



**TOWN OF BLUFFTON  
BLUFFTON TOWN COUNCIL MEETING**

**Theodore D. Washington Municipal Building  
Henry "Emmett" McCracken Jr. Council Chambers  
20 Bridge Street, Bluffton, SC 29910  
Tuesday, February 11, 2020 | 6 PM**

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- I. Call to Order — Mayor Sulka
- II. Pledge of Allegiance
- III. Invocation
- IV. Adoption of Agenda
- V. Adoption of Minutes:
  1. Town Council Regular Meeting Minutes of January 14, 2020
  2. Town Council Workshop Minutes of January 21, 2020
- VI. Public Hearing
  1. Consideration of Town of Bluffton Needs Assessment for Housing, Public Facilities, and Economic Development – Michelle Knight, Community and Economic Development Director, Lowcountry Council of Governments
- VII. Presentations, Celebrations and Recognitions:
  1. Beaufort County School District Character Student of the Month – Mayor Sulka
- VIII. Public Comment Related to Formal Agenda Items\*
- IX. 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](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

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

X. Formal Agenda:

1. Consideration of an Approval for the Initial Master Plan for the Property Referred to as New Riverside Village within the New Riverside Planned Unit Development for a Residential, Office, and Commercial Village-type Development Consisting of Approximately 35.508 Acres Located at the Southeast Corner of the Intersection of New Riverside Road and SC Hwy 46 – Kevin Icard, Planning and Community Development Manager
2. Consideration of an Ordinance Amending Chapter 26 of the Town Code, Traffic and Motor Vehicles for the Purpose of Adding Rules for Parking Lots – Second and Final Reading – Bryan McIlwee, Director of Engineering

XI. 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 Contractual Agreement Relating to Buck Island – Simmonsville Neighborhood Sidewalks Phase 5 – Bryan McIlwee, Director of Engineering
4. Consideration of a Resolution to Authorize the Installation of "No Parking" Signs on a Portion of Lawrence Street and Restricted Parking for Limited Times at Calhoun Street Adjacent to the May River Montessori School – Bryan McIlwee, Director of Engineering
5. Consideration of an Amendment for a Revision to the Intergovernmental Agreement for a School Resource Officer – Chris Forster, Director of Finance and Administration

XII. Public Comment Related to Non-Agenda Items\*

XIII. Executive Session Agenda:

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

XIV. Action from Executive Session

XV. Adjournment

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# TOWN COUNCIL



## STAFF REPORT

### Engineering Department

<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	Consideration of Community Development Block Grant Community Needs Assessment and Prioritization – Public Hearing
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

#### **RECOMMENDATION:**

Following the public hearing, Town Staff recommends Town Council approve a formal motion, which prioritizes at least three of the community's needs as established by the Community Development Block Grant (CDBG) Program.

#### **BACKGROUND:**

Elected officials and Town Staff receive input periodically from citizens regarding community needs. Community Development Block Grant rules require the Town to hold a public hearing on Community Needs Assessment and this serves three purposes:

1. Provide a forum at which citizens can voice their suggestions for community needs;
2. Hear about the CDBG program and the types of projects eligible for grant funding; and
3. Identify formally at least three top priorities for community needs.

Town Staff may receive recommendations from citizens regarding community needs through phone calls, face-to-face discussions, and comments at public meetings. The following community needs continue to be identified as key citizen suggestions:

1. Infrastructure improvements including sewer, water and drainage
2. Transportation & Pedestrian Safety
3. Affordable Housing for Low to Moderate Income (LMI) individuals, families and seniors
4. Residential Rehabilitation of Housing for safe and dry housing
5. Restoration of Properties or facilities of special value to the community

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Town Council prioritized community needs in prior years as follows:

2020	2019	2018	2017
Infrastructure Improvements including sewer, water and drainage			
Transportation & Pedestrian Safety			
Affordable House for Low to Moderate Income (LMI) individuals, families and seniors	Affordable House for Low to Moderate Income (LMI) individuals, families and seniors	Residential Rehabilitation of Housing for safe and dry housing	Residential Rehabilitation of Housing for safe and dry housing
Residential Rehabilitation of Housing for safe and dry housing	Residential Rehabilitation of Housing for safe and dry housing	Restoration of properties or facilities of special value to the community	Restoration of properties or facilities of special value to the community
Restoration of properties or facilities of special value to the community	Restoration of properties or facilities of special value to the community	Affordable House for Low to Moderate Income (LMI) individuals, families and seniors	Affordable House for Low to Moderate Income (LMI) individuals, families and seniors

RECOMMENDED MOTION LANGUAGE

**“I make a motion that Town Council establish the following ranking of community needs as priorities: Transportation and Pedestrian Safety; Infrastructure Improvements including Sewer, Water, and Drainage; Residential Rehabilitation of Housing for Safe and Dry Housing; Restoration of Properties or Facilities of Special Value to the Community; and Affordable Housing for Low to Moderate Income (LMI) Individuals, Families and Seniors.”**

# TOWN COUNCIL

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## STAFF REPORT

### Growth Management Department

<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	Consideration of Approval for the Initial Master Plan (IMP) for Property Referred to as New Riverside Village within the New Riverside PUD for a Residential, Office, and Commercial Village-Type Development Consisting of Approximately 35.508 Acres Located at the Southeast Corner of New Riverside Road and HWY 46.
<b>PROJECT MANAGER:</b>	Kevin P. Icard Planning and Community Development Manager Department of Growth Management

**REQUEST:** The Applicant, Tex Small of AVTEX Commercial Properties, with authorization of the property owner, J. Scott Mattei of MFH Land, LLC, is requesting approval of the IMP for New Riverside Village consisting of 35.508 acres located in the New Riverside Planned Unit Development (PUD) (See Attachment 1 – Application).

**INTRODUCTION:** Town Council shall consider the criteria found in Section 3.9.3 of the Unified Development Ordinance when reviewing this request. The review criteria are necessary to ensure consistency with the Town of Bluffton Comprehensive Plan, to minimize negative impacts of development on adjacent land uses, to conserve the natural environment, to coordinate with infrastructure, and to protect the public health, safety, and welfare, and Town of Bluffton’s character.

**BACKGROUND:** The application for IMP approval of Parcel 4B-2 and 4B-3, located within the New Riverside Planning Area located on the southeast side of the HWY 170/46 roundabout, is submitted per Section 5.8.8 of the Town of Bluffton Planned Unit Development Ordinance, and the New Riverside Concept Plan adopted by the Town in June 2004. The Town of Bluffton approved the Concept Plan and a Development Agreement for the New Riverside tract in June 2004. In Section 2.B.1, the Concept Plan defines the allowed land uses in the various areas of the New Riverside Planning Area. The documents also define the development standards, which govern all development activity within the Concept Plan, including Parcels 4B-2 and 4B-3. These negotiated land uses, and development standards are binding upon the Town and this Applicant. The Concept Plan and Development Agreement set the framework for this PUD IMP application.

The project includes Parcel 4B-2 (R610 036 000 1258 0000) and 4B-3 (R610 036 000 3214 0000) at New Riverside as shown on the Subdivision Plat Parcel 4B-2 & 4B-3, prepared by Robert K. Morgan, III and recorded in the Beaufort County Register of Deeds. Parcel 4B-2, owned by MFH Land, LLC, is an irregular shaped parcel consisting of approximately 28.397 acres and Parcel 4B-3, owned by the Town of Bluffton, consists of approximately 7.111 acres. Parcel 4B-3 is a triangular shaped property bounded by

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Parcel 4B-2 to the south and east, New Riverside Road to the west, and SC HWY 46 to the north (See Attachment 2 – Recorded Plat).

Parcel 4B-2, owned by MFH Land, LLC, is bound on the west by New Riverside Road, the north by Parcel 4B-3 and SC HWY 46, to the east by South Carolina Commission of Forestry (R600 036 000 0013 0000) and the south by The Landings at New Riverside.

The New Riverside Village IMP proposes to create a village center characterized by mix of streets, buildings constructed close to the street, and public and civic amenities/entertainment. The IMP reconfigures the existing Town of Bluffton owned property into a public park, including a water feature, to be owned and maintained by the Town of Bluffton. The gas station/carwash uses are agglomerated on the SC HWY 46 frontage with an emphasis on maintaining the pedestrian scale of the buildings across the internal road frontages. A library is proposed adjacent the Town park and water feature to provide a focal point. In the southeast quarter of the property, townhomes are proposed with the fronts of the homes facing the park. Some of the townhomes will be rear loaded in order to maintain this aesthetic through an alley access. Smaller scale retail, restaurant, and office uses are located closer to the New Riverside Road frontage with multi-family residential included as a future phase just to the south (See Attachment 3 – IMP & Attachment 4 – Perspectives).

#### **A. Phasing Plan**

The proposed IMP is for a mixed-use development consisting of residential, commercial, civic, and open space components which aligns with Section 2 B.1 that lists the permitted land uses identified within the Jones Estate Development Agreement and New Riverside Concept Plan as Business Center, Community Center, Community Recreation, General Commercial, Hotel/Inn, Institutional/Civic, Maintenance Areas, Model Home/Sales Center, Multi-Family/Residential, Neighborhood Commercial, Open Space, Silviculture, Single-Family Residential, and Traditional Neighborhood Development District.

The IMP proposes two (2) phases (See Attachment 5 – Phasing Plan):

1. Phase 1 includes the following uses and all related infrastructure:
  - a. Three (3) commercial outparcels – Total 24,800 sf on 5.1 acres.
  - b. Mix of office, retail, daycare and a civic use – Total 79,000 sf on 12 acres.
  - c. Town Park & Pocket Parks – Total 5.5 acres.
  - d. Single-family town homes – Total 5.3 acres.
2. Phase 2 proposes a residential development:
  - a. Multi-family – Total 7.6 acres.

#### **B. Assignment of Rights**

The Applicant's development rights holdings include 25 acres of commercial, 107 residential dwelling units, and the right to convert 7.29 of their commercial acres to 29 residential dwelling units based on a ratio of 1 acre to 4 residential dwelling units as allowed in the New Riverside Development Agreement & Concept Plan. The applicant has the development rights to complete phase one but will need to obtain additional rights in order to complete phase two. A development permit for any proposed phase will not be issued without the required development rights.

### C. Allowed Land Uses

According to Section 2 of the New Riverside Concept Master Plan Designation and Definitions, subsection B may allow the following land uses; Business Center, Community Center, Community Recreation, General Commercial, Hotel/Inn, Institution/Civic, Maintenance Areas, Model Home/Sales Center, Multi-Family/Residential, Neighborhood Commercial, Open Space, Silviculture, Single-Family Residential and Traditional Neighborhood Development. The definitions of these uses are listed in Section 2.D of the Concept Plan and in the Beaufort County Zoning and Development Standards Ordinance (ZDSO) 90/3.

**PLANNING COMMISSION RECOMMENDATION:** The Town of Bluffton's Planning Commission voted at their January 22, 2020 meeting to recommend to Town Council to approve the Initial Master Plan request with the following conditions.

1. The master plan must incorporate innovative storm water designs such as, but not limited to:
  - a. Recirculation of water for irrigation.
  - b. The use of pervious paving and/or porous materials for lanes, alleys, and parking where appropriate to provide a low-impact design alternative to traditional hard and non-porous surfaces.
2. Indicate the setbacks against all external property lines.
3. Update the stub-out plan to the SC Forestry Commission property to indicate the unimproved right-of-way extending to the property line and document how the future improvement of the roadway will be completed upon development of the SC Forestry Commission property.
4. Item IV.-J. Streetscape in the application narrative should be updated to include sidewalks on both sides of the road in all residential areas.
5. Include an extension of the path around the Town Park Space to create a full loop by showing it traversing through the water's edge where the restaurant on the waterfront is located.

### **MASTER PLAN ELEMENTS:**

#### A. Existing Conditions on Undeveloped Parcels

New Riverside Village is situated on a predominantly sandy site with elevations ranging from elevation 41 feet in the northeastern quadrant of the property to elevation 31 feet towards the western project boundary adjacent to the Landings at New Riverside. The site is covered with a mix of hardwoods and pines including live oaks, laurel oaks, gum and pine trees.

#### B. Site Design

The developer of the New Riverside Village has proposed a collaboration with a public/private partnership to create a village-type plan for development that reconfigures the Town's property by incorporating it into the overall design. The goal of the plan is to successfully incorporate Town property, out parcels, village-scale retail/office/restaurants, and residential units into a pedestrian scaled community with a sense of place. Several urban design elements of the plan help promote this goal including on-street parking with street trees throughout, buildings that address each internal street, a centrally located park that aims to create a sense of place, a trail system that connects to adjacent properties, completely integrated sidewalk system, a grid-type layout to promote connectivity, buildings that address the public

park, a civic building that fronts the park, preservation of the largest and most significant trees, and a mix of uses including commercial and residential to promote a walkable environment.

According to the applicant's proposal, the Architectural guidelines and restrictive covenants, developed by MFH Land, LLC, will set standards for design and construction materials and will be required to meet or exceed the Town of Bluffton Zoning and Development Standards Ordinance (ZDSO) approved with the New Riverside Concept Plan. The property is also within the HWY Corridor Overlay District (HCOD) which was established for the additional review of landscaping, lighting and architecture and shall also comply to these standards. A Certificate of Appropriateness - HCOD will be required for each parcel at the time of development plan review. The applicant intends to responsibly exercise the design functions entrusted to the applicant as the private developer under the Concept Plan and Development Agreement.

Development Plan Approval applications must meet the application standards of the Beaufort County Development Standards Ordinance 90/3, as modified and approved under Attachment I of the New Riverside Conceptual Land Use Plan. Furthermore, applications must meet standards set forth in this IMP approval and applicable land use covenants. Development which meets these specified conditions shall be approved, upon proper application to the Town. Any ambiguities or inconsistencies shall be governed by the hierarchy of applicable standards established under the Concept Plan approval. Any development proposal, which demonstrates compliance with these standards, shall be reviewed by the Development Review Committee and Planning Commission prior to approval.

### **C. Connectivity**

Section 5.2.1.6 (B) of the ZDSO 90/3 states that the layout, arrangement, width, grade, and location of proposed streets should be coordinated with the adjoining street systems. The proposed IMP connects the street network to The Landings at New Riverside (adjacent residential development) road network and provides a stub-out for future consideration to connect to the SC Commission of Forestry (R600 036 000 0013 0000) parcel when development occurs.

The street layout provides sufficient internal vehicular and pedestrian connectivity with street and pedestrian trail stub outs to the SC Commission of Forestry property to the west. A pedestrian trail connection will be provided on the eastern side of the plan to connect to the northern end of The Landings at New Riverside. Vehicular and pedestrian connections to The Landings at New Riverside are provided to the south with a traffic circle proposed immediately adjacent to the existing property. A pedestrian connection is also proposed across New Riverside Road to the New Riverside Trail and future Town Park at the location of the red barn (See Attachment 6 – Transportation Plan).

The property will be accessed from four locations. The primary access is a full movement entry on New Riverside Road situated across from the New Riverside Barn, a right-in-right-out just southwest of the HWY 46 and HWY 170 roundabout, an access off HWY 46, toward the eastern side of the site and the planned connection to The Landings at New Riverside, a single-family neighborhood. The

design of the access from HWY 46 will need an approved encroachment permit from SCDOT (See Attachment 6 – Transportation Plan).

In addition to the internal streets, a system of sidewalks is planned alongside all streets. The sidewalks are designed to connect to the New Riverside Road pedestrian trail on the west side of New Riverside Road via a pedestrian crossing at the proposed intersection. Sidewalks will connect to the two-sidewalk stub-outs on Ahoy Drive at The Landings at New Riverside.

#### **D. Streetscape**

The network of streets and connecting roadways will be similar in section to those seen on Dr. Mellichamp Drive in the Old Town Historic District. Sections will include a 20-foot travel way with a mixture of parallel parking and 45-degree angled parking. Sidewalks will be located on both sides of the streets (See Attachment 7 – Street Sections).

#### **E. Open Space**

Per Section 5.2.9(E) Open Space Standards Table A of the ZDSO 90/3 referenced in the New Riverside Concept Plan, 15% open space is required for commercial uses. The IMP proposes 10.5 acres (29.5%) of public & private open space through Town owned land and private open space including trails, the pond system and park space with approximately 2.5 acres as active open space.

##### *Town Park*

The park area situated at the core of the development will be owned and maintained by the Town of Bluffton and will be constructed by the developer. There will be approximately 5.5 acres of dedicated open space that will include a pond with fishing, dock, trails and paths, a playground, open play areas, a shelter, drinking fountains, benches, and shade trees. Parking spaces will be provided for easy access (See Attachment 8 – Town Park Space).

##### *Pocket Parks*

The IMP includes four private pocket parks (approximately 1.4 acres). The first pocket park is located north of the civic building where a live oak cluster is located. The second pocket park is situated between the commercial village area and the town park space. The third and fourth pocket parks are in the middle of the residential areas for the residents' use (See Attachment 9 – Open Space Plan).

##### *Trails*

An approximately .5 mile recreational trail which is approximately 4 acres and will be constructed through the 60-ft buffer along HWY 46 and New Riverside Road. The trail will connect with the SC Commission of Forestry property to the east and extend east through the adjacent property buffer and connect with the internal pedestrian network and connection from The Landings at New Riverside (See Attachment 6 – Transportation Plan).

##### *Ownership of Common Areas*

Common infrastructure, pocket parks, and stormwater shall be privately maintained. Development in New Riverside Village will be maintained in

accordance with maintenance agreements with property owners (See Attachment 9 – Open Space Plan).

#### F. Tree Preservation

There are approximately 2,965 trees onsite and immediately within the right of way that were surveyed. Approximately 434 (13.7% of all trees) trees that are located in the buffer, and throughout the development will be saved. Trees that are located in the interior of the development that are being saved are significant species of trees including live oaks, red oaks, and magnolias. There will be approximately 2,534 trees located within the proposed IMP that will be removed for development. At the time of Development Plan review staff, working with the developer, will determine if additional trees can be saved. There are roughly 4,300 linear feet of streets proposed, which will provide a canopy street tree (Live Oak) approximately every 50 feet, resulting in the addition of 172 live oaks will be replanted as street trees at time of development throughout the site. These trees will provide sufficient shade for visitors walking along the street.

There will be an additional 300 over-story trees planted throughout the development within landscape islands and within the public and private parks. At time of Development Plan review, a landscaping plan for the overall development and each outparcel will be review by the Development Review Committee and Planning Commission for compliance. It is estimated that at time of final buildout there will be approximate 906 over-story, or large maturing, trees in the development, that is approximately 25.5 trees per acre (See Attachment 10 – Natural Resources).

The following is a breakdown of the existing trees located within the IMP:

Type	Total #	Percentage
Ash	1	0.04%
Bay	1	0.04%
Black Gum	3	0.12%
Cedar	9	0.35%
Cherry	9	0.35%
Gum	13	0.51%
Hickory	17	0.67%
Holly	20	0.78%
Laurel Oak	1,136	44.44%
Live Oak	135	5.28%
Magnolia	17	0.67%
Maple	1	0.04%
Palm	4	0.16%
Pine	937	36.66%
Red Oak	90	3.52%
White Oak	138	5.40%

Total Trees	# Saved	# Removed	# Replaced	Total Post Development
2,965	434	-2,531	472	906

Section 5.2.7.4 of Ordinance ZDSO 90/3 incorporated into the New Riverside Development Agreement, PUD and Concept Plan identifies live oaks with a trunk diameter-at-breast-height (DBH) of 24" or greater as the highest priority for preservation. Fourteen (14) such trees exist on the project site. The IMP is designed to maximize the preservation of these trees. The IMP was designed with the intent to preserve 13 of the 14 priority trees. One (1) significant tree is projected to be removed. It is a live oak located toward New Riverside Road and is proposed to be removed due the site's geometry and the grid-based form of the plan.

The ordinance also identifies other types of trees as significant including: American Holly, Cedars, Hickory, Palmetto, Red Maple, Southern Red Oak, or any other tree 24" DBH and above. It also classifies Southern Magnolias 4" and greater as significant.

Preservation of these trees will be required through the Development Plan and HCOD – Certificate of Appropriateness review processes unless mutually agreed by Town Growth Management staff and a certified arborist that the tree is unhealthy, in decline or unsafe and would need to be removed (See Attachment 10 – Natural Resources).

#### **G. Stormwater Management**

The proposed water feature at the center of the property shall intercept and treat development runoff prior to discharging to the New Riverside Road right-of-way and The Landings at New Riverside site, leading to wetland tributaries of the New River.

Stormwater runoff will be routed through the site through an underground storm piping system, connecting to the Landings at New Riverside stormwater system and the roadside swale within The New Riverside Road right-of-way.

Stormwater runoff will be attenuated to pre-development levels for the twenty-five (25) year, twenty-four (24) hour storm. The project site is relatively high with some site soils classified as somewhat poorly drained, whereas other areas are classified as excessively well-draining by United States Geological Survey. Best management practices (BMPs) will be utilized to reduce post development runoff volumes and promote filtration, infiltration and nutrient uptake. These BMP's include but are not limited to permeable pavement, filter strips, bioretention areas and stormwater reuse through irrigation. As a secondary use, the stormwater ponds will also be utilized as a water feature for recreational use (See Attachment 11 – Drainage IMP).

#### **UTILITIES:**

1. Potable Water Distribution – Beaufort Jasper Water and Sewer Authority
2. Wastewater Collection – Beaufort Jasper Water and Sewer Authority
3. Power Supply and Service – Dominion Energy
4. Gas Supply and Service – Dominion Energy
5. Telecommunication Service – Developer is coordinating telecommunications infrastructure to include voice, data, and video facilities

## 6. Fire Protection – Bluffton Township Fire District

**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 an IMP. 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 area on the future land-use map is designated as Medium-Intensity Commercial. Medium intensity commercial uses including village commercial scale uses include moderate scale, auto-oriented, grocery stores; moderate scale gas stations; restaurants; services; light, unobtrusive, small scale manufacturing and assembly; and general retail. These uses should be integrated into surrounding residential development to serve residents of nearby neighborhoods, generally within two to five miles. Medium intensity commercial uses also include medium density residential uses.

New Riverside Village proposes a mix of village scale retail, office, restaurant, civic, and residential uses.

The Transportation element of the Comprehensive Plan promotes vehicular and pedestrian connectivity with adjacent properties and roadway infrastructure. This plan proposes connectivity to HWY 46 (May River Road), HWY 170 (Okatie HWY), and to The Landings at New Riverside to the south.

### 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. The New Riverside Village IMP is being developed as a part of the commercial and residential components of the overall Concept Plan. The use categories of commercial and residential are 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 IMP is consistent with the provisions of the Jones Estate Development Agreement, as amended, and the New Riverside PUD Concept Plan, as amended.*

The proposed IMP is for a mixed-use development consisting of residential, commercial, civic, and open space components which aligns with Section 2.B.1 that lists the permitted land uses identified within the Jones Estate Development Agreement and New Riverside Concept Plan as Business Center, Community Center, Community Recreation, General Commercial, Hotel/Inn, Institutional/Civic, Maintenance Areas, Model Home/Sales Center, Multi-Family/Residential, Neighborhood Commercial, Open Space, Silviculture, Single-Family Residential, and Traditional Neighborhood Development District.

The Applicant's development rights holdings include 25 acres of commercial, 107 residential dwelling units, and the right to convert 7.29 of their commercial acres to 29 residential dwelling units based on a ratio of 1 acre to 4 residential dwelling units.

**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 a mix of land uses and densities that are in keeping with the comprehensive plan and village character of the Growth Framework Policy Map. The Growth Framework Map sets forth a land use vision that assumes that growth should be sustainable as stated in the Town of Bluffton Comprehensive Plan.

The application proposes 4 access points into the development and a street pattern that offers internal connectivity, reminiscent of a block and grid layout. Environmental standards, including Best management practices regarding stormwater runoff, will be demonstrated at the time of final design and Development Permit Application.

**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 can be served by adequate public services and has provided an analysis and mitigation measures on the impact on transportation, utilities, and community services with the New Riverside Development Agreement and Concept Plan. Of note, telecommunication services are currently being coordinated by the Developer to include voice, data, and video facilities.*

The proposed IMP is in an existing PUD where much of the infrastructure including roadways, sanitary sewer, solid waste, drainage, potable water, electricity, telephone and cable, were reviewed during the creation of the PUD. Services within the IMP will be constructed as part of a development plan (See Attachment 12 & 13 – Sewer IMP & Water IMP).

**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 IMP includes innovative site planning techniques that enhance the Town's health, safety, and welfare.*

This IMP reflects the efforts of the Town of Bluffton, property owners, and developers in a public/private partnership to reconfigure the Town's public property into the overall design of the IMP. The design considers many significant trees found on site, traffic and pedestrian circulation, and place making principles of urban design.

In addition, the site is being developed to use the best practices in stormwater management and design guidelines. Best management practices shall be utilized to reduce post development runoff volumes and promote filtration, infiltration and nutrient uptake. These BMP's include but are not limited to permeable pavement, filter strips, bioretention areas and stormwater reuse through irrigation. Pedestrian connections are being provided to connect the development to the existing pedestrian network along New Riverside Road. Development in New Riverside Village will be subject to design guidelines that comply with the development standards of the Town, as applicable to the New Riverside Conceptual Land Use Plan and must also comply with the architectural and site design standards of the land use covenants. The architecture of all buildings within the HCOD will require a Certificate of Appropriateness at the time of development permit.

**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 New Riverside PUD 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 (Growth Framework), policies, and practices of the Town with the following modifications:*

The Comprehensive Plan recognizes the systematic growth of Bluffton within the New Riverside Planned Unit Development. The proposed development supports the adopted Growth Framework place-type of "Village Place-Type Assembly" that is associated with this area.

**CONDITIONS OF CONSIDERATION:** Consideration of approval the Initial Master Plan for property referred to as New Riverside Village within the New Riverside Planned Unit Development a residential, office, and commercial village-type development consisting of approximately 35.508 acres located at the southeast corner of New Riverside Road and HWY 46.

All conditions of the Planning Commission have been satisfied.

**TOWN COUNCIL ACTION:** Town Council has the authority to take the following action:

- Approve the application as submitted by the Applicant;
- Approve the application with conditions; or
- Deny the application as submitted by the Applicant

**NEXT STEPS:** Town Council Consideration.

Should Town Council choose to approve the Initial Master Plan, the next steps would include:

1. Town Council must adopt an ordinance to reconfigure the existing Town owned parcel into the configuration, as shown in the IMP for New Riverside Village and approved by Town Council.

IMP Procedure	Step Completed	Date Completed
Step 1. Pre-Application Meeting	✓	November 13, 2019
Step 2. Application Check-In Meeting	✓	November 21, 2019
Step 3. Review by Development Review Committee (DRC)	✓	January 15, 2020
Step 4. Planning Commission Recommendation	✓	January 22, 2020
Step 5. Town Council Consideration by Majority Vote	✓	February 11, 2020
Step 6. Town Council Consideration of an Ordinance to use Town Property in the Master Plan. (First Reading)		TBD
Step 7. Town Council Consideration of an Ordinance to use Town Property in the Master Plan. (Second & Final Reading)		TBD

**ATTACHMENTS:**

1. Application & Narrative
2. Recorded Plat
3. Initial Master Plan
4. Perspective Views
5. Phasing Plan
6. Transportation Plan
7. Street Sections
8. Town Park Space
9. Open Space Plan
10. Natural Resources
11. Drainage Master Plan
12. Water Master Plan
13. Sewer Master Plan

14. Aerial Exhibit
15. Town Zoning Map
16. Vicinity Map
17. Topo Map
18. Proposed Suggested 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: Tex Small of AVTEX Commercial Properties, Inc.		Name: MFH Land, LLC	
Phone: 843-352-9710		Phone: 704-971-6060	843-706-4522
Mailing Address: 111 Coleman Blvd. Mount Pleasant, SC 29464		Mailing Address: 6805 Morrison Blvd. Suite 370 Charlotte, NC 28211	
E-mail: tex@avtexcommercial.com		E-mail: jim@mhfo.com	
Town Business License # (if applicable):			
Project Information			
Project Name: <b>New Riverside Village</b>		<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amendment
Project Location: New Riverside Road & May River Road		Acreage: +/- 36 Acres	
PUD Name: New Riverside			
Tax Map Number(s): 610 036 000 1258 0000 610 0.6 000 3214 0000			
Project Description: Master Plan for Parcel 4B2 & 4B3 situated at the southeast corner of New Riverside Road and May River Road			
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.			
<b>Note: A Pre-Application Meeting is required prior to Application submittal.</b>			
<b>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.</b>			
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: 10/30/2019	
Applicant Signature:		Date: 11-7-19	
<i>For Office Use</i>			
Application Number:		Date Received:	
Received By:		Date Approved:	



**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.

<b>Step 1. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
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.	
<b>Step 2. Application Check-In Meeting</b>	<b>Applicant &amp; Staff</b>
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.	
<b>Step 3. Review by UDO Administrator &amp; Development Review Committee</b>	<b>Staff</b>
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.	
<b>Step 4. Development Review Committee Meeting</b>	<b>Applicant &amp; Staff</b>
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).	
<b>Step 5. Planning Commission Meeting</b>	<b>Applicant, Staff &amp; Planning Commission</b>
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.	
<b>Step 6. Town Council Meeting</b>	<b>Applicant, Staff &amp; Town Council</b>
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.	
<b>Step 7. PUD Master Plan Approval</b>	<b>Staff</b>
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.



# TOWN OF BLUFFTON MASTER PLAN APPLICATION CHECKLIST

# Attachment 1

**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.



**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.**

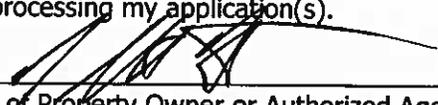
- 1. Proposed open space areas, habitat areas, types, and access trails both on and off-site.
- 2. Proposed public lands and methods of dedication and access.
- 3. Proposed ownership and method of transfer through deed restrictions, covenants, public dedication, or other method acceptable to the UDO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

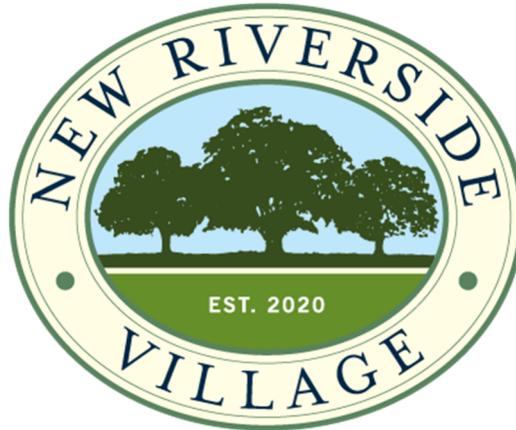
  
\_\_\_\_\_  
Signature of Property Owner or Authorized Agent

10/30/19  
\_\_\_\_\_  
Date

SCOTT MATTEI, MANAGER  
Printed Name UNITED CAPITAL GROUP, LP, ITS MANAGER

# **Town of Bluffton PUD Master Plan Submittal**

**FOR**



## **New Riverside Village**

**TOWN OF BLUFFTON, SOUTH CAROLINA  
New Riverside Concept Plan**

**J-27796.0001**

**OWNER**

**MFH LAND, LLC  
TOWN OF BLUFFTON**

**APPLICANT**

**AVTEX Commercial Properties, Inc.**

**Prepared By**

 **THOMAS & HUTTON**

February 2020

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## **Project Team**

### **Owner:**

Town of Bluffton  
Town Manager

MFH LAND, LLC

Mayor Lisa Sulka  
Marc Orlando

Mr. Jim Mattei

### **Developer:**

AVTEX Commercial Properties, Inc.

Mr. Tex Small

### **Engineer:**

Thomas & Hutton

Mr. Michael S. Hughes, PE

### **Landscape Architect:**

Thomas & Hutton

Mr. Steve Dudash, PLA  
Mr. John Winters, PLA

# Village at New Riverside PUD Master Plan Narrative

## I. Project Introduction and Vision Principles

The Town of Bluffton has been working tirelessly to create better places for its citizens. In that regard, the Town of Bluffton, the owners, and the builders of New Riverside Village have collaborated intensely in the creation of a vibrant yet quaint village center that reflects the vision and values of the residents of Bluffton and creates an authentic sense of place and community.

As in any small village, New Riverside Village will be formed by streets, edges of buildings, and public and civic amenities/entertainment. There will be outdoor cafes, markets, recreation, wellness, and music.

Situated in a Lowcountry setting, New Riverside Village will be an elegant and timeless place for meeting strangers, shopping, eating, entertainment, and recreating on the paths and trails that connect the civic spaces to the waterfront edge.

New Riverside Village will have a stunning view of the waterfront and soothing waters that everyone can access through the public paths, trails, and streets.

The public streets in New Riverside Village will be extremely important. The essence of any great small town is an enduring and memorable public realm. This means that even though some aspects may be private, everything feels like it is a part of the citizenry. Everything is public and available to all people. The Public Realm is formed by buildings creating positive space in the streets and parks.

New Riverside Village will be a place for everyone in the region to gather, shop, eat, work, and live. New Riverside Village will be a connected community and a healthy place.

Shopping and dining will be walkable from the residential areas. Varied densities will migrate from the Village towards the neighborhoods. Retail shops will transition to townhomes along the perimeter.

Healthy places are small, walkable, and have a wide range of mixed and multiple uses. Along with the civic and commercial activities, nature, access to exercise, and ease of movement add to the healthiness of a place.

Viewing into New Riverside Village is vital. We have framed views that are enhanced by two interconnected ponds. The pond edge will reach as close to the road as possible, yet remain safe. Views in will be of a beautiful civic building, such as a library sitting on a bluff overlooking the pond with an amphitheater for gathering and education under trees near the cool water. This new building can become a civic landmark.

A pedestrian pathway for walking, biking, and jogging will sweep along the pond. New Riverside Village Park, located in the center of the village, will have a fantastic playground creating enjoyment for kids of all ages. A shade structure will be the main hub for events, gathering, and eating.

To add to the attraction, a small waterfall will flow from one pond to the next over an old shell dam. New Riverside Village will be a beautiful southern village of a pedestrian-friendly scale. Most buildings will stand one and a half to two stories tall along a street with convenient parking, street trees, and sidewalks reminiscent of small towns in South Carolina. Parking lots will be unseen behind buildings in the core of the village.

There will be a southern-style restaurant with a deck extending over one of the ponds. The shaded deck will include space for outdoor eating and music. Other restaurants, retail spaces, and offices will be within walking distance of the parks, playground, and townhomes. Everything will be connected to neighboring properties for walkability along the beautiful tree-lined streets and paths.

All of the streets will have a traditional curb with a planting strip for flowers and trees, and sidewalks, making them safe for pedestrians as they travel between the village, library, or restaurants. The trees will add shade and character to the streets. On-street parking will be allowed to provide separation from traffic and pedestrians.

To add to the vibrancy, there will be restaurants along the main highway bringing people into the village center. From there, one can park and stroll the path along the pond, sit in one of the pocket parks, or play on the playground and mingle.

Upon completion, New Riverside Village will:

- Reflect community values, attention to fiscal stewardship, and commitment to quality and beauty;
- Be a beautiful place to live and shop;
- Be a stimulating place to work and a welcoming, accessible place to do business;
- Serve as a hub for connecting people with parks, bike and pedestrian trails, municipal services, and retail.
- Be a source of community pride and convey a vibrant civic spirit.

## **II. PUD and Concept Plan Overview**

The application for PUD Master Plan approval of Parcel 4B-2 and 4B-3, located within the New Riverside Planning Area is submitted per Section 5.8.8 of the Town of Bluffton Planned Development Ordinance, and the New Riverside Concept Plan adopted by the Town in June 2004. The Town of Bluffton approved the Concept Plan and a Development Agreement for the New Riverside tract in June 2004. The Concept Plan defines the allowed land uses in the various areas of the New Riverside Planning Area. The documents also define the development standards, which govern all development activity within the Concept Plan, including Parcels 4B-2 and 4B-3. These negotiated land uses and development standards are binding upon the Town and this Applicant. The Concept Plan and Development Agreement set the framework for this PUD Master Plan application.

This entire written narrative, together with all exhibits attached hereto, constitutes the full application, and upon approval, shall constitute the official PUD Master Plan for Parcel 4B-2 and 4B-3 at New Riverside.

## **III. Existing Conditions**

The project includes Parcel 4B-2 (R610 036 000 1258 0000) and 4B-3 (R610 036 000 3214 0000) at New Riverside as shown on the Minor Subdivision Plat Parcel 4B-2 & 4B-3, prepared by Robert K. Morgan, III and recorded in the Beaufort County Courthouse. The project site is located in Bluffton, SC at the intersection of SC Hwy 46 and SC Hwy 170.

Parcel 4B-2 is an irregular shaped parcel consisting of approximately 28.397 acres and Parcel 4B-3 consists of approximately 7.111 acres

owned by the Town of Bluffton. Parcel 4B-2, owned by MFH Land, LLC is bound on the west by New Riverside Road, the north by Parcel 4B-3, SC Hwy 46 and SC. Hwy 170, 4B-2 SC Commission of Forestry (R600 036 000 0013 0000) and the Landings at New Riverside to the south. Parcel 4B-3 is a triangularly shaped property bounded by Parcel 4B-2 to the east, west and south and SC Hwy 46 to the north (see Appendix C).

#### **A. Existing Boundaries**

The *Subdivision Plat of Parcel 4B-2 & 4B-3* as described above contains the following information:

- 1) Vicinity Map
- 2) Boundary and Dimensions
- 3) Existing Easements
- 4) Existing Roads
- 5) Existing Drainage Ways
- 6) Property Owners of Adjacent Properties
- 7) FEMA Flood Zones

#### **B. Wetlands Verification**

A wetland impact permit was issued for New Riverside and includes Parcels 4B-2 and 4B-3. A copy of the wetland impact permit and drawings regarding Parcels 4B-2 and 4B-3 are attached in Appendix C. A copy of the permit is on file with the Town of Bluffton. Per the USACE, no wetlands exist on the project site.

#### **C. Topography**

New Riverside Village is situated on a predominantly sandy site with elevations ranging from elevation 41 in the northeastern quadrant of the property to elevation 31 towards the western project boundary adjacent to the Landings at New Riverside (see Exhibit E).

## **D. Vegetation and Tree Cover**

The site's vegetation consists of dense small diameter hardwoods and pines. Although the predominate species are laurel oaks in the north and pines in the south, there are other mixed oaks, live oaks, gum trees, and pines. The project site was reviewed for attractive trees and a cluster of live oaks nestled on the east side of the site was discovered. These trees will be the focus for preservation at the entry off May River Road aiding in creating a sense of place and enriching the character of the site. The plan overlay showing the general area of trees identified during the site review is shown in Exhibit F.

### **1) Priority Trees**

Section 5.2.7.4 of Ordinance 90/3 Zoning and Development Standard Ordinance incorporated into the New Riverside Development Agreement, PUD and Concept Plan identifies live oaks with a trunk diameter of 24" or greater as the highest priority for preservation. Fourteen (14) such trees exist on the project site. The master plan was established to maximize the preservation of these trees. The current master plan was designed with the intent to preserve 13 of the 14 priority trees. The single priority tree currently projected to be removed is located toward New Riverside Road and will likely be lost due to the site's geometry and the grid-based form of the plan.

Preservation of these trees shall be a focus through the development plan process unless mutually agreed by Town growth management staff and a certified arborist licensed to practice in the town of Bluffton that the tree is unhealthy, in decline or unsafe.

### **2) Hwy 46 HCOD Buffer and New Riverside Buffer**

The eleven-mile May River Scenic Byway, a South Carolina registered Scenic Byway, passes along the frontage of the project site. Preservation and enhancement of the tree canopy along this roadway is a priority of the project. Existing trees within the required 60-ft buffer shall be preserved except for at vehicular access points and utility crossings. Similar standards shall be applied to 60-ft buffer along New Riverside Road.

## **IV. Development Master Plan**

The project will be developed in accordance with the New Riverside Concept Plan. The proposed master plan demonstrates a potential arrangement of commercial layouts and parking configurations. The final layout and building footprints will vary based on market conditions and tenant needs.

### **A. Parking Standards**

Parking shall comply with section 5.2.1.1 of the Development Standards Ordinance Modifications dated April 19, 2000 in the New Riverside Concept Plan based on use.

### **B. Phasing**

Preliminary phasing for New Riverside Village is shown in Exhibit I.

#### Initial Phase

The initial Phase will consist of the commercial village, the town's community park and pond, infrastructure necessary to support both spaces, a civic building presently proposed as a community library and an early learning center.

#### Outparcels

Three outparcels will be developed when the market dictates. It is anticipated Outparcel 1 (Building J), Outparcel 2 (Building K), and Outparcel 3 (Building L) will likely begin construction in 2021.

#### Single Family Residential

The infrastructure for the single-family residential lots is expected to be constructed concurrently with the commercial village. Sub-phasing of the single family residential is not anticipated but may occur if market demands dictate.

## Phase 2 Residential

The proposed land use of Phase 2 of New Riverside Village is planned as multi-family or single family residential and will be phased in as market conditions and development rights allow.

### **C. Site Design and Development Standards**

Architectural guidelines are currently governed by the Declaration of Covenants, Conditions and Restrictions for Towne Centre at New Riverside as found in Book 2782, Page 110, in the Register of Deeds for Beaufort County. The property also falls within the Highway Corridor Overlay District (HCO) and shall also comply to these standards. The applicant intends to responsibly exercise the design functions entrusted to the applicant as the private developer under the Concept Plan and Development Agreement.

### **D. Open Space**

Per section 5.2.9(E) Open Space Standards Table A of the Zoning and Development Standards Ordinance 90/3 referenced in the New Riverside Concept Plan, 15% open space is required for commercial uses. The master plan proposes 12.7 ac open space through buffers, trails, ponds and park space with approximately 2.5 acres being active open space. Calculations shall be provided as part of the development permit process.

#### **1) Town Park**

The Town of Bluffton is eager to provide open space to its citizens. New Riverside Village is improving the existing open space as shown in Exhibit H. There will be ±5.5 acres of dedicated open space that will include a fishing pond, dock, trails and paths, a playground, open play areas, a shelter, drinking fountains, benches, and shade trees. Parking spaces will be adjacent to the largest open space to provide easy access.

#### **2) Pocket Parks**

The master plan also includes four pocket parks. The first Pocket Park is located north of the civic building where the live oak cluster was discovered. The second pocket park is situated

between the commercial village area and the town park space. This space extends the feel of the town park into the village area. The third and fourth pocket parks are located in the middle of the residential areas and will be open to residents only.

### **3) Buffer Trails**

A recreational trail shall be constructed through portions of the 60-ft buffer along Highway 46 and New Riverside Road.

## **E. Conceptual Wastewater Collection Master Plan**

- 1) Proposed Sanitary Sewer Collection System (see Exhibit L)

## **F. Conceptual Water Distribution Master Plan**

- 1) Proposed Water Distribution System (see Exhibit K)

## **G. Stormwater Management**

New Riverside Village is situated within the New River watershed, a 303(d) Impaired water as classified by the state of South Carolina. The proposed pond at the center of the property shall intercept and treat development runoff prior to discharging to the New Riverside Road right-of-way and the Landings at New Riverside site, leading to wetland tributaries of the New River.

The Drainage Master Plan is shown in Exhibit M. Stormwater runoff will be routed through the site via underground storm piping system, connecting to the Landings at New Riverside stormwater system and the roadside swale within the New Riverside Road right-of-way.

Stormwater runoff will be attenuated to pre-development levels for the twenty-five (25) year, twenty-four (24) hour storm. The project site is relatively high with portions of the site soils classified as somewhat poorly drained, whereas other areas are classified as excessively well-draining by United States Geological Survey. Best Management Practices shall be utilized to reduce post development runoff volumes and promote filtration, infiltration and nutrient uptake. These BMP's include but are not limited to permeable pavement, filter strips, bioretention areas and stormwater reuse through irrigation.

As a secondary use the stormwater ponds shall also be utilized for recreational purposes, including fishing.

## **H. Utility Services**

### 1) Potable Water Distribution

Potable Water will be provided by Beaufort–Jasper Water & Sewer Authority (BJWSA). An existing twelve-inch diameter water main is located within New Riverside Road and a water line stub-out has been extended to the site.

### 2) Wastewater Collection

Wastewater collection will be provided by an existing eight-inch diameter gravity sewer main stubbed to the property at the property line, which is also shared with the Landings at New Riverside. The existing gravity system then flows to a pump station located by the Alston Park Community. The wastewater will be collected and pumped to the Cherry Point wastewater facility owned and operated by BJWSA.

### 3) Power Supply and Service

In accordance with franchise agreements approved by Town Council, New Riverside Village is in the Dominion service district. The electrical service will be provided by Dominion. Service will be extended as development progresses. PUD Master Plan approval does not amend any rights provided to a landowner by the Public Service Commission or South Carolina.

### 4) Telecommunication Service

The developer is coordinating its plans with licensed and franchised telecommunications service providers in the Master Plan area. The telecommunications infrastructure will include voice, data, and video facilities. Service will be extended and activated as development progresses. Master Plan approval does not amend any rights provided to a landowner or

telecommunications provider as granted by the Public Service Commission.

5) Fire Protection

The community is in the Bluffton Township Fire District (BTFD) jurisdiction. The water supply system will be designed to provide flow and pressure for fire protection.

See Intent to Serve letters in Appendix E.

**I. Access**

The property will be accessed from four locations. The primary access is a full movement entry on New Riverside Road situated across from the New Riverside Barn, a right-in-right-out just southwest of the Highway 46 and Highway 170 roundabout, an access off State Highway 46, toward the eastern side of the site and the planned connection to the Landings at New Riverside neighborhood.

**J. Streetscape**

The network of streets and connecting roadways will be similar in section to those seen on Dr. Mellichamp Drive in the Old Town. Sections will include a 20-foot travel way with a mixture of parallel parking and 45-degree angled parking. Streets shall include sidewalks in front of all commercial and residential buildings.(see Exhibit N).

**K. Sidewalk System**

In addition to the internal streets, a system of sidewalks is planned as shown in Exhibit G. The sidewalks are designed to connect to the New Riverside Road pedestrian trail on the west side of New Riverside Road via a pedestrian crossing at the proposed intersection. Sidewalks will also connect to the two sidewalk stub-outs at the Landings at New Riverside.

**L. Ownership and Maintenance of Common Areas and Utilities**

1) Common Areas

The two Town parks situated at the core of the community will be owned and maintained by the Town of Bluffton. Common infrastructure, open space and drainage shall be privately maintained. Development in New Riverside Village will be maintained in accordance with proposed maintenance agreements between property owners.

2) Utilities

Beaufort-Jasper Water & Sewer Authority will own and operate the water and sewer facilities necessary for this project. Electrical power facilities will be owned and operated by SCE&G, or other provider as approved by the Public Service Commission.

**M. Interconnectivity to Adjacent Land Use**

Section 2-16 *Roads* of Jones Estate Concept Plan indicates that the PUD shall provide roadway linkage of major land use areas including internal linkage to commercial and recreational uses. The Master Plan connects to the Landings at New Riverside roadway network and accommodations for future consideration to connect to SC Commission of Forestry (R600 036 000 0013 0000) parcel if future development occurs on the site. Presently, the master plan maintains a 50-ft PUD perimeter buffer, however an easement shall be granted to the Town of Bluffton to enable the adjacent property owner to construct the road connection through the buffer to the master plan's road stub-out.

**N. Traffic Assessment**

A traffic assessment was performed by Wilbur Smith & Associates in May 15, 2000 as part of the Jones Estate PUD Concept Plan. An updated traffic assessment was performed by Thomas & Hutton in 2004 in consideration of the SC Hwy 46 and SC Hwy 170 roundabout and New Riverside Road. The assumed commercial and retail traffic loading for New Riverside included 150,000 SF general commercial and 350,000 SF shopping center, far more than what is proposed within New Riverside Village.

## **V. Land Use Parcel Delineations and Uses**

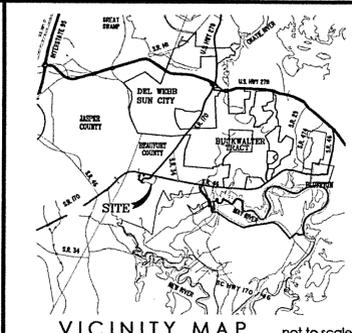
The land uses labeled on the Master Plan identify the most likely uses expected under current market forecasts. This Master Plan Application does not limit those previously approved uses, but identifies current forecasts.

Development on New Riverside Village will be subject to design guidelines that comply with the development standards of the Town, as applicable to the New Riverside Conceptual Land Use Plan and must also comply with the architectural and site design standards of the land use covenants. Environmental standards, including Best Management Practices regarding stormwater runoff, will be demonstrated at the time of final design and Development Permit Application. Future development permits will be issued for site specific development on each parcel upon individual applications for development approval which demonstrate compliance with these applicable use and site standards.

