Riverside Planning Area. Applicable site design standards shall be as set forth in the PUD and the Development Agreement. The applicant intends to responsibly develop, operate and maintain the park.

A phased master plan has been included, indicating the proposed sequencing of park development.

Wetlands and Current Wetland Permit(s)

There are 525.79 acres of jurisdictional wetlands and 233.52 acres of uplands located on-site. The proposed project will impact 5.55 acres of these wetlands. The USACE issued a wetland impact permit on January 13, 2005 and granted a modification to that permit on November 9, 2007. The deadline for completing the work associated with the approved impacts is June 30, 2025. Compensatory mitigation for the impacts is defined in the "New Riverside Development Compensatory Mitigation Plan" revised July 13, 2004 with the revisions mentioned in the approved permit modification.

Park Management

Enforcement: The Beaufort County Sheriff's office has jurisdiction in enforcing County

code on County-owned properties. However, they coordinate with the municipal police departments for those County-owned properties that occur within municipal boundaries. The County's Passive Parks Ordinance (2018/53) applies to this property and can be enforced by either the Sheriff or Bluffton Police Department.

Emergency Services: Access for emergency services is provided through the main entrance off New Riverside Drive. All trails and boardwalks will be suitable for an ATV to traverse within the park. The Bluffton Township Fire District will provide emergency response to the park.

Park Operations: Hours of park operation will be from dawn to dusk. Permits will be available for limited overnight camping when that phase of development is implemented. Camping parameters will be determined based on future conversations with the Fire Marshall, Sheriff's Office and Emergency Services. The park entrance will have a timed automatic gate, security camera and lighting; and removable (locked) bollards will be installed at trail heads. Events that exceed half the amount of parking spaces will not be permitted. The picnic pavilion will be available for rental for small gatherings. Events and pavilion rentals are subject to the County's Facility Rental Policy and are approved by the County's Passive Park Manager.

Land Management: An initial timber thinning may occur during park development as recommended in the County's Passive Park Silviculture Plan. Long-term vegetation management may include timber thinning, bush hogging, roller chopping, gyro tracking, mowing and/or herbicide application depending on the best management practice to accomplish the management objectives. Invasive exotic plants will be controlled using standard mechanical or chemical methods as needed. Invasive exotic animals will be controlled through the hiring of a contractor to conduct trap and removal methods as needed. Where deemed to be appropriate, the SC Forestry Commission will be utilized to conduct prescribed burning to minimize wildfire hazards as needed.

Communications: All communications between the County's Passive Parks Manager (PPM) and the public occur on the County's Passive Park Program website, through press releases and through social media. The PPM is available via phone or email Monday through Friday between the hours of 8 am and 5 pm.

Parking: The Town of Bluffton's UDO does not specifically address parking requirements for passive-use public parks. For the purposes of calculating parking, this submittal utilizes the UDO requirements for Recreation/Entertainment under Section 5, Table 5.11.3.C. which lists maximum parking required as "number of spaces shown to be necessary and reasonable by data submitted by the Applicant and as approved by the UDO Administrator." BC ZDSO 90/3 – Section 5.2.1.1 – It is anticipated that the largest potential user of the park will be outdoor environmental classes, so the planned parking is based on an average class size of 20 students + 1 teacher and 4 parents, equaling 25 parking spaces. Based on the recreation elements planned for the park, this amount of parking will be more than sufficient for normal daily use by the public. Of the proposed 25 parking spaces, one space is ADA van accessible.

Stormwater Management

Stormwater drainage for the proposed access road into the park will include a curb and guttered paved extension for a portion of Holly Hill Road with a closed storm sewer system. This road profile will extend to the first curb cut providing access to Alston

Park. The road will then transition to macadam with roadside swales to the next proposed curb cut which will provide access to the Heritage at New Riverside. The road then transitions in width and pavement surface to gravel as it nears the main parking lot and trailhead of the park. Roadside swales will convey the stormwater runoff for this portion of the access road. The park itself, will be designed to meet the Town of Bluffton Stormwater requirements, which exceed SCDHEC water quantity and quality regulations.

Utility Services

Utility services will be provided by the following:

1. Potable Water Distribution – Beaufort Jasper Water Sewer Authority
2. Wastewater Collection – Beaufort Jasper Water Sewer Authority
3. Power/Gas Supply and Service – Dominion Energy
4. Telecommunication Service – Hargray Communications
5. Fire protection – Bluffton Township Fire District

Proposed Streets

The master plan for New Riverside Park relies on site access through development of Holly Hill Road within the existing 100' access and utility easement. This entry road can also serve adjacent planned residential development and as such, the County is pursuing cost-sharing with those communities.

Without consideration given to the new park and potential cost sharing opportunities, if the second phase of Alston Park is constructed, they would be responsible for improving Holly Hill Road to the southern most curb cut location at a minimum.

The existing constructed phase of Alston Park provides an undeveloped street stub out to the future Holly Hill Road.

In addition, an 8' paved multi-use trail will be co-located in this 100' access easement adjacent to Holly Hill Road providing a pedestrian and bicycle connection to the New Riverside Road trail network. A new low-impact, pervious trail linking the Town's linear trail to the Park is planned.

Traffic Assessment

The New Riverside Master Developer commissioned a traffic impact study for the New Riverside development in its entirety. Within that study, this parcel (6B) was designated as residential development with a single-family maximum density of 8 dwelling units per acre and/or a multi-family density of 16 dwelling units per acre. Given the proposed low impact land uses of the park, the proposed access point into the property is consistent with the previously evaluated location. Additionally, the average daily trips generated by the park are anticipated to have fewer impacts than previous traffic projections associated with residential development.

Access to the site will be provided through a driveway connection on the outside of the curve at New Riverside Drive. A median crossover already exists opposite the platted and recently cleared Holly Hill Road right of way. The roadway will be extended from New Riverside Drive inside the right-of-way into the County Park property.

REVIEW CRITERIA & ANALYSIS: Town Council is required to consider the criteria set forth in Section 3.9.3 of the Unified Development Ordinance in assessing an application for a Master Plan. These criteria are provided below followed by a Staff Finding(s).

1. **Section 3.9.3.B. Promotion of and consistency with the land use goals, environmental objectives and overall intent of the policies within the Comprehensive Plan.**

Finding. The application is consistent with the Comprehensive Plan.

This application is for master plan approval for a passive-use public park. Per Article 3 of the UDO, the proposed master plan is compliant and generally consistent with the land use goals, environmental objectives and overall intent of the Town's Comprehensive Plan. The plan is also consistent with the New Riverside PUD and associated Development Agreement.

2. **Section 3.9.3.C. Consistency with the intent of the Planned Unit Development Zoning District as prescribed in this Ordinance.**

Finding. This request will be consistent with the Town of Bluffton Zoning and Development Standards Ordinance that applies to the New Riverside Concept Plan.

The New Riverside Concept Plan was designed to be a mixed-use development, which includes residential and commercial uses and preservation of existing environmental resources. This Master Plan for New Riverside Park is consistent with the development of this PUD.

3. **Section 3.9.3.D. As applicable, consistency with the provisions of the associated Development Agreement and/or PUD Concept Plan.**

Finding. The application will be consistent with the provisions of the New Riverside Development Agreement.

As part of this master plan, there will be no development of residential or business park related land uses. Beaufort County controls the rights to the 200 acres of Business Park, as described in the New Riverside PUD concept plan. However, it is assumed that there will be no future plan to develop the subject property for such use given that the property was purchased through the Beaufort County Rural and Critical Lands program.

4. **Section 3.9.3.E. Compatibility of proposed land uses, densities, traffic circulation and design with adjacent land uses and environmental features, as well as the character of the surrounding area.**

Finding. The application is compatible with the surrounding area.

The proposed passive park is among the least intense land uses possible, excluding leaving the property undeveloped. There will be minimal tree removal

other than what is required to construct the parking area, trails, and Holly Hill Road.

The closest homes to the trails are approximately 1,500 feet north in The Haven. The closest homes to the designated campsites are approximately 2,700 feet north in Alston Park with primary access provided via the New River. There is a minimum of 500' of designated wetlands between the park trails and the nearest homes with many sections of wetland exceeding 1,000' in width.

5. **Section 3.9.3.F. Ability to be served by adequate public services, including, but not limited to, water, sanitary sewer, roads, police, fire, and school services. For developments that have the potential for significant impact on infrastructure and services the applicant shall be required to provide an analysis and mitigation of the impact on transportation, utilities, and community services.**

Finding. The property is able to be served by adequate public services and has previously provided an analysis and mitigation measures on the impact on transportation, utilities, and community services with the New Riverside Development Agreement and Concept Plan.

The proposed Master Plan is in an existing PUD where much of the infrastructure including roadways, sanitary sewer, solid waste, drainage, potable water, electricity, telephone and cable, have been contemplated during the creation of the PUD. The letters of intent from the various agencies provide proof of available service to the site.

6. **Section 3.9.3.G. Demonstration of innovative site planning techniques that improve upon the standards in other allowable Town of Bluffton zoning districts with the purpose of enhancing the Town of Bluffton's health, safety and welfare.**

Finding. The Master Plan includes innovative site planning techniques that enhance the Town's health, safety, and welfare.

The park will rely on "green solution" restrooms with a composting toilet system in lieu of sanitary sewer services. This is a type of self-contained composting toilet system that does not use water and does not function like a septic system. Composting toilets do not require a connection to septic tanks or sewer systems unlike flush toilets. Common applications include national parks, remote holiday cottages, ecotourism resorts, off-grid homes and rural areas in developing countries.

Of the 759.31-acre site, only the restroom, picnic shelter; ADA parking space and the ADA accessible loop trail are proposed to have impervious surfacing. The remainder of the park will be pervious and dedicated to open space or recreational uses. This equates to approximately 0.87 acres or 0.1% of the site to be developed with impervious surfaces and approximately 99.9% proposed as pervious.

7. **Section 3.9.3.H. Ability of the site to sufficiently accommodate the densities and land use intensities of the proposed development.**

Finding. The property can sufficiently accommodate the proposed development.

There will be limited development within the park allowing for it to remain predominantly undisturbed.

8. Section 3.9.3.I. Conformance with adopted or accepted plans, policies, and practices of the Town of Bluffton.

Finding. The application is in conformance with adopted or accepted plans, policies, and practices of the Town.

The Comprehensive Plan recognizes the systematic growth of Bluffton within the New Riverside Planned Unit Development. This master plan proposed no residential development and a low-intensity passive park.

TOWN STAFF RECOMMENDATION: Town Staff finds that the requirements of Section 3.9.3 of the Unified Development Ordinance can be met with the following condition and recommends that Town Council approve the New Riverside Park Initial Master Plan.

1. Prior to issuance of a development permit, there must be an obligation to construct Holly Hill Road as a gravel road from New Riverside Road to the entrance of New Riverside Park with an 8' multi-use trail running the entire length.

NEXT STEPS:

Master Plan Procedure	Step Completed	Date Completed
Step 1. Pre-Application Meeting	✓	March, 2018
Step 2. Application Check-In Meeting	✓	September 12, 2019
Step 3. Review by UDO Administrator	✓	October 16, 2019
Step 4. Planning Commission Public Hearing and Recommendation	✓	November 20, 2019
Step 5. Town Council Consideration for Approval of Majority Vote	✓	January 14, 2020

ATTACHMENTS:

1. Application
2. Master Plan Map
3. Phasing Plan
4. Vicinity Map
5. Topo Map
6. Tree Canopy – Aerial
7. Site Images
8. Trail Type
9. Composting Toilet
10. DRC Staff Comments

11. Proposed Recommended Motion



**TOWN OF BLUFFTON
PLANNED UNIT DEVELOPMENT (PUD)
MASTER PLAN APPLICATION**

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

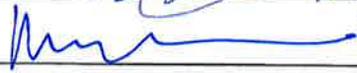
Applicant		Property Owner	
Name: Kyle Theodore, Agent, Wood+Partners Inc.		Name: Beaufort County, South Carolina	
Phone: 843.681.6618 ext 236		Phone: 843.255.2152, Stefanie Nagid	
Mailing Address: 7 Lafayette Place Hilton Head Island, SC 29926		Mailing Address: 100 Ribaut Road, Room 115 Beaufort, SC 29901	
E-mail: Ktheodore@woodandpartners.com		E-mail: Snagid@bcgov.net	
Town Business License # (if applicable): LIC-03-19-028732 (Wood+Partners Inc.)			
Project Information			
Project Name: New Riverside Park		<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amendment
Project Location: Off New Riverside Drive, Bluffton		Acreage: 759.31	
PUD Name: New Riverside PUD			
Tax Map Number(s): R610 035 000 0030 0000; R610 035 000 0009 0000; R610 035 000 0593 0000; and R610 043 000 0001 0000			
Project Description: Passive Use Park			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Two (2) full sized copies and digital files of the Master Plan. <input checked="" type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Article 3 of the UDO. <input checked="" type="checkbox"/> 3. All information required on the attached Application Checklist. <input checked="" type="checkbox"/> 4. 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: 9/12/19	
Applicant Signature: 		Date: 9/12/19	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	

EXHIBIT C - MASTER PLAN

SITE DATA
 COUNTY: BEAUFORT
 MUNICIPALITY: BLUFFTON
 PARCEL ID #s: R610 035 000 0030 0000 (NW, PH1)
 R610 035 000 0009 0000 (SE, PH1)
 R610 035 000 0593 0000 (6B, PH1)
 R610 043 000 0001 0000 (6B, PH2)
 TOTAL ACREAGE: 759.31 ac
 LOCATION: HOLLY HILL RD OFF NEW RIVERSIDE RD
 ZONING: PUD - NEW RIVERSIDE

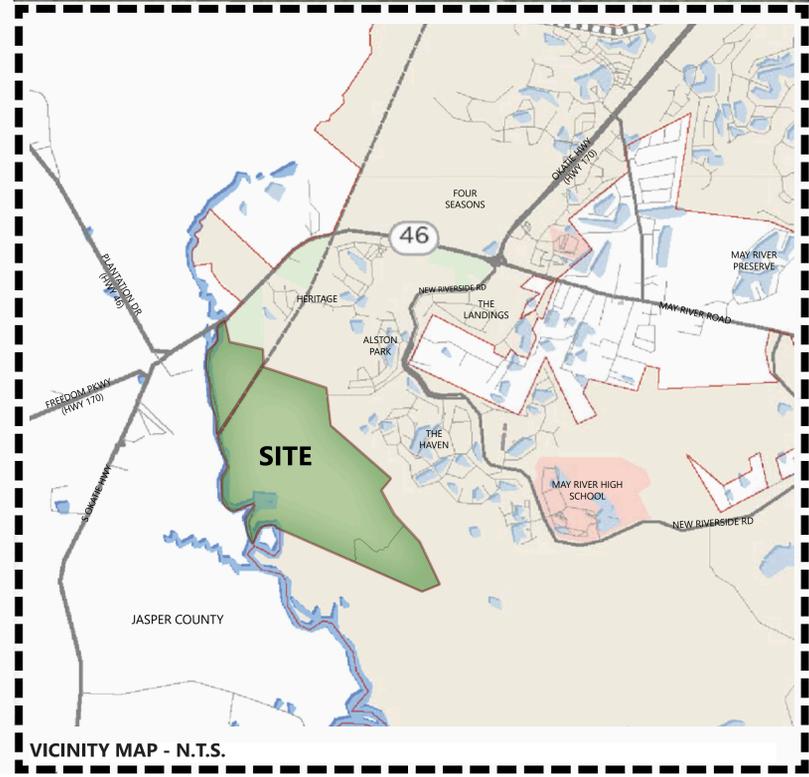
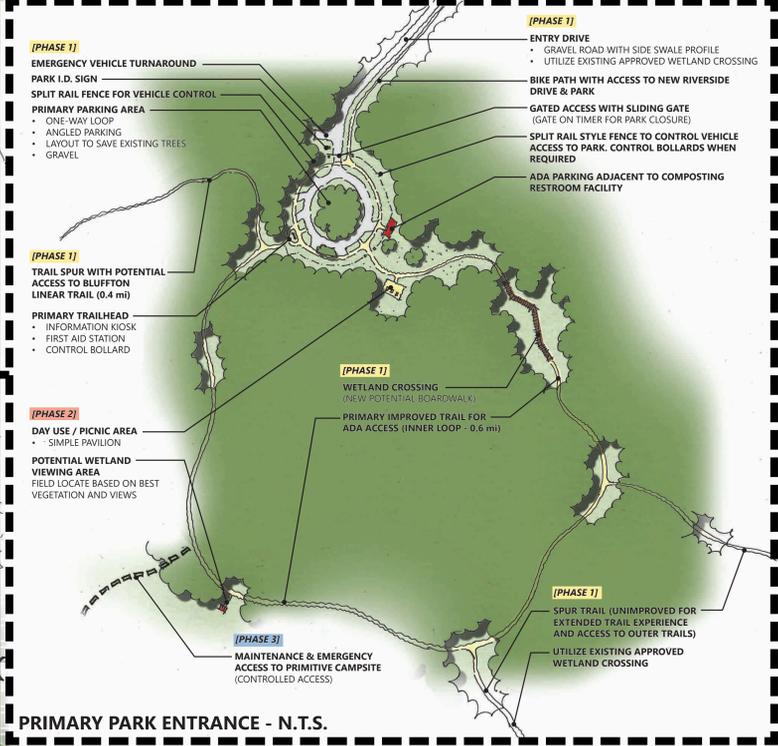
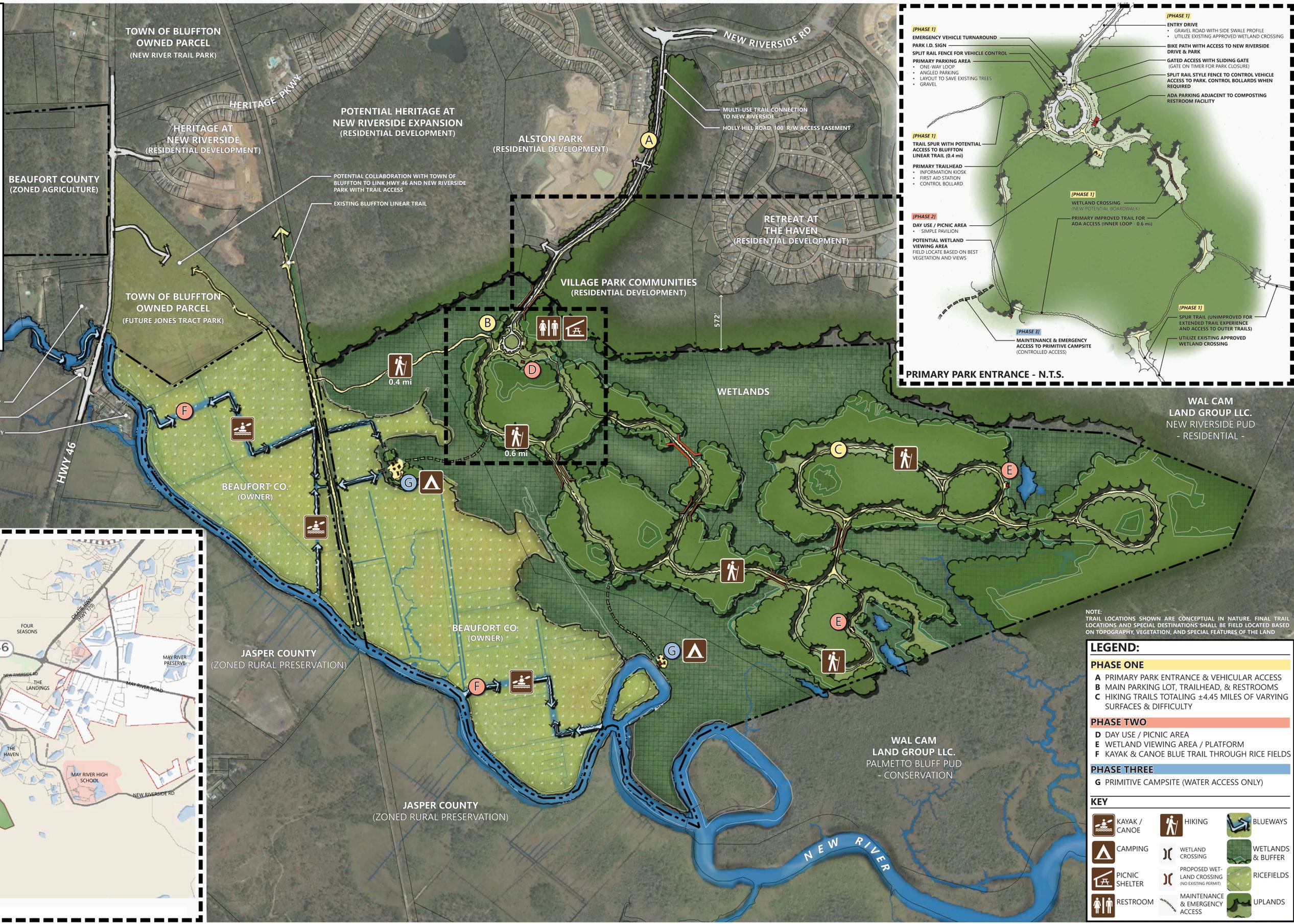
SITE DEVELOPMENT SUMMARY
 TOTAL ACREAGE: 759.31 ac
 WETLAND ACREAGE: 525.79 ac
 UPLAND ACREAGE: 233.52 ac

PROPOSED IMPERVIOUS AREA: ±0.87 ac (0.1%)
 PROPOSED PERVIOUS AREA: ±758.4 ac (99.9%)
 PROPOSED OPEN SPACE: ±757.78 ac (99.8%)
 UTILITY EASEMENTS: 12.39 ac

All sections of the Holly Hill Road Connection outside of the parcel boundaries have not been factored into the numbers above.

BUILDING SUMMARY
 OPEN AREA PAVILION ±600 s.f.
 RESTROOM FACILITY ±600 s.f.

PARKING SUMMARY
 25 SPACES PROPOSED (1 ADA VAN ACCESSIBLE)
 SEE NARRATIVE FOR DETAILED DESCRIPTION.



NOTE: TRAIL LOCATIONS SHOWN ARE CONCEPTUAL IN NATURE. FINAL TRAIL LOCATIONS AND SPECIAL DESTINATIONS SHALL BE FIELD LOCATED BASED ON TOPOGRAPHY, VEGETATION, AND SPECIAL FEATURES OF THE LAND

LEGEND:

PHASE ONE

- A PRIMARY PARK ENTRANCE & VEHICULAR ACCESS
- B MAIN PARKING LOT, TRAILHEAD, & RESTROOMS
- C HIKING TRAILS TOTALING ±4.45 MILES OF VARYING SURFACES & DIFFICULTY

PHASE TWO

- D DAY USE / PICNIC AREA
- E WETLAND VIEWING AREA / PLATFORM
- F KAYAK & CANOE BLUE TRAIL THROUGH RICE FIELDS

PHASE THREE

- G PRIMITIVE CAMPSITE (WATER ACCESS ONLY)

KEY

- KAYAK / CANOE
- HIKING
- BLUEWAYS
- CAMPING
- WETLAND CROSSING
- WETLANDS & BUFFER
- PICNIC SHELTER
- PROPOSED WETLAND CROSSING (NO EXISTING PERMIT)
- RESTROOM
- MAINTENANCE & EMERGENCY ACCESS
- RICEFIELDS
- UPLANDS

EXHIBIT D - PHASING PLAN

SITE DATA
 COUNTY: BEAUFORT
 MUNICIPALITY: BLUFFTON
 PARCEL ID #s: R610 035 000 0030 0000 (NW, PH1)
 R610 035 000 0009 0000 (SE, PH1)
 R610 035 000 0593 0000 (6B, PH1)
 R610 043 000 0001 0000 (6B, PH2)
 TOTAL ACREAGE: 759.31 ac
 LOCATION: HOLLY HILL RD OFF NEW RIVERSIDE RD
 ZONING: PUD - NEW RIVERSIDE

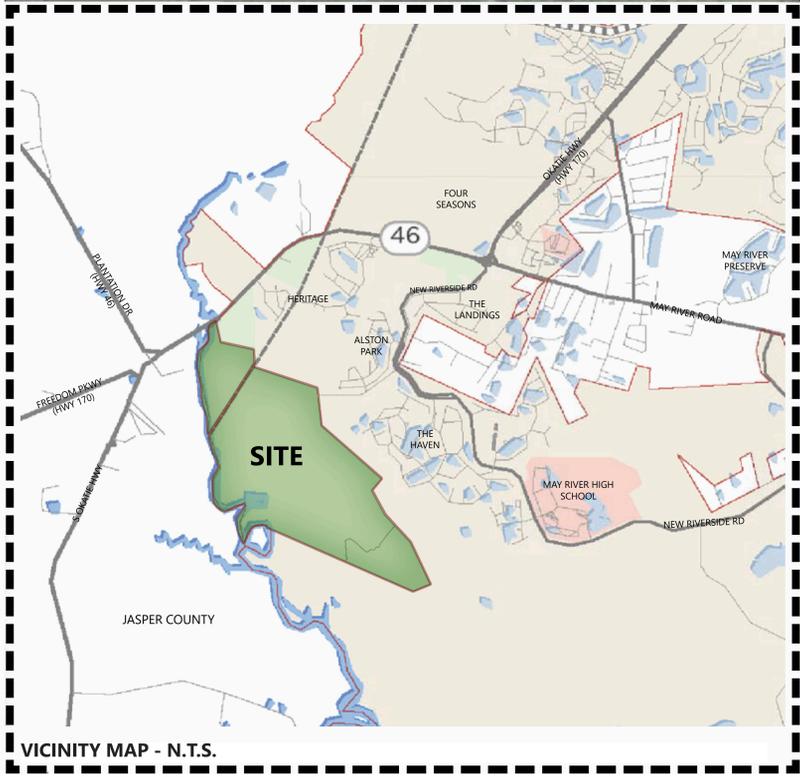
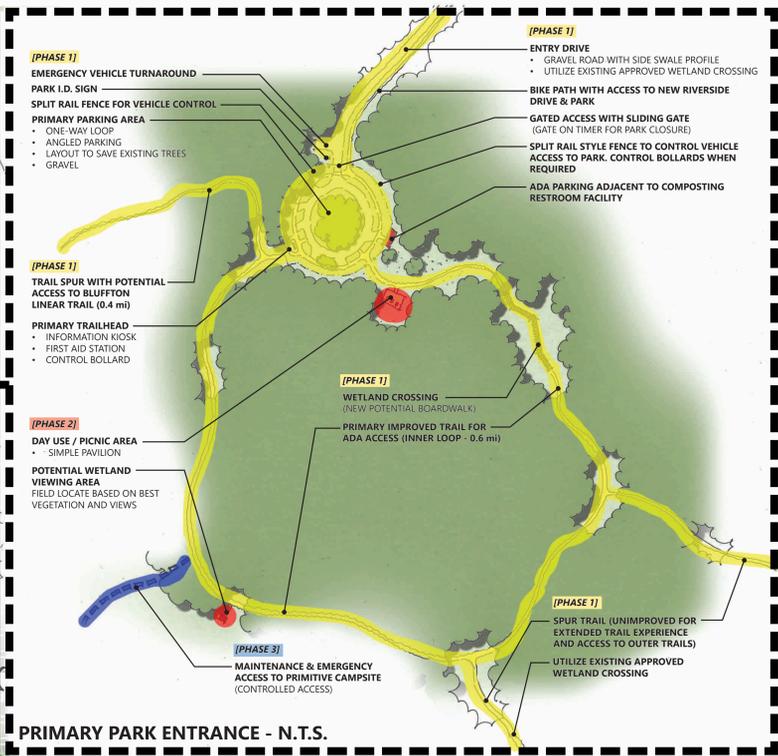
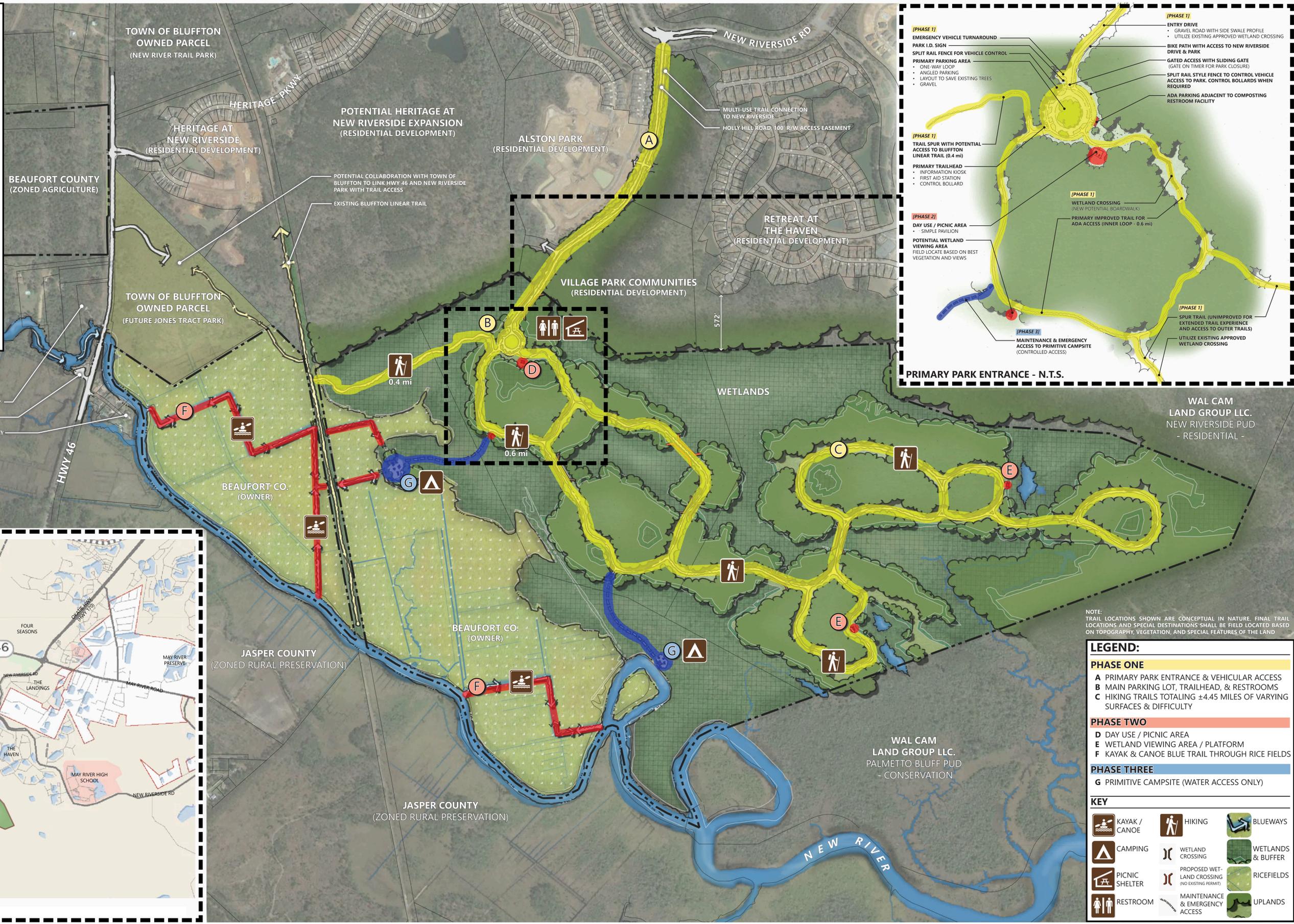
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PROPOSED IMPERVIOUS AREA: ±0.87 ac (0.1%)
 PROPOSED PERVIOUS AREA: ±758.4 ac (99.9%)
 PROPOSED OPEN SPACE: ±757.78 ac (99.8%)
 UTILITY EASEMENTS: 12.39 ac

All sections of the Holly Hill Road Connection outside of the parcel boundaries have not been factored into the numbers above.

BUILDING SUMMARY
 OPEN AREA PAVILION ±600 s.f.
 RESTROOM FACILITY ±600 s.f.

PARKING SUMMARY
 25 SPACES PROPOSED (1 ADA VAN ACCESSIBLE)
 SEE NARRATIVE FOR DETAILED DESCRIPTION.



NOTE: TRAIL LOCATIONS SHOWN ARE CONCEPTUAL IN NATURE. FINAL TRAIL LOCATIONS AND SPECIAL DESTINATIONS SHALL BE FIELD LOCATED BASED ON TOPOGRAPHY, VEGETATION, AND SPECIAL FEATURES OF THE LAND

LEGEND:

PHASE ONE

- A PRIMARY PARK ENTRANCE & VEHICULAR ACCESS
- B MAIN PARKING LOT, TRAILHEAD, & RESTROOMS
- C HIKING TRAILS TOTALING ±4.45 MILES OF VARYING SURFACES & DIFFICULTY

PHASE TWO

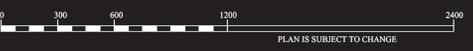
- D DAY USE / PICNIC AREA
- E WETLAND VIEWING AREA / PLATFORM
- F KAYAK & CANOE BLUE TRAIL THROUGH RICE FIELDS

PHASE THREE

- G PRIMITIVE CAMPSITE (WATER ACCESS ONLY)

KEY

- KAYAK / CANOE
- HIKING
- BLUEWAYS
- CAMPING
- WETLAND CROSSING
- WETLANDS & BUFFER
- PICNIC SHELTER
- PROPOSED WETLAND CROSSING (NO EXISTING PERMIT)
- RICEFIELDS
- RESTROOM
- MAINTENANCE & EMERGENCY ACCESS
- UPLANDS

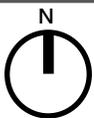
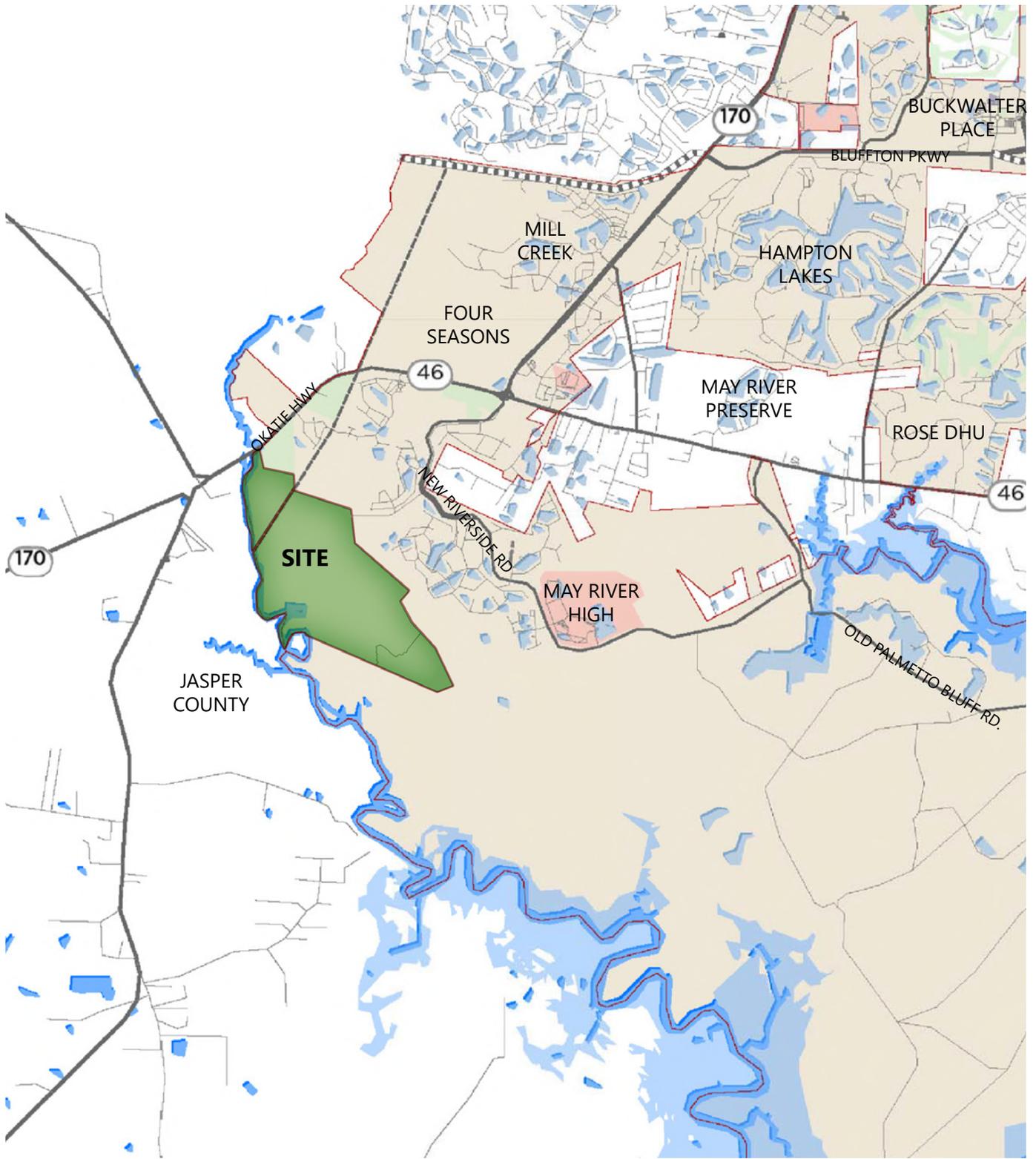


NEW RIVERSIDE PARK PHASING PLAN

PREPARED FOR:
 BEAUFORT COUNTY, SOUTH CAROLINA
 SEPTEMBER 12, 2019

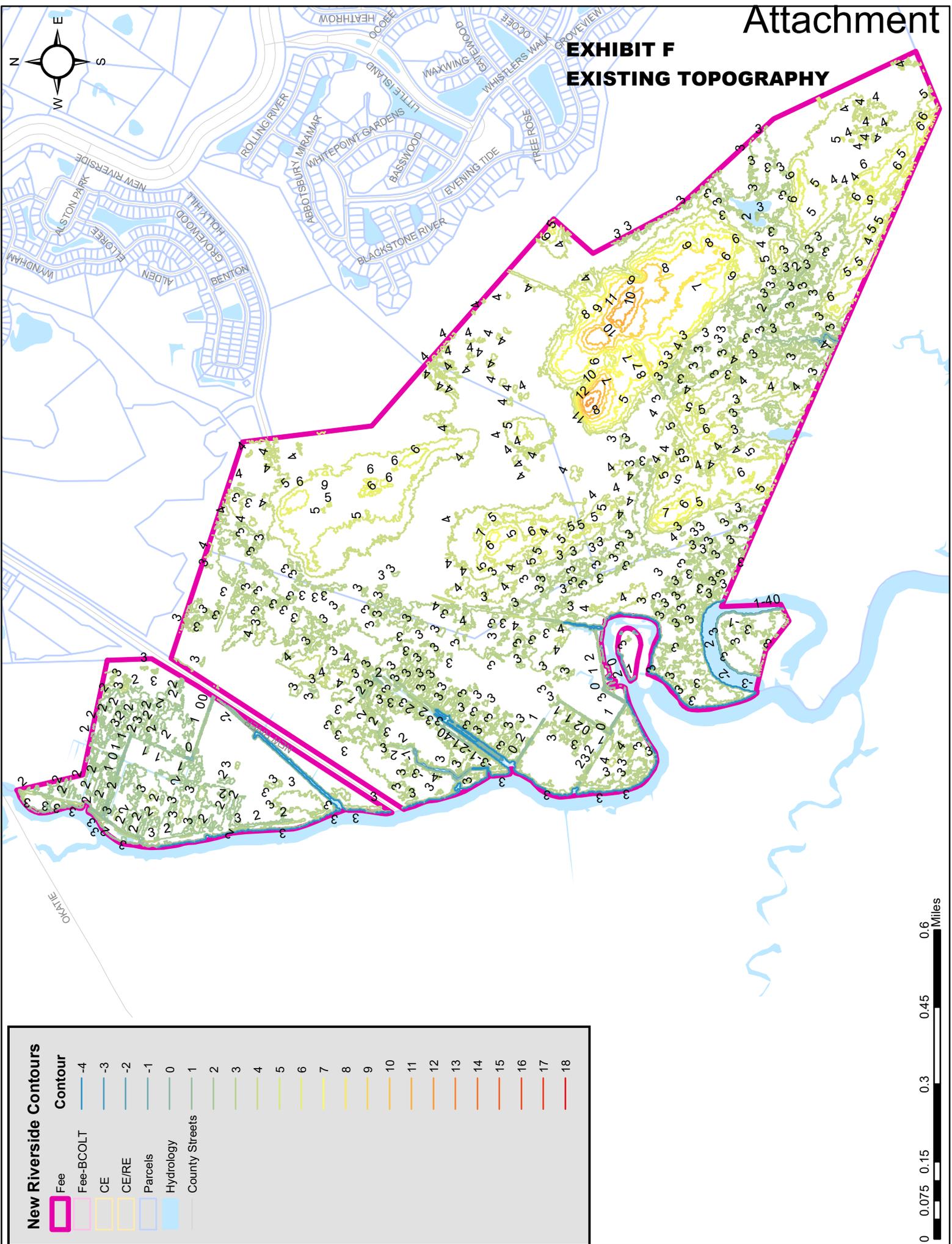
PO Box 23940 | Hilton Head Island, SC 29925
 843.661.6618 | Fax 843.661.7088 | www.woodpartners.com

EXHIBIT A - VICINITY MAP



NOT TO SCALE
NEW RIVERSIDE PARK

**EXHIBIT F
EXISTING TOPOGRAPHY**

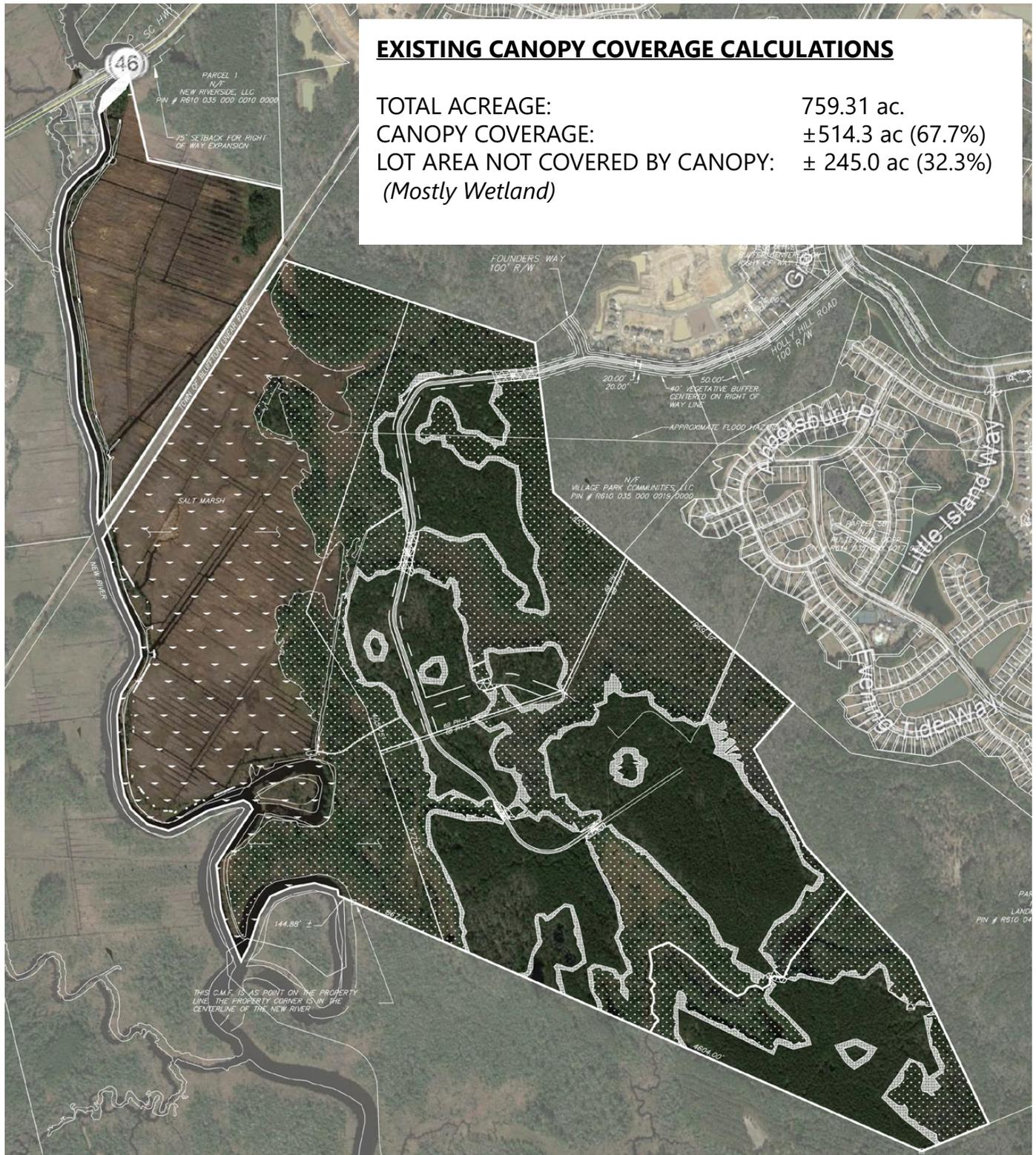


New Riverside Contours

	Fee
	Contour
	Fee-BCOLT -4
	CE -3
	CE/RE -2
	Parcels -1
	Hydrology 0
	County Streets 1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18



EXHIBIT E - EXISTING TREE CANOPY COVERAGE / AERIAL



NOT TO SCALE
NEW RIVERSIDE PARK

EXHIBIT I-1

SITE PHOTOGRAPHY



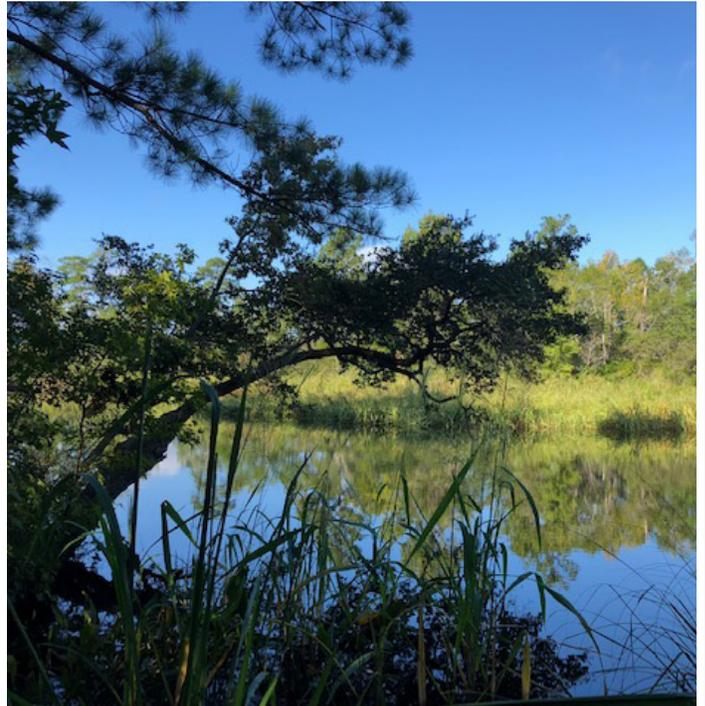
Bluffton Linear Trail
(Park Connection Proposed)



Bluffton Linear Trail
(Park Connection Proposed)



Upland & Marsh Views Beyond



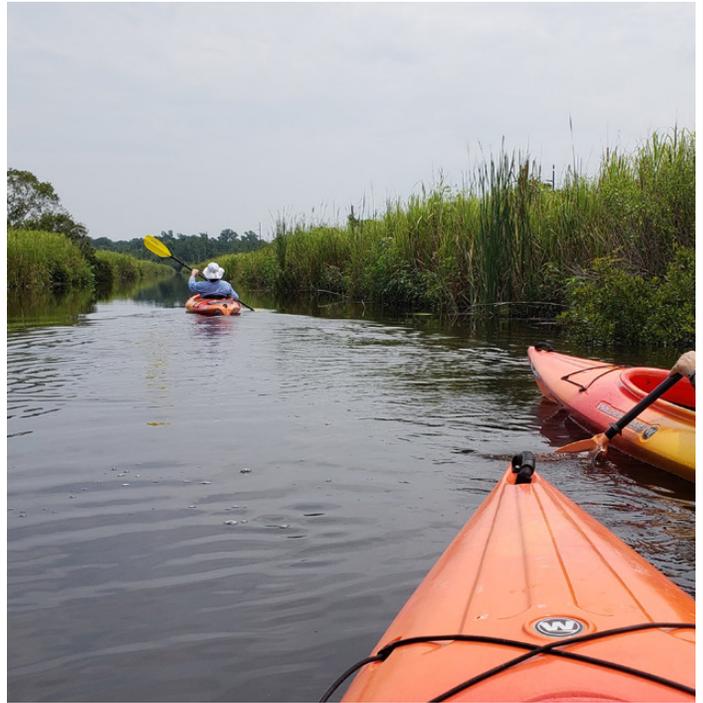
Riverbank with native vegetation

EXHIBIT I-2

SITE PHOTOGRAPHY



Exploration of Potential Blueways within old Ricefields

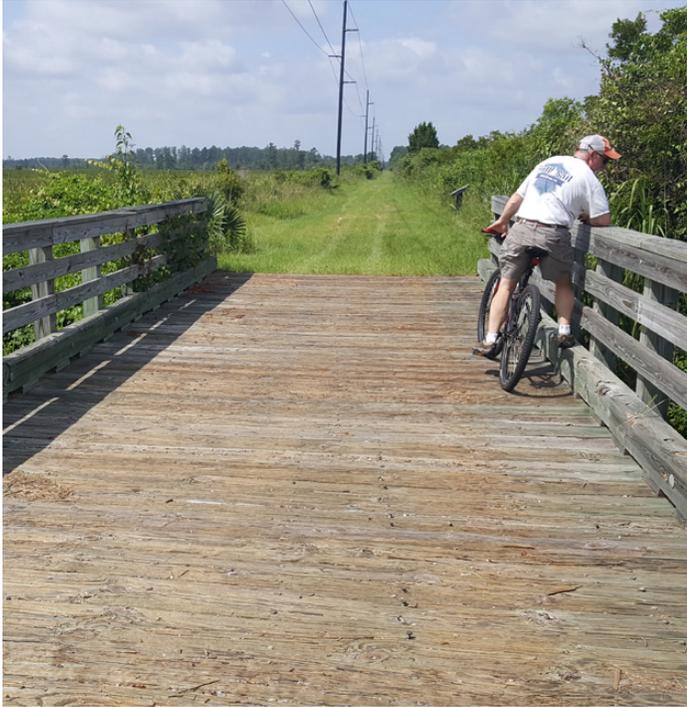


Exploration of Potential Blueways within old Ricefields

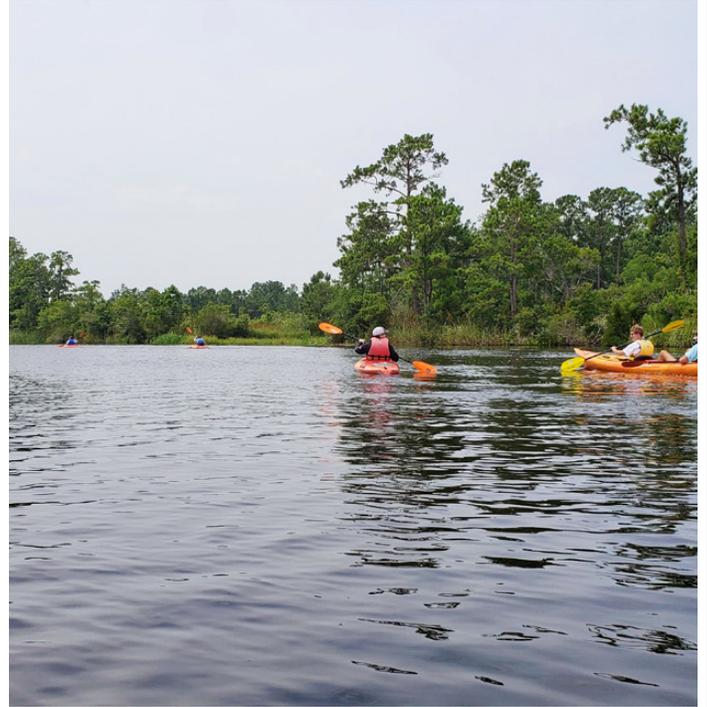


Water & Marsh Views of New River

EXHIBIT I-3



Wetland Crossing along Bluffton Linear Trail
(Park Connection Proposed)



Kayaking of Adjacent New River



Exploration of Potential Blueways within old Ricefields



Trail Class Matrix (FSH 2353, Section 14.2, Exhibit 01)

Trail Classes are general categories reflecting trail development scale, arranged along a continuum. The Trail Class identified for a National Forest System (NFS) trail prescribes its development scale, representing its intended design and management standards.¹ Local deviations from any Trail Class descriptor may be established based on trail-specific conditions, topography, or other factors, provided that the deviations do not undermine the general intent of the applicable Trail Class.