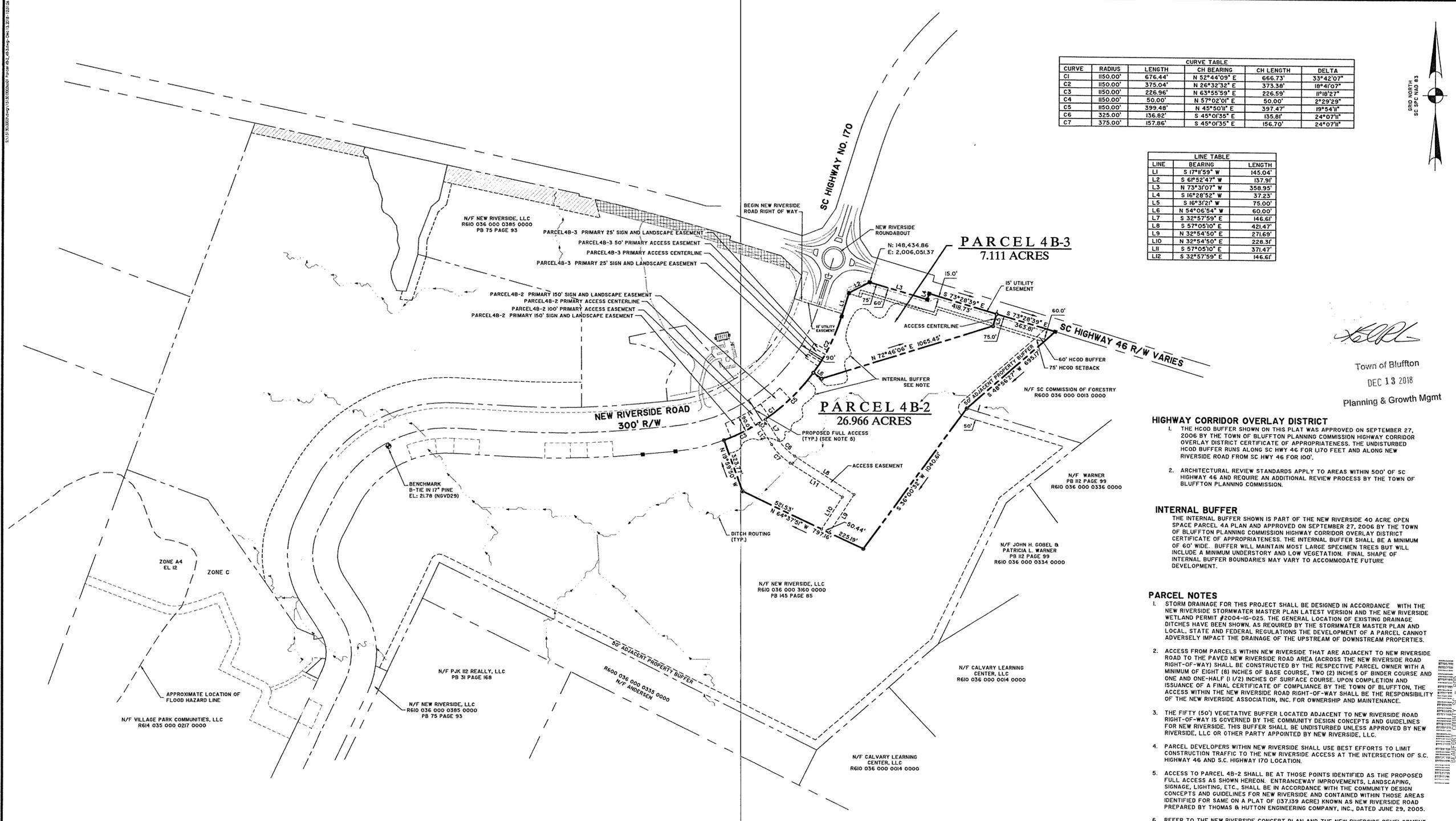
## **VI. Development Approvals within the New Riverside Planning Area**

Development Approval applications must meet the application standards of the Bluffton Development Standards Ordinance, as modified and approved under Attachment I of the New Riverside Conceptual Land Use Plan, and further such applications must meet standards set forth in this Master Plan approval and applicable land use covenants. Development which meets these specified conditions shall be approved, upon proper application to the Town. Any ambiguities or inconsistencies shall be governed by the hierarchy of applicable standards established under the Concept Plan approval. Any development proposal, which demonstrates compliance with these standards, shall be approved.

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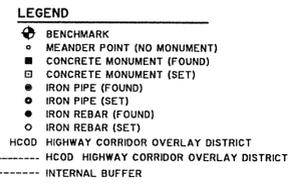
VICINITY MAP not to scale  
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CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	1150.00'	676.44'	N 52°44'09" E	666.73'	33°42'07"
C2	1150.00'	375.04'	N 28°32'32" E	373.38'	18°41'07"
C3	1150.00'	226.96'	N 53°55'59" E	226.59'	18°18'27"
C4	1150.00'	50.00'	N 57°02'01" E	50.00'	2°29'25"
C5	1150.00'	399.48'	N 45°50'11" E	397.47'	19°54'11"
C6	325.00'	136.82'	S 45°01'35" E	135.81'	24°07'11"
C7	375.00'	157.86'	S 45°01'35" E	156.70'	24°07'11"

LINE	BEARING	LENGTH
L1	S 17°15'59" W	145.04'
L2	S 6°52'47" W	137.91'
L3	N 73°31'07" W	358.95'
L4	S 16°28'52" W	37.23'
L5	S 16°31'21" W	75.00'
L6	N 54°06'54" W	60.00'
L7	S 32°57'59" E	146.61'
L8	S 57°05'10" E	421.47'
L9	N 32°54'50" E	271.69'
L10	N 32°54'50" E	228.31'
L11	S 57°05'10" E	371.47'
L12	S 32°57'59" E	146.61'

PARCEL	UPLAND	WETLAND BUFFER	PRESERVED WETLAND	WETLAND PERMIT IMPACTS	TOTAL (GROSS)
4B-2	26.966	0.000	0.000	0.000	26.966
4B-3	7.111	0.000	0.000	0.000	7.111



**HIGHWAY CORRIDOR OVERLAY DISTRICT**  
1. THE HCOD BUFFER SHOWN ON THIS PLAN WAS APPROVED ON SEPTEMBER 27, 2006 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. THE UNDISTURBED HCOD BUFFER RUNS ALONG SC HWY 46 FOR 170 FEET AND ALONG NEW RIVERSIDE ROAD FROM SC HWY 46 FOR 100'.  
2. ARCHITECTURAL REVIEW STANDARDS APPLY TO AREAS WITHIN 500' OF SC HIGHWAY 46 AND REQUIRE AN ADDITIONAL REVIEW PROCESS BY THE TOWN OF BLUFFTON PLANNING COMMISSION.

**INTERNAL BUFFER**  
THE INTERNAL BUFFER SHOWN IS PART OF THE NEW RIVERSIDE 40 ACRE OPEN SPACE PARCEL #A PLAN AND APPROVED ON SEPTEMBER 27, 2006 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. THE INTERNAL BUFFER SHALL BE A MINIMUM OF 60' WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES BUT WILL INCLUDE A MINIMUM UNDERSTORY AND LOW VEGETATION. FINAL SHAPE OF INTERNAL BUFFER BOUNDARIES MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.

**PARCEL NOTES**  
1. STORM DRAINAGE FOR THIS PROJECT SHALL BE DESIGNED IN ACCORDANCE WITH THE NEW RIVERSIDE STORMWATER MASTER PLAN LATEST VERSION AND THE NEW RIVERSIDE WETLAND PERMIT #2004-16-025. THE GENERAL LOCATION OF EXISTING DRAINAGE DITCHES HAVE BEEN SHOWN, AS REQUIRED BY THE STORMWATER MASTER PLAN AND LOCAL, STATE AND FEDERAL REGULATIONS. THE DEVELOPMENT OF A PARCEL CANNOT ADVERSELY IMPACT THE DRAINAGE OF THE UPSTREAM OF DOWNSTREAM PROPERTIES.  
2. ACCESS FROM PARCELS WITHIN NEW RIVERSIDE THAT ARE ADJACENT TO NEW RIVERSIDE ROAD TO THE PAVED NEW RIVERSIDE ROAD AREA (ACROSS THE NEW RIVERSIDE ROAD RIGHT-OF-WAY) SHALL BE CONSTRUCTED BY THE RESPECTIVE PARCEL OWNER WITH A MINIMUM OF EIGHT (8) INCHES OF BASE COURSE, TWO (2) INCHES OF BINDER COURSE AND ONE AND ONE-HALF (1 1/2) INCHES OF SURFACE COURSE. UPON COMPLETION AND ISSUANCE OF A FINAL CERTIFICATE OF COMPLIANCE BY THE TOWN OF BLUFFTON, THE ACCESS WITHIN THE NEW RIVERSIDE ROAD RIGHT-OF-WAY SHALL BE THE RESPONSIBILITY OF THE NEW RIVERSIDE ASSOCIATION, INC. FOR OWNERSHIP AND MAINTENANCE.  
3. THE FIFTY (50') VEGETATIVE BUFFER LOCATED ADJACENT TO NEW RIVERSIDE ROAD RIGHT-OF-WAY IS GOVERNED BY THE COMMUNITY DESIGN CONCEPTS AND GUIDELINES FOR NEW RIVERSIDE. THIS BUFFER SHALL BE UNDISTURBED UNLESS APPROVED BY NEW RIVERSIDE, LLC OR OTHER PARTY APPOINTED BY NEW RIVERSIDE, LLC.  
4. PARCEL DEVELOPERS WITHIN NEW RIVERSIDE SHALL USE BEST EFFORTS TO LIMIT CONSTRUCTION TRAFFIC TO THE NEW RIVERSIDE ACCESS AT THE INTERSECTION OF S.C. HIGHWAY 46 AND S.C. HIGHWAY 170 LOCATION.  
5. ACCESS TO PARCEL 4B-2 SHALL BE AT THOSE POINTS IDENTIFIED AS THE PROPOSED FULL ACCESS AS SHOWN HEREON. ENTRANCEWAY IMPROVEMENTS, LANDSCAPING, SIGNAGE, LIGHTING, ETC., SHALL BE IN ACCORDANCE WITH THE COMMUNITY DESIGN CONCEPTS AND GUIDELINES FOR NEW RIVERSIDE AND CONTAINED WITHIN THOSE AREAS IDENTIFIED FOR SAME ON A PLAT OF (37.139 ACRE) KNOWN AS NEW RIVERSIDE ROAD PREPARED BY THOMAS & HUTTON ENGINEERING COMPANY, INC., DATED JUNE 29, 2005.  
6. REFER TO THE NEW RIVERSIDE CONCEPT PLAN AND THE NEW RIVERSIDE DEVELOPMENT AGREEMENT FOR ADDITIONAL LIMITATIONS WHICH MAY AFFECT AREAS SHOWN ON THIS PLAT.

**NOTES**  
1. TAX MAP NO. (PARENT TRACT): RG10 036 000 1258 0000.  
2. ACCORDING TO F.I.R.M. MAP NO. 450025, PANEL 0808D, REVISED 9-29-86, THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN ZONE C.  
3. COORDINATES AND DIRECTIONS SHOWN ON THIS SURVEY ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD83). DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.  
4. THIS SURVEY IS VALID ONLY IF THE PRINT OF SAME HAS THE ORIGINAL SIGNATURE AND EMBOSSED SEAL OF THE LAND SURVEYOR.  
5. A TITLE SEARCH WAS NOT PERFORMED BY THOMAS & HUTTON ENGINEERING CO. AT THE TIME OF THIS SURVEY.  
6. THE PROPERTY PLATTED HEREON IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.  
7. PLAT SHALL NOT BE USED FOR FLOOD ZONE DETERMINATION. IT IS THE OWNER'S RESPONSIBILITY TO REFERENCE CURRENT FEMA FLOOD INSURANCE RATE MAPS, THE FEMA FLOOD INSURANCE MAPS CHANGE PERIODICALLY AND MAY VARY FROM WHAT IS SHOWN HEREON.  
8. PER TOWN OF BLUFFTON AGREEMENT, INTERNAL BUFFER SHALL BE A MINIMUM OF 60 FEET WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES AND WILL ALSO INCLUDE MINIMUM UNDERSTORY AND LOW VEGETATION REQUIREMENTS. FINAL SHAPE OF INTERNAL BUFFER BOUNDARY MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.  
9. REFERENCES: PB 108, PAGES 44-54, PB 75, PAGE 93, PB 145, PAGE 85, PB 116, PAGE 159, DB 2590, PAGES 1786-1788.

*[Signature]*  
Town of Bluffton  
DEC 13 2018  
Planning & Growth Mgmt

**THOMAS & HUTTON ENGINEERING CO.**  
No. 000285  
SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR LICENSE NO. 26957

I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

ROBERT K. MORGAN, III  
SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR  
LICENSE NO. 26957

MINOR SUBDIVISION  
**PARCEL 4B-2 & 4B-3**  
FORMERLY  
**PARCEL 4B-2**  
A PORTION OF  
**NEW RIVERSIDE**

TOWN OF BLUFFTON  
BEAUFORT COUNTY, SOUTH CAROLINA  
prepared for  
**NEW RIVERSIDE, LLC**

No.	Revision	By	Date
1	ADDED ACCESS & SIGN EASEMENT	LPO	12-13-18

**THOMAS & HUTTON**  
50 Park of Commerce Way  
Savannah, GA 31405 • 912.234.5300  
www.thomasandhutton.com

300 0 300 600  
1 INCH = 300 FEET

plotted 08-14-18  
drawn LPO  
reviewed RKM  
field AUGUST, 2018  
crew BB

job 15150.0003 SHEET 1 OF 1



**SITE DATA TABLE**

- TOTAL SITE ACREAGE: 35.5 ac.
- PERVIOUS AREA: 13.7 ac. 39%
- IMPVIOUS AREA: 19.4 ac. 54%
- POND: 2.4 ac. 7%

**BUILDING SUMMARY:**

ID	USE	AREA	SF	PARKING RATIO	PARKING REQUIRED	PARKING PROVIDED
<b>PHASE 1</b>						
A	RETAIL / RESTAURANT		8,000		32	
B	RETAIL / RESTAURANT		7,500		30	
C	RESTAURANT		7,500		30	
D	RETAIL / RESTAURANT		10,000		40	
E	RETAIL / RESTAURANT		10,000		40	
F	RETAIL / RESTAURANT		6,000		24	
G	RETAIL / RESTAURANT		6,500		26	
H	LIBRARY		15,000		68	
I	EARLY CHILDHOOD CENTER		8,500		34	
	COMMUNITY PARK	5.5 ac.				
	<b>SUBTOTAL</b>	<b>17.5 ac.</b>	<b>79,000</b>	<b>4/1,000 sq. ft.</b>	<b>324</b>	<b>326</b>
<b>OUTPARCELS</b>						
J	OFFICE / RETAIL	1.8 ac.	15,000	4/1,000 sq. ft.	60	60
K	GENERAL STORE	1.5 ac.	5,000	4/1,000 sq. ft.	20	20
L	RESTAURANT	1.8 ac.	4,800	12/1,000 sq. ft.	58	58
	<b>SUBTOTAL</b>	<b>5.1 ac.</b>			<b>138</b>	<b>138</b>
	<b>SINGLE FAMILY</b>	<b>5.3 ac.</b>				
	<b>PHASE 2</b>	<b>7.6 ac.</b>				
	<b>TOTAL</b>	<b>35.5 ac.</b>				

PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE UPON REVIEW OF VARIOUS GOVERNMENTAL AGENCIES.  
 OUT PARCEL USES AND SQUARE FOOTAGE YIELDS AS SHOWN ARE AN ESTIMATE AT THIS TIME AND SHALL NOT BE LIMITED TO THOSE SHOWN.  
 REFER TO THE NARRATIVE FOR PARKING REQUIREMENTS  
 TREES SHOWN ON CONCEPTUAL MASTER PLAN ARE FOR GRAPHIC PURPOSES ONLY.

CONNECTION TO ADJACENT DEVELOPMENT

PREPARED FOR:  
 AVTEX COMMERCIAL PROPERTIES, INC &  
 MFH LAND, LLC

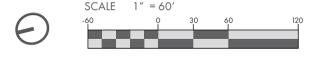
**CONCEPTUAL MASTER PLAN**  
**NEW RIVERSIDE VILLAGE**  
 BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA  
 R610-036-000-1258-0000

OCTOBER 29, 2019  
 REVISED: JANUARY 28, 2020

50 PARK OF COMMERCE WAY  
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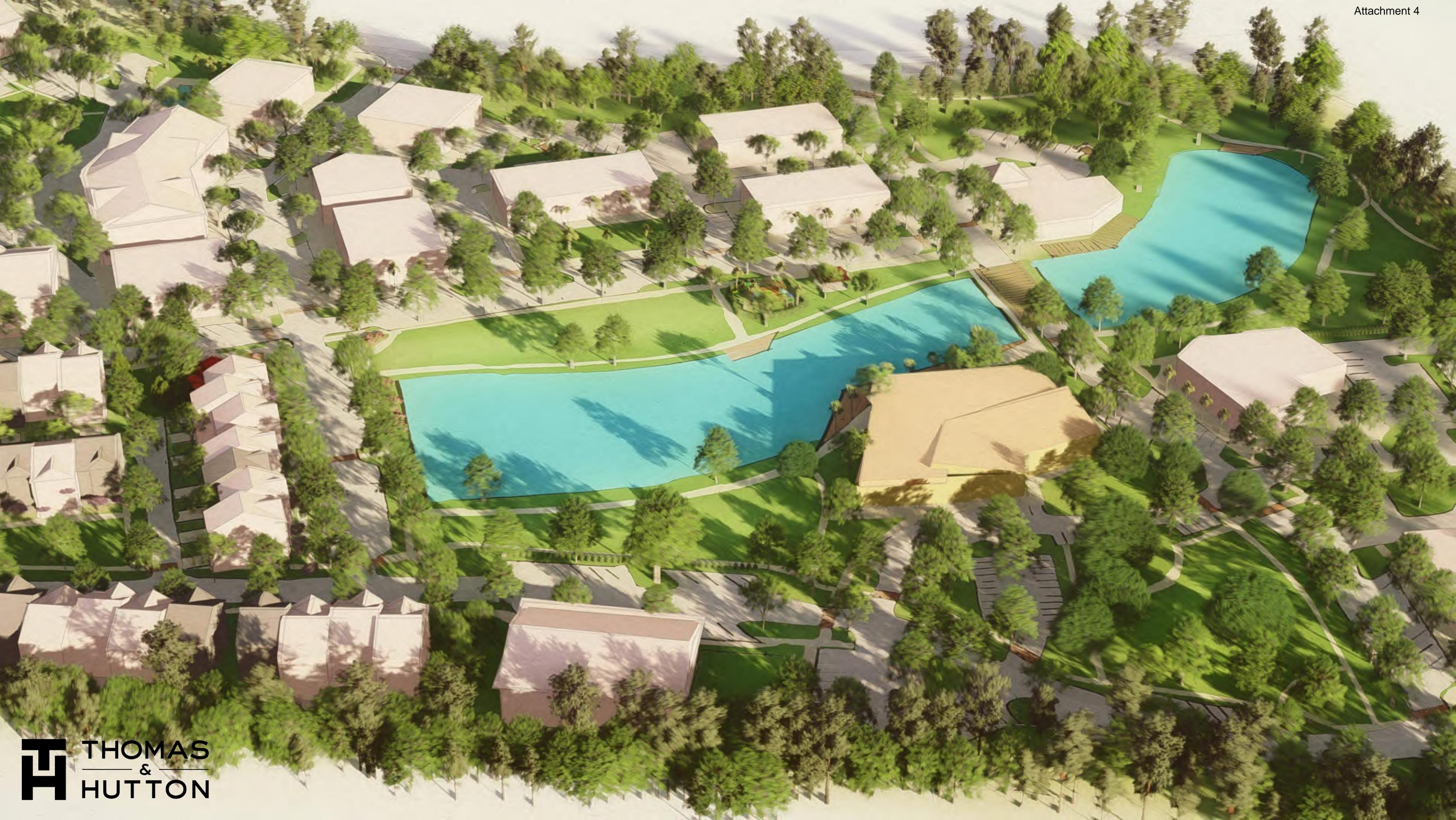
This map illustrates a general plan of the development which is for discussion purposes only. It does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.

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N/F SC COMMISSION OF FORESTRY  
R600 036 000 0013 0000

COMPANY, LLC  
N/F PULTE HOME



50' TOWN  
OF BLUFFTON  
ACCESS  
EASEMENT

**OUTPARCEL 3**

**OUTPARCEL 2**

**OUTPARCEL 1**

**PHASE 1**

**SINGLE FAMILY RESIDENTIAL**

**PHASE 2**

BUILDING G

15' UTILITY  
EASEMENT

BUILDING H

ACCESS  
CENTERLINE

BUILDING I

NEW RIVERSIDE  
ROUNDBOUT

SC HIGHWAY 170

SC HIGHWAY 46

BEGIN NEW RIVERSIDE  
ROAD RIGHT OF WAY

NEW RIVERSIDE ROAD

N/F PULTE HOME  
COMPANY, LLC  
AMENITY PARCEL  
PB 145 PAGE 194

COMPANY, LLC  
N/F PULTE HOME

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# PHASING PLAN

## NEW RIVERSIDE VILLAGE BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
REVISED: JANUARY 28, 2020

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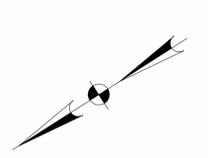
**THOMAS AND HUTTON**  
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KEY:

- EXISTING:**
  - ROADS
  - SIDEWALKS
- PROPOSED:**
  - ROADS
  - SIDEWALKS
  - RECREATIONAL TRAIL
  - NEW RIVERSIDE ROAD / SC 46 TRAIL
  - ADJACENT COMMUNITY CONNECTION POINT

NOTE(S): REFER TO STREET SECTIONS FOR DIMENSIONS



N/F SC COMMISSION OF FORESTRY  
R600 036 000 0013 0000

COMPANY, LLC  
N/F PULTE HOME

COMPANY, LLC  
N/F PULTE HOME

50' TOWN OF BLUFFTON ACCESS EASEMENT

15' UTILITY EASEMENT

NEW RIVERSIDE ROUNDABOUT

BEGIN NEW RIVERSIDE ROAD RIGHT OF WAY

SC HIGHWAY 170

SC HIGHWAY 46

NEW RIVERSIDE ROAD

60' ADJACENT PROPERTY BUFFER

SECTION A

SECTION C

SECTION C

SECTION A

SECTION B

SECTION B

SECTION A

SECTION A

PHASE II



NEW RIVERSIDE ROAD / SC 46 TRAIL SECTION

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# TRANSPORTATION NETWORK PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

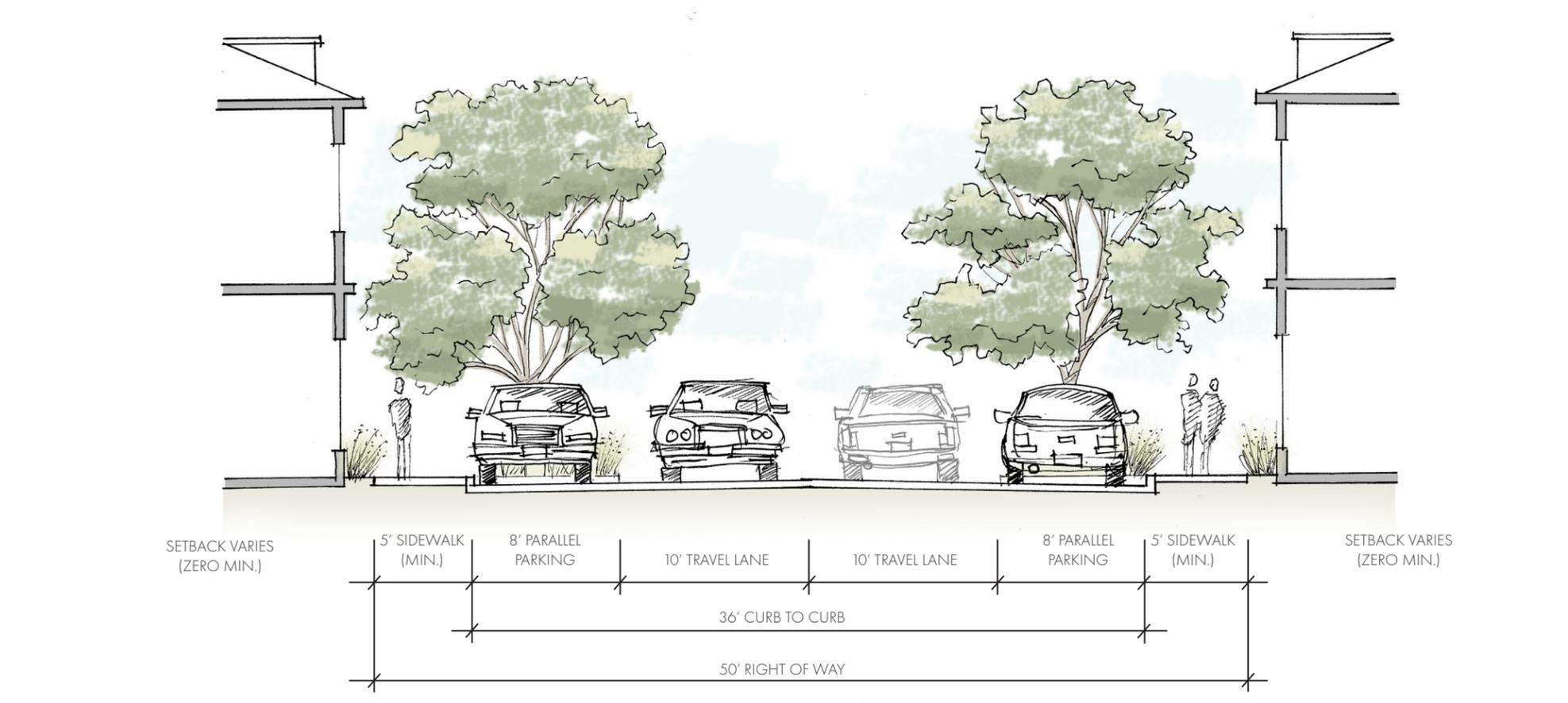
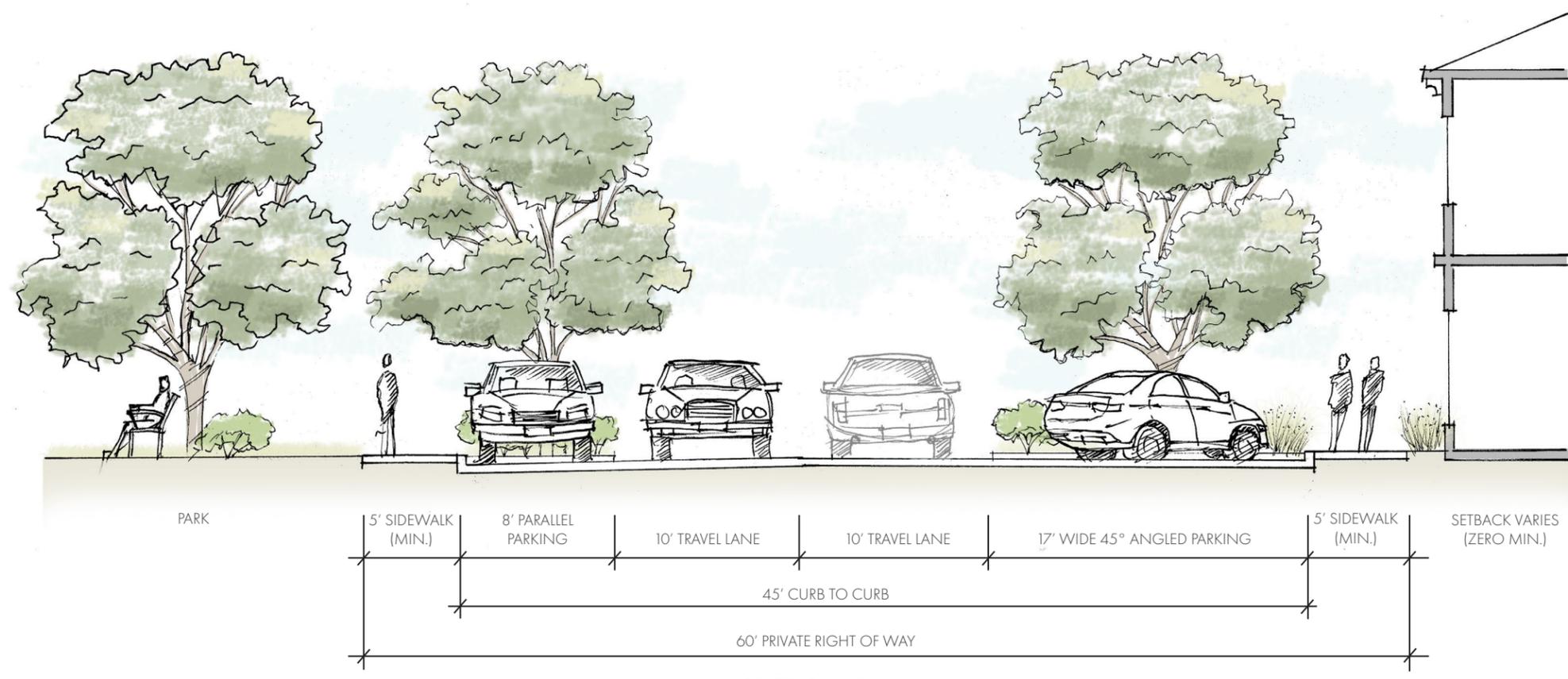
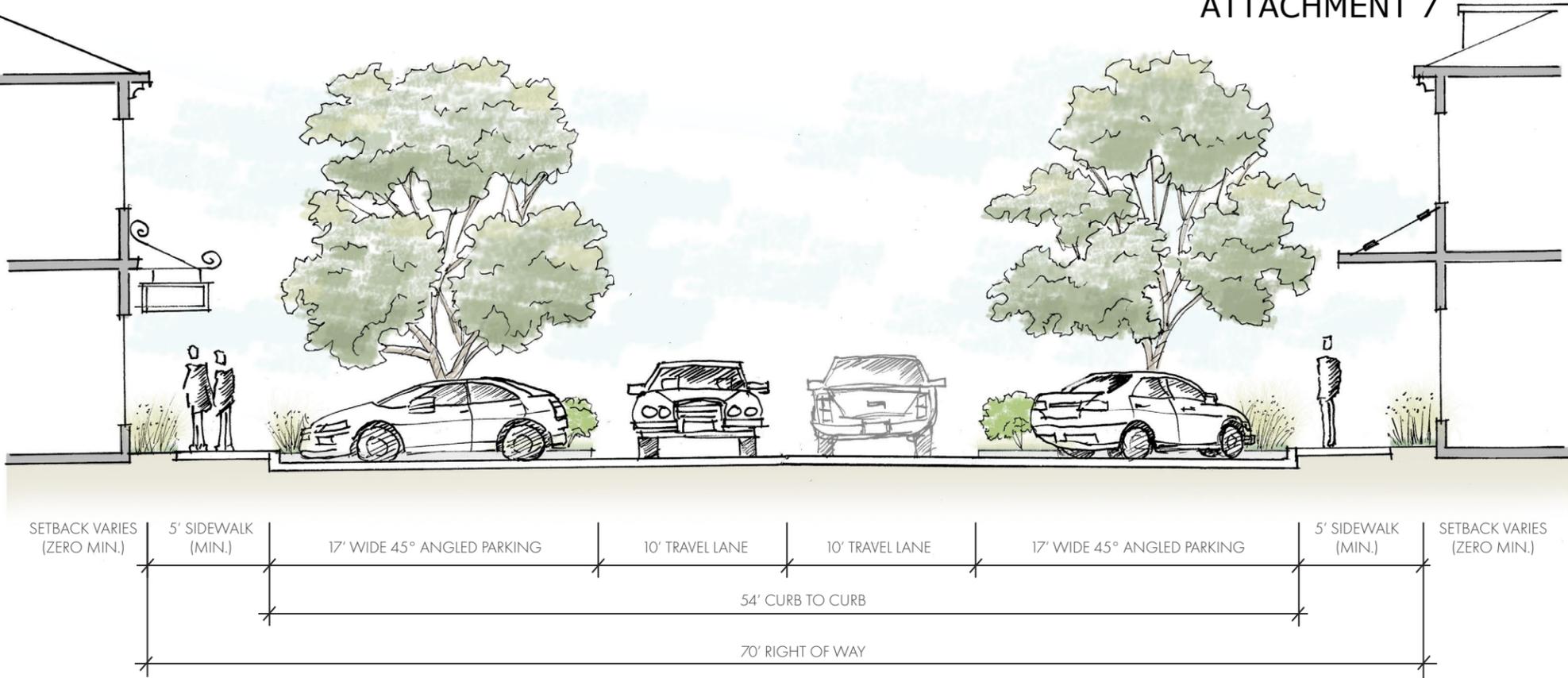
OCTOBER 29, 2019  
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THOMAS HUTTON



GRAPHIC SCALE: 1 INCH = 60 FEET



PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

TYPICAL ROAD CROSS SECTIONS

JANUARY 2, 2020

**NEW RIVERSIDE VILLAGE**

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

N/F SC COMMISSION OF FORESTRY  
R600 036 000 0013 0000

COMPANY, LLC  
N/F PULTE HOME



ACCESS  
CENTERLINE

15' UTILITY  
EASEMENT

SC HIGHWAY 46

NEW RIVERSIDE  
ROUNDBOUT

SC HIGHWAY 170

BEGIN NEW RIVERSIDE  
ROAD RIGHT OF WAY

NEW RIVERSIDE ROAD

COMPANY, LLC  
N/F PULTE HOME

N/F PULTE HOME  
COMPANY, LLC  
AMENITY PARCEL  
PB 145 PAGE 194

EXISTING TOWN PROPERTY LINE

±3.1 ACRE  
TOWN PARK

±2.4 ACRE  
TOWN PARK

±1.0 ACRE PRIVATELY MAINTAINED RIGHT-OF-WAY  
PROVIDING ACCESS, UTILITIES AND PARKING  
TO TOWN PARKS

EXISTING TOWN PROPERTY LINE

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# PROPOSED TOWN PARK SPACE

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
REVISED: JANUARY 28, 2020

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N/F SC COMMISSION OF FORESTRY  
R600 036 000 0013 0000

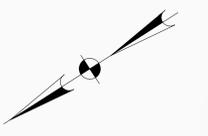
COMPANY, LLC  
N/F PULTE HOME

**KEY:**

- BUFFER
- TOWN OPEN SPACE
- POND

**OPEN SPACE SUMMARY**

TYPE	±ACREAGE
BUFFER	3.6 AC
TOWN OPEN SPACE	5.5 AC
POCKET PARKS	1.4 AC
<b>TOTAL</b>	<b>10.5 AC</b>



50' TOWN  
OF BLUFFTON  
ACCESS  
EASEMENT

ACCESS  
CENTERLINE

15' UTILITY  
EASEMENT

SC HIGHWAY 46

NEW RIVERSIDE  
ROUNDBOUT

SC HIGHWAY 170

BEGIN NEW RIVERSIDE  
ROAD RIGHT OF WAY

NEW RIVERSIDE ROAD

COMPANY, LLC  
N/F PULTE HOME

N/F PULTE HOME  
COMPANY, LLC  
AMENITY PARCEL  
PB 145 PAGE 194

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# OPEN SPACE PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
REVISED: JANUARY 28, 2020

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KEY:

- APPROXIMATE TREE CONSERVATION AREAS
- PRIORITY TREE(S) SAVED (13)
- PRIORITY TREE(S) NOT BEING SAVED (1)
- SIGNIFICANT TREES IDENTIFIED TO BE SAVED WHERE POSSIBLE



20' SETBACK INCLUDING 10' BUFFER

N/F PULTE HOME COMPANY, LLC AMENITY PARCEL PB 149 PAGE 194

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

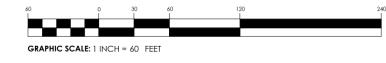
### TREE PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
REVISED: JANUARY 28, 2020



N/F SC COMMISSION OF FORESTRY  
R600 036 000 0013 0000

COMPANY, LLC  
N/F PULTE HOME

KEY:

-  OUTFALL LOCATION
-  DRAINAGE PIPE
-  MAIN DRAINAGE LINE
-  FLOW DIRECTION



50' TOWN  
OF BLUFFTON  
ACCESS  
EASEMENT

ACCESS  
CENTERLINE

15' UTILITY  
EASEMENT

SC HIGHWAY 46

NEW RIVERSIDE  
ROUNDBOUT

SC HIGHWAY 170

CONNECT TO EXISTING  
DRAINAGE POND

CONNECT TO EXISTING  
DRAINAGE STUB OUT

NEW RIVERSIDE ROAD

BEGIN NEW RIVERSIDE  
ROAD RIGHT OF WAY

N/F PULTE HOME  
COMPANY, LLC  
AMENITY PARCEL  
PB 146 PAGE 194

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# DRAINAGE MASTER PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
REVISED: JANUARY 28, 2020

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KEY:

- GRAVITY SEWER MANHOLE
- █ GRAVITY SEWER MAIN



50' TOWN  
OF BLUFFTON  
ACCESS  
EASEMENT

ACCESS  
CENTERLINE

15' UTILITY  
EASEMENT

CONNECT TO EXISTING  
GRAVITY SEWER

COMPANY, LLC  
N/F PULTE HOME

N/F PULTE HOME  
COMPANY, LLC  
AMENITY PARCEL  
PB 145 PAGE 194

NEW RIVERSIDE  
ROUNDBOUT

SC HIGHWAY 46

NEW RIVERSIDE ROAD

BEGIN NEW RIVERSIDE  
ROAD RIGHT OF WAY

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# SEWER MASTER PLAN

OCTOBER 29, 2019  
REVISED: JANUARY 28, 2020

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

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GRAPHIC SCALE 1 INCH = 60 FEET



# NEW RIVERSIDE VILLAGE

Aerial Exhibit  
10/28/2019

- Parcels
- Project Site



KEY:

-  OUTFALL LOCATION
-  DRAINAGE PIPE
-  MAIN DRAINAGE LINE
-  FLOW DIRECTION



PREPARED FOR:  
 AVTEX COMMERCIAL PROPERTIES, INC &  
 MFH LAND, LLC

# DRAINAGE MASTER PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

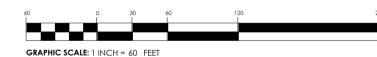
R610-036-000-1258-0000

OCTOBER 29, 2019  
 REVISED: DECEMBER 30, 2019

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**SITE DATA TABLE**

· TOTAL SITE ACREAGE:	35.5 AC.
· PERVIOUS AREA:	13.7 AC. 39%
· IMPVIOUS AREA:	19.4 AC. 54%
· POND	2.4 AC. 7%

**BUILDING SUMMARY:**

ID	USE	AREA	SF	PARKING RATIO	PARKING REQUIRED	PARKING PROVIDED
<b>PHASE 1</b>						
A	RETAIL / RESTAURANT		8,000		32	
B	RETAIL / RESTAURANT		7,500		30	
C	RESTAURANT		7,500		30	
D	RETAIL / RESTAURANT		10,000		40	
E	RETAIL / RESTAURANT		10,000		40	
F	RETAIL / RESTAURANT		6,000		24	
G	RETAIL / RESTAURANT		6,500		26	
H	LIBRARY		15,000		68	
I	EARLY CHILDHOOD CENTER		8,500		34	
	<b>COMMUNITY PARK</b>	5.3 AC.				
	<b>SUBTOTAL</b>	17.7 AC.	79,000	4/1,000 sq. ft.	324	326
<b>OUTPARCELS</b>						
J	OFFICE / RETAIL	1.7 AC.	15,000	4/1,000 sq. ft.	60	60
K	GENERAL STORE	1.5 AC.	5,000	4/1,000 sq. ft.	20	20
L	RESTAURANT	1.7 AC.	4,800	12/1,000 sq. ft.	58	58
	<b>SUBTOTAL</b>	4.9 AC.			138	138
	<b>SINGLE FAMILY</b>	5.3 AC.				
	<b>PHASE 2</b>	7.6 AC.				
	<b>TOTAL</b>	35.5 AC.				

PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE UPON REVIEW OF VARIOUS GOVERNMENTAL AGENCIES.  
 OUT PARCEL USES AND SQUARE FOOTAGE YIELDS AS SHOWN ARE AN ESTIMATE AT THIS TIME AND SHALL NOT BE LIMITED TO THOSE SHOWN.  
 REFER TO THE NARRATIVE FOR PARKING REQUIREMENTS  
 TREES SHOWN ON CONCEPTUAL MASTER PLAN ARE FOR GRAPHIC PURPOSES ONLY.

PREPARED FOR:  
 AVTEX COMMERCIAL PROPERTIES, INC &  
 MFH LAND, LLC

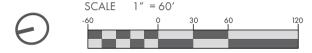
**CONCEPTUAL MASTER PLAN**  
**NEW RIVERSIDE VILLAGE**  
 BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA  
 R610-036-000-1258-0000

OCTOBER 29, 2019  
 REVISED: JANUARY 14, 2020

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KEY:

APPROXIMATE TREE CONSERVATION AREAS

PRIORITY TREE(S) SAVED (13)

PRIORITY TREE(S) NOT BEING SAVED (1)



PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# TREE PLAN

## NEW RIVERSIDE VILLAGE BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
REVISED: DECEMBER 30, 2019

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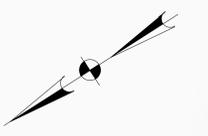
GRAPHIC SCALE: 1 INCH = 60 FEET

KEY:

- BUFFER
- TOWN OPEN SPACE
- POND

OPEN SPACE SUMMARY

TYPE	±ACREAGE
BUFFER	3.6 AC
TOWN OPEN SPACE	5.3 AC
POCKET PARKS	1.4 AC
<b>TOTAL</b>	<b>10.3 AC</b>



PREPARED FOR:  
 AVTEX COMMERCIAL PROPERTIES, INC &  
 MFH LAND, LLC

# OPEN SPACE PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

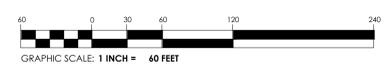
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 REVISED: DECEMBER 30, 2019

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### PHASING PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

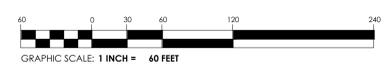
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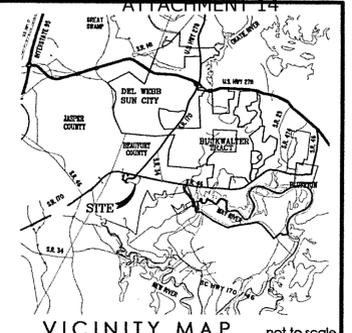


N/F PULTE HOME  
 COMPANY, LLC  
 AMENITY PARCEL  
 PB 146 PAGE 194

COMPANY, LLC  
 N/F PULTE HOME

COMPANY, LLC  
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THOMAS & HUTTON ENGINEERING CO. No. C00285

ROBERT K. MORGAN, III  
SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR  
LICENSE NO. 26957

I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

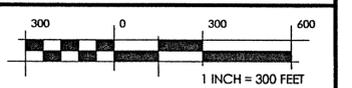
MINOR SUBDIVISION

**PARCEL 4B-2 & 4B-3**  
FORMERLY  
**PARCEL 4B-2**  
A PORTION OF  
**NEW RIVERSIDE**

TOWN OF BLUFFTON  
BEAUFORT COUNTY, SOUTH CAROLINA  
prepared for  
**NEW RIVERSIDE, LLC**

No.	Revision	By	Date
1	ADDED ACCESS & SIGN EASEMENT	LPO	12-13-18

**THOMAS & HUTTON**  
50 Park of Commerce Way  
Savannah, GA 31405 • 912.234.5300  
www.thomasandhutton.com



plotted 08-14-18  
drawn LPO  
reviewed RKM  
field AUGUST, 2018  
crew BB

CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	1150.00'	676.44'	N 52°44'09" E	666.73'	33°42'07"
C2	1150.00'	375.04'	N 28°32'32" E	373.38'	18°41'07"
C3	1150.00'	226.96'	N 53°55'59" E	226.59'	11°18'27"
C4	1150.00'	50.00'	N 57°02'01" E	50.00'	2°29'25"
C5	1150.00'	399.48'	N 45°50'11" E	397.47'	19°54'11"
C6	325.00'	136.82'	S 45°01'35" E	135.81'	24°07'11"
C7	375.00'	157.86'	S 45°01'35" E	156.70'	24°07'11"

LINE	BEARING	LENGTH
L1	S 17°15'59" W	145.04'
L2	S 6°52'47" W	137.91'
L3	N 73°31'07" W	358.95'
L4	S 16°28'52" W	37.23'
L5	S 13°31'21" W	75.00'
L6	N 54°06'54" W	60.00'
L7	S 32°57'59" E	146.61'
L8	S 57°05'10" E	421.47'
L9	N 32°54'50" E	271.69'
L10	N 32°54'50" E	228.31'
L11	S 57°05'10" E	371.47'
L12	S 32°57'59" E	146.61'

*[Signature]*  
Town of Bluffton  
DEC 13 2018  
Planning & Growth Mgmt

**HIGHWAY CORRIDOR OVERLAY DISTRICT**  
1. THE HCOD BUFFER SHOWN ON THIS PLAT WAS APPROVED ON SEPTEMBER 27, 2006 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. THE UNDISTURBED HCOD BUFFER RUNS ALONG SC HWY 46 FOR 170 FEET AND ALONG NEW RIVERSIDE ROAD FROM SC HWY 46 FOR 100'.  
2. ARCHITECTURAL REVIEW STANDARDS APPLY TO AREAS WITHIN 500' OF SC HIGHWAY 46 AND REQUIRE AN ADDITIONAL REVIEW PROCESS BY THE TOWN OF BLUFFTON PLANNING COMMISSION.

**INTERNAL BUFFER**  
THE INTERNAL BUFFER SHOWN IS PART OF THE NEW RIVERSIDE 40 ACRE OPEN SPACE PARCEL 4A PLAN AND APPROVED ON SEPTEMBER 27, 2006 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. THE INTERNAL BUFFER SHALL BE A MINIMUM OF 60' WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES BUT WILL INCLUDE A MINIMUM UNDERSTORY AND LOW VEGETATION. FINAL SHAPE OF INTERNAL BUFFER BOUNDARIES MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.

**PARCEL NOTES**  
1. STORM DRAINAGE FOR THIS PROJECT SHALL BE DESIGNED IN ACCORDANCE WITH THE NEW RIVERSIDE STORMWATER MASTER PLAN LATEST VERSION AND THE NEW RIVERSIDE WETLAND PERMIT #2004-16-025. THE GENERAL LOCATION OF EXISTING DRAINAGE DITCHES HAVE BEEN SHOWN, AS REQUIRED BY THE STORMWATER MASTER PLAN AND LOCAL, STATE AND FEDERAL REGULATIONS. THE DEVELOPMENT OF A PARCEL CANNOT ADVERSELY IMPACT THE DRAINAGE OF THE UPSTREAM OF DOWNSTREAM PROPERTIES.  
2. ACCESS FROM PARCELS WITHIN NEW RIVERSIDE THAT ARE ADJACENT TO NEW RIVERSIDE ROAD TO THE PAVED NEW RIVERSIDE ROAD AREA (ACROSS THE NEW RIVERSIDE ROAD RIGHT-OF-WAY) SHALL BE CONSTRUCTED BY THE RESPECTIVE PARCEL OWNER WITH A MINIMUM OF EIGHT (8) INCHES OF BASE COURSE, TWO (2) INCHES OF BINDER COURSE AND ONE AND ONE-HALF (1 1/2) INCHES OF SURFACE COURSE. UPON COMPLETION AND ISSUANCE OF A FINAL CERTIFICATE OF COMPLIANCE BY THE TOWN OF BLUFFTON, THE ACCESS WITHIN THE NEW RIVERSIDE ROAD RIGHT-OF-WAY SHALL BE THE RESPONSIBILITY OF THE NEW RIVERSIDE ASSOCIATION, INC. FOR OWNERSHIP AND MAINTENANCE.  
3. THE FIFTY (50') VEGETATIVE BUFFER LOCATED ADJACENT TO NEW RIVERSIDE ROAD RIGHT-OF-WAY IS GOVERNED BY THE COMMUNITY DESIGN CONCEPTS AND GUIDELINES FOR NEW RIVERSIDE. THIS BUFFER SHALL BE UNDISTURBED UNLESS APPROVED BY NEW RIVERSIDE, LLC OR OTHER PARTY APPOINTED BY NEW RIVERSIDE, LLC.  
4. PARCEL DEVELOPERS WITHIN NEW RIVERSIDE SHALL USE BEST EFFORTS TO LIMIT CONSTRUCTION TRAFFIC TO THE NEW RIVERSIDE ACCESS AT THE INTERSECTION OF S.C. HIGHWAY 46 AND S.C. HIGHWAY 170 LOCATION.  
5. ACCESS TO PARCEL 4B-2 SHALL BE AT THOSE POINTS IDENTIFIED AS THE PROPOSED FULL ACCESS AS SHOWN HEREON. ENTRANCEWAY IMPROVEMENTS, LANDSCAPING, SIGNAGE, LIGHTING, ETC., SHALL BE IN ACCORDANCE WITH THE COMMUNITY DESIGN CONCEPTS AND GUIDELINES FOR NEW RIVERSIDE AND CONTAINED WITHIN THOSE AREAS IDENTIFIED FOR SAME ON A PLAT OF (37.139 ACRE) KNOWN AS NEW RIVERSIDE ROAD PREPARED BY THOMAS & HUTTON ENGINEERING COMPANY, INC., DATED JUNE 29, 2005.  
6. REFER TO THE NEW RIVERSIDE CONCEPT PLAN AND THE NEW RIVERSIDE DEVELOPMENT AGREEMENT FOR ADDITIONAL LIMITATIONS WHICH MAY AFFECT AREAS SHOWN ON THIS PLAT.

**NOTES**  
1. TAX MAP NO. (PARENT TRACT): RG10 036 000 1258 0000.  
2. ACCORDING TO F.I.R.M. MAP NO. 450025, PANEL 0808D, REVISED 9-29-86, THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN ZONE C.  
3. COORDINATES AND DIRECTIONS SHOWN ON THIS SURVEY ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD83). DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.  
4. THIS SURVEY IS VALID ONLY IF THE PRINT OF SAME HAS THE ORIGINAL SIGNATURE AND EMBOSSED SEAL OF THE LAND SURVEYOR.  
5. A TITLE SEARCH WAS NOT PERFORMED BY THOMAS & HUTTON ENGINEERING CO. AT THE TIME OF THIS SURVEY.  
6. THE PROPERTY PLATTED HEREON IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.  
7. PLAT SHALL NOT BE USED FOR FLOOD ZONE DETERMINATION. IT IS THE OWNER'S RESPONSIBILITY TO REFERENCE CURRENT FEMA FLOOD INSURANCE RATE MAPS, THE FEMA FLOOD INSURANCE MAPS CHANGE PERIODICALLY AND MAY VARY FROM WHAT IS SHOWN HEREON.  
8. PER TOWN OF BLUFFTON AGREEMENT, INTERNAL BUFFER SHALL BE A MINIMUM OF 60 FEET WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES AND WILL ALSO INCLUDE MINIMUM UNDERSTORY AND LOW VEGETATION REQUIREMENTS. FINAL SHAPE OF INTERNAL BUFFER BOUNDARY MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.  
9. REFERENCES: PB 108, PAGES 44-54, PB 75, PAGE 93, PB 145, PAGE 85, PB 116, PAGE 159, DB 2590, PAGES 1786-1788.

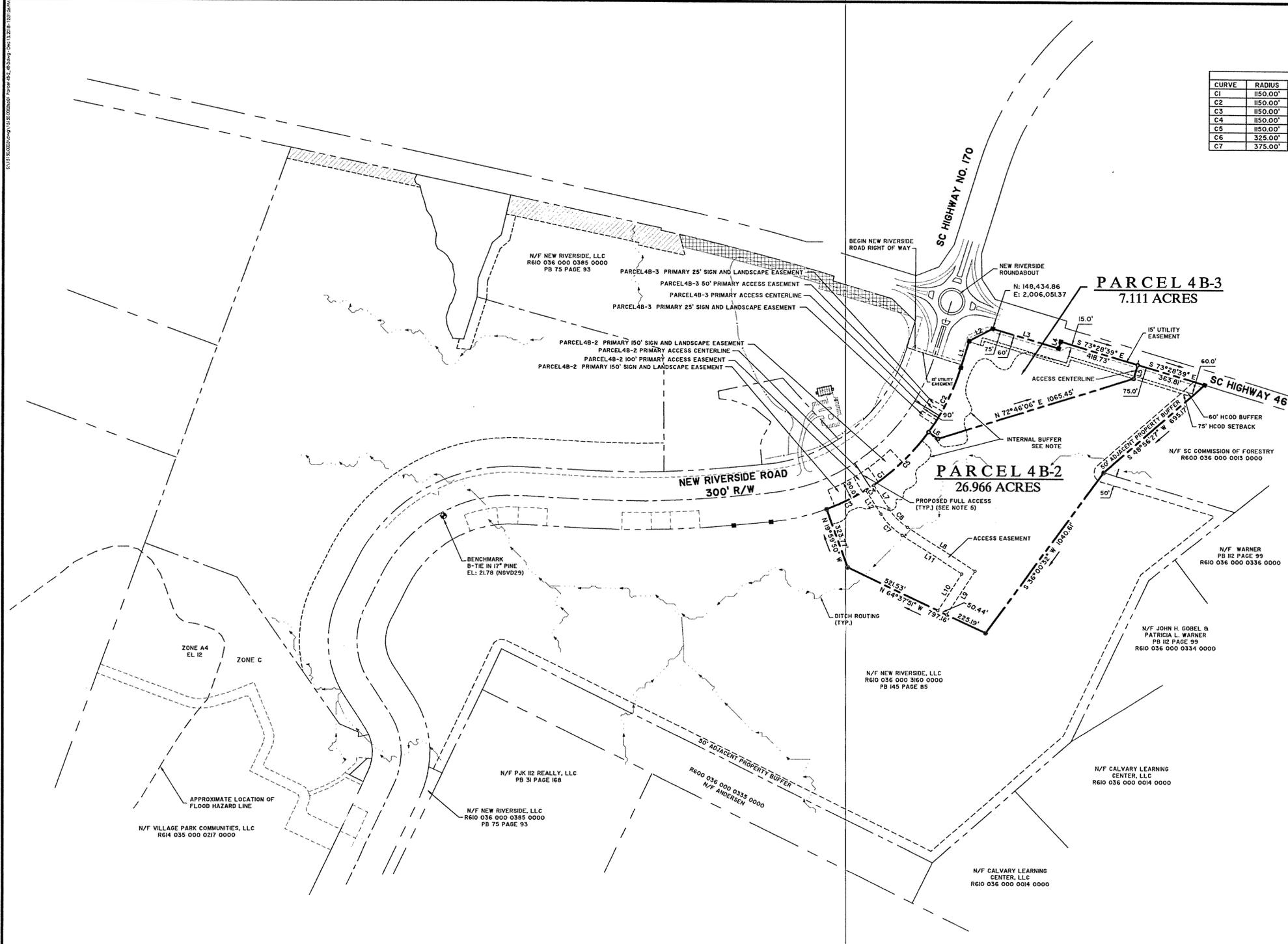
PARCEL	UPLAND	WETLAND BUFFER	PRESERVED WETLAND	WETLAND PERMIT IMPACTS	TOTAL (GROSS)
4B-2	26.966	0.000	0.000	0.000	26.966
4B-3	7.111	0.000	0.000	0.000	7.111

**WETLAND LEGEND**

- PRESERVED WETLAND
- WETLAND BUFFER

**LEGEND**

- BENCHMARK
- MEANDER POINT (NO MONUMENT)
- CONCRETE MONUMENT (FOUND)
- CONCRETE MONUMENT (SET)
- IRON PIPE (FOUND)
- IRON PIPE (SET)
- IRON REBAR (FOUND)
- IRON REBAR (SET)
- HCOD HIGHWAY CORRIDOR OVERLAY DISTRICT
- HCOD HIGHWAY CORRIDOR OVERLAY DISTRICT
- INTERNAL BUFFER



**WETLAND LEGEND**

- PRESERVED WETLAND
- WETLAND BUFFER

**LEGEND**

- BENCHMARK
- MEANDER POINT (NO MONUMENT)
- CONCRETE MONUMENT (FOUND)
- CONCRETE MONUMENT (SET)
- IRON PIPE (FOUND)
- IRON PIPE (SET)
- IRON REBAR (FOUND)
- IRON REBAR (SET)
- HCOD HIGHWAY CORRIDOR OVERLAY DISTRICT
- HCOD HIGHWAY CORRIDOR OVERLAY DISTRICT
- INTERNAL BUFFER

KEY:

- GRAVITY SEWER MANHOLE
- GRAVITY SEWER MAIN



PREPARED FOR:  
 AVTEX COMMERCIAL PROPERTIES, INC &  
 MFH LAND, LLC

## SEWER MASTER PLAN

**NEW RIVERSIDE VILLAGE**  
 BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
 REVISED: DECEMBER 30, 2019

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 AMENITY PARCEL  
 PB 145 PAGE 194

COMPANY, LLC  
 N/F PULTE HOME

N/F SC COMMISSION OF FORESTRY  
 R600 036 000 0013 0000

COMPANY, LLC  
 N/F PULTE HOME

ACCESS  
 CENTERLINE

15' UTILITY  
 EASEMENT

SC HIGHWAY 46

NEW RIVERSIDE  
 ROUNDABOUT

SC HIGHWAY 170

BEGIN NEW RIVERSIDE  
 ROAD RIGHT OF WAY

NEW RIVERSIDE ROAD

CONNECT TO EXISTING  
 GRAVITY SEWER



PREPARED FOR:  
 AVTEX COMMERCIAL PROPERTIES, INC &  
 MFH LAND, LLC

# TOPOGRAPHY

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

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## PROPOSED TOWN PARK SPACE

# NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

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 COMPANY, LLC  
 AMENITY PARCEL  
 PB 145 PAGE 194

COMPANY, LLC  
 N/F PULTE HOME

COMPANY, LLC  
 N/F PULTE HOME

N/F SC COMMISSION OF FORESTRY  
 R600 036 000 0013 0000



KEY:

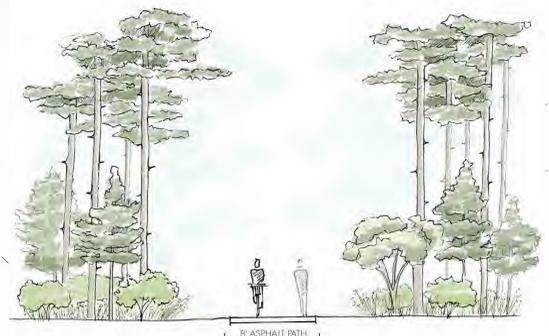
EXISTING:  
ROADS   
SIDEWALKS 

PROPOSED:  
ROADS   
SIDEWALKS   
RECREATIONAL TRAIL 

NEW RIVERSIDE ROAD / SC 46 TRAIL 

ADJACENT COMMUNITY CONNECTION POINT 

NOTE(S):  
REFER TO STREET SECTIONS FOR DIMENSIONS



NEW RIVERSIDE ROAD / SC 46 TRAIL SECTION

PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# TRANSPORTATION NETWORK PLAN

## NEW RIVERSIDE VILLAGE

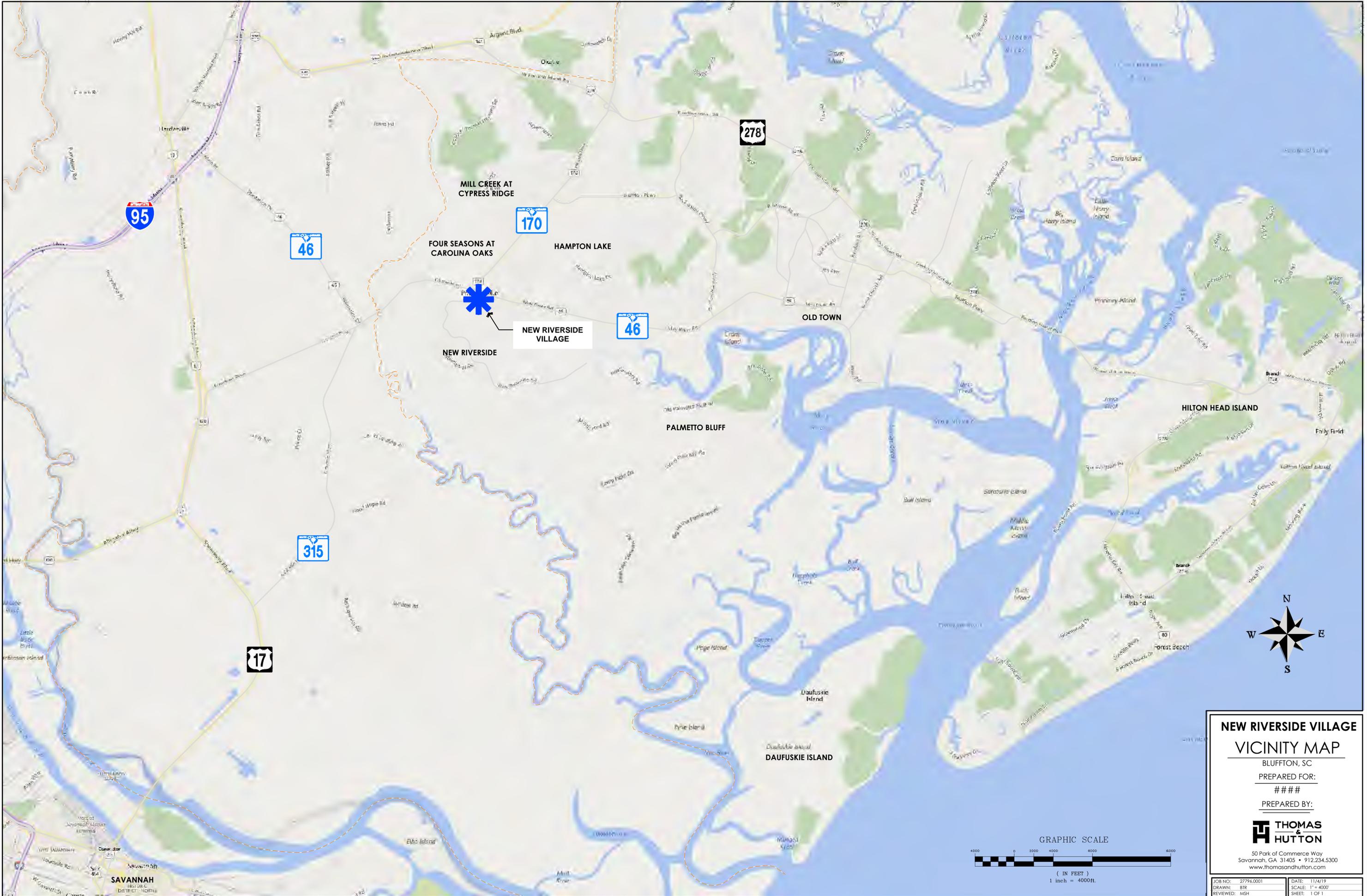
BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
REVISED: DECEMBER 30, 2019



50 PARK OF COMMERCE WAY  
SAVANNAH, GA 31405 • 912.234.5300  
WWW.THOMASANDHUTTON.COM  
THOMAS HUTTON

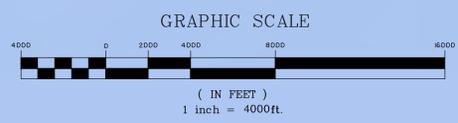


**NEW RIVERSIDE VILLAGE**  
**VICINITY MAP**

BLUFFTON, SC  
 PREPARED FOR:  
 ###  
 PREPARED BY:



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



JOB NO: 27796.0001	DATE: 11/4/19
DRAWN: BTR	SCALE: 1" = 4000'
REVIEWED: MSH	SHEET: 1 OF 1

25.0796.027796.0001.dwg - 25.0796.027796.0001.dwg - 25.0796.027796.0001.dwg - 25.0796.027796.0001.dwg - 25.0796.027796.0001.dwg

KEY:

- 8" WATER MAIN
- 10" WATER MAIN



PREPARED FOR:  
 AVTEX COMMERCIAL PROPERTIES, INC &  
 MFH LAND, LLC

# WATER MASTER PLAN

## NEW RIVERSIDE VILLAGE

BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019  
 REVISED: DECEMBER 30, 2019

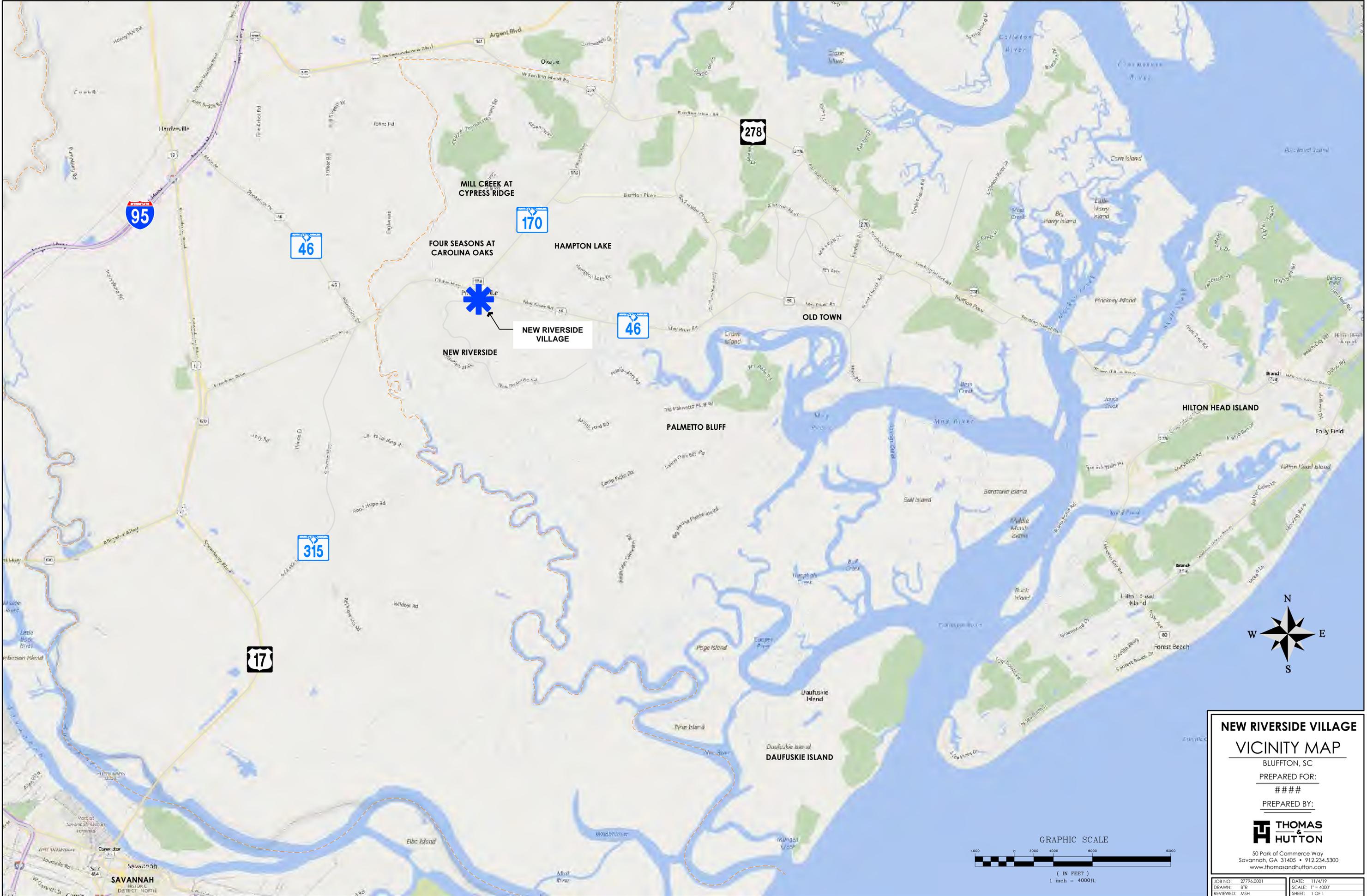
**THOMAS HUTTON**  
 50 PARK OF COMMERCE WAY  
 SAVANNAH, GA 31405 • 912.234.5300  
 WWW.THOMASANDHUTTON.COM

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 © 2019 THOMAS & HUTTON



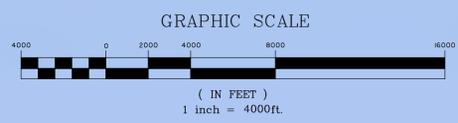




**NEW RIVERSIDE VILLAGE**  
**VICINITY MAP**  
 BLUFFTON, SC  
 PREPARED FOR:  
 ###  
 PREPARED BY:



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



JOB NO: 27796.0001	DATE: 11/4/19
DRAWN: BTR	SCALE: 1" = 4000'
REVIEWED: MSH	SHEET: 1 OF 1



PREPARED FOR:  
AVTEX COMMERCIAL PROPERTIES, INC &  
MFH LAND, LLC

# TOPOGRAPHY

## NEW RIVERSIDE VILLAGE BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

OCTOBER 29, 2019  
REVISED: JANUARY 28, 2020

50 PARK OF COMMERCE WAY  
SAVANNAH, GA 31405 • 912.234.5300  
WWW.THOMASANDHUTTON.COM

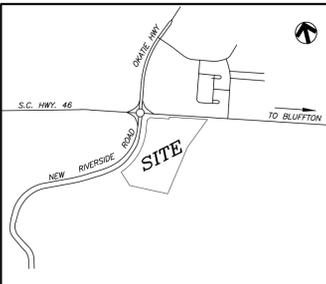
This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only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

COPYRIGHT © 2019 THOMAS & HUTTON

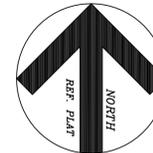
R610-036-000-1258-0000



GRAPHIC SCALE: 1 INCH = 60 FEET



VICINITY MAP - N.T.S.

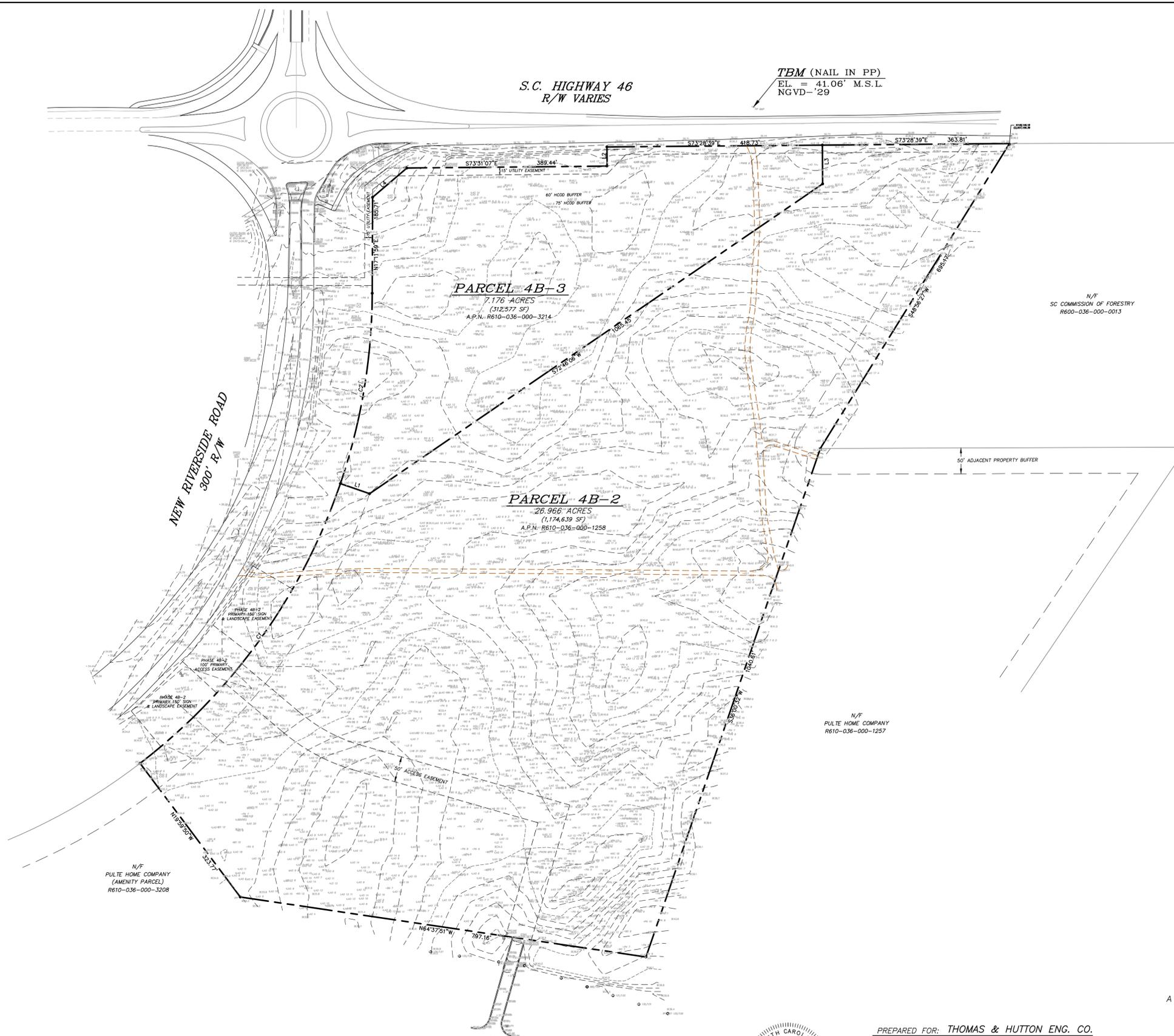


S.C. HIGHWAY 46  
R/W VARIES

TBM (NAIL IN PP)  
EL. = 41.06' M.S.L.  
NGVD-'29

Curve Table					
C#	ARC	RADIUS	DELTA	DIRECTION	CHORD
C2	375.04'	1150.00'	18°41'07"	N26°32'32"E	373.38'
C1	676.44'	1150.00'	33°42'07"	N52°44'09"E	666.73'

Parcel Line Table		
L#	Length	Direction
L1	60.00'	N54°06'54"W
L2	37.23'	N16°28'52"E
L3	75.00'	S16°31'21"W
L4	87.58'	N66°35'05"E



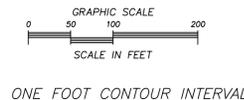
LEGEND	
BG	BLACK GUM
B.S.L.	BUILDING SETBACK LINE
CATV	CABLE TELEVISION
CB	CATCH BASIN
CMF	CONCRETE MONUMENT FOUND
DI	DROP INLET
ELEC. BOX	ELECTRIC BOX
GI	GRATE INLET
IPF	IRON PIN (OLD) FOUND
IP	IRON PIN (NEW) SET
LAO	LAUREL OAK
LO	LIVE OAK
MAG	MAGNOLIA
PA	PALMETTO
PAL	PALM
PN	PINE
RO	RED OAK
SDMH	STORM DRAIN MANHOLE
SSMH	SANITARY SEWER MANHOLE
TELE. PED.	TELEPHONE PEDESTAL
WC	WILD CHERRY
WHO	WHITE OAK
WM	WATER METER
WO	WATER OAK
WV	WATER VALVE

- NOTES:
- THIS LOT LIES IN ZONE "C", NO B.F.E. PER F.I.R.M. PANEL NO. 0080-D, COMMUNITY NO. 450025, REVISED: 9/29/86.
  - THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY THE SURVEYOR. NO INVESTIGATIONS FOR EASEMENTS, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS HAVE BEEN MADE THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
  - ALL BUILDING SETBACK REQUIREMENTS SHOULD BE VERIFIED WITH THE PROPER AUTHORITIES PRIOR TO DESIGN AND CONSTRUCTION.
  - CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.
  - THE 50' VEGETATIVE BUFFER LOCATED ADJACENT TO NEW RIVERSIDE ROAD RIGHT-OF-WAY IS GOVERNED BY THE COMMUNITY DESIGN CONCEPTS AND GUIDELINES FOR NEW RIVERSIDE. THIS BUFFER SHALL BE UNDISTURBED UNLESS APPROVED BY NEW RIVERSIDE, LLC OR OTHER PARTY APPOINTED BY NEW RIVERSIDE, LLC.

REFERENCE PLAT:  
A SUBDIVISION PLAT OF A MINOR SUBDIVISION OF PARCEL 4B-2 & 4B-3, FORMERLY PARCEL 4B-2 A PORTION OF NEW RIVERSIDE  
By: THOMAS & HUTTON ENG. CO.  
DATED: 08/14/18, LAST REVISED: 12/13/18  
FILE: 15150.0003  
RECORDED: P.B. 150 PAGE 168

LABEL DESCRIPTIONS (TYP.)	
	TREE LOCATION
	GROUND ELEVATION
	TREE SPECIES & DIAMETER (IN)

PARCEL 4B-2 26.966 ACRES  
PARCEL 4B-3 7.176 ACRES  
TOTAL: 34.142 ACRES



PREPARED FOR: THOMAS & HUTTON ENG. CO.

" I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "B" SURVEY AS SPECIFIED THEREIN. ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN."

MICHAEL R. DUNIGAN  
S.C.R.L.S. NO. 11905

A TREE AND TOPOGRAPHIC LAND SURVEY COMPOSITE OF

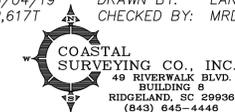
PARCELS 4B-2 & 4B-3

A PORTION OF  
NEW RIVERSIDE

TOWN OF BLUFFTON, BEAUFORT COUNTY, SOUTH CAROLINA

SCALE: 1" = 100'  
DATE: 03/04/19  
JOB No.: 62,617T

SURVEYED BY: LC  
DRAWN BY: LAN  
CHECKED BY: MRD



**Proposed Recommended Motion**

Consideration of Approval for the Initial Master Plan (IMP) for Property Referred to as New Riverside Village within the New Riverside PUD for a Residential, Office, and Commercial Village-Type Development Consisting of Approximately 35.508 Acres Located at the Southeast Corner of New Riverside Road and HWY 46.

***“I move to {approve, approve with conditions, or deny} the Initial Master Plan for the New Riverside Village as presented.”***



# Initial Master Plan New Riverside Village

Presentation to Town Council  
Kevin P. Icard, AICP  
Department of Growth Management  
February 11, 2020

# Applicant Request



A request for approval of the Initial Master Plan Application submitted by Tex Small, Agent, Avtex Commercial Properties, Inc., on behalf of the owner, J. Scott Mattei of MFH Land, LLC, for an Initial Master Plan for parcels identified by tax map numbers: R610 036 000 1258 0000 and R610 036 000 3214 0000 in the New Riverside Concept Plan.

<b>Initial Master Plan Process</b>	<b>Step Completed</b>	<b>Date Completed</b>
<b>Step 1. Pre-Application Meeting</b>	✓	<b>November 13, 2019</b>
<b>Step 2. Application Check-In Meeting</b>	✓	<b>November 21, 2019</b>
<b>Step 3. Review by Development Review Committee (DRC)</b>	✓	<b>January 15, 2020</b>
<b>Step 4. Planning Commission Recommendation</b>	✓	<b>January 22, 2020</b>
<b>Step 5. Town Council Consideration of Master Plan</b>	✓	<b>February 11, 2020</b>
<b>Step 6. Town Council Consideration of Ordinance (First Reading)</b>		<b>TBD</b>
<b>Step 7. Town Council Consideration of Ordinance (Second &amp; Final Reading)</b>		<b>TBD</b>

# Area Map



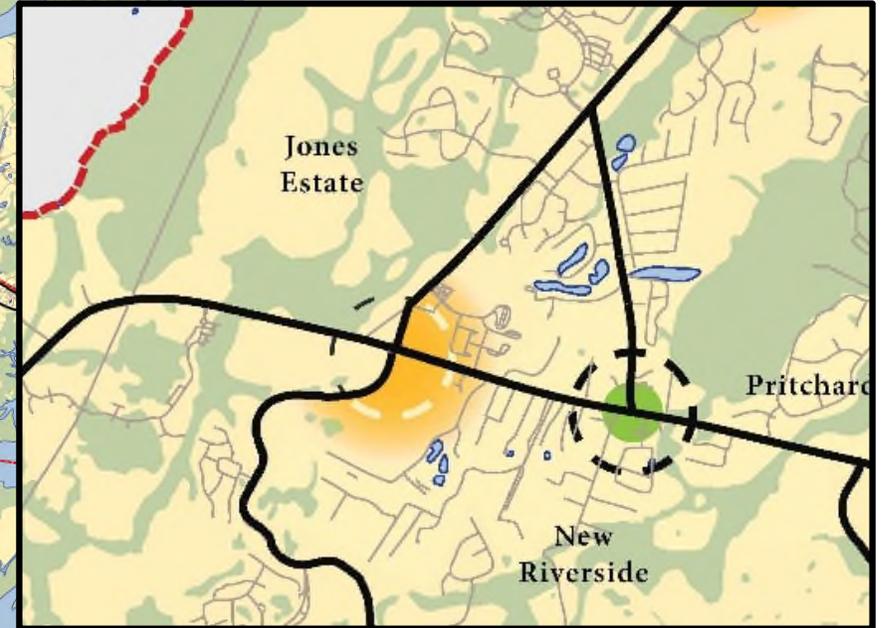
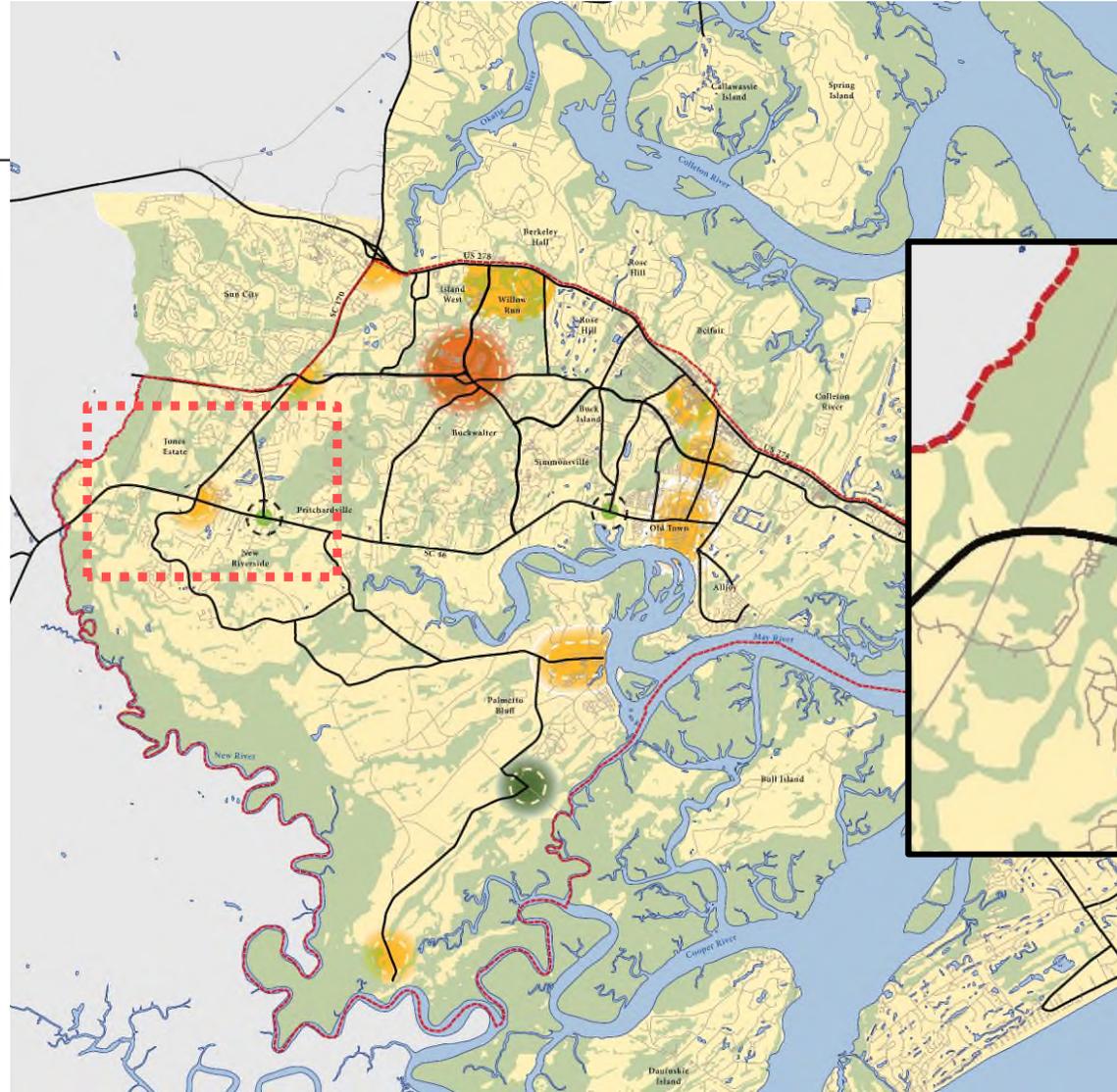
# Growth Framework Map



## GROWTH FRAMEWORK

### Map Legend

-  Water
-  Municipality or Community Plan Boundary
-  Marsh/Wetlands
-  Town Center Place Type Assembly
-  Village Place Type Assembly
-  Hamlet Place Type Assembly
-  Rural Crossroad Place Type Assembly
-  Future Town of Bluffton Annexation
-  Land Outside Beaufort County



# New Riverside PUD

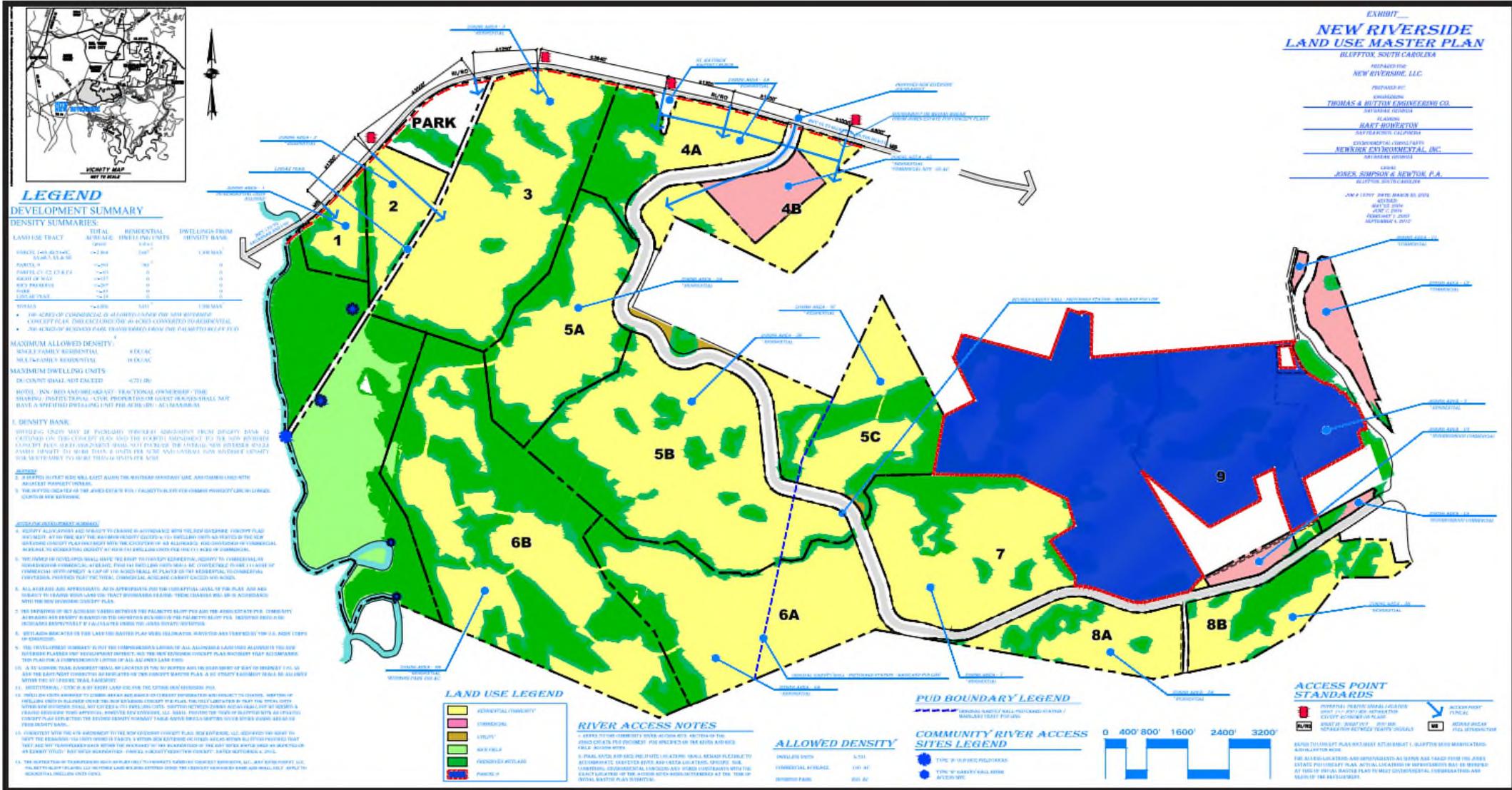


EXHIBIT  
**NEW RIVERSIDE  
 LAND USE MASTER PLAN**  
 BLUFFTON, SOUTH CAROLINA  
 PREPARED FOR:  
 NEW RIVERSIDE, LLC  
 PREPARED BY:  
 THOMAS & HUTTON ENGINEERING CO.  
 PLANNING:  
 BART BOWEN  
 ENVIRONMENTAL CONSULTANTS:  
 NEWTRIX ENVIRONMENTAL, INC.  
 LOCAL:  
 JAMES SIMPSON & NEWTON, P.A.  
 DATE: JAN 12, 2012

### LEGEND DEVELOPMENT SUMMARY

DENSITY SUMMARIES

LAND USE TRACT	TOTAL DWELLING UNITS	RESIDENTIAL DWELLING UNITS	DWELLINGS PER ACRE
TRACT 1	1,200	1,200	120
TRACT 2	1,500	1,500	150
TRACT 3	1,800	1,800	180
TRACT 4	2,100	2,100	210
TRACT 5	2,400	2,400	240
TRACT 6	2,700	2,700	270
TRACT 7	3,000	3,000	300
TRACT 8	3,300	3,300	330
TRACT 9	3,600	3,600	360

- 1. THE SCOPE OF COMMERCIAL OR INDUSTRIAL USES SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN AND SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN.
  - 2. THE SCOPE OF RESIDENTIAL USES SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN AND SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN.
- MAXIMUM ALLOWED DENSITY:  
 SINGLE FAMILY RESIDENTIAL: 100/AC  
 MULTIFAMILY RESIDENTIAL: 150/AC  
 MAXIMUM DWELLING UNITS PER ACRE: 150/AC

1. DENSITY BAND  
 DENSITY BANDS SHALL BE ESTABLISHED TO PROTECT THE ENVIRONMENTAL QUALITY OF THE SITE AND TO PROTECT THE ENVIRONMENTAL QUALITY OF THE SITE AND TO PROTECT THE ENVIRONMENTAL QUALITY OF THE SITE.
2. DENSITY BANDS SHALL BE ESTABLISHED TO PROTECT THE ENVIRONMENTAL QUALITY OF THE SITE AND TO PROTECT THE ENVIRONMENTAL QUALITY OF THE SITE AND TO PROTECT THE ENVIRONMENTAL QUALITY OF THE SITE.

3. THE SCOPE OF COMMERCIAL OR INDUSTRIAL USES SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN AND SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN.
4. THE SCOPE OF RESIDENTIAL USES SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN AND SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN.
5. THE SCOPE OF COMMERCIAL OR INDUSTRIAL USES SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN AND SHALL BE LIMITED TO THE SCOPE OF THE CONCEPT PLAN.

### LAND USE LEGEND

[Yellow]	RESIDENTIAL/COMMERCIAL
[Pink]	COMMERCIAL
[Green]	UTILITY
[Light Green]	WATERFILL
[Dark Green]	PROTECTED WETLAND
[Blue]	PARK

### RIVER ACCESS NOTES

1. ALL RIVER ACCESS POINTS SHALL BE DESIGNED TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION.

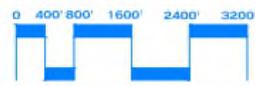
2. ALL RIVER ACCESS POINTS SHALL BE DESIGNED TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION.

### ALLOWED DENSITY

RESIDENTIAL	100/AC
COMMERCIAL	150/AC
INDUSTRIAL	200/AC

### COMMUNITY RIVER ACCESS SITES LEGEND

1. COMMUNITY RIVER ACCESS SITES SHALL BE DESIGNED TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION.



### ACCESS POINT STANDARDS

1. ACCESS POINTS SHALL BE DESIGNED TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION AND TO PROVIDE ACCESS TO THE RIVER FOR ALL TYPES OF RECREATION.

# Initial Master Plan



# Initial Master Plan - Phasing



## Phase I

- Town Park
- Library
- Single-Family Residential
- Commercial Village
- Daycare Facility
- Outparcel 1
- Outparcel 2
- Outparcel 3

## Phase II

- Single or Multi-family



# Assignment of Rights & Land Uses



The Applicant's development rights holdings include 25 acres of commercial, 107 residential dwelling units, and the right to convert 7.29 of their commercial acres to 29 residential dwelling units based on a ratio of 1 acre to 4 residential dwelling units (equals 136 Residential Units).

The proposed IMP is for a mixed-use development consisting of residential, commercial, civic, and open space components which aligns with Section 2.B.1 that lists the permitted land uses identified within the Jones Estate Development Agreement and New Riverside Concept Plan as:

Business Center	Community Center	Community Recreation
General Commercial	Hotel/Inn, Institutional/Civic	Maintenance Areas
Model Home/Sales Center	Multi-Family/Residential	Neighborhood Commercial
Open Space	Silviculture	Single-Family Residential
Traditional Neighborhood Development District		

# Planning Commission Recommendation



The Town of Bluffton Planning Commission voted at their January 22, 2020 meeting to recommend to Town Council to approve the Initial Master Plan for New Riverside Village with the following conditions:

1. The master plan must incorporate innovative storm water designs such as, but not limited to:
  - a. Recirculation of water for irrigation.
  - b. The use of pervious paving and/or porous materials for lanes, alleys, and parking where appropriate to provide a low-impact design alternative to traditional hard and non-porous surfaces.
2. Indicate the setbacks against all external property lines.
3. Update the stub-out plan to the SC Forestry Commission property to indicate the unimproved right-of-way extending to the property line and document how the future improvement of the roadway will be completed upon development of the SC Forestry Commission property.
4. Item *IV.-J. Streetscape* in the application narrative should be updated to include sidewalks on both sides of the road in all residential areas.
5. Include an extension of the path around the Town Park Space to create a full loop by showing it traversing through the water's edge where the restaurant on the waterfront is located.

# Master Plan Elements



- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- Town Park Space
- Open Space
- Tree Preservation
- Stormwater Mgmt.

- **Topography:** New Riverside Village is situated on a predominantly sandy site with elevations ranging from elevation 41 in the northeastern quadrant of the property to elevation 31 towards the western project boundary adjacent to the Landings at New Riverside.
- **Wetlands:** Per the US-Army Corps of Engineers, no wetlands exist on the project site.
- **Flood Zone:** Per FEMA, no flood zones exist on the project site.
- **Tree Cover:** The site is covered with a mix of hardwoods and pines. The following is a mix of the species by percentage.

Type	Percentage
ASH	0.03%
BAY:	0.03%
BLACK GUM	0.17%
CEDAR	0.30%
CHERRY	0.36%
GUM:	0.46%
HICKORY	0.76%
HOLLY	0.73%
LAUREL OAK	46.79%
LIVE OAK	6.81%
MAGNOLIA	0.73%
MAPLE	0.03%
PALM	0.93%
PINE	31.98%
RED OAK	3.37%
WHITE OAK	6.45%

# Master Plan Elements



- Existing Conditions
- **Site Design**
- Connectivity
- Streetscape
- Town Park Space
- Open Space
- Tree Preservation
- Stormwater Mgmt.

## Built Environment

- Grid
- Mass/Scale
- Public/Private Realm
- Open Space
- Waste Receptacles



# Master Plan Elements



- Existing Conditions
- Site Design
- **Connectivity**
- Streetscape
- Town Park Space
- Open Space
- Tree Preservation
- Stormwater Mgmt.