Identify the appropriate Trail Class for each National Forest System trail or trail segment based on the management intent in the applicable land management plan, travel management direction, trail-specific decisions, and other related direction. Apply the Trail Class that most closely matches the management intent for the trail or trail segment, which may or may not reflect the current condition of the trail.

Trail Attributes	Trail Class 1 Minimally Developed	Trail Class 2 Moderately Developed	Trail Class 3 Developed	Trail Class 4 Highly Developed	Trail Class 5 Fully Developed
Tread & Traffic Flow	<ul style="list-style-type: none"> Tread intermittent and often indistinct May require route finding Single lane with no allowances constructed for passing Predominantly native materials 	<ul style="list-style-type: none"> Tread continuous and discernible, but narrow and rough Single lane with minor allowances constructed for passing Typically native materials 	<ul style="list-style-type: none"> Tread continuous and obvious Single lane, with allowances constructed for passing where required by traffic volumes in areas with no reasonable passing opportunities available Native or imported materials 	<ul style="list-style-type: none"> Tread wide and relatively smooth with few irregularities Single lane, with allowances constructed for passing where required by traffic volumes in areas with no reasonable passing opportunities available Double lane where traffic volumes are high and passing is frequent Native or imported materials May be hardened 	<ul style="list-style-type: none"> Tread wide, firm, stable, and generally uniform Single lane, with frequent turnouts where traffic volumes are low to moderate Double lane where traffic volumes are moderate to high Commonly hardened with asphalt or other imported material
Obstacles	<ul style="list-style-type: none"> Obstacles common, naturally occurring, often substantial and intended to provide increased challenge Narrow passages; brush, steep grades, rocks and logs present 	<ul style="list-style-type: none"> Obstacles may be common, substantial, and intended to provide increased challenge Blockages cleared to define route and protect resources Vegetation may encroach into trailway 	<ul style="list-style-type: none"> Obstacles may be common, but not substantial or intended to provide challenge Vegetation cleared outside of trailway 	<ul style="list-style-type: none"> Obstacles infrequent and insubstantial Vegetation cleared outside of trailway 	<ul style="list-style-type: none"> Obstacles not present Grades typically < 8%

Trail Class Matrix (FSH 2353, Section 14.2, Exhibit 01)

Trail Attributes	Trail Class 1 Minimally Developed	Trail Class 2 Moderately Developed	Trail Class 3 Developed	Trail Class 4 Highly Developed	Trail Class 5 Fully Developed
Constructed Features & Trail Elements	<ul style="list-style-type: none"> Structures minimal to non-existent Drainage typically accomplished without structures Natural fords Typically no bridges 	<ul style="list-style-type: none"> Structures of limited size, scale, and quantity; typically constructed of native materials Structures adequate to protect trail infrastructure and resources Natural fords Bridges as needed for resource protection and appropriate access 	<ul style="list-style-type: none"> Structures may be common and substantial; constructed of imported or native materials Natural or constructed fords Bridges as needed for resource protection and appropriate access 	<ul style="list-style-type: none"> Structures frequent and substantial; typically constructed of imported materials Constructed or natural fords Bridges as needed for resource protection and user convenience Trailside amenities may be present 	<ul style="list-style-type: none"> Structures frequent or continuous; typically constructed of imported materials May include bridges, boardwalks, curbs, handrails, trailside amenities, and similar features
Signs²	<ul style="list-style-type: none"> Route identification signing limited to junctions Route markers present when trail location is not evident Regulatory and resource protection signing infrequent Destination signing, unless required, generally not present Information and interpretive signing generally not present 	<ul style="list-style-type: none"> Route identification signing limited to junctions Route markers present when trail location is not evident Regulatory and resource protection signing infrequent Destination signing typically infrequent outside of wilderness; generally not present in wilderness Information and interpretive signing not common 	<ul style="list-style-type: none"> Route identification signing at junctions and as needed for user reassurance Route markers as needed for user reassurance Regulatory and resource protection signing may be common Destination signing likely outside of wilderness; generally not present in wilderness Information and interpretive signs may be common outside of wilderness Accessibility information likely displayed at trailhead 	<ul style="list-style-type: none"> Route identification signing at junctions and as needed for user reassurance Route markers as needed for user reassurance Regulatory and resource protection signing common Destination signing generally not present in wilderness Information and interpretive signs common Accessibility information likely displayed at trailhead 	<ul style="list-style-type: none"> Route identification signing at junctions and as needed for user reassurance Route markers as needed for user reassurance Regulatory and resource protection signing common Destination signing common Information and interpretive signs common Accessibility information likely displayed at trailhead
Typical Recreation Environments & Experience³	<ul style="list-style-type: none"> Natural, unmodified ROS: Typically Primitive to Roaded Natural WROS: Typically Primitive to Semi-Primitive 	<ul style="list-style-type: none"> Natural, essentially unmodified ROS: Typically Primitive to Roaded Natural WROS: Typically Primitive to Semi-Primitive 	<ul style="list-style-type: none"> Natural, primarily unmodified ROS: Typically Primitive to Roaded Natural WROS: Typically Semi-Primitive to Transition 	<ul style="list-style-type: none"> May be modified ROS: Typically Semi-Primitive to Rural WROS: Typically Portal or Transition 	<ul style="list-style-type: none"> May be highly modified Commonly associated with visitor centers or high-use recreation sites ROS: Typically Roaded Natural to Urban Generally not present in wilderness

¹ For National Quality Standards for Trails, Potential Appropriateness of Trail Classes for Managed Uses, Design Parameters, and other related guidance, refer to FSM 2353, FSH 2309.18, and other applicable agency references.

² For standards and guidelines for the use of signs and posters along trails, refer to the Sign and Poster Guidelines for the Forest Service (EM-7100-15).

³ The Trail Class Matrix shows the combinations of Trail Class and Recreation Opportunity Spectrum (ROS) or Wilderness Recreation Opportunity Spectrum (WROS) settings that commonly occur, although trails in all Trail Classes may and do occur in all settings. For guidance on the application of the ROS and WROS, refer to FSM 2310 and 2353 and FSH 2309.18.



Trail Design Parameters

Hiker/Pedestrian (FSH 2309.18, Section 23.11, Exhibit 01)

Design Parameters are technical guidelines for the survey, design, construction, maintenance, and assessment of National Forest System trails, based on their Designed Use and Trail Class and consistent with their management intent.¹ Local deviations from any Design Parameter may be established based on trail-specific conditions, topography, or other factors, provided that the deviations are consistent with the general intent of the applicable Trail Class.

Designed Use	Trail Class 1	Trail Class 2	Trail Class 3 ²	Trail Class 4 ²	Trail Class 5 ²
Design Tread Width	0" – 12"	6" – 18"	12" – 24" Exception: may be 36" – 48" at steep side slopes	18" – 24" Exception: may be 36" – 48" at steep side slopes	Not applicable
Non-Wilderness (Single Lane)	0" – 12"	6" – 18"	18" – 36"	24" – 60"	36" – 72"
Non-Wilderness (Double Lane)	36"	36"	36" – 60"	48" – 72"	72" – 120"
Structures (Minimum Width)	18"	18"	18"	36"	36"
Design Surface³	Native, ungraded May be continuously rough	Native, limited grading May be continuously rough	Native, with some onsite borrow or imported material where needed for stabilization and occasional grading Intermittently rough	Native with improved sections of borrow or imported material, and routine grading Minor roughness	Likely imported material, and routine grading Uniform, firm, and stable
Protrusions	≤ 24" Likely common and continuous	≤ 6" May be common and continuous	≤ 3" May be common, not continuous	≤ 3" Uncommon, not continuous	No protrusions
Obstacles (Maximum Height)	24"	14"	10"	8"	No obstacles
Design Grade³	5% – 25%	5% – 18%	3% – 12%	2% – 10%	2% – 5%
Short Pitch Maximum	40%	35%	25%	15%	5%
Maximum Pitch Density	20% – 40% of trail	20% – 30% of trail	10% – 20% of trail	5% – 20% of trail	FSTAG: 5% – 12% ² 0% – 5% of trail

Designed Use HIKER/PEDESTRIAN		Trail Class 1	Trail Class 2	Trail Class 3 ²	Trail Class 4 ²	Trail Class 5 ²
Design Cross Slope	Target Cross Slope	Natural side slope	5% – 20%	5% – 10%	3% – 7%	2% – 3% (or crowned)
	Maximum Cross Slope	Natural side slope	25%	15%	10%	3%
Design Clearing	Height	6'	6' – 7'	7' – 8'	8' – 10'	8' – 10'
	Width	≥ 24" Some vegetation may encroach into clearing area	24" – 48" Some light vegetation may encroach into clearing area	36" – 60"	48" – 72"	60" – 72"
Design Turn	Shoulder Clearance	3" – 6"	6" – 12"	12" – 18"	12" – 18"	12" – 24"
	Radius	No minimum	2' – 3'	3' – 6'	4' – 8'	6' – 8'

¹ For definitions of Design Parameter attributes (for example, Design Tread Width and Short Pitch Maximum) see FSH 2309.18, Section 05.

² Trail Classes 3, 4, and 5, in particular, have the potential to provide accessible passage. If assessing or designing trails for accessibility, refer to the Forest Service Trail Accessibility Guidelines (FSTAG) for more specific technical provisions and tolerances (FSM 2350).

³ The determination of trail-specific Design Grade, Design Surface, and other Design Parameters should be based upon soils, hydrological conditions, use levels, erosion potential, and other factors contributing to surface stability and overall sustainability of the trail.



COMPOSTING "GREEN"
RESTROOM

Buildings Textures & Professional Site Maintenance & Replacement Texas Government
 Colors Services & Install Warranty Parts Tornado Shelters Purchasing
 Sales Region
 Information

CASCADIAN DOUBLE VAULT RESTROOM

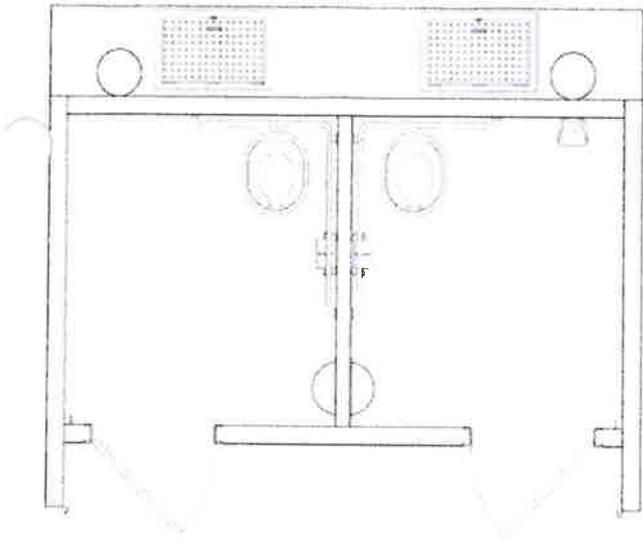
Fully accessible building



Board & Batt /Horizontal Lap Walls with Delta Rib Roof Texture



Interior with White Plastic Fixtures



Standard Interior Layout

- 2 single user waterless restrooms
- floor plan 11' 11" x 14' 4"
- 2 toilet risers (ADA)
- ADA grab bars
- 2 waste clean out hatches
- 2 concrete waste vaults- 1,000 gallon each

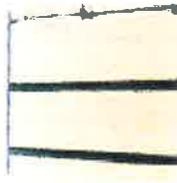
WALL TEXTURES

Upper



BOARD & BAT

Lower



HORIZONTAL LAP
SIDING

ROOF TEXTURES

Standard



CEDAR SHAKE

Optional



RIBBED METAL



[Request a Quote](#)



[Specifications](#)
[Specifications \(Chase\)](#)

[Drawings](#)

[Drawings \(Chase\)](#)

Attachment 10



PLAN REVIEW COMMENTS FOR MP-09-19-013525

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

New Riverside Park

Plan Type: Public Project **Apply Date:** 09/16/2019
Plan Status: Active **Plan Address:**
Case Manager: William Howard **Plan PIN #:** R610 035 000 0030 0000
Plan Description: The Applicant, Beaufort County, is seeking Approval of a Master Plan within the New Riverside PUD for a passive-use Public ParkPrk that will consist of parking, restrooms walking trails, kayak trails and primitive campsites.

The Master Plan will be reviewed at the October 16 meeting of the DRC.

Development Review Committee

Submission #: 1 Recieved: 10/07/2019 Completed: 10/11/2019

<i>Reviewing Dept.</i>	<i>Complete Date</i>	<i>Reviewer</i>	<i>Status</i>
Beaufort Jasper Water and Sewer Review	10/11/2019	James Clardy	Approved with Conditions

Comments:

1. No plans have been submitted to BJWSA for review.

Building Safety Review	10/11/2019	Richard Spruce	Approved with Conditions
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Comments:

1. The International Plumbing Code, 2015 edition, section 701.2 states: Buildings in which plumbing fixtures are installed and premises having drainage piping shall be connected to public sewer, where available, or an approved private sewage disposal system in accordance with the International Private Sewage Disposal Code. Since the latter is not adopted by the State I am currently getting a copy of this code to ensure the toilets proposed to be installed are in fact allowed. Provide documentation that these toilets meet all the criteria as set forth in NSF41, 2011 edition, section 1301.2. NSF International 789 N. Dixboro Road, P.O. Box 130140, Ann Arbor, MI. 48105

Planning Review - Principal	10/11/2019	William Howard	Approved with Conditions
-----------------------------	------------	----------------	--------------------------

Comments:

1. Additional detail is required on the proposed shared cost of construction and maintenamce of Holly Hill Road.
 2. Provide an exhibit to show additional detail on the pedestrian trails. A cross-section exhibit is preferred.
 3. Provide additional details on the composting restrooms. Staff has several concerns relating to odor, maintenance and the proximity and possible affect on the New River watershed.
 4. Additional comment and discussion may be provided at the time of DRC review.

Fire Department Review	10/11/2019	Dan Wiltse	Approved
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Comments:

1. No comments at this time.

Planning Commission Review	10/11/2019	William Howard	Approved
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Comments:

1. The Master Plan is tentatively scheduled for presentation at the Nov 18 meeting of the Planning Commission.

Planning Review - Address	10/11/2019	William Howard	Approved
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Comments:

1. Addresses will be assigned in conjunction with Development Plan approval.

Police Department Review	10/11/2019	Joseph Babkiewicz	Approved
Transportation Department Review	10/11/2019	Kevin Icard	Approved
Watershed Management Review DRC	10/07/2019	William Baugher	Approved

Plan Review Case Notes:

Attachment 11

Proposed Recommended Motion

Consideration of approval of an Initial Master Plan for New Riverside Park, a 759.31-acre passive-use public park. The property is referred to as Parcels 6B-Phase 1; 6B-Phase 2; SE Phase 1 & NW Phase 1 of the New Riverside PUD.

"I move to approve the Initial Master Plan for the New Riverside Park with the following condition;

- 1. Prior to issuance of a development permit, there must be an obligation to construct Holly Hill Road as a gravel road from New Riverside Road to the entrance of New Riverside Park with an 8' multiuse trail running the entire length."*

TOWN COUNCIL



STAFF REPORT

Growth Management Department

MEETING DATE:	January 14, 2020
PROJECT:	Consideration of approval of an amendment to the Master Plan for property referred to as Cypress Ridge within the Jones Estate PUD to update the transportation network by adding roads and service lanes to the commercial village area of Mill Creek located at the intersection of Highway 170 and Mill Creek Blvd.
PROJECT MANAGER:	Kevin P. Icard, AICP Planning & Community Development Manager

REQUEST: A request for approval of an amendment to the existing Master Plan for Cypress Ridge.

INTRODUCTION: The Applicant, Thomas and Hutton, with authorization of the property owner, D.R. Horton, is requesting approval for an amendment to the Master Plan for Cypress Ridge located in the Jones Estate Planned Unit Development (PUD). More specifically, the amendment includes:

Moving the forty-four (44) residential units that currently front Oak Barrel Blvd. on the southern side of Blakers Blvd. to the northern side of Blakers Blvd. and constructing the necessary roads and service lanes to support the residential units and future commercial village area of Mill Creek. In response to recently discovered graves (3) adjacent to a previously known cemetery, the master plan has been updated to remove a portion of commercially designated property and replace it with an open space designation.

PLANNING COMMISSION RECOMMENDATION: Commissioner Keefer made a motion to recommend approval of the Master Plan amendment for the Cypress Ridge Master Plan to re-locate 44 residential units that currently front Oak Barrell Blvd. on the southern side of Blakers Blvd. to the northern side of Blakers Blvd. and to remove the commercial designation from an area of recently discovered gravesites adjacent to the designed cemetery, with the following conditions:

1. To allow for pedestrian connectivity, development plans must show:
 - A. Sidewalks on both sides of Blakers Blvd. and the "center street" that provides primary access to the new homes; and,
 - B. Require the construction of a sidewalk along the front of the homes that front the new street that provides access to the commercial property and connects between Mill Creek Blvd. and Dillard Ln.
2. The transfer of Development Rights for Commercial Development from D.R. Horton to Magnolia Residential Investors, LLC is not allowed.

BACKGROUND: The Cypress Ridge Master Plan is part of the Jones Estate PUD Concept Plan. It consists of approximately 1,412 acres with a total allowed 1844 dwelling units. The property is located just west of Highway 170 and north of Highway 46. The original

Cypress Ridge PUD – Master Plan was approved by the Town of Bluffton Town Council on June 21, 2000. It was amended by Town Council on April 13, 2005 for a dwelling unit transfer to increase the allowed dwelling units. In 2015, D.R. Horton received approval to remove the proposed golf course, while adding larger lagoons and a linear park system to the development.

Pursuant to the Amendment to the Development Agreement and Concept Plan for the Jones Estate dated July 20, 2005, Section 6, a discretionary transfer of density was made to the Mill Creek planning area of which at least 44 units must be developed within the commercial village. As part of the intent to develop the 44 attached residential units, roadway and lane connections are proposed to support them.

The intent of the Cypress Ridge PUD – Master Plan was to create a community that recognizes the basic character of the Low Country and the quality of life that makes Beaufort County both unique and appealing. The Mill Creek Village design was proposed to implement a life style ideal that promulgates the ability to live, work, shop, and play in one location. The design created a mix of residential land use types that are livable with pedestrian access to amenities, open space and leisure activities. The heart of the community is to be located at the commercial village. It will serve the needs of the community and those living within proximity to the intersection of Highway 170 and Gibbet Road.

SITE DESIGN AND DEVELOPMENT STANDARDS: Architectural Guidelines and Declaration of Covenants, Conditions and Restrictions for Cypress Ridge shall set design standards for the development standards and construction materials and will meet or exceed the standards established in the Jones Estate PUD Concept Plan. Additionally, a portion of the site falls within the Highway Corridor Overlay District (HCOD) that regulates architectural design, lighting, and landscaping.

Building setbacks and heights will be reviewed by the Cypress Ridge Architectural Review Committee and conform to the safety regulations and will further confirm to the standards set forth in the Design Guidelines.

Individual parcels within the commercial site within the Cypress Ridge Master Plan will also have Design Guidelines which will govern developmental design standards for these areas. The “Main Street” village entrance to the Mill Creek section of Cypress Ridge shall resemble a small town – downtown with store fronts, wide sidewalks, period street lamp and other furnishing that are indicative of this type of setting. The storefront style of architecture will be typical to that of small-town villages in South Carolina.

REVIEW CRITERIA & ANALYSIS: Town Council is required to consider the criteria set forth in Section 3.9.3 of the Unified Development Ordinance in assessing an application for a Master Plan. These criteria are provided below followed by a Staff Finding(s).

1. **Section 3.9.3.B. Promotion of and consistency with the land use goals, environmental objectives and overall intent of the policies within the Comprehensive Plan.**

Finding. The application is consistent with the Comprehensive Plan.

The Land Use Element within the Comprehensive Plan provides a vision that suggests a balance of land uses to ensure a high quality of life, business opportunity, environmentally protected areas and proper placement of commercial

uses. This Amended Master Plan proposes a mix of commercial uses that will stimulate economic growth and contribute to the Town's goal of being a sustainable community with a diversified tax base to support Town facilities and services. While this Master Plan proposes future development flexibility, the Town receives benefits including long-term predictability and a higher level of amenities, open space, road improvements, infrastructure and environmental preservation than what could be otherwise obtained through traditional zoning approvals.

The Transportation element of the Comprehensive Plan promotes vehicular and pedestrian connectivity with adjacent properties and roadway infrastructure. This plan provides necessary vehicular and pedestrian connections and reduces the impact on Blakers Blvd. by accessing adjacent properties with additional infrastructure.

2. **Section 3.9.3.C. Consistency with the intent of the Planned Unit Development Zoning District as prescribed in this Ordinance.**

Finding. This request will be consistent with the Town of Bluffton Zoning and Development Standards Ordinance that applies to the Jones Estate Concept Plan.

The Jones Estate Concept Plan was designed to be a mixed-use development, which includes residential and commercial uses. The Cypress Ridge Master Plan is being developed as a mix of commercial and residential uses as part of the overall Concept Plan. Moving locations for residential units and adding additional transportation infrastructure is consistent with the development of this project.

3. **Section 3.9.3.D. As applicable, consistency with the provisions of the associated Development Agreement and/or PUD Concept Plan.**

Finding. The proposed master plan is consistent with the provisions of the Jones Estate Development Agreement, as amended, and the New Riverside PUD Concept Plan, as amended.

The proposed master plan consists of a public regional park which aligns with the permitted land uses identified within the Jones Estate Development Agreement and New Riverside Concept Plan as Community Recreation, Institutional/Civic, Open Space, and Old Rice Field Preserve. It's also important to note that the proposed master plan excludes development of residential, commercial, and/or business park uses on the subject property in accordance the New Riverside Wetlands Preserve Management Agreement between New Riverside, LLC and Beaufort County (attached) which prohibits the development of residential, commercial, and business park uses on the property in perpetuity.

4. **Section 3.9.3.E. Compatibility of proposed land uses, densities, traffic circulation and design with adjacent land uses and environmental features, as well as the character of the surrounding area.**

Finding. The application is compatible with the surrounding area.

The application proposes to provide additional pedestrian and vehicular drives and access. It does not propose to change densities. Internal circulation has changed

to allow the continuation of vehicular access lanes and roadways from existing development to the north of the entrance at Blakers Blvd. to the proposed commercial area.

Conformance with approved access locations and compliance with wetland preservation requirements, tree coverage, stormwater methods are consistent with the approved Concept Plan and character of the surrounding area.

In response to recently discovered grave sites (3), the applicant has delineated an area on the master plan dedicated to providing open space in rather than commercial development in the area where the graves were found.

5. **Section 3.9.3.F.** Ability to be served by adequate public services, including, but not limited to, water, sanitary sewer, roads, police, fire, and school services. For developments that have the potential for significant impact on infrastructure and services the applicant shall be required to provide an analysis and mitigation of the impact on transportation, utilities, and community services.

Finding. The property is able to be served by adequate public services and has previously provided an analysis and mitigation measures on the impact on transportation, utilities, and community services with the Jones Estate Development Agreement and Concept Plan.

The proposed Master Plan is in an existing PUD where much of the infrastructure including roadways, sanitary sewer, solid waste, drainage, potable water, electricity, telephone and cable, have been contemplated during the creation of the PUD.

6. **Section 3.9.3.G.** Demonstration of innovative site planning techniques that improve upon the standards in other allowable Town of Bluffton zoning districts with the purpose of enhancing the Town of Bluffton's health, safety and welfare.

Finding. The Master Plan includes innovative site planning techniques that enhance the Town's health, safety, and welfare.

The site is being developed using the best practices in stormwater management and design guidelines. Pedestrian connections will be provided to connect the development to the existing pedestrian network and proposed commercial development along SC Highway 170.

7. **Section 3.9.3.H.** Ability of the site to sufficiently accommodate the densities and land use intensities of the proposed development.

Finding. The property can sufficiently accommodate the proposed development.

The site is consistent with the approved Development Agreement and the Jones Estate Concept Plan.

8. **Section 3.9.3.I.** Conformance with adopted or accepted plans, policies, and practices of the Town of Bluffton.

Finding. The application can be in conformance with adopted or accepted plans, policies, and practices of the Town with the following modifications.

The Comprehensive Plan recognizes the systematic growth of Bluffton within the Jones Estate Planned Unit Development. By establishing a maximum allowed commercial acreage and residential units, the Jones Estate Concept Plan is controlling growth in an orderly design.

TOWN STAFF RECOMMENDATION: Town Staff finds that the requirements of Section 3.9.3 of the Unified Development Ordinance can be met with the following conditions and recommends that Town Council approve the Cypress Ridge Master Plan Amendment.

1. To allow for pedestrian connectivity, development plans must show:
 - a. Sidewalks on both sides of Blakers Blvd. and the "center street" that provides primary access to the new homes; and,
 - b. A sidewalk along the front of the homes that front the new street that gives access to commercial property and connects between Mill Creek Blvd. and Dillard Ln.
2. Transfer of Rights for Commercial Development from D.R. Horton to Magnolia Residential Investors, LLC is not allowed.

NEXT STEPS:

Master Plan Procedure	Step Completed	Date Completed
Step 1. Pre-Application Meeting	✓	July 25, 2019
Step 2. Application Check-In Meeting	✓	August 21, 2019
Step 3. Review by UDO Administrator	✓	October 16, 2019
Step 4. Planning Commission Public Hearing and Recommendation	✓	November 20, 2019
Step 5. Town Council Consideration for Approval of Majority Vote	✓	January 14, 2020

ATTACHMENTS:

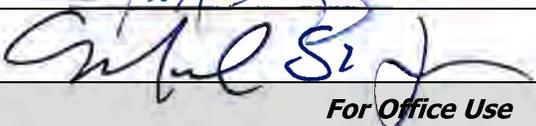
1. Application and Narrative
2. Existing Cypress Ridge Master Plan
3. Amended Cypress Ridge Master Plan
4. Sewer Master Plan
5. Drainage Master Plan
6. Water Master Plan
7. Elevations
8. Parking Exhibit
9. DRC Staff Comment Responses
10. Proposed Recommended Motion



**TOWN OF BLUFFTON
 PLANNED UNIT DEVELOPMENT (PUD)
 MASTER PLAN APPLICATION**

Attachment 1

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

Applicant		Property Owner	
Name: Thomas & Hutton - Michael S. Hughes, P.E.		Name: D.R. Horton, Inc. - Jared O'Sako	
Phone: 912-234-5300		Phone: 704-372-8000	
Mailing Address: 50 Park of Commerce Way Savannah, GA 31405		Mailing Address: 214 Argo Circle Okatie, SC 29909	
E-mail: hughes.m@tandh.com		E-mail: jrosako@drhorton.com	
Town Business License # (if applicable):			
Project Information			
Project Name: Cypress Ridge		<input type="checkbox"/> New	<input checked="" type="checkbox"/> Amendment
Project Location: Shubrick Lake Tract		Acreage: 1412	
PUD Name: Jones Estate PUD			
Tax Map Number(s): 614 028 000 1138			
Project Description: Planned-unit development subdivision consisting of detached and attached single-family homes, commercial/retail development and recreational amenities. +			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Two (2) full sized copies and digital files of the Master Plan. <input checked="" type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Article 3 of the UDO. <input checked="" type="checkbox"/> 3. All information required on the attached Application Checklist. <input checked="" type="checkbox"/> 4. 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: 8/21/19	
Applicant Signature: 		Date: 8/21/19	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	

Attachment 1



TOWN OF BLUFFTON PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN 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. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Planned Unit Development (PUD) Master Plan Application, the Applicant is required to consult with the UDO Administrator at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit the PUD Master Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
Step 3. Review by UDO Administrator & Development Review Committee	Staff
If the UDO Administrator determines that the PUD Master Plan Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.	
Step 4. Development Review Committee Meeting	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. The application shall be forwarded to the Planning Commission (PC).	
Step 5. Planning Commission Meeting	Applicant, Staff & Planning Commission
The PC shall review the PUD Master Plan Application for compliance with the criteria and provisions in the UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
Step 6. Town Council Meeting	Applicant, Staff & Town Council
Town Council shall review the PUD Master Plan Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application.	
Step 7. PUD Master Plan Approval	Staff
If Town Council approves the PUD Master Plan Application, the UDO Administrator shall issue an approval letter to the Applicant.	



TOWN OF BLUFFTON MASTER PLAN APPLICATION CHECKLIST

Attachment 1

In accordance with the Town of Bluffton [Unified Development Ordinance \(UDO\)](#), the following information shall be included as part of a Master Plan application submitted for review. Depending on the proposal, the amount and type of documentation will vary. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with the UDO. 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 UDO. Applicants are encouraged to work closely with Town Staff in preparing any application prior to submittal.

NOTE: Depending on the activities proposed, Master Plan documentation will vary. At minimum, each plan must contain the General Information and Site & Existing Conditions Documentation in addition to information required for the other specific activities listed below, as applicable. Please contact Town Staff for questions and additional information.

General Information.

1. Name and address of property owner(s) and applicant.
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. Project name and/or name of development.
4. A detailed narrative describing the existing site conditions and uses, proposed development, proposed uses and activities that will be conducted on the site, statement of conformance with the UDO, description of any energy conservation or green technologies proposed on the site, the maintenance responsibility of any common or public areas, and publically dedicated improvements to be completed.
5. A listing of any past development permit approval numbers associated with the site and existing conditions placed on the development property by the Town of Bluffton through past approvals including a detailed description of how the condition will be met.
6. An explanation of why any items on this checklist are not included with the application materials.
7. Project name and/or name of development.
8. All plans must include the following: name of county; municipality; project location; parcel identification number(s); date of original design; all dates of revisions; north arrow; graphic scale; and legend identifying all symbology.
9. Vicinity map.
10. Site data table to include; total acreage, pervious versus impervious cover, required and proposed open space calculations, number and area of proposed lots, residential density, number and area of each proposed structure, area of each use of the property and buildings, and required and proposed parking calculations.
11. Phasing plan if the development is proposed to be developed in phases.
12. Letters of approval, including any applicable permits, from the following agencies (as necessary for the project):
 - a) United States Army Corp of Engineers;
 - b) South Carolina Department of Health & Environmental Control;
 - c) South Carolina Department of Transportation;
 - d) Beaufort County Engineering;
 - e) Beaufort County EMS;
 - f) Beaufort County School District;
 - g) Bluffton Township Fire District;
 - h) Beaufort Jasper Water Sewer Authority;
 - i) Town of Bluffton;
 - j) Electric Provider;
 - k) Natural Gas provider; and
 - l) Cable, telephone, and data provider.

Site and Existing Conditions Documentation.

1. Comprehensive color photograph documentation of site and existing conditions. If digital, images should be at a minimum of 300 dpi resolution.



Attachment 1

TOWN OF BLUFFTON MASTER PLAN APPLICATION CHECKLIST

NOTE: Depending on the activities proposed, Master Plan documentation will vary. At minimum, each plan must contain the General Information and Site & Existing Conditions Documentation in addition to information required for the other specific activities listed below, as applicable. Please contact Town Staff for questions and additional information.

2. Names of the owners of contiguous parcels and an indication of adjacent existing and proposed (if known) land uses and zoning.
3. Location of municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the development property, form a part of the boundary of the development property, or are contiguous to such boundary.
4. Location of all existing access points and intersections along both sides of any frontage or access roadway(s) within a minimum of 1,000 feet of the development property.
5. Location, dimensions, name, and descriptions of all existing or recorded roadways, alleys, reservations, railroads, easements, or other public rights-of-way on or within 200 feet of the development property.
6. Location, size, and type of all existing easements, rights-of-way, or utility infrastructure on or within a minimum of 200 feet of the development property.
7. Existing topography and land cover. Contours shall be shown in intervals of 1 foot or less.
8. Location, dimensions, area, descriptions, and flow line of existing watercourses, drainage structures, ditches, one-hundred (100) year flood elevation, OCRM critical line, wetlands or riparian corridors top of bank locations, and protected lands on the development property.
9. Location of any existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man made objects located on the development property.
10. Boundary survey with bearings and distances of all property lines, tract/lot acreage, location of property markers, and seal of a Registered Land Surveyor, as well as a legal description of the property.
11. Location of benchmarks/primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
12. Existing deed covenants, conditions, and restrictions, including any design or architectural standards.
13. Proposed deed covenants, conditions, and restrictions, including any design or architectural standards.
14. Legal documents for proposed public dedications.

Lot and Building Pattern.

1. Schematic block and roadway type layout and design indicating access, configuration, land use and intensity by block or portion thereof, and buffers including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.

Transportation Networks.

1. A map or sketch showing the general relationship of the development to the surrounding areas with existing and proposed access roadways referenced to the intersection of the nearest primary or secondary paved roadway.
2. A Traffic Assessment.
3. A Traffic Impact Analysis (TIA), if warranted by the Traffic Assessment.
4. Proposed roadway alignment plan showing right-of-way widths with specific reference to the roadway type and design assembly.
5. Proposed access indicating roadway names, connectivity, roadway extensions, proposed stub roads, and dead-end roadways including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
6. Existing and proposed non-motorized vehicle lanes, paths, sidewalks, and other facilities, including transit facilities, on and within 200 feet of the development property including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
7. Emergency access provisions.
8. Phasing plan of proposed traffic mitigation measures, or approved payments in-lieu of such that will be provided to the Town of Bluffton or applicable agency. Plan must ensure adequate transportation network is in place to support development at time of construction.

Natural Resources, Tree Conservation, Planting, and Landscaping.

1. Location of existing tree canopy coverage including table summarizing canopy lot coverage area, lot area not covered by tree canopy, and tree canopy expressed as percentage of lot coverage.



Attachment 1

TOWN OF BLUFFTON MASTER PLAN APPLICATION CHECKLIST

NOTE: Depending on the activities proposed, Master Plan documentation will vary. At minimum, each plan must contain the General Information and Site & Existing Conditions Documentation in addition to information required for the other specific activities listed below, as applicable. Please contact Town Staff for questions and additional information.

- 2. Location and table summarizing trees listed on America's Historic Tree Register as maintained by American Forests.
- 3. Location of groups of trees that connect to other vegetated and/or treed areas on adjacent sites helping to create or extend a wildlife or natural corridor.

Open Space Plan.

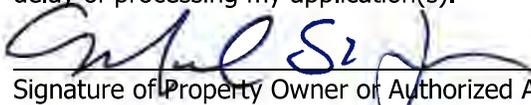
- 1. Proposed open space areas, habitat areas, types, and access trails both on and off-site.
- 2. Proposed public lands and methods of dedication and access.
- 3. Proposed ownership and method of transfer through deed restrictions, covenants, public dedication, or other method acceptable to the UDO Administrator.
- 4. Proposed use for all portions of dedicated open space.

Stormwater Management.

- 1. Description of proposed methods, and general layout of stormwater drainage, water system, sewer system and open space areas.

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

August 21, 2019
Date

Michael S. Hughes, P.E.

Printed Name

Not all documents listed in the above listed checklist have been provided as the application is for an amendment to the master plan. All listed documents have been submitted previously and approved by the Town of Bluffton. revised plans and a narrative are submitted herein for review.

CYPRESS RIDGE Master Plan Amendment Narrative August 2019 Amendment

D.R. Horton, Inc, parcel R614-028-000-1138-0000 owner of record proposes amending the Cypress Ridge Planned Unit Development Master Plan to add a roads and service lanes to the commercial village area of Mill Creek.

Pursuant to the Amendment to the Development Agreement and Concept Plan for the Jones Estate dated July 20, 2005 Section 6, a discretionary transfer of density was made to the Mill Creek planning area of which at least 44 units must be developed within the commercial village. As part of the intent to develop the 44 attached residential units, roadway and lane connections are proposed to support them.

Town of Bluffton Planning and Growth Management staff deemed the proposed roadway addition to be a major amendment to the master plan per the guides of Section 5.8.9(A) of the Town of Bluffton Planned Unit Development Ordinance referenced within the Jones Estate PUD which states changes to the Master plan including "Major changes in the location of roads or widths of streets or rights-of-way within the Master Plan" require that a revised master plan be submitted for approval.

The following documents are included and constitute the entire amendment:

- Updated IMP Cover Referencing revision date;
- Updated Exhibit A Development Plan Concept Master Plan dated August 2019;
- Updated Exhibit C Master Drainage Plan dated August 2019;
- Updated Exhibit D Water Distribution Master Plan dated August 2019;
- Updated Exhibit E Sewer Master Plan dated August 2019.

No other amendments to the Cypress Ridge Planned Unit Development Master Plan are proposed.

CYPRESS RIDGE PUD MASTER PLAN

BLUFFTON, SOUTH CAROLINA

PREPARED FOR
D.R. HORTON, INC.

PREPARED BY



50 PARK OF COMMERCE WAY
POST OFFICE BOX 2727
SAVANNAH, GA. 31402-2727 (912)234-5300



PROJECT NO. 17008
DATE: August 8, 2007
REVISED DATE: June 8, 2017

COMMERCIAL AREA:

Total Site Acreage Allotted:	30.5 Ac.
D.R. Horton Rights:	19.36 Ac.
Magnolia Group Rights:	11.14 Ac.

OPEN SPACE:

Total Site Acreage:	+/- 1412 Ac.
Total Site Open Space:	+/- 797 Ac. *
Percent Total Open Space:	+/- 56 % **

*According to the Jones Estate PUD Concept Plan, Open Space shall consist of: Landscape Areas, Water Bodies (Lagoons, Ponds, Impoundments, Lakes and Effluent Disposal Areas), Salt/Freshwater Wetlands, Recreational Areas (River Access Sites, Playgrounds, Ball Fields, Lawn Game Fields, Garden, Linear Park, Public Parks, etc.) Public or Private Regulation or Par Three Golf Courses including ancillary Facilities such as Golf Learning Centers, Practice Facilities, and Maintenance Facilities, Pedestrian/Bicycle Trails and Perimeter Buffers.

** According to the Jones Estate PUD Concept Plan, the required Total Acreage shall be 10% of the total site acreage. According to this Master Plan, the required amount of Open Space is exceeded by 460%.

*** Easement location is based on current thinking by SCE&G and is subject to change based on SCE&G and Applicant's agreement on location.

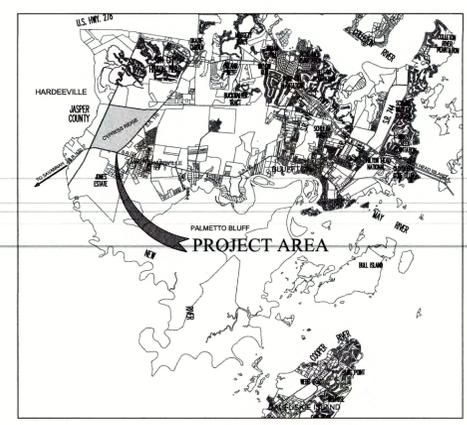
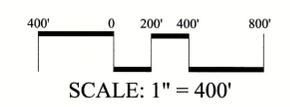
**** See the Amendment to Development Agreement and Concept for the Jones Estate PUD Concept Plan.

LEGEND:

- Amenity Sites
- Lots
- Commercial
- Lagoons
- New River Trail Approximate Location
- Storage Facility
- Open Space
- Recommended Traffic Signal Location
- Portion of the 13.13 Ac. of Additional Wetland Buffer
- Proposed 170 & 46 Expanded ROW (Orange)
- Existing Wetland & Proposed 25' Wetland Buffer
- Portion of the Proposed Bluffton Parkway

TOTAL PROJECT UNITS.....1844

DISCLAIMER
THIS EXHIBIT ILLUSTRATES A GENERAL PLAN OF THE DEVELOPMENT WHICH IS FOR DISCUSSION PURPOSES ONLY, DOES NOT LIMIT OR BIND THE OWNER, AND IS SUBJECT TO CHANGE AND REVISION WITHOUT PRIOR WRITTEN NOTICE TO THE HOLDER. DIMENSIONS, BOUNDARIES AND POSITION LOCATIONS ARE FOR ILLUSTRATIVE PURPOSES ONLY AND ARE SUBJECT TO AN ACCURATE SURVEY AND PROPERTY DESCRIPTION.



VICINITY MAP
Not to Scale



Town of Bluffton
SEP 26 2017
Planning & Growth Mgmt

TOWN OF BLUFFTON
APPROVED
[Signature]
Kevin P. Icard

CYPRESS RIDGE PUD MASTER PLAN

BLUFFTON, SOUTH CAROLINA

DATE: August 8, 2007

LAST REVISED: November 2019

PREPARED FOR
D.R. HORTON, INC.

COMMERCIAL AREA:

Total Site Acreage Allotted:.....30.5 Ac.
D.R. Horton Rights:..... 19.36 Ac.
Magnolia Group Rights:..... 11.14 Ac.

OPEN SPACE:

Total Site Acreage:..... +/- 1412 Ac.
Total Site Open Space:..... +/- 836 Ac. *
Percent Total Open Space:..... +/- 59 % **

*According to the Jones Estate PUD Concept Plan, Open Space shall consist of: Landscape Areas, Water Bodies (Lagoons, Ponds, Impoundments, Lakes and Effluent Disposal Areas), Salt/Freshwater Wetlands, Recreational Areas (River Access Sites, Playgrounds, Ball Fields, Lawn Game Fields, Garden, Linear Park, Public Parks, etc.) Public or Private Regulation or Par Three Golf Courses including ancillary facilities such as Golf Learning Centers, Practice Facilities, and Maintenance Facilities, Pedestrian/Bicycle Trails and Perimeter Buffers.

** According to the Jones Estate PUD Concept Plan, the required Total Acreage shall be 10% of the total site acreage. According to this Master Plan, the required amount of Open Space is exceeded by 460%.

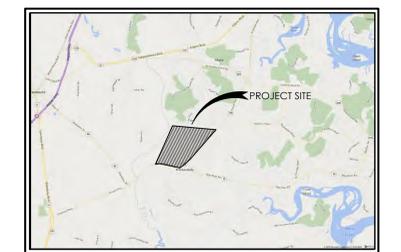
*** Easement location is based on current thinking by SCE&G and is subject to change based on SCE&G and Applicant's agreement on location.

**** See the Amendment to Development Agreement and Concept for the Jones Estate PUD Concept Plan.

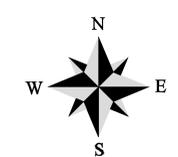
LEGEND:

- | | |
|--|---|
|  Amenity Sites |  Recommended Traffic Signal Location |
|  Lots |  Portion of the 13.13 Ac. of Additional Wetland Buffer |
|  Commercial |  Proposed 170 & 46 Expanded ROW (Orange) |
|  Lagoons |  Existing Wetland & Proposed 25' Wetland Buffer |
|  New River Trail Approximate Location |  Portion of the Proposed Bluffton Parkway |
|  Storage Facility | |
|  Open Space | |

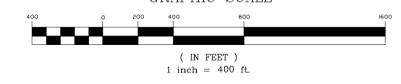
TOTAL PROJECT UNITS.....1844



VICINITY MAP
NOT TO SCALE



GRAPHIC SCALE

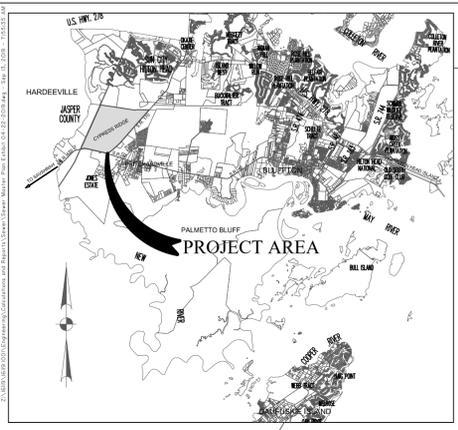


THOMAS & HUTTON

50 PARK OF COMMERCE WAY
SAVANNAH, GA 31405 • 912.234.5300
www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.
COPYRIGHT © 2017 THOMAS & HUTTON



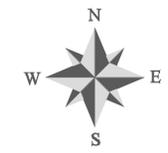


CYPRESS RIDGE
SEWER MASTER PLAN
BEAUFORT COUNTY, SOUTH CAROLINA

PREPARED FOR:
D.R. HORTON, INC.
BLUFFTON, SOUTH CAROLINA

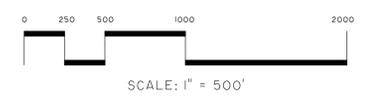
PREPARED BY:
THOMAS & HUTTON ENGINEERING CO.
SAVANNAH, GEORGIA

AUGUST 16, 2007
PROJECT NO.
17008.09
REVISED: JANUARY 7, 2019



LEGEND

	Grinder Pump Station
	Intermediate Pump Station
	Master Pump Station
	Force Main
Gravity Sewer Service Area	
	Pump Station Zone 1
	Pump Station Zone 2
	Pump Station Zone 3
	Pump Station Zone 4
	Pump Station Zone 5
	Pump Station Zone 6
	Pump Station Zone 7



DISCLAIMER
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J.K. Tiller Associates, Inc.
File Date: July 7, 2004
Rev. Date: March 9, 2006



CYPRESS RIDGE DRAINAGE MASTER PLAN

BLUFFTON, SOUTH CAROLINA

DATE: July 28, 2004

LAST REVISED: August 2019

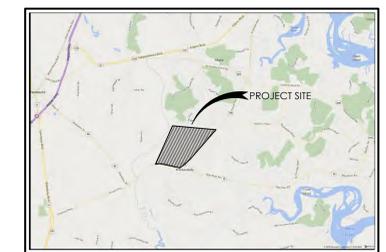
PREPARED FOR
D.R. HORTON, INC.

EXHIBIT F1

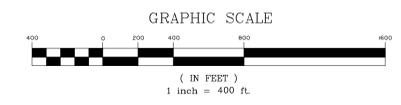
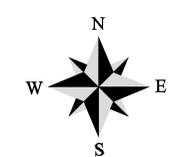
LEGEND:

- PROPOSED LAGOON 
- EXISTING TOPOGRAPHY LIDAR CONTOURS 
- DRAINAGE PIPE 
- FLOW DIRECTION 
- WETLAND 
- BUBBLER 
- CONTROL STRUCTURE 
- OUTFALL WEIR 

NOTE:
THE ELEVATION CONTOURS SHOWN ON THIS DRAWING WERE DERIVED BY LIDAR AND IS SUBJECT TO ERRORS INHERENT TO THIS TECHNOLOGY. I.E. LIDAR WILL NOT IDENTIFY UTILITIES, BODIES OF WATER OR BREAK LINES SUCH AS TOP OR TOE OF BANKS, ETC. ELEVATIONS ON THIS MAP ARE N.G.V.D. 88 DATUM.



VICINITY MAP
NOT TO SCALE



THOMAS & HUTTON

50 PARK OF COMMERCE WAY
SAVANNAH, GA 31405 • 912.234.5300
www.thomasandhutton.com

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CYPRESS RIDGE WATER MASTER PLAN

BLUFFTON, SOUTH CAROLINA

DATE: July 28, 2004

LAST REVISED: August 2019

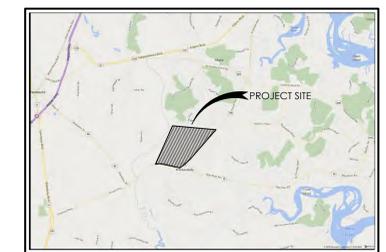
PREPARED FOR
D.R. HORTON, INC.