Approximately 1/2 mile park trail  
 Approximately 1/2 mile buffer trail



NEW RIVERSIDE ROAD / SC 46 TRAIL SECTION



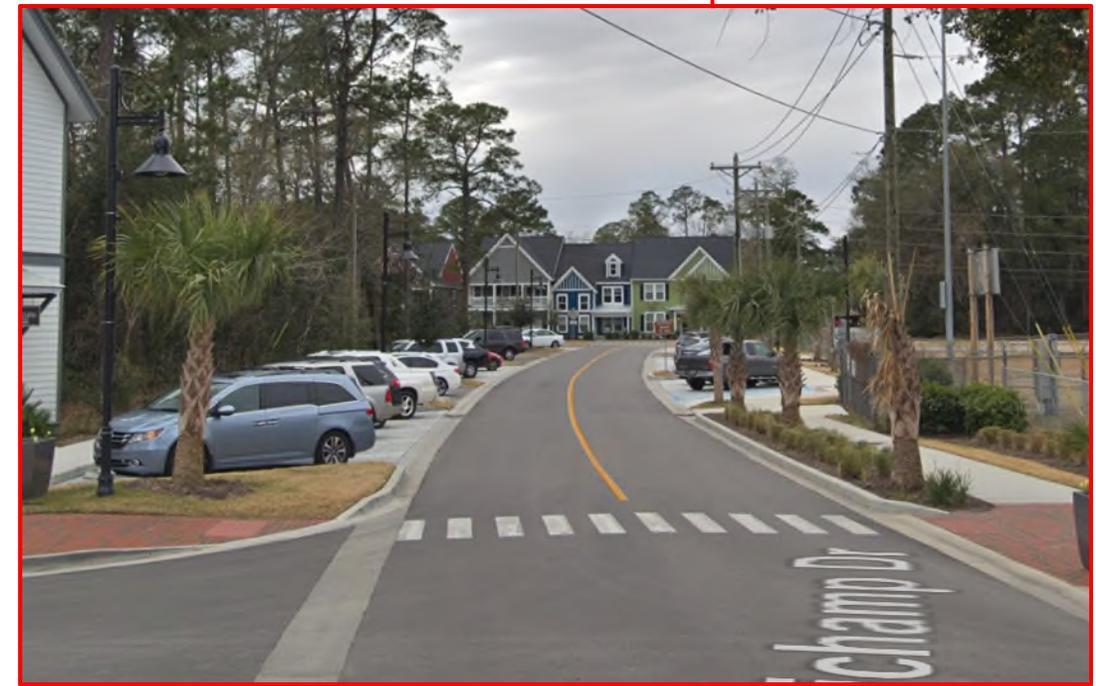
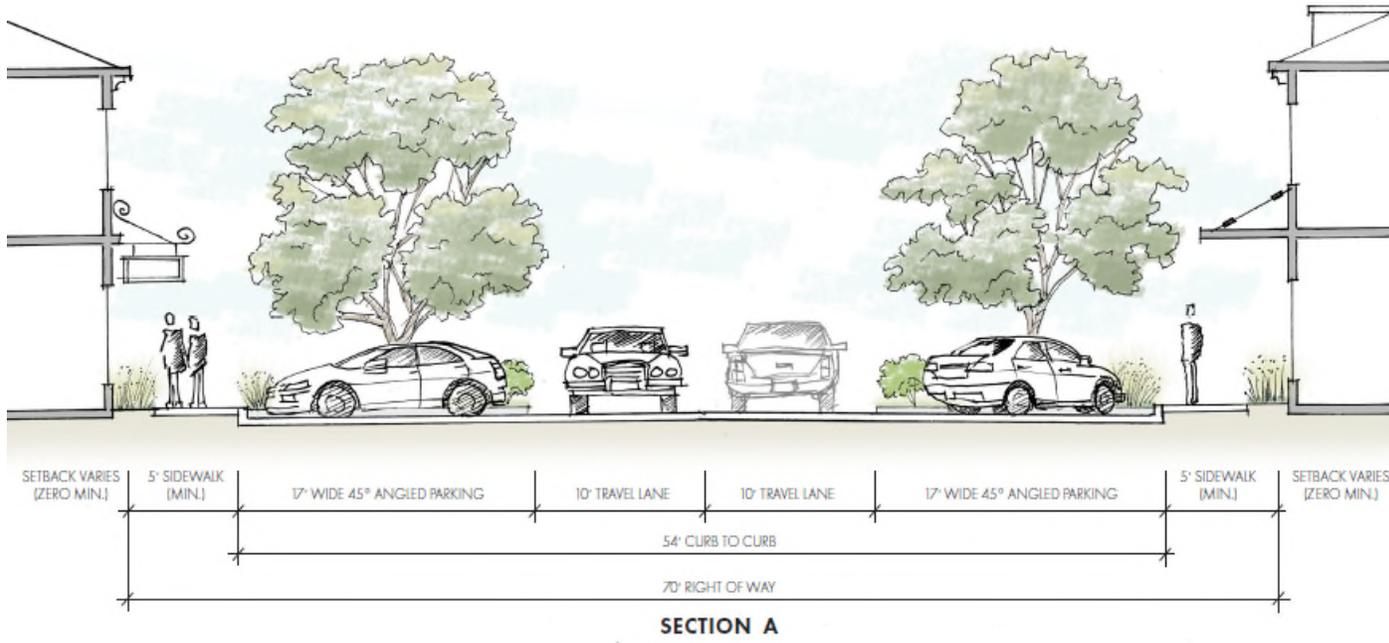
RED FOR:  
 X COMMERCIAL PROPERTIES, INC &  
 LAND, LLC

## TRANSPORTATION NETWORK PLAN

# Master Plan Elements



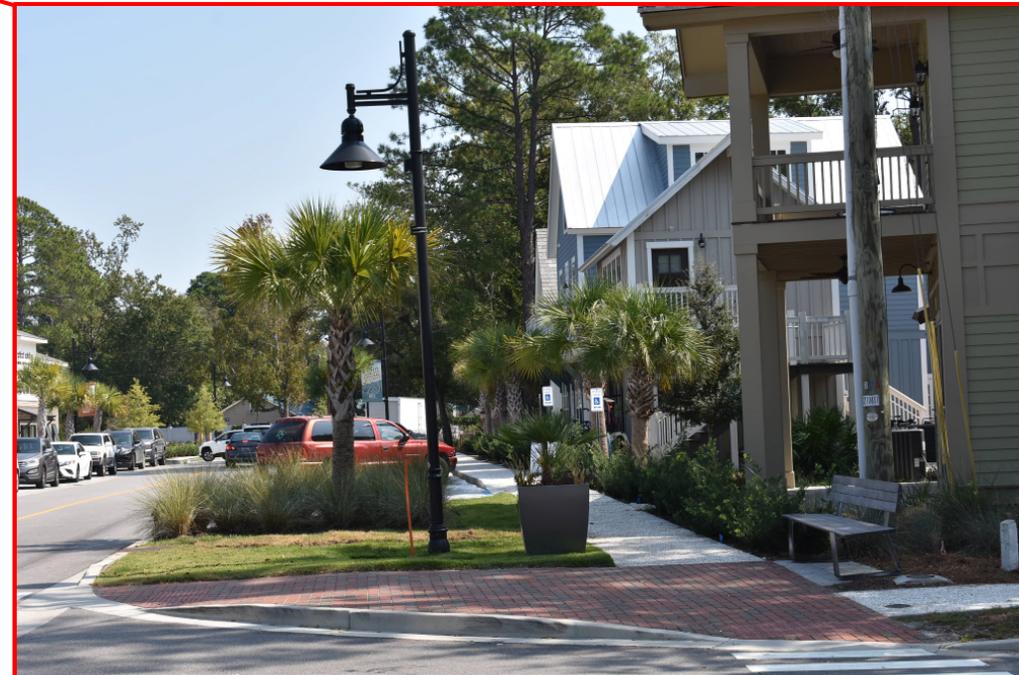
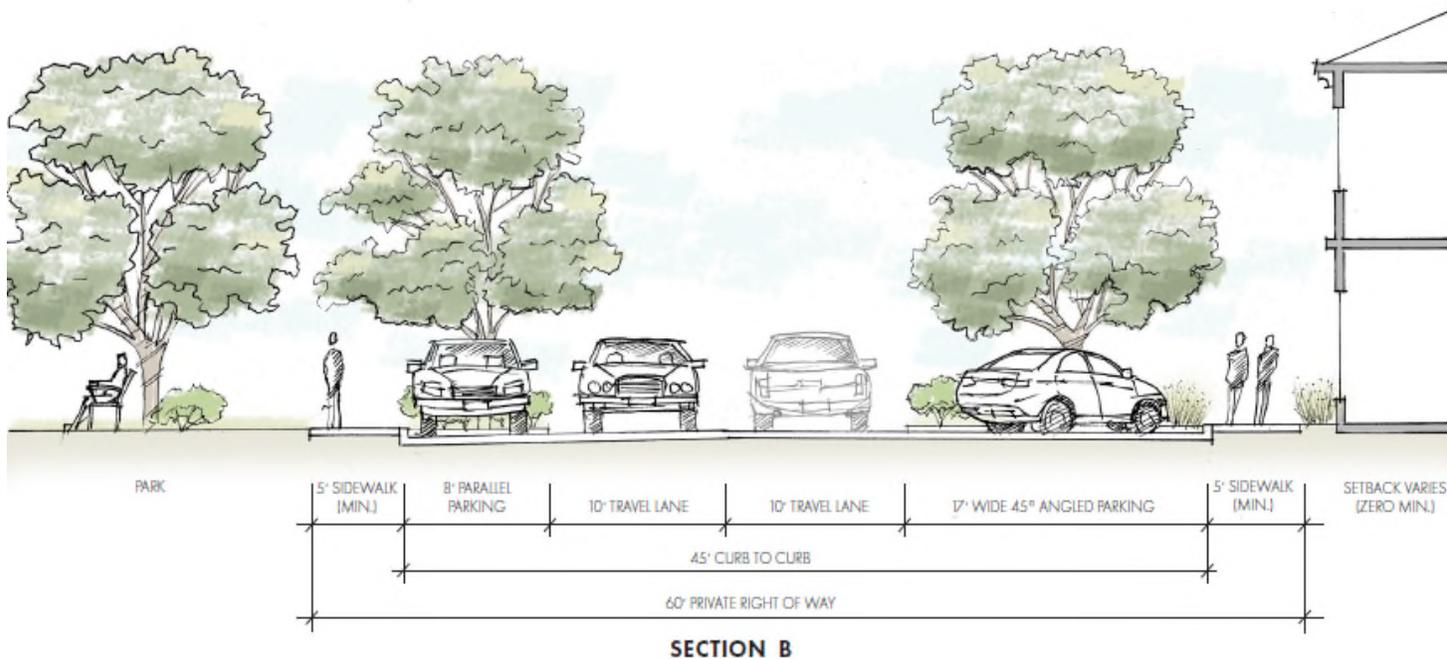
- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- Town Park Space
- Open Space
- Tree Preservation
- Stormwater Mgmt.



# Master Plan Elements



- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- Town Park Space
- Open Space
- Tree Preservation
- Stormwater Mgmt.





# Master Plan Elements

- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- **Town Park Space**
- Open Space
- Tree Preservation
- Stormwater Mgmt.

Existing Town Property Acreage	Proposed Town Park Acreage
7.1 Acres	5.5 Acres
Difference = 1.6 Acres	

Approximately 1/8 Mile, approximately 3/4 acre of Town property will be moved out of the buffer. A crosswalk over New Riverside Rd. to the Linear Trail and Town Park will be provided at time of development.



# Master Plan Elements



- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- Town Park Space
- **Open Space**
- Tree Preservation
- Stormwater Mgmt.



# Master Plan Elements



- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- Town Park Space
- Open Space
- **Tree Preservation**
- Stormwater Mgmt.

## Tree Removal Summary

Type	Total #	Percentage
ASH	1	0.04%
BAY:	1	0.04%
BLACK GUM	3	0.12%
CHERRY	9	0.35%
GUM:	13	0.51%
HICKORY	17	0.67%
HOLLY	20	0.78%
LAUREL OAK	1136	44.44%
LIVE OAK	135	5.28%
MAGNOLIA	17	0.67%
MAPLE	1	0.04%
PALM	4	0.16%
PINE	937	36.66%
RED OAK	90	3.52%
WHITE OAK	138	5.40%

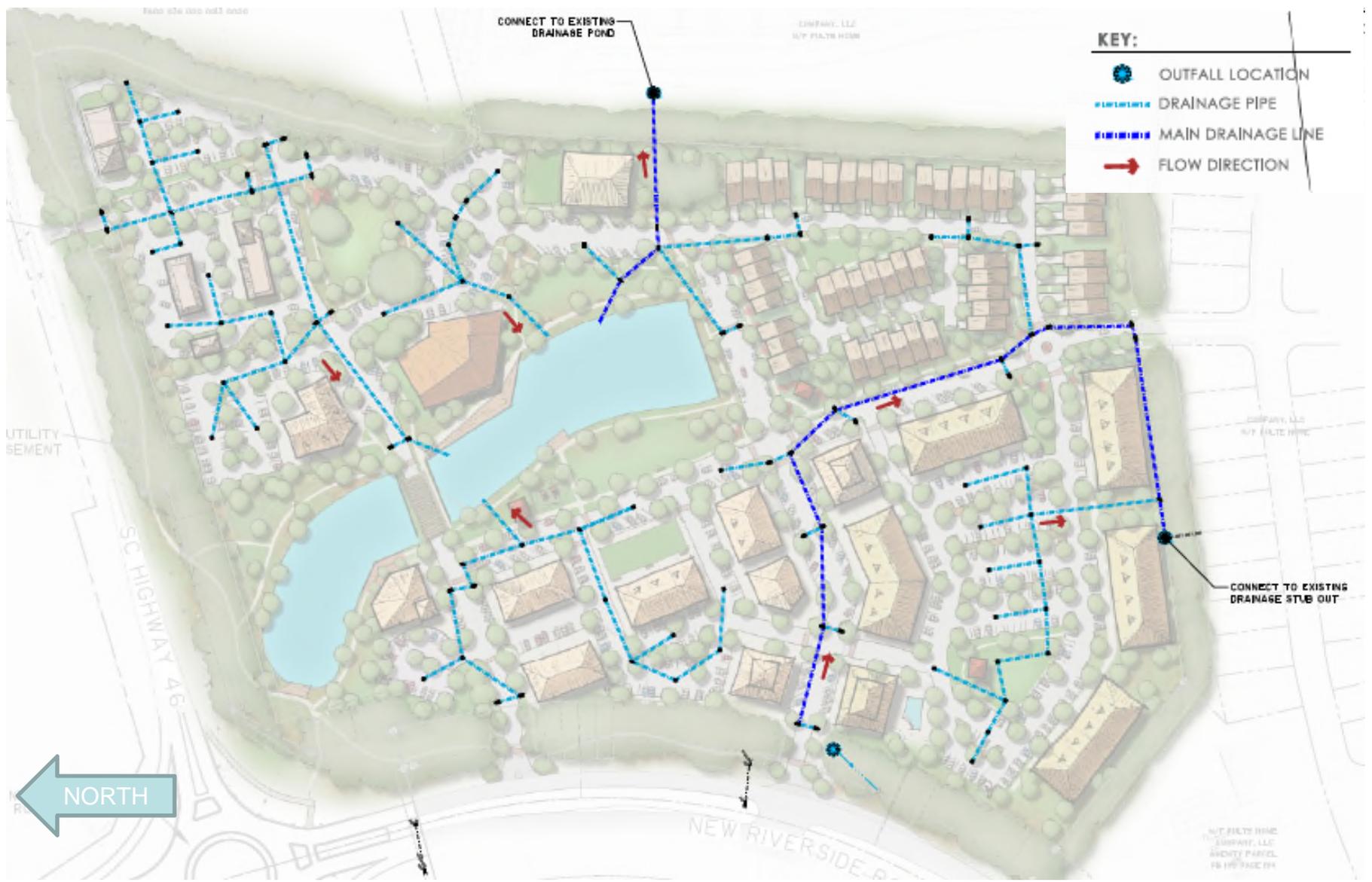


# Master Plan Elements



- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- Town Park Space
- Open Space
- Tree Preservation
- Stormwater Mgmt.

Roadside swales will convey the stormwater runoff for 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.



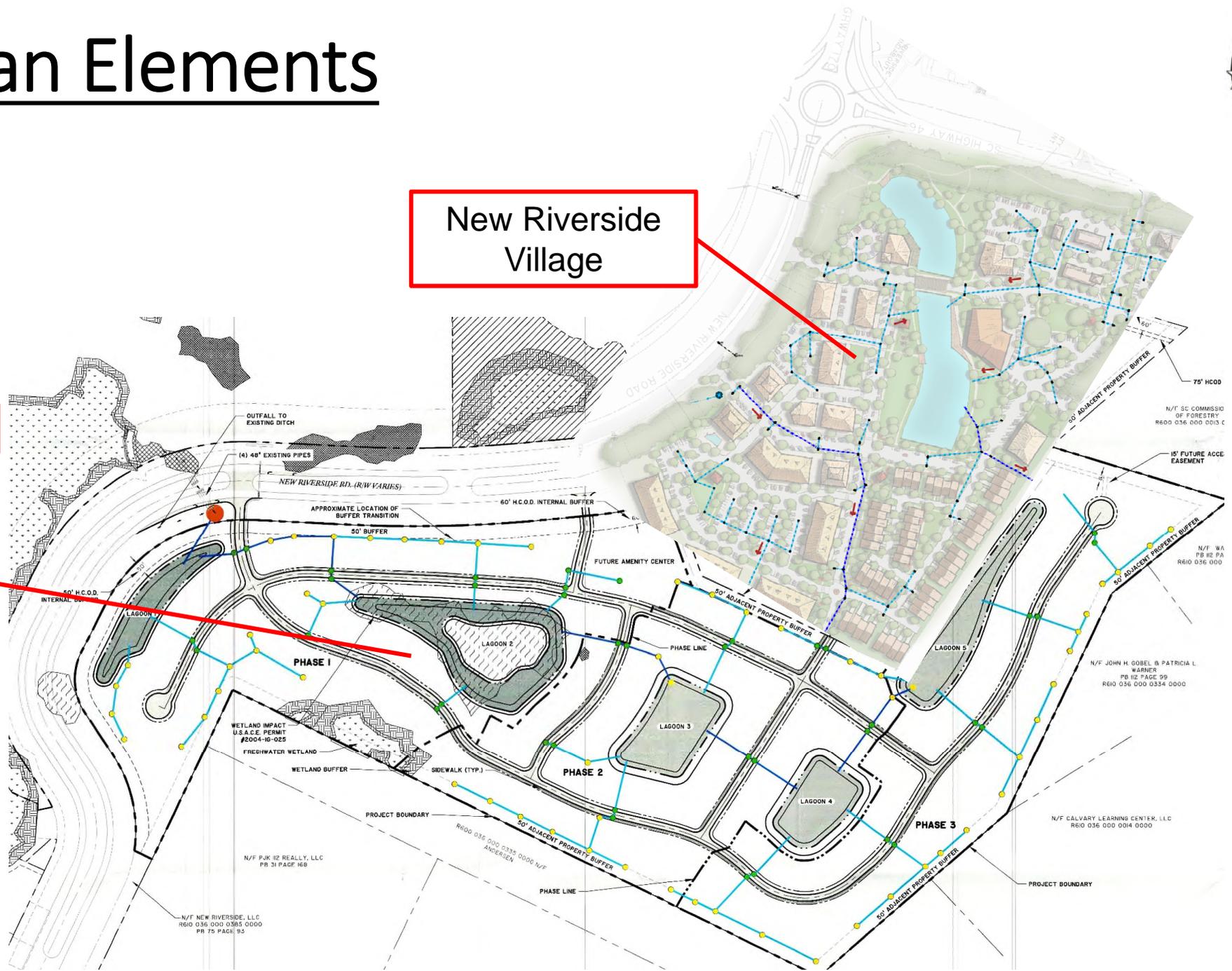
# Master Plan Elements



- Existing Conditions
- Site Design
- Connectivity
- Streetscape
- Town Park Space
- Open Space
- Tree Preservation
- Stormwater Mgmt.

New Riverside Village

The Landings at New Riverside



**KEY:**

- OUTFALL LOCATION
- DRAINAGE PIPE
- MAIN DRAINAGE LINE
- FLOW DIRECTION

# Development Standards

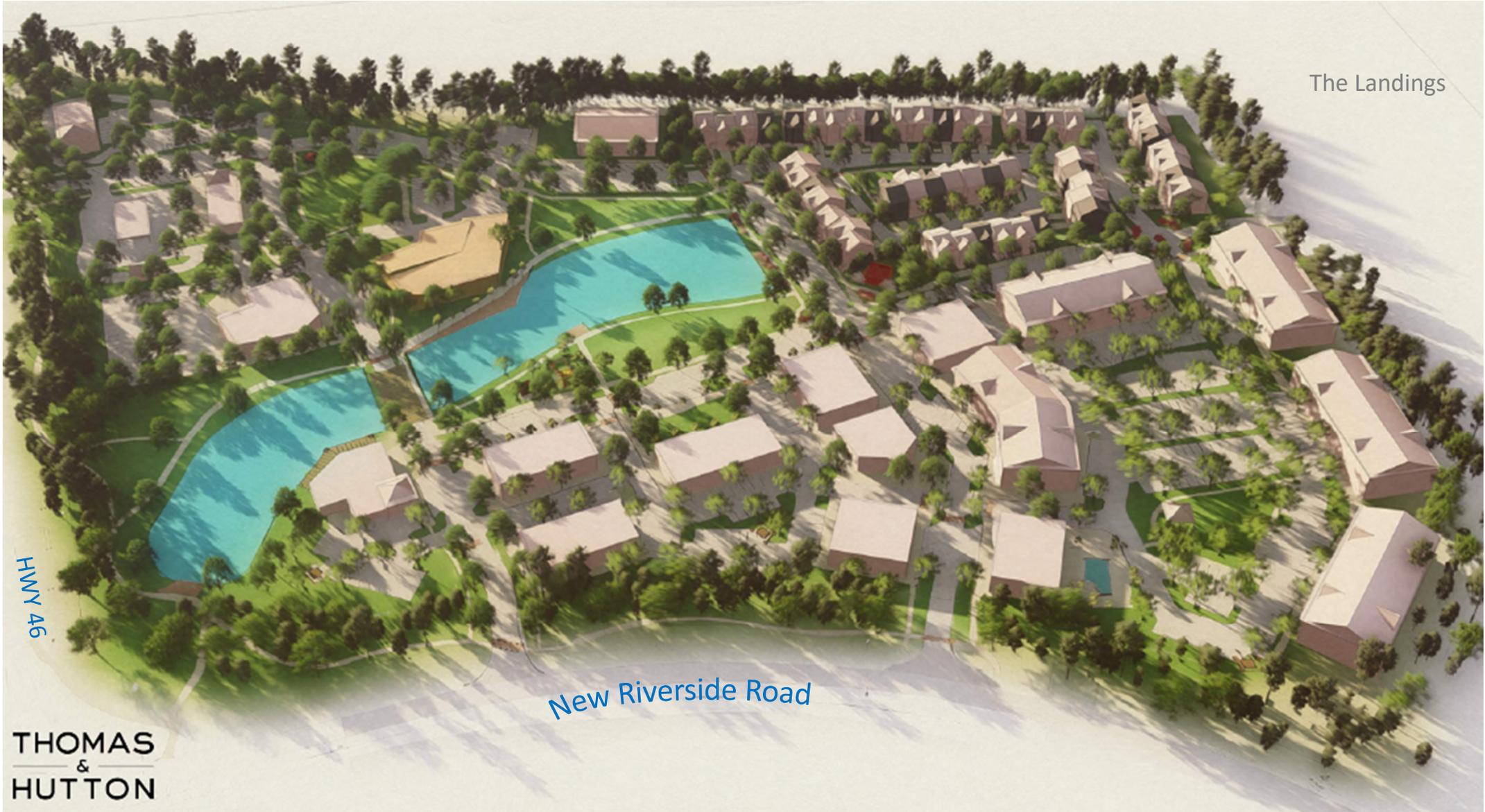


- Developed in accordance with New Riverside Concept Plan
- Will meet open space requirements per the Concept Plan
- Will meet or exceed the minimum tree coverage requirement per the Concept Plan
- Meet or Exceed the Zoning & Development Standards Ordinance (Z.D.S.O) in place in 2004
- Located in Highway Corridor Overlay District (HCOD) – Architecture, Landscaping and Lighting
- Main access – New Riverside Road & Hwy 46, Secondary access – The Landings, Future access – SC Forest Commission
- Traffic Impact – A Traffic Assessment was performed by Thomas & Hutton in 2004 in consideration of the HWY 46 and HWY 170 roundabout and New Riverside Road. It assumed commercial and retail traffic loading for New Riverside would include 150,000 SF general commercial and 350,000 SF shopping center, substantially more than what is proposed in New Riverside Village (103,800 SF)
- Stormwater Management – Stormwater will be reduced to pre-development levels for the twenty-five (25) year, twenty-four (24) hour storm. Best management practices will be utilized to reduce post development runoff volumes and promote filtration, infiltration and nutrient uptake. These BMP's include but are not limited to permeable pavement, filter strips, bioretention areas and stormwater reuse through irrigation
- Utilities – Water/Sewer-BJWSA, Dominion Energy, Telecom-TBD, Fire-BTFD
- Streets – Private. Streets shall include sidewalks in front of all commercial and residential buildings

# Perspective 1



The Landings

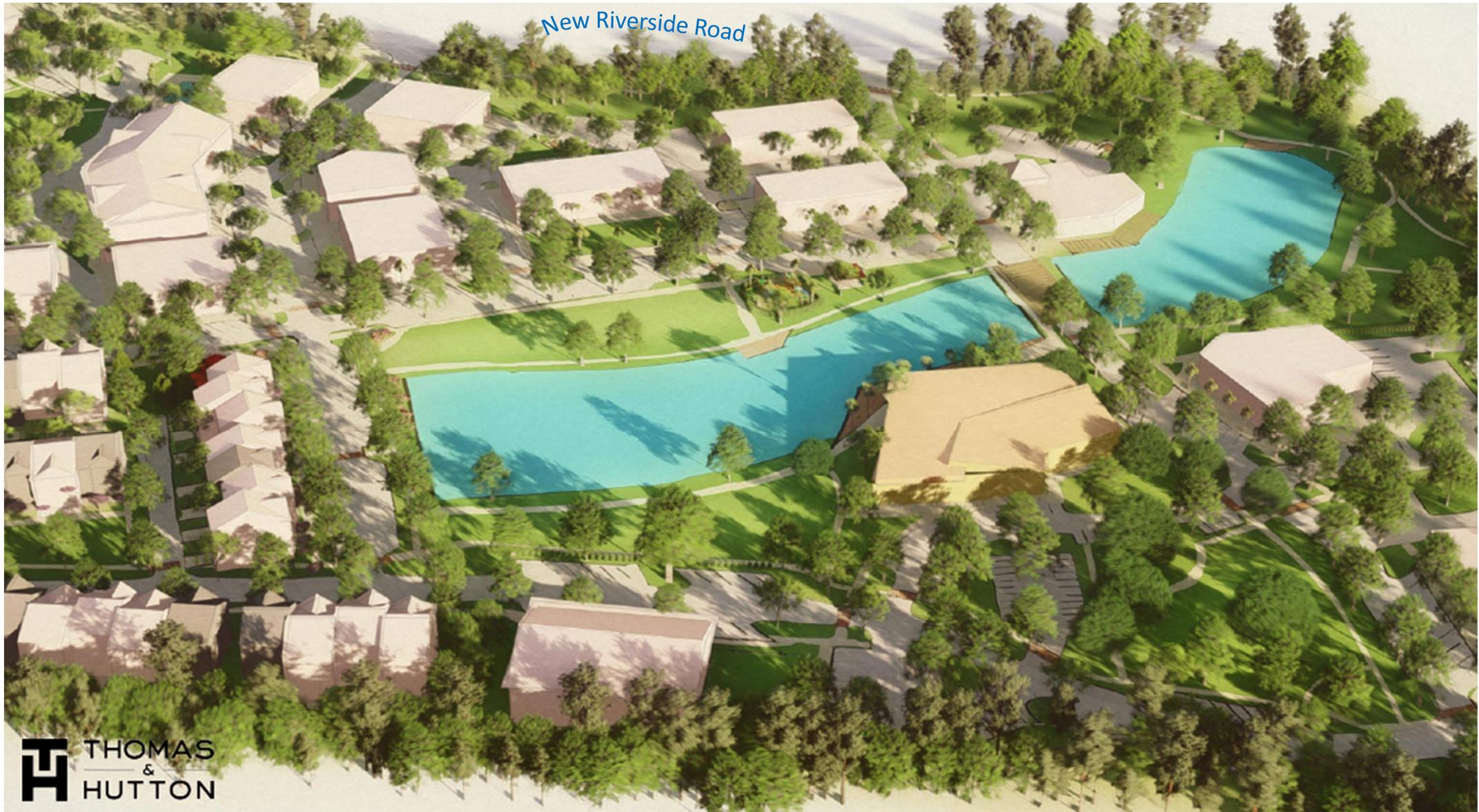


THOMAS  
&  
HUTTON

# Perspective 2



# Perspective 3



# Perspective 4



New Riverside Road



# Review Criteria



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.
2. **Section 3.9.3.C.** Consistency with the intent of the Planned Unit Development Zoning District as prescribed in this Ordinance.
3. **Section 3.9.3.D.** As applicable, consistency with the provisions of the associated Development Agreement and/or PUD Concept Plan.
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.
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.
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.
7. **Section 3.9.3.H.** Ability of the site to sufficiently accommodate the densities and land use intensities of the proposed development.
8. **Section 3.9.3.I.** Conformance with adopted or accepted plans, policies, and practices of the Town of Bluffton.

# Planning Commission Recommendation



The Town of Bluffton Planning Commission voted at their January 22, 2020 meeting to recommend to Town Council to approve the Initial Master Plan for New Riverside Village with the following conditions:

1. The master plan must incorporate innovative storm water designs such as, but not limited to:
  - a. Recirculation of water for irrigation.
  - b. The use of pervious paving and/or porous materials for lanes, alleys, and parking where appropriate to provide a low-impact design alternative to traditional hard and non-porous surfaces.
2. Indicate the setbacks against all external property lines.
3. Update the stub-out plan to the SC Forestry Commission property to indicate the unimproved right-out-way extending to the property line and document how the future improvement of the roadway will be completed upon development of the SC Forestry Commission property.
4. Item *IV.-J. Streetscape* in the application narrative should be updated to include sidewalks on both sides of the road in all residential areas.
5. Include an extension of the path around the Town Park Space to create a full loop by showing it traversing through the water's edge where the restaurant on the waterfront is located.

# Town Council Action



Town Council has the authority to take the following action:

- Approve the application as submitted by the Applicant;
- Approve the application with conditions; or
- Deny the application as submitted by the Applicant.

# Review Process and Next Steps



Initial Master Plan Process	Step Completed	Date Completed
Step 1. Pre-Application Meeting	✓	November 13, 2019
Step 2. Application Check-In Meeting	✓	November 21, 2019
Step 3. Review by Development Review Committee (DRC)	✓	January 15, 2020
Step 4. Planning Commission Recommendation	✓	January 22, 2020
Step 5. Town Council Consideration of Master Plan	✓	February 11, 2020
Step 6. Town Council Consideration of Ordinance (First Reading)		TBD
Step 7. Town Council Consideration of Ordinance (Second & Final Reading)		TBD

Should Town Council choose to approve the Initial Master Plan, the next steps would include:

1. Town Council adopting an ordinance to reconfigure the existing Town owned parcel into the configuration, as shown in the IMP for New Riverside Village and approved by Town Council.



# QUESTIONS



# Proposed Recommended Motion

Consideration of approval of an Initial Master Plan for New Riverside Village, a 35.508-acre mixed-use development with commercial, residential, and public park in a village-type setting. The property is referred to as Parcels 4B-2 and 4B-3 of the New Riverside PUD.

**“I move to {*approve, approve with conditions, or deny*} the Initial Master Plan for the New Riverside Village as presented.”**

# Initial Master Plan



# TOWN COUNCIL

## STAFF REPORT Engineering Department



<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	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 – Second Reading – Bryan McIlwee, Director of Engineering
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

### **RECOMMENDATION:**

Town Council's approve Second and Final Reading of the Ordinance per Attachment 1. 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. Approve Second and Final Reading of the proposed Ordinance as presented, or as non-substantially modified following discussion.
2. Table Ordinance for further study and possible subsequent modification for future second reading consideration

**ATTACHMENTS:**

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

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Lisa Sulka, Mayor

Town of Bluffton, South Carolina

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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.
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- (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.
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- (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 make a motion 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.”**



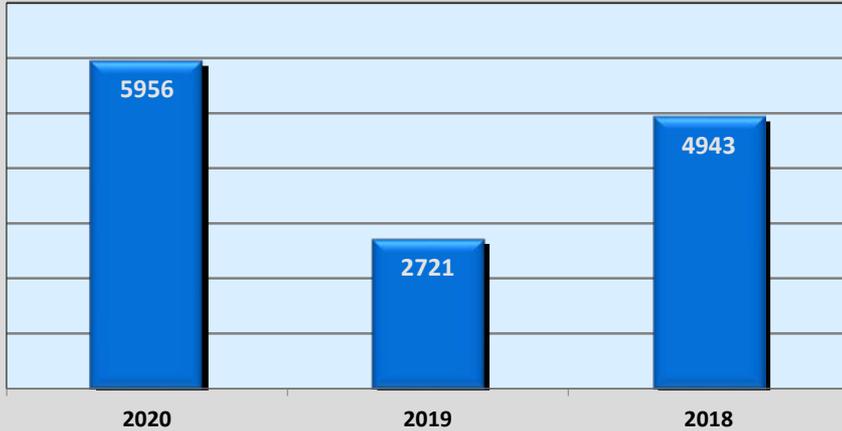
# Bluffton Police Department January 2020 Statistical Information

*Presented by:*  
Chief Chris Chapmond

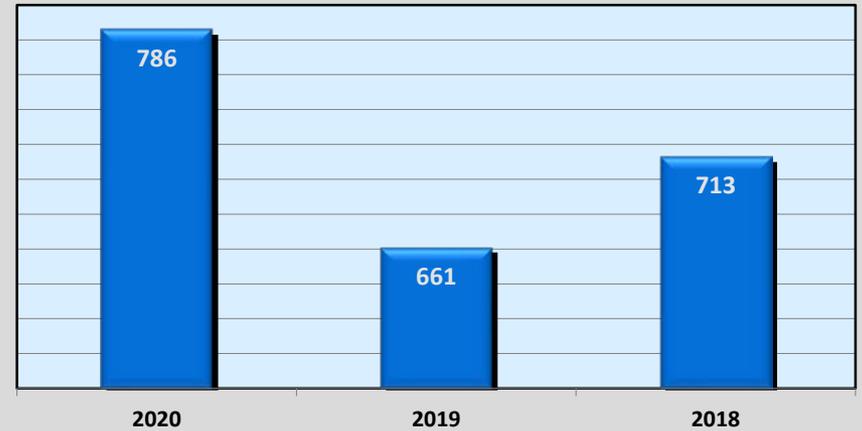
January 30, 2020

# January Trends

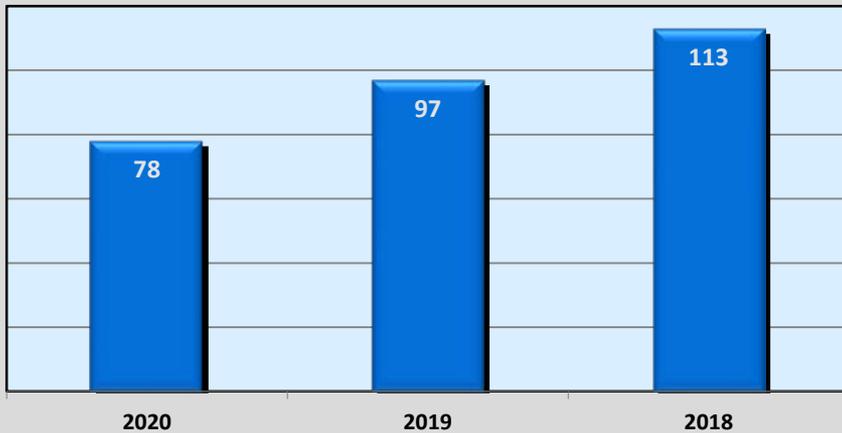
## January Calls for Service Comparison



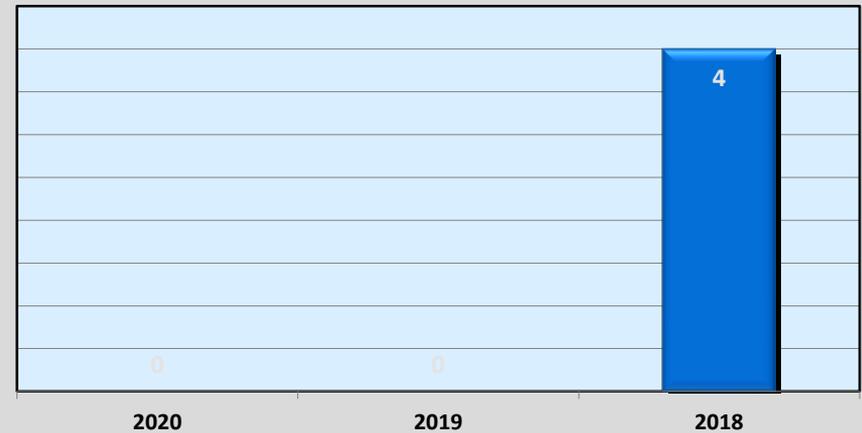
## January Traffic Citation Comparison



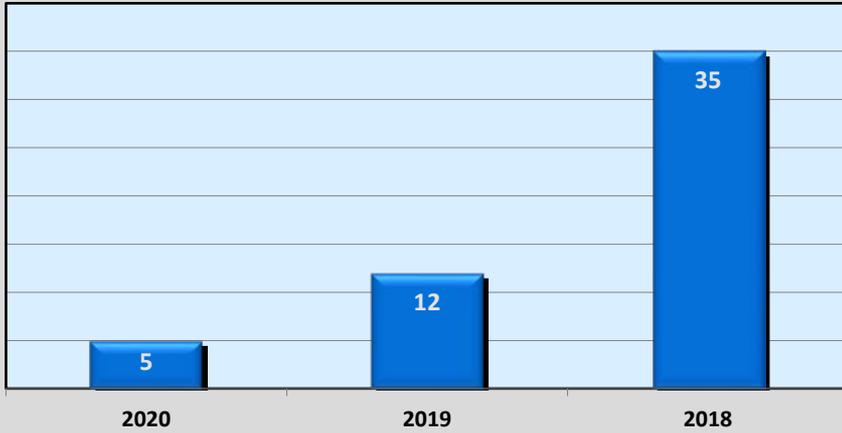
## January Collision Comparison



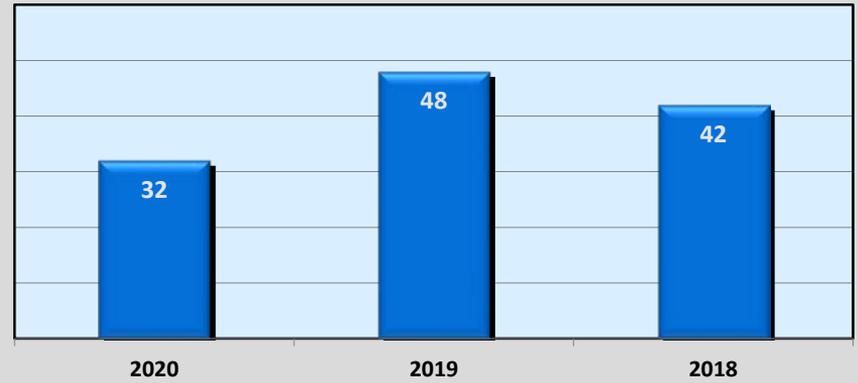
## January Burglary Comparison



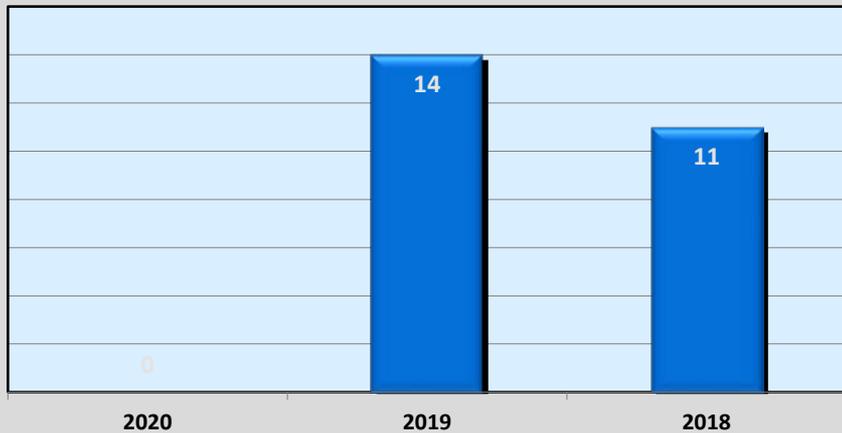
### January Theft Comparison



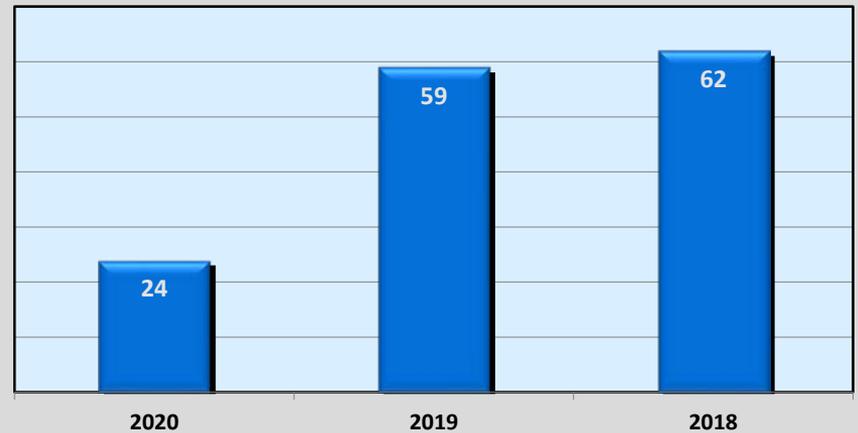
### January Domestic Calls for Service Comparison



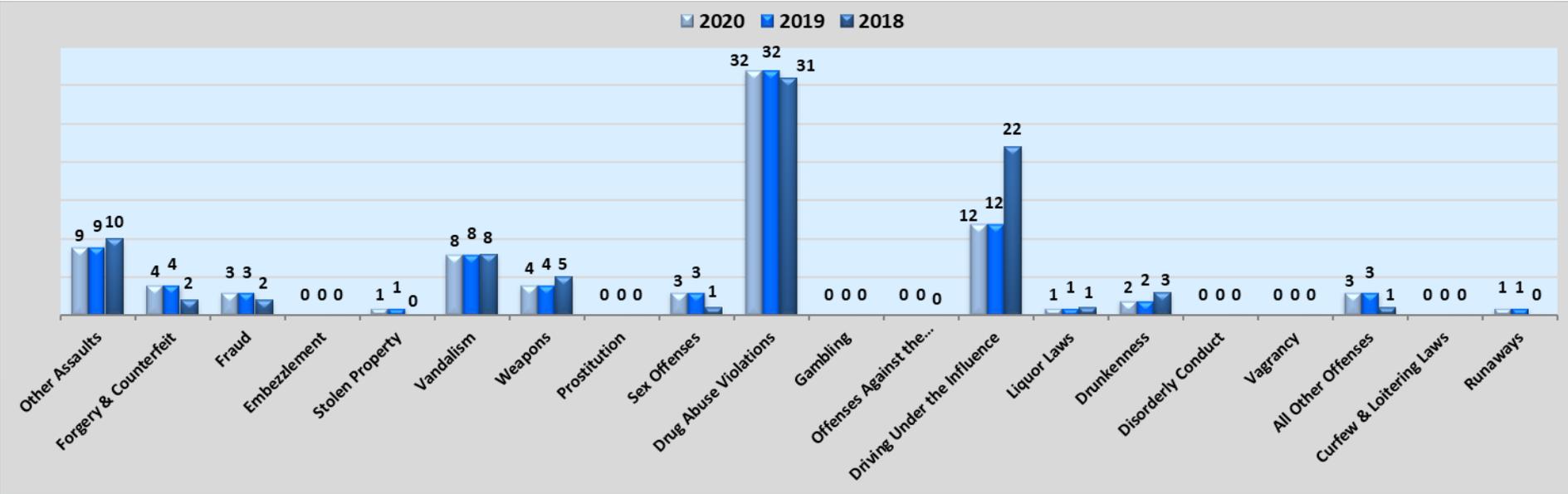
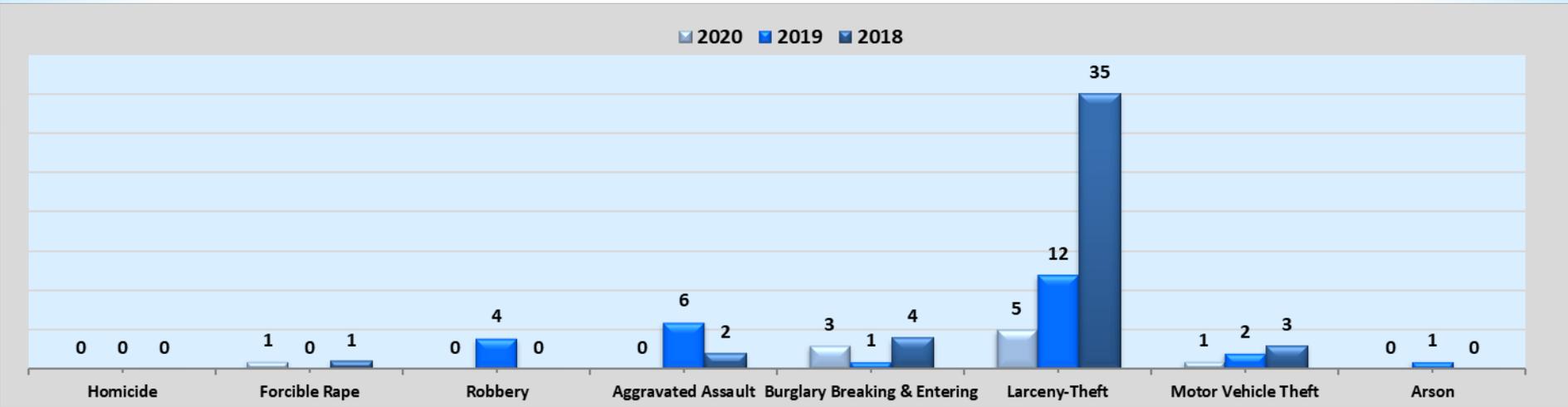
### January Assault Comparison



### January Arrest Comparison



# Part I and Part II Offenses



# Department Highlights

## Arrests

**Adult Felony:** 5

**Adult Misdemeanor:** 12

**Juvenile:** 1

**DUI:** 6

## Complaints

No complaints received during month of January.