EXHIBIT G1

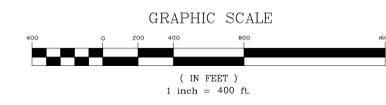
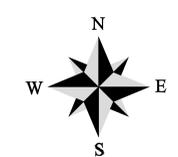


LEGEND:

24" WATER MAIN (EXISTING)	
16" WATER MAIN	
12" WATER MAIN	
10" WATER MAIN	
8" WATER MAIN	
6" WATER MAIN	
4" WATER MAIN	
FIRE HYDRANT	



VICINITY MAP
NOT TO SCALE



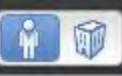
THOMAS & HUTTON

50 PARK OF COMMERCE WAY
SAVANNAH, GA 31405 • 912.234.5300
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2









PARKING EXHIBIT
CYPRESS RIDGE
 PHASE 19

PREPARED FOR:
 D.R. HORTON, INC.
 PREPARED BY:



50 Park of Commerce Way
 Savannah, GA 31405 • 912.234.5300
 www.thomasandhutton.com

JOB NO: J-16119.1005	DATE: 11/6/2019
DRAWN: TMV	SCALE: 1" = 25'
REVIEWED: MSH	SHEET: EX.1



November 6, 2019

Mr. William Howard
Town of Bluffton
Department of Growth Management
20 Bridge Street
Bluffton, SC 29910

Re: Cypress Ridge Master Plan
Bluffton, South Carolina –
J-16119.0005
Response to Comments

Dear Mr. Howard:

On behalf of our client, DR Horton, regarding comments issued on September 16, 2019, we offer the following responses (in bold italics):

Planning Review Comments – Reviewed by William Howard

1. The access from Mill Creek Blvd. is too close to the intersection with SC HWY 170 to allow for full access. Update the plans to provide Right-in/Right-out access only.
Response: the median on Mill Creek Blvd has been restored on the plans, limiting the entry to a right-in right-out
2. To allow for pedestrian connectivity, update the plans to provide sidewalks on both sides of Blakers Blvd.
Response: The master plan does not show sidewalks, but sidewalks will be included on both sides of Blakers Boulevard in the site development plans.
3. Update the plans to include sidewalks on the proposed "center street" serving as the primary access to the new homes.
Response: The master plan does not show sidewalks, but sidewalks will be shown along one side of the center street and along the front of the homes.
4. Provide a parking exhibit to demonstrate onsite parking for new homes.
Response: See attached exhibit showing on-street and off-street parking.
5. The corner of Blakers Blvd and Mill Creek Blvd should be utilized as green space rather than home placement to avoid conflicts with rear loading and awkward frontage to Blakers Blvd.
Response: Plan has been revised to show greenspace at the corner of Blakers Boulevard and Mill Creek.

Mr. William Howard
Town of Bluffton
November 6, 2019
Page 2

6. Confirm no other changes are proposed with the Master Plan outside of the Commercial Village as it appears there are changes proposed to the Four Seasons secondary access as well as approved phases of Cypress Ridge.
Response: Two additional streets were added to Phase 18, located in the northwest region of the property. This is the last phase of development excluding the commercial area.
7. Provide elevations of the proposed home product.
Response: See attached pictures of potential products. Actual product may vary but will have similar character.

Beaufort Jasper Water and Sewer Review – Reviewed by James Clardy

1. BJWSA is unaware of any revisions to the Cypress Ridge Master Plan.
Response: BJWSA comments will be addressed during development plan review

Planning Commission Review – Reviewed by William Howard

1. As a Major Master Plan Amendment, this application will require approval of the Planning Commission.
Response: Noted

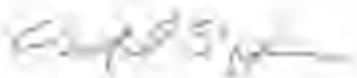
Transportation Department Review – Reviewed by Alan Seifert

1. Comments are included with Planning.
Response: Noted

We appreciate your attention to this project and look forward to receiving your approval. Please feel free to contact our office with any questions.

Sincerely,

THOMAS & HUTTON



Michael S. Hughes, PE

MSH/kts
Enclosures

Attachment 10

Proposed Recommended Motion

Consideration of approval of an amendment to the Master Plan for property referred to as Cypress Ridge within the Jones Estate PUD to update the transportation network by adding roads and service lanes to the commercial village area of Mill Creek located at the intersection of Highway 170 and Mill Creek Blvd.

“I move to approve the Master Plan Amendment for Cypress Ridge with the following conditions;

- 1. To allow for pedestrian connectivity, development plans must show:
 - a. Sidewalks on both sides of Blakers Blvd. and the “center street” that provides primary access to the new homes; and*
 - b. A sidewalk along the front of the homes that front the new street that gives access to commercial property and connects between Mill Creek Blvd. and Dillard Ln.**
- 2. The transfer of Development Rights for Commercial Development from D.R. Horton to Magnolia Residential Investors, LLC is not allowed.”*

TOWN COUNCIL



STAFF REPORT

Department of Finance & Administration

MEETING DATE:	January 14, 2020
PROJECT:	Formal Agenda Item: Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2020 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds – Second and Final Reading
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance & Administration

RECOMMENDATION: Town Council approves the proposed ordinance amending the FY 2020 consolidated budget by a net amount of \$28,262. The effect of this amendment will be an increase the General Fund \$193,820 to \$20,189,114, an increase the Capital Improvement Program Fund \$200,000 to \$11,895,271, a decrease the Stormwater Utility Fund budget (\$365,558) to \$2,022,752, and the Debt Service Fund budget remains the same at \$3,195,475 for a total Consolidated Budget of \$37,302,612.

BACKGROUND:

General Fund - This Budget Amendment includes an increase to the General Fund budget by \$193,820 to reflect the \$51,500 South Carolina Department of Public Safety grant award for traffic enforcement, the \$89,440 Emergency Recovery costs for the impact of Hurricane Dorian, the \$80,230 for the addendum to the Beaufort County School District contract for an additional school resource officer for the FY2019-2020 school year and Cartegraph annual software usage fee \$24,150.

- As part of the South Carolina Department of Public Safety program the Town of Bluffton was awarded an unbudgeted \$51,500 grant for traffic enforcement
- During the Hurricane Dorian event in September 2019, the Town of Bluffton incurred \$89,440 of Emergency Police and Emergency Operations Center expenditures. These expenditures are to be funded from the General Fund Emergency Recovery Fund Balance.
- The Town of Bluffton received a request from the Beaufort County School District for additional school resource officer for the FY2019-2020 school year. Per contract the Beaufort County School District will fund 75% of the total cost of this position \$60,170 and the town will provide the remaining \$20,060 to be funded from the additional grant funds listed above.
- A portion of the annual software usage fee \$24,150 for the Public Works and Watershed Management Cartegraph software was not included in the FY2020 budget.

Capital Improvements Program Fund (CIP) – A revision to the funding source of \$350,000 for the Wright Family Park project and \$365,558 for three sewer projects, as well as a scope change to the Buckwalter Place Multi-County Commerce Park project to include an accessible playground \$200,000.

- The Town of Bluffton received a \$350,000 award from Beaufort County Council from its 3% Local Accommodations Tax Fund for the construction of the passive park. This award will replace the original Hospitality Tax funding source for this project and allow these funds to be used for additional projects.
- The Town of Bluffton received a \$365,558 federal grant award EQ-0-263 from the SC Department of Health and Environmental Control (SCDHEC) for sewer connection in the Poseys Court, Pritchard Street and Bridget Street project areas. As the town continues to implement the May River Watershed Action Plan to eliminate and mitigate fecal coliform sources in the May River Watershed, the ultimate outcome of this multi-year, multi-phased sewer connection project is to eliminate all septic systems in the Town of Bluffton’s jurisdiction. This award will replace the original Stormwater Utility Tax funding source for these projects and allow the funds to be used for additional projects.
- The park located at Buckwalter will include the town’s first accessible playground. The cost of this addition is \$200,000 and the funding source will be Hospitality Tax made available from the Wright Family Park project.

Stormwater Utility Fund - The decrease to the Stormwater Utility (SWU) fund budget of (\$365,558) to recognize the SCDHEC award received for sewer connection projects.

No changes since first reading on December 10, 2019.

ATTACHMENTS:

1. Ordinance

- Attachment A: General Fund Budget
- Attachment B: Capital Improvements Program Fund Budget
- Attachment C: Stormwater Utility Fund Budget
- Attachment D: Debt Service Fund Budget
- Attachment E: Consolidated Budget

2. Council Motion Recommendation

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2020-
FISCAL YEAR 2020 BUDGET**

**TO AMEND THE BUDGET FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, FOR THE FISCAL YEAR
ENDING JUNE 30, 2020;
TO PROVIDE FOR THE EXPENDITURES OF CERTAIN FUNDS;
AND TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS.**

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, the Town Council did adopt the Budget Ordinance 2019-08 on June 11, 2019; and did adopt the Budget Amendment Ordinance 2019-15 on October 8, 2019;

WHEREAS, pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to revise the General Fund to reflect expenditures incurred during the Hurricane Dorian event in September 2019, the request from Beaufort County School District for an additional School Resource Officer for school year FY2020, the expenditure for annual maintenance of Cartegraph software and the grant award from SC Department of Public Safety; thereby increasing the amount of funds required from other financing sources; and

WHEREAS pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to revise the Capital Improvements Program Fund Buckwalter Place Multi-County Commerce Park project expenditures and funding source due to project scope change orders; and

WHEREAS pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to revise the Capital Improvements Program Fund Wright Family Park project funding source, as well as Buck Island Sewer Phase 4, Historic District Sewer Extension Phase 1 and Historic District Sewer Extension Phase 2 projects to reflect the grant award from Beaufort County Council and the grant award from the SC Department of Health and Environmental Control (SCDHEC) for sewer connections; and

WHEREAS pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to revise the Stormwater Utility Fund budget to reflect funding source change due to the receipt of the SCDHEC grant award; and

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL:

SECTION 1. AMENDMENT

The adopted fiscal year 2020 budget is amended to make the following changes and additions to the to the projected revenue and expenditure accounts as follows:

GENERAL FUND

Revenues and Other Sources

Revenue

Grant	\$ 111,670
Total Revenue	<u>\$ 111,670</u>

Other Sources

Other Financing Sources	\$ (7,290)
General Fund Prior Year Fund Balance	89,440
Total Other Sources	<u>82,150</u>
Total Revenues and Other Sources	<u><u>\$ 193,820</u></u>

Expenditures and Other Uses:

Expenditures

Executive	\$ 9,155
Human Resources	3,386
Police Department	139,092
Municipal Court	109
Finance	3,613
Information Technology	3,620
Customer Service	121
Planning & Community Development	548
Building Safety	2,541
Project Management	2,357
Public Works	29,278
Total Expenditures and Other Uses	<u><u>\$ 193,820</u></u>

CAPITAL IMPROVEMENTS PROGRAM FUND

Revenues and Other Sources

Revenue

Grants, Donations, MCIP, etc.	\$ 715,558
Total Revenue	<u>\$ 715,558</u>

Other Sources

SWU	\$ (365,558)
Hospitality Tax	(150,000)
Total Revenue	<u>\$ (515,558)</u>
Total Revenues and Other Sources	<u><u>\$ 200,000</u></u>

STORMWATER UTILITY FUND

Revenues and Other Sources

Other Sources

SWU Fund Balance	\$ (365,558)
Total Other Sources	<u>\$ (365,558)</u>
Total Revenues and Other Sources	<u><u>\$ (365,558)</u></u>

Expenditures and Other Uses:

Other Uses

Transfer to: CIP Fund	(365,558)
Total Other Uses	<u>\$ (365,558)</u>
Total Expenditures and Other Uses	<u><u>\$ (365,558)</u></u>

The effect of this amendment will be to increase the General Fund to \$20,189,114 (Attachment A), to increase the Capital Improvement Program Fund to \$11,895,271 (Attachment B), to decrease the Stormwater Utility Fund budget to \$2,022,752 (Attachment C), and the Debt Service Fund budget remains at \$3,195,475 for a total Consolidated Budget of \$37,302,612.

SECTION 2. SEVERABILITY

If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. EFFECTIVE DATE

This Ordinance shall be effective upon its enactment by the Town Council for the Town of Bluffton.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS _____ DAY OF _____, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kim Chapman, Town Clerk
Town of Bluffton, South Carolina

Attachments:

- A. General Fund Budget
- B. Capital Improvement Program Fund Budget
- C. Stormwater Utility Fund Budget
- D. Debt Service Fund Budget
- E. Consolidated Budget

First Reading: December 10, 2019

Second and Final Reading: January 14, 2020

TOWN OF BLUFFTON
GENERAL FUND REVENUE AND EXPENDITURE BUDGET
FOR THE YEAR ENDING JUNE 30, 2020

	Current Budget	Budget Amendment #2	Current Proposed Budget
Revenues			
Property Taxes	\$ 6,300,000	\$ -	\$ 6,300,000
Licenses & Permits			
Business Licenses	2,100,000	-	2,100,000
MASC Telecommunications	70,000	-	70,000
MASC Insurance Tax Collection	2,200,000	-	2,200,000
Franchise Fees (electric, gas, water, telephone, cable)	2,600,000	-	2,600,000
Building Safety Permits	2,350,000	-	2,350,000
Application Fees	80,000	-	80,000
Administrative Fees	44,000	-	44,000
Total Licenses & Permits	<u>9,444,000</u>	<u>-</u>	<u>9,444,000</u>
Intergovernmental	721,395	111,670	833,065
Service Revenues	965,000	-	965,000
Fines & Fees	230,000	-	230,000
Miscellaneous Revenues	180,000	-	180,000
Total Revenues	<u>17,840,395</u>	<u>111,670</u>	<u>17,952,065</u>
Other Financing Sources	450,000	(7,290)	442,710
Transfers In	1,704,899	89,440	1,794,339
Total Other Financing Sources & Transfers In	<u>2,154,899</u>	<u>82,150</u>	<u>2,237,049</u>
Total Revenues and Other Financing Sources	<u>\$ 19,995,294</u>	<u>\$ 193,820</u>	<u>\$ 20,189,114</u>
Expenditures			
Town Council	\$ 219,905	\$ -	\$ 219,905
Executive	938,218	9,155	947,373
Economic Development	405,120	-	405,120
Human Resources	384,295	3,386	387,681
Police	7,196,220	139,092	7,335,312
Municipal Judges	56,763	-	56,763
Municipal Court	350,774	109	350,883
Finance	957,355	3,613	960,968
Information Technology	1,173,018	3,620	1,176,638
Customer Service	296,140	121	296,261
Planning & Community Development	1,142,640	548	1,143,188
Building Safety	768,540	2,541	771,081
Project Management	1,037,990	2,357	1,040,347
Public Works	1,872,617	29,278	1,901,895
Non-Departmental (Townwide)	2,166,800	-	2,166,800
Total Expenditures	<u>18,966,395</u>	<u>193,820</u>	<u>19,160,215</u>
Other Financing Uses			
Transfers Out to Capital Improvements Program Fund	1,028,899	-	1,028,899
Total Transfers	<u>1,028,899</u>	<u>-</u>	<u>1,028,899</u>
Total Expenditures and Other Financing Uses	<u>\$ 19,995,294</u>	<u>\$ 193,820</u>	<u>\$ 20,189,114</u>

**TOWN OF BLUFFTON
STORMWATER FUND
FOR THE YEAR ENDING JUNE 30, 2020**

	Original Budget	Budget Amendment #1	Current Proposed Budget
Revenues			
Licenses & Permits			
Stormwater Fees	\$ 1,381,295	\$ -	\$ 1,381,295
Total Licenses & Permits	<u>1,381,295</u>	<u>-</u>	<u>1,381,295</u>
Intergovernmental			
County Funds	65,000	-	65,000
Total Intergovernmental	<u>65,000</u>	<u>-</u>	<u>65,000</u>
Total Revenues	<u>1,446,295</u>	<u>-</u>	<u>1,446,295</u>
Other Financing Sources			
Prior Year Fund Balance	942,015	(365,558)	576,457
Total Other Financing Sources	<u>942,015</u>	<u>(365,558)</u>	<u>576,457</u>
Total Revenues and Other Financing Sources	<u>\$ 2,388,310</u>	<u>\$ (365,558)</u>	<u>\$ 2,022,752</u>
Expenditures			
Operating			
Watershed Management	\$ 1,320,973	\$ -	\$ 1,320,973
Total Expenditures	<u>1,320,973</u>	<u>-</u>	<u>1,320,973</u>
Other Financing Uses			
Transfers Out			
Capital Improvements Program Fund	1,007,337	(365,558)	641,779
General Fund	60,000	-	60,000
Total Transfers	<u>1,067,337</u>	<u>(365,558)</u>	<u>701,779</u>
Total Expenditures and Other Financing Uses	<u>\$ 2,388,310</u>	<u>\$ (365,558)</u>	<u>\$ 2,022,752</u>

**TOWN OF BLUFFTON
DEBT SERVICE FUND
FOR THE YEAR ENDING JUNE 30, 2020**

	Current Budget	Budget Amendment #2	Current Proposed Budget
Revenues			
Property Taxes			
TIF District	\$ 2,299,500	\$ -	\$ 2,299,500
GO BABs	556,500	-	556,500
Total Property Taxes	<u>2,856,000</u>	<u>-</u>	<u>2,856,000</u>
Licenses, Permits & Fees			
MID Fee	245,175	-	245,175
Intergovernmental			
Federal Interest Rebate	92,300	-	92,300
Miscellaneous			
Interest	2,000	-	2,000
Total Revenues	<u>3,195,475</u>	<u>-</u>	<u>3,195,475</u>
Total Revenues and Other Financing Sources	<u>\$ 3,195,475</u>	<u>\$ -</u>	<u>\$ 3,195,475</u>
Expenditures			
Series 2014 TIF Bonds Debt Service			
Principal	\$ 787,895	\$ -	\$ 787,895
Interest	143,786	-	143,786
Series 2010 GO Build America Bonds Debt Service			
Principal	245,000	-	245,000
Interest	288,615	-	288,615
Miscellaneous	50	-	50
Total Expenditures	<u>1,465,346</u>	<u>-</u>	<u>1,465,346</u>
Other Financing Uses			
Transfers Out			
Capital Improvements Program Fund	1,258,071		1,258,071
Contribution to Fund Balance	472,058		472,058
Total Transfers	<u>1,730,129</u>	<u>-</u>	<u>1,730,129</u>
Total Expenditures and Other Financing Uses	<u>\$ 3,195,475</u>	<u>\$ -</u>	<u>\$ 3,195,475</u>

**TOWN OF BLUFFTON
CONSOLIDATED BUDGET
FOR THE YEAR ENDING JUNE 30, 2020**

	Current Budget	Budget Amendment #2	Current Proposed Budget
Revenues			
General Fund	\$ 19,995,294	\$ 193,820	\$ 20,189,114
Stormwater	2,388,310	(365,558)	2,022,752
CIP	11,695,271	200,000	11,895,271
Debt Service	3,195,475	-	3,195,475
Total Revenue	<u>\$ 37,274,350</u>	<u>\$ 28,262</u>	<u>\$ 37,302,612</u>
Expenditures			
General Fund	\$ 19,995,294	\$ 193,820	\$ 20,189,114
Stormwater	2,388,310	(365,558)	2,022,752
CIP	11,695,271	200,000	11,895,271
Debt Service	3,195,475	-	3,195,475
Total Expenditures	<u>\$ 37,274,350</u>	<u>\$ 28,262</u>	<u>\$ 37,302,612</u>

Council Motion Recommendation

Consideration of an Ordinance Amending the Town of Bluffton FY 2020 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – Second and Final Reading – Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

“I make a motion to approve the Second and Final Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2020 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds.”

TOWN COUNCIL

STAFF REPORT Engineering Department



MEETING DATE:	January 14, 2020
PROJECT:	Consideration of an Ordinance Amending Chapter 26 of the Town Code, Traffic and Motor Vehicles for the Purpose of Adding Rules for Public Parking Facilities – First Reading – Bryan McIlwee, Director of Engineering
PROJECT MANAGER:	Bryan McIlwee, Director of Engineering

RECOMMENDATION:

Town Council's consideration of the Ordinance per Attachment 1 is requested. The Ordinance, if adopted, will accomplish the following objective:

1. It will amend Chapter 26 of the Town of Bluffton Code of Ordinances. The amendment directed by the Ordinance will result in a consolidated, codified source of rules for all Town of Bluffton owned and/or operated public parking facilities.

BACKGROUND:

Consolidating and codifying rules for all Town of Bluffton owned and/or operated public parking facilities.

- A. Parking is regulated to some extent through various provisions in the Town of Bluffton Code of Ordinances, primarily Chapter 26 – Traffic and Motor Vehicles.
- B. The form of approval used by Town Council in the establishment of rules specific to public use of Town owned/operated public parking lots has not been established. The existing rules pertain to parking on streets, public ways, or other public property.

DISCUSSION:

The following rules are reflected in the amendments being proposed in the Ordinance per Attachment 1.

- (a) *Purpose.* In order to further community preservation and to protect the health, safety and welfare of the citizens and visitors of the Town of Bluffton, these parking regulations are intended to provide a just and equitable method for regulating and enforcing off-street parking in publicly owned and operated parking facilities.
- (b) *Definitions.* The following terms shall have the meanings respectively ascribed to them for the purposes of this Section. Whenever any terms used herein are not defined, but are defined by Title 56 of the South Carolina Code, such definitions shall be deemed incorporated herein and shall apply unless context clearly indicates otherwise.

- (1) "Public Parking Facility" shall mean any off-street facility owned, leased, or maintained by the Town and held open for use by the public for the parking of vehicles whether or not a fee is charged for the privilege to park.
 - (2) "Town" shall mean the Town of Bluffton, South Carolina.
- (c) *Parking Restrictions.*
- (1) It shall be unlawful for any person to park any vehicle on any Public Parking Facility except within those areas of the Public Parking Facility designated and marked for the parking of vehicles. Any vehicle parked within a Public Parking Facility shall be parked entirely within the markings designating one parking space; shall be parked facing the direction of such markings and/or signs within the Public Parking Facility; and, in the case of diagonal parking, shall be parked so that the rear of the vehicle is nearest the drive aisles or entry to such parking area.
 - (2) It shall be unlawful for any person to park or leave on any Public Parking Facility any detached trailer or semitrailer, recreational vehicles, campers, motor homes or mobile billboards without authorization from the Town of Bluffton Police Department.
 - (3) No person who owns or has possession, custody or control of any vehicle, shall park or allow to be parked such vehicle upon any Public Parking Facility for a period of twenty-four (24) or more consecutive hours without express permission from the Town Manager or designee. For purposes of this section, the vehicle shall be considered to have remained parked unless, during any twenty-four (24) hour period, said vehicle has been moved, at least one hundred (100) feet from the position it previously occupied, or the odometer on said vehicle exhibits a change of at least one-tenth of one mile.
- (d) *Owner Responsibility.* For the purposes of this Section, ownership of an illegally parked vehicle shall constitute prima facie evidence that the registered owner parked the vehicle and/or that the illegally parked vehicle was so parked with the knowledge and consent of the registered owner.
- (e) *Removal of Vehicle.* In addition to any penalties permitted by this Section or the Town Code, the Town of Bluffton Police Department, after making a reasonable effort to notify the owner of a vehicle or object which is in violation of this Section, may remove or cause to be removed the vehicle or the object at the owner of the vehicle or object's sole expense.

NEXT STEPS / TOWN COUNCIL OPTIONS:

1. Vote on Ordinance as presented, or as non-substantially modified following discussion. Barring no substantive changes to the amendments proposed at Attachment 1, Exhibit "A," Staff will bring the Ordinance to Council for second and final reading in a subsequent Town Council meeting.
2. Table Ordinance for further study and possible subsequent modification for future first reading consideration

ATTACHMENTS:

1. Attachment 1 - Draft Ordinance
 - a. Exhibit A – Amendment to Chapter 26 - Public Parking Facility Rules
2. Attachment 2 - Recommended Motion

**ORDINANCE NO. 2019 –
TOWN OF BLUFFTON, SOUTH CAROLINA**

AN ORDINANCE AMENDING CHAPTER 26 OF THE TOWN CODE, TRAFFIC AND MOTOR VEHICLES FOR THE PURPOSES OF CONSOLIDATING, CLARIFYING AND AUGMENTING CODIFIED RULES FOR PUBLIC PARKING FACILITIES

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

WHEREAS, to establish the necessary provisions to accomplish the above, the Town of Bluffton has the authority to enact resolutions, ordinances, regulations, and procedures pursuant to Section 5-7-140 of the South Carolina Code of Laws, 1976, as amended; and,

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

WHEREAS, the Town of Bluffton Town Council desires to amend Chapter 26, Traffic and Motor Vehicles, Article III, Parking, Standing, and Stopping by adding Section 26-96 Public Parking Facilities in order to provide a consolidated source for clear rules of operation of publicly owned parking facilities; and

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

SECTION 1. AMENDMENT. The Town of Bluffton hereby amends Chapter 26, Article III of the Code of Ordinances for the Town of Bluffton, South Carolina, by adding Section 26-96 – Public Parking Facility, as shown on Exhibit “A” attached hereto and fully incorporated herein by reference.

SECTION 2. ORDINANCE IN FULL FORCE AND EFFECT. This entire Ordinance shall take full force and effect upon adoption.

DONE, RATIFIED AND ENACTED this ____ day of _____, 2020.

This Ordinance was read and passed at first reading on _____, 2020.

Lisa Sulka, Mayor

Town of Bluffton, South Carolina

Kimberly Chapman, Clerk

Town of Bluffton, South Carolina

This Ordinance was read and passed at second reading on _____, 2020.

Lisa Sulka, Mayor

Town of Bluffton, South Carolina

Kimberly Chapman, Clerk

Town of Bluffton, South Carolina

Exhibit “A”

Chapter 26. – TRAFFIC AND MOTOR VEHICLES

ARTICLE III. – PARKING, STANDING AND STOPPING

Sec. 26-96. – Public Parking Facility

- (a) *Purpose.* In order to further community preservation and to protect the health, safety and welfare of the citizens and visitors of the Town of Bluffton, these parking regulations are intended to provide a just and equitable method for regulating and enforcing off-street parking in publicly owned and operated parking facilities.
- (b) *Definitions.* The following terms shall have the meanings respectively ascribed to them for the purposes of this Section. Whenever any terms used herein are not defined, but are defined by Title 56 of the South Carolina Code, such definitions shall be deemed incorporated herein and shall apply unless context clearly indicates otherwise.
- (1) “Public Parking Facility” shall mean any off-street facility owned, leased, or maintained by the Town and held open for use by the public for the parking of vehicles whether or not a fee is charged for the privilege to park.
- (2) “Town” shall mean the Town of Bluffton, South Carolina.
- (c) *Parking Restrictions.*
- (1) It shall be unlawful for any person to park any vehicle on any Public Parking Facility except within those areas of the Public Parking Facility designated and marked for the parking of vehicles. Any vehicle parked within a Public Parking Facility shall be parked entirely within the markings designating one parking space; shall be parked facing the direction of such markings and/or signs within the Public Parking Facility; and, in the case of diagonal parking, shall be parked so that the rear of the vehicle is nearest the drive aisles or entry to such parking area.
- (2) It shall be unlawful for any person to park or leave on any Public Parking Facility any detached trailer or semitrailer, recreational vehicles, campers, motor homes or mobile billboards without authorization from the Town of Bluffton Police Department.
- (3) No person who owns or has possession, custody or control of any vehicle, shall park or allow to be parked such vehicle upon any Public Parking Facility for a period of twenty-four (24) or more consecutive hours without express permission from the Town Manager or designee. For purposes of this section, the vehicle shall be considered to have remained parked unless, during any twenty-four (24) hour period, said vehicle has been moved, at least one hundred (100) feet from the position it previously occupied, or the odometer on said vehicle exhibits a change of at least one-tenth of one mile.
- (d) *Owner Responsibility.* For the purposes of this Section, ownership of an illegally parked vehicle shall constitute prima facie evidence that the registered owner parked the vehicle and/or that the illegally parked vehicle was so parked with the knowledge and consent of the registered owner.
- (e) *Removal of Vehicle.* In addition to any penalties permitted by this Section or the Town Code, the Town of Bluffton Police Department, after making a reasonable effort to notify the owner of a vehicle or object which is in violation of this Section, may remove or cause to be removed the vehicle or the object at the owner of the vehicle or object’s sole expense.

RECOMMENDED MOTION LANGUAGE

***“I move to adopt the proposed Ordinance amending Chapters 26, Article III, of the Town of Bluffton Code of Ordinances by adding Section 26-96 to establish a consolidated, codified source of rules for all Town of Bluffton owned and/or operated public parking facilities.*”**

TOWN COUNCIL

STAFF REPORT POLICE DEPARTMENT



MEETING DATE:	January 14, 2020
PROJECT:	Consideration of a Resolution Establishing a Law Enforcement Citizens Advisory Committee
PROJECT MANAGER:	Chris Chapmond, Chief of Police

PURPOSE:

Request Town Council's consideration of the Resolution at Attachment 1, establishing a Law Enforcement Citizens Advisory Committee and providing for the rules and procedures which would govern it.

BACKGROUND:

On October 8, 2019, Town Council workshopped the establishment of a Law Enforcement Citizens Advisory Committee. At the Workshop, Staff received general direction from Town Council to proceed with bringing forward a formal Resolution to establish such a committee. The Resolution presented at Attachment 1 is a formal mechanism to establish a Law Enforcement Citizens Advisory Committee which is consistent with direction provided at the October 8, 2019 Workshop.

On July 12, 2019, The Town Council of the Town of Bluffton adopted the *Bluffton Police Department Strategic Plan, 2019-2022*. In this plan, Goal 2 – Policy and Oversight is supported by an action item to "Establish a Citizen Advisory Committee to provide perspectives in various areas." Adoption of the Resolution at Attachment 1 will support this action item.

DISCUSSION:

Overview of proposed Law Enforcement Citizens Advisory Committee

- A. *Purpose:* The Committee is tasked with serving as an advisory board to the Bluffton Police Department and Town Council by bringing to their attention the feedback of the community with regard to public safety concerns. Further, the Committee is devoted to facilitating the free flow of ideas and discussions to improve the safety of all citizens and visitors.
- B. *Mission:* To interact with community based organizations that provide services within the Town of Bluffton; support various groups in the Town of Bluffton to ensure a coordinated effort for public safety between all parties; and provide a forum for residents to share comments, issues or concerns regarding law enforcement services.

- C. *Scope of Authority:* Advisory only to Town Council and the Bluffton Police Department.
- D. *Responsibilities:* The Committee shall assist and participate in discussions with Town Council and the Bluffton Police Department on matters related to the following:
- a. Community feedback regarding police services;
 - b. Filter community needs regarding public safety to the Town Council and Bluffton Police Department;
 - c. Participate in after action review of critical incidents involving citizens and visitors;
 - d. Participate in community events offered by the Bluffton Police Department;
 - e. Facilitate conversation with community members related to policy, procedures and best practices; and
 - f. Participate in public education on law enforcement matters and community disaster preparedness responsibilities.
- E. *Membership and Officer Responsibilities.*
- a. Appointment: The Committee shall consist of a minimum of five (5) members and a maximum of twelve (12) members appointed by Town Council for staggered terms in accordance with the Code of Ordinances for the Town of Bluffton, Chapter 3. Members shall be appointed in a manner to represent a cross-section of the Bluffton community at large, to include two (2) local business owners. Members shall live within the boundaries of the Town of Bluffton Growth Framework Map. Committee members shall serve without compensation. No member of the Committee shall hold any other public office or elected position within Beaufort County or its municipalities.
 - b. Officers: The Chair, Vice-Chair and Secretary shall be elected annually by a majority vote of members present and qualified to vote and shall perform the following duties:

NEXT STEPS:

Pending adoption of the Resolution establishing the Law Enforcement Citizens Advisory Committee, Staff will:

1. Advertise for openings on the newly established Committee and process applications accordingly.
2. Forward applications to Town Council for consideration of appointment at a subsequent Town Council Meeting.

ATTACHMENTS:

1. Resolution Establishing the Town of Bluffton Law Enforcement Citizens Advisory Committee, with Exhibit "A," Rules and Procedures.
2. Motion to support adoption of the Resolution Establishing the Town of Bluffton Law Enforcement Citizens Advisory Committee.

ATTACHMENT 1
RESOLUTION

ESTABLISHING THE TOWN OF BLUFFTON LAW ENFORCEMENT CITIZENS ADVISORY COMMITTEE

WHEREAS, The Town Council of the Town of Bluffton established the Town of Bluffton Public Safety Citizens Committee by Resolution in March 2013; and

WHEREAS, The Bluffton Public Safety Citizens Committee is no longer an active body; and

WHEREAS, since 2013 The Town of Bluffton has continued to experience rapid population growth and, with the growth, the need for citizen input to public safety programs and processes has also increased; and

WHEREAS, in July, 2019, the Town Council of the Town of Bluffton adopted the Bluffton Police Department Strategic Plan, 2019-2022, and with it, an action item to “establish a citizen advisory committee to provide perspective in various areas;” and

WHEREAS, input was sought and received from the Town Council of The Town of Bluffton with regard to the development of such an advisory committee at an October 8, 2019 Town Council Workshop; and

WHEREAS, the Town Council of the Town of Bluffton desires to establish the Law Enforcement Citizens Advisory Committee (“Committee”) as an advisory committee to the Bluffton Police Department and Town Council.

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

1. Any and all prior Resolutions establishing a Town of Bluffton Public Safety Citizens Committee are hereby rescinded.
2. The Town of Bluffton Law Enforcement Citizens Advisory Committee (“Committee”) is hereby established and shall be appointed and operate in accordance with the Rules of Procedure presented herein as Exhibit “A.”

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.

SIGNED, SEALED AND DELIVERED AS OF THIS ___ DAY OF _____, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kimberly Chapman, Town Clerk
Town of Bluffton, South Carolina

Exhibit "A"

Town of Bluffton Law Enforcement Citizens Advisory Committee Rules of Procedure

1. Establishment.

- a. *Purpose:* The Committee is tasked with serving as an advisory board to the Bluffton Police Department and Town Council by bringing to their attention the feedback of the community with regard to public safety concerns. Further, the Committee is devoted to facilitating the free flow of ideas and discussions to improve the safety of all citizens and visitors.
- b. *Mission:* To interact with community based organizations that provide services within the Town of Bluffton; support various groups in the Town of Bluffton to ensure a coordinated effort for public safety between all parties; and provide a forum for residents to share comments, issues or concerns regarding law enforcement services.
- c. *Scope of Authority:* Advisory only to Town Council and the Bluffton Police Department.
- d. *Responsibilities:* The Committee shall assist and participate in discussions with Town Council and the Bluffton Police Department on matters related to the following:
 - i. Community feedback regarding police services;
 - ii. Filter community needs regarding public safety to the Town Council and Bluffton Police Department;
 - iii. Participate in after action review of critical incidents involving citizens and visitors;
 - iv. Participate in community events offered by the Bluffton Police Department;
 - v. Facilitate conversation with community members related to policy, procedures and best practices; and
 - vi. Participate in public education on law enforcement matters and community disaster preparedness responsibilities.

2. Membership and Officer Responsibilities.

EXHIBIT "A" to ATTACHMENT 1

- a. *Appointment:* The Committee shall consist of a minimum of five (5) members and a maximum of twelve (12) members appointed by Town Council for staggered terms in accordance with the Code of Ordinances for the Town of Bluffton, Chapter 3. Members shall be appointed in a manner to represent a cross-section of the Bluffton community at large, to include two (2) local business owners. Members shall live within the boundaries of the Town of Bluffton Growth Framework Map. Committee members shall serve without compensation. No member of the Committee shall hold any other public office or elected position within Beaufort County or its municipalities.
- b. *Officers:* The Chair, Vice-Chair and Secretary shall be elected annually by a majority vote of members present and qualified to vote and shall perform the following duties:
 - i. The Chair shall be a voting member of the Committee and shall:
 1. Call Special Meetings of the Committee when needed;
 2. Preside at meetings;
 3. Sign documents on behalf of the Committee;
 4. Represent the Committee, if necessary, at Town Council Meetings;
 5. Perform other duties approved by majority vote of the Committee and which are consistent with these Rules of Procedure
 6. Establish necessary deadlines and Sub-Committee assignments, when necessary; and
 7. On behalf of the committee, will keep the Chief of Police and Town Council informed regarding the business and activities of the Committee.
 - ii. The Vice-Chair is a voting member of the Committee and shall perform all duties assigned to the Committee Chair in absence of the same.
 - iii. The Secretary is a voting member of the Committee and shall perform the following duties:
 1. Assist the Chair and Staff in preparation of agenda;
 2. Keep minutes of meetings;

EXHIBIT "A" to ATTACHMENT 1

3. Prepare and distribute draft minutes within 72 hours after the conclusion of a meeting; and
 4. Perform other duties as may be reasonably expected to perform to document the business of the Committee.
 - c. *Attendance/Removal*: Attendance and removal policy shall be in accordance with The Town of Bluffton Code of Ordinances, Chapter 3, *Boards, Committees and Commissions Terms, Appointments and Qualifications*.
 - d. *Town Staff Responsibilities*: The Chief of Police, or designee, shall ensure the following items are accomplished in support of the Committee:
 - i. Serve as the primary Staff Liaison to the Committee;
 - ii. Provide proper public notice of meetings in accordance with South Carolina Freedom of Information Act;
 - iii. Maintain Committee records as public record;
 - iv. Attend to Committee correspondence; and
 - v. Provide additional support as necessary.
3. Meetings.
 - a. *Notice and Conduct of Meetings*: All meetings of the Committee will be open to the public and shall properly noticed and conducted in accordance with the South Carolina Freedom of Information Act. The current edition of *Robert's Rules of Order* shall govern the conduct of meetings except as may be otherwise provided by these Rules of Procedure.
 - b. *Quorum*: A majority of the appointed members of the Committee shall constitute a quorum (more than 50%). A quorum shall be present before any business is conducted other than rescheduling a meeting. If a quorum is not present, the meeting will be cancelled and rescheduled.
 - c. *Voting*: A member must be present to vote. As long as there is a quorum, votes may be taken. The Committee may deliberate and make final disposition of a matter by a majority vote of members present and qualified. Deliberating and voting shall be done in public.
 - d. *Meeting Schedule*: Committee meetings will be scheduled no less frequently than every quarter of the calendar year. Meetings of the Committee will be held at the Bluffton Police Department located at 101

EXHIBIT "A" to ATTACHMENT 1

Progressive Street, Bluffton SC 29910, unless a different venue is selected and properly noticed.

- e. *Public Comment:* Members of the public desiring to be heard by the Committee during the Public Comment agenda item or during a Public Hearing must provide notice to the Secretary before the start of the meeting. Members of the public shall be recognized by the Chair before stating their business and shall be limited to a single five (5) minute comment period per meeting unless granted additional time by the Chair. Comments must be in keeping with the decorum expected of a public meeting and shall not be used as personal attack upon the character of any individual.
- f. *Workshops:* The Committee may periodically hold workshops to discuss issues, general policies and procedures. No formal action or votes shall be taken at any workshop. Workshop sessions shall be open to the public. Minutes of the workshop will be taken by the Secretary and attendance is required by the Committee members.
- g. *Documenting Committee Activities/Business:* Meeting minutes and/or Reports will be submitted to Town Council quarterly, through the Chief of Police.

ATTACHMENT 2

ATTACHMENT 2

Motion to support adoption of the Resolution Establishing the Town of Bluffton Law Enforcement Citizens Advisory Committee

“I move to approve the Resolution Establishing the Town of Bluffton Law Enforcement Citizens Advisory Committee, as presented.”



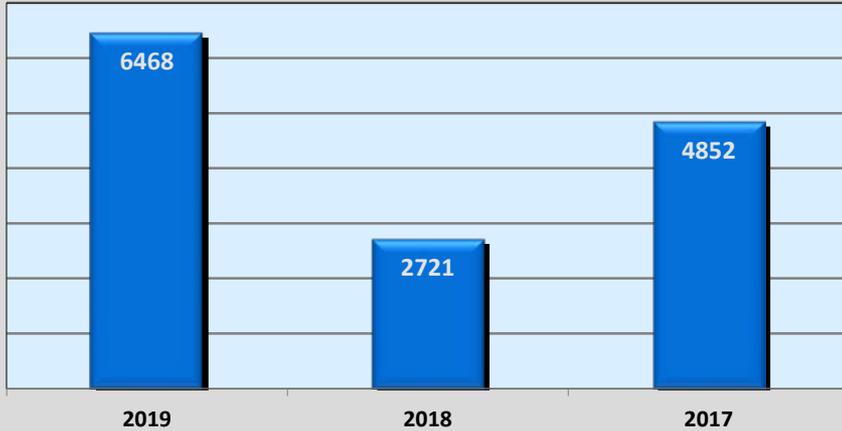
Bluffton Police Department December 2019 Statistical Information

Presented by:
Chief Chris Chapmond

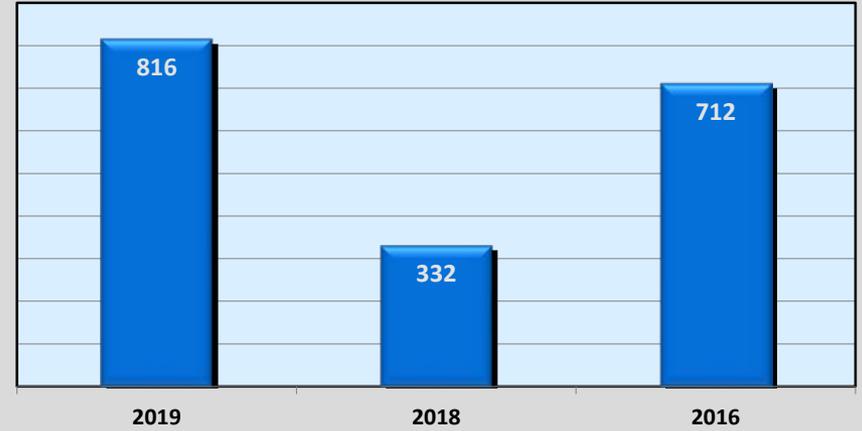
January 2, 2019

December Trends

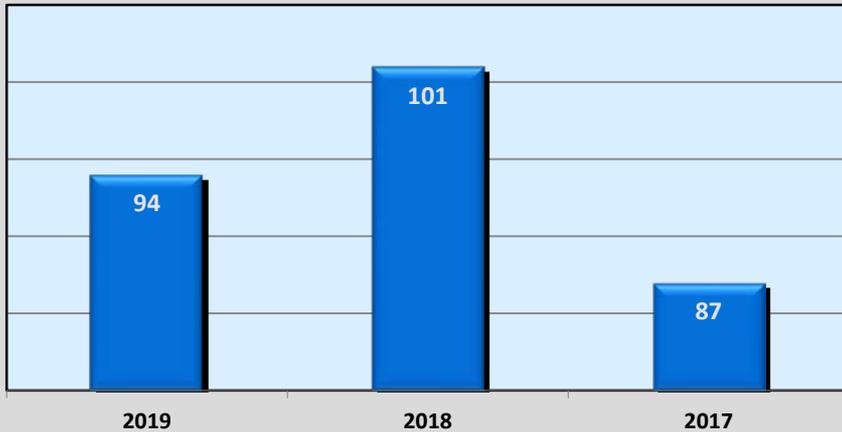
December Calls for Service Comparison



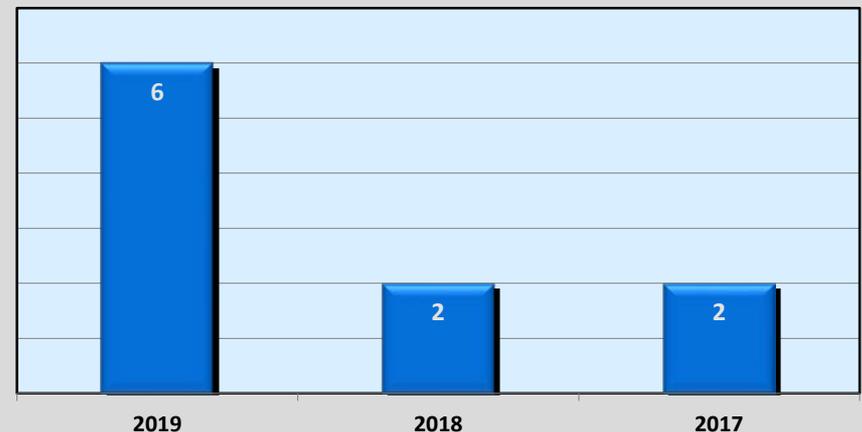
December Traffic Citation Comparison



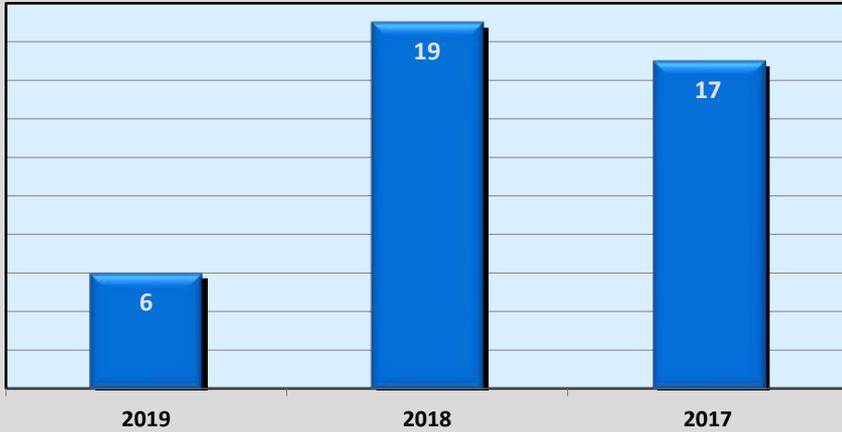
December Collision Comparison



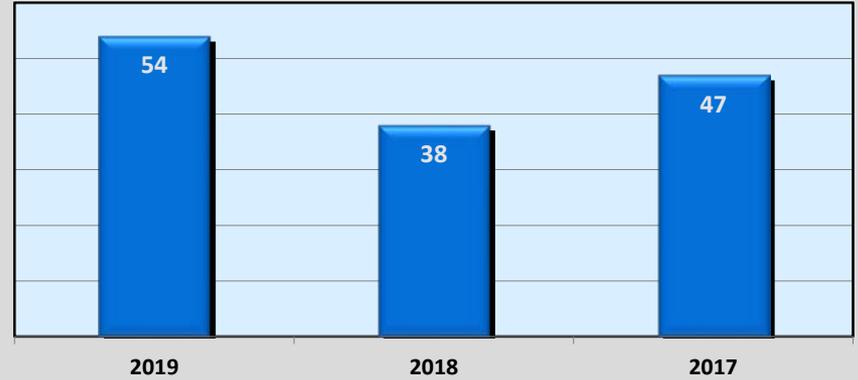
December Burglary Comparison



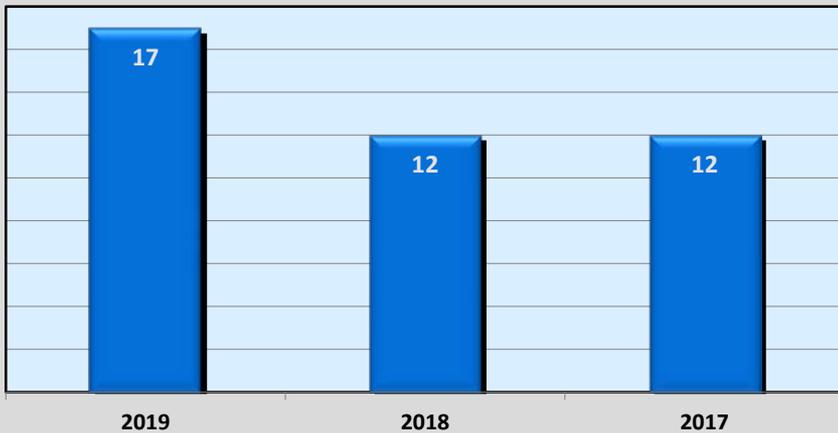
December Theft Comparison



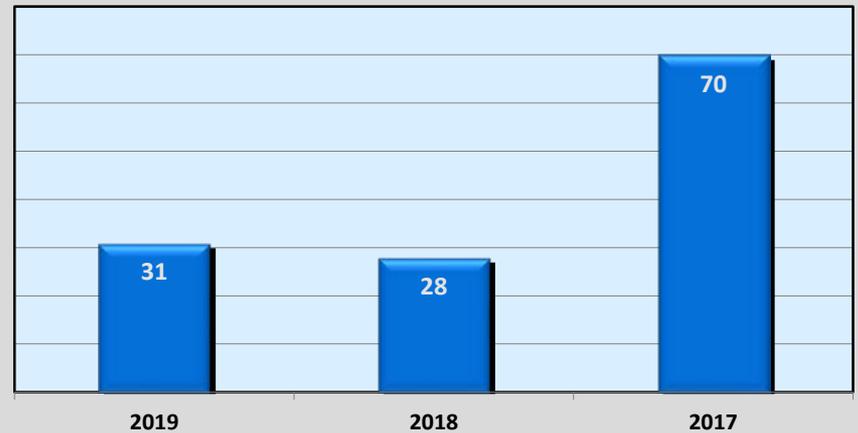
December Domestic Calls for Service Comparison



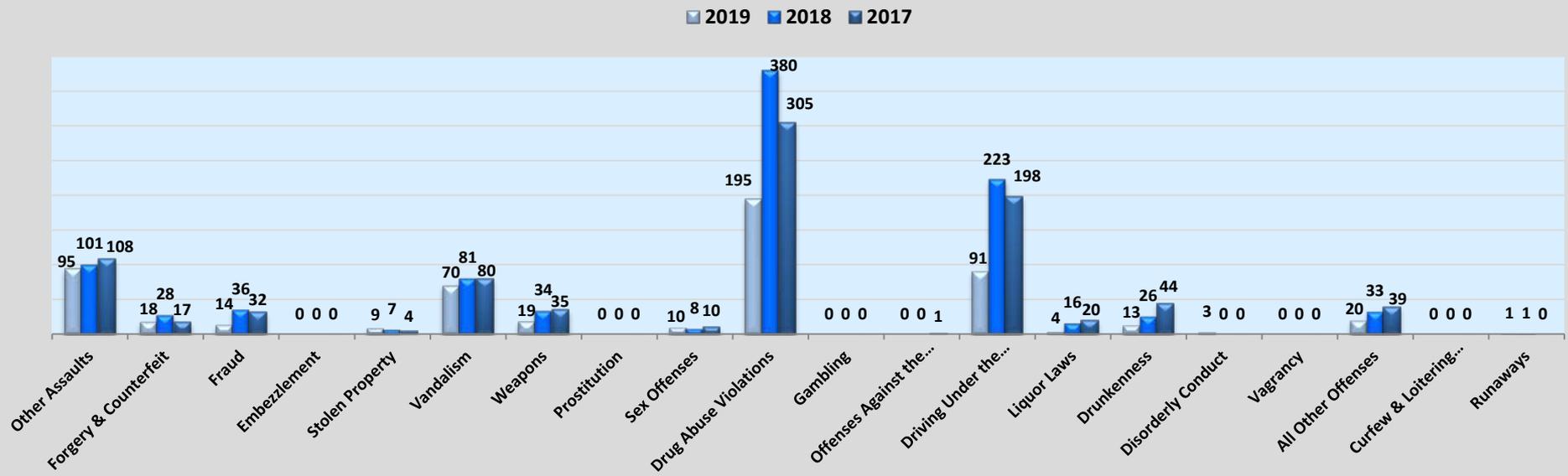
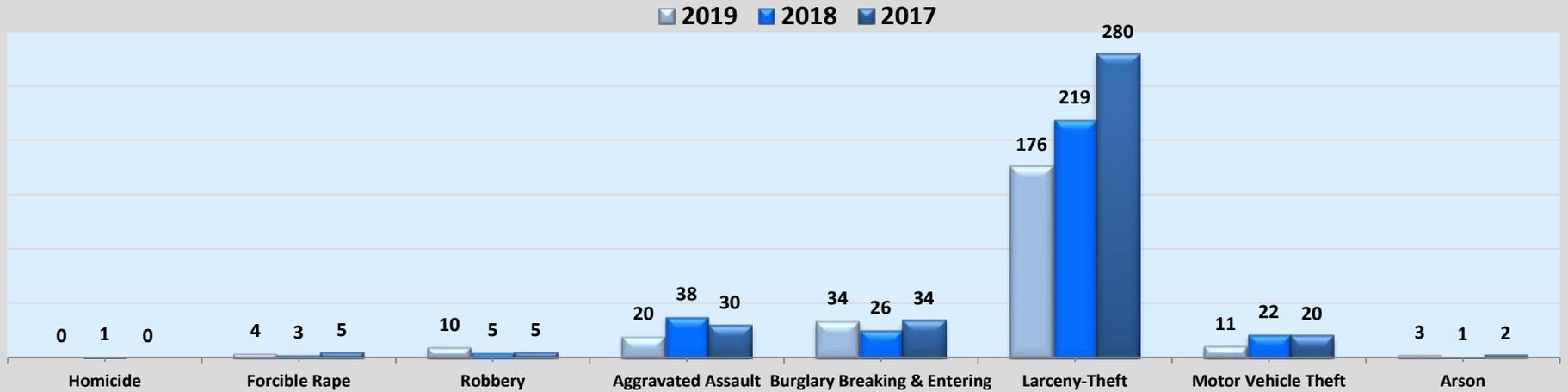
December Assault Comparison



December Arrest Comparison



Part I and Part II Offenses



Department Highlights

Arrests

Adult Felony: 6

Adult Misdemeanor: 21

Juvenile: 3

DUI: 2

Complaints

No complaints received during month of December.

Commendations

12-5-19 - Thank you letter from F. Ruggiano

12-16-19 - Letter of Commendations for Hiring Board Committee Members for 2019 Applicants

12-20-19 - Letter of Commendations for Members Conducting Background Checks for 2019 Applicants



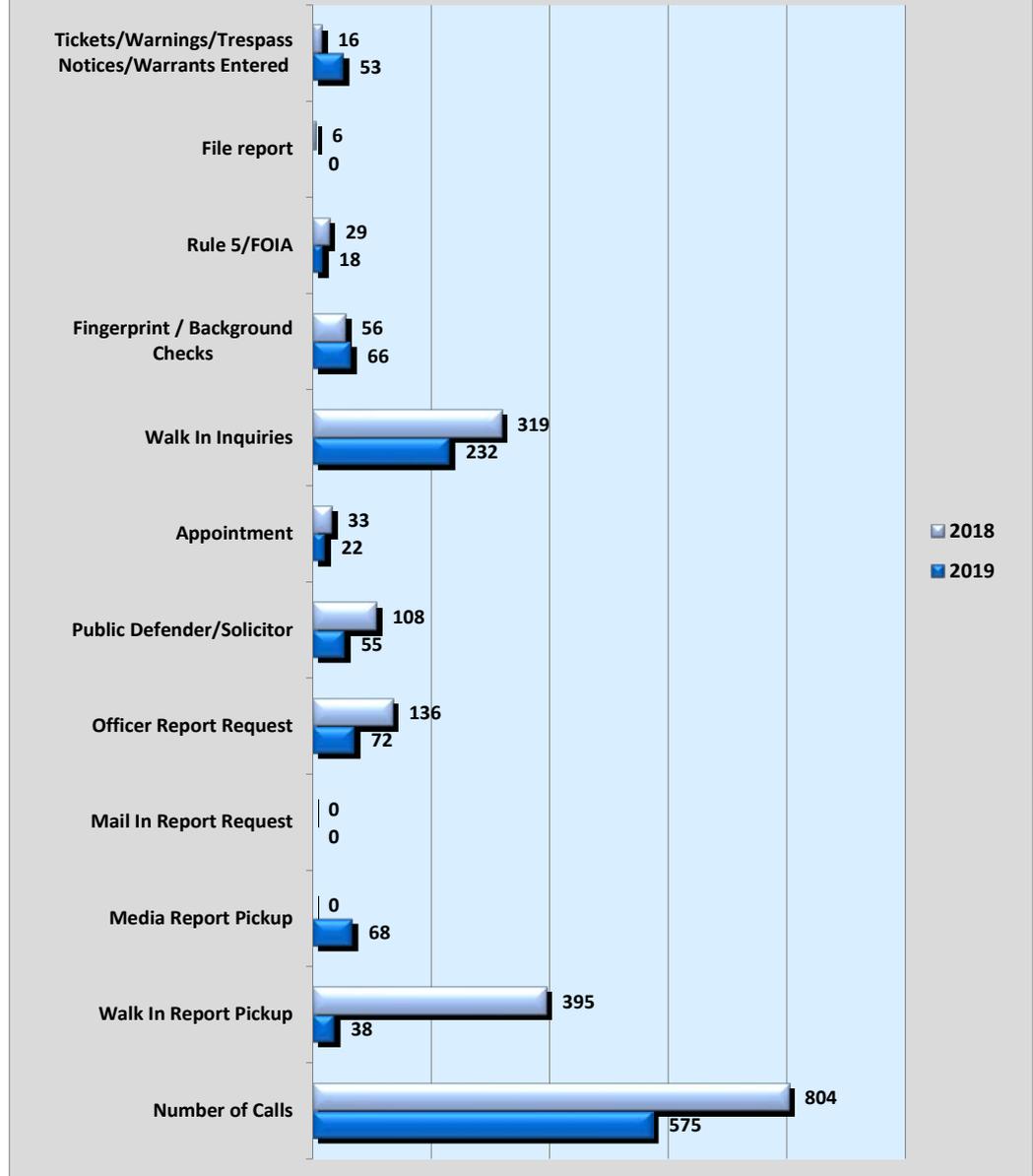
Department Highlights

Meetings Attended by Chief Chapmond

Every Wednesday – Attended Senior Staff Communications Meeting

- Dec 2nd thru 5th – Conducted Drug Endangered Children teaching
- Dec 6th – Attended Tree Lighting Ceremony
- Dec 7th – Attended Bluffton Christmas Parade
- Dec 9th – Attended Lowcountry Crusaders class
- Dec 10th – Attended BPD Department Header Review Meeting
- Dec 10th – Meeting with Dr. Novince (Lowcountry Alliance for Healthy Youth)
- Dec 11th – New River Trail Site Visit
- Dec 12th – Meeting with Island Packet
- Dec 12th – Attended Candlelight Vigil for Ameer Frazier
- Dec 12th – Attended Bluffton Police Holiday Family Potluck
- Dec 14th – Attended Funeral Services for A. Frazier
- Dec 15th – Attended Town of Bluffton Christmas Party
- Dec 16th – Participated Rotary Self-Help Santa Helper at Bluffton Self Help
- Dec 17th – Budget meeting with Finance
- Dec 18th - Attended Parking Pass Meeting
- Dec 18th – Attended Boys & Girls Club Christmas Event
- Dec 19th – Attended Countywide Chiefs Meeting
- Dec 19th – Toy Drive Donation by Lowcountry Law Enforcement Officers Association
- Dec 20th – Attended Town of Bluffton Cookout

December 2019/2018 Administrative Staff Report Comparison



Department Highlights

Training – In-House

BPD Quarterly Firearms Training (Patrol Rifle)
Recruit Training (4 recruits)

Training – Outside

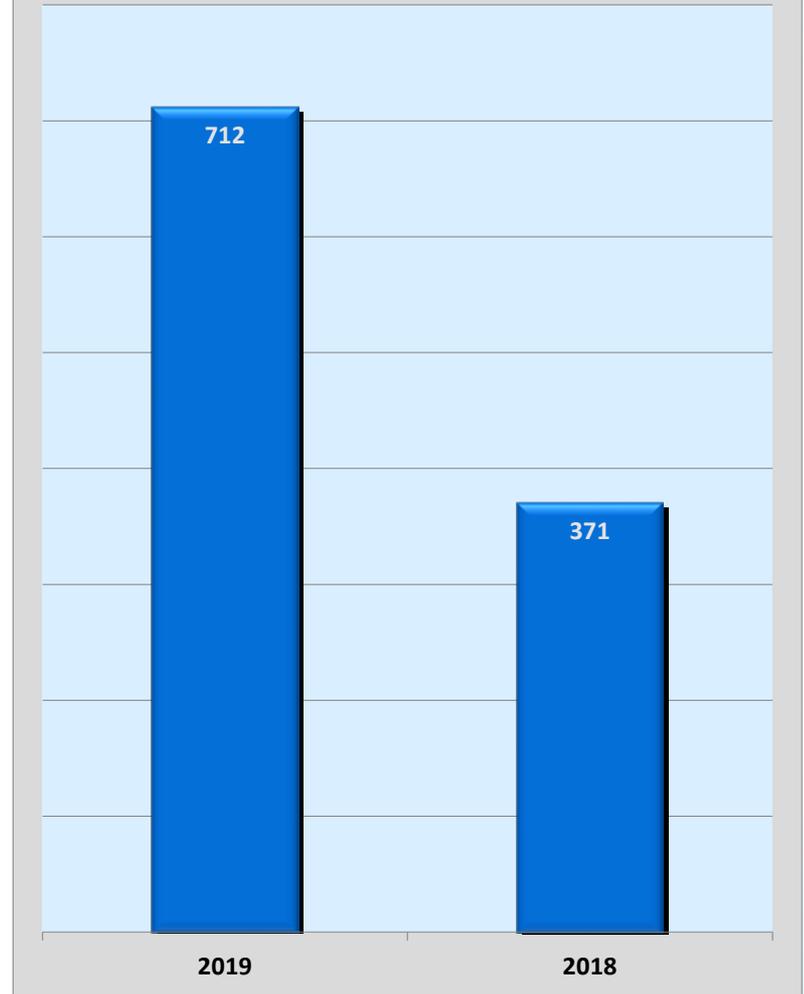
The Street-Smart Cop/Pro-Active Patrol Officer
High in Plain Sight: DAODAS



Marine Patrol

No marine patrol conducted during this month.

December 2019 / 2018 Training Comparison



Department Highlights

Community Events

Customer Contacts: 790

Event Holder Contacts: 80

RCC Showings: 16

RCC Rental Applications: 8

Rotary Community Center (RCC) rentals: 21

Field of Dreams Applications: 0

Field of Dreams Rentals: 0

Oyster Factory Park Inquiries/Rentals/Applications: 12

Oyster Factory Park (OFP) rentals: 16

Community Events Applications Submitted: 3

Community Events

Dec 2nd - RRA Basketball vs Hilton Head

Dec 2nd - HEMMS Basketball vs Whale Branch

Dec 3rd - MRHS Basketball vs Beaufort

Dec 3rd - BHS Basketball vs Ridgeland

Dec 4th - LCC Youth Group

Dec 4th - Private Event (Bluffton Oyster)

Dec 4th - Historic Preservation Commission

Dec 5th - HEMMS Basketball vs Bluffton Middle

Dec 5th - Farmers Market

Dec 6th - Christmas Tree Lighting & Light up the Night

Dec 6th - BHS Basketball vs May River Dec 6th Private Event (VMB)

Dec 7th - Christmas Parade

Dec 7th - Private Event (Land)

Dec 8th - NewSpring Church

Dec 8th - Cornerstone Church

Dec 8th - Church of the Cross Old Town

Dec 8th - Church of the Cross Buckwalter

Dec 9th - RRA Basketball vs Whale Branch

Dec 9th - BMS Basketball vs HHI Middle School

Dec 10th - LCC Youth Group

Dec 11th - LCC Youth Group

Dec 12th - HEMMS Basketball vs River Ridge Academy

Dec 13th - Private Event (HEMMS)

Dec 14th - 2nd Annual Chocolate & Coffee Fest

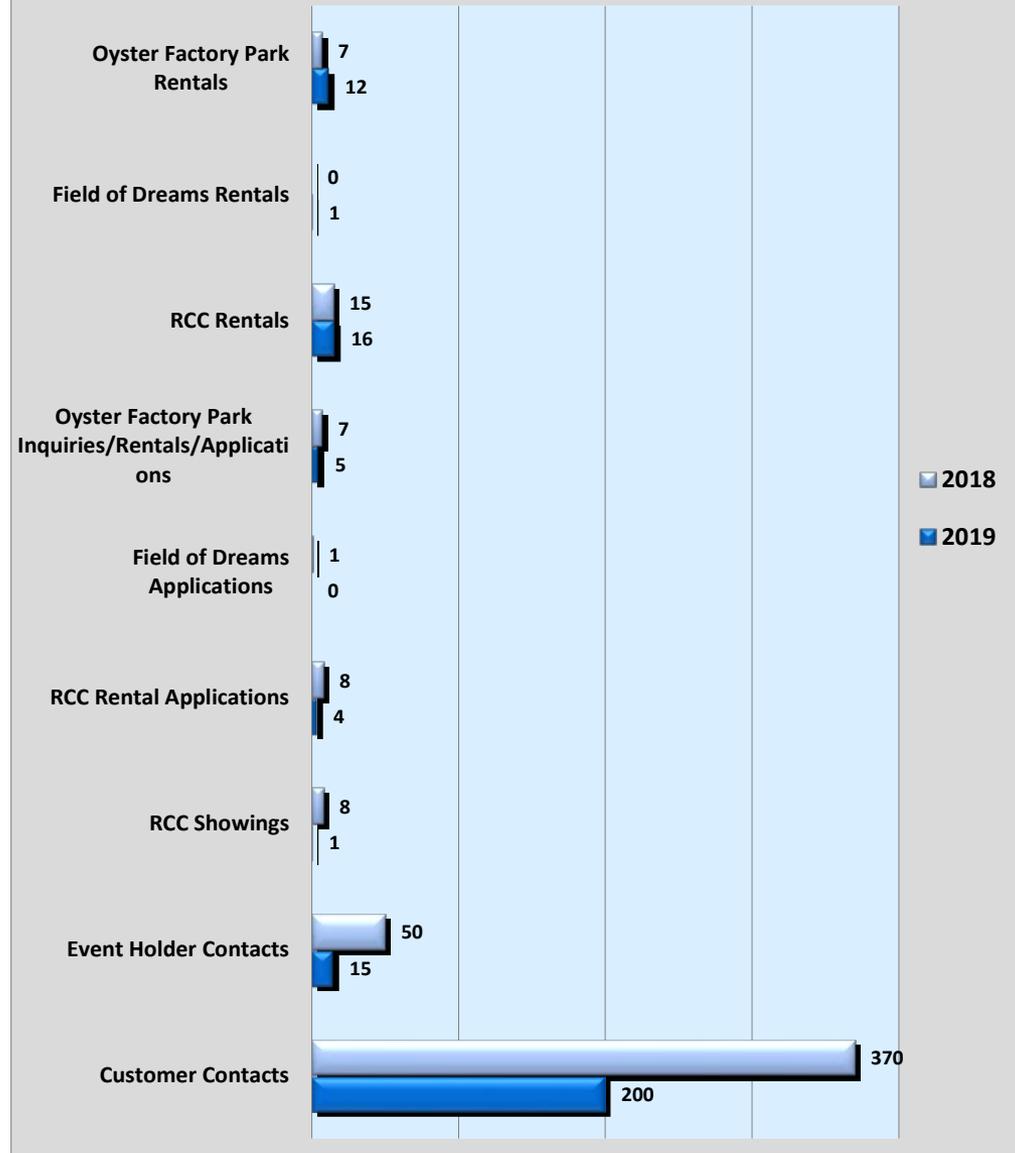
Dec 14th - Private Event (BOC Schumacher)

Dec 14th - MRHS Basketball vs Windsor Forest

Dec 14th - BHS Basketball vs Ridgeland

Dec 14th - 2nd Annual Chocolate and Coffee Fest

December 2019/2018 Community Events



Department Highlights

Community Events continued. . .

- Dec 15th** - NewSpring Church
- Dec 15th** - LCC Christmas Party Event
- Dec 15th** - Cornerstone Church
- Dec 15th** - Church of the Cross Old Town
- Dec 15th** - Church of the Cross Buckwalter
- Dec 15th** - Private Event (Zook)
- Dec 16th** - RRA Basketball vs Lady's Island
- Dec 16th** - BMS Basketball vs Robert Smalls
- Dec 17th** - LCC Youth Group
- Dec 18th** - Planning Commission
- Dec 18th** - LCC Youth Group
- Dec 19th** - RRA Basketball vs Bluffton Middle
- Dec 19th** - HEMMS Basketball vs Hilton Head Middle
- Dec 19th** - Farmers Market
- Dec 20th** - Cornerstone Church Christmas Festival
- Dec 20th** - Temple Oseh Shalom
- Dec 20th** - Movie in the Park
- Dec 20th** - Cornerstone Church Christmas Festival
- Dec 22nd** - NewSpring Church
- Dec 22nd** - LCC Christmas Party Event
- Dec 22nd** - Cornerstone Church
- Dec 22nd** - Church of the Cross Old Town
- Dec 22nd** - Church of the Cross Buckwalter
- Dec 24th** - LCC Christmas Eve Services
- Dec 24th** - Christmas Eve Under the Stars
- Dec 24th** - Cornerstone Church
- Dec 24th** - Church of the Cross Old Town
- Dec 24th** - Church of the Cross Buckwalter
- Dec 26th** - Bobcat Classic Basketball Tournament
- Dec 27th** - Bobcat Classic Basketball Tournament
- Dec 28th** - Bobcat Classic Basketball Tournament
- Dec 29th** - Cornerstone Church
- Dec 29th** - Church of the Cross Old Town
- Dec 29th** - Church of the Cross – Buckwalter

Community Action Team

Traffic Officer:

Cpl. Dickson
Tickets: 82
Warnings: 39
Total Citations: 121
Collision Reports: 6
Incident Reports: 0

Downtown Officer:

Officer Harman
Tickets: 13
Warnings: 35
Truck Route: 4
Parking Tickets: 14
Total Citations: 66
Incident Reports: 1
Collision Reports: 0
Meetings: 6
Phone Contacts: 2
Citizen Contacts: 104
Business Contacts: 56

Code Enforcement:

Sign Violations: 1

Environmental / Zoning Violations:

7 Wharf
Vaden Nissan
9 Kidd Lane
Lawton Station/Cleland Site Prep

Business License:

Frazier Construction
76 Boat House Lane
Bridgette Frazier

Noise Complaints:

Lawton Station/Cleland Site Prep

Court:

5 Joe Lewis Lane

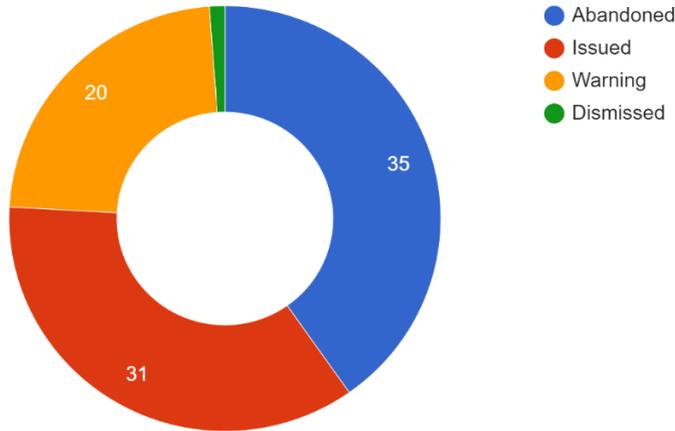
Community Service Assistant:

Parking Citations: 52

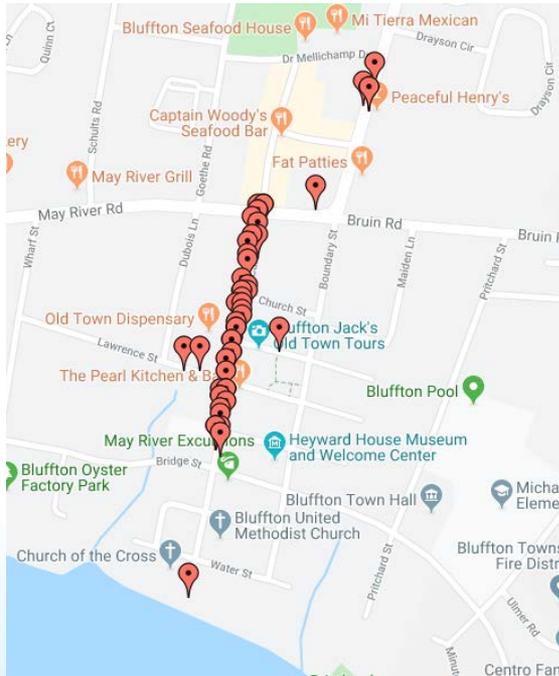
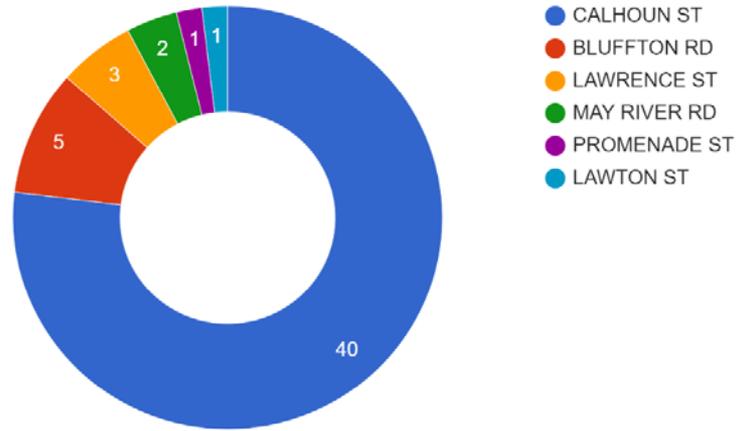


Community Service Assistant

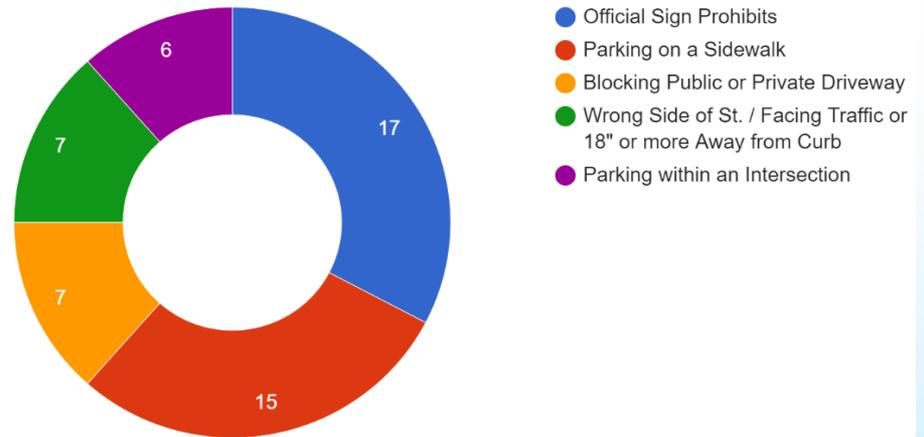
Town of Bluffton PD - Tickets By Status (for Officer William Bonhag) (Dec. 2019)



Town of Bluffton PD - Tickets By Location (for Officer William Bonhag) (Dec. 2019)



Town of Bluffton PD - Tickets By Violation (for Officer William Bonhag) (Dec. 2019)



Criminal Investigation Division

CRIMINAL INVESTIGATIONS	
Cases Assigned	14
Incident Reports Taken	1
Supplemental Reports	27
Cases Closed	17
Arrests Made	4
Arrest Warrants	5
Bond Court	4
Case Call Outs	2
Search Warrants	5

Main Cases:

19BP57798 - Pointing & Presenting/Unlawful Use of Firearm (two arrests)

19BP62723 - Homicide (one arrest, one outstanding)

Case Call Outs:

19BP57798 - Pointing & Presenting/Unlawful Use of Firearm

19BP62723 - Homicide

Bond Court:

19BP59564 Unlawful Conduct Towards a Child

19BP60976 DV 3rd

19BP52996 Attempted Murder / Accessory

19BP61841 DV 2nd

DRUG TASK FORCE	
Cases - (Bluffton / Beaufort County)	8
Incident Reports	2
Supplements	4
Crime stoppers	3
BPD Vice/Drug Reports Assigned	3
Searches Vehicles	9
Search Warrants	1
Arrests	2
Arrest Warrants	7
Controlled Buys	0
Traffic Stops	11
Traffic Citations / Warnings	12
Knock & Talks	0

Drugs Seized (grams):

Crack Cocaine .5

Marijuana 23 grams

Xanax: 462 dosage units

OxyContin Pills: 9

Charges:

POSS of Schedule I-V

PWITD Cocaine - 0

PWITD Crack - 1

PWITD Marijuana - 0

Possession of Marijuana - 1

Charges cont:

Non - Drug - 1

Money Seized:

\$3,200

Weapons Seized:

19

Searches:

Vehicle - 9

Residence - 1

CRIMINAL CAREER UNIT	
Cases Assigned	4
Incident Reports Taken	2
Supplemental Reports	8
Cases Closed	2
Arrests Made	4
Arrest Warrants	4
Bond Court	0
Case Call Outs	2
Search Warrants	6

CCU Ongoing Cases:

19BP52519 - Confidential Case (Conspiracy)

19BP52996- Attempted Murder

19BP62723- Murder

CCU/CID Case Call Outs:

19BP57798- Pointing and Presenting / Use of a firearm while under the influence

19BP62723 - Murder

Digital Forensic Extractions:

19BP46584, 19BP28964, 19BP58743,

19BP52996, 19BP29541, 19BP6584,

19BP62723(6 devices)



Bluffton Community Contacts

Events not photographed:

Dec 4th – May River HS PTO brought lunch to the LEC to say thank you to officers

Dec 4th – Cub Scout Tour of the PD

Dec 6th – Tree lighting ceremony

Dec 7th – Christmas Parade



Lutzie 43

- Approximately 519 Lutzie 43 post cards handed out to the public by Officers.

Take 43 Key Seconds to Complete the Safe Driving Checklist

- ✔ **Clear Head**
Ensure you have a clear head - one that is not affected by alcohol, drugs, emotions or fatigue.
- ✔ **Clear Hands**
Have clear hands - send a text, adjust the radio, and put all devices away so you can drive hands-free.
- ✔ **Clear Eyes**
Set your sights on the road ahead. Do not look to the side at a passenger or down at a text.
- ✔ **Click It**
Finally, click your seatbelt. It's the law and could save your life!
- ✔ **Now, Turn Your Key.**



In April 2019, the Town of Bluffton partnered with the Lutzie 43 Foundation. The objective – inspire all of us to make better decisions as drivers. According to the National Highway Traffic Safety Administration, 3,166 lives were lost in 2017 as a result of distracted driving. Join the Town of Bluffton in its efforts to make the state of South Carolina a handsfree state. #HandsFreeSC

The 43 Key Seconds initiative aims to produce safe and successful lifelong drivers who will serve as ambassadors for change in their communities. This reminds each driver and passenger to **TAKE 43 KEY SECONDS TO STOP AND PRIORITIZE SAFETY** before driving. It's all in an effort to **END DISTRACTED DRIVING.**

To learn more visit www.Lutzie43.org



lutzie43.org | LIVE LIKE LUTZ. LOVE LIKE LUTZ. LEARN FROM LUTZ.



Commendations . . .

Recd 12/19

435 Masonville Rd.
Mount Laurel, NJ 08054
November 2019

Chief Christopher Chapmond
Bluffton Police Department
20 Bridge St.
Bluffton, SC 29910-7638

Dear Chief Chapmond:

Greetings! My name is Christopher J. F. Ruggiano, and I am 32 years of age.

I just wanted to take a moment to extend to you and your department my prayers and support as you protect the life and property of those in your community! The need to pray and express thankfulness for law enforcement has always been important, however, as the recent events across our nation have shown, the need is all more imperative now.

So, please accept this letter with my thankfulness and appreciation for you and your officers as you strive every day to protect and serve that have been entrusted to you. Please know of my prayers and support always.

Keep up the great work! God bless.

Sincerely,

Christopher Joseph Francis Ruggiano
Christopher J. F. Ruggiano



Commendations continued. . .



BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 16, 2019

Sergeant Walker Michaud
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Sgt. Michaud,

The purpose of this letter is to formally and publicly commend you for the great work you did while serving as an alternate member of the 2019 hiring board committee. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully evaluating, scoring and interviewing each applicant during your tenure on said board.

I sincerely believe you deserve a congratulations or a reward for performing the job beyond expectations. Your hard work and dedication; contributed to better quality applicants hired by the department in 2019.

Respectfully,

A handwritten signature in blue ink, appearing to read "Chris Chapmond".

Chris Chapmond
Police Chief

cc: Mr. Marc Orlando, Town Manager
Ms. Katherine Robinson, HR Director



101 PROGRESSIVE STREET
BLUFFTON, SOUTH CAROLINA 29910
PHONE 843-706-4550 - FAX 843-757-2269



BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 16, 2019

Sergeant Ryan Fazekas
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Sgt. Fazekas,

The purpose of this letter is to formally and publicly commend you for the great work you did while serving as an alternate member of the 2019 hiring board committee. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully evaluating, scoring and interviewing each applicant during your tenure on said board.

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Police Chief

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Commendations continued . . .



BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 16, 2019

Officer Robert Harman
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Officer Harman,

The purpose of this letter is to formally and publicly commend you for the great work you did while serving as an alternate member of the 2019 hiring board committee. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully evaluating, scoring and interviewing each applicant during your tenure on said board.

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BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 16, 2019

Officer Richard Riney
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Officer Riney,

The purpose of this letter is to formally and publicly commend you for the great work you did while serving as an alternate member of the 2019 hiring board committee. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully evaluating, scoring and interviewing each applicant during your tenure on said board.

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Commendations continued . . .



BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 16, 2019

Sergeant Michelle Mayers
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Sgt. Mayers,

The purpose of this letter is to formally and publicly commend you for the great work you did while serving as an alternate member of the 2019 hiring board committee. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully evaluating, scoring and interviewing each applicant during your tenure on said board.

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Chris Chapmond
Police Chief

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BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 20, 2019

Officer Richard Riney
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Officer Riney,

The purpose of this letter is to formally and publicly commend you for the great work you have for conducting background checks for the 2019 applicants as a collateral duty. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully investigating each applicant background, financial status, social media history, criminal history, and conducting a home visit and speaking with references.

I sincerely believe you deserve a congratulations or a reward for performing the job beyond expectations. Your hard work and dedication have contributed to better quality applicants hired by the department in 2019.

Respectfully,

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Chris Chapmond
Police Chief

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Commendations continued . . .



BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 20, 2019

Sergeant John DeStasio
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Sgt. DeStasio,

The purpose of this letter is to formally and publicly commend you for the great work you have for conducting background checks for the 2019 applicants as a collateral duty. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully investigating each applicant background, financial status, social media history, criminal history, and conducting a home visit and speaking with references.

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BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 20, 2019

Sergeant William Ferrelli
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

Dear Sgt. Ferrelli,

The purpose of this letter is to formally and publicly commend you for the great work you have for conducting background checks for the 2019 applicants as a collateral duty. You have done an outstanding job in this effort to bring quality applicants to our ranks by carefully investigating each applicant background, financial status, social media history, criminal history, and conducting a home visit and speaking with references.

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Chris Chapmond
Police Chief

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Ms. Katherine Robinson, HR Director

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Commendations continued . . .



BLUFFTON POLICE DEPARTMENT
CHRIS CHAPMOND
POLICE CHIEF

December 20, 2019

Sergeant Michelle Mayers
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Re: Letter of Commendation

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101 Progressive Street
Bluffton, SC 29910

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TOWN COUNCIL



STAFF REPORT

Municipal Court Department

MEETING DATE:	January 14, 2020
PROJECT:	November Activity Report
PROJECT MANAGER:	Lisa Cunningham, Clerk of Court

Court Summary

Town of Bluffton Municipal Court convenes every Tuesday, typically with a morning session and an afternoon session. In November, 2019 a total of seven sessions were conducted which included four morning sessions and three afternoon session.

Municipal Court currently has 729 cases pending which is a combination of 630 criminal/traffic cases, 54 jury trial request, and 45 defendants enrolled in alternative programs.

We conducted our fourth Jury Selection on November 19. The docket was resolved without going to trial 17 cases were resolved and 6 cases were rescheduled to our next term in March.

Indigent Defense cases

Town of Bluffton currently contracts with the City of Beaufort to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 287 cases, 187 cases have been disposed leaving 100 cases pending on the docket as of November, 2019.

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 16 active participates 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 8 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 participates. 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 3 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 14 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.



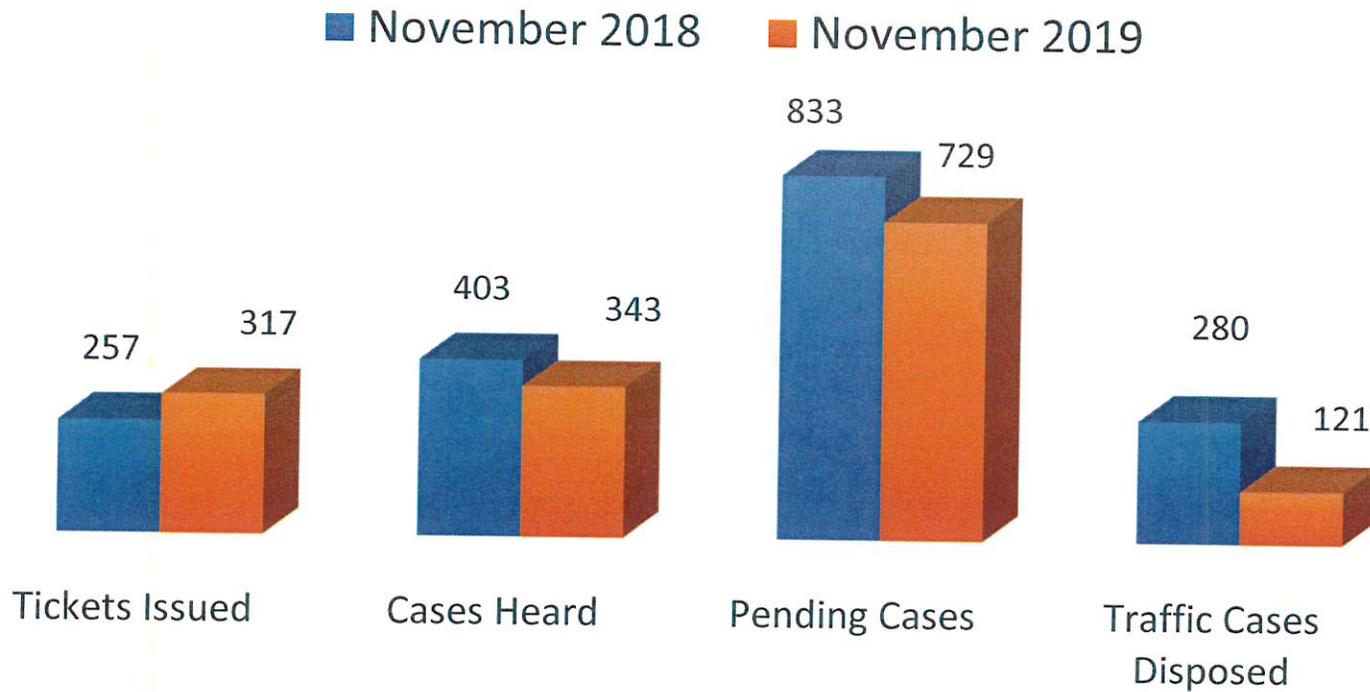
Town of Bluffton Municipal Court

Statistics for November, 2019

Presented by:
Lisa Cunningham, Clerk of Court

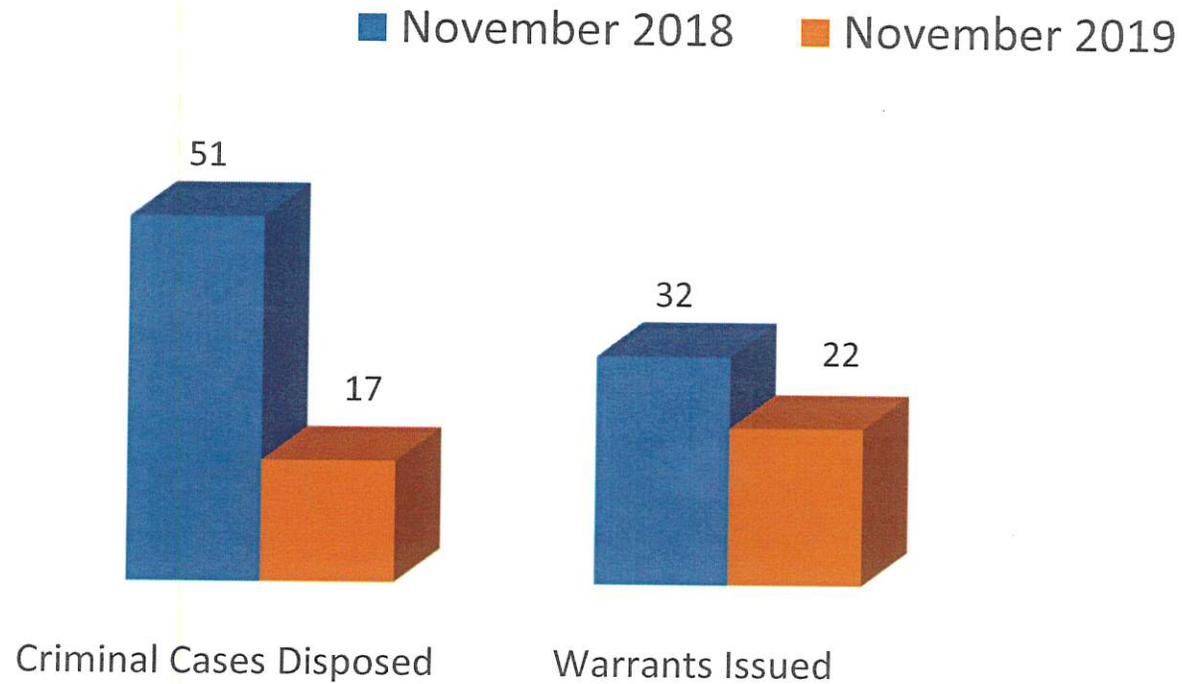


Town of Bluffton Municipal Court





Town of Bluffton Municipal Court





Director's Report - DRCI

December 2019

Finance

- Beginning 2021 strategic and financial planning process

Operations

- New temporary part time Marketing and Operations Assistant started in December, currently undergoing the onboarding process
- Working with Civic Plus to build out new DRCI Website
- Working on migration of member management software
- Training in progress on facility management software for The HUB at Buckwalter

Completion of The Hub

- Receiving weekly updates from Brian on Hub building progress

Marketing

- Social Media
 - Promoted events, The HUB at Buckwalter updates, support of local business, past innovators, acceleration and incubation on all social media outlets
 - Email marketing –Exclusive Insights to members

Membership

- 1 new Individual Member, 1 New Partner Member
- 6 Individual renewals, 2 Partner renewals

Innovation Programs

Clemson Extension Feeding Innovation

- An 8-week program designed to support entrepreneurs interested in developing or expanding healthy food businesses in food deserts or underserved areas of the region
- Sponsored by Clemson Ag Extension and SC Community Loan Fund
- Promoting this with USCB & TCL Culinary Institute
- Hosted in the HUB at Buckwalter 3/11- 5/6
- Pitch Night on 5/20 with \$20,000 seed money prize

Capital

Investment Funding

- Regional Seed Fund (The Bridge Fund)
 - Mike and Ed Taylor to be process leaders going forward

Low Country Works

- Updated SaaS version to be released in Q1 2020

TOWN COUNCIL

STAFF REPORT

Engineering Department



MEETING DATE:	January 14, 2020
SUBJECT:	Engineering Department Monthly Report
PROJECT MANAGER:	Bryan McIlwee, Director of Engineering

CAPITAL IMPROVEMENTS PROGRAM (CIP) AND SPECIAL PROJECTS UPDATE

PATHWAYS

1. Goethe-Shults Sidewalks Phase 2:

- Neighborhood Revitalization Plan, surveying and preliminary engineering design complete.
- Construction Documents, permitting and easement acquisition are underway.
- Beaufort County Public Facilities Committee recommended approval of approximately \$90,000 funding of sidewalk extension to Bluffton Road.
- **Next Steps:**
 - Complete easement acquisition, permitting and construction documents.
 - Begin Construction in FY 2021.

2. Buck Island-Simmons ville Neighborhood Sidewalks and Lighting:

- Construction of Phase 4 sidewalks (Buck Island Road from Jennifer Court to Grayco) is complete.
- Phase 5 (Kitty Road to 301 Buck Island Road) engineering plans and permitting are complete. Solicit bids for construction in January 2020.
- Phase 6 (along Simmons ville Road from Grayco northward to the existing New Mustang Road sidewalks) routing options are being reviewed by Staff.
- **Next Steps:**
 - Phase 4 – SCDOT signoff of sidewalk construction.
 - Phase 5 – Construction (from Kitty Road to Lot 310 Buck Island Road) anticipated to begin in winter 2020.
 - Phase 6 - Design and construction of the remaining Simmons ville Road sidewalks, Phase 6 to be completed in FY 2020 – 2021.

3. Bridge Street Streetscape:

- Surveying completed.
- Cranston Engineering has been contracted to provide engineering design.

- **Next Steps:**
 - Staff to evaluate road alternative road sections and parking between Heyward Cove and Calhoun Street.
 - Dominion Energy to prepare photometric plans.
 - Complete preliminary engineering design 12/20/19.
 - Present proposed plans and cost estimates to Town Council at the April TC Workshop

4. New Riverside Linear Trail:

- Parking, trail and signage improvements underway.

SEWER & WATER

1. Buck Island-Simmons ville Sewer (Phases 5A-5E):

- Received notification from the Department of Commerce that the Town will be awarded \$320,000 in CDBG funding for Phase 5 A – 5D. Met with LOCOG and SC Department of Commerce prior to release for bidding. Awaiting Commerce approval of bid documents.
- Construction bids for Phase 5E (Posey’s Court) received on November 22, 2019 and contract is to be reviewed for approval at the December 2019 Town Council Meeting. Construction to begin January 2020.
- **Next Steps:**
 - Receive the Grant Agreement.
 - Hold a public hearing for the grant award.
 - Advertise bid package after recording required easements and within 60 days of receiving the grant award.
 - Final approval of bid at Town Council meeting.
 - Stakeholder, property owner meeting to be scheduled. Date to be determined.

2. Historic District Sewer Extension Phase 1 – Pritchard Street

- Submitted to DHEC for permit to construct.
- Engineering Department has submitted Pritchard Street ownership request to SCDOT
- **Next Steps:**
 - Receive permit to construct.

HISTORIC DISTRICT IMPROVEMENTS

1. Boundary Street Lighting:

- Surveying work complete.
- Phase 1 Street lighting (4-way stop to Maiden Lane and Martin Family Park) has been installed and operational.
- Submitted Phase 2 street lighting for SCDOT encroachment permit.
- **Next Steps:**
 - Obtain permits and agreements for the remainder of Boundary Street lighting in December 2019.

- Obtain easements as needed for Phase 2 Street Lighting.
- 2. 184 Bluffton Road Renovations:**
- Site work and landscaping complete.
 - Dominion Energy installed parking lot lighting.
 - Sign D'sign installed signage
- 3. Calhoun Street Streetscape:**
- Urban Planners (MKSK) completed updates to the Streetscape Master Plan for Staff review.
 - Dominion Energy is finalizing underground power plans for Calhoun and adjacent streets.
 - **Next Steps:**
 - Complete Streetscape Master Plans and illustrations and submit to Town Council review at the January Workshop.

PARK DEVELOPMENT

- 1. Oyster Factory Park:**
- **Next Steps:**
 - Update Master Plan and Cost Estimates
 - Coordinate the relocation of salvaged Calhoun Street Dock components to Oyster Factory Park.
 - Present Progress Plans to Town Council at the January TC Workshop for review and comment.
 - Begin final design of next phase of improvements per Town Council direction provided at the Workshop.
- 2. 68 Boundary Street Park Renovations:**
- Site work and landscape are complete with the exception of additional work requested for gates and fencing along Boundary Street and the western boundary.
 - Restroom Facility is complete.
- 3. Calhoun Street Dock and Public Riverfront Access Improvements:**
- Council approved the design/build contract with Nix Construction in December 2017.
 - Town Council approved construction amendment on 7/9/18.
 - Amended existing permit for public dock and submitted to SCDHEC and USACOE on August 14, 2019 to allow for commercial uses. Public Notice period ended on October 11, 2019. Awaiting response to dock amendment application from agencies.
 - Town Council approved an ordinance to adopt dock rules and regulations at the August meeting.
 - Staff received agency comments on December 10, 2019 and December 20, 2019 and has provided comment response letters.

- **Next Steps:**
 - Construction start to be determined based on approval date of new permit application and contract negotiations (anticipated-December-March construction period).
- 4. Wright Family Park:**
- Bulkhead & Boardwalk are complete.
 - Preferred Materials was awarded the site work contract in November. Utility Construction to begin in December.
 - Hilton Head Landscape is underway with landscape construction for the interior of the park. The river bluff has been planted and sidewalks are staked out.
 - Garage renovation into restroom & kitchenette facility began late September, with anticipated completion mid-January 2020.
 - **Next Steps:**
 - Begin hardscape and utility work in December.
 - Continue with garage renovation
 - Site work in the Calhoun Street ROW is contingent on the status of the dock permit approval. It would be desirable to wait on site work until the upland portions of the dock were substantially complete.
- 5. Oscar Frazier Park:**
- Survey and design of perimeter sidewalks are complete.
 - Bids received December 5, 2019 exceeded budget. Project will be value engineered and re-bid in January, 2020.
 - **Next Steps:**
 - Obtain revised bids, execute contract and install perimeter sidewalks.
- 6. Veterans Memorial:**
- Project is substantially complete.
 - Minor hardscape construction is underway with Southern Palmetto Landscape and Grand Oaks Construction.
- 7. New Riverside Barn/Park:**
- Surveying is complete.
 - Public input was obtained at the Arts and Seafood Festival and 11/2/19 Open House.
 - Wood and Partners has started Pre-planning services.
 - Public input was obtained during two events including;
 - October 20, 2019, Bluffton Arts and Seafood Festival - 85 surveys were obtained
 - November 2, 2019, Public Stakeholder Meeting at the Barn Site – 270 surveys obtained (over 300 attended). In addition, respondents were requested to vote on their favorite park features through a dot matrix exercise
 - **Next Steps:**

- Present Public Input results to Town Council at the January Town Council quarterly CIP workshop.
- Present Masterplan at the April Town Council quarterly CIP workshop.

TOWN FACILITIES AND MISCELLANEOUS PLANNING

1. Buckwalter Place Multi-County Commerce Park:

- Park construction is substantially complete.
- Wayfinding Signage plans are in fabrication and installation is anticipated in January, 2020.
- Site Development Plans for the LEC expansion is 60% complete.
- Don Ryan building shell under construction.
- **Next Steps:**
 - Continue construction of the Don Ryan Center for Innovation. Projected completion date for the exterior portion of the building is January 2020. Interior buildout completion is estimated to be March 2020.
 - Continue construction documents and permitting for the LEC service yard expansion. Bidding is planned for late January.
 - Continue infrastructure planning for the Town's future development parcel. Final design and construction pending FY 2021 budget approval.

2. Town of Bluffton Housing Project:

- Surveying and Geotechnical Services complete for 1095 May River Road site.
- Environmental Assessment completed for 115 Bluffton Road.
- Received nine responses to Statement of Interest request for Joint Venture Housing Developers. Evaluation and interviews of proposed JV partners are underway.

3. Law Enforcement Center Facility Improvements

- All FY20 work is complete.

4. Public Works Facility Improvements

- All FY20 work is complete

5. Rotary Community Center Facility Improvements

- All FY20 work is complete.

6. Town Hall Improvements

- All FY20 work is complete

7. Ulmer Theater Improvements

- Renovation started on 8/5/2019 and scheduled for completion in January 2020.

8. Ghost Roads

- Surveying is underway for easement exhibits.