## Commendations

1-20-20 – Commendation by Citizen

1-23-20 – Letter of Recognition for Officer Odom



# Department Highlights

## Meetings Attended by Chief Chapmond

**Every Wednesday** – Attended Senior Staff Communications Meeting

**Jan 6<sup>th</sup>** – Conducted CRASE training at Bluffton High School and May River High School

**Jan 6<sup>th</sup>** – Attended Construction Site Inspection meeting

**Jan 8<sup>th</sup>** – Meeting with BC Sherriff Tanner

**Jan 9<sup>th</sup>** – Attended meeting with Council Member and Town Manager

**Jan 9<sup>th</sup>** – Attended Code Enforcement Coordination meeting

**Jan 10<sup>th</sup>** – Attended Police Tryout/Expo meeting

**Jan 11<sup>th</sup>** – Attend Physical Agility Testing

**Jan 13<sup>th</sup>** – Attend Strategic Planning Prep meeting

**Jan 13<sup>th</sup>** – Meeting with Support Lieutenant

**Jan 14<sup>th</sup>** – Attend CivicHR Hiring Manager training

**Jan 14<sup>th</sup>** – Meeting with Municipal Judge Bush

**Jan 15<sup>th</sup>** – Attended Town of Hilton Head meeting

**Jan 16<sup>th</sup>** – Attended Police Chiefs Meeting

**Jan 16<sup>th</sup>** – Command Staff Budget Meeting

**Jan 16<sup>th</sup>** – Attended Boys N Girls Club Gala meeting

**Jan 20<sup>th</sup>** – Attended MLK Events @ McRiley & Oyster Factory Park

**Jan 21<sup>st</sup>** – Attended Chaplains meeting

**Jan 21<sup>st</sup>** – Attend Hilton Head Christian Acad. Student Exercises

**Jan 21<sup>st</sup>** – Meeting with Municipal Judge Bush

**Jan 21<sup>st</sup>** – Attended Town Council Workshop

**Jan 22<sup>nd</sup>** – Lunch meeting with Sgt. Major Conrad

**Jan 23<sup>rd</sup>** – Attended Parade Meeting

**Jan 23<sup>rd</sup>** –IACP Model Policy Review and Discussion with Town Attorneys

**Jan 23<sup>rd</sup>** – Attended Website Overview meeting

**Jan 24<sup>th</sup>** – Command Staff Meeting

**Jan 24<sup>th</sup>** – Attended BriefCam Video Software demo

**Jan 24<sup>th</sup>** – Lunch meeting with Colonel Robinson

**Jan 25<sup>th</sup>** – Attended Rotary Oyster Fest

**Jan 27<sup>th</sup>** – Facilities Security meeting

**Jan 28<sup>th</sup>** – Attended Hampton Hall Golf Club lunch meeting

**Jan 29<sup>th</sup>** – Attended Parade Debrief meeting

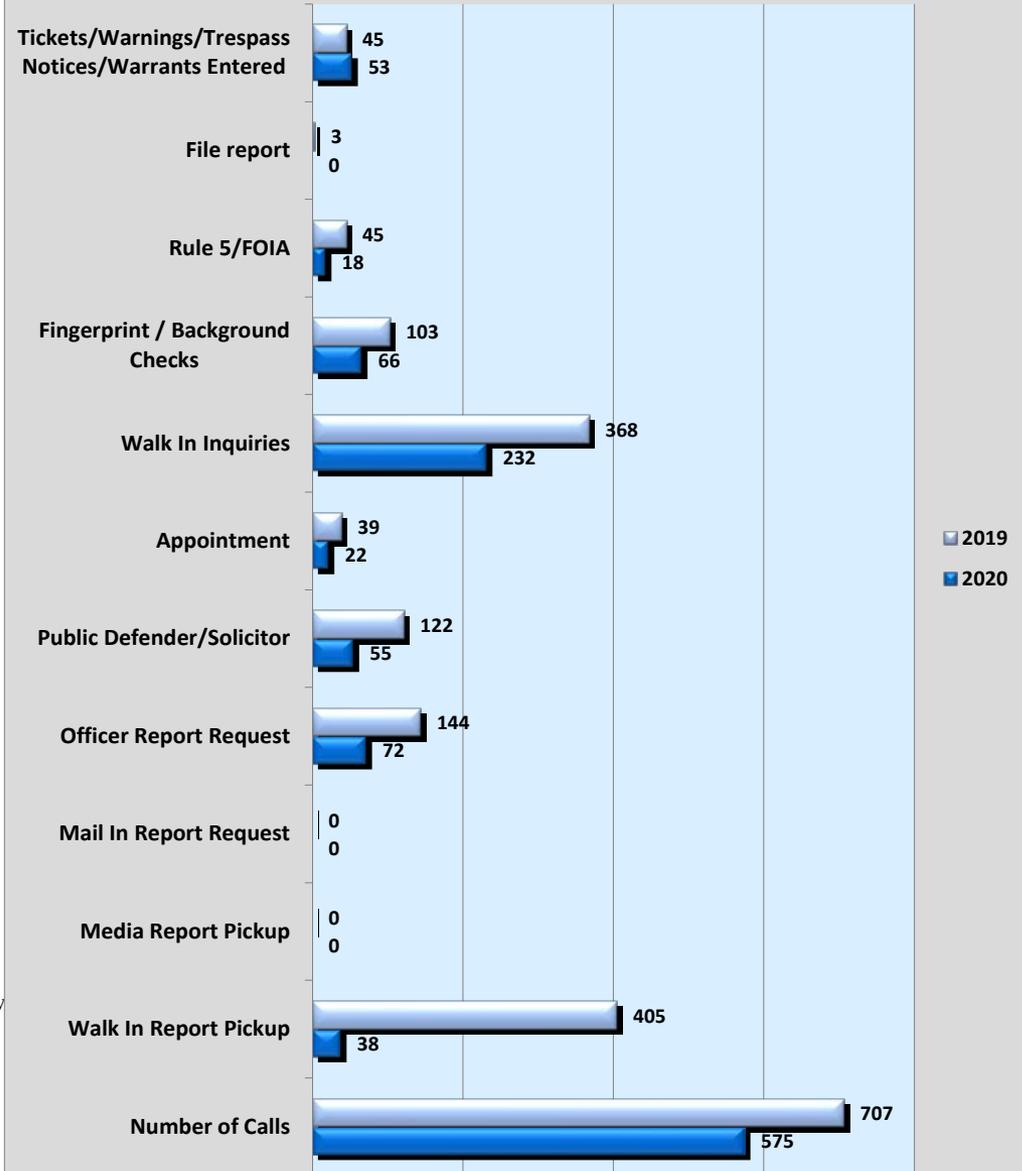
**Jan 29<sup>th</sup>** – Meeting with Town Manager

**Jan 29<sup>th</sup>** – Rotary meeting

**Jan 30<sup>th</sup>** – Attend Community Events Reservation & Refund Process Review meeting

**Jan 31<sup>st</sup>** – Attend Energov Software training

## January 2020/2019 Administrative Staff Report Comparison



# Department Highlights

## Training – In-House

- Bloodborne Pathogens
- All Hazmat
- Recruit Pre-Service Training
- DMT Operator On-Line Recertification
- Lineup Training
- Legal Update
- CDV DV
- Security Awareness

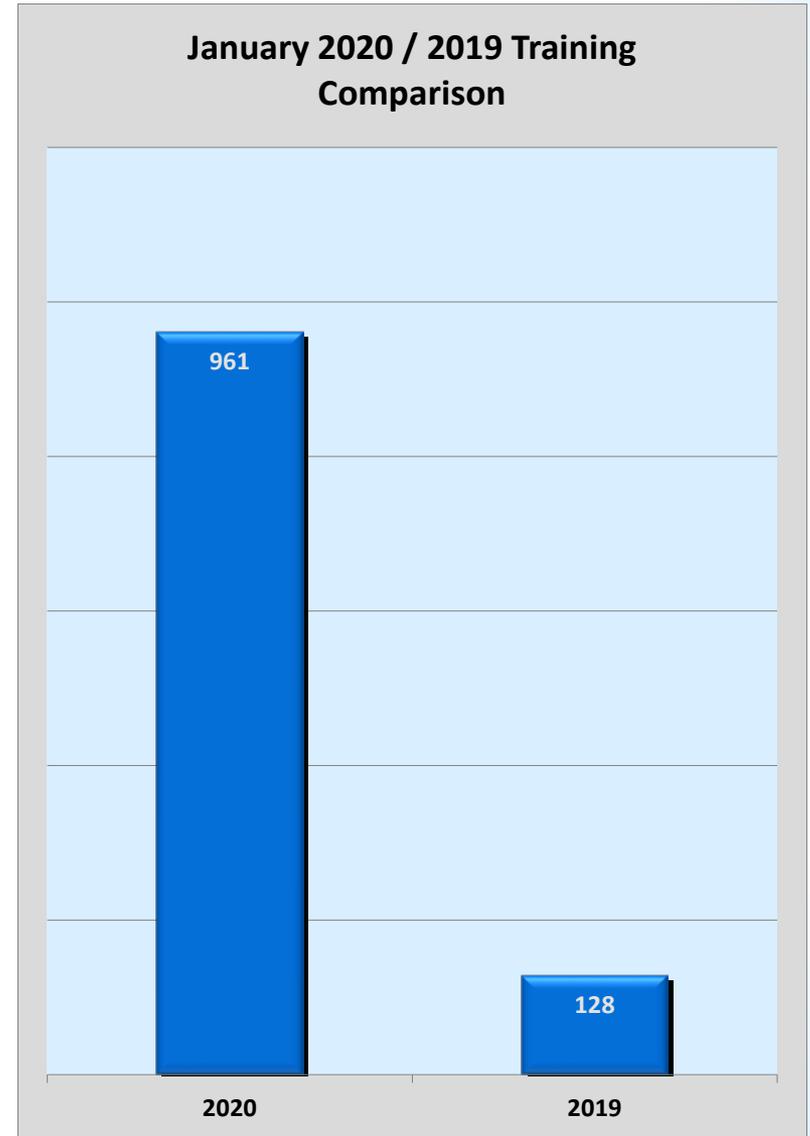
## Training – Outside

- DUI SFST with Specific Skills Instructor Recertification



## Marine Patrol

No marine patrol conducted during this month.



# Department Highlights

## Community Events

**Customer Contacts: 375**

**Event Holder Contacts: 50**

**RCC Showings: 4**

**RCC Rental Applications: 10**

**Rotary Community Center (RCC) rentals: 14**

**Field of Dreams Applications: 0**

**Field of Dreams Rentals: 7**

**Oyster Factory Park Inquiries/Rentals/Applications: 11**

**Oyster Factory Park (OFP) rentals: 0**

**Community Events Applications Submitted: 7**

## Community Events

**Jan 2<sup>nd</sup> - B-Town Classic Basketball Tournament**

**Jan 3<sup>rd</sup> - B-Town Classic Basketball Tournament**

**Jan 4<sup>th</sup> - B-Town Classic Basketball Tournament**

**Jan 5<sup>th</sup> - NewSpring Church**

**Jan 5<sup>th</sup> - Cornerstone Church**

**Jan 5<sup>th</sup> - Church of the cross Old Town**

**Jan 5<sup>th</sup> - Church of the Cross Buckwalter**

**Jan 7<sup>th</sup> - BHS Basketball vs Battery Creek**

**Jan 8<sup>th</sup> - BHS Basketball vs Effingham**

**Jan 9<sup>th</sup> - Farmers Market**

**Jan 9<sup>th</sup> - BMS Basketball vs Whale Branch**

**Jan 10<sup>th</sup> - MRHS Basketball vs Lake Marion**

**Jan 11<sup>th</sup> - MRHS Basketball vs Bluffton**

**Jan 12<sup>th</sup> - NewSpring Church**

**Jan 12<sup>th</sup> - Cornerstone Church**

**Jan 12<sup>th</sup> - Church of the Cross Old Town**

**Jan 12<sup>th</sup> - Church of the Cross Buckwalter**

**Jan 13<sup>th</sup> - BMS Basketball vs Beaufort**

**Jan 14<sup>th</sup> - BHS Basketball vs Hilton Head**

**Jan 15<sup>th</sup> - LCC Youth Group**

**Jan 16<sup>th</sup> - Farmers Market**

**Jan 16<sup>th</sup> - RRA basketball vs Robert Smalls**

**Jan 16<sup>th</sup> - BMS Basketball vs HEMMS**

**Jan 17<sup>th</sup> - Temple Oseh Shalom**

**Jan 18<sup>th</sup> - BHS Basketball vs St Mary's**

**Jan 18<sup>th</sup> - Polar Bear Run**

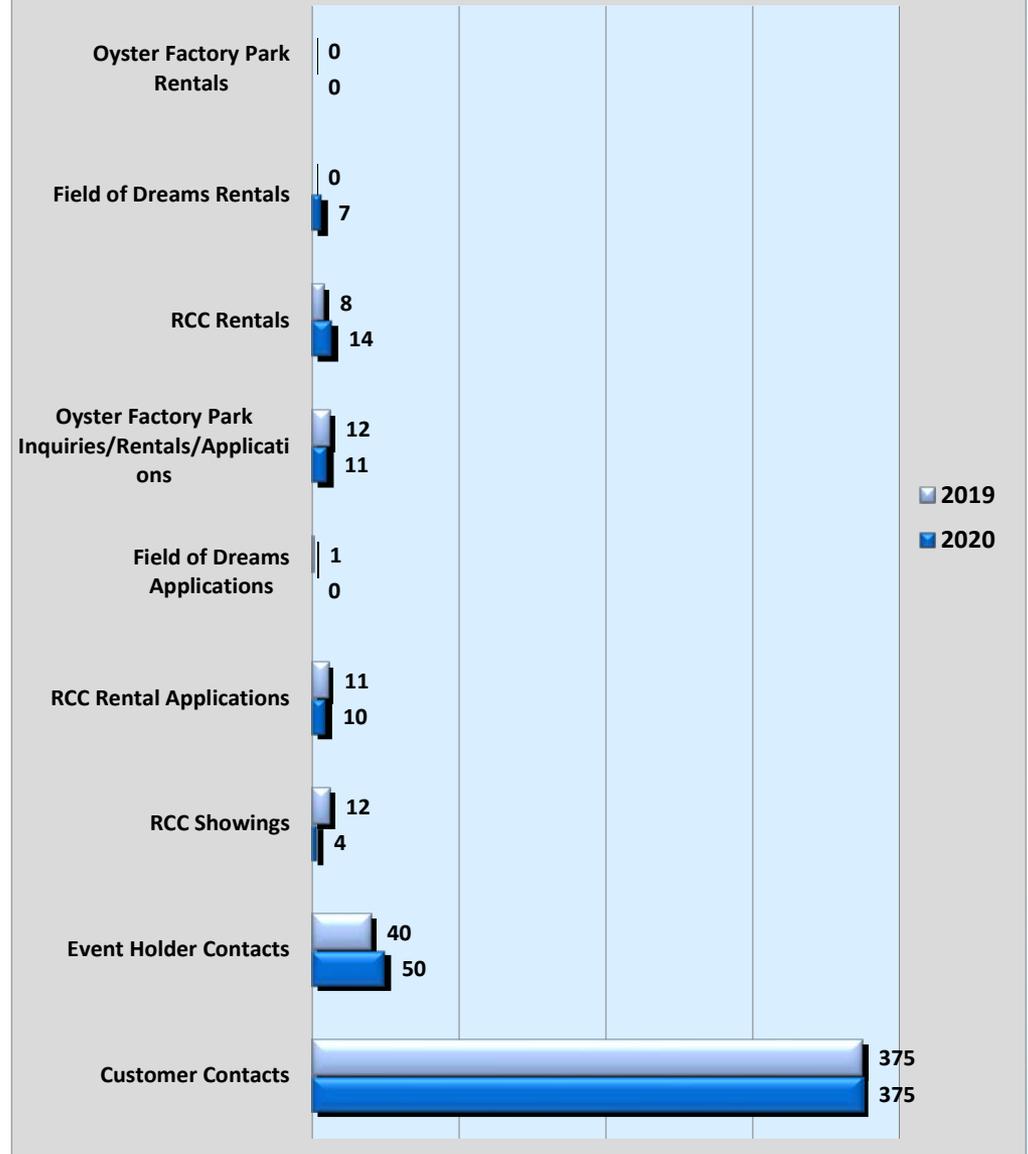
**Jan 19<sup>th</sup> - NewSpring Church**

**Jan 19<sup>th</sup> - Cornerstone Church**

**Jan 19<sup>th</sup> - Church of the cross Old Town**

**Jan 19<sup>th</sup> - Church of the Cross Buckwalter**

January 2020/2019 Community Events



# Department Highlights

## **Community Events continued. . .**

**Jan 21<sup>st</sup>** - MRHS Basketball vs Battery Creek

**Jan 21<sup>st</sup>** - HEMMS Basketball vs Lady's Island

**Jan 22<sup>nd</sup>** - LCC Youth Group

**Jan 22<sup>nd</sup>** - BHS Basketball vs Lowcountry Leaders

**Jan 23<sup>rd</sup>** - Farmers Market

**Jan 23<sup>rd</sup>** - RRA Basketball vs HEMMS

**Jan 23<sup>rd</sup>** - BMS Basketball vs Lady's Island

**Jan 24<sup>th</sup>** - BHS Basketball vs Beaufort

**Jan 25<sup>th</sup>** - BHS Basketball vs Effingham

**Jan 25<sup>th</sup>** - Annual Rotary Oyster Roast

**Jan 26<sup>th</sup>** - NewSpring Church

**Jan 26<sup>th</sup>** - Cornerstone Church

**Jan 26<sup>th</sup>** - Church of the Cross Old Town

**Jan 26<sup>th</sup>** - Church of the Cross Buckwalter

**Jan 26<sup>th</sup>** - Celebration of Life at OFP

**Jan 27<sup>th</sup>** - HEMMS Basketball vs Beaufort

**Jan 28<sup>th</sup>** - Construction Board of Adjustment Appeals

**Jan 29<sup>th</sup>** - LCC Youth Group

**Jan 30<sup>th</sup>** - BMS Basketball vs River Ridge

**Jan 30<sup>th</sup>** - Farmers Market

**Jan 31<sup>st</sup>** - MRHS Basketball vs Ridgeland-Hardeeville

# Community Action Team

## **Traffic Officer:**

Cpl. Dickson  
Tickets: 88  
Warnings: 28  
Total Citations: 116  
Collision Reports: 5  
Incident Reports: 0

## **Downtown Traffic Stats:**

Tickets: 31  
Warnings: 21  
Truck Route: 0  
Parking Tickets: 77

## **Code Enforcement:**

Sign Violations: 2

## **Environmental / Zoning Violations:**

75 Goethe  
47 Calhoun

## **Business License:**

Palmetto Gunitie  
Water Tight  
Professional Exteriors  
Tall Oak Outdoor LLC  
DT Masonry  
Bridgette Frazier – Chef B's Eatz  
Crowne at 170  
The Vineyard  
K Company Builders  
Pulte Group  
Cleland Site Prep  
Baker Paint  
Law Contraction Solutions  
258 Red Cedar  
Joe's Ice Cream

## **Noise Complaints:**

The Walk

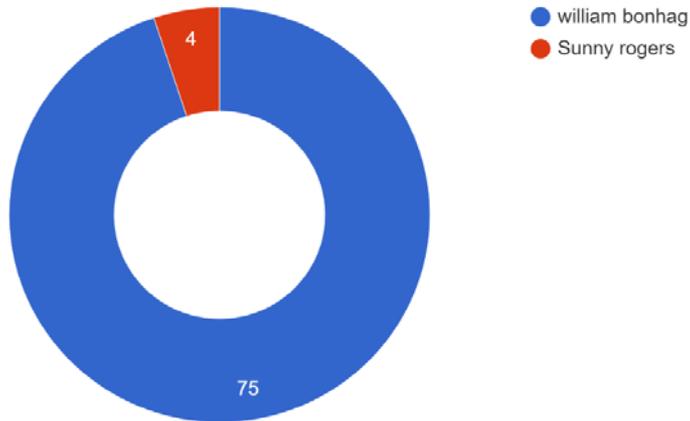
## **Court:**

5 Joe Lewis Lane  
47 Calhoun – Michael Hahn

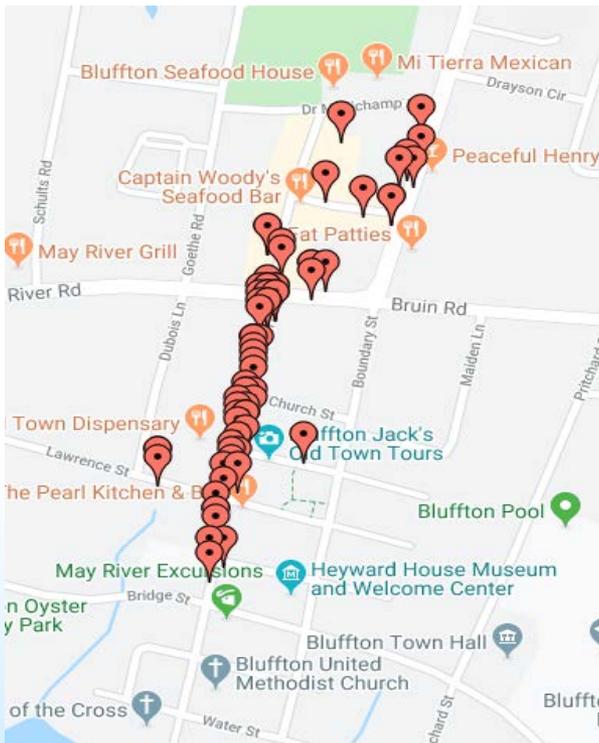
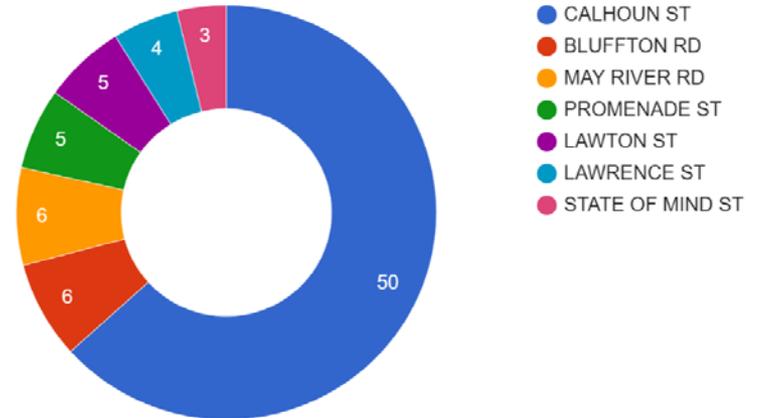


# Community Service Assistants - January 2020

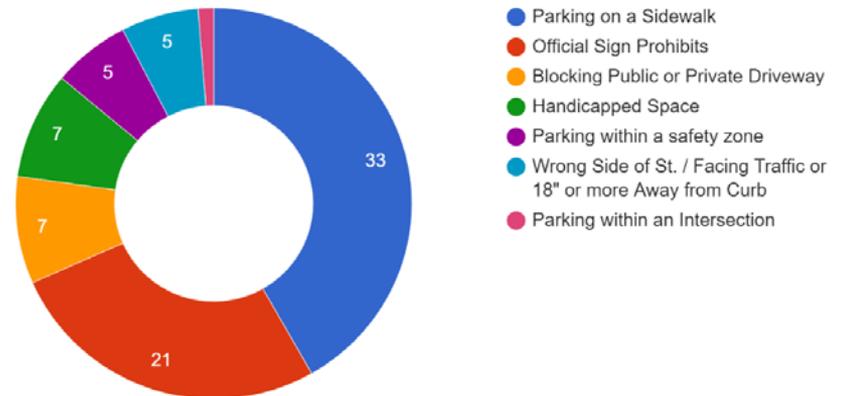
Town of Bluffton PD - Tickets By Officer (Month To Date)



Town of Bluffton PD - Tickets By Location (Month To Date)



Town of Bluffton PD - Tickets By Violation (Month To Date)



# Criminal Investigation Division

CRIMINAL INVESTIGATIONS	
Cases Assigned	17
Incident Reports Taken	1
Supplemental Reports	46
Cases Closed	21
Arrests Made	7
Arrest Warrants	2
Bond Court	4
Case Call Outs	2
Search Warrants	5

## Main Cases January 2020:

20BP00693 Death Investigation  
 20BP01192 Death Investigation (overdose)  
 20BP01963 CSC (adult)  
 20BP02556 CSC (adult)  
 20BP03717 CSC (child)  
 20BP03991 CSC (adult)  
 20BP05660 CSC (child)

## Case Call Outs January 2020:

20BP03614 - DUI/DRE  
 20BP00693 - Death Scene

## Bond Court January 2020:

19BP56627 Cruelty to Children  
 19BP35343 Criminal Sexual Conduct  
 19BP62723 Murder  
 20BP01373 Domestic Violence 3rd

## Training January 2020:

SRT Training - 16 hours

## Community Training:

Protect Your Purse / Fraud / Scams (Belfair Plantation) - 45 women  
 Intro to Crime Scene Forensics (May River High School) - 15 students

DRUG TASK FORCE	
Cases - (Bluffton) 4 (Beaufort County) 0	4
Incident Reports	2
Supplements	4
Crime stoppers	0
BPD Vice/Drug Reports Assigned	1
Searches Vehicles	1
Search Warrants	2
Arrests	3
Arrest Warrants	2
Controlled Buys	1
Traffic Stops	4
UTT's - 2 County tickets - 2	4
Knock & Talks	0

## Drugs Seized (grams):

Marijuana 9,846 grams  
 Methamphetamine .01  
 RX / C-II 2  
 RX / Other 19

## Charges:

Trafficking Marijuana - 1

## Searches:

Vehicle - 1  
 Residence - 0

CAREER CRIMINAL UNIT	
Cases Assigned	3
Incident Reports Taken	3
Supplemental Reports	5
Cases Closed	1
Arrests Made	1
Arrest Warrants	2
Bond Court	1
Case Call Outs	1
Search Warrants	6

## CCU Ongoing Cases:

19BP52519 - Confidential Case (Conspiracy)  
 19BP52996- Attempted Murder  
 19BP62723- Murder

## CCU/CID Case Call Outs:

19BP62723-Murder

## Bond Court:

## Digital Forensic Extractions:

20BP0119 X1, 19BP62964 X1, 19BP62723 X3



# Bluffton Community Contacts



Jan. 1<sup>st</sup> - Bluffton PD catered a meal for a family who had made a silent auction bid for the Boys and Girls Club. Chief, Joy, and several officers ate with the family. Family was given a tour and a K9 demo.



HILTON HEAD ISLAND-BLUFFTON  
CHAMBER OF COMMERCE

Events not photographed:

Jan. 30 - Members of the Hilton Head Chamber of Commerce Leadership class took a tour of Bluffton PD.



# Lutzie 43 Actions

**Jan. 15<sup>th</sup>** – Joy spoke to regional PIOs about the Lutzie 43 Campaign. Many showed interest in becoming more involved. This meeting resulted in being invited to other organizations in February to discuss the campaign and how other municipalities and organizations can get involved.

**Jan. 15<sup>th</sup>** – email sent to Lutzie 43 group of Town employees giving update to the campaign and what goals have been set for 2020.

**Jan. 16<sup>th</sup>** – Mayor’s Article was written on making a New Year’s Resolution to do the 43 second driving safety checklist.

**Jan. 22<sup>nd</sup>** – Joy met with the Fire Department, and May River HS teachers about an activity that will take place on April 29 for the students. The event will be promoting the dangers of distracted driving. Lutzie 43 lanyards will be handed out to the students during the event.

- Three social media posts placed on Bluffton PD platforms promoting Lutzie 43 Campaign and the safety of not driving distracted. Zero social media posts were placed on Town platforms promoting Lutzie 43.
- 784 Lutzie 43 cards were handed out to motorists by Bluffton Police Officers.

<p><b>Take 43 Key Seconds to Complete the Safe Driving Checklist</b></p> <ul style="list-style-type: none"><li>✔ <b>Clear Head</b> Ensure you have a clear head - one that is not affected by alcohol, drugs, emotions or fatigue.</li><li>✔ <b>Clear Hands</b> Have clear hands - send a text, adjust the radio, and put all devices away so you can drive hands-free.</li><li>✔ <b>Clear Eyes</b> Set your sights on the road ahead. Do not look to the side at a passenger or down at a text.</li><li>✔ <b>Click It</b> Finally, click your seatbelt. It's the law and could save your life!</li><li>✔ <b>Now, Turn Your Key.</b></li></ul>		<p>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. <b>#HandsFreeSC</b></p> <p>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 <b>TAKE 43 KEY SECONDS TO STOP AND PRIORITIZE SAFETY</b> before driving. It's all in an effort to <b>END DISTRACTED DRIVING.</b></p> <p>To learn more visit <a href="http://www.Lutzie43.org">www.Lutzie43.org</a></p> 
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# Commendations . . .

**Sent:** Monday, January 20, 2020 1:30 AM  
**To:** Nelson, Joy  
**Subject:** Workflow Notification - Town of Bluffton Police Department | Contact Us Form  
**Importance:** High

## WARNING!

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Automated Email

## WORKFLOW NOTIFICATION

This is a notification for a step of a workflow that you are responsible for. No action is required on your behalf.

This notification is for item **Town of Bluffton Police Department | Contact Us Form**.

The current step of the workflow **Police Department Contact** requires all user that belongs to role **External** to be notified.

Click on the link below to view this item  
[View this item \(Secure Link\)](#)

### Summary of web form submission:

#### Your Name

Robert [REDACTED]

#### Email Address

[REDACTED]

#### Case Number

[REDACTED]

#### Home Address

[REDACTED]

United States

#### Phone Number

[REDACTED]

#### Preferred Contact Method

Email

#### Your Message Here

Dear Chief Chapmond, After reading the hatchet job The Island Packet did on Cpl. Baker Odom, I wrote a letter to the editor. Of course, they did not print it. Here it is, and I hope you will place it in Cpl.

Odom's file. The article on Bluffton Officer Baker Odom in the Island Packet on January 09,2020 was deeply disturbing. I was appalled at the virulence with which you smeared a Bluffton officer for going beyond the call of duty. This type of inflammatory journalism has led to lack of respect for America's policemen and the breakdown of law, order and civil decency in America. Officers should be commended, not castigated, for going the extra mile. Surely, these incidents would not have occurred had the offenders simply stopped when flagged and politely explained their situation or accepted their punishment. No policeman knows what he will face when pulling over a vehicle. Potentially, his own life may be endangered; and, rather than causing, he may be preventing a collision that will take innocent lives. Anecdotally, Officer Odom blue-lighted me last year. I was clearly wrong, driving late at night, no doubt weaving. I was not under any influence, just tired and needing my medication. When he flashed his lights, I did not try to outrun him, nor I did curse him out. I politely produced the documents he asked for and explained that I was in need of medication in my glove compartment. He assisted me in securing the medication, waited until they took effect and offered to follow me home to insure my safe arrival. At all times, he was courteous and respectful. Perhaps I should have written a letter at the time, but it is unlikely that you would have published it.

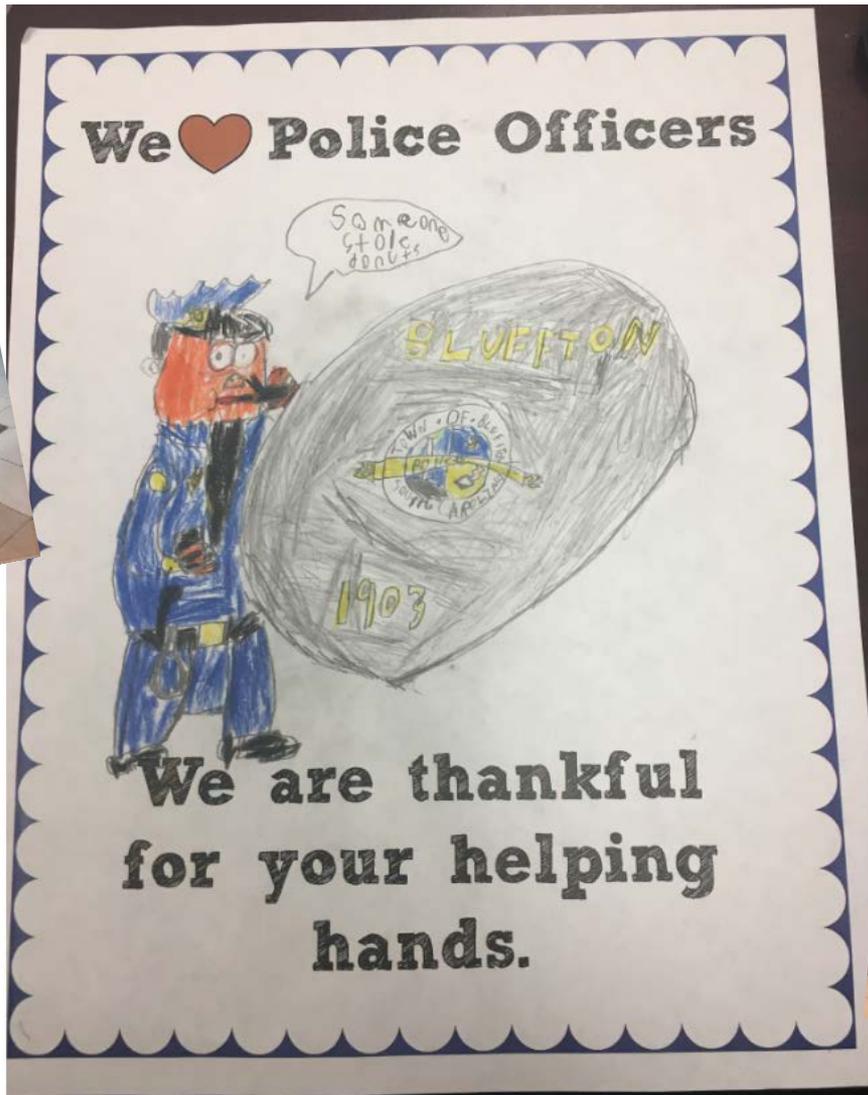
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# Commendations continued. . .



# Commendations continued. . .



BLUFFTON POLICE DEPARTMENT  
CHRIS CHAPMOND  
POLICE CHIEF

January 23, 2020

Corporal Baker Odom  
Bluffton Police Department  
101 Progressive Street  
Bluffton, SC 29910

Re: Letter of Recognition

Dear Cpl. Odom,

This past week I received a letter giving praise for your dedication to the citizens and the Bluffton community.

Citizen Robert Foley writes the below statement regarding your work ethic and level of professionalism when you encountered him this past year.

"Officers should be commended, not castigated, for going the extra mile. No policeman knows what he will face when pulling over a vehicle. Potentially, his own life may be endangered; and, rather than causing, he may be preventing a collision that will take innocent lives. Anecdotally, Officer Odom blue-lighted me last year. I was clearly wrong, driving late at night, no doubt weaving. I was not under any influence, just tired and needing my medication. When he flashed his lights, I did not try to outrun him, nor did I curse him out. I politely produced the documents he asked for and explained that I was in need of medication in my glove compartment. He assisted me in securing the medication, waited until they took effect and offered to follow me home to insure my safe arrival. At all times, he was courteous and respectful."

Please accept this letter of recognition for your service to our community.

Respectfully,

A handwritten signature in blue ink that reads "Chris Chapmond".

Christopher Chapmond  
Police Chief

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



## TOWN COUNCIL



### STAFF REPORT Municipal Court Department

<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	December Activity Report
<b>PROJECT MANAGER:</b>	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 December, 2019 a total of five sessions were conducted which included three morning sessions and two afternoon session.

Municipal Court currently has 643 cases pending which is a combination of 557 criminal/traffic cases, 32 jury trial request, and 54 defendants enrolled in alternative programs.

#### **Indigent Defense cases**

Town of Bluffton recently currently contracts with the 14<sup>th</sup> Circuit Public Defenders Office to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 106 cases pending on the docket as of December, 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 20 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 11 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 8 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 2 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 13 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.



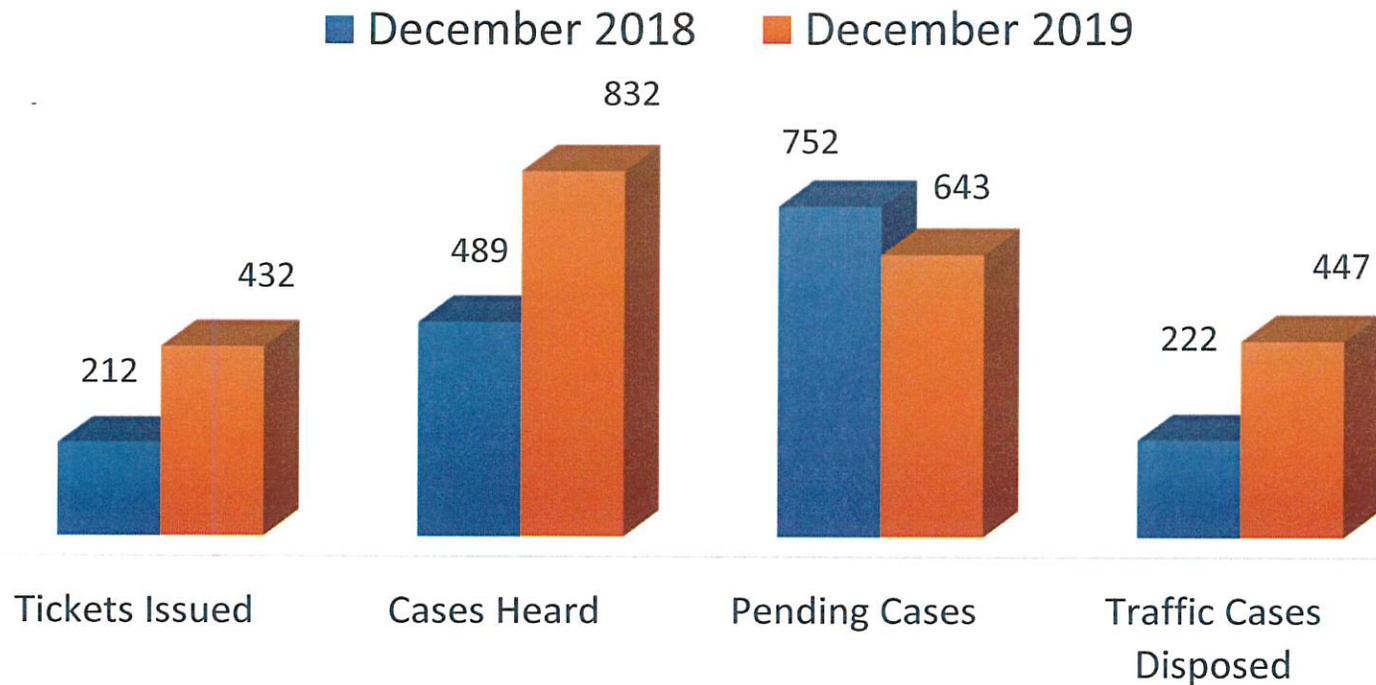
# Town of Bluffton Municipal Court

## Statistics for December, 2019

Presented by:  
Lisa Cunningham, Clerk of Court

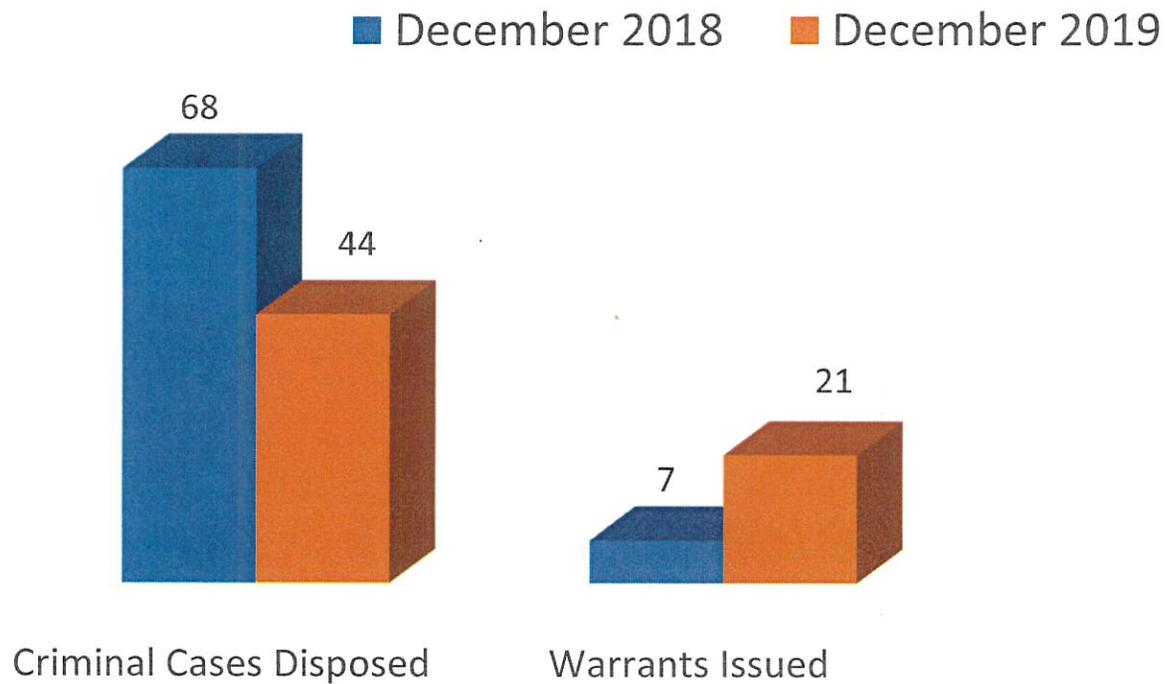


# Town of Bluffton Municipal Court





# Town of Bluffton Municipal Court





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## **Director's Report - DRCI** **January 2020**

### **Finance**

- Beginning FY 2021 strategic and financial planning process

### **Operations**

- Building out new DRCI Website
- Working on migration of member management software
- Training in progress on facility management software for The HUB at Buckwalter
- Hired new VP of Innovation with a February 17<sup>th</sup> start date

### **Completion of The Hub**

- Receiving weekly updates from Project Manager on Hub building progress
- On track to open in March

### **Marketing/Outreach**

- Social Media
  - Promoted events, The HUB at Buckwalter updates, support of local business, past innovators, acceleration and incubation on all social media outlets
  - Promotion of CONVERGE and Feeding Innovation
  - Email marketing – Sessions, Feeding Innovation
- Attended CONVERGE Economic Development Conference
  - Presented DRCI to over 350 attendees
- SESSIONS: Next Level Learning networking event to be held at The Corner Perk on January 30<sup>th</sup>

### **Membership**

- 2 new Individual Members, 1 New Partner Member
- 6 Individual renewals, 1 Partner renewal
- No attrition for January

### **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
- Registration now open through 2/28/2020

### **Investment Funding**

- Regional Seed Fund (The Bridge Fund)
  - Mike Levine 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



<b>MEETING DATE:</b>	February 11, 2020
<b>SUBJECT:</b>	Engineering Department Monthly Report
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

### **CAPITAL IMPROVEMENTS PROGRAM (CIP) AND SPECIAL PROJECTS UPDATE**

#### **PATHWAYS**

##### **1. Goethe-Shults Sidewalks Phase 2**

- Construction documents, permitting and easement acquisition are underway.
- **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 substantially complete.
- Phase 5 (Kitty Road to 301 Buck Island Road) engineering plans and permitting are complete.
- Phase 6 (along Simmons ville Road from Grayco northward to the existing New Mustang Road sidewalks) is under design.
- **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, photometric plans and preliminary sidewalk alignment plans are complete. Submitted plans at the January TC Workshop for review and approval.
- **Next Steps**
  - Complete engineering design, street lighting plans, permitting and easement plats in FY 2020. Easement acquisition and bidding is proposed for FY 2021 with construction in FY 2022.

**4. New Riverside Linear Trail**

- Parking, trail and signage improvements underway.
- **Next Steps**
  - Sign installation in March.

**SEWER & WATER****1. Buck Island-Simmons ville Sewer (Phases 5A-5E)**

- The construction contract for Phase 5A-D will be presented to Town Council in March.
- Construction to begin after BJWSA pre-construction meeting.
- **Next Steps**
  - Town Council approval of Phase 5A-D contract.

**2. Historic District Sewer Extension Phase 1 – Pritchard Street**

- Received SCDHEC permit to construct.
- Engineering Department has submitted Pritchard Street ownership request to SCDOT.
- **Next Steps**
  - Obtain rights of way from SCDOT.

**3. Historic District Sewer Extension Phase 2 – Bridge Street**

- Received SCDHEC permit to construct.
- **Next Steps**
  - Obtain rights of way from SCDOT.

**4. Septic to Sewer Conversion Program**

- SCDHEC awarded 319 grant Phase IV for \$365,558.36 to construct 49 connections in Phases I and II of the Historic District and Poseys Court.
- **Next Steps**
  - Construct individual connections following main line construction for each project.

**5. Jason-Able Neighborhood Sanitary Sewer**

- A contract has been issued to Potter Construction for the sewer main to serve the additional lots fronting the May River Road.
- **Next Steps**
  - Complete construction and project closeout.

**HISTORIC DISTRICT IMPROVEMENTS****1. Boundary Street Lighting**

- Phase 2 photometric plans complete.
- Resubmitted Phase 2 street lighting for SCDOT encroachment permit.

- **Next Steps**
  - Obtain permits and agreements for the remainder of Boundary Street lighting in February 2020.
  - Obtain easements as needed for Phase 2 street lighting.
  
- 2. **184 Bluffton Road Renovations**
  - Site work, landscaping, lighting and signage complete.
  - **Next Steps**
    - Install parking lot rules signs upon adoption of Town Council Ordinance .
    - Verify that street lighting is operational.
  
- 3. **Historic District Enhancements**
  - Town is evaluating survey data collected along Boundary Street and adjacent property.
  - **Next Steps**
    - Implement Storm Water Management feature to address drainage issues in the area.
  
- 4. **Calhoun Street Streetscape**
  - MKSK to update streetscape plans to incorporate additional landscape at proposed Dominion Energy facilities, switch gears and transformers for underground burial of power lines.
  - **Next Steps**
    - Complete Streetscape Master Plans and illustrations and submit at April TC Workshop.

## **PARK DEVELOPMENT**

1. **Oyster Factory Park**
  - Obtained Conceptual Master Plan and cost estimate updates.
  - Garvin/Garvey interior signage was installed 12/12/19.
  - **Next Steps**
    - Coordinate the relocation of salvaged Calhoun Street dock components to Oyster Factory Park once the dock permit is obtained.
    - Present progress plans at the April TC Workshop for review and comment.
    - Begin final design of next phase of improvements per Town Council direction provided at the Workshop.
    - Garvin/Garvey exterior signage to be installed June 2020.
  
2. **68 Boundary Street Park Renovations**
  - Decorative gates installed for Martin Family and Dubois Park along Boundary Street.
  - **Next Steps**
    - Install retractable bollards at Green and Lawrence Street intersections.

**3. Calhoun Street Dock and Public Riverfront Access Improvements**

- Amended existing permit for public dock and submitted to SCDHEC and USACOE on 8/14/19 to allow for commercial uses. Public Notice period ended on 10/11/19.
- Staff received agency comments on 12/10/19 and 12/20/19 and has provided comment response letters. Awaiting permit or response form agencies
- **Next Steps**
  - Construction start to be determined based on approval date of new permit application and contract negotiations. If approved, construction is anticipated to start in May.

**4. Wright Family Park**

- Bulkhead and boardwalk are complete.
- Preferred Materials was awarded the site work contract in November. Site work construction began in January 2020. Utility construction is complete.
- Hilton Head Landscape will begin landscape construction for the interior of the park in February 2020.
- Garage renovation into restroom and kitchenette facility began late September, with anticipated completion February 2020.
- Squire Pope Carriage House survey results received 1/31/20.
- **Next Steps**
  - Begin sidewalks and landscape in February.
  - Complete garage renovation.
  - Continue site work for paving grading and drainage of parking areas in the Calhoun Street right of way.
  - Meadors to give staff a formal proposal for Squire Pope Carriage House engineering and construction drawings after survey has been reviewed.

**5. Oscar Frazier Park**

- Survey and design of perimeter sidewalks are complete.
- Bids received 12/5/19 exceeded budget. Project was value engineered and rebid in January 2020.
- **Next Steps**
  - Review revised bids, execute contract and install perimeter sidewalks.

**6. Veterans Memorial**

- Project is substantially complete.
- Minor hardscape construction and punch list items area underway with Southern Palmetto Landscape and Grand Oaks Construction.
- **Next Steps**
  - Obtain quotes for installation of 200 engraved bricks.

**7. New Riverside Barn/Park**

- Surveying and public input sessions are complete. Survey results were presented at January TC Workshop.

- **Next Steps**
  - Land planners and architects to prepare alternative Master Plans and conceptual architecture. Plans to be presented to staff in March 2020.
  - Present Masterplan at the April TC Workshop.

## **TOWN FACILITIES AND MISCELLANEOUS PLANNING**

### **1. Buckwalter Place Multi-County Commerce Park**

- Park construction is substantially complete except playground and site furnishings.
- Wayfinding signage plans are in fabrication and installation is anticipated in February 2020.
- Site Development Plans for the LEC expansion is 90% complete.
- Don Ryan building shell under construction. Project to be complete in late March 2020.
- **Next Steps**
  - Continue construction of the Don Ryan Center for Innovation. Exterior portion of the building was completed in 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 February.
  - Continue infrastructure planning for the Town's future development parcels. 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 joint venture partners are underway.

### **3. Ulmer Theater Improvements**

- Renovation started on 8/5/2019 and was completed in January 2020.

### **4. 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.
- **Next Steps**
  - Continue meeting with property owners

## **MAY RIVER WATERSHED ACTION PLAN IMPLEMENTATION**

### **1. 319 Grant Phase 3 (Town Hall Project)**

- Submitted §319 Project Closeout Report and final financial documents to SCDHEC on 12/23/19. Received written approval of the submitted report and financial documents from SCDHEC on 12/30/19.
  - Project closed 12/30/19.

## **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 were completed prior to the end of 2019. Several new CIP projects are set to start construction in the first quarter of 2020.

### **Watershed Management**

Ms. Kelsey Timmerman joined the Watershed Management team as the new Stormwater Technician on 12/31/19.

### **1. Southern Lowcountry Regional Board (SoLoCo)**

#### **a. 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.
- **Next Steps**
  - Updated project timeline is as follows.
    - 1/6/20 Public comment period starts
    - 1/23/19 Jasper County/Town of Hardeeville Public Meeting, 4–6:00 PM at Palmetto Electric, New River Campus
    - 1/28/20 Beaufort County, Town of Port Royal and City of Beaufort Public Meeting, 4–6:00 PM in County Council Chambers at County Administration Building
    - 1/30/20 Town of Bluffton Public Meeting, 1–3:00 PM in Henry “Emmett” McCracken Council Chambers at Bluffton Town Hall
    - 2/17/20 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.