- Pritchard Street Quit Claim Deed exhibit is complete. The Town Attorney is working on finalizing the document with Beaufort County.
- Staff is meeting with property owners to raise awareness of the acquisition efforts and communicate next steps.

MAY RIVER WATERSHED ACTION PLAN IMPLEMENTATION

- 1.** 319 Grant Phase 3 (Town Hall Project)
 - Project completed with post-construction water quality monitoring continuing until mid-October.
 - **Next Steps:**
 - Finalize all Grant documentation and submit within 45 days of grant closure on 11/8/19.

DIVISION/STAFF UPDATES

Project Management

Thirty (35) CIP projects are currently in progress. Two new parks, one parking area, one sidewalk project, one street lighting project and several improvements to existing public facilities will be completed prior to the end of 2019. Several new CIP projects are set to start construction in the first quarter of 2020.

Watershed Management

Southern Lowcountry Regional Board (SoLoCo) Southern Lowcountry Regional Stormwater Ordinance and Design Manual

- Via concurrence of the Mayor and direction by the Town Manager, staff has participated in the SoLoCo Technical Working Group to develop a regional stormwater model ordinance and design manual and investigate the viability of a regional stormwater authority.
- Timeframe to deliver a model ordinance and design manual has been extended to 3/31/20 to allow for sufficient staff and stakeholder review. Each jurisdiction will then follow its own adoption procedures.
- Staff provided project update to SoLoCo on 10/22/19.
- **Next Steps:**
 - Updated project timeline is as follows:
 - 11/18 /19 Staff review and finalize comments to consultant team
 - 11/20/19 Staff comments sent to consultant team
 - 12/4/19 Project Team - staff and consultants - final comment review meeting
 - 12/4 - 31/19 Consultant team finalizes products
 - 1/2/20 Beaufort County to host final products for public access/review
 - 1/2/20 Public comment period starts
 - 1/21/20 Beaufort County, Town of Port Royal and City of Beaufort Public Meeting - Time & Location TBD
 - 1/22/20 Town of Bluffton Public Meeting – 2:00 – 4:00 PM @ Town Hall
 - 1/23/19 Jasper County/Town of Hardeeville Public Meeting - Time & Location TBD
 - 2/13/20 Public comment period ends
 - 3/11/20 Stormwater Utility Board Meeting presentation
 - 3/24/20 SoLoCo Meeting presentation
 - 3/26/20 WAPAC Meeting presentation
 - Municipal adoption by each jurisdiction will follow.

Sea Level Rise Task Force

- Following Beaufort County's presentation and request for regional participation at the 10/22/19 SoLoCo meeting, staff is invited to attend the Sea Level Rise Task Force meeting on 11/21/19.

2. Joint Councils Meeting for Watershed Management Initiatives

- BJWSA developed their CIP list for FY2020 sewer projects which does not include any projects in the County's jurisdiction in the May River Headwaters without cost-sharing.
- BJWSA met with Beaufort County and Town staff to discuss sewer projects in this area on 7/18/19. An update was provided to WAPAC on 8/29/19.
 - WAPAC unanimously recommended that Town Council reconvene the Joint Councils meeting with the County to discuss long-term funding strategy to extend sewer to unserved portions of the County in the May River watershed.
- Next Steps:
 - Next Joint Councils Meeting scheduled for 2/25/20 to discuss long-term sewer extension strategy and water quality improvements.

3. SC Department of Health and Environmental Control May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – Attachments 1 & 1a**4. May River Watershed Action Plan Implementation Summary – Attachment 2**

- SCDHEC announced on 6/21/19 a notice to award a 319 grant Phase IV in the amount of \$365,558.36 to expedite sewer connections in priority areas of the Historic District. The scope includes 49 connections at a total project cost of \$609,388.36. The contract was signed 9/25/19.
- McCormick Taylor has commenced the May River Watershed Action Plan Update – Water Quality Model.

5. MS4 Minimum Control Measure (MCM) – 1 Public Education and Outreach and MS4 MCM – 2 Public Participation and Involvement

- Staff met to discuss the development of a Water Quality Story Map on 11/21/19.
- Staff attended USCB's Friday Biology Seminar on Dr. Montie's bottlenose dolphin research in the May River estuary on 12/06/19.
- Staff attended a Post-Construction BMP Inspector Recertification class on 12/09/19.
- Staff attended a Lowcountry Stormwater Partners' Permeable Paver Workshop brainstorming meeting on 12/16/19.
- Staff attended the Beaufort County Stormwater Utility Board meeting on 11/13/19.
- May River Watershed Action Plan Advisory Committee meeting will take place 01/23/20.– **Attachment 3**
-

6. MS4 MCM – 3 Illicit Discharge Detection and Elimination

- Stormwater Infrastructure Inventory Map – **Attachment 4a**
- Fecal Coliform Concentrations Trend Map – **Attachment 4b**
- MS4-required Quarterly Water Quality Sampling was conducted on 11/12/19 for the fall quarter.
- Monthly, Microbial Source Tracking Trend (MST) Map – **Attachments 4c & 4d**

- Town staff coordinates with the SC Department of Health and Environmental Control (SC DHEC) to pull MST samples concurrently with the state's routine shellfish harvesting water quality sampling at stations 19-19, 19-19A, 19-19B, 19-19C, 19-24, and 19-16. SC DHEC conducted sampling on 12/18/19.
 - Town staff conducted MST sampling on the same date, 12/18/19, as SC DHEC sampling following ~0.48 inches of rainfall. Thirteen (13) samples were collected from upstream and outfall sites. MST results from samples collected by Town and SC DHEC staff on 12/18/19 are pending and any pertinent results will be shared with Town Council and Senior Staff.
 - Town staff received a progress report from Dr. Kim Ritchie's USCB Laboratory on 12/15/19. Samples have been processed and are awaiting processing. Staff has requested quotes for Biomeme and filtering equipment and is moving forward with the Town's financial process for purchasing. Dr. Ritchie's laboratory will provide an update for comparison to Source Molecular results and will continue to work with Biomeme to address software issues.
 - Illicit Discharge Investigations – **Attachment 4e**
7. **MS4 MCM – 4 Construction Site Stormwater Runoff Control – Attachment 5**
 8. **MS4 MCM – 5 Stormwater Plan Review & Related Activity – Attachment 6**
 9. **Citizen Drainage Concern Heat Map – Attachment 7**
 10. **Citizen Requests for Watershed Management Services & Activities – Attachment 8**
 11. **Septic System Maintenance Assistance – Attachment 9**
 12. **MS4 MCM – 6 Good Housekeeping (Staff Training/Education)**
 - Staff attended the webinar "Protecting the Urban Environment from Fecal Contamination" by the Water Institute at the University of North Carolina on 11/18/19.
 - Staff presented at the SC Stormwater Managers Association quarterly meeting 11/7/19.
 - Staff hosted the Coastal MS4 Quarterly meeting on 11/8/2019.
 - Staff attended the lecture, "Mitigating Harmful Cyanobacterial Blooms in a Hotter, Hydrologically More-Extreme World" by Dr. Hans Paerl, UNC-Wilmington on 11/13/19.
 - Staff attended the Healthy Ponds Workshop on 12/5/19.

Public Works

- 1. MS4 MCM – 6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**
 - Performed weekly, street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, and curbs and medians on Simmonsville and Buck Island Roads.
 - Performed inspection on the following ditches:
 - 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 Master’s Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road and Eagles Field.
 - Ongoing mowing of the New River Side Trail and field at New River barn.

- 2. Beautification Program – Attachment 10**
 - Landscape Maintenance - Ongoing routine

- 3. Facilities**
 - Facilities and Parks Maintenance – Ongoing routine
 - Prepared Dubois Park for Christmas tree lighting ceremony
 - Coordinated Christmas Parade
 - Installed Christmas lights
 - Decorated and prepared Martin Family Park for movie night
 - Decorated and Prepared Dubois Park for Christmas tree lighting ceremony
 - Installed Christmas wreaths along Town roads
 - Removed Cultural District banners
 - Installed wooden bollards along Lawrence Street
 - Assisted with Christmas Tree lighting ceremony
 - Refurbished 10 old Christmas pole decorations
 - Repaired and raked driveway at LEC
 - Helped set up tables and chairs for Thanksgiving Feast
 - Painted over the graffiti under the overpass at the MRT
 - Painted over the graffiti at RCC
 - Repaired split rail fence in front of Garvin House
 - Installed and decorated Christmas Tree
 - Assisted with decoration of DP pavilion for “Pictures with Santa”
 - Installed Christmas wreath at Town Hall
 - Install Pet Waste stations at Martin Family Park
 - Assisted with delivery of “Port-a-Jons”
 - Assisted with purchased of Parade candy
 - Assisted with Christmas cookies bagging (450)

- Re-stained trash receptacles frames along May River Road and around Oscar Frazer Park
- Re-stained trash receptacles frames and benches along Calhoun St.
- Parade clean-up
- Set-up shop for department luncheon
- Secure Adirondack chairs at Martin Family Park
- Inspected all oyster tables for safety at OFP and performed any necessary repairs
- Trimmed back branches from light poles/bases along May River Road
- Trimmed back overhanging tree branches along Calhoun and Lawrence
- Replaced HVAC filters in the Police Substation and Watershed Management buildings
- Replaced HVAC Filters on roof top units at the LEC
- Replaced water filters in all drinking fountains at TH
- Freshened up Watershed Management and Police Sub Station landscaping
- Cut back vines growing over handrail at Huge Cove
- Picked up roadside trash along Goethe Rd.
- Cleaned wayfinding signs and re-stained benches at Herbkersman Plaza

4. Public Works Activities – See Attached Cartegraph Report (Attachment 10)

Attachments:

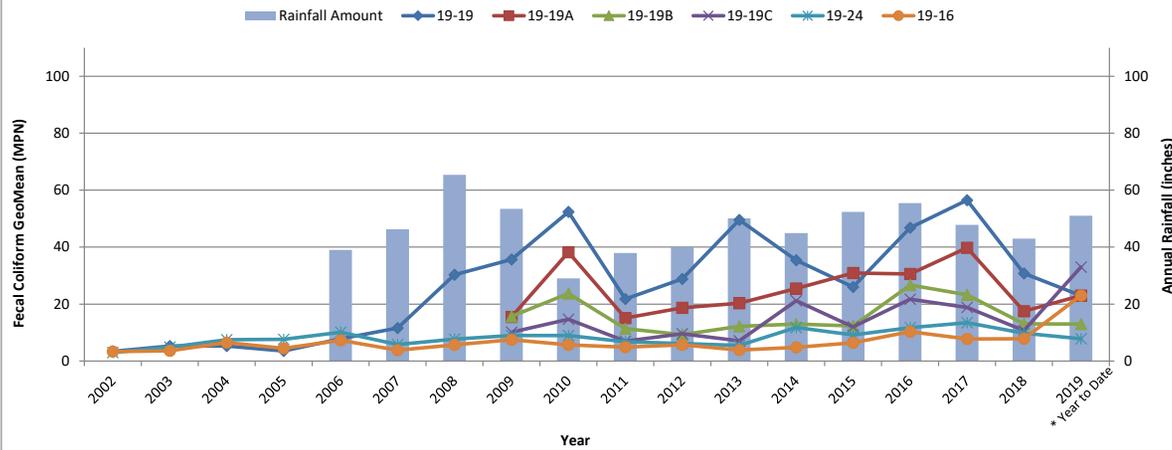
1. SCDHEC Shellfish Harvesting Monitoring Data Year-to-Date
 - a. SCDHEC May River Shellfish Harvesting Status Exhibit
2. May River Watershed Action Plan Implementation Summary*
3. May River Watershed Action Plan Advisory Committee Agenda
4. MS4 Minimum Control Measure #3 - Illicit Discharge Detection and Elimination
 - a. Stormwater Infrastructure Inventory Map
 - b. Fecal Coliform Concentrations Trend Map
 - c. Microbial Source Tracking Human Source Trend Map
 - d. Microbial Source Tracking All Sources Trend Map
 - e. Illicit Discharge Investigations
5. MS4 Minimum Control Measure #4 – Construction Site Stormwater Runoff Control
6. MS4 Minimum Control Measure #5 – Stormwater Plan Review and Related Activity
7. Citizen Drainage Concern Heat Map
8. Citizen Request for Watershed Mgmt. Services & Activities Map
9. Septic System Maintenance Assistance

* Attachment noted above includes the latest updates in bold and italic font.

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019
	Fecal Coliform (MPN)																							
December	79.0	1600.0	79.0	170.0	23.0	920.0	49.0	33.0	49.0	540.0	33.0	140.0	33.0	240.0	46.0	33.0	7.8	220.0	23.0	13.0	23.0	49.0	21.0	110.0
November	33.0	49.0	49.0	17.0	13.0	33.0	13.0	6.8	7.8	7.8	23.0	7.8	14.0	31.0	17.0	11.0	13.0	2.0	17.0	4.5	33.0	2.0	7.8	2.0
October	NS	22.0	79.0	7.8	NS	49.0	23.0	4.5	NS	33.0	7.8	2.0	NS	23.0	7.8	4.5	NS	6.8	7.8	1.8	NS	2.0	2.0	2.0
September	23.0	17.0	49.0	79.0	110.0	7.8	23.0	33.0	23.0	11.0	13.0	6.8	13.0	4.5	17.0	17.0	4.5	2.0	17.0	4.5	7.8	1.8	17.0	1.8
August	NS	79.0	70.0	70.0	NS	70.0	23.0	49.0	NS	21.0	13.0	33.0	NS	33.0	4.5	22.0	NS	33.0	7.8	7.8	NS	33.0	17.0	17.0
July	79.0	350.0	23.0	4.5	17.0	110.0	33.0	13.0	22.0	130.0	11.0	7.8	17.0	49.0	7.8	17.0	49.0	49.0	13.0	22.0	13.0	22.0	4.5	13.0
June	79.0	23.0	11.0	33.0	130.0	49.0	23.0	49.0	70.0	13.0	23.0	49.0	110.0	17.0	7.8	46.0	33.0	7.8	4.5	13.0	23.0	4.5	1.8	4.5
May	70.0	17.0	17.0	7.8	23.0	23.0	33.0	9.2	49.0	7.8	17.0	7.8	49.0	2.0	13.0	2.0	14.0	23.0	23.0	6.8	17.0	4.5	13.0	4.5
April	23.0	7.8	33.0	23.0	23.0	23.0	13.0	13.0	13.0	4.5	17.0	7.8	13.0	7.8	17.0	6.8	7.8	13.0	49.0	23.0	1.8	4.5	17.0	6.8
March	33.0	350.0	22.0	23.0	33.0	11.0	21.0	23.0	33.0	33.0	4.5	6.8	17.0	13.0	11.0	13.0	11.0	13.0	7.8	7.8	7.8	33.0	9.3	4.5
February	23.0	13.0	17.0	64.0	17.0	7.8	7.8	33.0	13.0	13.0	17.0	23.0	11.0	9.3	17.0	31.0	6.8	4.5	2.0	6.8	1.8	1.8	7.8	13.0
January	110.0	95.0	13.0	23.0	33.0	79.0	2.0	23.0	49.0	31.0	4.5	13.0	17.0	49.0	2.0	33.0	7.8	27.0	1.8	7.8	17.0	33.0	4.5	23.0
Additional Samples																								
Average Annual GeoMean	46.8	56.5	30.8	26.4	30.6	39.8	17.5	19.0	26.7	23.3	13.1	13.0	21.7	18.8	10.7	14.5	11.7	13.5	9.8	8.0	10.3	7.7	7.9	7.5
** Truncated GeoMetric Mean	37.0	44.0	42.0	35.0	30.0	36.0	29.0	23.0	16.0	20.0	20.0	16.0	16.0	16.0	15.0	14.0	9.0	10.0	10.0	10.0	6.0	7.0	8.0	7.0
** Truncated 90th Percentile	105.0	203.0	176.0	168.0	89.0	133.0	115.0	89.0	69.0	83.0	71.0	63.0	65.0	57.0	56.0	52.0	29.0	37.0	44.0	38.0	21.0	29.0	30.0	32.0

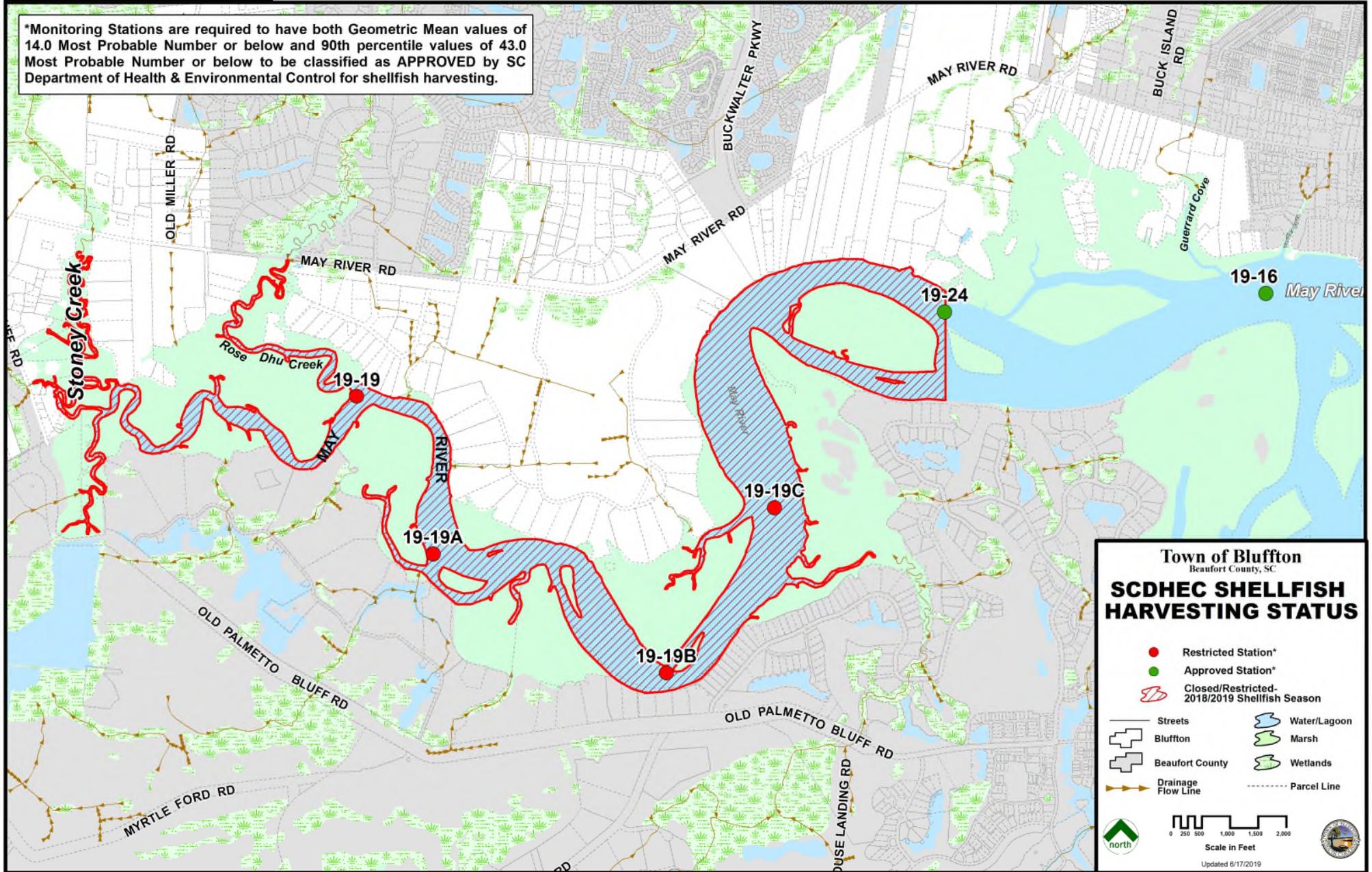
NS = No Sample
 AS = Additional Samples
 ** Town staff calculations utilizing DHEC statistics

SC DHEC May River Headwaters Shellfish Stations Average Annual Fecal Coliform



May River Headwaters

*Monitoring Stations are required to have both Geometric Mean values of 14.0 Most Probable Number or below and 90th percentile values of 43.0 Most Probable Number or below to be classified as APPROVED by SC Department of Health & Environmental Control for shellfish harvesting.



Town of Bluffton
Beaufort County, SC
SCDHEC SHELLFISH HARVESTING STATUS

- Restricted Station*
- Approved Station*
- Closed/Restricted-2018/2019 Shellfish Season

- Streets
- Bluffton
- Beaufort County
- Drainage Flow Line
- Water/Lagoon
- Marsh
- Wetlands
- Parcel Line

north

Scale in Feet
0 250 500 1,000 1,500 2,000

Updated 6/17/2019

ACTIVITY - POLICY	STATUS
May River Watershed Action Plan Update	Contract to McCormick Taylor to complete MRWAP Update - Water Quality Model, current project assessment, and proposed new projects is underway with final deliverables anticipated 3/20.
Sewer Connection & Extension Policy	Completed 2018. Council adopted the Sewer Connection & Extension Policy on 9/26/17. Ordinance amendment and Septic to Sewer Conversion Program adopted on 9/20/18.
ACTIVITY - PROJECTS	STATUS
Sanitary Sewer Extension	Completed Buck Island/Simmons ville Road (BIS) Phases I, II, III, IV; Toy Fields; and Jason/Able. Six phases of sewer extension are proposed in the 5-year Capital Improvement Program. Current project updates are included in Engineering Consent Agenda under "Sewer & Water."
May River 319 Grant Phase 1 - New Riverside Pond (Grant award of \$483,500 in 2009)	Completed 2013.
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Stoney Creek Wetlands Restoration: Preliminary Design Phase	Project on hold following Council direction on 5/31/17.
May River Watershed Water Quality Model	Contract awarded to McCormick Taylor with final deliverables anticipated 3/20.
ACTIVITY - FINANCIAL	STATUS
Additional Funding Opportunities	Staff anticipates applying for a Rural Infrastructure Authority grant in March 2020 in support of drainage improvements and stormwater runoff treatment along Pritchard and Bridge Streets. SCDHEC and EPA contract for 319 Grant Phase IV - sewer connection for \$365,558.36 to construct 49 sewer lateral connections in Poseys Court, Little Aaron and Historic District Phases 1 and 2 was signed on 9/25/19.
ACTIVITY - PROGRAMS	STATUS
Public Outreach/Participation/Involvement (MS4 Minimum Control Measure #1 & 2)	Outreach and involvement efforts continue through county-wide partnership with Carolina Clear as Lowcountry Stormwater Partners - Neighbors for Clean Water, through local cleanups, civic group presentations, and the May River Watershed Action Plan Advisory Committee. Current updates are included in Engineering Consent Agenda and Attachment 3.
Infrastructure Mapping/GIS (MS4 Minimum Control Measure #3)	Data points continue to be collected with new development to meet MS4 requirements & populate water quality model. Current updates are included in Engineering Consent Agenda Attachment 4a.

ACTIVITY - PROGRAMS continued	STATUS continued
Water Quality Monitoring Program (MS4 Minimum Control Measure #3)	1. SCDHEC Shellfish monitoring results 2. Fecal coliform bacteria "hot spot" concentrations 3. Microbial Source Tracking of human sources of bacteria 4. Illicit Discharge investigation and monitoring 5. BMP efficacy monitoring 6. MS4 monitoring Current updates are included in Engineering Consent Agenda Attachments 1a, 1b, 4b - 4d.
Construction Site Stormwater Runoff Control Program (MS4 Minimum Control Measure #4)	Sediment and erosion control inspections with escalating enforcement response. Current updates are included in Engineering Consent Agenda Attachment 5.
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Septic to Sewer Conversion Program	Completed 2018. On-going implementation following sewer extension projects.



TOWN OF BLUFFTON MAY RIVER WATERSHED ACTION PLAN ADVISORY COMMITTEE MEETING AGENDA

Theodore Washington Municipal Building
20 Bridge Street, Bluffton SC 29910
Thursday, January 23, 2020, 9:00 a.m.

- I. CALL TO ORDER
- II. NOTICE REGARDING POSTING OF MEETING PER SOUTH CAROLINA FREEDOM OF INFORMATION (FOIA) REQUIREMENTS
- III. ROLL CALL AND CONFIRMATION OF QUORUM
- IV. ADOPTION OF AGENDA
- V. ADOPTION OF MINUTES – December 09, 2019
- VI. PUBLIC COMMENTS

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to the Committee, Town Staff, and other members of the meeting. For the record, state your name and address prior to speaking.

COMMENTS ARE LIMITED TO THREE (3) MINUTES.

- VII. OLD BUSINESS
 1. Water Quality Monitoring Program (standing item)
 - a. Weekly Sampling Update
 - b. Microbial Source Tracking (MST) Update
 - c. SCDHEC Shellfish Data Update
- VIII. NEW BUSINESS
 1. Stormwater Utility Fee (SWU) Fee Rate Discussion
- IX. DISCUSSION
- X. ADJOURNMENT

NEXT MEETING DATE: Thursday, February 27, 2020

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.

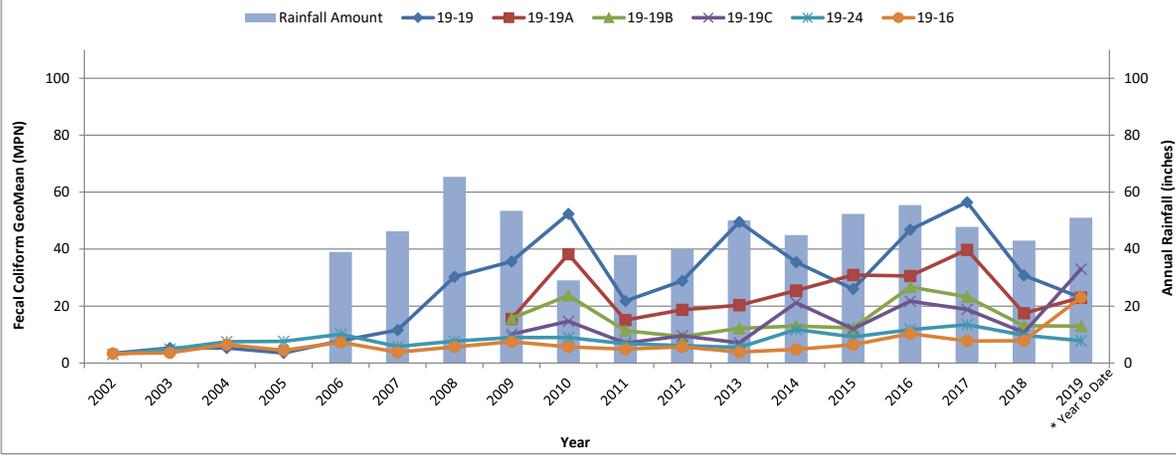
EXECUTIVE SESSION – The public body may vote to go into executive session for any item identified for action on the agenda.

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. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 as soon as possible but no later than 48 hours before the scheduled event."

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019
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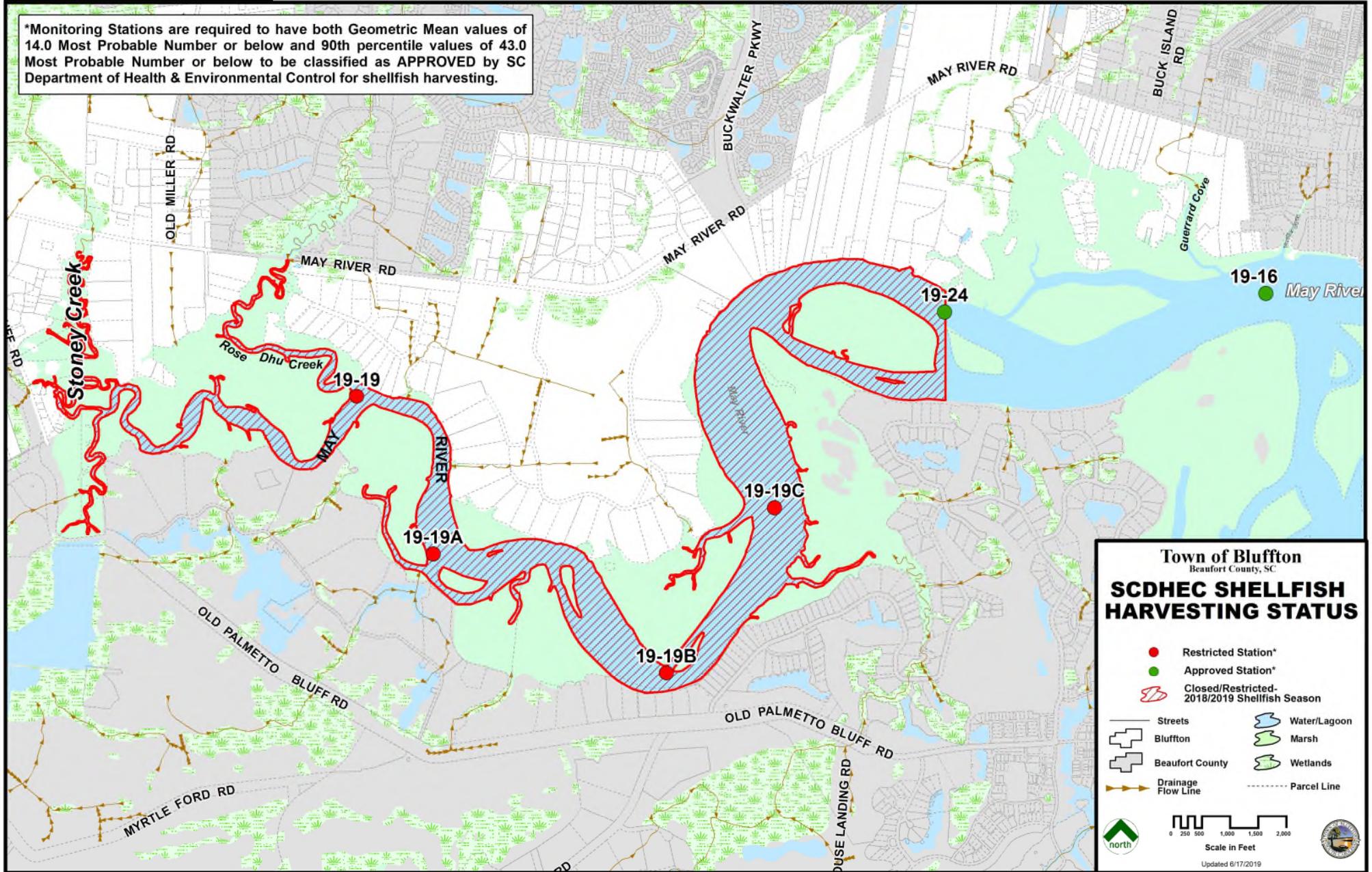
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May River Headwaters

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ACTIVITY - PROGRAMS continued	STATUS continued
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**TOWN OF BLUFFTON
MAY RIVER WATERSHED ACTION PLAN ADVISORY COMMITTEE
MEETING AGENDA**

Theodore Washington Municipal Building
20 Bridge Street, Bluffton SC 29910
Monday, December 09, 2019, 9:00 a.m.

- I. CALL TO ORDER
- II. NOTICE REGARDING POSTING OF MEETING PER SOUTH CAROLINA FREEDOM OF INFORMATION (FOIA) REQUIREMENTS
- III. ROLL CALL AND CONFIRMATION OF QUORUM
- IV. ADOPTION OF AGENDA
- V. ADOPTION OF MINUTES – October 24, 2019
- VI. PUBLIC COMMENTS

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to the Committee, Town Staff, and other members of the meeting. For the record, state your name and address prior to speaking.

COMMENTS ARE LIMITED TO THREE (3) MINUTES.

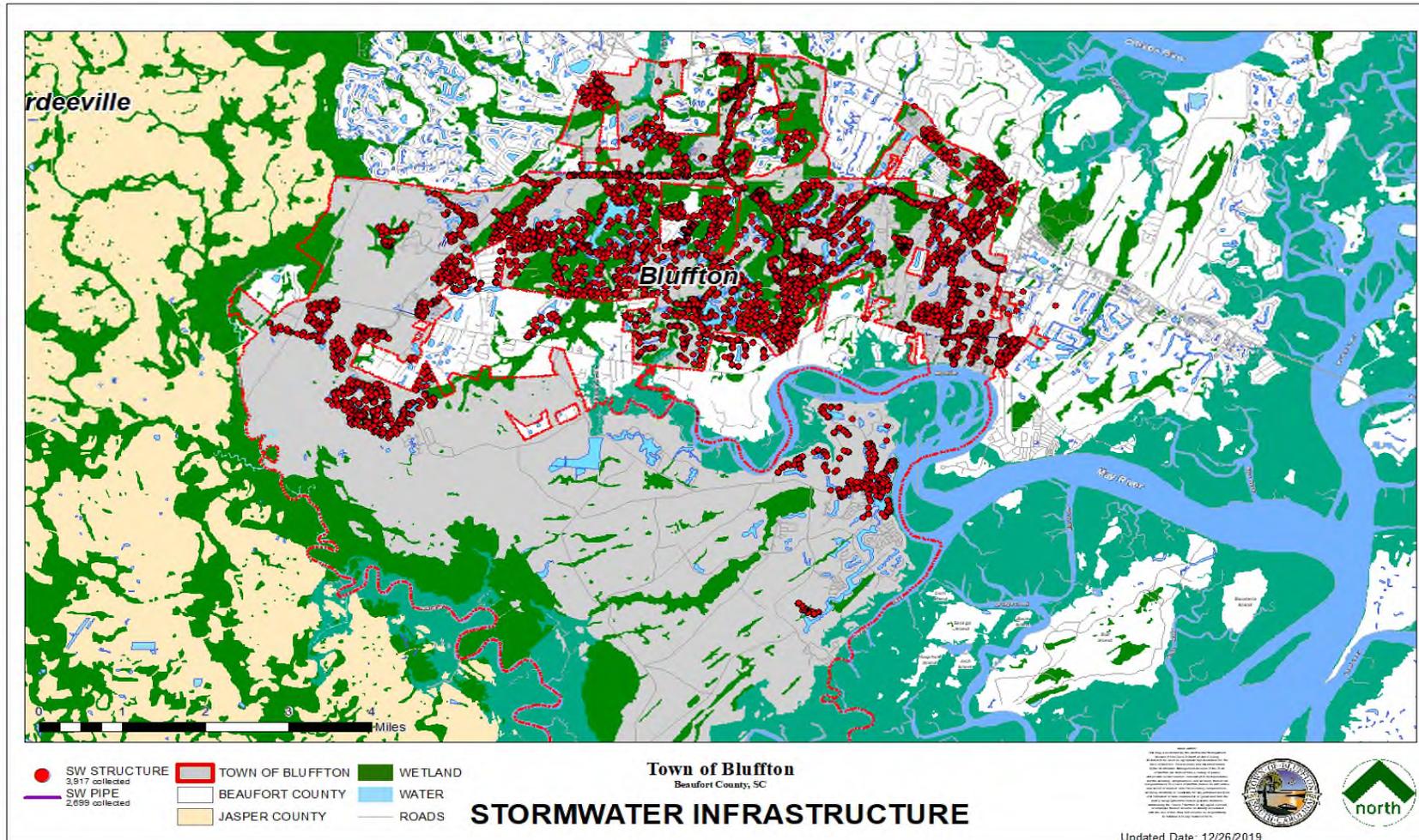
- VII. OLD BUSINESS
 - 1. Water Quality Monitoring Program (standing item)
 - a. Weekly Sampling Update
 - b. Microbial Source Tracking (MST) Update
 - c. SCDHEC Shellfish Data Update
 - 2. Proposed Water Quality Monitoring Program Changes
 - 3. Watershed Management Division FY21-22 Work Plan Priorities – Formal Recommendation
- VIII. NEW BUSINESS
 - 1. Proposed 2020 meeting dates and time
- IX. ADJOURNMENT

NEXT MEETING DATE: Proposed Thursday, January 23, 2020

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.

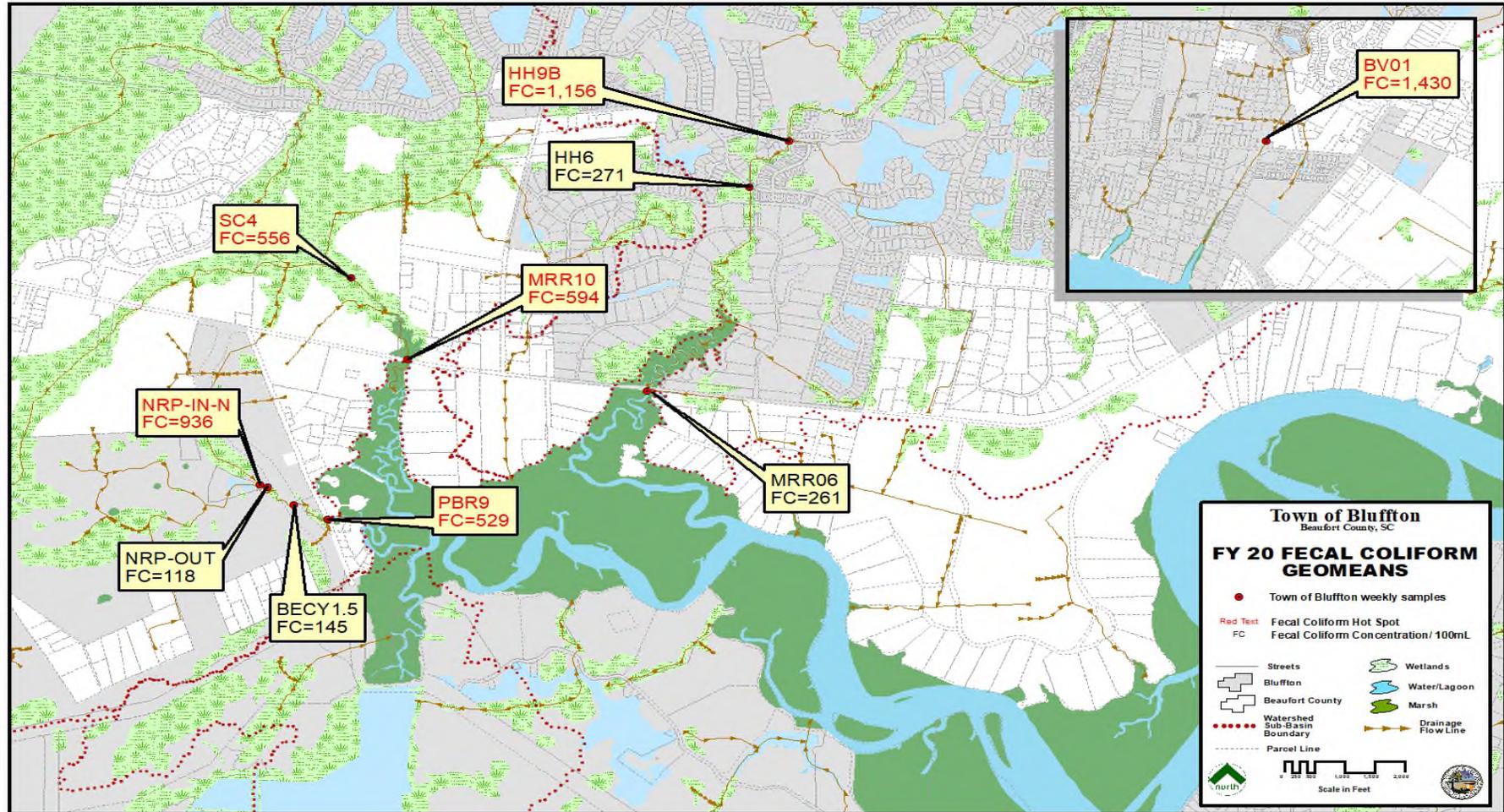
EXECUTIVE SESSION – The public body may vote to go into executive session for any item identified for action on the agenda.

MS4 Minimum Control Measure #3 – IDDE (Illicit Discharge Detection & Elimination): Stormwater Infrastructure Inventory



Stormwater Infrastructure Inventory Collection Status	
FY 2020 YTD Collection Totals	2,026
FY 2019 Collection Totals	2,925
FY 2018 Collection Totals	3,777

MS4 Minimum Control Measure #3 – IDDE: Fecal Coliform Concentrations Trend Map



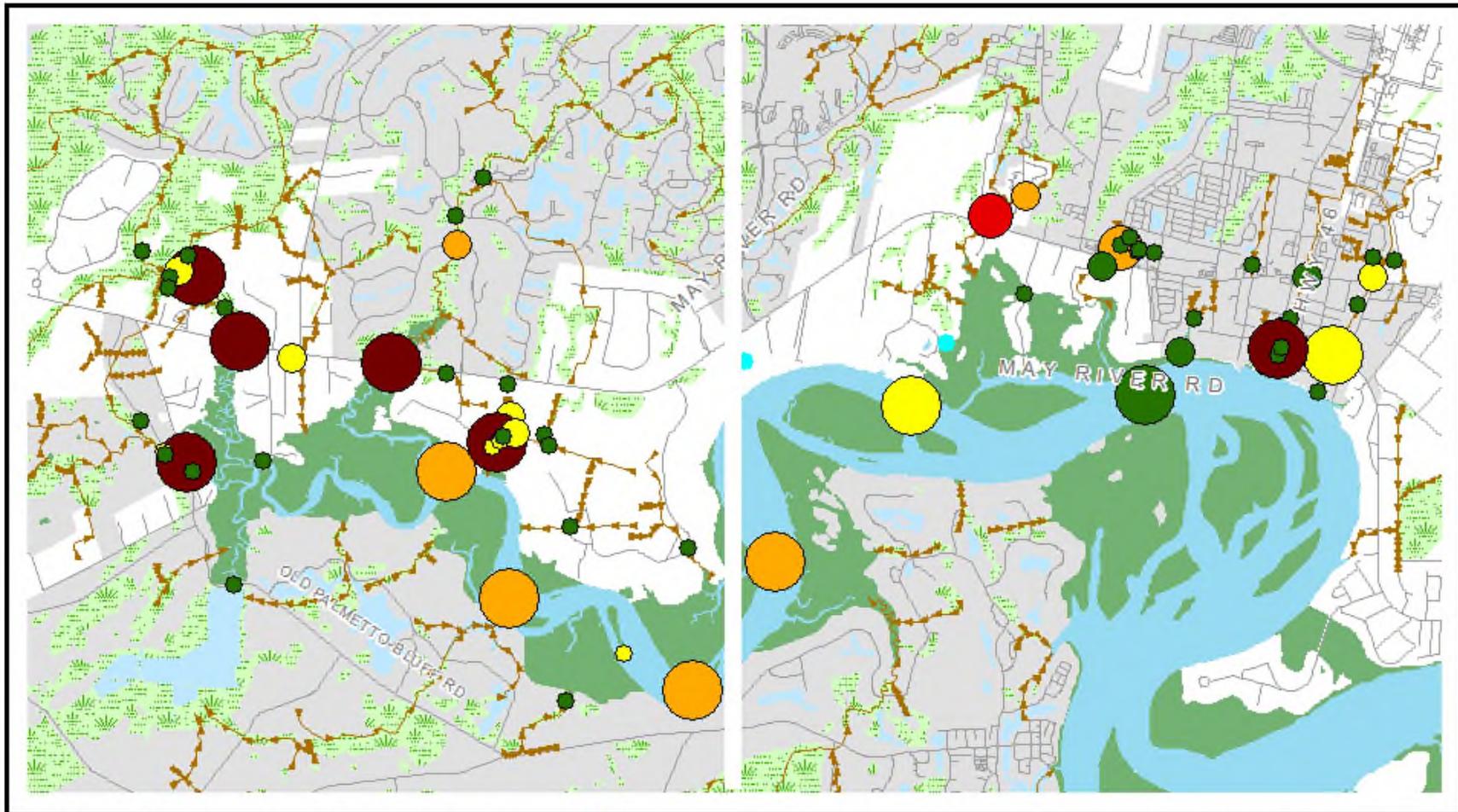
fecal coliform geomeans up dated as of: 12/26/2019

	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2020 YTD Totals	105	49	60
FY 2019 Totals	280	193	264
FY 2018 Totals	216	217	224
FY 2017 Totals	307	179	224

12/30/2019

- MST program began November 2016; MS4 Quarterly Sampling initiated 2/2017
- Totals include only samples submitted for laboratory analysis, and not *in situ* parameters.

MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Human Sources Trend Map



Microbial Source Tracking Trend Map
Headwaters May River

Microbial Source Tracking Trend Map
Old Town May River

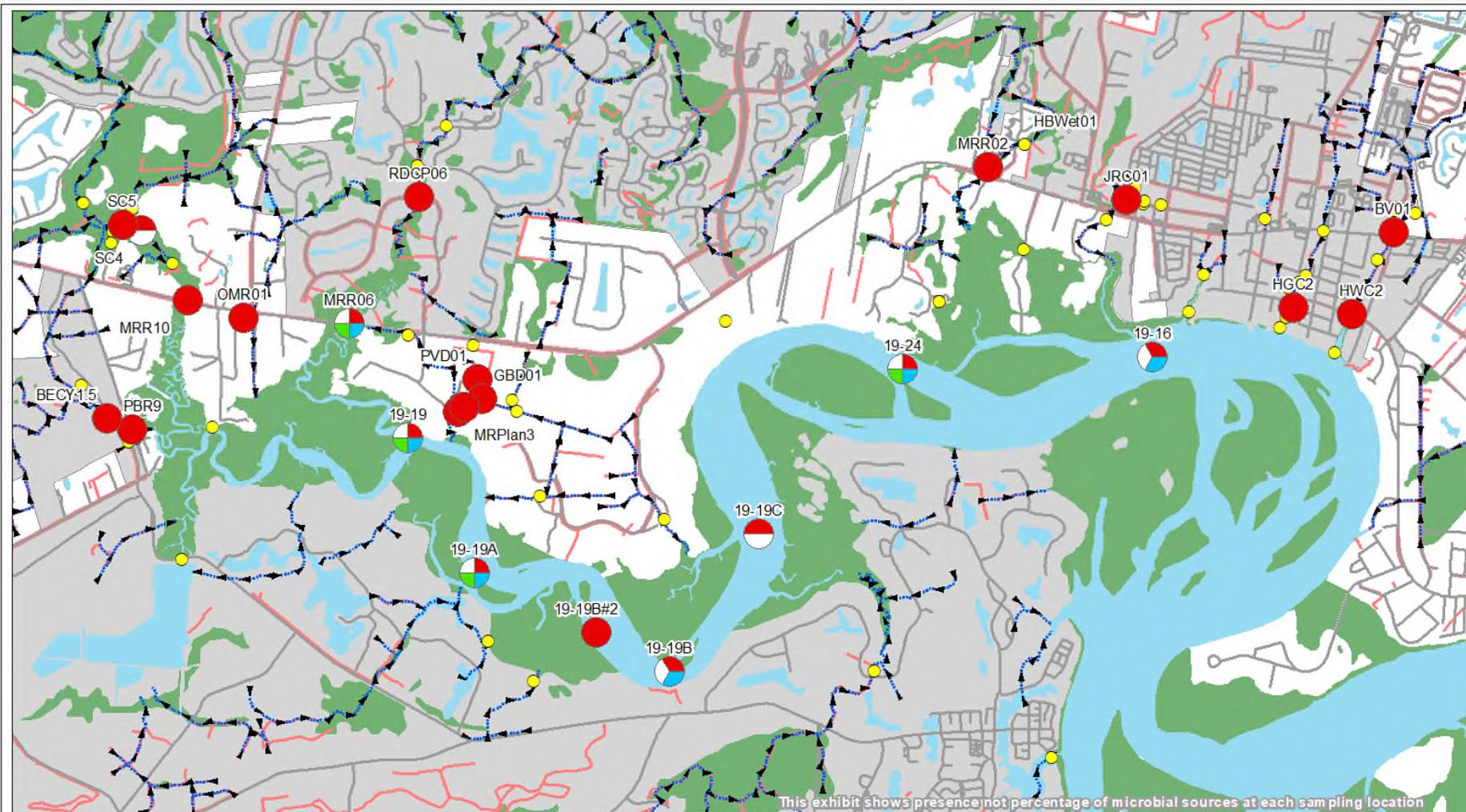


MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Human Sources Trend Map. This map was created using data from the MST sampling sites located in the Headwaters May River and Old Town May River watersheds. The map shows the location of each sampling site and the number of positive hits and times sampled at each site. The size of the dot represents the number of times the site was sampled, and the color represents the number of positive hits. The map also shows the drainage flow lines for each watershed. The map was updated on 12/26/2019.

Updated Date: 12/26/2019



MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) All Sources Trend Map



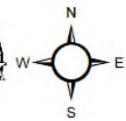
- Microbial Sources
- Human
- Bird
- Deer
- Dog
- MST Sampling Location Without Detection
- Flowline
- Drainage Ditch
- Street
- Town Jurisdiction

Microbial Sources Detected Within the May River 2017 - 2019

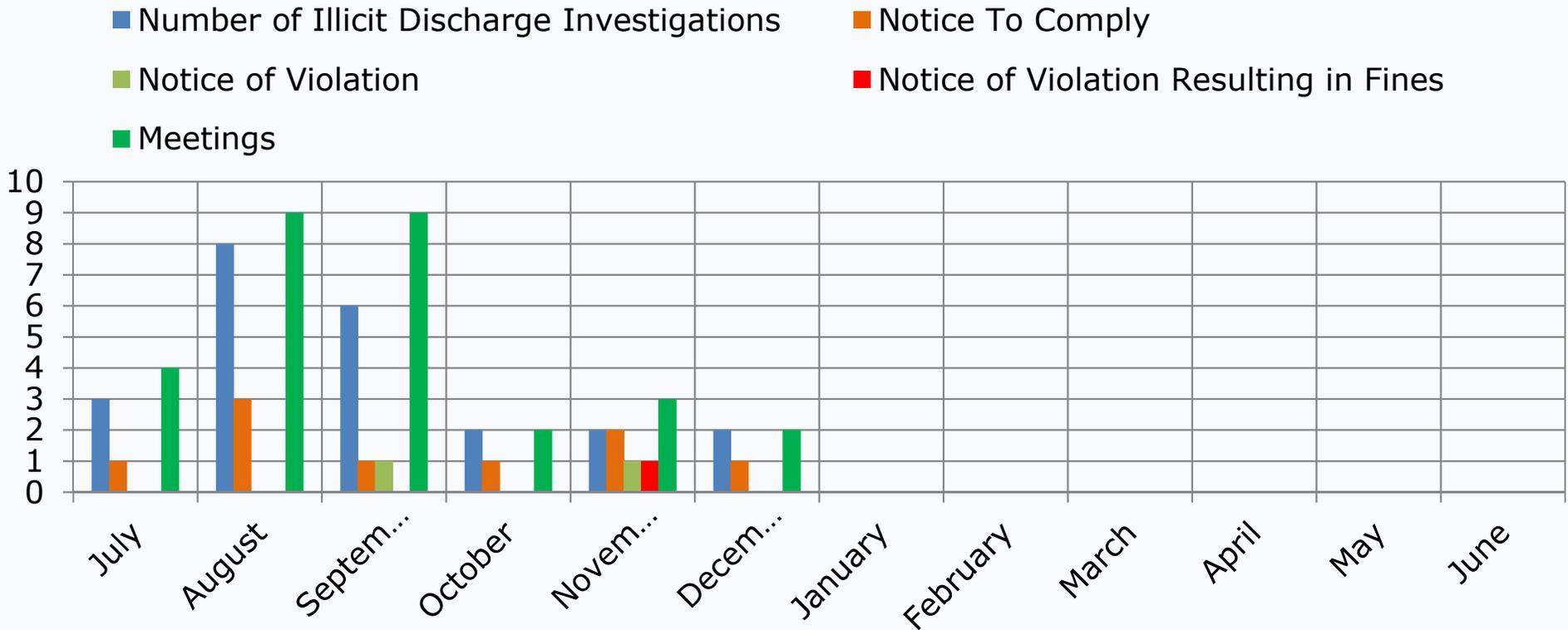
Town of Bluffton
Beaufort County, SC

Updated Date: 12/27/2019

MS4 IDDE
This program is part of the Stormwater Management Program...
The Town of Bluffton is committed to providing the highest quality of service to its residents...
This report is for informational purposes only and does not constitute a warranty of any kind...
The Town of Bluffton is not responsible for any errors or omissions in this report...
This report is the property of the Town of Bluffton and is not to be distributed outside of the Town of Bluffton...
© 2019 Town of Bluffton



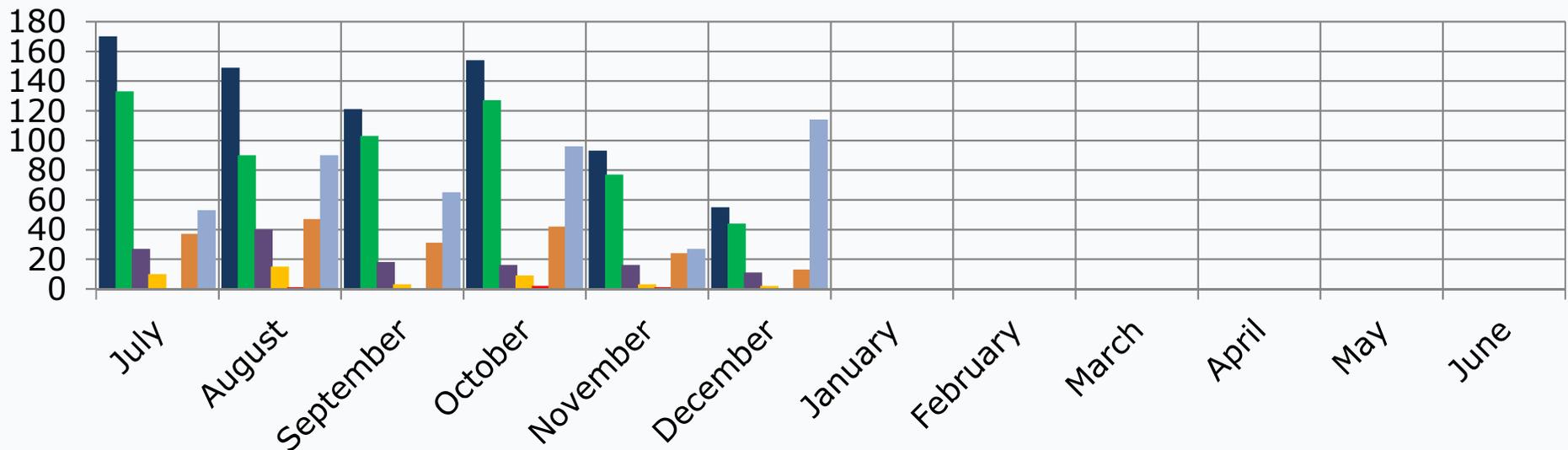
MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Number of NOV Enforcement Actions	Number of Meetings
FY 2020 YTD Totals	23	9	2	1	29
FY 2019 Totals	38	20	3	1	61
FY 2018 Totals	48	20	4	2	60

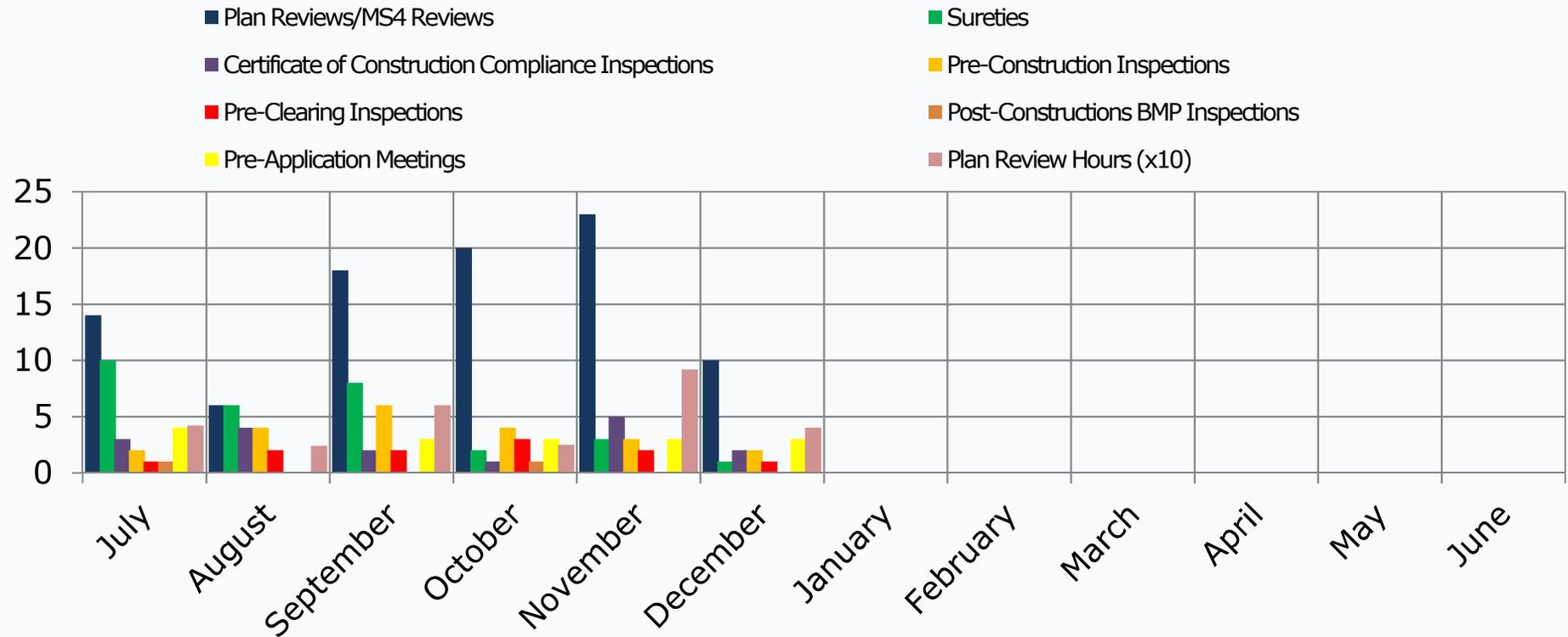
MS4 Minimum Control Measure #4 - Construction Site Stormwater Runoff Control

- Erosion & Sediment Control Inspections (E&SC)
- Number of Notice To Comply (NTC)
- Number of Fines for Notice of Violation
- Number of Inspections Passed
- Number of Notice of Violation (NOV)
- Number of Erosion & Sediment Control Meetings



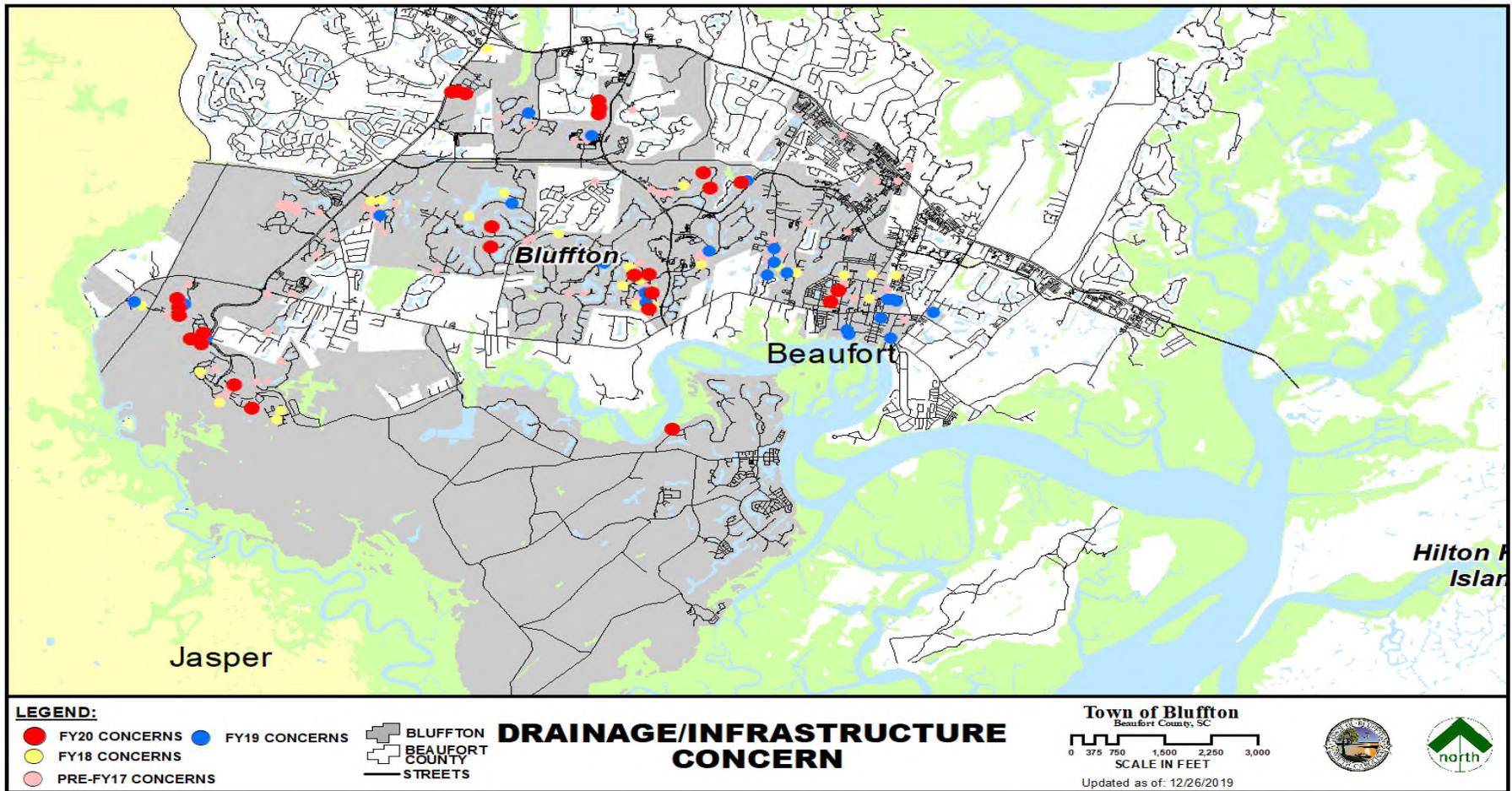
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NTC Issued	Number of NOV Issued	Number of NOV Enforcement Actions	Number of E&SC Meetings
FY 2020 YTD Totals	742	574	128	42	4	194
FY 2019 Totals	1,688	1,384	254	72	7	403
FY 2018 Totals	1,504	1,159	300	83	10	499

MS4 Minimum Control Measure #5 Stormwater Plan Review & Related Activity



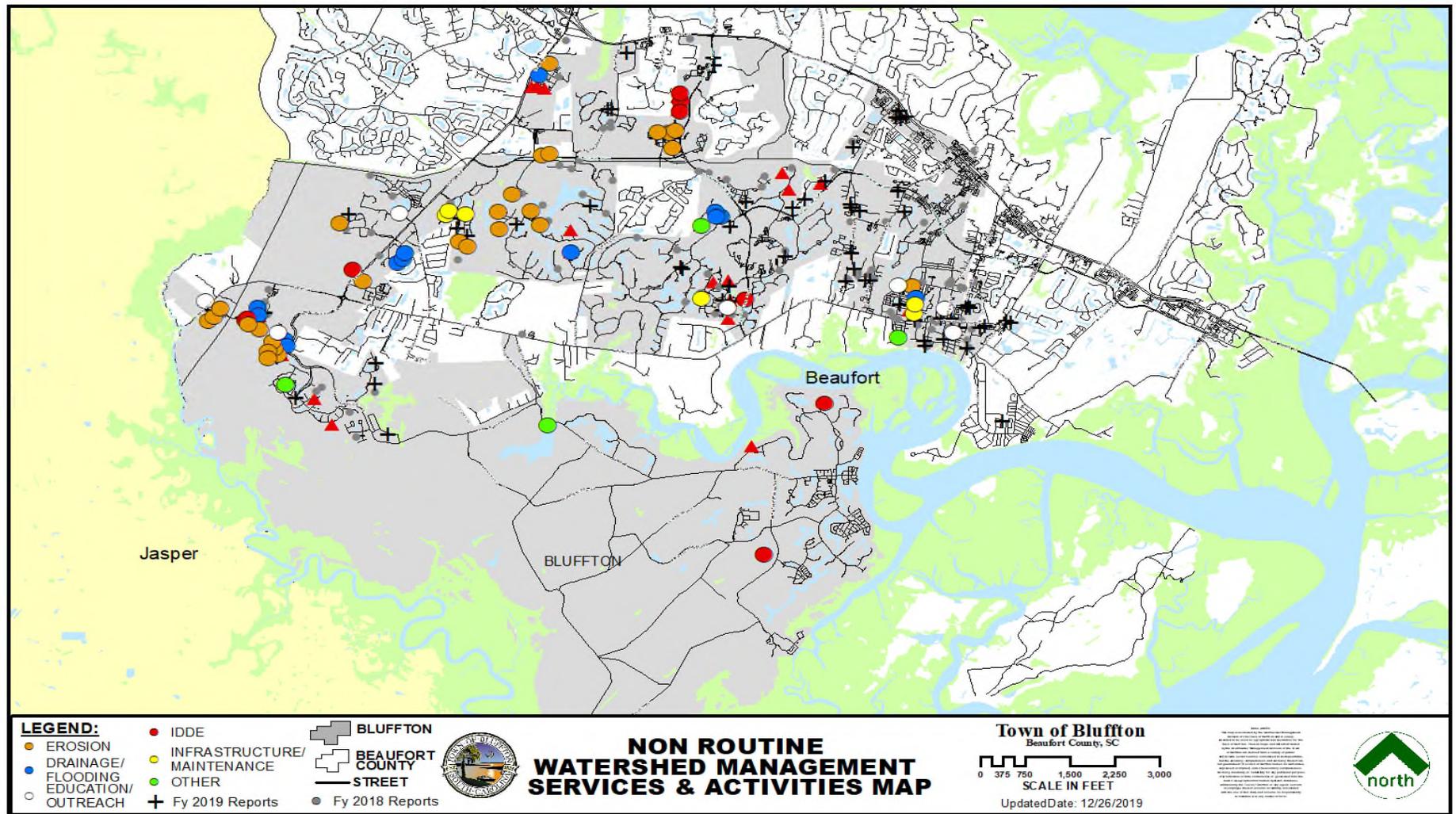
	Plan Reviews MS4 Reviews	Sureties	Certificate of Construction Compliance Inspections	Pre-Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2020 YTD Totals	91	30	17	21	11	2	16	283 Hrs.
FY 2019 Totals	208	52	53	47	37	27	63	1,040 Hrs.
FY 2018 Totals	242	59	50	32	32	88	88	1,210 Hrs.

Citizen Drainage Concern Map (Drainage, Maintenance and Inspections)



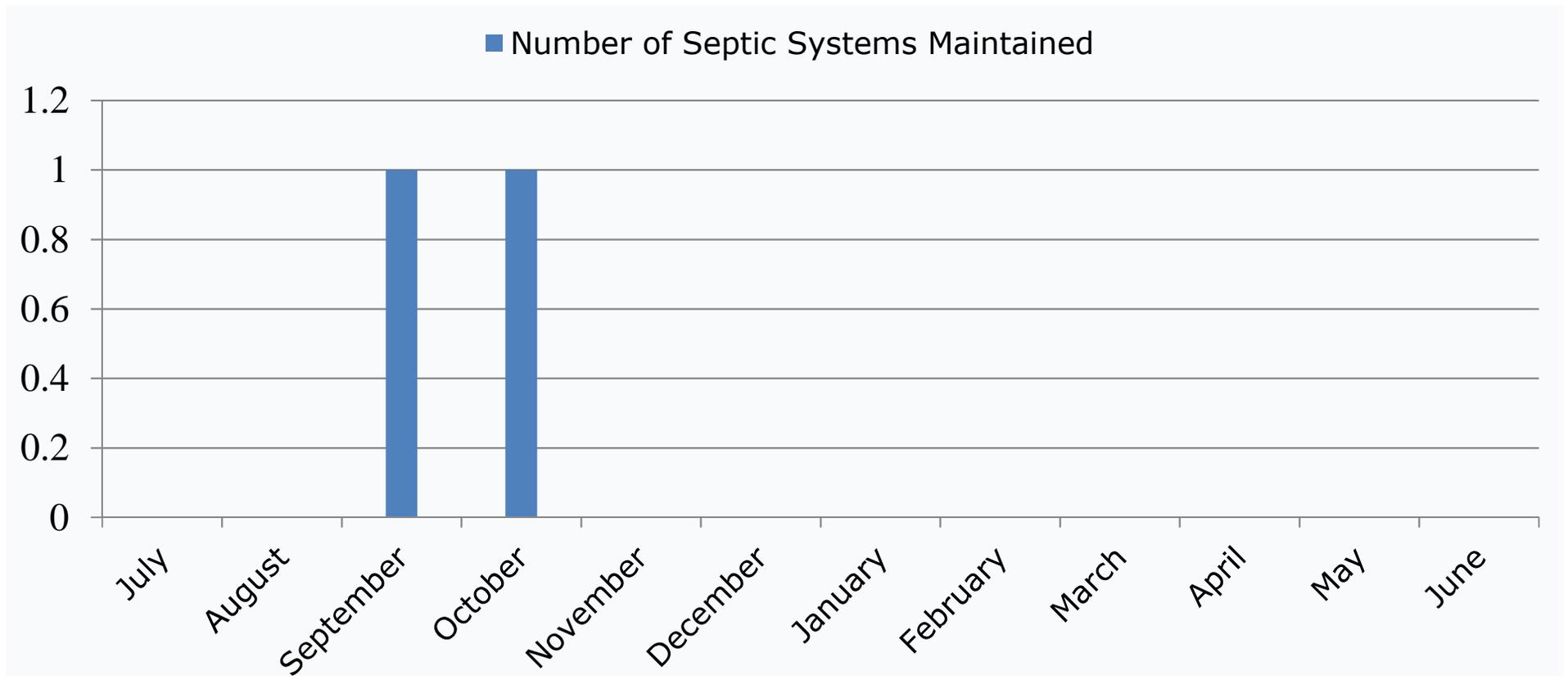
	Number of Drainage Concerns Investigated	Number of Meetings
FY 2020 YTD Totals	32	44
FY 2019 Totals	54	59
FY 2018 Totals	48	75

Citizen Request for Watershed Mngt. Services & Activities Map



	Number of Citizen Requests Investigated	Number of Meetings
FY 2019 YTD Totals	74	78
FY 2018 Totals	75	79
FY 2017 Totals	53	82

Septic System Maintenance Assistance



	Number of Septic Systems Maintained
FY 2020 YTD Totals	2
FY 2019 Totals	4
FY 2018 Totals	16

TOWN COUNCIL

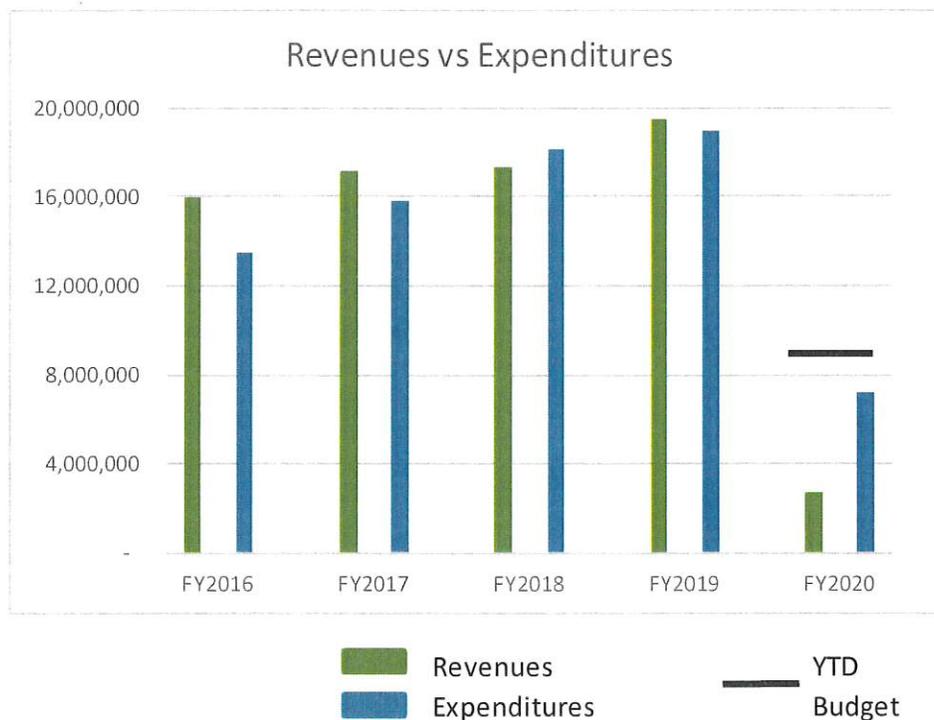


STAFF REPORT Finance & Administration Department

MEETING DATE:	January 14, 2020
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	Chris Forster, MPA, CPFO, 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 FY2020 year-to-date (YTD) through November 2019. Revenues have been higher than expenditures the last four full years except for FY2018 which reflects a budgeted use of fund balance transferred to the Capital Improvements program fund for the Town Hall renovation project.



FY2020 YTD through November shows revenues and expenditures below the YTD budget amount. Many License and Permit Fee (Franchise, MASC Insurance, etc.) revenues are not received until the end of the fourth fiscal quarter and annual expenditures are not due until the end of the second fiscal quarter.

FY20 General Fund Financial Overview

Revenues		Expenditures
\$2.4m		\$7.2m
13.6%	<i>% of Budget</i>	36.0%
\$8.3m	42%	\$8.3m

The budget and actual reports for the period ending November 2019 are attached for the following funds:

- General Fund
- Stormwater Fund
- Capital Improvements Program Fund
- Debt Service Fund

ATTACHMENTS:

1. General Fund
2. Stormwater Fund
3. Capital Improvement Program Fund
4. Debt Service Fund
5. Business License Statistics



Town of Bluffton
Budget and Actual - General Fund
For Period Ending November 30, 2019

	Prior YTD Actual	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Revenues							
Property Taxes	\$ 319,324	\$ 311,950	\$ 6,300,000	\$ -	\$ 6,300,000	\$ (5,988,050)	5.0%
Licenses & Permits							
Business Licenses	133,153	246,691	2,100,000	-	2,100,000	(1,853,309)	11.7%
MASC Telecommunications	-	-	70,000	-	70,000	(70,000)	0.0%
MASC Insurance Tax Collection	-	-	2,200,000	-	2,200,000	(2,200,000)	0.0%
Franchise Fees (electric, gas, water, telephone, cable)	438,887	501,258	2,600,000	-	2,600,000	(2,098,742)	19.3%
Building Safety Permits	793,330	1,022,178	2,350,000	-	2,350,000	(1,327,822)	43.5%
Application Fees	43,315	30,120	80,000	-	80,000	(49,880)	37.7%
Administrative Fees	-	-	44,000	-	44,000	(44,000)	0.0%
Total Licenses & Permits	1,408,685	1,800,247	9,444,000	-	9,444,000	(7,643,753)	19.1%
Intergovernmental	169,628	76,421	721,395	-	721,395	(644,974)	10.6%
Service Revenues	384,913	347,462	965,000	-	965,000	(617,538)	36.0%
Fines & Fees	91,011	56,256	230,000	-	230,000	(173,744)	24.5%
Miscellaneous Revenues	76,720	130,117	180,000	-	180,000	(49,883)	72.3%
Total Revenues	<u>2,450,281</u>	<u>2,722,453</u>	<u>17,840,395</u>	<u>-</u>	<u>17,840,395</u>	<u>(15,117,942)</u>	<u>15.3%</u>
Other Financing Sources	-	-	524,735	(74,735)	450,000	(450,000)	0.0%
Transfers In	29,260	-	1,667,670	37,229	1,704,899	(1,704,899)	0.0%
Total Other Financing Sources & Transfers In	<u>29,260</u>	<u>-</u>	<u>2,192,405</u>	<u>(37,506)</u>	<u>2,154,899</u>	<u>(2,154,899)</u>	<u>0.0%</u>
Total Revenues and Other Financing Sources	<u>\$ 2,479,541</u>	<u>\$ 2,722,453</u>	<u>\$ 20,032,800</u>	<u>\$ (37,506)</u>	<u>\$ 19,995,294</u>	<u>\$ (17,272,841)</u>	<u>13.6%</u>
Expenditures							
Town Council	\$ 41,997	\$ 53,450	\$ 219,905	\$ -	\$ 219,905	\$ (166,455)	24.3%
Executive	243,857	360,227	938,218	-	938,218	(577,991)	38.4%
Economic Development	83,969	151,468	405,120	-	405,120	(253,652)	37.4%
Human Resources	78,624	147,749	384,295	-	384,295	(236,546)	38.4%
Police	1,398,613	2,991,669	7,270,955	(74,588)	7,196,367	(4,204,698)	41.6%
Municipal Judges	17,757	20,455	56,763	-	56,763	(36,308)	36.0%
Municipal Court	88,530	125,334	350,774	-	350,774	(225,440)	35.7%
Finance	269,849	345,907	957,355	-	957,355	(611,448)	36.1%
Information Technology	502,350	552,024	1,173,018	-	1,173,018	(620,994)	47.1%
Customer Service	60,638	95,490	296,140	(68,430)	227,710	(132,220)	41.9%
Planning & Community Development	263,922	389,294	1,142,640	68,430	1,211,070	(821,776)	32.1%
Building Safety	184,311	294,520	768,540	-	768,540	(474,020)	38.3%
Project Management	232,254	318,659	1,037,990	-	1,037,990	(719,331)	30.7%
Public Works	488,252	618,336	1,857,617	14,853	1,872,470	(1,254,134)	33.0%
Non-Departmental (Townwide)	492,534	741,402	2,181,800	(15,000)	2,166,800	(1,425,398)	34.2%
Total Expenditures	<u>4,447,457</u>	<u>7,205,982</u>	<u>19,041,130</u>	<u>(74,735)</u>	<u>18,966,395</u>	<u>(11,760,413)</u>	<u>38.0%</u>
Other Financing Uses							
Transfers Out to Capital Improvements Program Fund	-	1,650	991,670	37,229	1,028,899	(1,027,249)	0.2%
Total Transfers	<u>-</u>	<u>1,650</u>	<u>991,670</u>	<u>37,229</u>	<u>1,028,899</u>	<u>(1,027,249)</u>	<u>0.2%</u>
Total Expenditures and Other Financing Uses	<u>\$ 4,447,457</u>	<u>\$ 7,207,632</u>	<u>\$ 20,032,800</u>	<u>\$ (37,506)</u>	<u>\$ 19,995,294</u>	<u>\$ (12,787,662)</u>	<u>36.0%</u>



Town of Bluffton
Budget and Actual - Stormwater Utility Fund
For Period Ending November 30, 2019

	Prior YTD Actual	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Revenues							
Licenses & Permits							
Stormwater Fees	\$ 3,557	\$ 4,369	\$ 1,381,295	\$ -	\$ 1,381,295	\$ (1,376,926)	0.3%
Total Licenses & Permits	3,557	4,369	1,381,295	-	1,381,295	(1,376,926)	0.3%
Intergovernmental							
County Funds	-	-	65,000	-	65,000	(65,000)	0.0%
Total Intergovernmental	-	-	65,000	-	65,000	(65,000)	0.0%
Miscellaneous Revenues							
Miscellaneous	-	1,400	-	-	-	1,400	n/a
Total Miscellaneous Revenues	-	1,400	-	-	-	1,400	n/a
Total Revenues	<u>3,557</u>	<u>5,769</u>	<u>1,446,295</u>	<u>-</u>	<u>1,446,295</u>	<u>(1,440,526)</u>	<u>0.4%</u>
Other Financing Sources							
Prior Year Fund Balance	-	-	605,400	336,615	942,015	(942,015)	0.0%
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>605,400</u>	<u>336,615</u>	<u>942,015</u>	<u>(942,015)</u>	<u>0.0%</u>
Total Revenues and Other Financing Sources	<u>\$ 3,557</u>	<u>\$ 5,769</u>	<u>\$ 2,051,695</u>	<u>\$ 336,615</u>	<u>\$ 2,388,310</u>	<u>\$ (2,382,541)</u>	<u>0.2%</u>
Expenditures							
Operating							
Watershed Management	\$ 314,010	\$ 230,272	\$ 1,320,973	\$ -	\$ 1,320,973	\$ (1,090,701)	17.4%
Total Operating Expenditures	314,010	230,272	1,320,973	-	1,320,973	(1,090,701)	17.4%
Total Expenditures	<u>314,010</u>	<u>230,272</u>	<u>1,320,973</u>	<u>-</u>	<u>1,320,973</u>	<u>(1,090,701)</u>	<u>17.4%</u>
Other Financing Uses							
Transfers Out							
Capital Improvements Program Fund	-	33,995	670,722	336,615	1,007,337	(973,342)	3.4%
General Fund	-	-	60,000	-	60,000	(60,000)	0.0%
Total Transfers	-	33,995	730,722	336,615	1,067,337	(1,033,342)	3.2%
Total Expenditures and Other Financing Uses	<u>\$ 314,010</u>	<u>\$ 264,267</u>	<u>\$ 2,051,695</u>	<u>\$ 336,615</u>	<u>\$ 2,388,310</u>	<u>\$ (2,124,043)</u>	<u>11.1%</u>

Town of Bluffton
 Budget and Actual - Capital Improvement Program Fund
 For Period Ending November 30, 2019



	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Budget Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Infrastructure							
00040 Buckwalter Place Multi-County Commerce Park	\$ 5,797	\$ 975,060	\$ (90,762)	\$ (90,762)	\$ 884,298	\$ 878,501	0.7%
00042 Calhoun Street Streetscape	13,533	293,115	29,599	29,599	322,714	309,181	4.2%
00050 Historic District Lighting, Signage, Parking & Streetscape Enhancements	16,420	164,500	64,272	64,272	228,772	212,352	7.2%
00052 Watershed Management Facility Improvements	8,975	-	-	-	13,343	4,368	0.0%
00055 Goethe - Shulls Neighborhood Improvements Phase 2	34,902	140,952	10,475	10,475	151,427	116,525	23.0%
00059 Oyster Factory Park	-	84,250	6,558	6,558	90,808	90,808	0.0%
00060 Don Ryan Center for Innovation Upfit	-	260,338	-	-	260,338	260,338	0.0%
00062 Calhoun Street Regional Dock	-	705,993	49,862	49,862	755,855	755,855	0.0%
00063 68 Boundary Street Park	429,715	528,957	274,819	274,819	803,776	374,061	53.5%
00064 184 Bluffton Road Parking Improvements	236,413	50,000	333,559	333,559	383,559	147,146	61.6%
00069 Boundary Street Lighting	722	-	116,118	116,118	116,118	115,396	0.0%
00077 Law Enforcement Center Facility Improvements	10,150	22,300	3,637	3,637	25,937	15,787	39.1%
00078 Public Works Facility Improvements	12,280	12,440	-	-	12,440	160	98.7%
00079 Rotary Community Center Facility Improvements	15,699	21,900	7,489	7,489	29,389	13,690	53.4%
00082 Bridge Street Streetscape	10,140	67,848	-	-	67,848	57,708	14.9%
00085 New Riverside Park / Barn Site	35,012	31,302	-	-	100,000	68,698	31.3%
00088 Town Hall Improvements	57,747	71,300	-	-	71,300	36,288	49.1%
00089 Ulmer Auditorium Improvements	2,471	151,058	-	-	151,058	93,311	38.2%
00092 New River Trail	14,794	41,000	-	-	41,000	38,529	6.0%
00093 Ghost Roads	936,072	3,691,011	854,626	854,626	4,558,980	3,622,908	20.5%
Total Infrastructure							
May River & Surrounding Rivers and Their Watersheds							
00034 May River Watershed Action Plan	4,235	-	-	-	-	(4,235)	0.0%
00041 Buck Island - Simmonsville Sewer Phase 4	-	-	-	-	46,183	46,183	0.0%
00044 Buck Island - Simmonsville Sewer Phase 5	31,940	1,234,000	-	-	1,730,756	1,698,816	1.8%
00045 Jason-Able Sewer	-	-	-	-	191,739	191,739	0.0%
00054 Buck Island - Simmonsville Neighborhood Sidewalks & Lighting	104,456	393,185	139,189	139,189	532,374	427,918	19.6%
00061 Sewer Connections	5,034	281,384	(13,414)	(13,414)	281,384	281,384	0.0%
00070 Historic District Sewer Extension Phase 1	-	680,695	-	-	667,281	662,247	0.8%
00071 Historic District Sewer Extension Phase 2	-	5,000	30,845	30,845	35,845	35,845	0.0%
Total May River & Surrounding Rivers and Their Watersheds	145,665	2,594,264	156,620	156,620	3,485,562	3,339,897	4.2%
Economic Growth							
00020 Land Acquisition	13,680	500,000	11,949	11,949	511,949	498,269	2.7%
00087 Town of Bluffton Housing Project	-	750,000	33,592	33,592	783,592	783,592	0.0%
00090 Technical College of the Lowcountry	-	500,000	-	-	500,000	500,000	0.0%
Total Economic Growth	13,680	1,750,000	45,541	45,541	1,795,541	1,781,861	0.8%
Community Quality of Life							
00065 Wright Family Park	389,637	1,174,717	199,897	199,897	1,374,614	984,977	28.3%
00066 Oscar Frazier Park	9,063	62,000	-	-	62,000	52,937	14.6%
00067 Squire Pope Carriage House Preservation	30,000	50,000	26,350	26,350	76,350	46,350	39.3%
00081 Garvin-Garvey House Interpretive Signage	18,133	43,518	(6,531)	(6,531)	36,987	18,854	49.0%
00084 Veterans Memorial at Buckwalter Place	19,599	166,610	-	-	166,610	147,011	11.8%
00086 Park Improvements	4,510	79,000	-	-	79,000	74,490	5.7%
00091 Community Safety Cameras Phase 5	25,739	50,350	9,277	9,277	59,627	33,888	43.2%
Total Community Quality of Life	496,681	1,626,195	228,993	228,993	1,855,188	1,358,507	26.8%
Total CIP Expenditures	\$ 1,592,098	\$ 9,661,470	\$ 1,285,780	\$ 1,285,780	\$ 11,695,271	\$ 10,103,173	13.6%

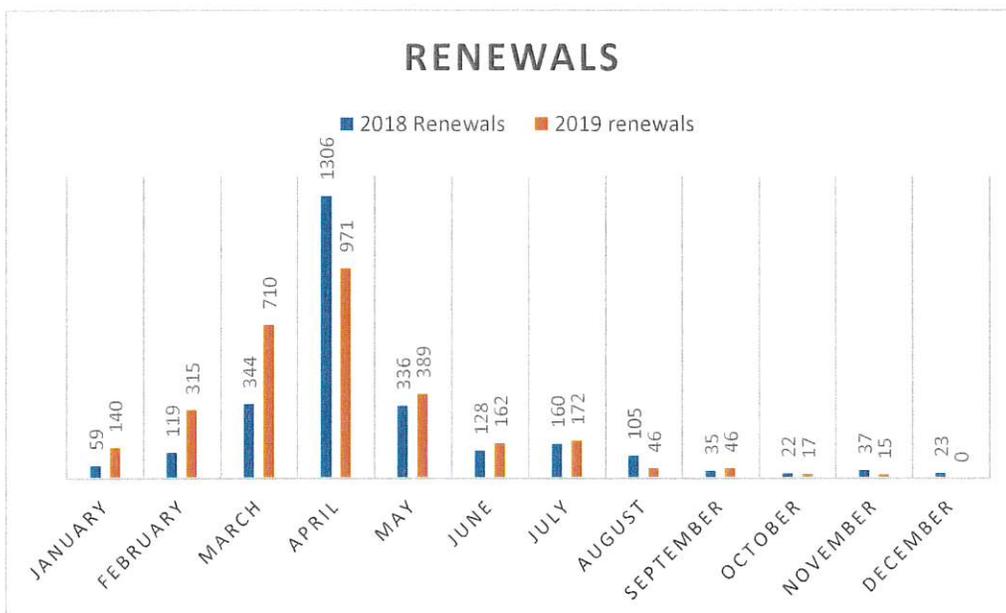


Town of Bluffton
Budget and Actual - Debt Service Fund
For Period Ending November 30, 2019

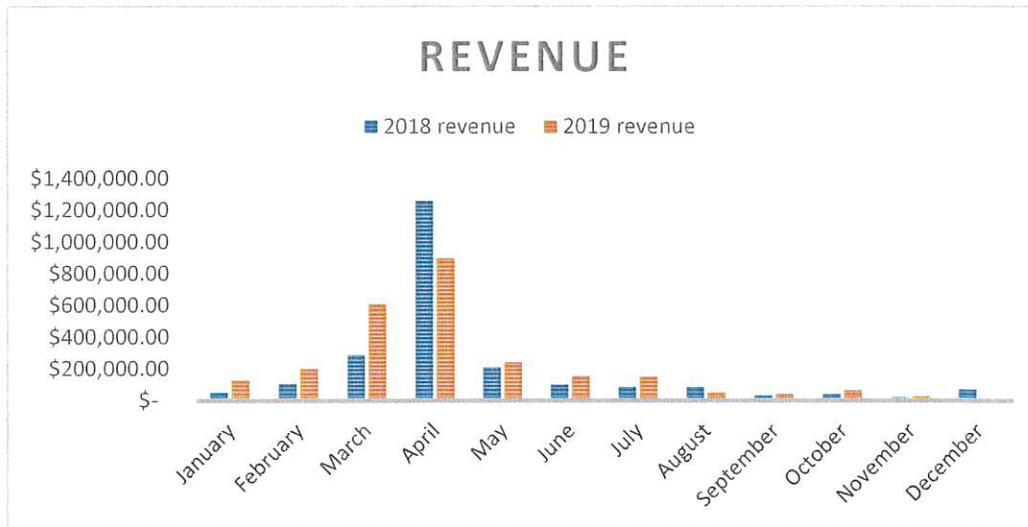
	Prior YTD Actual	YTD Actual	Original Budget	Budget Amendments and Transfers	Current Budget	Actual vs Budget Difference	Actual as % of Budget
Revenues							
Property Taxes							
TIF District	\$ (3,800)	\$ (3,365)	\$ 2,299,500	\$ -	\$ 2,299,500	\$ (2,302,865)	-0.1%
GO BABS	20,619	28,264	556,500	-	556,500	(528,236)	5.1%
Total Property Taxes	16,819	24,899	2,856,000	-	2,856,000	(2,831,101)	0.9%
Licenses, Permits & Fees							
MID Fee	2,095	1,978	245,175	-	245,175	(243,197)	0.8%
Intergovernmental							
Federal Interest Rebate	50,120	47,274	92,300	-	92,300	(45,026)	51.2%
Miscellaneous							
Interest	750	2,730	2,000	-	2,000	730	136.5%
Total Revenues	<u>69,784</u>	<u>76,881</u>	<u>3,195,475</u>	<u>-</u>	<u>3,195,475</u>	<u>(3,119,324)</u>	<u>2.4%</u>
Other Financing Sources							
Prior Year Fund Balance	-	-	-	-	-	-	0.0%
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Revenues and Other Financing Sources	<u>\$ 69,784</u>	<u>\$ 76,881</u>	<u>\$ 3,195,475</u>	<u>\$ -</u>	<u>\$ 3,195,475</u>	<u>\$ (3,118,594)</u>	<u>2.4%</u>
Expenditures							
Series 2014 TIF Bonds Debt Service							
Principal	\$ 748,268	\$ 787,895	\$ 787,895	\$ -	\$ 787,895	\$ -	100.0%
Interest	96,533	76,975	143,786	-	143,786	(66,811)	53.5%
Series 2010 GO Build America Bonds Debt Service							
Principal	-	-	245,000	-	245,000	(245,000)	0.0%
Interest	153,813	144,308	288,615	-	288,615	(144,307)	50.0%
Miscellaneous							
Miscellaneous	-	-	50	-	50	(50)	0.0%
Total Expenditures	<u>998,614</u>	<u>1,009,178</u>	<u>1,465,346</u>	<u>-</u>	<u>1,465,346</u>	<u>(456,168)</u>	<u>68.9%</u>
Other Financing Uses							
Transfers Out							
Capital Improvements Program Fund	7,809	14,328	968,764	289,307	1,258,071	(1,243,743)	1.1%
Contribution to Fund Balance	-	-	761,365	(289,307)	472,058	(472,058)	0.0%
Total Transfers	7,809	14,328	1,730,129	-	1,730,129	(1,715,801)	0.8%
Total Expenditures and Other Financing Uses	<u>\$ 1,006,423</u>	<u>\$ 1,023,506</u>	<u>\$ 3,195,475</u>	<u>\$ -</u>	<u>\$ 3,195,475</u>	<u>\$ (2,171,969)</u>	<u>32.0%</u>

Business License Statistics:

Calendar year through November, Business License applications for 2019 total 3,520 (537 new business and 2,983 renewals) compared to 2018's total of 3,197 (546 new business and 2,651 renewals).



Business license renewals have decreased by 59% and revenue collections are up 49% for the month of November when comparing to last year. This is in large part due to an increase of 94% in revenue collected through permits issued during November when compared to last year.



The amended ordinance that went into effect January 1st, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. One hundred and eighty (180) businesses have qualified for the Town’s incentives, with twelve of those businesses qualifying for more than one, for a total revenue reduction of \$184,324 in fiscal year 2019.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	26	\$ 1,034,037	\$ 1,342
20%	65	12,847,114	13,632
40%	72	17,228,327	18,900
CAP	9	129,230,416	137,489
2+	20	12,727,793	12,961
Grand Total	192	\$ 173,067,687	\$ 184,324

Rate Class	Number of Businesses	Total Incentive Amount
1	77	\$ 63,196
2	33	5,056
3	30	30,344
4	3	555
5	3	846
6	10	1,018
7	14	1,238
8.1	18	60,971
8.5	3	21,080
8.6	1	20
Grand Total	192	\$ 184,324



GROWTH MANAGEMENT UPDATE

January 14, 2020

1. Town Council Appointed Boards/Commissions/Committees/Citizen Group Meetings:

- a. **Planning Commission:** December 18, 2019 meeting agenda attached. Next meeting scheduled for Wednesday, January 22, 2020.
- b. **Historic Preservation Commission:** December 4, 2019, meeting agenda attached. Next meeting scheduled for Wednesday, January 8, 2020.
- c. **Board of Zoning Appeals:** December 3, 2019 cancellation notice attached. Next meeting scheduled for Tuesday, January 7, 2020.
- d. **Development Review Committee:** December 4 & 25, 2019 cancellation notice attached. December 11 & 18 meeting agenda attached. Next meeting scheduled for Thursday, January 2, 2020.
- e. **Historic Preservation Review Committee:** Cancellation notices for December 2 & 16, 23 and 30, 2019 attached. Meeting agendas for December 9, 2019 attached. Next meeting scheduled for Monday, January 6, 2020.
- f. **Construction Board of Adjustment and Appeals:** Tuesday, December 17, 2019 cancellation notice attached. Next meeting scheduled for Tuesday, January 28, 2020.
- g. **Affordable Housing Committee: Community Development / Affordable Housing Committee Work Program:** December 5, 2019 meeting agenda attached. Next meeting scheduled for Thursday, January 9, 2020.

2. Community Development / Affordable Housing Committee Work Program:

- a. **Neighborhood Assistance Program.** The total available budget for this FY20 Town Council funded program is \$127,626.00. Town Staff is continuing to process applications for assistance. As of December 18, 2019, \$52,374.00 (includes households in progress) has been spent to assist Town of Bluffton residents through the Neighborhood Assistance Program. These include ceiling, door, roof, and floor repairs. Two applications have been sent to Lowcountry Council of Governments for income to be verified.

ATTACHMENTS:

-
1. Planning Commission meeting agenda for Wednesday, December 18, 2019;
 2. Historic Preservation Commission meeting agenda for Wednesday, December 4, 2019;
 3. Board of Zoning Appeals cancellation notice for Tuesday, December 3, 2019;
 4. Development Review Committee cancellation notices for December 4 & 25, 2019; meeting agendas for December 11, 18, 2019;
 5. Historic Preservation Review Committee cancellation notices for Monday, December 2, 16, 23 and 30, 2019. Meeting agenda attached for Monday, December 9, 2019;
 6. Construction Board of Adjustments and Appeals agenda attached for Tuesday, December 17, 2019;
 7. Affordable Housing Committee meeting agenda for Thursday, December 5, 2019;
 8. Building Permits and Planning Applications:
 - a. Building Permits Issued 2010-2019 (to December 30, 2019);
 - b. Building Permits Issued Per Month 2010-2019 (to December 30, 2019);
 - c. Value of Construction 2010-2019 (to December 30, 2019);
 - d. New Single Family/Multi-Family Residential Building Permits Issued Per Month 2010-2019 (to December 30, 2019);
 - e. New Single Family/Multi-Family Residential Building Permits Issued by Neighborhood 2010-2019 (to December 30, 2019);
 - f. New Single Family/Multi-Family Certificates of Occupancy Issued by Neighborhood 2010-2019 (to December 30, 2019);
 - g. New Commercial Construction/Additions Heated Square Footage 2010-2019 (to December 30, 2019);
 - h. Planning and Community Development Applications Approved 2010-2019 (to December 30, 2019);
 9. Planning Active Application Report



TOWN OF BLUFFTON
PLANNING COMMISSION MEETING AGENDA
Theodore D. Washington, Municipal Building
Henry "Emmett" McCracken Jr. Town Council Chambers
Wednesday, December 18, 2019, 6:00p.m.

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 an additional meeting date as determined by the Commission Members.

IV. NOTICE REGARDING PUBLIC COMMENTS

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to the Commission, Town Staff, and other members of the meeting. State your name and address when speaking for the record. **COMMENTS ARE LIMITED TO THREE (3) MINUTES.**

V. ADOPTION OF THE AGENDA

VI. [ADOPTION OF MINUTES – November 20, 2019](#)

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

VIII. OLD BUSINESS

IX. NEW BUSINESS

FOR ACTION

1. [Review of the Comprehensive Plan – Review and make recommendations to initiate an update the Town of Bluffton’s Comprehensive Plan adopted December 9, 2014.](#)
2. [2020 Planning Commission Meeting Dates](#)
3. [2020 Development Review Committee Meeting Dates](#)

X. DISCUSSION

XI. ADJOURNMENT

NEXT MEETING DATE: Wednesday, January 22, 2020

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. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 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.



TOWN OF BLUFFTON HISTORIC PRESERVATION COMMISSION

Theodore D. Washington Municipal Building
Henry "Emmett" McCracken Jr. Town Council Chambers
Wednesday, December 4, 2019, 6:00p.m.

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. **NOTICE REGARDING PUBLIC COMMENTS**

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to Commission, Staff, or other members of the Meeting. State your name and address when speaking for the record. **COMMENTS ARE LIMITED TO THREE (3) MINUTES.**

V. **ADOPTION OF AGENDA**

VI. [ADOPTION OF MINUTES – November 6, 2019](#)

VII. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

VIII. **OLD BUSINESS**

IX. **NEW BUSINESS**

FOR ACTION

A. [ADOPTION OF THE 2020 HPRC MEETING DATES](#)

B. [ADOPTION OF THE 2020 HPC MEETING DATES](#)

C. [Certificate of Appropriateness: A request by Pearce Scott Architects, on behalf of Fowler Properties, LLC, for approval of a Certificate of Appropriateness to allow the construction of a new three-story mixed-use building of approximately 4,125 SF, located at 206 Bluffton Road, Lot 7 in the Promenade Development in the Old Town](#)

[Bluffton Historic District and zoned Neighborhood Core – HD. \(COFA-10-19-013583\)\(Staff – Katie Peterson\)](#)

X. DISCUSSION

XI. ADJOURNMENT

NEXT MEETING DATE – Wednesday, January 8, 2020

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

EXECUTIVE SESSION - The public body may vote to go into executive session for any item identified for action on the agenda.



PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, December 3, 2019 at 6:00 p.m.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for Tuesday,
January 7, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

The Development Review Committee (DRC)
Meeting scheduled for

Wednesday December 4, 2019,
at 1:00 P.M.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Wednesday, December 11, 2019

If you have questions, please contact
Growth Management at: 843-706-4500



TOWN OF BLUFFTON

DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building, 20 Bridge Street

Henry "Emmett" McCracken Jr. Town Council Chambers

Wednesday, December 11, 2019, 1:00 p.m.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. **81 Calhoun Street (Development Plan Amendment):** A request by Sam Connor, on behalf of 81 Calhoun Street LLC for the approval of a Development Plan Amendment. The project consists of the addition of 2 new mixed-use accessory structures. The property is zoned Neighborhood Conservation-HD and consists of approximately 0.57 acres identified by tax map numbers R610 039 00A 0379 00 & R610 039 00A 0102 0000 located at 81 Calhoun Street. (DP-03-15-009138) (Staff – Will Howard)
2. **Branded Residential (Subdivision Plan):** Palmetto Bluff – Phase 1 – Branded Residential - A request by Michael Hughes on behalf of PBLH, LLC, owner, for approval of a subdivision application. This request consists of a subdivision creating two (2) new residential lots totaling 1.1 acres in Palmetto Bluff. The property is zoned Palmetto Bluff PUD and is identified by tax map number R614 046 000 0184 0000 located at 476 Mount Pelia Road. (SUB-11-19-013708) (Staff-Alan Seifert)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, December 18, 2019

Meeting Location: Theodore D. Washington Municipal Building, 20 Bridge Street

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.



TOWN OF BLUFFTON

DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building, 20 Bridge Street

Henry "Emmett" McCracken Jr. Town Council Chambers

Wednesday, December 18, 2019, 1:00 p.m.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. **71 Calhoun Street (Development Plan Amendment):** A request by Cunningham South Carolina, LLC for the approval of a Development Plan Amendment. The project consists of a 3-building mixed-use development with associated parking and infrastructure. The property is zoned Neighborhood Center-HD and consists of approximately 1.0 acre identified by tax map numbers R610 039 00A 0379 00 & R610 039 00A 0099 0000 located at 71 Calhoun Street. (DP-11-17-11473) (Staff – Will Howard)
2. **The Landings at New Riverside – Phase 3 (Subdivision Plan):** A request by Thomas & Hutton – John Paul Moore for the approval of a Subdivision Plan. The project consists of 40 single – family residential lots. The property is zoned New Riverside PUD and consists of 14.301 acres identified by tax map number R610 036 000 1257 0000 and is located south of Highway 46 near the intersection with New Riverside Rd. (SUB-11-19-013689) (Staff – Alan Seifert)

VI. DISCUSSION

VII. ADJOURNMENT

There will be NO Development Review Committee Meeting on Wednesday, December 25, 2019 due to the Christmas Holiday

NEXT MEETING DATE: Thursday, January 2, 2020

Meeting Location: Theodore D. Washington Municipal Building, 20 Bridge Street

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. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 as soon as possible but no later than 48 hours before the scheduled event."



PUBLIC NOTICE

The Development Review Committee (DRC)
Meeting scheduled for

Wednesday, December 25, 2019,
at 1:00 P.M.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Thursday, January 2, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, December 2, 2019 at 4:00 P.M.

has been CANCELED
lack of agenda items.

The next meeting is scheduled for
Monday, December 9, 2019

If you have questions, please contact
Growth Management at: 843-706-4522



TOWN OF BLUFFTON HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building,
Henry "Emmett" McCracken Jr. Town Council Chambers
Monday, December 9, 2019 4:00 p.m.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. **7 Blue Crab Street:** A request by Ernest Suozzi, for review of a Certificate of Appropriateness to allow the construction of a 2-story single family residential structure of approximately 1920 SF and a Carriage House of approximately 986 SF located on the property at 7 Blue Crab Street in the Tabby Roads development in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. (COFA-11-19-013711) (Staff-Katie Peterson)

VI. PUBLIC COMMENTS

VII. DISCUSSION

VIII. ADJOURNMENT

NEXT MEETING DATE: Monday, December 16, 2019

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.



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, December 16, 2019 at 4:00 P.M.

has been CANCELED
lack of agenda items.

The next meeting is scheduled for
Monday, December 23, 2019

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, December 23, 2019 at 4:00 P.M.

has been CANCELED
lack of agenda items.

The next meeting is scheduled for
Monday, December 30, 2019

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, December 30, 2019 at 4:00 P.M.

has been **CANCELED**
due to the lack of agenda items.

The next meeting is scheduled for
Monday, January 6, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

The Construction Board of
Adjustments and Appeals (CBAA)
Meeting scheduled for

Tuesday, December 17, at 6:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Tuesday, January 28, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building,
Henry "Emmett" McCracken Jr. Town Council Chambers
Thursday, December 5, 2019, 10:00 a.m.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – November 7, 2019
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - 1. Neighborhood Assistance Program Budget Update
 - 2. Adoption of the 2020 Affordable Housing Meeting Dates
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

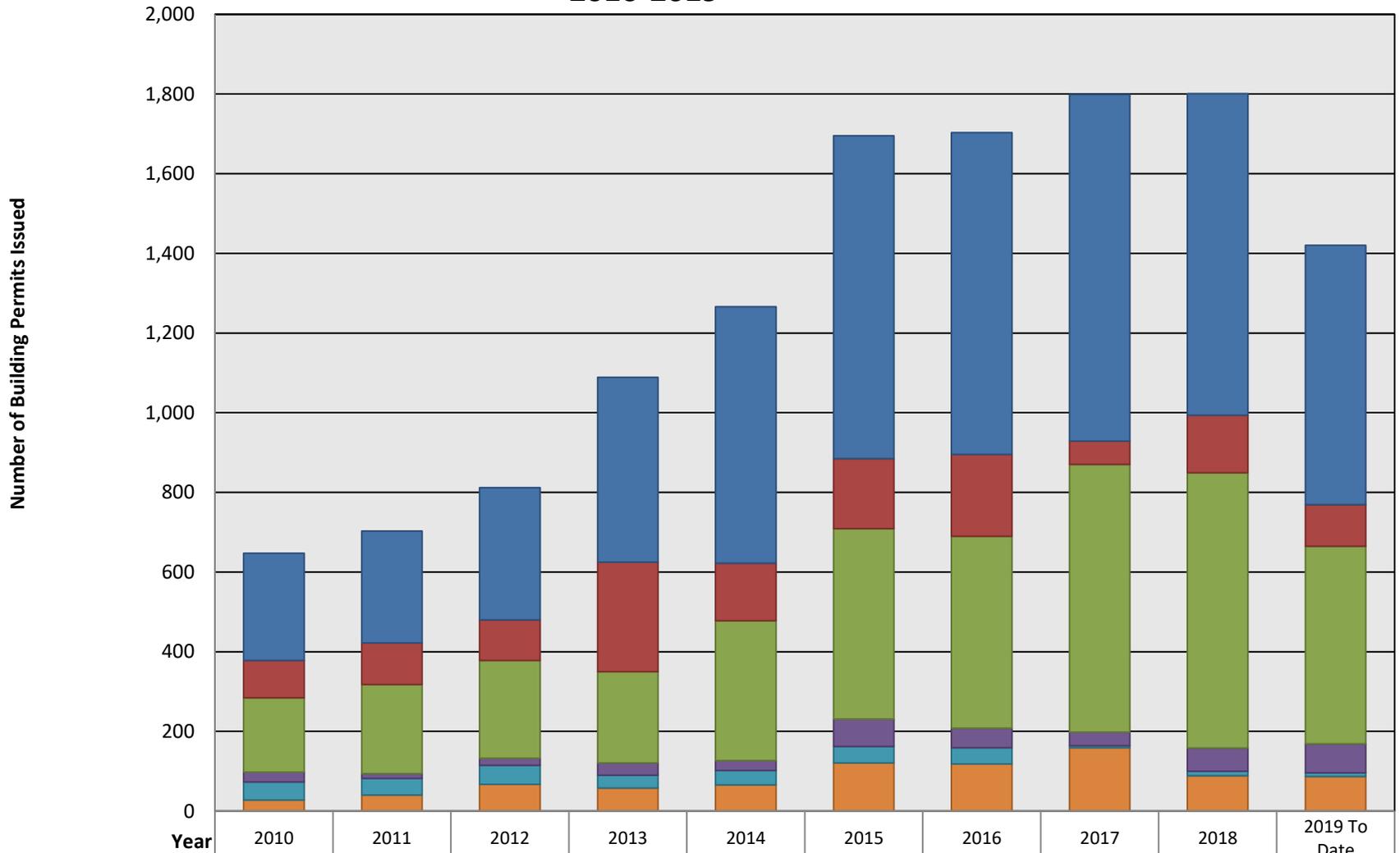
NEXT MEETING DATE – Thursday, January 9, 2020 at 10:00 a.m.

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

EXECUTIVE SESSION - The public body may vote to go into executive session for any item identified for action on the agenda.

Town of Bluffton Building Permits Issued 2010-2019

Attachment 8a

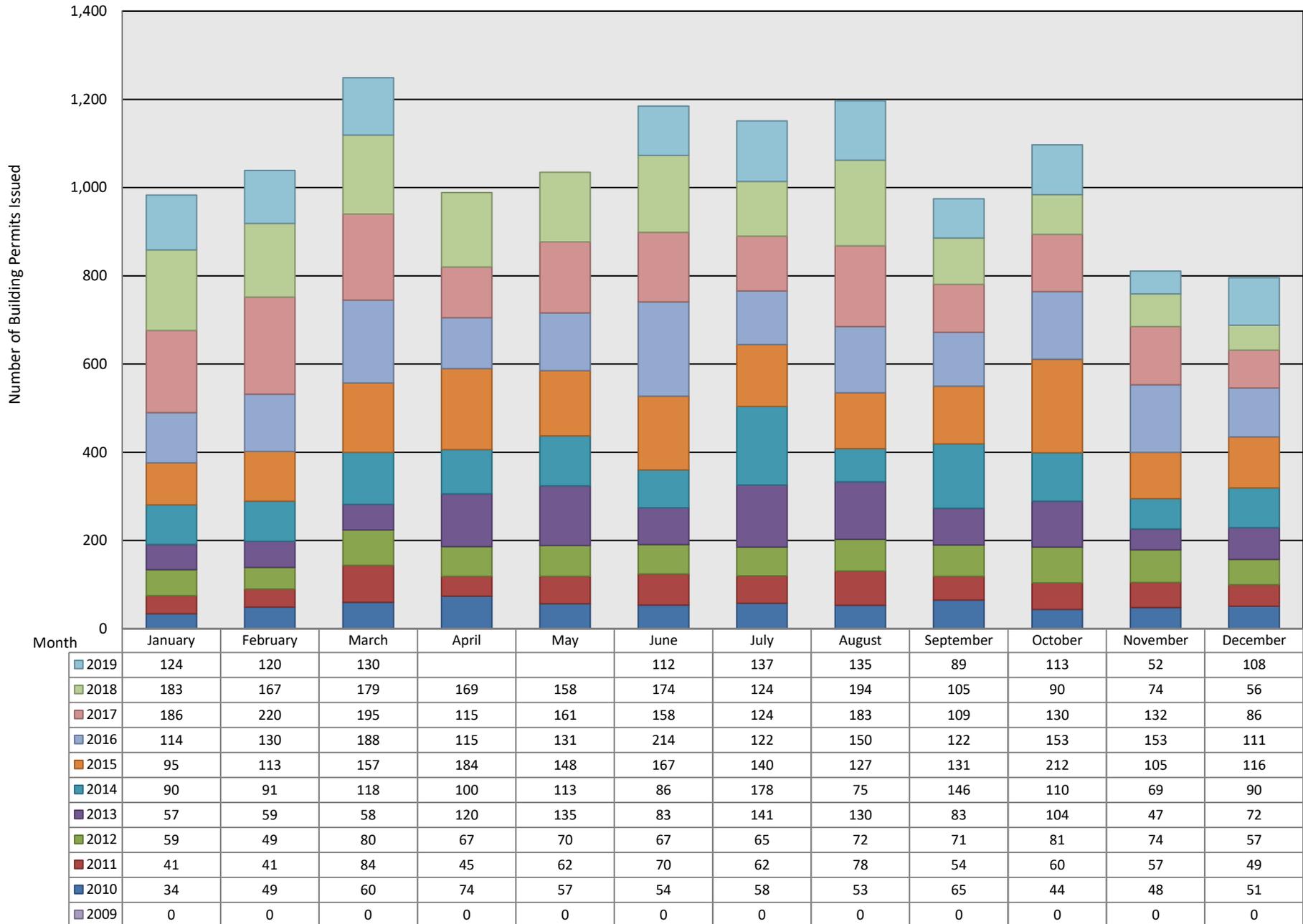


Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 To Date
■ New Single Family/ Multi-Family Residential	269	281	332	464	644	810	808	870	807	651
■ Residential Addition	94	104	102	275	144	176	205	59	145	104
■ Other Residential	186	224	245	229	351	478	482	672	691	496
■ New Commercial Construction/ Tenant Upfit	25	12	18	31	25	69	49	34	58	73
■ Commercial Addition	45	42	48	32	36	41	41	5	11	9
■ Other Commercial	28	40	67	58	66	121	118	159	89	87

Notes: 1. "Other" Building Permits include permits for demolition, electrical, plumbing, gas, irrigation, HVAC replacement, pool/spa, roof repair, tent, construction trailer, fire sprinkler system, fire alarm system, and manufactured home replacement.
 2. Building Permits Issued excludes those Building Permits which were voided or withdrawn.
 3. The monthly average of building permits issued in 2018 (year to 12/01/2018) is 150 per month which is a 1.5% increase of building permits issued on a monthly basis from 2017.

Town of Bluffton
Building Permits Issued Per Month
2010-2019

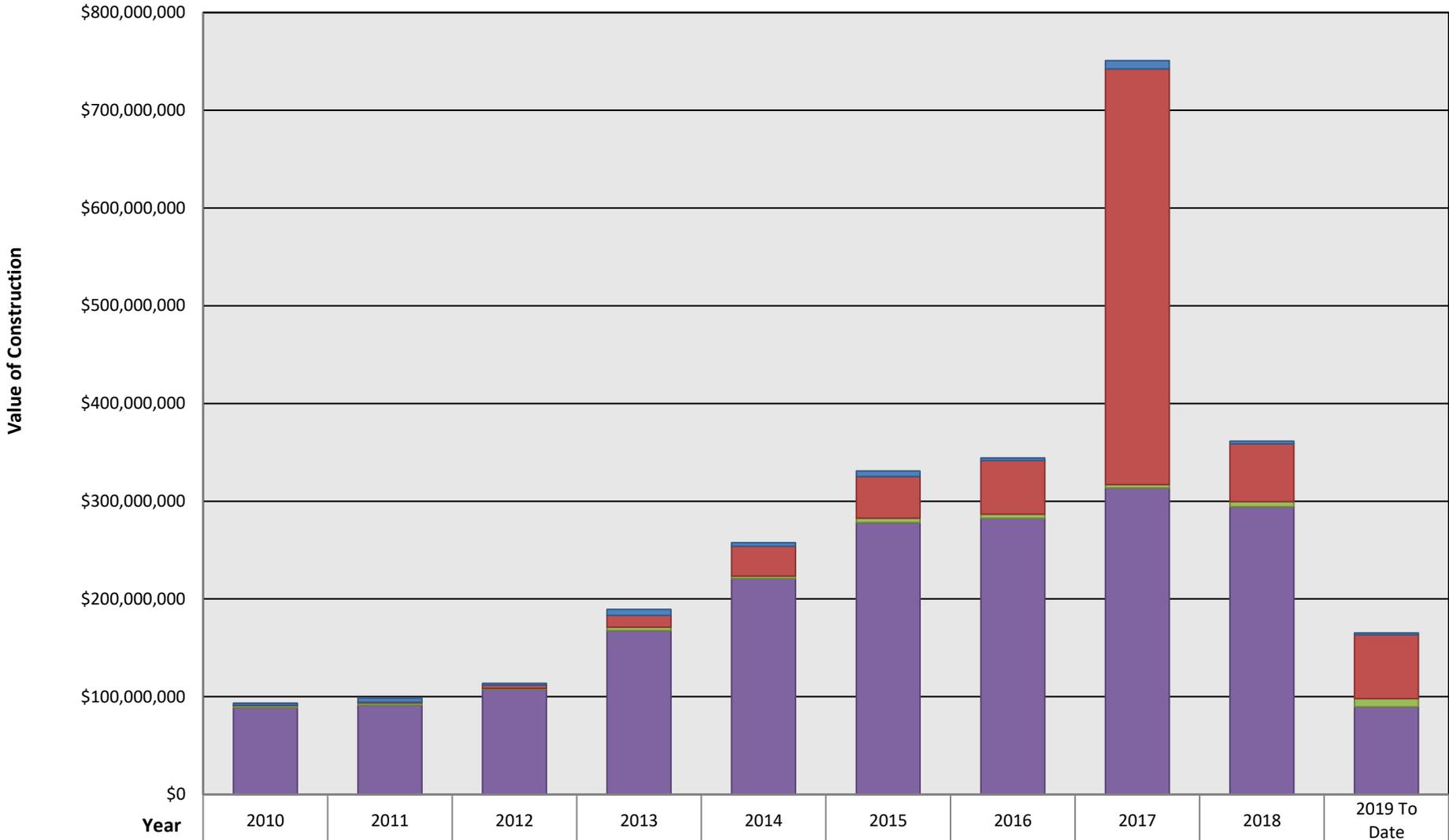
Attachment 8b



Notes: 1. "Other" Building Permits include permits for demolition, electrical, plumbing, gas, irrigation, HVAC replacement, pool/spa, roof repair, tent, construction trailer, fire sprinkler system, fire alarm system, and manufactured home replacement.
 2. Building Permits Issued excludes those Building Permits which were voided or withdrawn.

Town of Bluffton Value of Construction 2010-2019

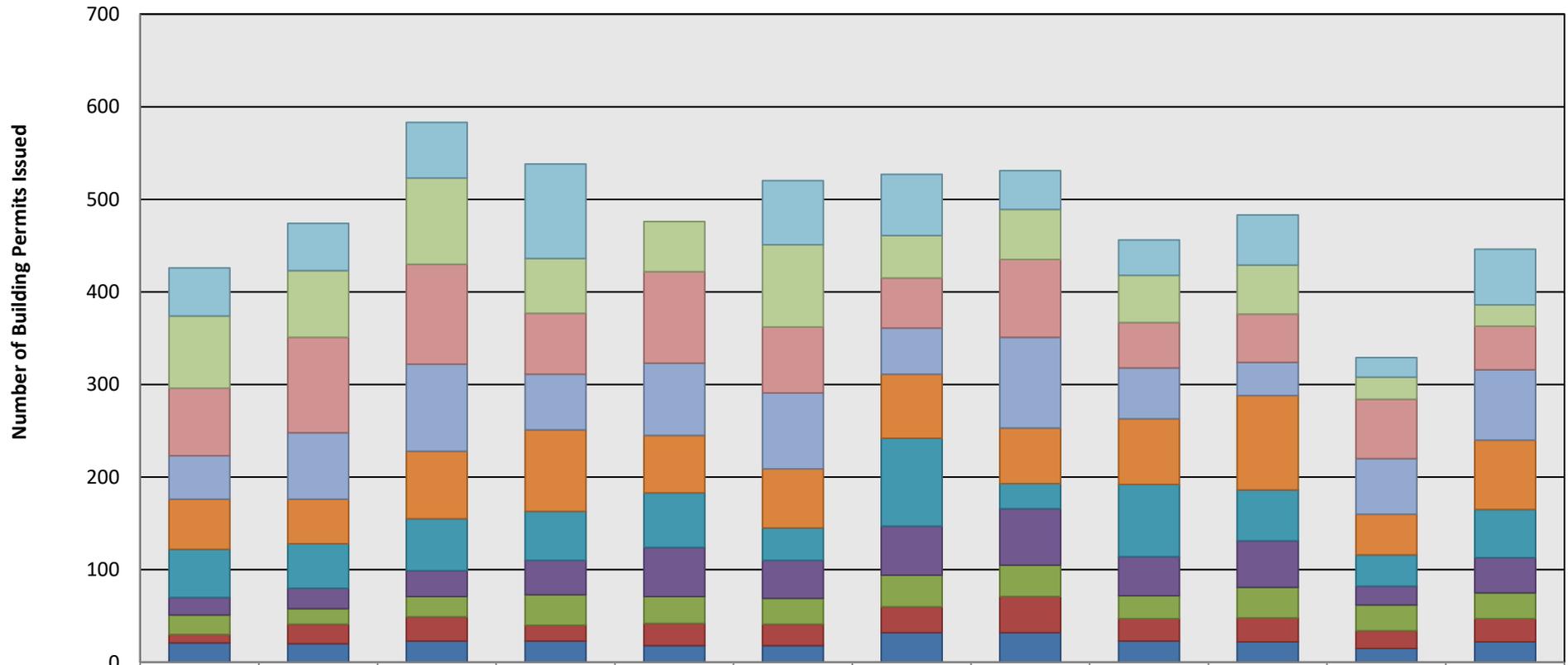
Attachment 8c



Note: The Value of Construction is added to each respective property where the improvement was constructed. This increases the overall value, also referred to as market value, of the property used to which is used determine its assessed value which is subject to Town Millage. This increased value is realized in the following year's tax roll.

Town of Bluffton

New Single Family/ Multi-Family Residential Building Permits Issued Per Month
2010-2019



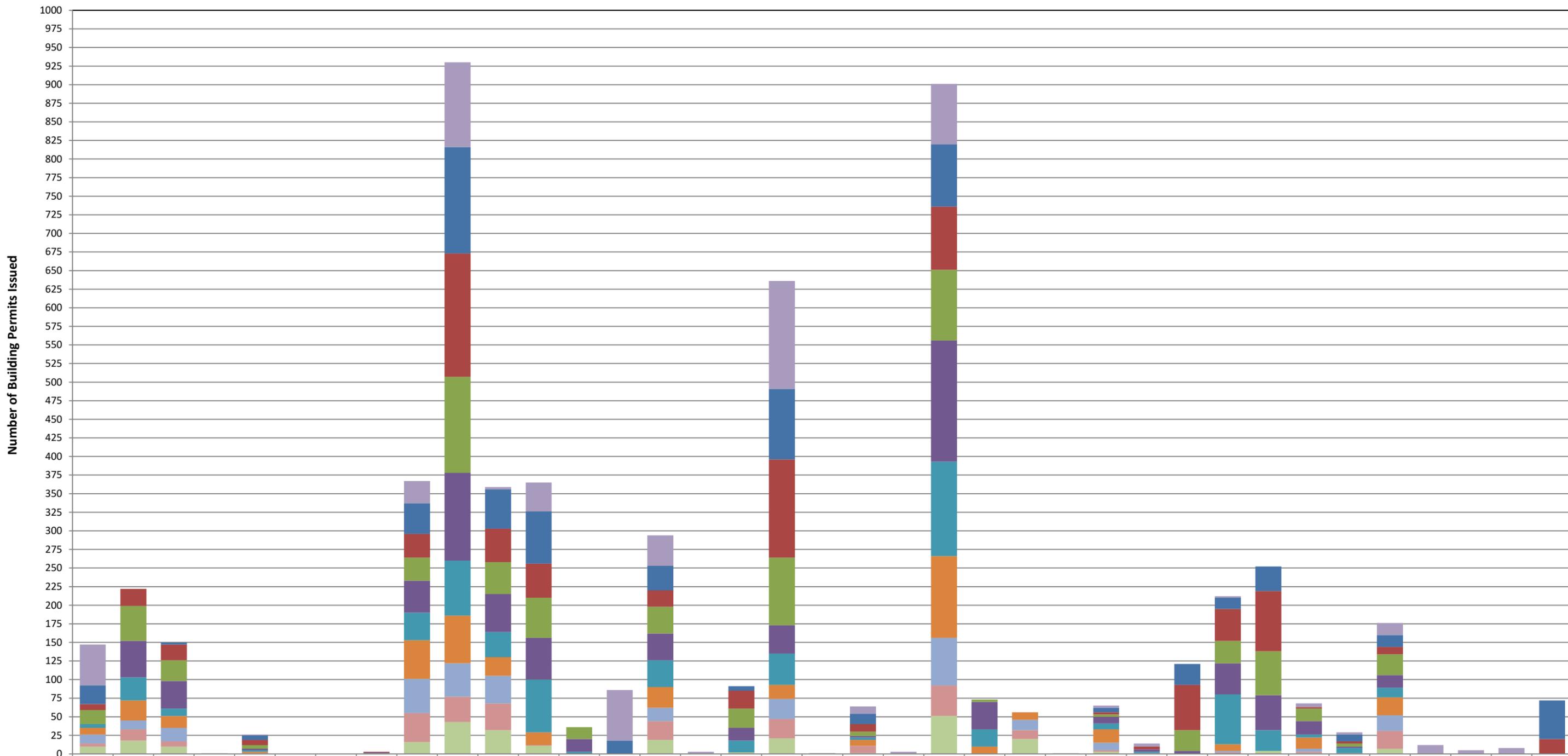
Month	January	February	March	April	May	June	July	August	September	October	November	December
2019	52	51	60	102		69	66	42	38	54	21	60
2018	78	72	93	59	54	89	46	54	51	53	24	23
2017	73	103	108	66	99	71	54	84	49	52	64	47
2016	47	72	94	60	78	82	50	98	55	36	60	76
2015	54	48	73	88	62	64	69	60	71	102	44	75
2014	52	48	56	53	59	35	95	27	78	55	34	52
2013	19	22	28	37	53	41	53	61	42	50	20	38
2012	21	17	22	33	29	28	34	34	25	33	28	28
2011	9	21	26	17	24	23	28	39	24	26	19	25
2010	21	20	23	23	18	18	32	32	23	22	15	22
2009												

Note: Building Permits Issued excludes those Building Permits which were voided or withdrawn.

Town of Bluffton

New Single Family/ Multi-Family Residential Building Permits Issued by Neighborhood 2010 - 2019

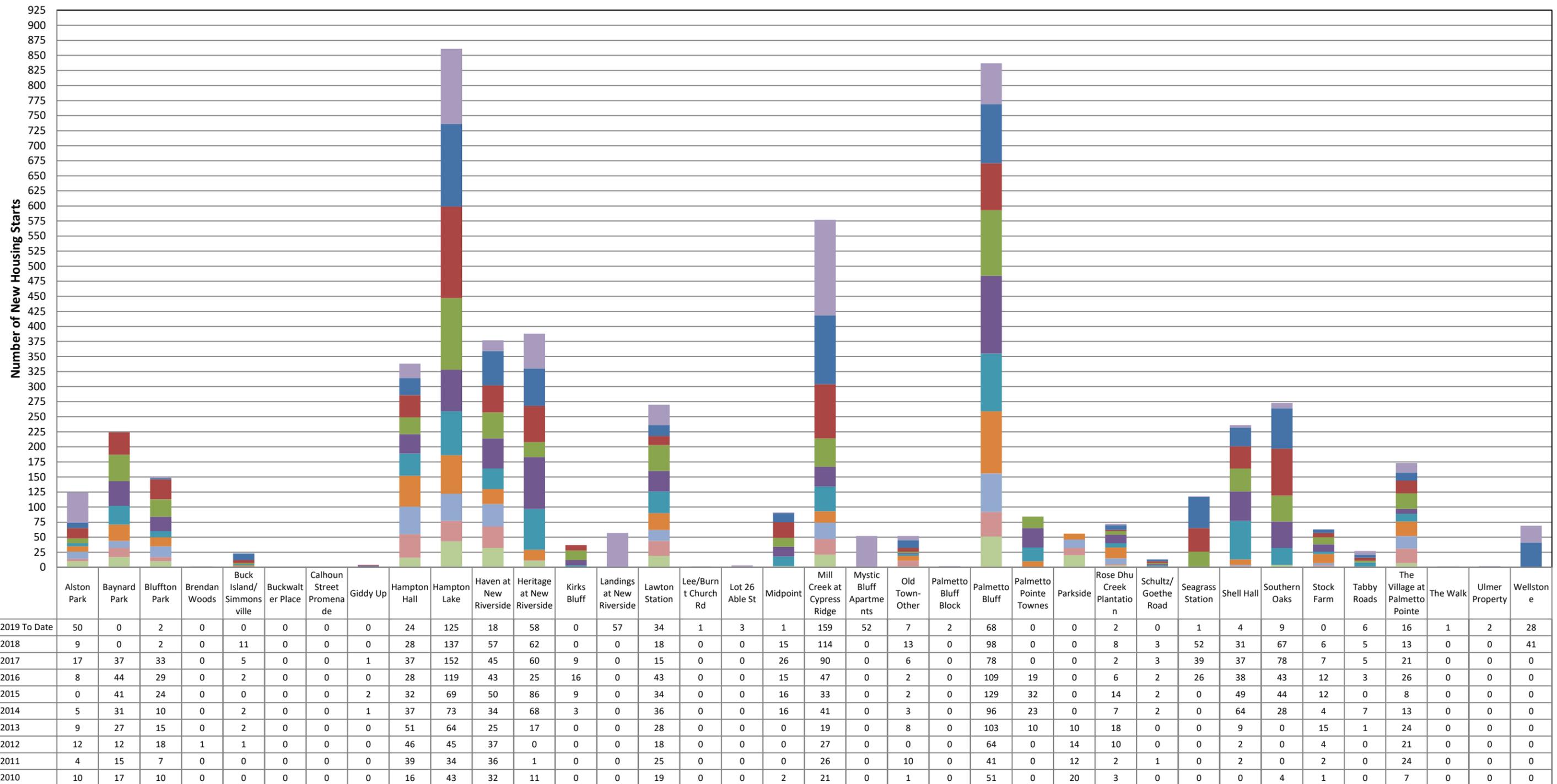
Attachment 8e



Neighborhood	Alston Park	Baynard Park	Bluffton Park	Brendan Woods	Buck Island/Simmons ville	Buckwalter Place	Calhoun Street Promenade	Giddy Up	Hampton Hall	Hampton Lake	Haven at New Riverside	Heritage at New Riverside	Kirks Bluff	Landings at New Riverside	Lawton Station	Lot 26 Able St	Midpoint	Mill Creek at Cypress Ridge	New Riverside - Other	Old Town-Other	One Hampton Lake	Palmetto Bluff	Palmetto Pointe Townes	Parkside	Pine Ridge	Rose Dhu Creek Plantation	Schultz/Goethe Road	Seagrass Station	Shell Hall	Southern Oaks	Stock Farm	Tabby Roads	The Village at Palmetto Pointe	The Walk	Ulmer Property	Village at Verdier Plantation	WellStone
2019 To Date	55	0	0	0	1	0	0	0	30	114	3	39	0	68	41	3	0	145	0	10	3	81	0	0	1	3	4	0	2	0	5	3	16	12	5	8	0
2018	25	0	3	0	6	0	0	0	41	143	53	70	0	18	33	0	6	95	1	14	0	84	0	0	0	6	0	28	15	33	0	9	16	0	0	0	52
2017	8	23	21	0	7	0	0	1	32	166	45	46	0	0	22	0	24	132	0	10	0	85	0	0	0	3	4	61	43	81	2	3	10	0	0	0	20
2016	19	47	28	0	5	0	0	0	31	129	43	54	16	0	36	0	26	91	0	6	0	95	3	0	0	3	0	28	30	59	17	4	28	0	0	0	0
2015	0	49	37	0	2	0	0	1	43	118	51	56	17	0	36	0	17	38	0	2	0	163	37	0	0	9	3	4	42	47	18	2	17	0	0	0	0
2014	5	31	10	0	2	0	0	1	37	74	34	71	3	0	36	0	16	42	0	3	0	127	23	0	0	8	2	0	67	28	4	7	13	0	0	0	0
2013	9	27	16	0	2	0	0	0	52	64	25	17	0	0	28	0	0	19	0	8	0	110	10	10	0	18	0	0	9	0	15	1	24	0	0	0	0
2012	12	12	18	1	1	0	0	0	46	45	37	0	0	0	18	0	0	27	0	0	0	64	0	14	0	10	0	0	2	0	4	0	21	0	0	0	0
2011	4	15	7	0	0	0	0	0	39	34	36	1	0	0	25	0	0	26	0	10	0	41	0	12	0	2	1	0	2	0	2	0	24	0	0	0	0
2010	10	18	10	0	0	0	0	0	16	43	32	11	0	0	19	0	2	21	0	1	0	51	0	20	0	3	0	0	0	4	1	0	7	0	0	0	0

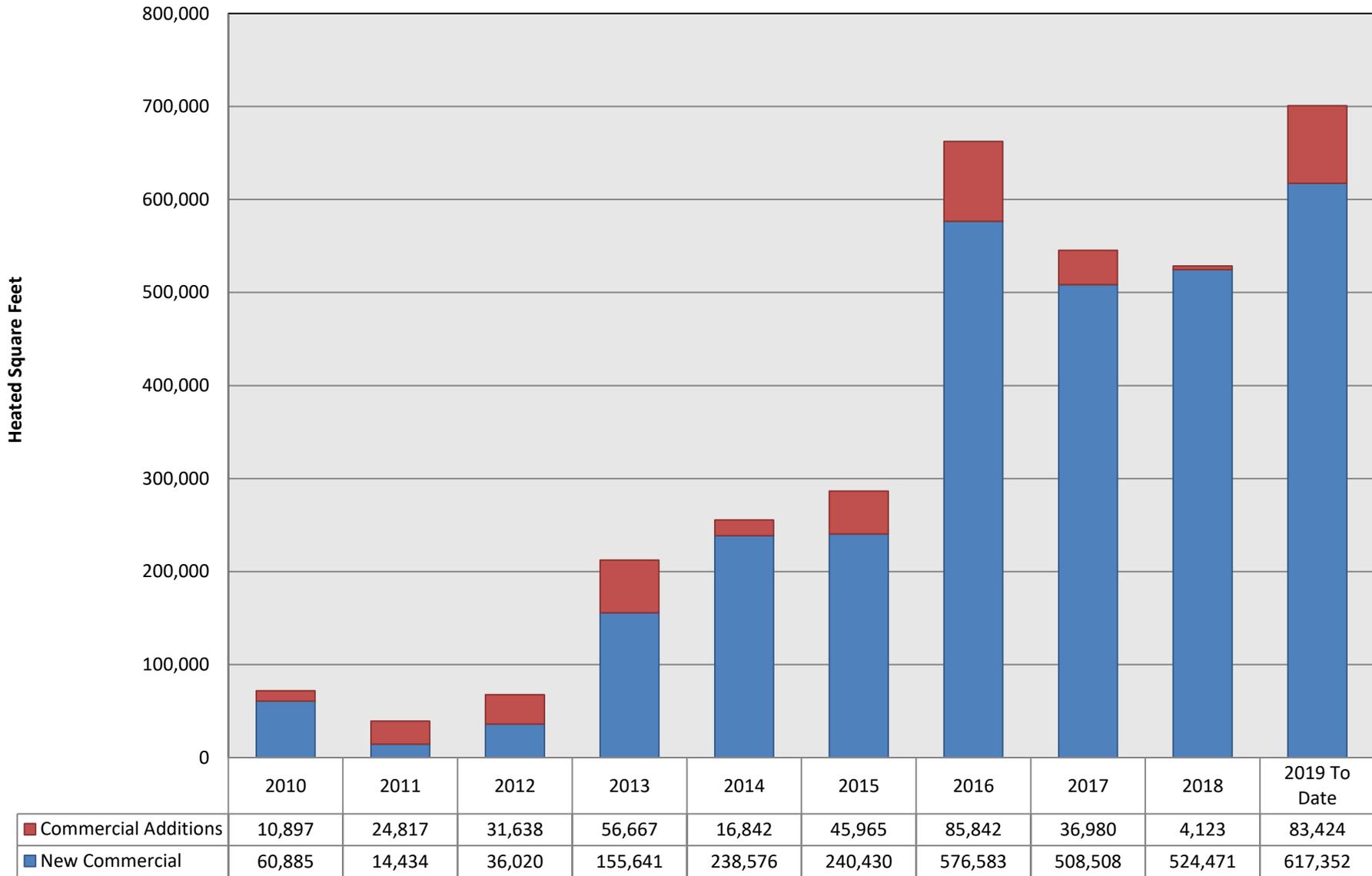
Town of Bluffton

New Single Family/ Multi-Family Certificates of Occupancy Issued by Neighborhood 2010 - 2019



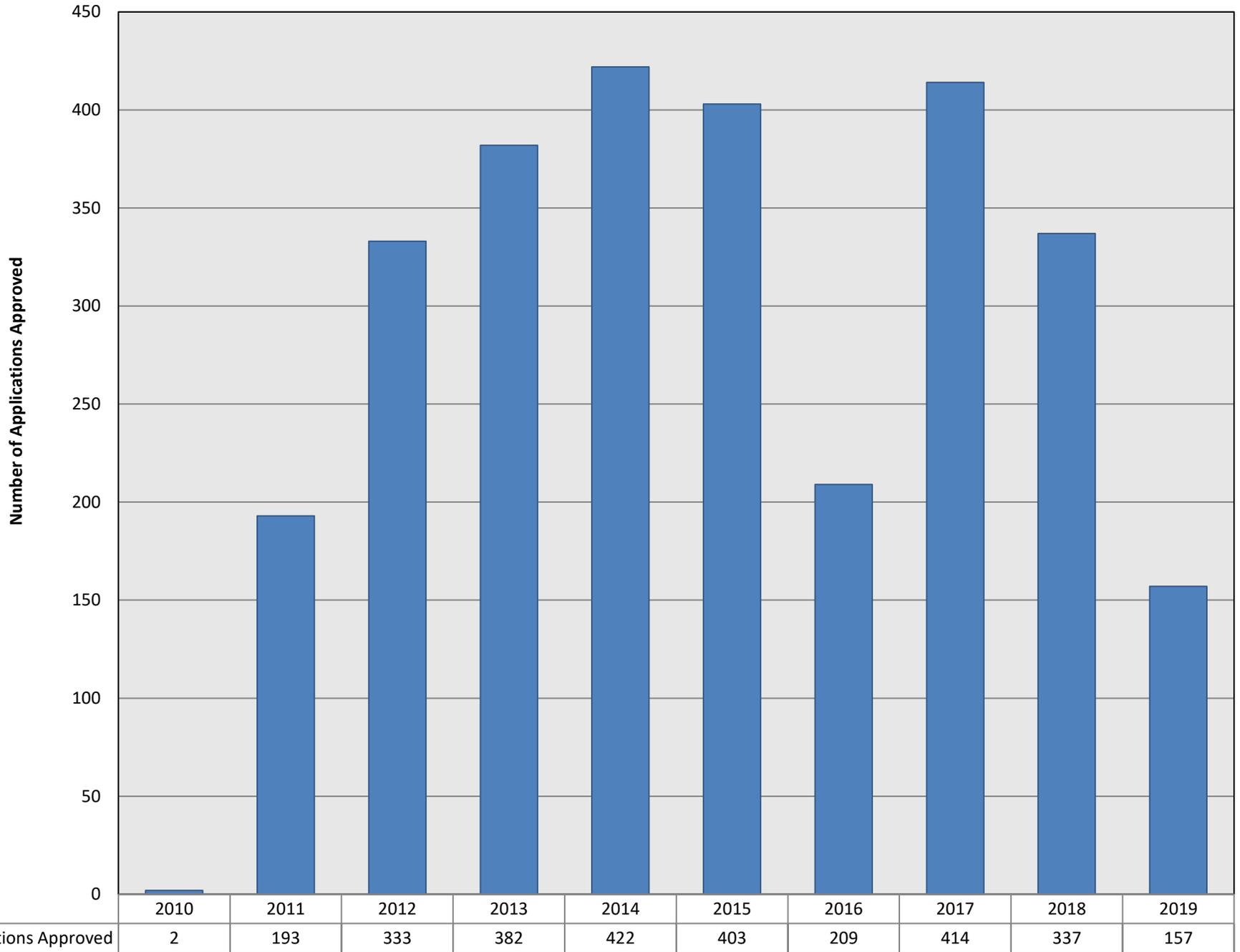
Town of Bluffton
New Commercial Construction and Additions Heated Square Footage
2010 - 2019

Attachment 8g



Town of Bluffton
Planning & Community Development Applications Approved
2010 - 2019

Attachment 8h





Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Annexation Petition

100%

ANNX-07-19-013330	07/10/2019		Annexation Petition	Active	Kevin Icard
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Applicant: Walter J Nester III **Owner:** Bishop of Charleston

PLAN DESCRIPTION: Request for an Ordinance for the Intent of Annexation of Approximately 62.80 Acres of Land Located at 323 Fording Island Road, Beaufort County Tax Map No. R600 022 000 0125 0000, into the Town of Bluffton Corporate Limits.

STATUS: Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. Next, Planning Commission will hold a workshop.

STATUS: October 23, 2019 The Applicant has requested addition time to modify thier request. Once new information is provided, staff will forward to Planning Commission.

PROJECT NAME: SAINT GREGORY THE GREAT CATHOLIC CHURCH

Total Annexation Petition Cases: 1

Certificate of Appropriateness

Highway Corridor Overlay District

COFA-05-19-013198	05/29/2019		Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Halvorsen Development **Owner:** HEPBLUFF LLC

PLAN DESCRIPTION: A request by Halvorsen Development Corp., on behalf of HEPBLUFF LLC, for approval of a Certificate of Appropriateness – HCO to permit the construction of 5 buildings totaling approximately 73,750 SF and the associated site improvements. The property, consisting of 17.7 acres, is identified by tax map numbers R610 036 000 0386 0000, R610 036 000 3209 0000, R610 036 000 3209 0000, R610 036 000 3212 0000, R610 036 000 3210 0000 and R610 036 000 3210 0000, located at the Northeast corner of Hwy 46 and Hwy 170 within the Town of Bluffton Highway Corridor Overlay District, and zoned Jones Estate PUD.

STATUS: The application was reviewed by staff and was placed on the June 26th Planning Commission meeting for review where it was approved with conditions. Staff is awaiting revised drawings to address PC Conditions.

PROJECT NAME: May River Crossing



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-03-18-011754	03/02/2018		Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Witmer-Jones-Keefer, Ltd.

Owner: Michael Bradley Holdings, LLC

PLAN DESCRIPTION: A request by Dan Keefer, on behalf of the property owner, Michael Bradley Holdings, LLC., for a Certificate of Appropriateness – HCO for a 5.18 acre development consisting of a brewery/restaurant building of approximately 37,000 SF, an outdoor beer garden area and the associated parking, driveways, lighting and landscaping. The property is identified by tax map numbers R610-039-000-0021-0000, R610-039-000-0756-0000, R610-039-000-0757-0000 and is located adjacent to May River Road (SC Highway 46), Buck Island Road and Jennifer Court. It falls within the Town of Bluffton Highway Corridor Overlay District, and is zoned Neighborhood Core.

STATUS: The application was reviewed at the March 28th PC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE

COFA-09-19-013540	09/23/2019	5 RED CEDAR ST	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Pearce Scott Architects, Inc.

Owner: The Capell Law Firm

PLAN DESCRIPTION: A request by Pearce Scott Architects, on behalf of Glynn Capell for approval of a Certificate of Appropriateness – HCO to permit the construction of a 2-story office building of approximately 4,000 SF and the associated site improvements. The property, consisting of 0.87 acres, is identified by tax map number R610 039 000 108C 0000, located at 5 Red Cedar Street within the Town of Bluffton Highway Corridor Overlay District, and zoned Neighborhood Core.

STATUS: The Application is under review and will be placed on the October 23rd Planning Commission Agenda.

STATUS: October 24, 2019 The Planning Commission approved the request with conditions. Once resubmitted, staff will send out the official approval.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE

COFA-05-19-013161	05/15/2019	1195 MAY RIVER RD	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Manuel Studio, LLC

Owner: Trever Wells

PLAN DESCRIPTION: A request by Ansley Hester Manuel on behalf of Trever Wells for approval of a Certificate of Appropriateness – HCO to permit the construction of a one-story commercial structure of approximately 3,750 and the associated site improvements. The property, consisting of 0.43 acres, is identified by tax map number R00 039 000 107B 0000, located at 1195 May River Road within the Town of Bluffton Highway Corridor Overlay District, and zoned Neighborhood Core.

Status: The application was reviewed and approved with conditions at the June 26th Planning Commission meeting. Staff is awaiting the submittal of documents addressing the Planning Condition conditions. Once received, they will be reviewed to ensure the conditions are met and a Final Certificate of Appropriateness granted.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE

Historic District



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-07-18-012226	07/20/2018	55 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Pearce Scott Architects, Inc.		Owner: Pearce Scott Architects, Inc.			
PLAN DESCRIPTION: A request by Pearce Scott Architects on behalf of Chris Shoemaker, for review of a Certificate of Appropriateness to allow the construction of a mixed-use accessory Carriage House of approximately 1,200 SF located at 55 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. STATUS: The application was reviewed at the July 30th HPRC meeting and comments were provided to the Applicant. A Final application was submitted and approved with conditions at the November 6, 2019 HPC Meeting. Staff is awaiting resubmittal addressing conditions.					
PROJECT NAME: OLD TOWN					
COFA-07-18-012210	07/16/2018	223 GOETHE RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Howard & Alison Schwab		Owner: Court Atkins Architects, Inc.			
PLAN DESCRIPTION: A request by Court Atkins Group on behalf of Alison Schwab, for review of a Certificate of Appropriateness to allow the construction of a 3 story mixed-use building of approximately 10,540 SF located at 223 & 225 Goethe Road (Lots 10 & 11) in the May River Road Subdivision in the Old Town Bluffton Historic District and zoned Neighborhood Core – HD. STATUS: The application was reviewed at the July 23rd HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.					
PROJECT NAME: OLD TOWN					
COFA-03-17-010651	03/06/2017	43 VERDIER COVE RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: James Kyser		Owner: James & Angela Kyser			
PLAN DESCRIPTION: A request by James R. Kyser, for review of a Certificate of Appropriateness to construct a new 1-story single family residence of approximately 1,940 SF and a detached accessory structure of approximately 1,185 SF. The property is identified by tax map number R610 039 00 0324 0000, and is located at 43 Verdier Cove Road in the Old Town Bluffton Historic District and zoned as Neighborhood Conservation-HD. STATUS: The application was reviewed at the March 20th HPRC meeting and at the May 3rd HPC meeting. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME: MCCRACKEN PROPERTY					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-09-19-013508	09/10/2019	25 PRITCHARD ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Andrew Pietz		Owner: A. Pietz Holding Ltd.			
PLAN DESCRIPTION: A request by Andrew Pietz, on behalf of Andrew and Sunny Pietz for review of a Certificate of Appropriateness to allow the construction of a single family residential home with approximately 2,038 SF and garage of approximately 1,321 SF located on the property at 25 Pritchard Street in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD. STATUS: The Application was reviewed and was placed on the September 23rd HPRC Agenda. Staff is awaiting submittal of a Final Application for review by the full HPC.					
PROJECT NAME: REEVES PROPERTY					
COFA-06-18-012081	06/06/2018	42 WHARF ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Absolute Island Management		Owner: Two Old Dogs, LLC			
PLAN DESCRIPTION: A request by Kevin Quat, for review of a Certificate of Appropriateness to allow the development of a Bungalow Court consisting of 6 residential cottages of approximately 415 SF each and a pavilion amenity of approximately 475 SF located at 42 and 44 Wharf Street in the Old Town Bluffton Historic District and zoned Neighborhood General – HD. STATUS: The application was reviewed at the June 18th HPRC meeting and the December 5th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME: OLD TOWN					
COFA-04-16-009606	04/19/2016	34 TABBY SHELL RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Sean Lewis		Owner: Dagmara Sakowicz			
PLAN DESCRIPTION: A request by Sean Lewis, on behalf of Dagmara Sakowicz, for review of a Certificate of Appropriateness to allow the construction of a new single family residence of approximately 2,333 SF and a detached carriage house of approximately 1,199SF on the property identified as 34 Tabby Shell Road in the Tabby Roads Development, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS: The application was reviewed at the April 25th HPRC meeting and the June 1st HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME: TABBY ROADS PHASE 1					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-10-19-013583	10/07/2019	206 BLUFFTON RD	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Pearce Scott Architects, Inc. **Owner:** Fowler Properties, LLC

PLAN DESCRIPTION: A request by Pearce Scott Architects, on behalf of Fowler Properties, LLC, for review of a Certificate of Appropriateness to allow the construction of a new 3-story mixed use commercial building of approximately 4,125 SF located at 206 Bluffton Road in the Promenade Development in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD.
STATUS: The Application was heard at the October 28, 2019 HPRC meeting. A final application was submitted and approved with conditions at the December 6th meeting of the HPC. Staff is awaiting resubmittal of documents addressing HPC Conditions.

PROJECT NAME: OLD TOWN

COFA-12-16-010398	12/20/2016	1263 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Ansley Hester Manuel Architect **Owner:** May River Grill

PLAN DESCRIPTION: A request by Ansley Manuel on behalf of Charlie Sternburgh, for review of a Certificate of Appropriateness to enclose an existing porch creating approximately 230 SF of additional seating and a waiting area located on the property identified as 1263 May River Road in the Old Town Bluffton Historic District and zoned as Neighborhood General-HD.
STATUS: The application was reviewed at the January 9th HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.

PROJECT NAME: OLD TOWN

COFA-04-15-009182	04/20/2015	95 GREEN ST	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Storm Solutions of the Low Country, LLC **Owner:** Glenda Mikulak

PLAN DESCRIPTION: The applicant is requesting a Certificate of Appropriateness for new construction at 95 Green Street.
STATUS: The project was reviewed at the May 11, 2015 HPRC meeting and comments provided to the applicant. Staff is awaiting a final application to be presented to the full HPC for final review.