- b. Sea Level Rise Task Force**
  - Following Beaufort County’s presentation and request for regional participation at the 10/22/19 SoLoCo meeting, staff has begun to attend the Sea Level Rise Task Force meetings to discuss a possible No Fill Ordinance and adaptation strategies.
  - **Next Steps**
    - Staff and legal review of proposed No Fill Ordinance with intent for Beaufort County to initiate adoption and municipalities to consider adoption.
    - 1/28/20 meeting to continue discussion on the projected impacts of sea level rise on the region with a focus on ways that local government can respond through policies, ordinances and projects to mitigate the projected impacts of sea level rise.
- 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.
  - **Next Steps**
    - Based on WAPAC’s 8/29/19 recommendation, the Joint Councils Meeting is scheduled for 2/25/20 to discuss long-term sewer extension strategy and water quality improvements in Beaufort County’s jurisdiction of the May River watershed.
- 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 and 1a**
- 4. May River Watershed Action Plan Implementation Summary – Attachment 2**
- 5. MS4 Minimum Control Measure (MCM) – #1 Public Education and Outreach, and MS4 MCM – #2 Public Participation and Involvement**
  - Staff participated in a conference call with the NC Department of Environmental Quality to discuss the Town’s Microbial Source Tracking (MST) Monitoring Program on 01/13/20.
  - Staff is providing content for both a Water Quality Story Map (completion anticipated 2/25/20) and Town website overhaul (anticipated Spring 2020).
  - Staff attended Lowcountry Stormwater Partners meeting on 1/21/20 to begin planning a Permeable Paving Workshop and 50<sup>th</sup> Earth Day Anniversary activities.
  - May River Watershed Action Plan Advisory Committee meeting held 01/23/20.**Attachment 3**
  - Staff conducted watershed management orientation training for Island Packet reporter on 2/4/20.
- 6. MS4 MCM – #3 Illicit Discharge Detection and Elimination**
  - Stormwater Infrastructure Inventory Map – **Attachment 4a**
  - Bacterial Concentrations Trend Map – **Attachment 4b**
  - Monthly, Microbial Source Tracking Trend (MST) Map – **Attachments 4c and 4d**

- Town staff coordinates with the SC Department of Health and Environmental Control (SCDHEC) 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. SCDHEC conducted sampling on 01/6/20. Human DNA was not detected at any SCDHEC Shellfish Monitoring Station in the May River during the month of January. Town staff has requested the MST Laboratory run additional genetic markers on SCDHEC Monitoring Station 19-19 sample due to elevated fecal coliform concentrations. These MST results are pending, and any pertinent results will be shared with Town Council and Senior Staff.
  - On 01/23/20, Dr. Kim Ritchie provided WAPAC with an update on the development of Biomeme qPCR handheld device.
  - Illicit Discharge Investigations – **Attachment 4e**
7. **MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5**
  8. **MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6**
  9. **MS4 MCM – #6 Good Housekeeping (Staff Training/Education)**
    - Staff attended the annual National Council for Science and the Environment conference “Science in Environmental Decision Making” from 1/7-9/20.
    - Staff conducted code enforcement supervisor and inspector training on 1/13/20 and 1/15/20, respectively.
    - Staff participated in local MS4 Program Managers meeting on 1/23/20.
    - Staff participated in SCDHEC's Living Shorelines Agency Coordination meeting on 1/29/20.
  10. **Citizen Drainage Concern Heat Map – Attachment 7**
  11. **Citizen Requests for Watershed Management Services & Activities – Attachment 8**
  12. **Neighborhood Assistance Program – Septic System Maintenance Assistance – Attachment 9**

### **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 ditch inspections
    - Arrow ditch (2,569 LF)
    - Red Cedar ditch (966 LF)
    - Buck Island roadside ditch (15,926 LF)
    - Simmonsville roadside ditch (13,792 LF)
  - Ongoing roadside mowing, litter clean-up and maintenance of 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

**4. Public Works Activities, see attached Cartegraph report - Attachment 11**

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. MS4 Minimum Control Measures #1 and #2 – 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. Bacterial 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 Management Services and Activities Map
9. Neighborhood Assistance Program – Septic System Maintenance Assistance
10. Beautification Committee Agenda
11. Public Works Activities Report

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

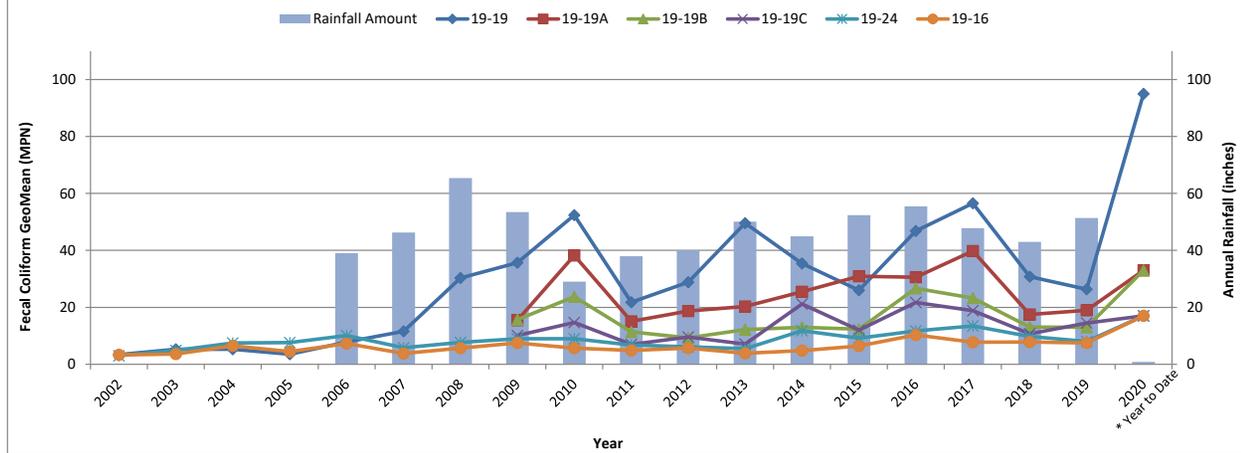
	19-19				19-19A				19-19B				19-19C				19-24				19-16											
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020				
	Fecal Coliform (MPN)																															
December	1600.0	79.0	170.0		920.0	49.0	33.0		540.0	33.0	140.0		240.0	46.0	33.0		220.0	23.0	13.0		49.0	21.0	110.0									
November	49.0	49.0	17.0		33.0	13.0	6.8		7.8	23.0	7.8		31.0	17.0	11.0		2.0	17.0	4.5		2.0	7.8	2.0									
October	22.0	79.0	7.8		49.0	23.0	4.5		33.0	7.8	2.0		23.0	7.8	4.5		6.8	7.8	1.8		2.0	2.0	2.0									
September	17.0	49.0	79.0		7.8	23.0	33.0		11.0	13.0	6.8		4.5	17.0	17.0		2.0	17.0	4.5		1.8	17.0	1.8									
August	79.0	70.0	70.0		70.0	23.0	49.0		21.0	13.0	33.0		33.0	4.5	22.0		33.0	7.8	7.8		33.0	17.0	17.0									
July	350.0	23.0	4.5		110.0	33.0	13.0		130.0	11.0	7.8		49.0	7.8	17.0		49.0	13.0	22.0		22.0	4.5	13.0									
June	23.0	11.0	33.0		49.0	23.0	49.0		13.0	23.0	49.0		17.0	7.8	46.0		7.8	4.5	13.0		4.5	1.8	4.5									
May	17.0	17.0	7.8		23.0	33.0	9.2		7.8	17.0	7.8		2.0	13.0	2.0		23.0	23.0	6.8		4.5	13.0	4.5									
April	7.8	33.0	23.0		23.0	13.0	13.0		4.5	17.0	7.8		7.8	17.0	6.8		13.0	49.0	23.0		4.5	17.0	6.8									
March	350.0	22.0	23.0		11.0	21.0	23.0		33.0	4.5	6.8		13.0	11.0	13.0		13.0	7.8	7.8		33.0	9.3	4.5									
February	13.0	17.0	64.0		7.8	7.8	33.0		13.0	17.0	23.0		9.3	17.0	31.0		4.5	2.0	6.8		1.8	7.8	13.0									
January	95.0	13.0	23.0	95.0	79.0	2.0	23.0	33.0	31.0	4.5	13.0	33.0	49.0	2.0	33.0	17.0	27.0	1.8	7.8	17.0	33.0	4.5	23.0	17.0								
Additional Samples																																
Average Annual GeoMean	56.5	30.8	26.4	95.0	39.8	17.5	19.0	33.0	23.3	13.1	13.0	33.0	18.8	10.7	14.5	17.0	13.5	9.8	8.0	17.0	7.7	7.9	7.5	17.0								
** Truncated GeoMetric Mean	44.0	42.0	35.0	28.0	36.0	29.0	23.0	17.0	20.0	20.0	16.0	13.0	16.0	15.0	14.0	12.0	10.0	10.0	10.0	8.0	7.0	8.0	7.0	7.0								
** Truncated 90th Percentile	203.0	176.0	168.0	89.0	133.0	115.0	89.0	49.0	83.0	71.0	63.0	40.0	57.0	56.0	52.0	37.0	37.0	44.0	38.0	26.0	29.0	30.0	32.0	28.0								

NS = No Sample

AS = Additional Samples

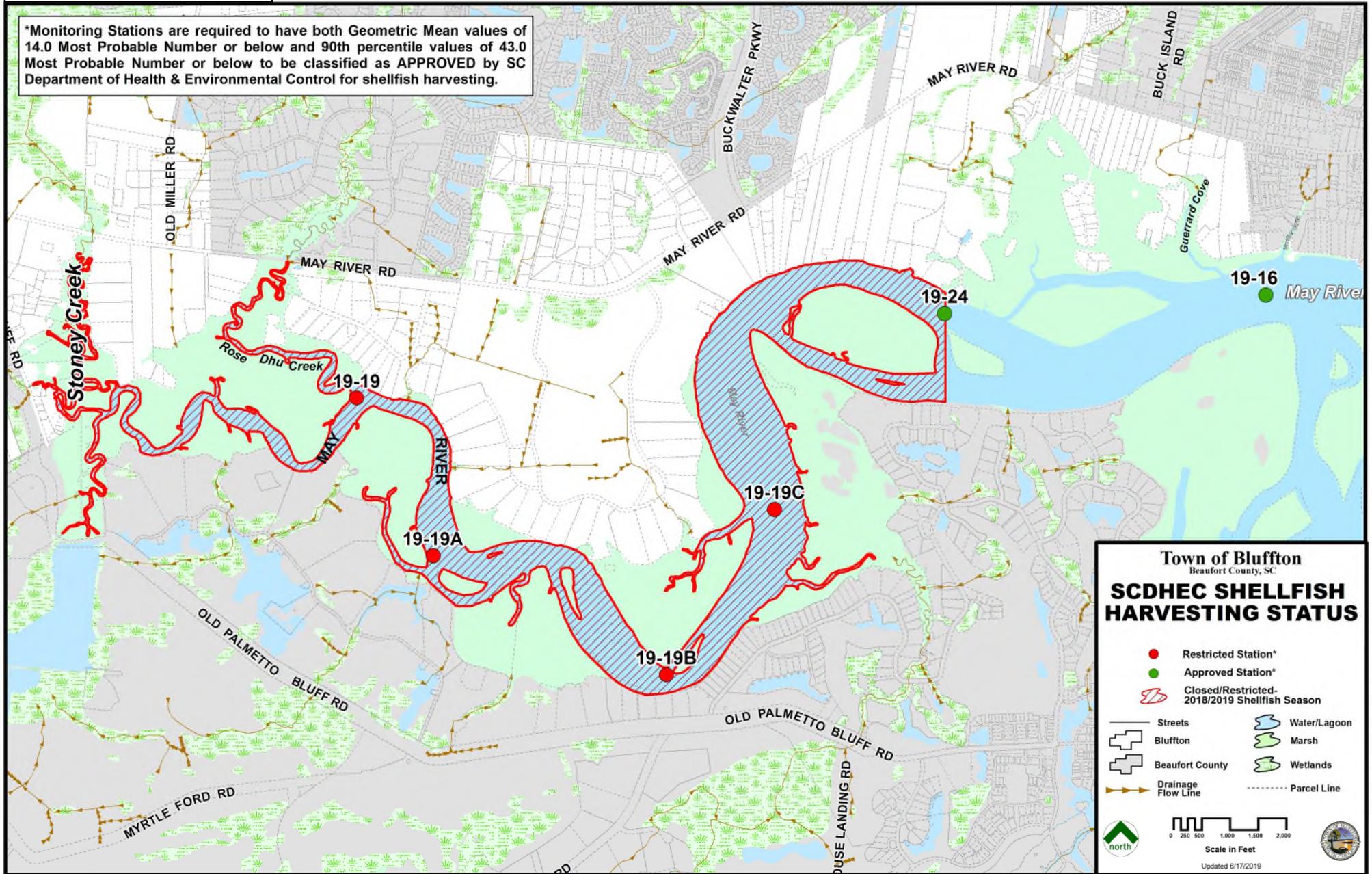
\*\* Town staff calculations utilizing DHEC statistics

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

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

Updated 6/17/2019

ACTIVITY - FINANCIAL	STATUS
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. <b><i>1/23/20 May River Watershed Action Plan Advisory Committee discussed a Stormwater Utility Fee increase for Tax Year 2020. Formal recommendation to Council to be considered at 2/27/20 WAPAC meeting.</i></b>
ACTIVITY - POLICIES	STATUS
Sewer Connection & Extension Policy	<i>Completed 2017.</i>
Septic to Sewer Conversion Program	<i>Completed 2018.</i>
Sewer Connection Ordinance and Revision	<i>Completed 2015 and 2018, respectively.</i>
Southern Lowcountry Regional Stormwater Ordinance and Design Manual	<b><i>Current project updates are included in Engineering Consent Agenda under "Southern Lowcountry Regional Board (SoLoCo)."</i></b>
ACTIVITY - PROJECTS	STATUS
Sanitary Sewer Extension	<b>Completed Buck Island/Simmonsville Road (BIS) Phases I, II, III, IV; Toy Fields; and Jason/Able.</b> Six project phases of Historic District sewer extension are proposed in the 5-year Capital Improvement Program. <b><i>Current project updates are included in Engineering Consent Agenda under "Sewer &amp; Water."</i></b>
May River 319 Grant Phase 1 - New Riverside Pond (Grant award of \$483,500 in 2009)	<i>Completed 2013.</i>
May River 319 Grant Phase 2 - Pine Ridge (Grant award of \$290,000 in 2011)	<i>Completed 2016.</i>
May River 319 Grant Phase 3 - Town Hall Parking Retrofit (Grant award of \$231,350 in 2016)	<i>Completed 2019.</i>
May River 319 Grant Phase 4 - Sanitary Sewer Connection (Grant award of \$365,558.36 in 2019)	Grant to construct 49 sewer lateral connections in Poseys Court, Little Aaron and Historic District Phases 1 and 2. <b><i>Current project updates are included in Engineering Consent Agenda under "Sewer &amp; Water."</i></b>
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 - PROGRAMS	STATUS
Public Outreach/Participation/Involvement (MS4 Minimum Control Measures #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. <b><i>Current updates are included in Engineering Consent Agenda and Attachment 3.</i></b>
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. <b><i>Current updates are included in Engineering Consent Agenda Attachment 4a.</i></b>

ACTIVITY - PROGRAMS continued	STATUS continued
Water Quality Monitoring Program (MS4 Minimum Control Measure #3)	1. SCDHEC Shellfish monitoring results and map 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 <i>Current updates are included in Engineering Consent Agenda Attachments 1, 1a, 4b - 4d.</i>
Illicit Discharge Detection & Elimination (IDDE) Program (MS4 Minimum Control Measure #3)	Response to reported and observed non-stormwater discharges to the stormwater drainage system. <i>Current updates are included in Engineering Consent Agenda Attachment 4e.</i>
Construction Site Stormwater Runoff Control Program (MS4 Minimum Control Measure #4)	Sediment and erosion control inspections with escalating enforcement response. <i>Current updates are included in Engineering Consent Agenda Attachment 5.</i>
Stormwater Plan Review & Related Activity Program (MS4 Minimum Control Measure #5)	SCDHEC delegated plan review-related activities. <i>Current updates are included in Engineering Consent Agenda Attachment 6.</i>
Ditch Inspection/Maintenance Program (MS4 Minimum Control Measure #6)	Continued coordination with SCDOT, Beaufort County and Town Public Works to inspect and maintain ditches within the Town's jurisdiction. <i>Current updates are included in Engineering Consent Agenda Attachment 7.</i>
Neighborhood Assistance Program - Septic System Maintenance Program	On-going assistance offered to Town residents regardless of financial status through Neighborhood Assistance Program (NAP). <i>Current updates, as reported by NAP, are included in Engineering Consent Agenda Attachment 9.</i>



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

**Theodore D. Washington Municipal Building  
Henry "Emmett" McCracken Jr. Council Chambers  
20 Bridge Street, Bluffton, SC 29910  
Thursday, January 23, 2020 | 9 AM**

- 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.*
- VII. PRESENTATIONS, CELEBRATIONS AND RECOGNITIONS:**
  - 1. Biomeme qPCR Update – Dr. Kimberly Ritchie, Associate Professor, University of South Carolina - Beaufort**
- VIII. OLD BUSINESS**
  - 1. Water Quality Monitoring Program (standing item)**
    - A. Weekly Sampling Update
    - B. Microbial Source Tracking (MST) Update
    - C. SCDHEC Shellfish Data Update
- IX. NEW BUSINESS**
  - 1. Stormwater Utility Fee (SWU) Fee Rate Discussion**
- X. DISCUSSION**

“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](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

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

XI. ADJOURNMENT

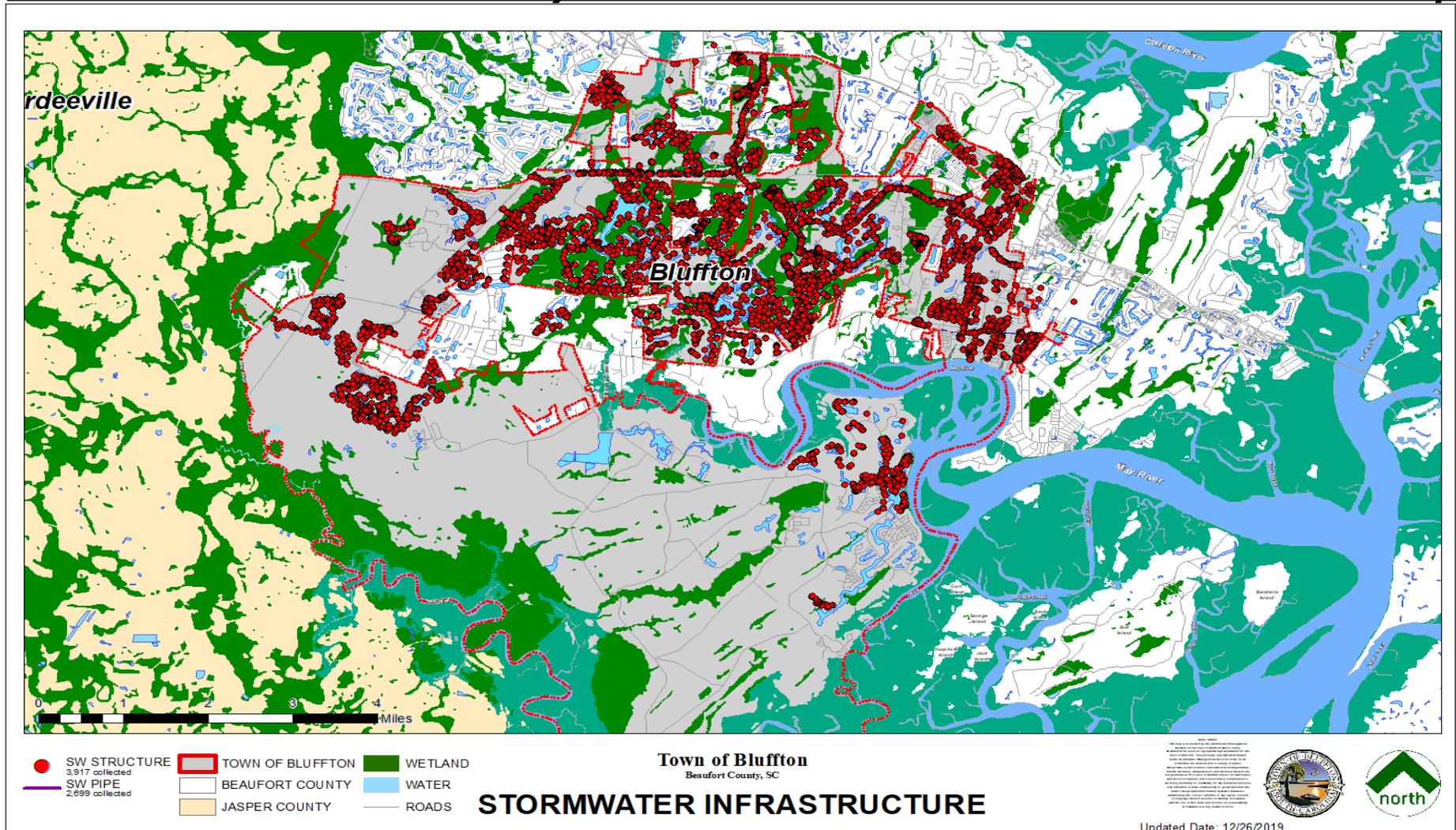
**NEXT MEETING DATE: Thursday, February 27, 2020**

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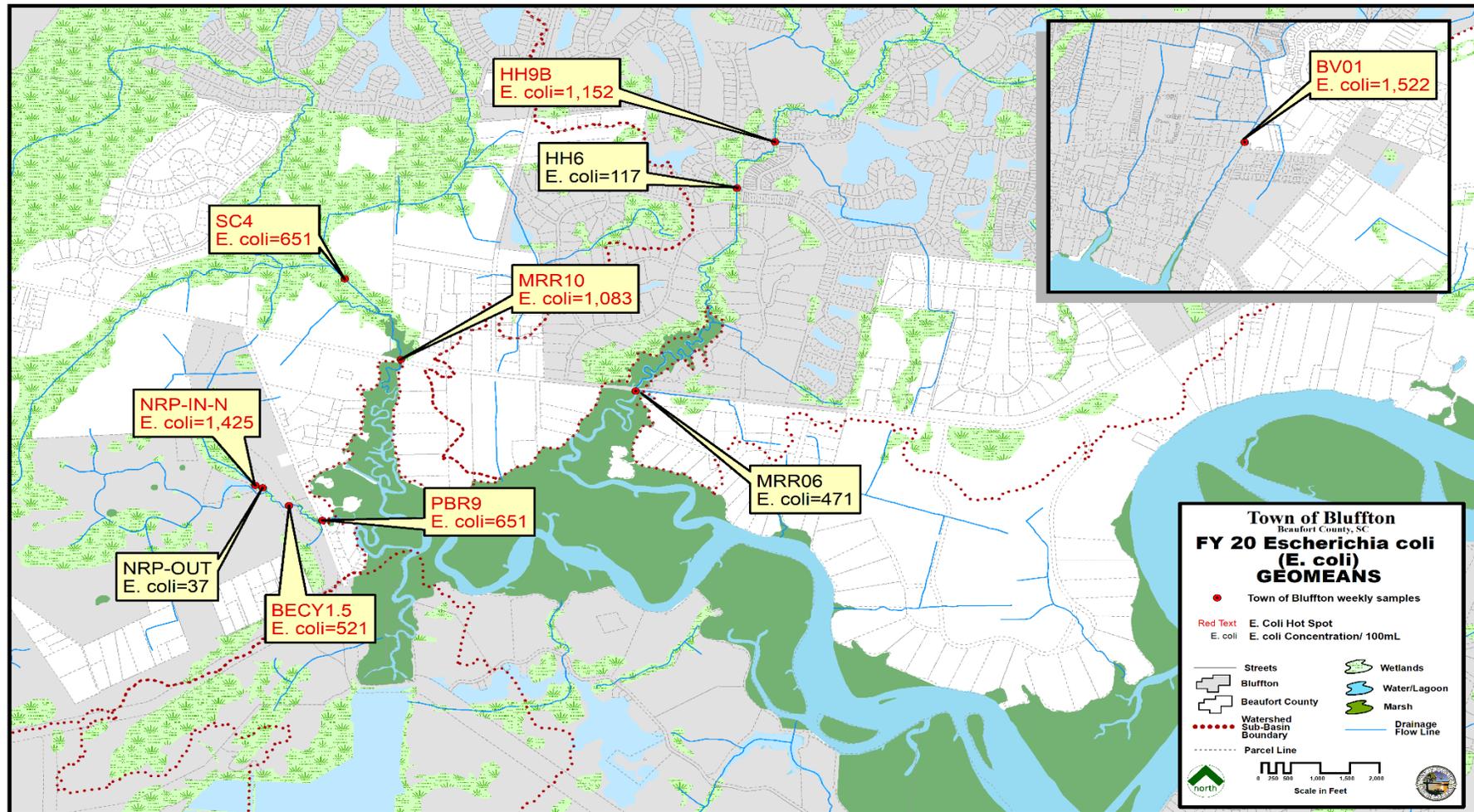
\*Please note that each member of the public may speak at public comment session and a form must be filled out and given to Town Staff. Public comment must not exceed three (3) minutes.

# 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

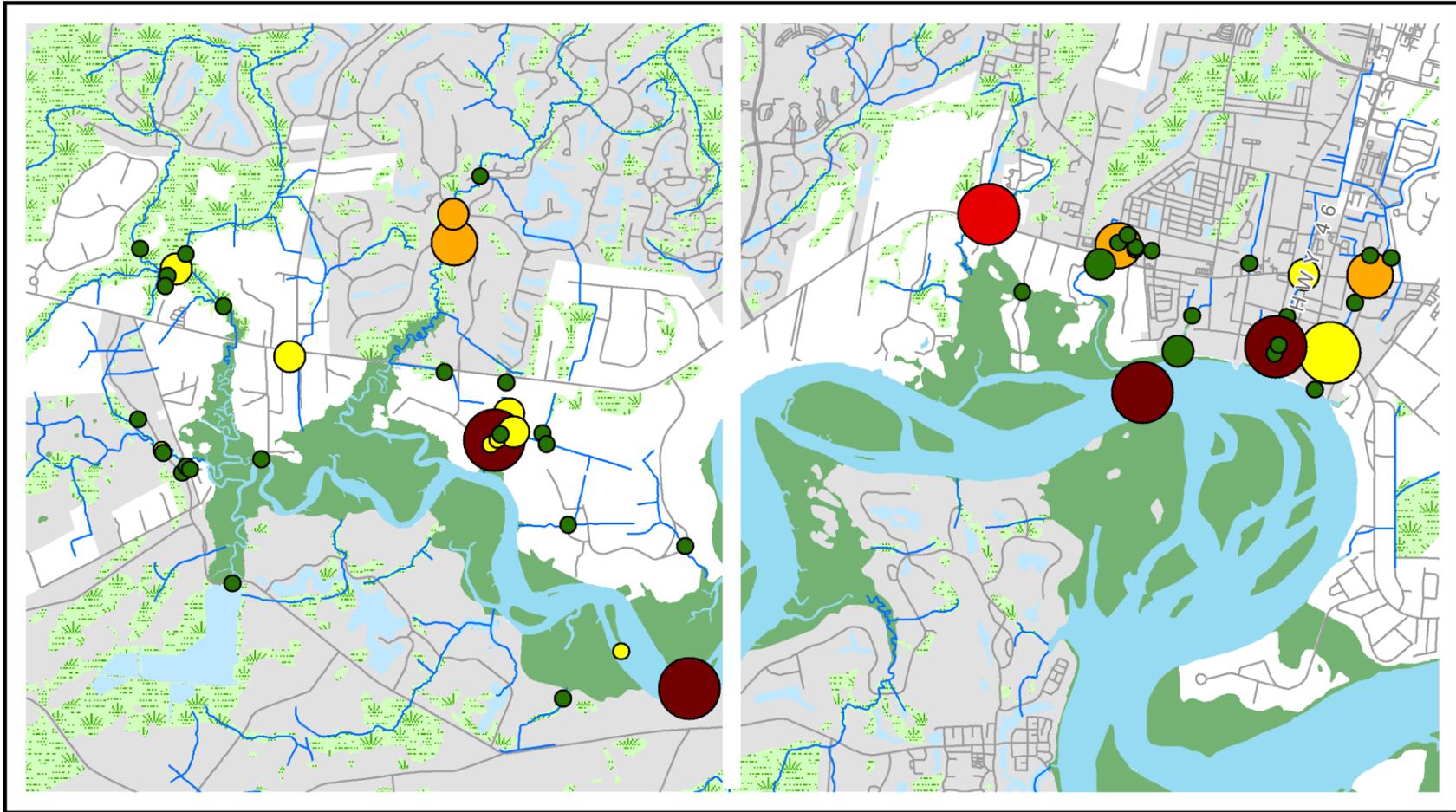
# MS4 Minimum Control Measure #3 – IDDE: Bacterial Concentrations Trend Map



	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2020 YTD Totals	129	73	60
FY 2019 Totals	280	193	264
FY 2018 Totals	216	217	224
FY 2017 Totals	307	179	224

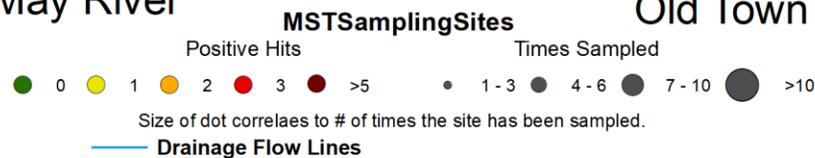
- MST program began November 2016; MS4 Quarterly Sampling initiated 2/2017
- Totals include only samples submitted for laboratory analysis, and not *in situ* parameters.

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



Microbial Source Tracking Trend Map  
Headwaters May River

Microbial Source Tracking Trend Map  
Old Town May River

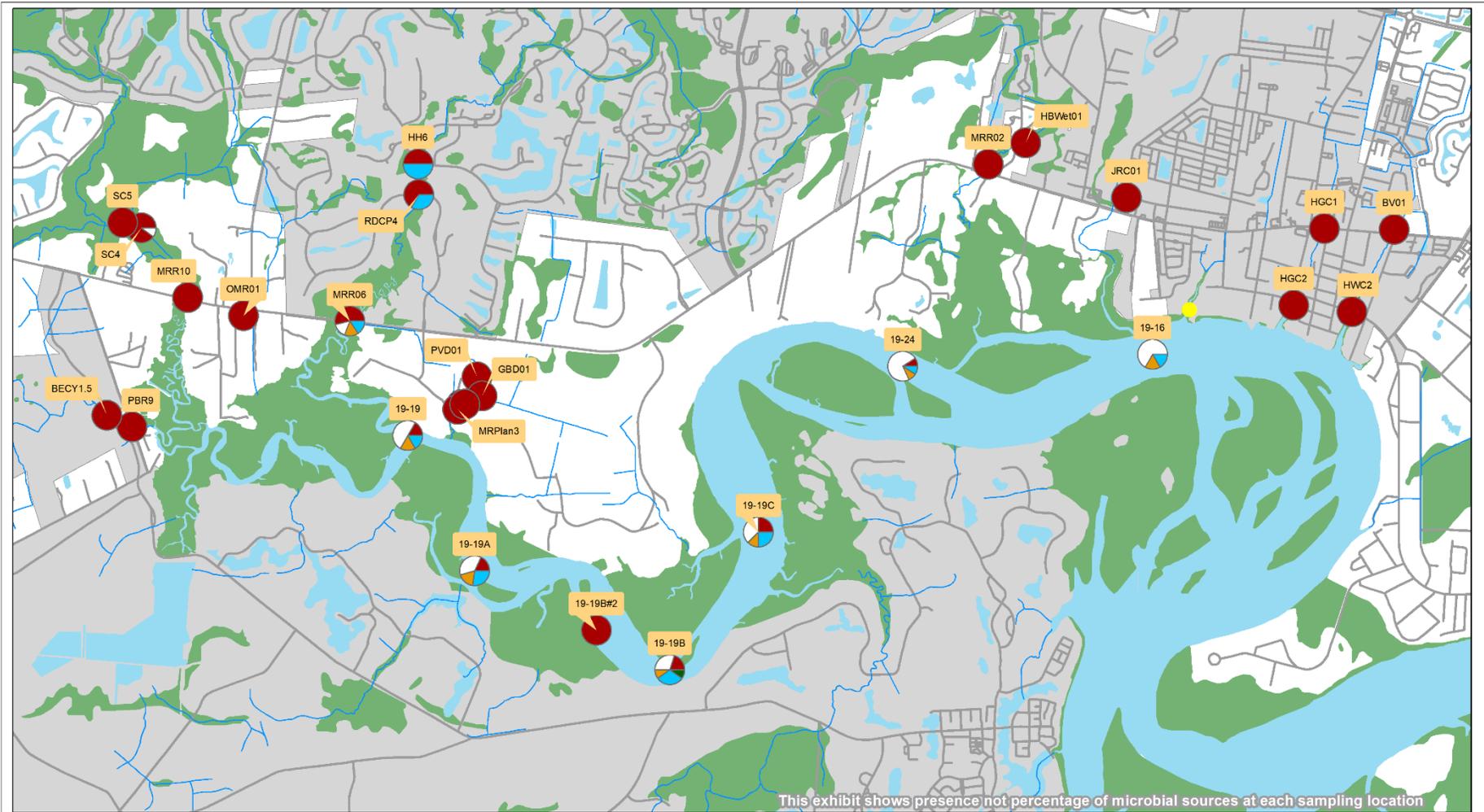


DISCLAIMER  
This map is intended for informational purposes only and is not intended to be used as a legal instrument or to create a legal right. The map is provided as a service to the public and is not intended to be used as a legal instrument or to create a legal right. The map is provided as a service to the public and is not intended to be used as a legal instrument or to create a legal right.



Updated Date: 1/22/2020

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



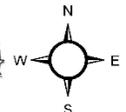
- Microbial Sources
- MST Sampling Location Without Detection
- Human
- Bird
- Deer
- Dog
- Horse
- Flowline
- Drainage Ditch
- Street
- Town Jurisdiction

## Microbial Sources Detected Within the May River 2017 - 2020

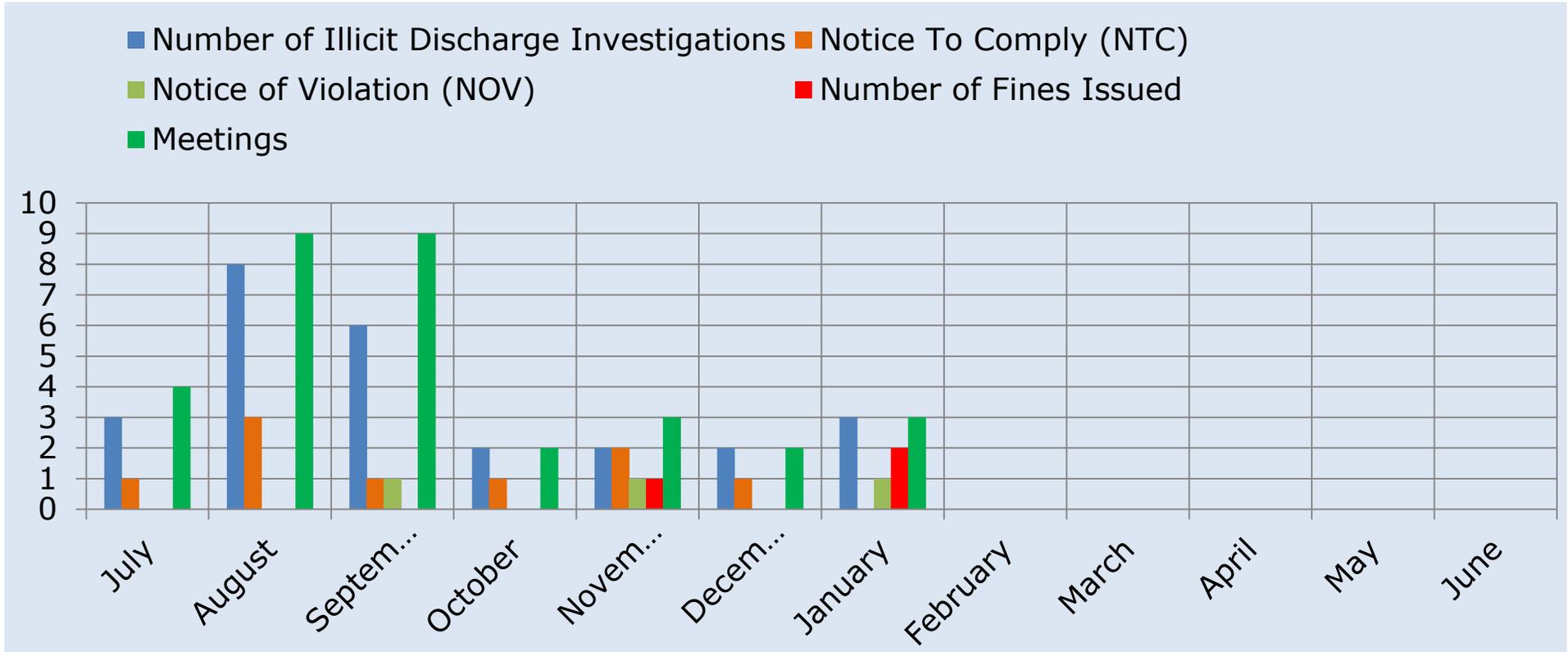
Town of Bluffton  
Beaufort County, SC

Updated Date: 1/22/2020

DISCLAIMER:  
This map was prepared for the Stormwater Management  
Division of the Town of Bluffton and is hereby  
released to the public. It is not intended to be used  
for any other purpose. The Town of Bluffton  
and its employees, contractors and vendors shall not  
be held liable for any errors or omissions in this  
map. The Town of Bluffton and its employees,  
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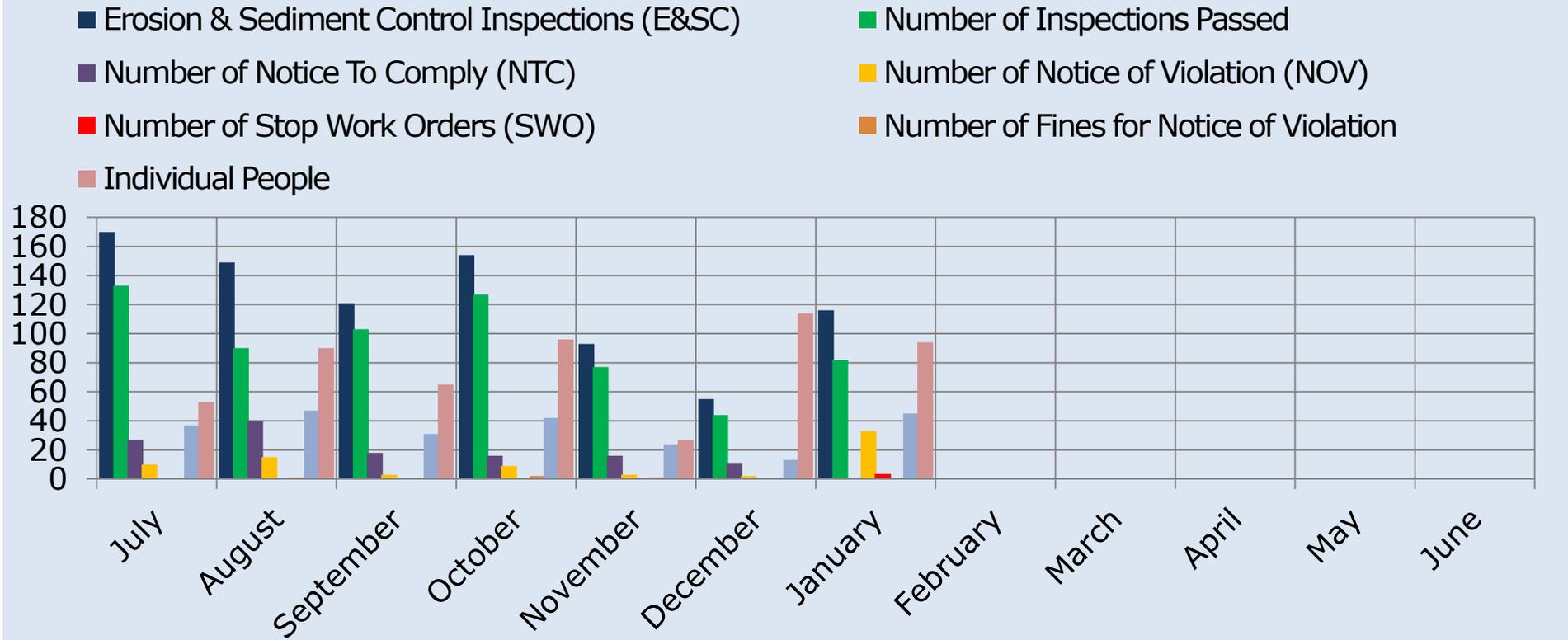


## MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



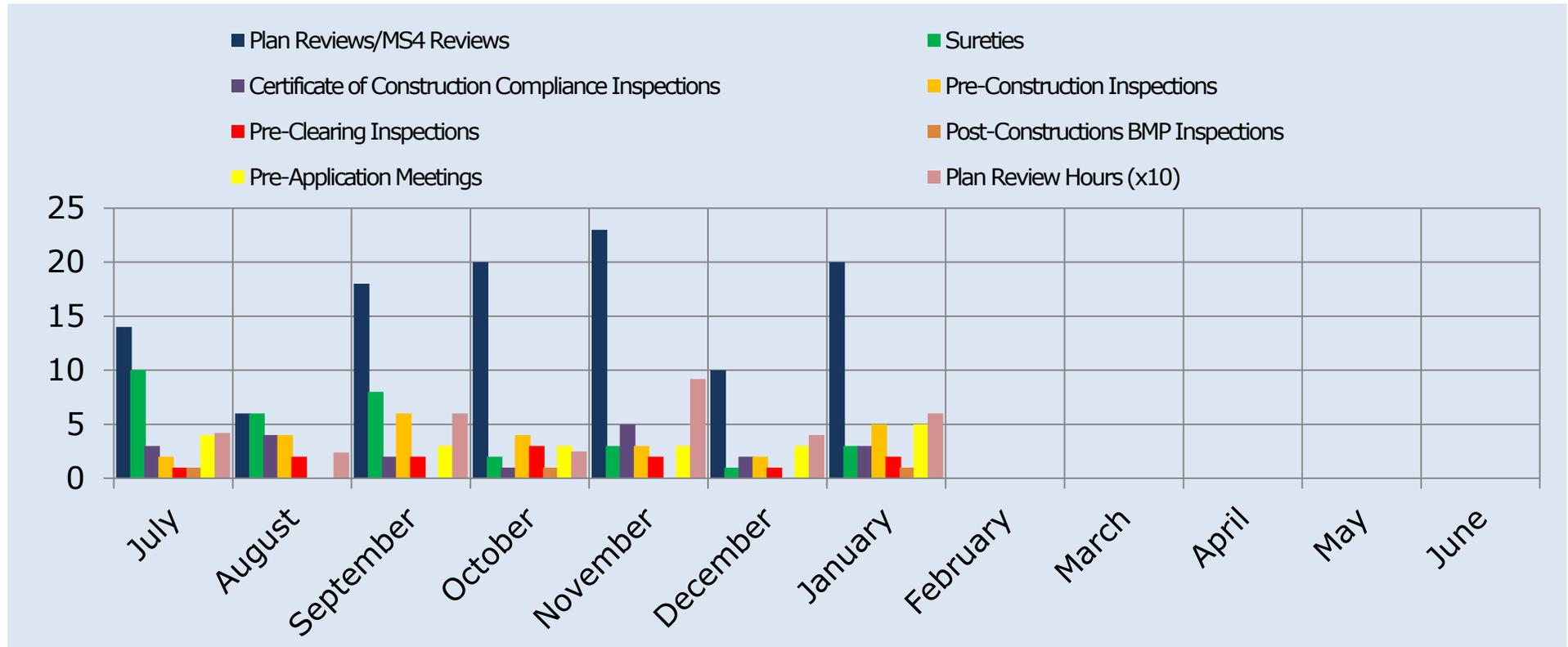
	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Number of Fines Issued	Number of Meetings
FY 2020 YTD Totals	26	9	3	3	32
FY 2019 Totals	38	20	3	1	61
FY 2018 Totals	48	20	4	2	60

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



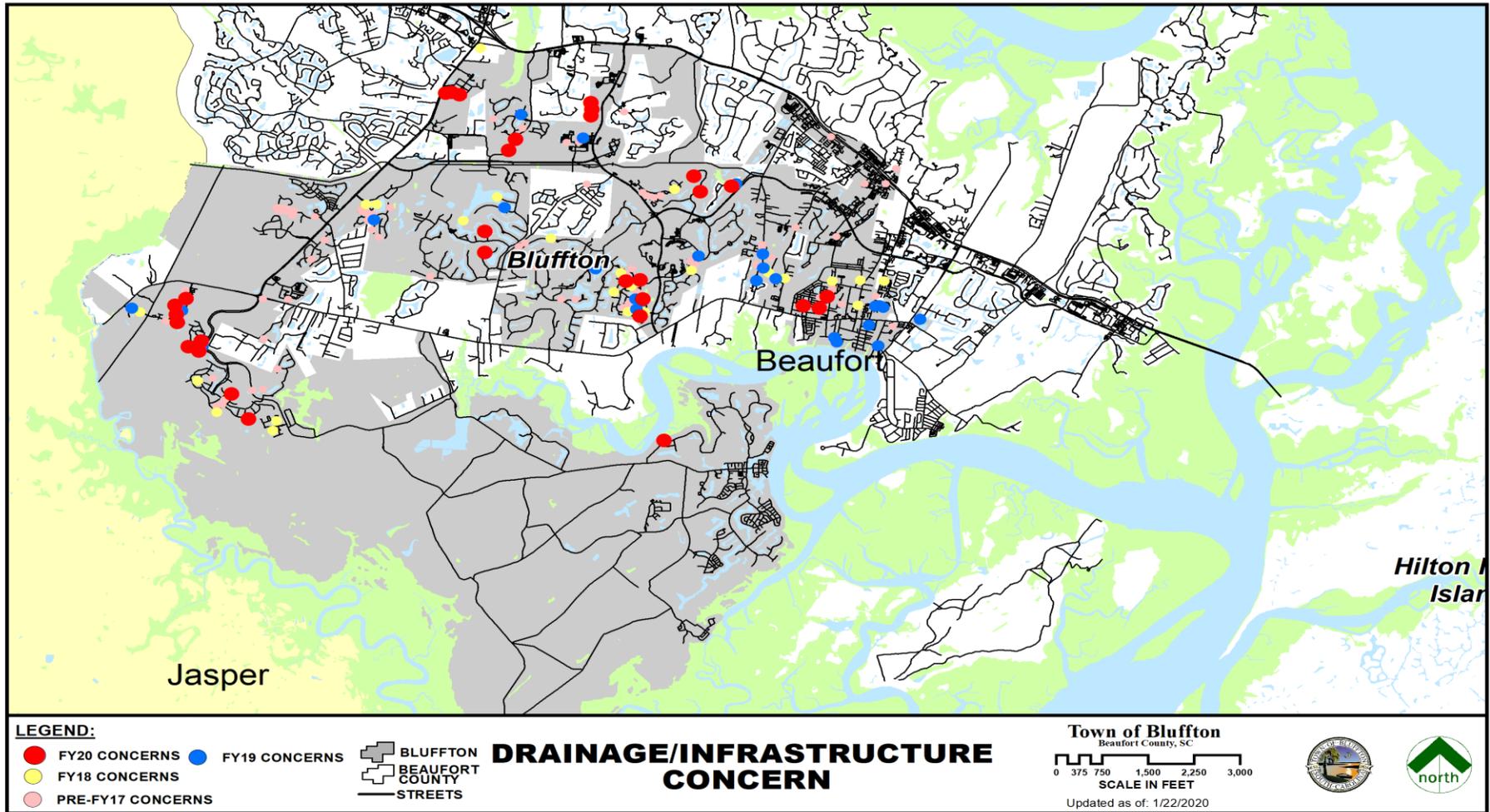
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NTC Issued	Number of NOV's Issued	Number of SWO Issued	Number of Fines for NOV	Number of E&SC Meetings
FY 2020 YTD Totals	858	656	128	75	3	4	239
FY 2019 Totals	1,688	1,384	254	72	N/A	7	403
FY 2018 Totals	1,504	1,159	300	83	N/A	10	499