PROJECT NAME: OLD TOWN



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-10-14-8424	10/10/2014	Various	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Town of Bluffton		Owner: owner			
PLAN DESCRIPTION: A submittal of Town of Bluffton Home Series Plans for review by the HPC so that they may be utilized in the HD zoning districts STATUS: The project was reviewed at the October 20th HPRC meeting and comments provided to the applicant. Staff is awaiting a final application to be presented to the full HPC for final review.					
PROJECT NAME: TOWN OF BLUFFTON HOME SERIES					
COFA-12-19-013785	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Court Atkins Architects, Inc.		Owner: Cunningham, LLC			
PLAN DESCRIPTION: Building 3- A request by Court Atkins, Inc. on behalf of Cunningham, LLC for review of a Certificate of Appropriateness to allow the construction of a two and a half-story mixed-use building of approximately 8,000 SF located at 71 Calhoun Street and is zoned Neighborhood Center – HD. STATUS: The Application is being reviewed for compliance with the applicable standards and will be placed on the January 13, 2020 HPRC Agenda.					
PROJECT NAME: OLD TOWN					
COFA-07-19-013338	07/15/2019	92 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Ansley Hester Manuel Architect		Owner: Robbie Cahill			
PLAN DESCRIPTION: A request by Ansley Hester Manuel, Architect, on behalf of John Robert Cahill, for review of a Certificate of Appropriateness to allow the removal of a metal shed and construction of a Pool and Pool-house of approximately 576 SF located at 92 Bridge Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. The Application was reviewed and was placed on the July 22nd HPRC Agenda. STATUS: A final application was submitted and approved with conditions at the November 6th meeting of the Historic Preservation Commission. Staff is awaiting resubmittal documents addressing HPC conditions.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-07-17-011186	07/27/2017	23 GUERRARD AVE	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Narissa Grant **Owner:** Narissa Grant

PLAN DESCRIPTION: The Applicant is requesting a Certificate of Appropriateness for the placement of a manufactured home of approximately 1,792 SF on the property identified as 23 Guerrard Avenue in the Old Town Bluffton Historic District and zoned Neighborhood General-HD.
STATUS: The application was reviewed at the August 7th HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.

PROJECT NAME: OLD TOWN

COFA-03-16-009546	03/04/2016	15 CAPTAINS CV	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: SC Land Development Inc **Owner:** SC Land Development Inc

PLAN DESCRIPTION: A request by Thomas Viljac, for the review of a Certificate of Appropriateness to allow the construction of a trellis of approximately 835 SF along the western elevation of the Dispensary and another 240 SF at the north elevation on the property identified as 15 Captains Cove in the Carson Cottages Development and zoned Neighborhood Center-HD.
STATUS: The application was reviewed at the March 14th HPRC meeting and the June 1st HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

PROJECT NAME: OLD TOWN

COFA-04-17-010840	04/18/2017	77 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Manuel Studio, LLC **Owner:** Sara Harwell Kelly

PLAN DESCRIPTION: A request by Manuel Studio, LLC, on behalf of Sara Kelly, for review of a Certificate of Appropriateness to construct a new kitchen addition of approximately 230 SF and a screened porch addition of approximately 190 SF to the existing single family residence. The property is identified by tax map number R610 039 00A 161A 0000 and located at 77 Bridge Street in the Old Town Historic District and zoned as Neighborhood Conservation-HD.
STATUS: The application was reviewed at the May 1st HPRC meeting and the August 2nd HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

PROJECT NAME: OLD TOWN



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-10-19-013647	10/31/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Court Atkins Architects, Inc.		Owner: Cunningham, LLC			
PLAN DESCRIPTION: Building 1 A request by Court Atkins, Inc. on behalf of Cunningham, LLC for review of a Certificate of Appropriateness to allow the construction of a two and a half-story mixed-use building of approximately 8,000 SF located at 71 Calhoun Street and is zoned Neighborhood Center – HD. The Application was reviewed for compliance with the applicable standards and was placed on the November 18th meeting of the HPRC where comments were provided to the Applicant. STATUS: The Applicant submitted a second conceptual application for review by the HPRC. The application is being reviewed and will be placed on the January 13, 2020 HPRC Agenda.					
PROJECT NAME: OLD TOWN					
COFA-11-18-012562	11/14/2018	1268 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Kevin Farruggo		Owner: McClure Real Estate LLC			
PLAN DESCRIPTION: A request by Grady L Woods Architects on behalf of McClure Real Estate, LLC, for review of a Certificate of Appropriateness to allow the renovation of the existing contributing structure (known as the Nathaniel Brown House) into a commercial office space of approximately 1,325 SF. The renovation includes: the removal of the gabled east wing of approximately 210 SF; installation of new windows, doors, and roof materials; and an interior upfit of the structure located at 1268 May River Road in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS: The application was reviewed at the November 19th HPRC meeting and the January 9th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME: OLD TOWN					
COFA-12-18-012652	12/12/2018	6 HEAD OF THE TIDE	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Manuel Studio, LLC		Owner: Deidre Jurgensen			
PLAN DESCRIPTION: A request by Ansley Manuel, on behalf of Deidre Jurgensen, for review of a Certificate of Appropriateness to allow the construction of a new Carriage House of approximately 1,424 SF located at 6 Head of the Tide in the Old Town Bluffton Historic District, and zoned Neighborhood Conservation-HD. STATUS: The application was reviewed at the January 2nd HPRC meeting and the May 1st HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-03-17-010669	03/10/2017	71 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Manuel Studio, LLC		Owner: LOUISA HARRISON			
PLAN DESCRIPTION: A request by Ansley Hester Manuel on behalf of Louisa Harrison, for approval of a Certificate of Appropriateness to allow the construction of a single family residence of approximately 3,170 SF and an accessory carriage house of approximately 1,125 SF, located on the property identified as 71 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. STATUS: The application was reviewed at the March 20th HPRC meeting and the October 4th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME: OLD TOWN					
COFA-07-19-013357	07/22/2019	22 PRITCHARD ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Paul Dobos		Owner: Gemma Dobos			
PLAN DESCRIPTION: A request by Paul and Gemma Dobos, for review of a Certificate of Appropriateness to allow the construction of an addition to the primary structure of approximately 615 SF and the construction of a Carriage House of approximately 800 SF on the property located at 22 Pritchard Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. STATUS: The Application was reviewed by Staff and was heard at the July 29th HPRC Agenda. A Final Application was submitted and the item was approved with conditions at the November 6th HPC. Staff is awaiting resubmittal documents addressing HPC Conditions.					
PROJECT NAME: OLD TOWN					
COFA-06-15-009255	06/10/2015	181 BLUFFTON RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Cash Back Corporation		Owner: David Heller			
PLAN DESCRIPTION: The Applicant is requesting a Certificate of Appropriateness - HD to place a roof over an existing porch. STATUS: The application was reviewed at the June 22nd HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.					
PROJECT NAME: MAGNOLIA VILLAGE BUSINESS PARK PHASE 2					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-09-19-013505	09/10/2019	16 GUERRARD AVE	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Allison Ramsey Architects, Inc. **Owner:** Brighton Builders, LLC

PLAN DESCRIPTION: A request by Jeremiah Smith, Allison Ramsey Architects, on behalf of Ben Kennedy for review of a Certificate of Appropriateness to allow the construction of a 1.5 single-family house of approximately 1,803 SF and garage of approximately 469 SF on a vacant lot located on the property at 16 Guerrard Avenue in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD.
STATUS: The Application is being reviewed and was heard at the September 23rd HPRC meeting where comments were provided to the Applicant. A Final Application was approved with conditions at the November 6th meeting of the HPC. Staff is awaiting resubmittal documents addressing HPC Conditions.

PROJECT NAME: OLD TOWN

COFA-05-18-012024	05/21/2018	72 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Court Atkins Architects, Inc. **Owner:** Dona Cross

PLAN DESCRIPTION: A request by Court Atkins Architects, Inc. for review of a Certificate of Appropriateness to allow the construction of a new Carriage House of approximately 450 SF and the rehabilitation of the existing Contributing Structure, known as the Sarah Riley Hooks Cottage, located at 76 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood General – HD.
STATUS: The application was reviewed at the May 29, 2018 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.

PROJECT NAME: OLD TOWN

COFA-07-18-012236	07/25/2018	81 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Pearce Scott Architects, Inc. **Owner:** 81 Calhoun Street LLC

PLAN DESCRIPTION: A request by Pearce Scott Architects on behalf of Chris Shoemaker, for review of a Certificate of Appropriateness to allow the construction of a mixed-use accessory Carriage House of approximately 1,200 SF located at 55 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD.
STATUS: The application was reviewed at the July 30th HPRC meeting and comments were provided to the Applicant. A final applications as approved with conditions at the November 9th meeting. Staff is awaiting resubmittal documents addressing HPC Conditions.

PROJECT NAME: OLD TOWN



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-06-19-013223	06/05/2019	127 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: R. Stewart Design, LLC		Owner: Spartina449			
PLAN DESCRIPTION: A request by Randolph Stewart of R. Stewart Design, LLC., on behalf of Kay Stanley, for review of a Certificate of Appropriateness to allow for the renovation and construction of a new addition to the existing structure in the Old Town Bluffton Historic District located at 127 Bridge Street in the Old Town Bluffton Historic District, and zoned Riverfront Edge-HD. The application was heard at the June 24th HPRC Meeting where comments were provided to the Applicant. STATUS: The Applicant submitted additional information and requested to be placed on the August 7th HPC Agenda as discussion only for their conceptual application. The Application was heard and comments provided. A final application was submitted and approved with conditions by the HPC at their October 2nd meeting. Staff is awaiting the submittal of revised materials addressing the HPC conditions.					
PROJECT NAME: OLD TOWN					
COFA-12-19-013784	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Court Atkins Architects, Inc.		Owner: Cunningham, LLC			
PLAN DESCRIPTION: BUILDING 2: A request by Court Atkins, Inc. on behalf of Cunningham, LLC for review of a Certificate of Appropriateness to allow the construction of a two and a half-story mixed-use building of approximately 8,000 SF located at 71 Calhoun Street and is zoned Neighborhood Center – HD. STATUS: The Application is being reviewed for compliance with the applicable standards and will be placed on the January 13, 2020 HPRC Agenda.					
PROJECT NAME: OLD TOWN					
COFA-12-17-011514	12/06/2017	104 PRITCHARD ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Vernon and Ansley Manuel		Owner: Vernon and Ansley Manuel			
PLAN DESCRIPTION: A request by Ansley Manuel, for review of a Certificate of Appropriateness to renovate the existing accessory shed structure of approximately 360 SF, located on the property identified as 104 Pritchard Street in the Old Town Historic District and zoned as Neighborhood Conservation-HD. STATUS: The application was reviewed at the December 18th HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-07-19-013369	07/25/2019	181 C101 BLUFFTON RD	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Burt Skye **Owner:** Burt Skye

PLAN DESCRIPTION: A request by Burt Sky, for review of a Certificate of Appropriateness to allow the construction of an addition of a patio to the existing porch of approximately 176 SF on the property located at 181 Bluffton Road Suite C101 in the Magnolia Village Business Park development in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD.
STATUS: The Application was reviewed and was placed on the August 5th HPRC Agenda where comments were provided to the applicant. Staff is awaiting the submittal of a Final Application to be heard by the full HPC.

PROJECT NAME: MAGNOLIA VILLAGE BUSINESS PARK

Historic District - Demolition

COFA-04-19-013053	04/10/2019	75 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Halcyon Construction **Owner:** Lori Guscio

PLAN DESCRIPTION: A Certificate of Appropriateness-Demolition request to allow the demolition of the existing Contributing Structure known as the Guscio Cottage. It is a 1-story wood frame, single-family structure of approximately 900 SF, located on the property identified as 75 Bridge Street in the Old Town Bluffton Historic District, and zoned Neighborhood Conservation-HD.
STATUS: An application has been submitted and has been determined to be incomplete. The application will not be reviewed or placed onto an agenda until the following information is provided.

- Signature Missing

The last page of the application is missing a signature acknowledging that all of the minimum submittal requirements have been included.

- Missing Structural Report

The submittal does not include a report provided by a structural engineer, although one is expected, the letter from the pest management company simply states that they were unable/unwilling to inspect the house and could not gain access to the underside of the house due to the lattice underpinning and the insulation.

- Payment for the Application (\$250)

Customer Service Staff accept payments.

PROJECT NAME:



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Comprehensive Plan Amendment

COMP-07-19-013329	07/10/2019		Comprehensive Plan Amendment	Active	Kevin Icard
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Applicant: Walter J Nester III **Owner:** Bishop of Charleston

PLAN DESCRIPTION: Annexation of Saint Gregory The Great Catholic Church Campus
Request to amend the Comprehensive Plan to include Saint Gregory the Great, into the Future Land Use Plan, Annexation Boundary Map & Growth Frame Work Map. This request is anticipated to go to the Planning Commission on October 23, 2019.
STATUS: October 29, 2019 The Applicant has requested to continue this request until they can provide updated material. Once reviewed by staff it will be placed on the next regularly scheduled Planning Commission agenda.

PROJECT NAME: SAINT GREGORY THE GREAT CATHOLIC CHURCH

Total Comprehensive Plan Amendment Cases: 1

Dev Agreement Amendment

PUD

DAA-02-18-011652	02/05/2018	105 PALMETTO WAY	Dev Agreement Amendment	Active	Heather Colin
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Applicant: Manuel Studio, LLC **Owner:** CJBB International LLC

PLAN DESCRIPTION: The Applicant is requesting to amend the Development Agreement to convert 4 townhome units (lots) to 2 mixed-use buildings. The request includes reducing the number of townhome units from 38 to 34 and increasing the total allotted commercial square footage.

STATUS: 8/23/2018 Awaiting additional information regarding an application for a concurrent zoning map amendment.

PROJECT NAME: BLUFFTON VILLAGE

Total Dev Agreement Amendment Cases: 1

Development Plan



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
Development Plan					
DP-03-19-012966	03/27/2019		Development Plan	Active	William Howard
Applicant: New South Living, LLC		Owner:			
PLAN DESCRIPTION: The Applicant is proposing to construct a two lane, 200 foot extension of Able Street from its terminus with Red Cedar Street to provide access to the adjacent parcel. STATUS: Comments on the Preliminary Development Plan were reviewed at the April 9 meeting of the DRC. Awaiting Final Development Plan.					
PROJECT NAME:					
DP-10-18-012476	10/15/2018	1268 MAY RIVER RD	Development Plan	Active	William Howard
Applicant: Kevin Farruggo		Owner: McClure Real Estate LLC			
PLAN DESCRIPTION: The Applicant is proposing to subdivide and use parcel and develop as mixed use at 1268 May River Road, Tax Map Number R610 039 00A 0147 0000. STATUS 10/31/2018: Comments on the Preliminary Development Plan were provided at the Oct. 30 meeting of the DRC. Awaiting re-submittal and a response to comments before placing the Preliminary Plan on the agenda for review by the Planning Commission.					
PROJECT NAME: OLD TOWN					
DP-06-19-013211	06/03/2019	56 CALHOUN ST	Development Plan	Active	William Howard
Applicant: Town of Bluffton		Owner: Elizabeth Fund, LLC			
PLAN DESCRIPTION: The Applicant is proposing to construct a mixed use building with associated infrastructure and parking. STATUS 06/20/2019: Comments on the Preliminary Plan were provided at the June 19 meeting of the DRC. Awaiting re-submittal for presentation to the Planning Commission. STATUS 08/28/2019: The Preliminary Plan is approved by the Planning Commission. STATUS 10/22/2019: Comments on the Final Development Plan were reviewed at the Oct. 16 meeting of the DRC. Awaiting re-submittal to address comments.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-06-19-013224	06/05/2019		Development Plan	Active	William Howard
Applicant: Watercrest Development LLC		Owner: Speyside			
PLAN DESCRIPTION: The Applicant is proposing to construct an assisted living facility within Washington Square.					
STATUS 06/20/2019: Comments on the Preliminary Plan will be provided at the June 25 meeting of the DRC.					
STATUS 08/26/2019: The Preliminary Plan will be reviewed by the Planning Commission at its August 28 meeting.					
08/29/2019: The Preliminary Plan was approved by the Planning Commission. Awaiting Final Development Plan.					
STATUS: The Final Development Plan has been submitted. Comments were reviewed at the November 13, 2019 DRC meeting. Awaiting re-submittal.					
PROJECT NAME: Buckwalter					
DP-11-18-012564	11/14/2018	1217 MAY RIVER RD	Development Plan	Active	William Howard
Applicant: Witmer-Jones-Keefer, Ltd.		Owner: May River Development LLC			
PLAN DESCRIPTION: The Applicant is proposing to develop 5 existing parcels into a mixed use development consisting of 5 single family residences and 5 commercial buildings to include the site infrastructure, internal street-scape, drives, parking, walks, utilities, drainage, and stormwater BMPs .					
STATUS 11/27/2018:					
STATUS 12/18/2018: Comments on the Preliminary Development Plan were reviewed at the Dec. 4 meeting of the DRC. Awaiting Final Development Plan.					
STATUS 05/14/2019: Comments on the Final Development Plan were reviewed at the May 14 meeting of the DRC. Awaiting re-submittal.					
PROJECT NAME: OLD TOWN					
DP-11-16-010264	11/10/2016		Development Plan	Active	William Howard
Applicant: Coleman Company Inc.		Owner: WWH PALMETTO PT DEVELOPERS			
PLAN DESCRIPTION: The applicant is requesting approval for a Preliminary Development Plan to construct 19 single family homes and associated infrastructure on 5.99 acres.					
STATUS: Plan is scheduled for 11/29 DRC Meeting.					
STATUS: The Preliminary Development Plan was heard at the December 6, 2016 DRC Meeting. A Final Development Plan was submitted, reviewed, and heard at the March 14th DRC meeting and comments provided to the Applicant.					
STATUS: Awaiting resubmittal materials addressing staff comments.					
STATUS: 04/03/17: APPROVED					
STATUS: 7/19/17: Plan was reactivated for Certificate of Construction Compliance approval.					
PROJECT NAME: VILLAGES AT PALMETTO POINTE PHASE 4B					



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-04-17-010873	04/27/2017	1195 MAY RIVER RD	Development Plan	Active	William Howard
Applicant: Manuel Studio, LLC		Owner: Trever Wells			
PLAN DESCRIPTION: The Applicant is requesting approval of a new commercial building with 4 units. STATUS 5/18/17: Comments were reviewed at the May 16 meeting of the DRC. Awaiting submittal of Final Development Plan. STATUS 05/10/2019: Comments on the Final Development Plan were reviewed at the May 7 meeting of the DRC. Awaiting re-submittal.					
PROJECT NAME: BUCK ISLAND/SIMMONSVILLE					
DP-12-18-012642	12/11/2018		Development Plan	Active	William Howard
Applicant: Halvorsen Development		Owner: HEPBLUFF LLC			
PLAN DESCRIPTION: The Applicant is proposing to construct a 73,750 +/- square foot retail shopping center on the NE corner of Highway 46 and 170, rear the roundabout for Tax Map Numbers R610 036 000 0386 0000 R610 036 000 3212 0000 R610 036 000 3209 0000 R610 036 000 3210 0000 STATUS 12/18/2018: The Preliminary Development Plan is on the Agenda for Jan 2 meeting of the DRC. STATUS 01/14/2019: Comments on the Preliminary Plan were reviewed at the Jan. 2 meeting of the DRC. Awaiting Final Development Plan. STATUS 09/30/2019: The Final Development Plan has been submitted for review. Comments will be provided at the Oct. 23 meeting of the DRC. STATUS 11/19/2019: Comments were reviewed at the Oct. 23 DRC meeting. Awaiting re-submittal. NOTE: When reviewing FINAL PLANS uploaded on 9/23/2019 please note that the bookmark key in the PDF is not accurate, refer to the actual files name for accurate pages.					
PROJECT NAME: May River Crossing					
DP-05-19-013149	05/09/2019	335 BUCKWALTER PKWY	Development Plan	Active	William Howard
Applicant: Ryan Lyle PE		Owner: St. Andrew by the Sea			
PLAN DESCRIPTION: The Applicant is proposing to construct a 12,250 square foot building, an athletic field and the associated parking, sidewalks, BMPs, utilities and all other infrastructure for Phase 1 of this development located at 335 Buckwalter Parkway, Tax Map Number R610 030 000 0712 0000 & R610 030 000 0513 0000. STATUS 05/28/2019: Comments on the Preliminary Plan were reviewed at the May 28 meeting of the DRC. A re-submittal of the Preliminary Plan is required for review and approval. STATUS 10/23/2019: The Preliminary Development Plan was resubmitted and will be placed on the November 6, 2019 DRC agenda. STATUS 11/19/2019: Comments were reviewed at the Nov. 6 DRC meeting. Awaiting re-submittal to address comments for presentation to the Planning Commission.					
PROJECT NAME: Buckwalter					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan

DP-10-17-011380	10/05/2017		Development Plan	Active	William Howard
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Applicant: Andrews Engineering Co. **Owner:** Micheal Bradley Holdings LLC

PLAN DESCRIPTION: The Applicant is requesting approval to construct a 37,000 SF building to house a brewery, retail sales area, a restaurant and bar space and associated infrastructure. Located on Jennifer Court near the intersection of Highway 46 and Buck Island Road.
 STATUS 10/18/2017: The Preliminary Development Plan is under review and scheduled for the Oct. 24 meeting of the DRC.
 STATUS 11/14/2017: Comments on the Preliminary Development Plan were reviewed at the Oct 24 meeting of the DRC. Awaiting submittal of the Final Development Plan.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE

DP-11-18-012588	11/20/2018		Development Plan	Active	William Howard
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Applicant: Sean Chalmers **Owner:** HL Development

PLAN DESCRIPTION: The Applicant is proposing to construct an Independent Living Development on Hampton Parkside Road, Tax Map Number R614 029 000 2050 0000 within the Buckwalter PUD.
 STATUS 12/18/2018: Comments on the Preliminary Development Plan were reviewed at the Dec. 11 meeting of the DRC. Awaiting Final Development Plan.

PROJECT NAME: Buckwalter

Preliminary Development Plan

DP-08-19-013461	08/19/2019	11 WHARF ST	Development Plan	Active	William Howard
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Applicant: Sam Conner **Owner:** Garfield Moss

PLAN DESCRIPTION: The Applicant is requesting approval of a Development Plan for a 13-lot residential subdivision on approximately 3.94 acres at the corner of Wharf Street and Lawrence Street. The Preliminary Plan will be reviewed at the September 18 meeting of the DRC.
 09/23/2019: Comments were provided at the Sept. 18 meeting of the DRC. Awaiting a re-submittal to address comments to present to the Planning Commission for approval of the Preliminary Plan.
 STATUS 10/22/2019: The Preliminary Plan will be presented to the Planning Commission for approval at the Oct. 23 meeting.
 STATUS 10/25/2019: The application was approved with conditions, the applicant can now submit for MS4 Stormwater approval.

PROJECT NAME: OLD TOWN



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-08-15-009302	08/04/2015	80 LAUREL OAK BAY RD	Development Plan	Active	Kevin Icard
Applicant: THOMAS & HUTTON ENGINEERING CO.		Owner: May River Forest, LLC			
PLAN DESCRIPTION: The applicant is requesting a Development Plan for the construction of a RV / Boat parking area and waste transfer station with associated infrastructure. The project site is located South of Laurel Oak Bay Road within the Uplands Tract with Palmetto Bluff PUD. STATUS: Plan comments provided at the 8/25/2015 DRC hearing. STATUS: Re submittal received on 9-30-2016. STATUS: 11-1-2016 Comments provided to the applicant and awaiting resubmittal.					
PROJECT NAME: PALMETTO BLUFF PHASE 2					
DP-10-19-013621	10/22/2019		Development Plan	Active	William Howard
Applicant: Thomas and Hutton		Owner: D.R. Horton			
PLAN DESCRIPTION: The applicant is requesting Preliminary Development Plan approval for Cypress Ridge, Ph. 18, consisting of 62 single family residential lots with infrastructure. Status: The Preliminary Plan will be reviewed at the Nov. 20 meeting of the DRC. STATUS 12/17/2019: Awaiting submittal of Final Development Plan.					
PROJECT NAME: CYPRESS RIDGE PHASE 18					
DP-10-19-013630	10/24/2019		Development Plan	Active	William Howard
Applicant: JK Tiller Associates Inc		Owner: Speyside			
PLAN DESCRIPTION: The applicant is requesting Preliminary Development Plan approval for a mixed-use development (Washington Square) consisting of office space, 36 residential apartments, 52,000 square feet of retail, 7,000 square feet of restaurant, and 80-unit boutique hotel, an assisted living home, and greenspace. STATUS: The Preliminary Plan will be reviewed at the November 27 DRC meeting. STATUS 12/12/2019: Awaiting re-submittal to address comments provided on Preliminary Development Plan.					
PROJECT NAME: WASHINGTON SQUARE					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan

DP-12-19-013786	12/16/2019		Development Plan	Active	William Howard
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Applicant: JK Tiller Associates Inc

Owner: Low Country Fresh Real Estate

PLAN DESCRIPTION: The request is being made by J.K Tiller Associates, INC. On behalf of Low Country Fresh Real Estate LLC for the preliminary review of a development plan application. 8,136 sqf Grocery Market in Washington Square
Comments on the Preliminary Plan will be provided at the January 22 meeting of the DRC.

PROJECT NAME:

DP-11-19-013727	11/26/2019		Development Plan	Active	William Howard
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Applicant: Thomas & Hutton

Owner: May River Forest, LLC

PLAN DESCRIPTION: 71 single family lots and infrastructure.

PROJECT NAME: PALMETTO BLUFF PHASE 2

DP-08-19-013428	08/12/2019		Development Plan	Active	William Howard
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Applicant: Michael Hughes

Owner: K Hovananian

PLAN DESCRIPTION: This project consists of a secondary access/ construction entrance, gravel haul road and stockpile/ laydown area for Four Seasons at Carolina Oaks. The Preliminary Plan will be reviewed at the September 11 meeting of the DRC.
STATUS: 9/16/2019 Awaiting Final Development Plan

PROJECT NAME: Four Seasons at Carolina Oaks

Public Project



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-06-19-013267	06/19/2019		Development Plan	Active	William Howard
Applicant: Beaufort County		Owner: Beaufort County			
PLAN DESCRIPTION: The Applicant is seeking approval of a Development Plan (Public Project) to construct a 3.5 acre pond to treat run-off from Okatie Highway. Staff Comments were provided at the July 9 meeting of the DRC. Awaiting re-submittal/stormwater permit for Final Approval.					
PROJECT NAME:					
DP-12-19-013803	12/20/2019		Development Plan	Active	William Howard
Applicant: Town of Bluffton		Owner: Town of Bluffton			
PLAN DESCRIPTION: The town is seeking permits to add pathways along Goethe Rd and Shults Rd in Bluffton, SC. The proposed project will disturb approximately 3.9 acres and occur within the Goethe Rd right of way (from Hwy 46 to Hilderbrand Rd) and Shults Rd right of way (from Eighth Avenue to Hilderbrand Road). Improvements to the roadside swales and drainage infrastructure are also proposed as well as the replacement of some driveways, as necessary to accommodate the proposed walkways.					
PROJECT NAME:					
DP-10-19-013605	10/15/2019	204 NEW RIVERSIDE RD	Development Plan	Active	William Howard
Applicant: Bluffton Township Fire District		Owner: Bluffton Township Fire District			
PLAN DESCRIPTION: Develop new fire and EMS Station located on New Riverside Road. Parcel R610-036-000-3215-0000. STATUS: 10/28/2019 Project has been placed on hold to determine appropriate location of entrances along New Riverside Road in conjunction with the Town's proposed New Riverside Park. Once determined, the request will be placed on the next DRC agenda.					
PROJECT NAME: Fire and EMS Station 31					
DP-01-19-012790	01/29/2019		Development Plan	Active	William Howard
Applicant: Town of Bluffton		Owner: Town of Bluffton			
PLAN DESCRIPTION: The Applicant is proposing side walks and related infrastructure along Buck Island Road from the intersection of Kitty Road to 289 Buck Island Road. STATUS 02/18/2019: Comments on the Public Project were provided at the Feb. 12 meeting of the DRC. The project is Approved with Conditions pending SCDHEC NPDES approval letter.					
PROJECT NAME: BUCK ISLAND/SIMMONSVILLE					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan

DP-02-19-012875	02/26/2019	52 WHARF ST	Development Plan	Active	William Howard
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Applicant: Cranston Engineering Group **Owner:** Town of Bluffton

PLAN DESCRIPTION: New sanitary sewer gravity main in unserved area of Bridge Street.
STATUS 03/21/2019: The Application for Public Project has been entered and is awaiting review and approval of the Stormwater Management Plan. The project will receive review by the DRC upon Stormwater approval.
STATUS 06/20/2019: Comments were provided at the June 18 meeting of the DRC. Awaiting re-submittal for Final Approval.

PROJECT NAME: OLD TOWN

DP-06-19-013227	06/06/2019	125 PRITCHARD ST	Development Plan	Active	William Howard
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Applicant: Town of Bluffton **Owner:** Town of Bluffton

PLAN DESCRIPTION: The Applicant is proposing to provide sewer mains on unserved areas of Pritchard Street.
Comments will be reviewed at the June 25 meeting of the DRC.
STATUS 07/22/2019: Comments were reviewed at the June 25 meeting of the DRC. A re-submittal of the design is required that will minimize the impact to significant oak trees in the project area.

PROJECT NAME: OLD TOWN

DP-04-19-012999	04/01/2019	1109 MAY RIVER RD	Development Plan	Active	William Howard
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Applicant: Town of Bluffton **Owner:** Town of Bluffton

PLAN DESCRIPTION: Applicant is proposing the installation of new sanitary sewer gravity main in unserved areas of May River Road and Poseys Court. Awaiting the Conditional Stormwater Permit that is required before review of the Public Project Application.
STATUS 06/20/2019: Comments were reviewed at the June 18 meeting of the DRC. Awaiting submittal of BJWSA Final approval.

PROJECT NAME:

Total Development Plan Cases: 28

Master Plan



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Master Plan

NA

MP-11-19-013681	11/13/2019		Master Plan	Active	William Howard
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Applicant: AVTEX Commercial Properties, INC **Owner:** Jim Mattei

PLAN DESCRIPTION: A Master Plan for New Riverside Parcels 4B2 and 4B3 on the southeast corner of New Riverside Road and May River Road. Informal comments were provided to the Applicant upon an initial review of the plan. The Applicant will provide additional materials in response to comments with the date of DRC review dependent on resubmittal.
 STATUS 12/19/2019: The Master Plan was Approved by the Planning Commission and will be presented to Town Council at the January 14 meeting.

PROJECT NAME:

Public Project

MP-09-19-013525	09/16/2019		Master Plan	Active	William Howard
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Applicant: Wood + Partners, Inc. **Owner:** Beaufort County

PLAN DESCRIPTION: The Applicant, Beaufort County, is seeking Approval of a Master Plan within the New Riverside PUD for a passive-use Public ParkPrk that will consist of parking, restrooms walking trails, kayak trails and primitive campsites.

The Master Plan will be reviewed at the October 16 meeting of the DRC.
 STATUS 10/23/2019: Comments were provided at the Oct. 16 DRC meeting. A re-submittal to address comments provided is required before presentation to the Planning Commission. Awaiting re-submittal.
 STATUS 11/19/2019: The Master Plan will be presented to the Planning Commission Nov. 20, 2019.

PROJECT NAME: New Riverside Park

Total Master Plan Cases: 2

Master Plan Amendment

Major



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-03-18-011793	03/19/2018	15 MAIDEN LN	Subdivision Plan	Active	Katie Peterson
Applicant: RENA FORD		Owner: RICHARD FORD			
PLAN DESCRIPTION: A request by Rena Ford, on behalf of Richard Ford, for approval of a Subdivision Application. The subdivision will create 4 single-family parcels on approximately 1.9 acres. The property is zoned Neighborhood General – Historic District and is identified by tax map number R610 039 00A 0069 0000, located southeast corner of the intersection of Maiden Lane and Bruin Road. The Application was reviewed for conformance with the UDO and was placed on the March 27th DRC Agenda where comments were provided to the Applicant. STATUS: Awaiting resubmittal addressing DRC Comments.					
PROJECT NAME: OLD TOWN					
SUB-04-17-010766	04/03/2017		Subdivision Plan	Active	Katie Peterson
Applicant: Armando Servin		Owner: Armando Servin			
PLAN DESCRIPTION: A request by Armando Servin Rosales, for the approval of a Subdivision Plan. The proposed subdivision will divide the existing parcel into two parcels. The property is located on Buck Island Road within the Residential General Zoning District. The property is identified by tax map number R640 031 000 016A 0000. The application was heard at the April 25, 2017 DRC meeting and comments were provided to the applicant. STATUS: Awaiting Applicant submittal of sewer connection confirmation.					
PROJECT NAME: BUCK ISLAND/SIMMONSVILLE					
SUB-10-19-013569	10/02/2019		Subdivision Plan	Active	Alan Seifert
Applicant: Atlas Surveying		Owner: S.O. Land Development, LLC			
PLAN DESCRIPTION: Lawton Station, Phase 5C and 6C (Subdivision): A request by Jeremy Reeder on behalf Richard Schwartz, owner, for approval of a Subdivision Application. The project consists of the subdivision for lots 278-316, 332-349, and 352-368 in Lawton Station subdivision, Phase 5C & 6C. The property is zoned Buckwalter PUD and identified by tax map numbers R614 028 000 4697 0000, R614 028 000 4698 0000, and R614 028 000 4699 0000 located at the terminus of Station Parkway. STATUS: Approved w/ Condition. Application approval is subject to receiving a surety bond. Application was reviewed at the November 6 DRC meeting. Awaiting submittal of Surety Bond for Final Approval.					
PROJECT NAME: LAWTON STATION Phase 5C & 6C					



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-08-19-013391	08/01/2019	21 LITTLE POSSUM LN	Subdivision Plan	Active	Katie Peterson
Applicant: Progressive Tax Services		Owner: Progressive Tax Services			
PLAN DESCRIPTION: A request by James Barnwell for approval of a Subdivision Plan. The project consists of subdividing one lot into seven lots. The property is zoned Residential General and consists of approximately 1.5 acres identified by tax map numbers R610 039 000 210B 0000 and R610 039 000 210A 0000 located at 21 and 33 Little Possum Lane. STATUS: The application was reviewed at the August 21st meeting of the DRC where comments were provided to the Applicant. Staff is awaiting revised materials addressing comments.					
PROJECT NAME: BUCK ISLAND/SIMMONSVILLE					
SUB-02-17-010618	02/24/2017	22 PHOENIX RD	Subdivision Plan	Active	Katie Peterson
Applicant: Leona Woodard		Owner: Terry Johnson			
PLAN DESCRIPTION: The applicant is requesting approval to create a second lot from tax map number R610 031 000 0102 0000. The application was on the March 14th DRC meeting agenda, but no applicant was present. The item was tabled to the March 21st DRC meeting. The application was heard at the March 21st DRC meeting and comments provided to the Applicant. STATUS: Awaiting applicant resubmittal addressing watershed and BJWSA comments.					
PROJECT NAME: BUCK ISLAND/SIMMONSVILLE					
SUB-11-18-012584	11/19/2018		Subdivision Plan	Active	Katie Peterson
Applicant: Thomas & Hutton		Owner: HL Development			
PLAN DESCRIPTION: A request by Thomas and Hutton, on behalf of HL Development, LLC, for approval of a Subdivision Plan. The project consists of 4 commercial parcels and associated infrastructure to be located on approximately 15 acres. The property is zoned Planned Unit Development, located within the Buckwalter PUD and is identified by tax map number R614 029 000 2050 0000, located west of the existing Hampton Lake community and east of Lawton Station. STATUS: The application was reviewed by Staff and was placed on the December 12th DRC Agenda for review where comments were provided to the applicant. Awaiting updated materials addressing staff comment.					
PROJECT NAME: Buckwalter					



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Subdivision Plan

SUB-12-19-013790	12/16/2019		Subdivision Plan	Active	Alan Seifert
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Applicant: Thomas & Hutton

Owner: May River Forest, LLC

PLAN DESCRIPTION: Palmetto Bluff is continuing development with Block M1. The project is located within the Palmetto Bluff PUD, of Old Moreland Road across the inland water from Block K8. The total project area is +/- 31.72 acres. The project scope shall consist of general clearing, installation of utilities, storm drainage infrastructure, grading and paving to serve the proposed 36 lots.

PROJECT NAME: PALMETTO BLUFF PHASE 2

Historic District

SUB-08-19-013427	08/12/2019	6 SHELL RAKE ST	Subdivision Plan	Active	Katie Peterson
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Applicant: Sunshine Living Properties, LLC

Owner:

PLAN DESCRIPTION: This application is to divide Lot 31 Shell Rake into two lots, Lot 31 A and Lot 31 B Barnacle Cut Lane and create two future building sites.

Both lots meet UDO lot and road standards and complies with Article 3 of the UDO. The 911 address will also be changed to the addresses shown above. Once the subdivision has been approved the applicant will provide surveyor sealed copies to be recorded. The Application was heard by the DRC at their September 11th meeting where comments were provided to the applicant. STATUS: Staff is awaiting the submittal of a Development Plan amendment and revised plans.

PROJECT NAME: OLD TOWN

Total Subdivision Plan Cases: 9

Zoning Action

UDO Text Amendment



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Zoning Action

ZONE-08-19-013456 08/16/2019 36 TABBY SHELL RD Zoning Action Active Kevin Icard

Applicant: Halcyon Construction **Owner:** Riverside Retreats, Inc

PLAN DESCRIPTION: Rear of house over rear setback by 3 feet. Due to the lot configuration and needing to put home parallel to Tabby Shell Road.

PROJECT NAME: REEVES PROPERTY

Zoning Map Amendment

ZONE-07-19-013331 07/10/2019 Zoning Action Active Kevin Icard

Applicant: Walter J Nester III **Owner:** Bishop of Charleston

PLAN DESCRIPTION: Request for an Ordinance for the Intent of a Zoning Map Amendment of Approximately 62.80 Acres of Land Located at 323 Fording Island Road, Beaufort County Tax Map No. R600 022 000 0125 0000, into the Town of Bluffton Corporate Limits
STATUS: Planning Commission will hold a workshop for the request at their October 24, 2019 meeting.

PROJECT NAME: SAINT GREGORY THE GREAT CATHOLIC CHURCH

Zoning Permit

ZONE-06-18-012113 06/13/2018 16 KITTY RD Zoning Action Active William Howard

Applicant: Ernesto Martinez **Owner:** Ruth Portillo

PLAN DESCRIPTION: STATUS: The Applicant has been advised that a named driveway (Private Road) and SCDOT encroachment permit are required for Approval. The Applicant has applied for the encroachment permit and the Street Naming Application will be reviewed at the Aug 28 meeting of the DRC. Final approval of the Street Name will be at the September 26 meeting of the Planning Commission.

STATUS 09/27/2018: The street name was approved at the 9/26 meeting of the Planning Commission. Mobile home placement is approved. The applicant must provide the SCDOT Encroachment permit before a placement permit is issued.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE



Growth Management Application Update Report

Attachment 9

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Total Zoning Action Cases: 5

Total Active Cases: 86

Total Plan Cases: 86

TOWN MANAGER MONTHLY REPORT

December, 2019



Town of Bluffton
20 Bridge St.
PO Box 386
Bluffton, SC 29910
843.706.4500

To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: January 14, 2019

Town Operations / Community Meetings

- Weekly meetings with senior staff team.
- Monthly administrative coordinating meetings with Department Heads, Deputy Town Manager, and Executive Director of the Don Ryan Center for Innovation.
- Attended Town of Bluffton Tree Lighting Ceremony on December 6th.
- Attended Town of Bluffton Christmas Parade on December 7th.
- Meeting with Bluffton Self Help Board Members and Executive Director Kimberly Hall on December 9th.
- Attended South Carolina Financial Concepts and Strategies Institute from December 12th – 14th.
- Attended Town of Bluffton Christmas Party on December 15th.
- Meeting with Town of Mount Pleasant Town Manager, Eric DeMoura, on December 19th.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tem / Town Manager meeting.
 - Various meetings with Town Attorney to coordinate Town Council Meeting agenda items.
 - Meeting with Councilman Dan Wood on December 10th.
 - Meeting with Chief Thompson, Bluffton Township Fire District, on December 10th.
 - Attended Town Council Meeting on December 10th.
-

TOWN COUNCIL

STAFF REPORT Engineering Department



MEETING DATE:	January 14, 2020
PROJECT:	Consideration of Proposed Outdoor Lighting Agreement with Palmetto Electric Cooperative Relating to the Town Park at Buckwalter Place
PROJECT MANAGER:	Bryan McIlwee, Director of Engineering

RECOMMENDATION:

Staff recommends that Town Council authorize the Town Manager to execute an Agreement (Attachment 1) with Palmetto Electric Cooperative to provide and install 14 light fixtures for the Town Park at Buckwalter Place. The Agreement shall be for a minimum initial term of fifteen (15) years from the commencement of service of each individual light and shall be automatically extended for successive on year terms, unless the Town provided a minimum of one year's written notice to not renew the agreement. The monthly charge associated with the agreement is \$710.68 for a 15-year total of \$127,922.40.

BACKGROUND/DISCUSSION:

The proposed lighting will be located within and around the Town Park at Buckwalter Place including the Veterans Memorial. The lighting will serve as an important safety feature for residents and visitors and will match the surrounding area lighting utilized in other projects throughout the Buckwalter Place development. This agreement allows for a lease to provide installation, operation and maintenance of the outdoor lights by Palmetto Electric, while allowing the Town to also utilize the poles for future mounting of camera equipment and decorations.

NEXT STEPS:

1. Execution of Lighting Agreement

SUMMARY:

Town Staff recommends that Town Council authorize the Town Manager and Staff to take such actions as are necessary to execute this agreement and complete the lighting portion of this project.

ATTACHMENTS:

1. Lighting Agreement
2. Lighting Plan
3. Recommended Motion

**AGREEMENT
FOR
OUTDOOR LIGHTING SERVICE**

1. This Agreement is entered into this 15th day of January 2020 by and between Palmetto Electric Cooperative, Inc., hereinafter referred to as "**PALMETTO**", and **Town of Bluffton**, hereinafter referred to as "**MEMBER**". This Agreement constitutes the entire agreement between the parties with respect to the subject matter thereof and shall be binding upon the heirs, successors and assigns of both parties.
2. NOW, THEREFORE, for and in consideration of the sum of One and 00/100th (\$1.00) Dollar, each to the other paid, the sufficiency and receipt of which are hereby acknowledged, and the other rights, duties and obligations as imposed upon the parties and set out below, the parties agree as follows:
3. The **MEMBER** desires that **PALMETTO** install dusk to dawn outdoor lighting for a certain tract or tracts of land described below:

Veterans Memorial Park - Buckwalter

4. The **MEMBER** agrees to pay **PALMETTO** for service hereunder and for the following number, type, size and present monthly charges as shown (see attachment for exact fixture and pole specifications); and in accordance with the terms and conditions of **PALMETTO's** Outdoor Lighting Schedule and standard electric service payment requirements.

QUANTITY	TYPE & SIZE	RATE PER UNIT	LIGHT ID NUMBER	MONTHLY CHARGE
10	Hagerstown 100EQ LED1U	\$55.38	HCAE04	\$553.80
	10-14 CO BLK			
4	Autobahn Large 320EQ LED1U	\$39.22	ALEE14	\$156.88
	25' LAMWD			
MEMBER AGREES TO PAY MONTHLY CHARGE OF				\$710.68

(Plus applicable sales, use, franchise or utility taxes and/or fees.)

THE PROMISES OF MEMBER

5. MEMBER agrees that from time to time PALMETTO may adjust the rates charged hereunder to account for actual changes (increases or decreases) in costs incurred by PALMETTO for supplying electrical power and/or service under this Agreement.
5. The MEMBER shall provide free of charge to PALMETTO any and all written easements necessary to construct and maintain its facilities and equipment, including but not limited to any necessary access easements, free and clear of liens and other encumbrances. Outdoor Lighting service shall be provided only at locations which are readily accessible to PALMETTO's equipment for installation and maintenance purposes.
6. The equipment and facilities installed by PALMETTO shall remain the property of PALMETTO except for as provided in Paragraph "20-b", and the MEMBER hereby grants to PALMETTO the right to enter upon the MEMBER's premises without prior notice for the installation, maintenance and removal of such equipment or facilities.
7. The MEMBER understands that the Agreement is contingent upon a coordinated installation sequence with respect to other site work including installation of water lines, sewer lines, storm drains, paving, irrigation, landscaping, etc. In the event that impeding site work precedes the electrical distribution and outdoor lighting system and necessary electrical conduits have not been installed, or have not been installed properly, an additional charge, based upon the cost of the additional work may be charged to the MEMBER. Any contribution-in-aid of construction required by PALMETTO for such unusual conditions (road bores, parking lot bores, hand digging, remove and replace existing landscaping, etc.) will be determined by a PALMETTO representative and shall be paid in full by MEMBER in advance of actual installation.
8. If the MEMBER desires relocation of a light, a relocation charge will be billed to the MEMBER for the amount of actual cost, both labor and materials. This charge is to be paid before commencement of the relocation.
9. If any portion of the lighting system is disconnected due to non-payment, MEMBER shall be required to pay actual labor cost of disconnecting and reconnecting, in addition to any delinquent payments and possibly a deposit, prior to reconnection of lighting system.
10. It is the responsibility of the MEMBER to notify PALMETTO of any failed or malfunctioning light(s) in need of repair or replacement.
11. The MEMBER shall be required to reimburse PALMETTO for the costs of any maintenance work which is required due to negligence or vandalism. If vandalism persists, PALMETTO reserves the right to terminate the agreement and permanently remove the lighting system.

13. The MEMBER agrees to allow PALMETTO and its authorized representatives to trim trees and shrubs as necessary for the installation, maintenance or removal of the lighting equipment, however, PALMETTO is not responsible for the trimming of trees which block or impede the light source.
1. The MEMBER may, when approved in writing in advance by PALMETTO and attached to this Agreement and made a part thereof, make attachments or modifications to the pole. If the MEMBER makes attachments or modifications to the pole, the MEMBER will be responsible for actual costs of labor and materials for said attachments or modifications. If these attachments or modifications cause the pole or any part of the lighting system to fail prematurely, PALMETTO may require the MEMBER to reimburse PALMETTO for the cost of the work which is required to replace or repair the affected parts. PALMETTO will not be responsible for maintenance or replacement of any attachments or modifications to the pole. Unapproved attachments may be removed by PALMETTO without penalty and discarded without notice.
2. The MEMBER shall defend, indemnify, and hold harmless PALMETTO from all claims, losses, liabilities, and expenses for personal loss, injury or death to persons and loss, damage to or destruction of PALMETTO or any other persons or entities' property arising out of any work or modifications by the MEMBER to PALMETTO'S lighting system and from all Acts of God.
3. Due to changes over time in available product offerings, PALMETTO may, from time to time, change, alter, or adjust the appearance of any portion of the lighting system including its lumen output and color temperature, so long as the light continues to provide the same or similar function.
1. MEMBER agrees to disclose this Agreement and all requirements herein to any and all successors, heirs and assigns, including the monthly payment obligations and remaining term. All successors, heirs and assigns of MEMBER shall be required to fulfill any remaining term of Agreement.

THE PROMISES OF PALMETTO

4. Subject to the above stipulations, PALMETTO will furnish, install, operate and maintain the lighting system, including lamp, luminaire, bracket attachment, control device, poles and necessary wiring, electrically connected so that the power for operation of the light does not pass through the MEMBER'S electric meter.
2. PALMETTO will repair or replace a failed light at no additional cost to the MEMBER as soon as practical after notification to PALMETTO by the MEMBER of the failed light with specific location or unique light ID number. Light repairs will take place during PALMETTO'S normal business hours.

20. The lighting system shall remain the property of PALMETTO, regardless of whether the MEMBER has made a contribution-in-aid of construction, unless otherwise provided as in Paragraph "21-b".

GENERAL

21. This Agreement shall be for a minimum initial term of Fifteen (15) years from the commencement of service of each individual light and shall be automatically extended for successive one year terms, unless the MEMBER should give a minimum of one year's written notice to PALMETTO that the MEMBER elects not to renew. PALMETTO may terminate this Agreement should PALMETTO cease to do business as a provider of outdoor lighting services and given 1 year's written notice to MEMBER. Additionally, PALMETTO may terminate this contract should MEMBER fail to pay the monthly charges as required per this Agreement or upon any other breach of this Agreement by the MEMBER. If the MEMBER terminates or defaults on payment during the initial Term or any extension thereof, the MEMBER shall agree to one of the following provisions:

- a) The MEMBER pays PALMETTO the total amount of charges which would be payable to PALMETTO during the remaining term of this Agreement in one lump sum payment. Under this provision, all wiring, poles, lighting system, fixtures, and other miscellaneous equipment installed by PALMETTO will remain the property of PALMETTO and PALMETTO may remove the lighting system. PALMETTO may also abandon some of the underground facilities (cable, conduit, etc.) in place.

OR

- b) The MEMBER pays to PALMETTO the depreciated in-place value of the entire lighting system as determined by PALMETTO. Under this provision, the entirety of the lighting system in its existing as-is condition to including all wiring, poles, and fixtures shall become the property of the MEMBER; however, the MEMBER will have to make provisions to purchase energy from PALMETTO at metering locations designated by PALMETTO and which pass inspection by the local inspecting Authority Having Jurisdiction. The MEMBER shall pay all costs associated and bear full responsibility for establishing these new metered services in accordance with PALMETTO'S commercial service policies as well as all applicable Federal, State and Local electrical codes.

22. This Agreement shall be governed by the laws of the State of South Carolina.

ATTACHMENT

Agreement Number: **1318**

Expiration Date: **January 15, 2035**

This attachment to the Agreement covers the following account and their specific locations.

Account Name: Town of Bluffton

Billing Address: Post Office Box 386, Bluffton, SC 29910

Member Separator: 176600-001

#	LOCATION NUMBER	TRANSFORMER STATION	POLE NUMBER	SERVICE TYPE	LIGHT ID NUMBER
1	663-24-018-001				
2					
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RECOMMENDED MOTION LANGUAGE

“I make a motion to approve authorizing the Town Manager to enter into the Agreement with Palmetto Electric for outdoor lighting at the Town Park at Buckwalter Place Project. The Agreement shall be for a minimum initial term of fifteen (15) years with a monthly charge of \$710.68 for a 15-year total of \$127,922.40.”