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



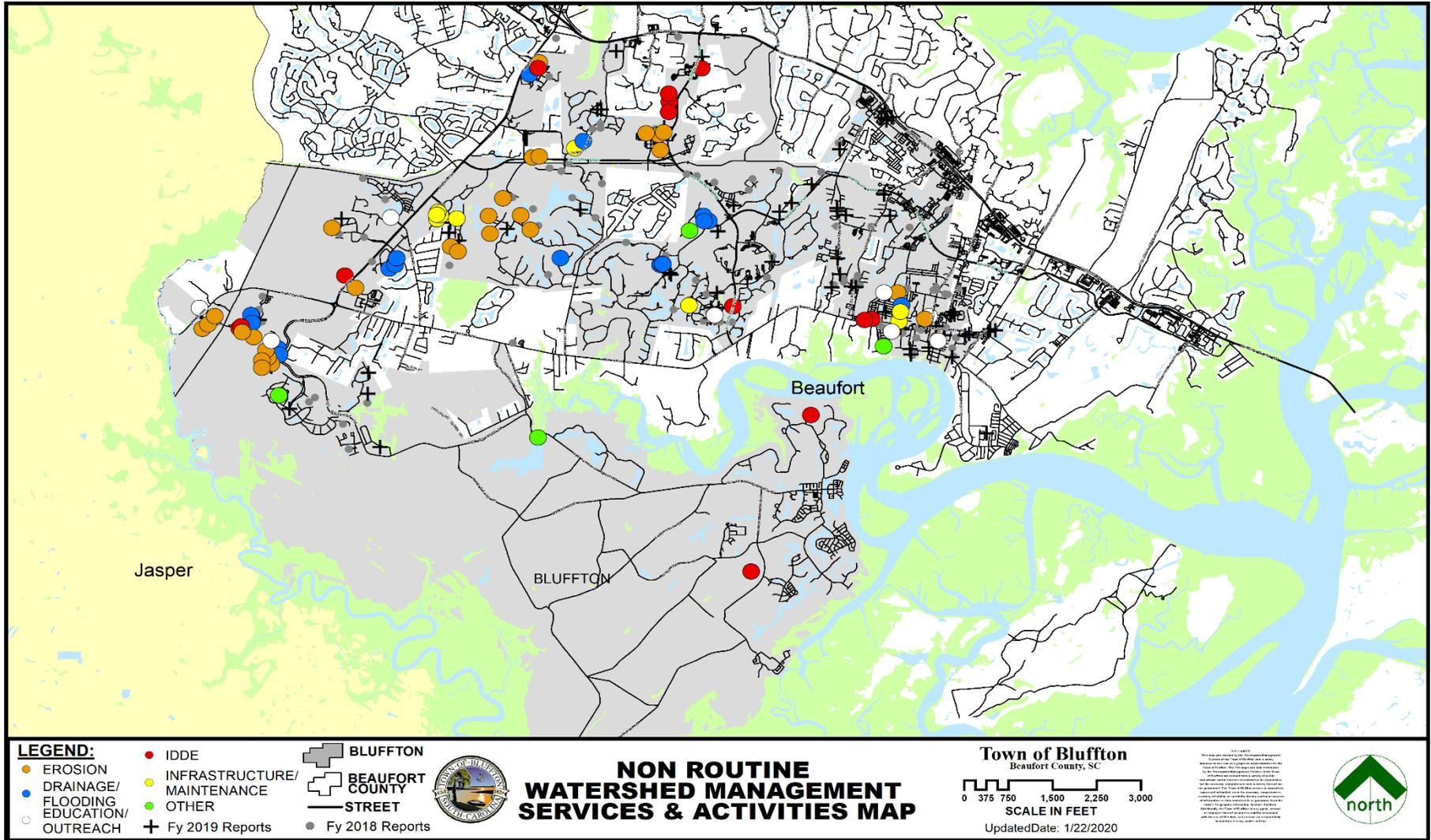
	Plan Reviews MS4 Reviews	Sureties	Certificate of Construction Compliance Inspections	Pre-Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2020 YTD Totals	11	33	20	26	13	3	21	343 Hrs.
FY 2019 Totals	208	52	53	47	37	27	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)



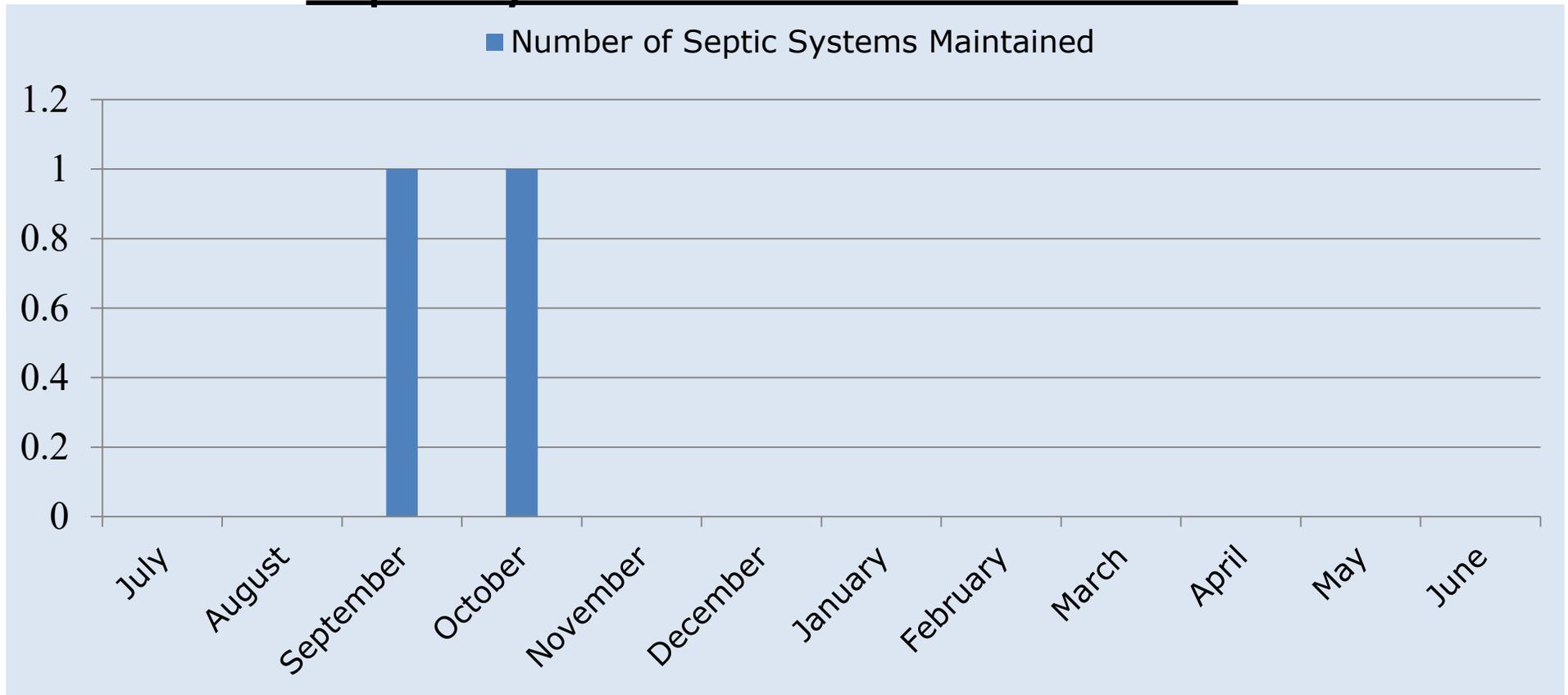
	Number of Drainage Concerns Investigated	Number of Meetings
FY 2020 YTD Totals	36	49
FY 2019 Totals	54	59
FY 2018 Totals	48	75

# Citizen Request for Watershed Mngt. Services & Activities Map



	Number of Citizen Requests Investigated	Number of Meetings
FY 2020 YTD Totals	79	83
FY 2019 Totals	75	79
FY 2018 Totals	53	82

## Neighborhood Assistance Program – Septic System Maintenance Assistance



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



## TOWN OF BLUFFTON BEAUTIFICATION COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building  
Council Chambers Meeting Room  
Thursday, January 16, 2020, 10:00 a.m.

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- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF THE AGENDA
- IV. ADOPTION OF MINUTES – August 15, 2019
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
  - 1. Update on progress of new interpretive signs and mile markers for the New River Trail (FY20 Special Project)
- VII. NEW BUSINESS
  - 1. Arbor Day celebration planning
  - 2. Discussion regarding Special Project for FY 2021
  - 3. Discussion regarding Work Plan for FY 2021
  - 4. Adoption of 2020 Meeting Dates
- VIII. DISCUSSION
  - Tree donation/memorial program
- IX. ADJOURNMENT

**NEXT MEETING DATE: Thursday, February 20, 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.*

<b>Public Works Activities</b>					
<b>Week</b>	<b># of Activities</b>	<b>Labor Cost</b>	<b>Equipment Cost</b>	<b>Other Cost</b>	<b>Total</b>
FY20WK1	65	\$1,311.00	\$209.00	\$0.00	\$1,520.00
FY20WK2	89	\$2,547.00	\$878.00	\$0.00	\$3,425.00
FY20WK3	81	\$3,321.00	\$975.00	\$559.00	\$4,856.00
FY20WK4	40	\$2,396.00	\$803.00	\$0.00	\$3,199.00
FY20WK5	63	\$2,051.00	\$388.00	\$0.00	\$2,439.00
FY20WK6	75	\$2,566.00	\$622.00	\$0.00	\$3,187.00
FY20WK7	81	\$2,939.00	\$1,172.00	\$0.00	\$4,112.00
FY20WK8	71	\$3,059.00	\$3,013.00	\$0.00	\$6,072.00
FY20WK9	56	\$1,643.00	\$2,099.00	\$243.00	\$3,985.00
FY20WK10	8	\$810.00	\$483.00	\$0.00	\$1,293.00
FY20WK11	83	\$3,456.00	\$2,856.00	\$73.00	\$6,385.00
FY20WK12	66	\$3,824.00	\$4,161.00	\$0.00	\$7,985.00
FY20WK13	41	\$1,758.00	\$2,001.00	\$0.00	\$3,760.00
FY20WK14	50	\$3,555.00	\$3,619.00	\$1,677.00	\$8,851.00
FY20WK15	59	\$3,461.00	\$3,222.00	\$2,034.00	\$8,717.00
FY20WK16	48	\$3,200.00	\$1,682.00	\$207.00	\$5,090.00
FY20WK17	51	\$3,479.00	\$2,386.00	\$0.00	\$5,865.00
FY20WK18	68	\$4,041.00	\$3,823.00	\$0.00	\$7,863.00
FY20WK19	53	\$3,002.00	\$1,903.00	\$0.00	\$4,904.00
FY20WK20	41	\$2,392.00	\$1,519.00	\$0.00	\$3,911.00
FY20WK21	77	\$3,811.00	\$3,216.00	\$84.00	\$7,112.00
FY20WK22	50	\$2,058.00	\$1,226.00	\$49.00	\$3,333.00
FY20WK23	59	\$2,791.00	\$1,746.00	\$0.00	\$4,538.00
FY20WK24	82	\$3,176.00	\$3,354.00	\$83.00	\$6,613.00
FY20WK25	92	\$3,539.00	\$3,140.00	\$30.00	\$6,709.00
FY20WK26	47	\$1,457.00	\$766.00	\$0.00	\$2,223.00
FY20WK27	54	\$2,350.00	\$1,281.00	\$181.00	\$3,813.00
FY20WK28	80	\$4,488.00	\$3,468.00	\$347.00	\$8,303.00
FY20WK29	87	\$3,466.00	\$2,985.00	\$114.00	\$6,566.00
FY20WK30					
FY20WK31					
FY20WK32					
FY20WK33					
FY20WK34					
FY20WK35					
FY20WK36					
FY20WK37					
FY20WK38					
FY20WK39					
FY20WK40					
FY20WK41					
FY20WK42					
FY20WK43					
FY20WK44					
FY20WK45					
FY20WK46					
FY20WK47					
FY20WK48					
FY20WK49					
FY20WK50					
FY20WK51					
FY20WK52					
<b>Total</b>	<b>1817</b>	<b>\$81,947.00</b>	<b>\$58,996.00</b>	<b>\$5,681.00</b>	<b>\$146,629.00</b>

# TOWN COUNCIL

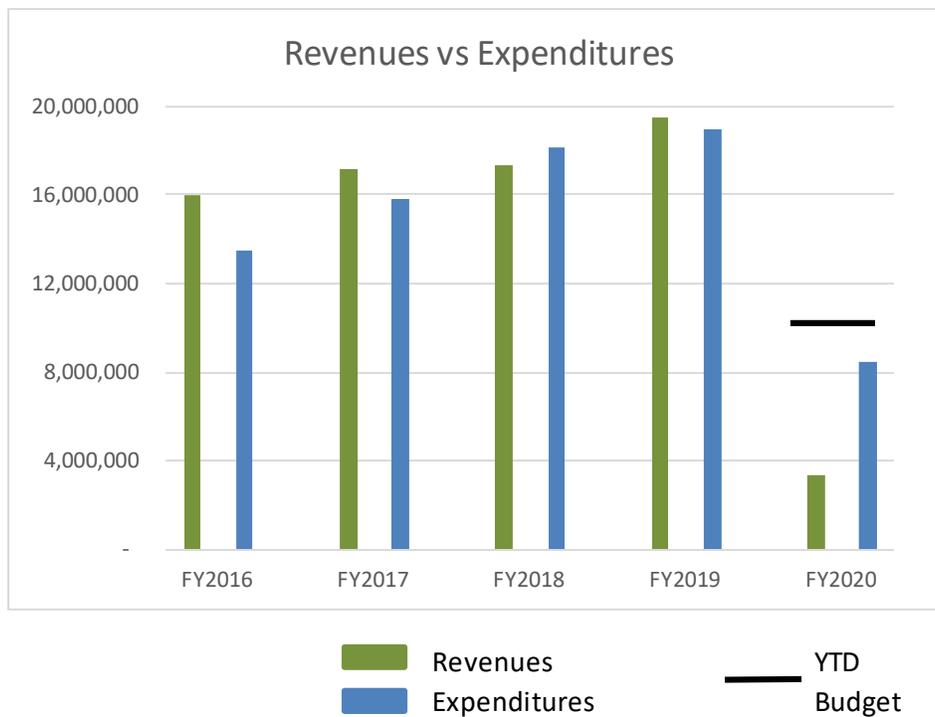


## STAFF REPORT Finance & Administration Department

<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	Consent Agenda: Year-to-date Financial Report
<b>PROJECT MANAGER:</b>	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 December 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 December 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
\$3.4m		\$8.5m
16.8%	<i>% of Budget</i>	42.5%
\$10.0m	50%	\$10.0m

The budget and actual reports for the period ending December 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 December 31, 2019**

	Prior YTD Actual	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
<b>Revenues</b>							
Property Taxes	\$ 649,678	\$ 311,950	\$ 6,300,000	\$ -	\$ 6,300,000	\$ (5,988,050)	5.0%
<b>Licenses &amp; Permits</b>							
Business Licenses	201,159	306,296	2,100,000	-	2,100,000	(1,793,704)	14.6%
MASC Telecommunications	5	-	70,000	-	70,000	(70,000)	0.0%
MASC Insurance Tax Collection	76	-	2,200,000	-	2,200,000	(2,200,000)	0.0%
Franchise Fees (electric, gas, water, telephone, cable)	489,031	558,657	2,600,000	-	2,600,000	(2,041,343)	21.5%
Building Safety Permits	1,184,583	1,371,402	2,350,000	-	2,350,000	(978,598)	58.4%
Application Fees	48,845	34,990	80,000	-	80,000	(45,010)	43.7%
Administrative Fees	-	-	44,000	-	44,000	(44,000)	0.0%
Total Licenses & Permits	1,923,699	2,271,345	9,444,000	-	9,444,000	(7,172,655)	24.1%
Intergovernmental	170,029	95,078	721,395	-	721,395	(626,317)	13.2%
Service Revenues	585,288	432,289	965,000	-	965,000	(532,711)	44.8%
Fines & Fees	103,313	77,926	230,000	-	230,000	(152,074)	33.9%
Miscellaneous Revenues	89,241	134,788	180,000	-	180,000	(45,212)	74.9%
<b>Total Revenues</b>	<b>3,521,248</b>	<b>3,323,376</b>	<b>17,840,395</b>	<b>-</b>	<b>17,840,395</b>	<b>(14,517,019)</b>	<b>18.6%</b>
<b>Other Financing Sources</b>							
Other Financing Sources	-	-	524,735	(74,735)	450,000	(450,000)	0.0%
Transfers In	29,260	30,059	1,667,670	37,229	1,704,899	(1,674,840)	1.8%
<b>Total Other Financing Sources &amp; Transfers In</b>	<b>29,260</b>	<b>30,059</b>	<b>2,192,405</b>	<b>(37,506)</b>	<b>2,154,899</b>	<b>(2,124,840)</b>	<b>1.4%</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 3,550,508</b>	<b>\$ 3,353,435</b>	<b>\$ 20,032,800</b>	<b>\$ (37,506)</b>	<b>\$ 19,995,294</b>	<b>\$ (16,641,859)</b>	<b>16.8%</b>
<b>Expenditures</b>							
Town Council	\$ 71,457	\$ 61,127	\$ 219,905	\$ -	\$ 219,905	\$ (158,778)	27.8%
Executive	380,632	435,061	938,218	-	938,218	(503,157)	46.4%
Economic Development	141,888	151,468	405,120	-	405,120	(253,652)	37.4%
Human Resources	143,284	185,297	384,295	-	384,295	(198,998)	48.2%
Police	2,285,462	3,530,738	7,270,955	(74,588)	7,196,367	(3,665,629)	49.1%
Municipal Judges	26,778	24,659	56,763	-	56,763	(32,104)	43.4%
Municipal Court	143,681	157,112	350,774	-	350,774	(193,662)	44.8%
Finance	437,686	408,997	957,355	-	957,355	(548,358)	42.7%
Information Technology	746,850	612,292	1,173,018	-	1,173,018	(560,726)	52.2%
Customer Service	95,106	109,210	296,140	(68,430)	227,710	(118,500)	48.0%
Planning & Community Development	477,102	477,512	1,142,640	140,830	1,283,470	(805,958)	37.2%
Building Safety	284,209	339,282	768,540	1,500	770,040	(430,758)	44.1%
Project Management	386,714	385,758	1,037,990	(72,400)	965,590	(579,832)	40.0%
Public Works	762,492	758,040	1,857,617	(147)	1,857,470	(1,099,430)	40.8%
Non-Departmental (Townwide)	587,827	853,948	2,181,800	(1,500)	2,180,300	(1,326,352)	39.2%
<b>Total Expenditures</b>	<b>6,971,168</b>	<b>8,490,499</b>	<b>19,041,130</b>	<b>(74,735)</b>	<b>18,966,395</b>	<b>(10,475,896)</b>	<b>44.8%</b>
<b>Other Financing Uses</b>							
Transfers Out to Capital Improvements Program Fund	-	1,650	991,670	37,229	1,028,899	(1,027,249)	0.2%
<b>Total Transfers</b>	<b>-</b>	<b>1,650</b>	<b>991,670</b>	<b>37,229</b>	<b>1,028,899</b>	<b>(1,027,249)</b>	<b>0.2%</b>
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 6,971,168</b>	<b>\$ 8,492,149</b>	<b>\$ 20,032,800</b>	<b>\$ (37,506)</b>	<b>\$ 19,995,294</b>	<b>\$ (11,503,145)</b>	<b>42.5%</b>



**Town of Bluffton**  
**Budget and Actual - Stormwater Utility Fund**  
**For Period Ending December 31, 2019**

	Prior YTD Actual	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
<b>Revenues</b>							
<b>Licenses &amp; Permits</b>							
Stormwater Fees	\$ 70,416	\$ 4,369	\$ 1,381,295	\$ -	\$ 1,381,295	\$ (1,376,926)	0.3%
Total Licenses & Permits	70,416	4,369	1,381,295	-	1,381,295	(1,376,926)	0.3%
<b>Intergovernmental</b>							
County Funds	-	-	65,000	-	65,000	(65,000)	0.0%
Total Intergovernmental	-	-	65,000	-	65,000	(65,000)	0.0%
<b>Miscellaneous Revenues</b>							
Miscellaneous	-	1,400	-	-	-	1,400	n/a
Total Miscellaneous Revenues	-	1,400	-	-	-	1,400	n/a
<b>Total Revenues</b>	<b>70,416</b>	<b>5,769</b>	<b>1,446,295</b>	<b>-</b>	<b>1,446,295</b>	<b>(1,440,526)</b>	<b>0.4%</b>
<b>Other Financing Sources</b>							
Prior Year Fund Balance	-	-	605,400	336,615	942,015	(942,015)	0.0%
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>605,400</b>	<b>336,615</b>	<b>942,015</b>	<b>(942,015)</b>	<b>0.0%</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 70,416</b>	<b>\$ 5,769</b>	<b>\$ 2,051,695</b>	<b>\$ 336,615</b>	<b>\$ 2,388,310</b>	<b>\$ (2,382,541)</b>	<b>0.2%</b>
<b>Expenditures</b>							
<b>Operating</b>							
Watershed Management	\$ 392,798	\$ 337,340	\$ 1,320,973	\$ -	\$ 1,320,973	\$ (983,633)	25.5%
Total Operating Expenditures	392,798	337,340	1,320,973	-	1,320,973	(983,633)	25.5%
<b>Total Expenditures</b>	<b>392,798</b>	<b>337,340</b>	<b>1,320,973</b>	<b>-</b>	<b>1,320,973</b>	<b>(983,633)</b>	<b>25.5%</b>
<b>Other Financing Uses</b>							
<b>Transfers Out</b>							
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%
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 392,798</b>	<b>\$ 371,335</b>	<b>\$ 2,051,695</b>	<b>\$ 336,615</b>	<b>\$ 2,388,310</b>	<b>\$ (2,016,975)</b>	<b>15.5%</b>



**Town of Bluffton  
Budget and Actual - Capital Improvement Program Fund  
For Period Ending December 31, 2019**

	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
<b>Infrastructure</b>						
00040 Buckwalter Place Multi-County Commerce Park	\$ 12,397	\$ 975,060	\$ (90,762)	\$ 884,298	\$ 871,901	1.4%
00042 Calhoun Street Streetscape	13,533	293,115	29,599	322,714	309,181	4.2%
00050 Historic District Lighting, Signage, Parking & Streetscape Enhancements	16,420	164,500	64,272	228,772	212,352	7.2%
00052 Watershed Management Facility Improvements	8,975	-	13,343	13,343	4,368	0.0%
00055 Goethe - Shults Neighborhood Improvements Phase 2	47,777	140,952	10,475	151,427	103,650	31.6%
00059 Oyster Factory Park	-	84,250	6,558	90,808	90,808	0.0%
00060 Don Ryan Center for Innovation Upfit	677	260,338	-	260,338	259,661	0.3%
00062 Calhoun Street Regional Dock	-	705,993	49,862	755,855	755,855	0.0%
00063 68 Boundary Street Park	600,592	528,957	274,819	803,776	203,184	74.7%
00064 184 Bluffton Road Parking Improvements	245,833	50,000	327,028	377,028	131,195	65.2%
00069 Boundary Street Lighting	722	-	116,118	116,118	115,396	0.0%
00077 Law Enforcement Center Facility Improvements	10,150	22,300	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	16,349	21,900	7,489	29,389	13,040	55.6%
00082 Bridge Street Streetscape	15,540	67,848	-	67,848	52,308	22.9%
00085 New Riverside Park / Barn Site	37,237	100,000	-	100,000	62,763	37.2%
00088 Town Hall Improvements	56,966	71,300	-	71,300	14,334	79.9%
00089 Ulmer Auditorium Improvements	84,295	151,058	-	151,058	66,763	55.8%
00092 New River Trail	2,471	41,000	-	41,000	38,529	6.0%
00093 Ghost Roads	14,794	-	49,000	49,000	34,206	0.0%
<b>Total Infrastructure</b>	<b>1,197,008</b>	<b>3,691,011</b>	<b>861,438</b>	<b>4,552,449</b>	<b>3,355,441</b>	<b>26.3%</b>
<b>May River &amp; Surrounding Rivers and Their Watersheds</b>						
00034 May River Watershed Action Plan	4,235	-	-	-	(4,235)	0.0%
00041 Buck Island - Simmonsville Sewer Phase 4	-	-	46,183	46,183	46,183	0.0%
00044 Buck Island - Simmonsville Sewer Phase 5	38,936	1,234,000	496,756	1,730,756	1,691,820	2.2%
00045 Jason-Able Sewer	-	-	191,739	191,739	191,739	0.0%
00054 Buck Island - Simmonsville Neighborhood Sidewalks & Lighting	110,427	393,185	139,189	532,374	421,947	20.7%
00061 Sewer Connections	-	281,384	-	281,384	281,384	0.0%
00070 Historic District Sewer Extension Phase 1	5,623	680,695	(13,414)	667,281	661,658	0.8%
00071 Historic District Sewer Extension Phase 2	-	5,000	30,845	35,845	35,845	0.0%
<b>Total May River &amp; Surrounding Rivers and Their Watersheds</b>	<b>159,221</b>	<b>2,594,264</b>	<b>891,298</b>	<b>3,485,562</b>	<b>3,326,341</b>	<b>4.6%</b>
<b>Economic Growth</b>						
00020 Land Acquisition	13,680	500,000	11,949	511,949	498,269	2.7%
00087 Town of Bluffton Housing Project	-	750,000	33,592	783,592	783,592	0.0%
00090 Technical College of the Lowcountry	-	500,000	-	500,000	500,000	0.0%
<b>Total Economic Growth</b>	<b>13,680</b>	<b>1,750,000</b>	<b>45,541</b>	<b>1,795,541</b>	<b>1,781,861</b>	<b>0.8%</b>
<b>Community Quality of Life</b>						
00065 Wright Family Park	459,444	1,174,717	199,897	1,374,614	915,170	33.4%
00066 Oscar Frazier Park	20,832	62,000	-	62,000	41,168	33.6%
00067 Squire Pope Carriage House Preservation	30,000	50,000	26,350	76,350	46,350	39.3%
00081 Garvin-Garvey House Interpretive Signage	18,133	43,518	-	43,518	25,385	41.7%
00084 Veterans Memorial at Buckwalter Place	36,455	166,610	-	166,610	130,155	21.9%
00086 Park Improvements	5,113	79,000	-	79,000	73,887	6.5%
00091 Community Safety Cameras Phase 5	25,739	50,350	9,277	59,627	33,888	43.2%
<b>Total Community Quality of Life</b>	<b>595,716</b>	<b>1,626,195</b>	<b>235,524</b>	<b>1,861,719</b>	<b>1,266,003</b>	<b>32.0%</b>
<b>Total CIP Expenditures</b>	<b>\$ 1,965,625</b>	<b>\$ 9,661,470</b>	<b>\$ 2,033,801</b>	<b>\$ 11,695,271</b>	<b>\$ 9,729,646</b>	<b>16.8%</b>

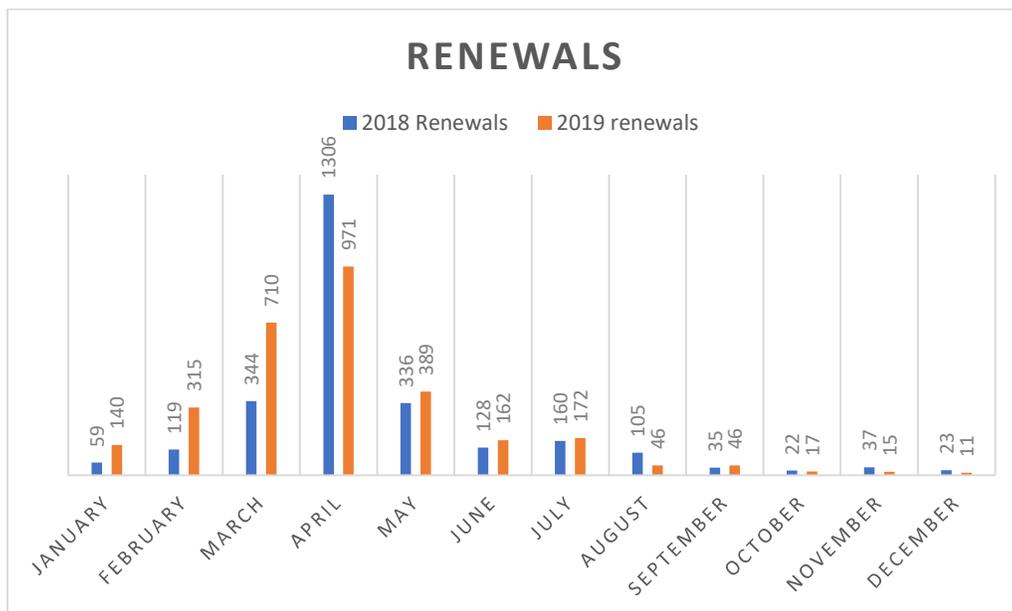
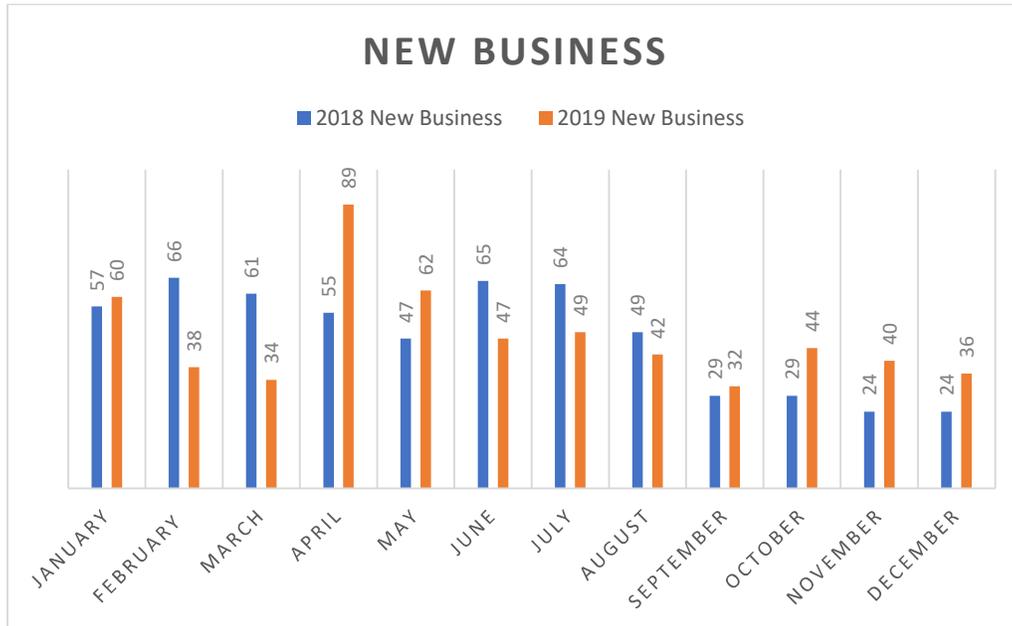


**Town of Bluffton**  
**Budget and Actual - Debt Service Fund**  
**For Period Ending December 31, 2019**

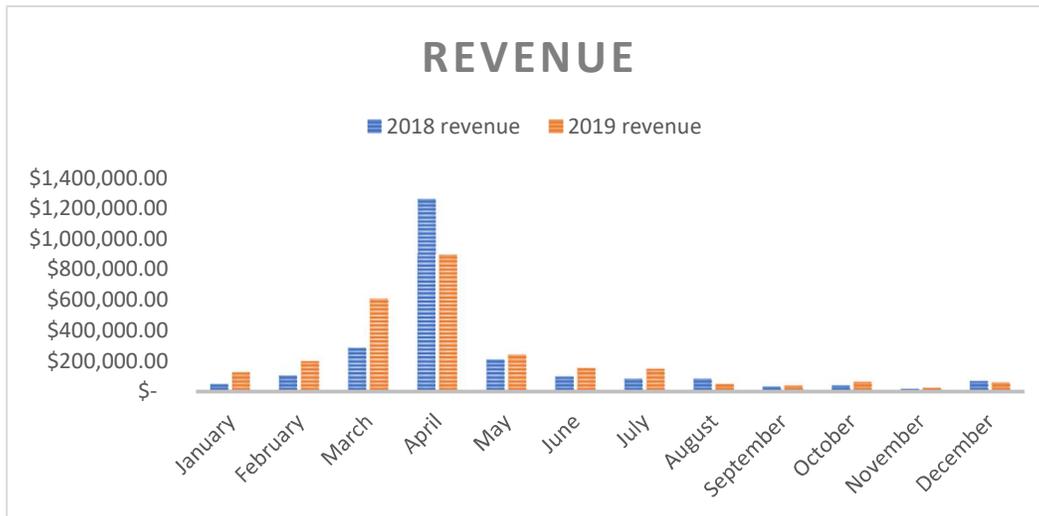
	Prior YTD Actual	YTD Actual	Original Budget	Budget Amendments and Transfers	Current Budget	Actual vs Budget Difference	Actual as % of Budget
<b>Revenues</b>							
<b>Property Taxes</b>							
TIF District	\$ 191,314	\$ (3,365)	\$ 2,299,500	\$ -	\$ 2,299,500	\$ (2,302,865)	-0.1%
GO BABs	59,080	28,264	556,500	-	556,500	(528,236)	5.1%
Total Property Taxes	<u>250,394</u>	<u>24,899</u>	<u>2,856,000</u>	<u>-</u>	<u>2,856,000</u>	<u>(2,831,101)</u>	<u>0.9%</u>
<b>Licenses, Permits &amp; Fees</b>							
MID Fee	17,915	1,978	245,175	-	245,175	(243,197)	0.8%
<b>Intergovernmental</b>							
Federal Interest Rebate	50,120	47,274	92,300	-	92,300	(45,026)	51.2%
<b>Miscellaneous</b>							
Interest	825	2,730	2,000	-	2,000	730	136.5%
<b>Total Revenues</b>	<u>319,254</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>
<b>Other Financing Sources</b>							
Prior Year Fund Balance	-	-	-	-	-	-	0.0%
<b>Total Other Financing Sources</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 319,254</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>
<b>Expenditures</b>							
<b>Series 2014 TIF Bonds Debt Service</b>							
Principal	\$ 748,268	\$ 787,895	\$ 787,895	\$ -	\$ 787,895	\$ -	100.0%
Interest	96,533	76,975	143,786	-	143,786	(66,811)	53.5%
<b>Series 2010 GO Build America Bonds Debt Service</b>							
Principal	-	-	245,000	-	245,000	(245,000)	0.0%
Interest	153,813	144,308	288,615	-	288,615	(144,307)	50.0%
<b>Miscellaneous</b>	<u>-</u>	<u>-</u>	<u>50</u>	<u>-</u>	<u>50</u>	<u>(50)</u>	<u>0.0%</u>
<b>Total Expenditures</b>	<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>
<b>Other Financing Uses</b>							
<b>Transfers Out</b>							
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	<u>7,809</u>	<u>14,328</u>	<u>1,730,129</u>	<u>-</u>	<u>1,730,129</u>	<u>(1,715,801)</u>	<u>0.8%</u>
<b>Total Expenditures and Other Financing Uses</b>	<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 December, Business License applications for 2019 total 3,567 (573 new business and 2,994 renewals) compared to 2018's total of 3,244 (570 new business and 2,674 renewals).



Business license renewals have decreased by 52% and revenue collections declined by 12% for the month of December when comparing to last year. This is in large part due to a decrease of 19% in revenue collected through permits issued during December when compared to last year.



The amended ordinance that went into effect January 1<sup>st</sup>, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. 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
<b>Grand Total</b>	<b>192</b>	<b>\$ 173,067,687</b>	<b>\$ 184,324</b>

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
<b>Grand Total</b>	<b>192</b>	<b>\$ 184,324</b>



# GROWTH MANAGEMENT UPDATE

February 11, 2020

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

- a. **Planning Commission:** January 15, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, February 26, 2020.
- b. **Historic Preservation Commission:** January 8, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, February 5, 2020.
- c. **Board of Zoning Appeals:** January 7, 2020 cancellation notice attached. Next meeting scheduled for Tuesday, February 4, 2020.
- d. **Development Review Committee:** January 2, 8, 15, 22, 2020 meeting agendas attached and cancellation notice for Wednesday, January 29, 2020. Next meeting scheduled for Wednesday, February 5, 2020.
- e. **Historic Preservation Review Committee:** January 6, 13, 2020 meeting agenda attached. January 20 & 27, 2020 cancellation notice attached. Next meeting scheduled for Monday, February 3, 2020.
- f. **Construction Board of Adjustment and Appeals:** Tuesday, January 28, 2020 meeting agenda attached. Next meeting scheduled for Tuesday, February 28, 2020.
- g. **Affordable Housing Committee: Community Development / Affordable Housing Committee Work Program:** January 9, 2020 meeting agenda attached. Next meeting scheduled for Thursday, February 6, 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 \$123,616.00. Town Staff is continuing to process applications for assistance. As of January 28, 2020, \$56,384.00 (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. Three applications have been sent to Lowcountry Council of Governments for income to be verified.

## ATTACHMENTS:

- 
1. Planning Commission meeting agenda for Wednesday, January 15, 2020;
  2. Historic Preservation Commission meeting agenda for Wednesday, January 8, 2020;
  3. Board of Zoning Appeals cancellation notice for Tuesday, January 7, 2020;
  4. Development Review Committee meeting agenda for Wednesday, January 2, 8, 15, 22 & 29, 2020 and cancellation notice for Wednesday, January 29, 2020;
  5. Historic Preservation Review Committee meeting agenda for Monday, January 6 & 13, 2020 and cancellation notice for January 20 & 27, 2020;
  6. Construction Board of Adjustments and Appeals agenda attached for Tuesday, January 28, 2020;
  7. Affordable Housing Committee meeting agenda for Thursday, January 9, 2020;
  8. Building Permits and Planning Applications:
    - a. Building Permits Issued 2010-2020 (to January 26, 2020);
    - b. Building Permits Issued Per Month 2010-2020 (to January 26, 2020);
    - c. Value of Construction 2010-2020 (to January 26, 2020);
    - d. New Single Family/Multi-Family Residential Building Permits Issued Per Month 2010-2020 (to January 26, 2020);
    - e. New Single Family/Multi-Family Residential Building Permits Issued by Neighborhood 2010-2020 (to January 26, 2020);
    - f. New Single Family/Multi-Family Certificates of Occupancy Issued by Neighborhood 2010-2020 (to January 26, 2020);
    - g. New Commercial Construction/Additions Heated Square Footage 2010-2020 (to January 26, 2020);
    - h. Planning and Community Development Applications Approved 2010-2020 (to January 26, 2020);
  9. Planning Active Application Report



**TOWN OF BLUFFTON**  
**PLANNING COMMISSION MEETING AGENDA**  
Theodore D. Washington Municipal Building  
Henry "Emmett" McCracken Jr. Council Chambers  
20 Bridge Street, Bluffton, SC 29910  
Wednesday, January 22, 2020, 6:00 PM

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**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. ELECTION OF CHAIR AND VICE-CHAIR**

**VII. [ADOPTION OF MINUTES – December 18, 2019](#)**

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

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

**1. FOR ACTION**

- A. [May River Crossing \(Street Naming\): Consideration of approval of new street names for new roads within the proposed May River Crossing development, a +/- 73,750 SF retail shopping center. The property is identified by tax map number R610 036](#)

# Attachment 1

000 0386 0000 and consists of approximately 14.29 acres located northeast of the intersection of SC HWY 170 (Okatie Highway) and SC HWY 46 (May River Road) (Staff – Will Howard)

- B. Village at New Riverside (Initial Master Plan): Consideration of approval for the Master Plan for property referred to as New Riverside Village within the New Riverside PUD for a residential, office, and commercial village-type development consisting of approximately 35.508 acres located at the southeast corner of the intersection of New Riverside Road and SC Hwy 46. (Staff – Kevin Icard)**

XI. DISCUSSION

XII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, February 26, 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 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

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

# Attachment 1

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

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\*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 Chairperson of the Commission. Public comment must not exceed three (3) minutes.



# **PUBLIC NOTICE**

The Historic Preservation  
Committee (HPC)  
meeting scheduled for

Wednesday, January 8, 2020 at 6:00 p.m.

Has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Wednesday, February 5, 2020

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



## **PUBLIC NOTICE**

The Board of Zoning Appeals (BZA)  
Meeting scheduled for

Tuesday, January 7, 2020 at 6:00 p.m.

Has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Tuesday, February 4, 2020

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



## TOWN OF BLUFFTON

### DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building, 20 Bridge Street

Henry "Emmett" McCracken Jr. Town Council Chambers

Thursday January 2, 2020, 1:00 p.m.

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I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. **Washington Square (Development Plan Amendment):** A request by Rett Bullard of Carolina Engineering Consultants, Inc. on behalf of Speyside Partners, LLC for the approval of a Development Plan Amendment. The project consists of the construction of roadways and associated infrastructure to allow for future commercial development. The property is zoned Buckwalter Planned Unit Development and consists of approximately 34.8 acres, identified by tax map number R610 022 000 0894, located west of the Buckwalter Parkway at its intersection with Parkside Drive. (DP 11-17-11494) (Staff - Will Howard)

VI. DISCUSSION

VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, January 8, 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.*

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**TOWN OF BLUFFTON**  
**DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA**  
Theodore D. Washington Municipal Building, 20 Bridge Street  
Henry "Emmett" McCracken Jr. Town Council Chambers  
Wednesday, January 8, 2020 1:00 p.m.

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

1. **51 Colcock Street (Demolition):** A request by Ansley Manuel, on behalf of Matthew Cunningham for review of a Certificate of Appropriateness to allow the demolition of the existing structure of approximately 1,276 SF on the property located at 51 Colcock Street in the Old Town Bluffton Historic District, and zoned Riverfront Edge-HD. (COFA-11-19-13733) (Staff-Katie Peterson)
2. **Palmetto Bluff Block L5 (Preliminary Development Plan):** A request by Michael Hughes with Thomas & Hutton, on behalf of Dallas Wood, May River Forest, LLC, for approval of a Preliminary Development Plan Application. The project consists of 71 single family lots and infrastructure. The property is zoned Palmetto Bluff PUD and identified by tax map number R614 052 000 0059 0000 located in Palmetto Bluff connecting to L4 and L3 (DP-11-19-013727) (Staff – Will Howard)
3. **Pinecrest (Master Plan Amendment)** – A request by Willy Powell of Ward Edwards Engineering on behalf of the Pinecrest Property Owner's Association for approval of a Master Plan Amendment. The project consists of altering the traffic flow through the Pinecrest community, by modifying Pinecrest Way to one-way traffic, westbound only from Pinecrest amenity parking field to Masters Way. The change is intended to reduce cut-through traffic from Masters Way to Bluffton Parkway. Tax Map Number R610 030 000 0711 0000. (PD-01-11-044) (Staff – Will Howard)

**VI. DISCUSSION**

**VII. ADJOURNMENT**

**NEXT MEETING DATE: Wednesday, January 15, 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.*

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**TOWN OF BLUFFTON**  
**DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA**  
Theodore D. Washington Municipal Building, 20 Bridge Street  
Henry "Emmett" McCracken Jr. Town Council Chambers  
Wednesday, January 15, 2020 1:00 p.m.

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

- 1. Goethe Shults Sidewalks Phase 2 (Public Project):** A request by the Town of Bluffton for approval of a Public Project. The project consists of the second phase of construction of sidewalks and associated infrastructure. The project consists of approximately 3.9 acres located within the Goethe Road Right of Way from Hilderbrand Dr. to the Bluffton Parkway continuing to SC HWY 46 and in the Shults Road Right of Way from SC HWY 46 to Eighth Avenue. (DP-12-19-013803) (Staff-Will Howard)
- 2. New Riverside Village (Initial Master Plan):** A request by Tex Small of AVTEX Commercial Properties, Inc., on behalf of MFH Land, LLC & the Town of Bluffton, for approval of an Initial Master Plan. The project consists of a Master Plan for Parcel 4B2 & 4B3 situated at the southeast corner of New Riverside Road and May River Road. The property is zoned New Riverside PUD and consists of approximately 35.508 acres identified by tax map numbers R610 036 000 1258 0000 and R610 036 000 3214 0000 located south of the intersection of New Riverside Road and SC HWY 46. (MP-11-19-013681) (Staff – Will Howard)
- 3. May River Crossing Development (Street Name) –** A request by Michael S. Hughes of Thomas & Hutton on behalf of the HEPBLUFF LLC for approval of a street naming application for roads within the May River Crossing commercial development. The property is zoned Jones Estate PUD and identified by Tax Map Number R610 036 000 0386 0000 located northeast of the intersection of SC HWY 170 and SC HWY 46. (STR-01-20-013833) (Staff – Will Howard)

**VI. DISCUSSION**

**VII. ADJOURNMENT**

**NEXT MEETING DATE: Wednesday, January 22, 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.*

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**TOWN OF BLUFFTON**  
**DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA**  
Theodore D. Washington Municipal Building, 20 Bridge Street  
Henry "Emmett" McCracken Jr. Council Chambers  
Wednesday, January 22, 2020 1:00 p.m.

---

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

- 1. Low Country Fresh Market – Washington Square (Preliminary Development Plan):** A request by Josh K. Tiller Associates, Inc. on behalf of Low Country Fresh Real Estate, LLC for the approval of Preliminary Development Plan. The project consists of +/- 1.00 Acre and is identified by tax map number Portion of R614 022 000 0894 0000 and is located at the intersection of Ludlow Street and Bleecker Street South within Washington Square and is zoned Buckwalter PUD. (DP-12-19-013786) (Staff – Will Howard)
- 2. Palmetto Bluff – Block M1 (Subdivision):** A request by Thomas & Hutton on behalf May River Forest, LLC for the approval of a Subdivision Application. The project consists of +/- 31.72 acres, that will consist of general clearing, installation of utilities, storm drainage infrastructure, grading and paving to serve the proposed 36 lots. The property is located within the Palmetto Bluff PUD, off Old Moreland Road across the inland waterway from Block K8 and is identified by tax map number R614 046 000 0062 0000. (SUB-12-19-013790) (Staff – Alan Siefert)

**VI. DISCUSSION**

**VII. ADJOURNMENT**

**NEXT MEETING DATE: Wednesday, January 29, 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."

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\*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 Chairperson of the Committee. Public comment must not exceed three (3) minutes.



# **PUBLIC NOTICE**

The Development Review Committee (DRC)  
Meeting scheduled for

Wednesday, January 29, 2020,  
at 1:00 P.M.

Has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Wednesday, February 5, 2020

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



## TOWN OF BLUFFTON HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building, 20 Bridge Street  
Henry "Emmett" McCracken Jr. Town Council Chambers  
Monday, January 6, 2020 4:00 p.m.

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I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. **51 Colcock Street:** A request by Ansley Manuel, on behalf of Matthew Cunningham, for review of a Certificate of Appropriateness to allow the demolition of the existing structure of approximately 1,276 SF on the property located at 51 Colcock Street in the Old Town Bluffton Historic District, and zoned Riverfront Edge-HD. (COFA-11-19-13733) (Staff-Katie Peterson)

VI. PUBLIC COMMENTS

VII. DISCUSSION

VIII. ADJOURNMENT

**NEXT MEETING DATE: Monday, January 13, 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."*



## TOWN OF BLUFFTON HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building, 20 Bridge Street  
Henry "Emmett" McCracken Jr. Town Council Chambers  
Monday, January 13, 2020 4:00 p.m.

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- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS
- IV. OLD BUSINESS
- V. NEW BUSINESS
  1. **71 Calhoun Street – 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. (COFA-10-19-013647) (Staff -Katie Peterson)
  2. **71 Calhoun Street – 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. (COFA-12-19-013784) (Staff -Katie Peterson)
  3. **71 Calhoun Street – 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. (COFA-12-19-013785) (Staff -Katie Peterson)
  4. **206 Bluffton Road:** A request by Pearce Scott Architects, on behalf of Fowler Properties, LLC, for discussion on a condition of approval by the

# Attachment 5

Historic Preservation Commission on 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. (COFA-10-19-13583) (Staff-Katie Peterson)

## VI. DISCUSSION

## VII. ADJOURNMENT

**NEXT MEETING DATE: Monday, January 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.*

*"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 HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, January 20, 2020 at 4:00 P.M.

has been CANCELED  
in observance of the MLK Holiday  
& lack of agenda items

The next meeting is scheduled for  
Monday, January 27, 2020

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



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, January 27, 2020 at 4:00 P.M.

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

The next meeting is scheduled for  
Monday, February 3, 2020

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



## TOWN OF BLUFFTON

### Construction Board of Adjustments and Appeals

Theodore D. Washington Municipal Building, 20 Bridge Street

Henry "Emmett" McCracken Jr. Council Chambers

Tuesday, January 28, 2020, 6:00 PM

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. NOTICE REGARDING ADJOURNMENT**

The Construction Board of Adjustments and Appeals will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Board 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 Board 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 Board, 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. ELECTION OF CHAIR & VICE CHAIR**

**VII. ADOPTION OF MINUTES – November 7, 2019**

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

**IX. OLD BUSINESS**

**1. Approval of Orders**

"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](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

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

**A. 1282 May River Road:** The Board approved the Town to make all necessary repairs to the unsafe structure, located at 1282 May River Road which has been declared unsafe by the Town of Bluffton's Chief Building Official. The property is zoned Neighborhood Core – HD and is identified by Beaufort County tax map number R610-039-00A-0037-0000.

**B. 4 Calhoun Street:** The Board approved the Town to make all necessary repairs to the unsafe structure, located at 4 Calhoun Street, which has been declared unsafe by the Town of Bluffton's Chief Building Official. The property is zoned Neighborhood Core – HD and is identified by Beaufort County tax map number R610-039-00A-0037-0000.

X. **NEW BUSINESS**

XI. **DISCUSSION**

XII. **ADJOURNMENT**

**NEXT SCHEDULED MEETING DATE: Tuesday, February 28, 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 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

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



## TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building  
Henry "Emmett" McCracken Jr. Town Council Chambers  
Thursday, January 9, 2020, 10:00 a.m.

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- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – December 5, 2019
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - 1. Neighborhood Assistance Program Budget Update
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

**NEXT MEETING DATE – Thursday, February 6, 2020 at 10:00 a.m.**

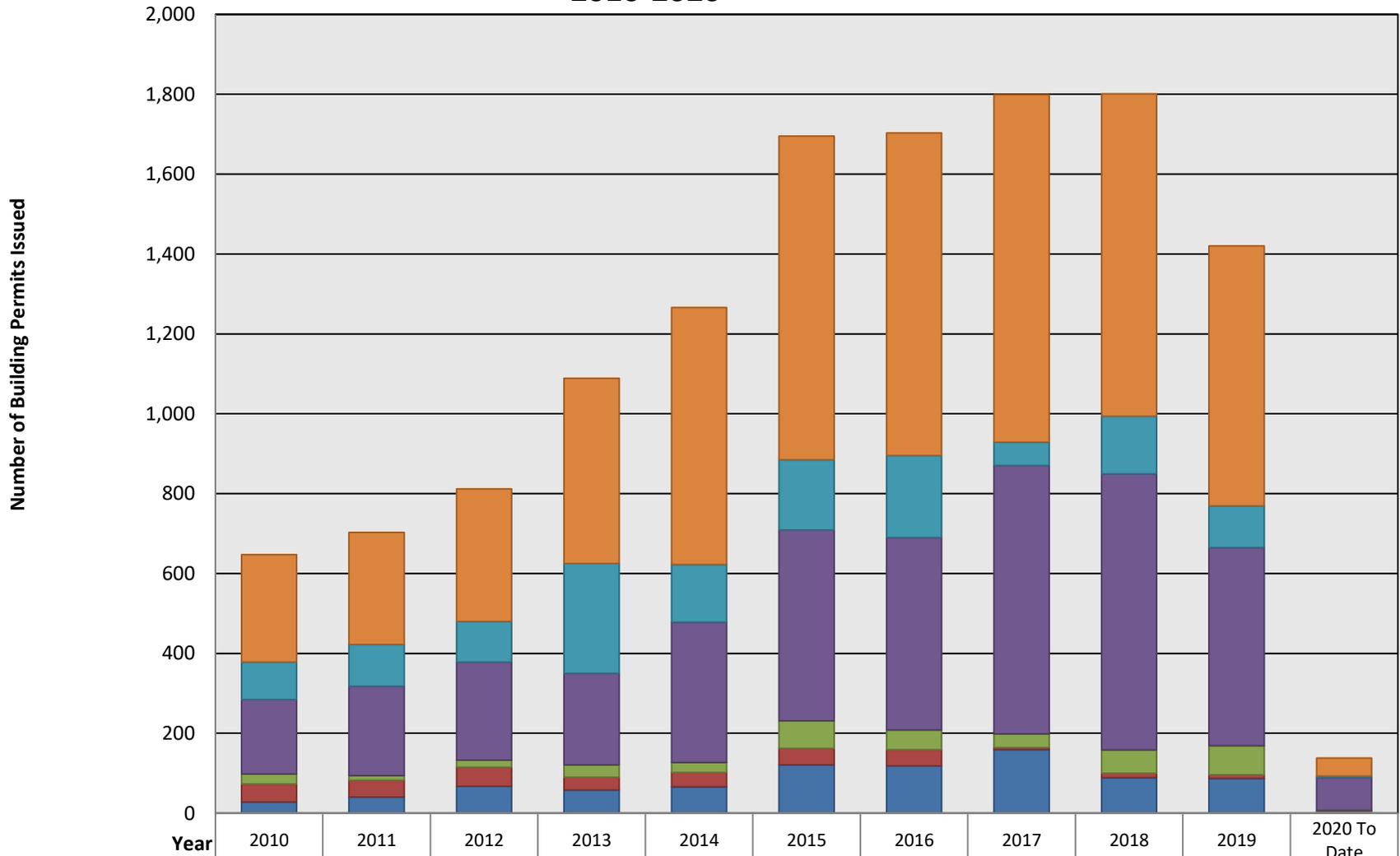
*FOIA COMPLIANCE – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and Town of Bluffton policies.*

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

*"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."*

## Town of Bluffton Building Permits Issued 2010-2020

## Attachment 8a

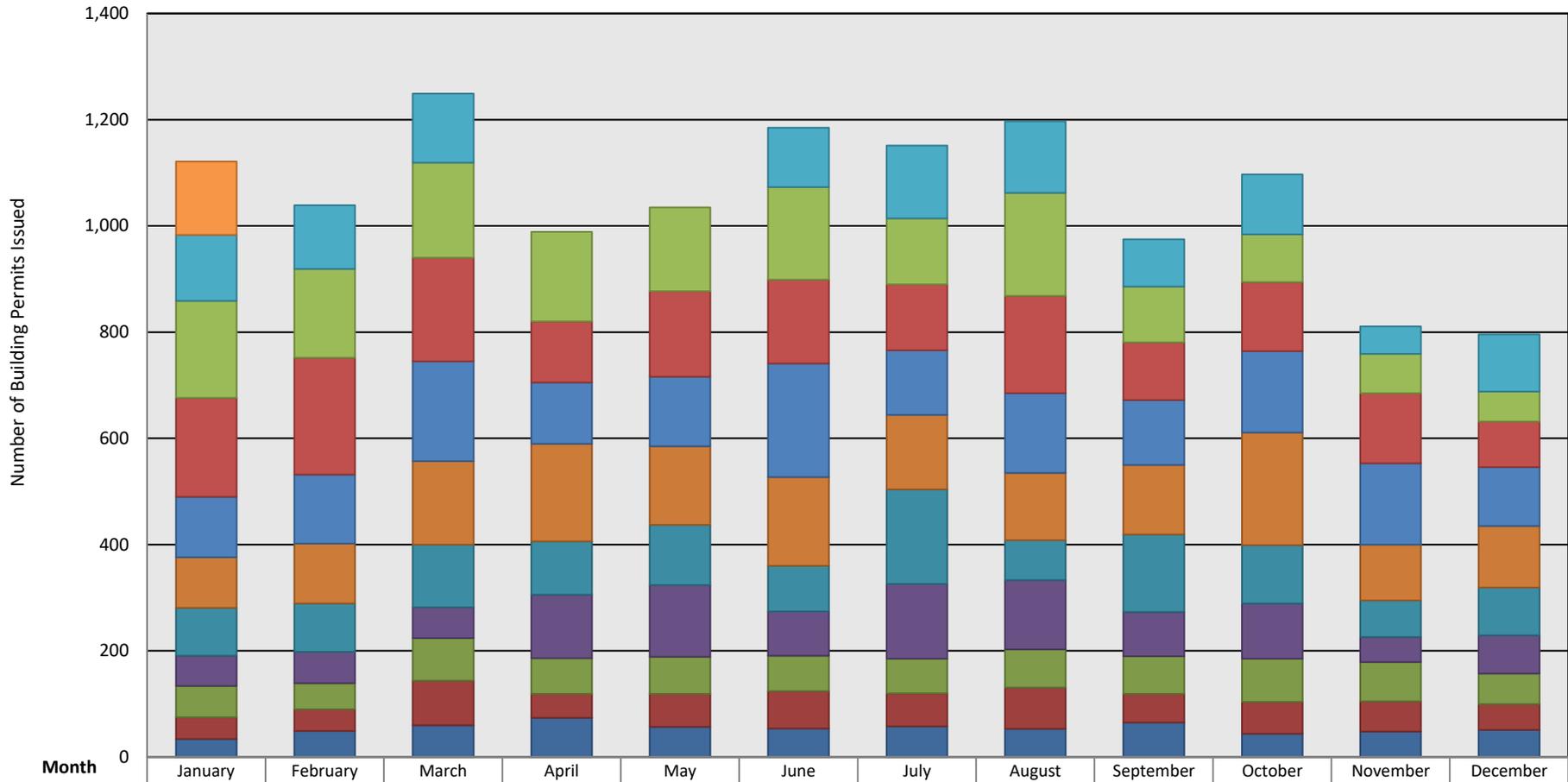


<span style="color: orange;">■</span> New Single Family/ Multi-Family Residential	269	281	332	464	644	810	808	870	807	651	45
<span style="color: teal;">■</span> Residential Addition	94	104	102	275	144	176	205	59	145	104	4
<span style="color: purple;">■</span> Other Residential	186	224	245	229	351	478	482	672	691	496	82
<span style="color: green;">■</span> New Commercial Construction/ Tenant Upfit	25	12	18	31	25	69	49	34	58	73	4
<span style="color: red;">■</span> Commercial Addition	45	42	48	32	36	41	41	5	11	9	0
<span style="color: blue;">■</span> Other Commercial	28	40	67	58	66	121	118	159	89	87	3

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 2010-2020

## Attachment 8b

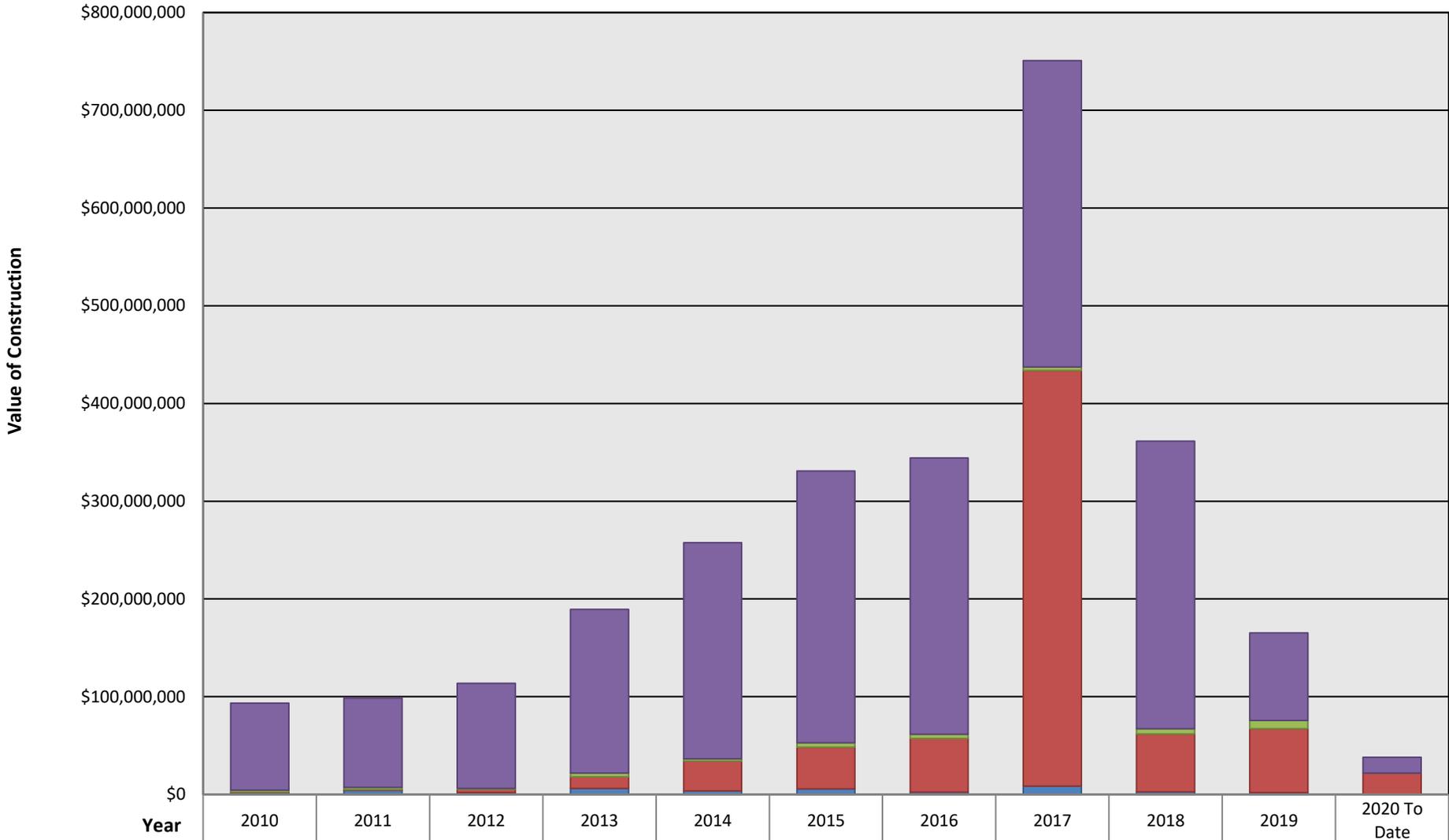


Month	January	February	March	April	May	June	July	August	September	October	November	December
2020	138											
2019	124	120	130			112	137	135	89	113	52	108
2018	183	167	179	169	158	174	124	194	105	90	74	56
2017	186	220	195	115	161	158	124	183	109	130	132	86
2016	114	130	188	115	131	214	122	150	122	153	153	111
2015	95	113	157	184	148	167	140	127	131	212	105	116
2014	90	91	118	100	113	86	178	75	146	110	69	90
2013	57	59	58	120	135	83	141	130	83	104	47	72
2012	59	49	80	67	70	67	65	72	71	81	74	57
2011	41	41	84	45	62	70	62	78	54	60	57	49
2010	34	49	60	74	57	54	58	53	65	44	48	51

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 2010-2020

## Attachment 8c



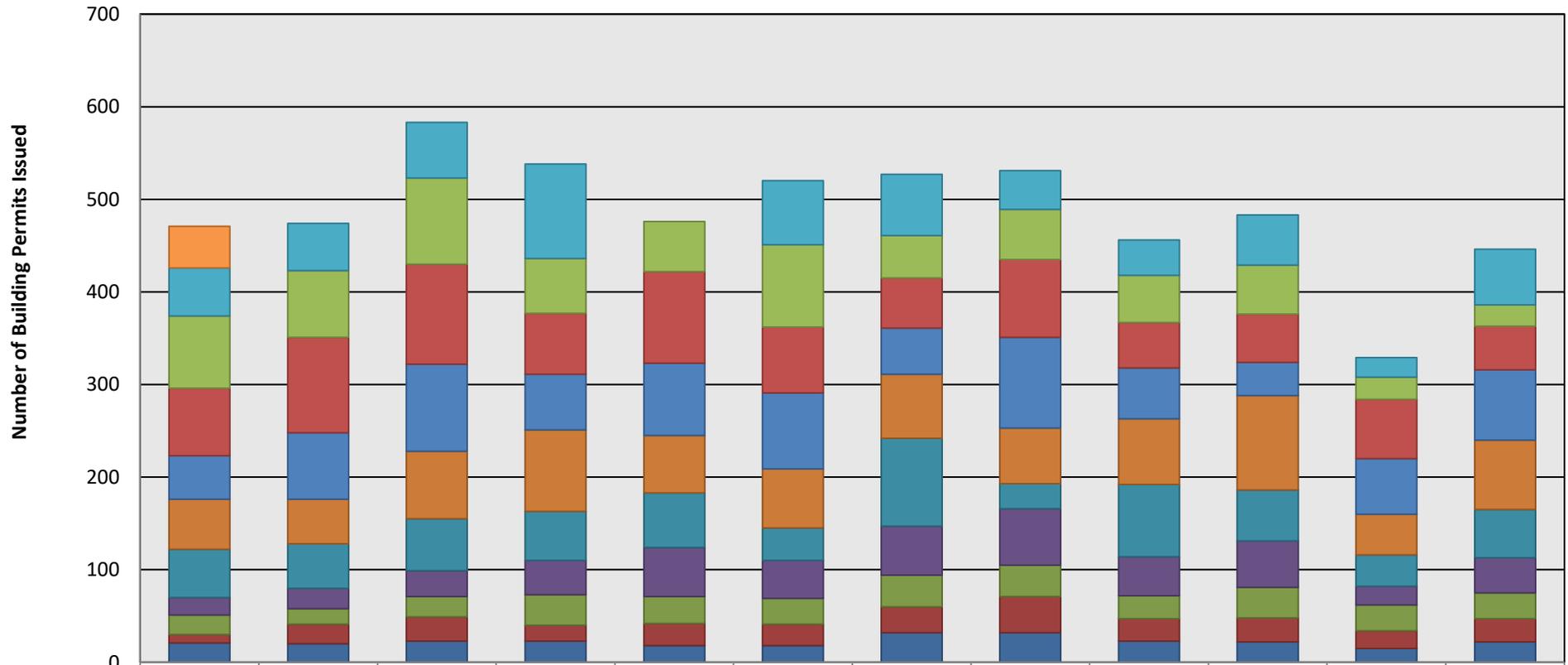
■ New Single Family/ Multi-Family	\$88,820,755	\$91,316,936	\$107,490,51	\$167,435,31	\$220,887,21	\$278,078,70	\$282,548,60	\$313,502,14	\$294,166,94	\$89,627,180	15,988,927
■ Residential Additions/ Renovations	\$2,129,051	\$2,279,051	\$1,115,065	\$3,729,782	\$2,519,255	\$4,652,929	\$4,241,365	\$3,563,611	\$5,461,103	\$8,346,412	60,447.00
■ New Commercial/ Tenant Upfits	\$456,337	\$852,545	\$3,265,626	\$12,026,404	\$30,496,645	\$42,515,253	\$54,982,666	\$425,223,72	\$59,076,385	\$65,475,875	\$21,844,04
■ Commercial Additions	\$1,900,201	\$4,043,767	\$1,829,112	\$6,108,604	\$3,581,161	\$5,640,708	\$2,395,534	\$8,535,713	\$2,736,915	\$1,864,126	0

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

Attachment 8d

New Single Family/ Multi-Family Residential Building Permits Issued Per Month  
2010-2020



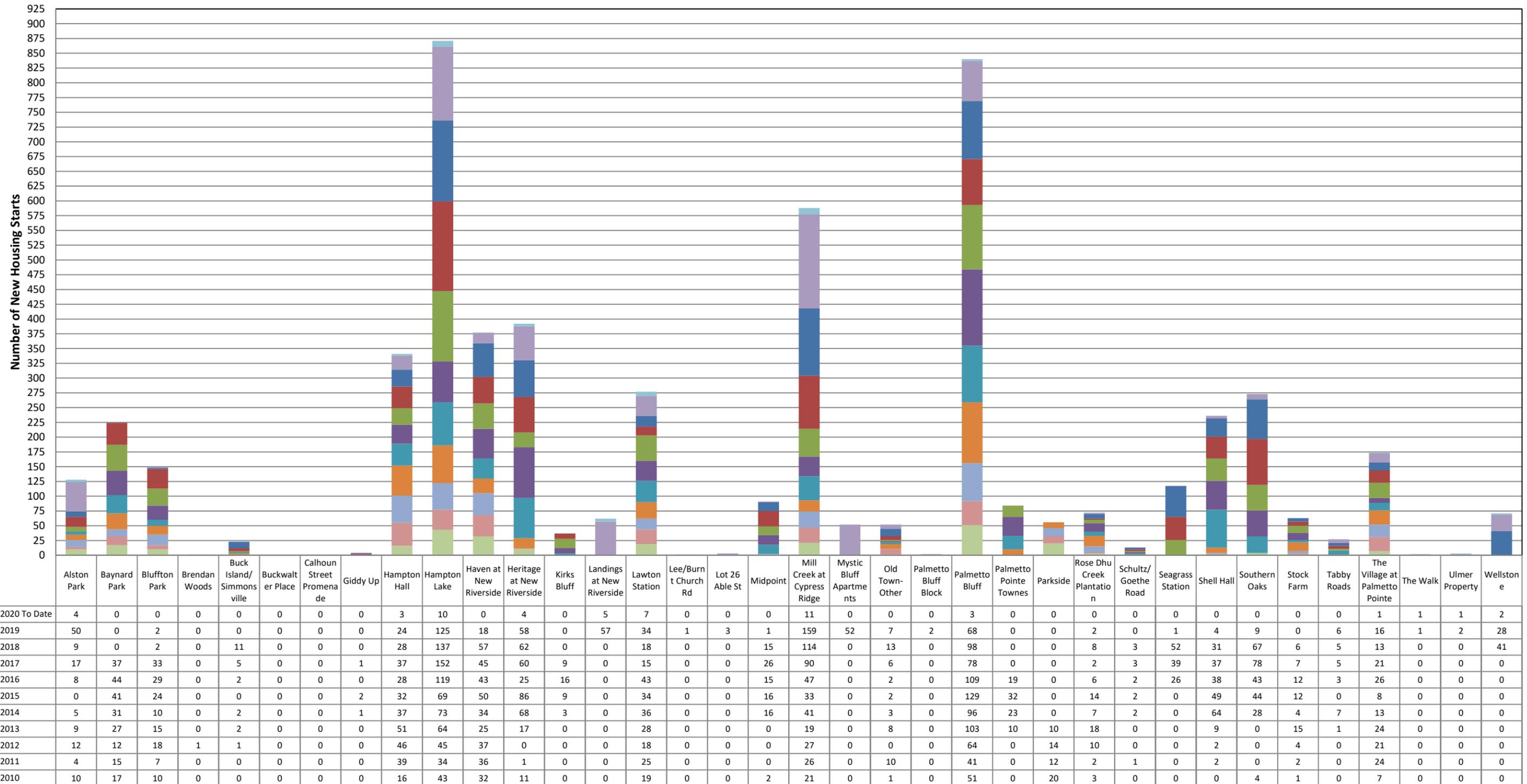
Month	January	February	March	April	May	June	July	August	September	October	November	December
2020	45											
2019	52	51	60	102		69	66	42	38	54	21	60
2018	78	72	93	59	54	89	46	54	51	53	24	23
2017	73	103	108	66	99	71	54	84	49	52	64	47
2016	47	72	94	60	78	82	50	98	55	36	60	76
2015	54	48	73	88	62	64	69	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

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



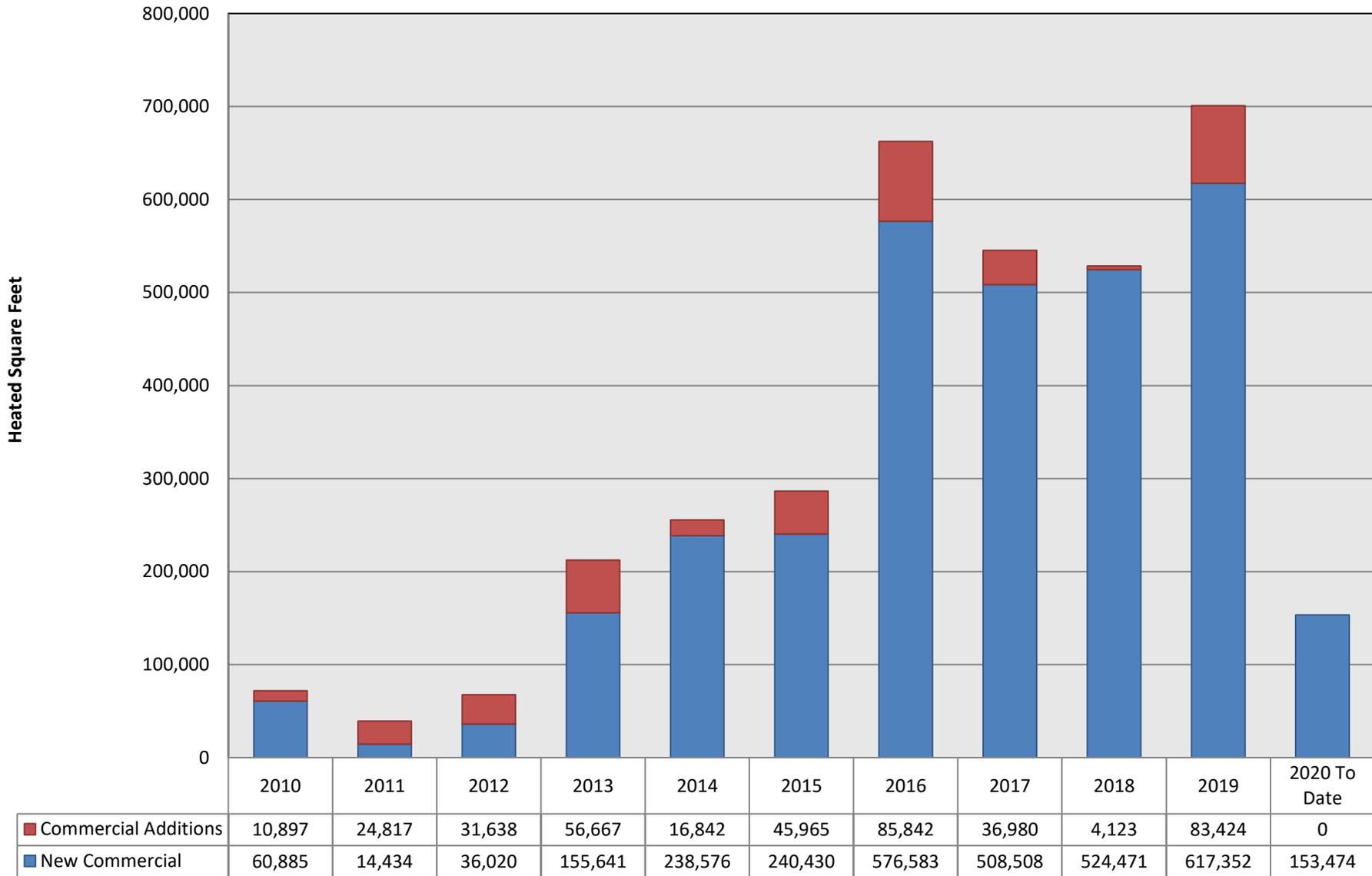
# Town of Bluffton

## New Single Family/ Multi-Family Certificates of Occupancy Issued by Neighborhood 2010 - 2020



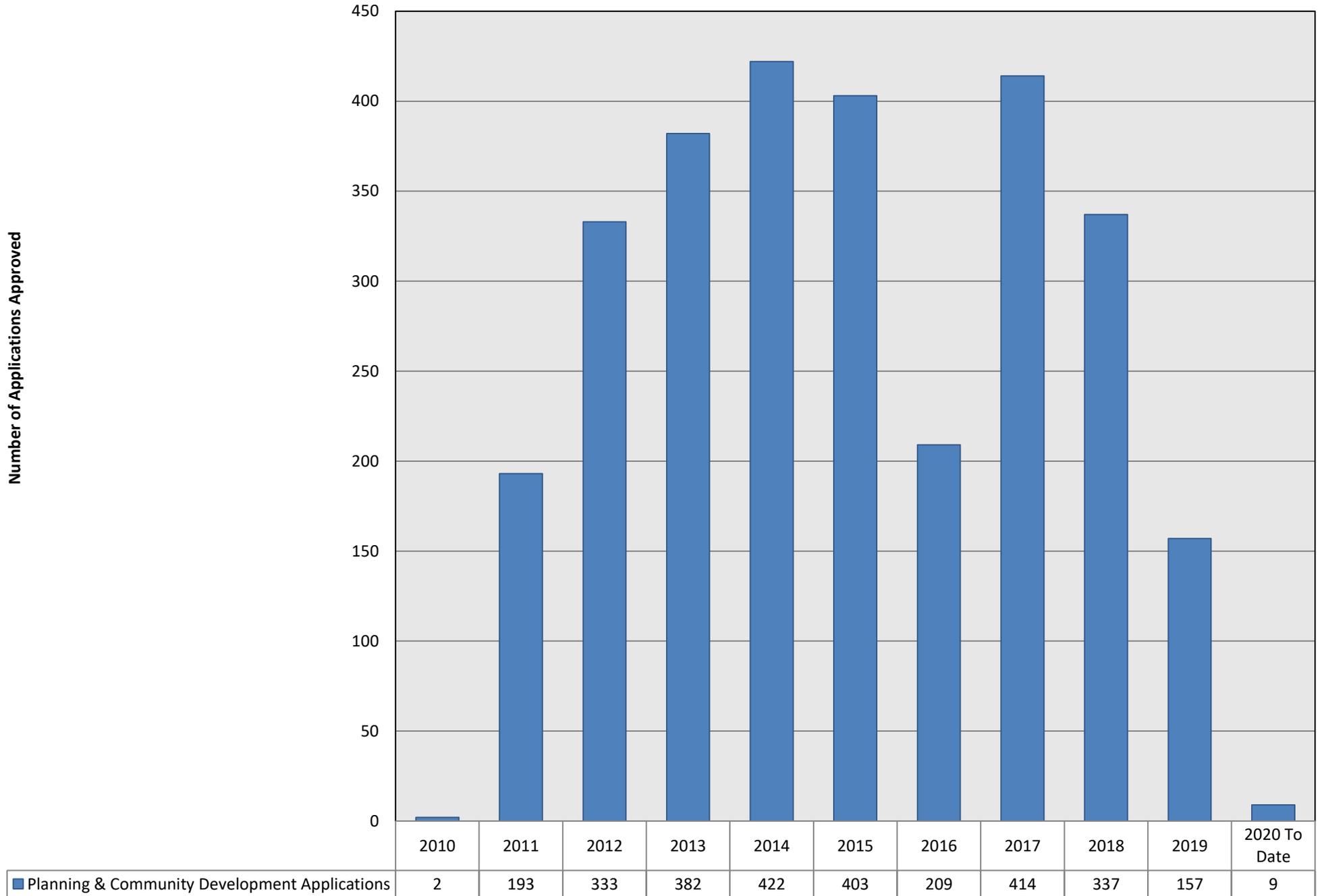
**Town of Bluffton**  
**New Commercial Construction and Additions Heated Square Footage**  
**2010 - 2020**

**Attachment 8g**



**Town of Bluffton**  
**Planning & Community Development Applications Approved**  
**2010 - 2020**

**Attachment 8h**





# 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

### 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

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-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

COFA-07-18-012226	07/20/2018	55 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
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**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



# 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
<b>Active Cases</b>					
<b>Certificate of Appropriateness</b>					
COFA-07-18-012210	07/16/2018	223 GOETHE RD	Certificate of Appropriateness	Active	Erin Schumacher
<b>Applicant:</b> Howard & Alison Schwab		<b>Owner:</b> Court Atkins Architects, Inc.			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
COFA-03-17-010651	03/06/2017	43 VERDIER COVE RD	Certificate of Appropriateness	Active	Erin Schumacher
<b>Applicant:</b> James Kyser		<b>Owner:</b> James & Angela Kyser			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> MCCRACKEN PROPERTY					
COFA-09-19-013508	09/10/2019	25 PRITCHARD ST	Certificate of Appropriateness	Active	Katie Peterson
<b>Applicant:</b> Andrew Pietz		<b>Owner:</b> A. Pietz Holding Ltd.			
<b>PLAN DESCRIPTION:</b> 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 General-HD. STATUS: The Application was reviewed and was placed on the September 23rd HPRC Agenda where comments were provided to the Applicant. The Final Application was submitted and will be heard at the February 5, 2020 meeting of the HPC.					
<b>PROJECT NAME:</b> REEVES PROPERTY					





# 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-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

COFA-04-19-013036	04/08/2019	6 WATER ST	Certificate of Appropriateness	Active	Erin Schumacher
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**Applicant:** Collins Group Realty      **Owner:** Kent Collins

**PLAN DESCRIPTION:** A request by Chip Collins, on behalf of Kent Collins, for review of a Certificate of Appropriateness to allow the renovation of an existing carport of approximately 465 SF to enclose the structure into an unconditioned garage space to include wood siding, paint, lighting improvements and new roofing material located at 6 Water Street in the Old Town Bluffton Historic District, and zoned Riverfront Edge – HD.  
**STATUS:** The application was reviewed at the April 15th HPRC meeting and comments were provided to the Applicant. A final application was submitted and was Approved with Conditions by the HPC at the June 5th meeting. Staff is awaiting submittal of revised plans. Once submitted, they will be reviewed to ensure conformance with the HPC approval and a Certificate of Appropriateness granted.

**PROJECT NAME:**

COFA-07-19-013313	07/02/2019	215 GOETHE RD	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** The Bluffton Breeze, LLC      **Owner:** Leonex Construction Group Inc.

**PLAN DESCRIPTION:** A request by Randolph Stewart, on behalf of Leonex Construction Group, for review of a Certificate of Appropriateness to allow the construction of a 3-story mixed use building of approximately 2,900 SF and a Carriage House of approximately 1,060 SF located at 215 Goethe Road within the May River Road development plan in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD.  
**STATUS:** The Application was heard at the July 15th meeting of the HPRC. A Final Application has been submitted and was approved with conditions at the November 6th meeting of the HPC. Staff is awaiting resubmittal materials addressing HPC Conditions.

**PROJECT NAME:** Schultz/Goethe



# 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
<b>Active Cases</b>					
<b>Certificate of Appropriateness</b>					
COFA-11-19-013711	11/21/2019	7 BLUE CRAB ST	Certificate of Appropriateness	Active	Katie Peterson
<b>Applicant:</b> Ernest Suozzi		<b>Owner:</b> Ernest Suozzi			
<b>PLAN DESCRIPTION:</b> 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. Status: The application was heard at the December 9th meeting of the HPRC and comments provided to the Applicant. A final application was submitted and it will be heard at the February 5, 2020 HPC meeting.					
<b>PROJECT NAME:</b> TABBY ROADS PHASE 1					
COFA-10-14-8424	10/10/2014	Various	Certificate of Appropriateness	Active	Erin Schumacher
<b>Applicant:</b> Town of Bluffton		<b>Owner:</b> owner			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> TOWN OF BLUFFTON HOME SERIES					
COFA-12-19-013785	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
<b>Applicant:</b> Court Atkins Architects, Inc.		<b>Owner:</b> Cunningham, LLC			
<b>PLAN DESCRIPTION:</b> 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 was reviewed for compliance with the applicable standards and was placed on the January 13, 2020 HPRC Agenda where comments were provided to the Applicant. Awaiting submittal of a Final Application to be reviewed by the full HPC.					
<b>PROJECT NAME:</b> 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-07-19-013338	07/15/2019	92 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
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**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

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





# 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
<b>Active Cases</b>					
<b>Certificate of Appropriateness</b>					
COFA-01-20-013886	01/21/2020	36 TABBY SHELL RD	Certificate of Appropriateness	Active	Katie Peterson
<b>Applicant:</b> James Guscio		<b>Owner:</b> Riverside Retreats, Inc			
<b>PLAN DESCRIPTION:</b> A request by James Guscio, on behalf of Riverside Retreats, for review of a Certificate of Appropriateness to allow the construction of a new 2-story single-family building of approximately 2,243 SF located at 36 Tabby Shell Road in the Tabby Roads development in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. STATUS: The application is being reviewed and has been placed on the February 3, 2020 HPRC Agenda.					
<b>PROJECT NAME:</b> TABBY ROADS PHASE 1					
COFA-12-18-012652	12/12/2018	6 HEAD OF THE TIDE	Certificate of Appropriateness	Active	Erin Schumacher
<b>Applicant:</b> Manuel Studio, LLC		<b>Owner:</b> Deidre Jurgensen			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
COFA-03-17-010669	03/10/2017	71 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
<b>Applicant:</b> Manuel Studio, LLC		<b>Owner:</b> LOUISA HARRISON			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> 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-07-19-013357	07/22/2019	22 PRITCHARD ST	Certificate of Appropriateness	Active	Katie Peterson
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**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
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**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

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



# 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
<b>Active Cases</b>					
<b>Certificate of Appropriateness</b>					
COFA-05-18-012024	05/21/2018	72 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
<b>Applicant:</b> Court Atkins Architects, Inc.		<b>Owner:</b> Dona Cross			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
COFA-07-18-012236	07/25/2018	81 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
<b>Applicant:</b> Pearce Scott Architects, Inc.		<b>Owner:</b> 81 Calhoun Street LLC			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
COFA-06-19-013223	06/05/2019	127 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
<b>Applicant:</b> R. Stewart Design, LLC		<b>Owner:</b> Spartina449			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> 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-12-19-013784	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Erin Schumacher
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**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 was reviewed for compliance with the applicable standards and was heard at the January 13, 2020 HPRC meeting where comments were provided to the Applicant. Awaiting submittal of a final application for review by the full HPC.

**PROJECT NAME:** OLD TOWN

COFA-12-17-011514	12/06/2017	104 PRITCHARD ST	Certificate of Appropriateness	Active	Erin Schumacher
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**Applicant:** Vernon and Ansley Manuel **Owner:** Vernon and Ansley Manuel

**PLAN DESCRIPTION:** A request by Ansley Manual, 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

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





# 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-11-18-012563	11/14/2018	1268 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
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**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 - Demolition to allow the demolition of a 1-story cmu block building with an attached wooden structure with a shed roof of approximately 800 SF and a small wood shed of approximately 80 SF 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, the December 3rd DRC 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

**Total Certificate of Appropriateness Cases: 37**

### Comprehensive Plan Amendment

### 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**





# 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
<b>Active Cases</b>					
<b>Development Plan</b>					
DP-10-18-012476	10/15/2018	1268 MAY RIVER RD	Development Plan	Active	William Howard
<b>Applicant:</b> Kevin Farruggo		<b>Owner:</b> McClure Real Estate LLC			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
DP-06-19-013211	06/03/2019	56 CALHOUN ST	Development Plan	Active	William Howard
<b>Applicant:</b> Town of Bluffton		<b>Owner:</b> Elizabeth Fund, LLC			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
DP-06-19-013224	06/05/2019		Development Plan	Active	William Howard
<b>Applicant:</b> Watercrest Development LLC		<b>Owner:</b> Speyside			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> 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
<b>Active Cases</b>					
<b>Development Plan</b>					
DP-11-18-012564	11/14/2018	1217 MAY RIVER RD	Development Plan	Active	William Howard
<b>Applicant:</b> Witmer-Jones-Keefer, Ltd.		<b>Owner:</b> May River Development LLC			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
DP-11-16-010264	11/10/2016		Development Plan	Active	William Howard
<b>Applicant:</b> Coleman Company Inc.		<b>Owner:</b> WWH PALMETTO PT DEVELOPERS			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> VILLAGES AT PALMETTO POINTE PHASE 4B					
DP-04-17-010873	04/27/2017	1195 MAY RIVER RD	Development Plan	Active	William Howard
<b>Applicant:</b> Manuel Studio, LLC		<b>Owner:</b> Trever Wells			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> 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
<b>Active Cases</b>					
<b>Development Plan</b>					
DP-05-19-013149	05/09/2019	335 BUCKWALTER PKWY	Development Plan	Active	William Howard
<b>Applicant:</b> Ryan Lyle PE		<b>Owner:</b> St. Andrew by the Sea			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> Buckwalter					
DP-10-17-011380	10/05/2017		Development Plan	Active	William Howard
<b>Applicant:</b> Andrews Engineering Co.		<b>Owner:</b> Micheal Bradley Holdings LLC			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> BUCK ISLAND/SIMMONSVILLE					
DP-11-18-012588	11/20/2018		Development Plan	Active	William Howard
<b>Applicant:</b> Sean Chalmers		<b>Owner:</b> HL Development			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> Buckwalter					

## Preliminary Development 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

### Development Plan

DP-11-17-011473	11/15/2017	71 CALHOUN ST	Development Plan	Active	William Howard
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**Applicant:** RSQ, LLC

**Owner:** RSQ, LLC

**PLAN DESCRIPTION:** The Applicant is requesting approval to construct a 5-building mixed use development with associated parking and infrastructure.  
 STATUS JAN 17: Comments were provided at the Dec. 5 meeting of the DRC. Awaiting submittal of Final Development Plan.  
 STATUS 12/18/2018: Comments on the Final Development Plan were reviewed at the Dec. 11 meeting of the DRC. Revisions are required. Awaiting re-submittal.  
 STATUS 01/14/2018: The Applicant has re-submitted materials in response to staff comments provided at DRC. The plan is scheduled for review by the Planning Commission Jan. 23.  
 STATUS 01/29/2019: The Planning Commission recommended Approval of the Final Plan, with the condition that the Applicant provide revised parking calculations that do not include the on-street parking within 500 feet of the project site.  
  
 STATUS 04/01/2019: The Development Plan is APPROVED per the revised Project Narrative and parking table dated March 12, 2019 provided by the Applicant. The following Conditions are attached to Development Plan Approval:  
 1. Per UDO 4.4.2. E.1., Any restaurant use must have frontage on Calhoun Street and will not be allowed to front Bridge Street.  
 2. Any restaurant use will require all parking to be on site. No street parking or shared parking may be used for satisfaction of parking requirements for restaurant use.  
 3. Any increases in building square footage or changes in use from the Applicants Project Narrative Dated March 12, 2019 that result in an increase in required parking for the site, based on UDO Table 5.15.7.C.1.a Parking Spaces, will not be allowed without an Amendment to the Development Plan and/or Certificate of Appropriateness HD.  
 STATUS 11/13/2019: A Development Plan Amendment has been submitted for review. The Amendment proposes a re-configuration and reduction in buildings, from 5 buildings to 3 buildings.  
 STATUS 01/23/2020: Comments on the Final Plan Amendment were reviewed at the Dec. 18 Meeting of the DRC. Revisions are required for approval. Awaiting re-submittal.

**PROJECT NAME:** OLD TOWN

DP-10-19-013621	10/22/2019		Development Plan	Active	William Howard
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**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



# 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

### Development Plan

DP-10-19-013630	10/24/2019		Development Plan	Active	William Howard
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**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

DP-07-19-013387	07/30/2019	4407 BLUFFTON PKWY	Development Plan	Active	William Howard
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**Applicant:** Thomas and Hutton **Owner:** STOPNSTOR

**PLAN DESCRIPTION:** The applicant is requesting approval of a development plan to construct an additional 7,500 SF 1 story storage building and stormwater infrastructure on approximately .5 acres.  
 STATUS 08/26/2019: The Preliminary Development Plan was reviewed at the August21 meeting of the DRC. Awaiting re-submittal to address comments provided to present to the Planning Commission for approval.  
 STATUS 10/22/2019: Comments on the re-submittal of the Preliminary Plan will be reviewed at the Oct. 30 meeting of the DRC.  
 STATUS 11/19/2019: Comments were provided at Oct. 30 DRC. Awaiting re-submittal to address comments to present to the Planning Commission.

**PROJECT NAME:** SHULTZ TRACT

DP-01-20-013911	01/23/2020	48 LAWRENCE ST	Development Plan	Active	William Howard
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**Applicant:** Dolnik Properties **Owner:** Dolnik Properties

**PLAN DESCRIPTION:** The applicant is requesting approval of a development plan to allow a change of use from residential to commercial for a clothing boutique on the ground floor. Comments on the Preliminary Development Plan will be reviewed at the Feb. 5 meeting of the DRC.

**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

### 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  
STATUS 01/23/2020: Comments on the Preliminary Plan were provided at the January 22 meeting of the DRC. Awaiting Final Development Plan.

**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:** The Applicant is proposing to consteuct 71 single family lots and infrastructure within Block L5 of Palmetto Bluff.  
STATUS 12/18/2020: Comments on the Preliminary Plan were reviewed at the Dec. 18 meeting of the DRC. Awaiting Final Development Plan.

**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
<b>Active Cases</b>					
<b>Development Plan</b>					
DP-06-19-013267	06/19/2019		Development Plan	Active	William Howard
<b>Applicant:</b> Beaufort County		<b>Owner:</b> Beaufort County			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b>					
DP-12-19-013803	12/20/2019		Development Plan	Active	William Howard
<b>Applicant:</b> Town of Bluffton		<b>Owner:</b> Town of Bluffton			
<b>PLAN DESCRIPTION:</b> 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. STATUS 01/23/2020: The Public Project was reviewed at the Jan. 15 meeting of the DRC revisions are required. Awaiting re-submittal.					
<b>PROJECT NAME:</b>					
DP-10-19-013605	10/15/2019	204 NEW RIVERSIDE RD	Development Plan	Active	William Howard
<b>Applicant:</b> Bluffton Township Fire District		<b>Owner:</b> Bluffton Township Fire District			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> Fire and EMS Station 31					
DP-01-19-012790	01/29/2019		Development Plan	Active	William Howard
<b>Applicant:</b> Town of Bluffton		<b>Owner:</b> Town of Bluffton			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> 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
<b>Active Cases</b>					
<b>Development Plan</b>					
DP-02-19-012875	02/26/2019	52 WHARF ST	Development Plan	Active	William Howard
<b>Applicant:</b> Cranston Engineering Group		<b>Owner:</b> Town of Bluffton			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
DP-06-19-013227	06/06/2019	125 PRITCHARD ST	Development Plan	Active	William Howard
<b>Applicant:</b> Town of Bluffton		<b>Owner:</b> Town of Bluffton			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
DP-04-19-012999	04/01/2019	1109 MAY RIVER RD	Development Plan	Active	William Howard
<b>Applicant:</b> Town of Bluffton		<b>Owner:</b> Town of Bluffton			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b>					

**Total Development Plan Cases: 30**

## Master 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
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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 01/16/2020: Comments on the Master Plan were provided at the Jan. 15 meeting of the DRC  
STATUS 01/23/2020: The Master Plan was presented to the Planning Commission at the Jan. 22 meeting. The Planning Commission recommended Approval of the Master Plan. The Master Plan will be presented to Town Council on Feb. 11.

**PROJECT NAME:**

**Total Master Plan Cases: 1**

### 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
<b>Active Cases</b>					
<b>Subdivision Plan</b>					
SUB-03-18-011793	03/19/2018	15 MAIDEN LN	Subdivision Plan	Active	Katie Peterson
<b>Applicant:</b> RENA FORD		<b>Owner:</b> RICHARD FORD			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> OLD TOWN					
SUB-01-20-013905	01/23/2020	10 GAME LAND RD	Subdivision Plan	Active	Alan Seifert
<b>Applicant:</b> Thomas and Hutton		<b>Owner:</b> Alfred Urbano			
<b>PLAN DESCRIPTION:</b> Thomas & Hutton is requesting a de-consolidation of two previously combined plats in Palmetto Bluff. STATUS: Application is being reviewed by staff and has been placed on the February 26th DRC Agenda.					
<b>PROJECT NAME:</b> PALMETTO BLUFF PHASE 2					
SUB-04-17-010766	04/03/2017		Subdivision Plan	Active	Katie Peterson
<b>Applicant:</b> Armando Servin		<b>Owner:</b> Armando Servin			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> BUCK ISLAND/SIMMONSVILLE					



# Growth Management Application Update Report

# Attachment 9

Town of Bluffton

Department of Growth Management

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
<b>Active Cases</b>					
<b>Subdivision Plan</b>					
SUB-10-19-013569	10/02/2019		Subdivision Plan	Active	Alan Seifert
<b>Applicant:</b> Atlas Surveying		<b>Owner:</b> S.O. Land Development, LLC			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> LAWTON STATION Phase 5C & 6C					
SUB-08-19-013391	08/01/2019	21 LITTLE POSSUM LN	Subdivision Plan	Active	Katie Peterson
<b>Applicant:</b> Progressive Tax Services		<b>Owner:</b> Progressive Tax Services			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> BUCK ISLAND/SIMMONSVILLE					
SUB-02-17-010618	02/24/2017	22 PHOENIX RD	Subdivision Plan	Active	Katie Peterson
<b>Applicant:</b> Leona Woodard		<b>Owner:</b> Terry Johnson			
<b>PLAN DESCRIPTION:</b> 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.					
<b>PROJECT NAME:</b> BUCK ISLAND/SIMMONSVILLE					





# Growth Management Application Update Report

Town of Bluffton

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

### Subdivision Plan

**Total Subdivision Plan Cases: 10**

### Zoning Action

#### UDO Text Amendment

ZONE-03-18-011836	03/26/2018		Zoning Action	Active	Kevin Icard
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**Applicant:** Town of Bluffton

**Owner:** Town of Bluffton

**PLAN DESCRIPTION:** A request by the Unified Development Ordinance Administrator for consideration of revisions to the following sections of the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance:

1.1.8 Activities That Do Not Constitute Development; 2.2 Establishment; 3.2 General Application Approval Process; 3.9 PUD Master Plan; 3.18 Certificate of Appropriateness – Historic District (HD); 3.19 Site Feature – Historic District (HD); 3.20.2 Applicability; 3.25 Designation of Contributing Structure; 3.26 Appeals; 4.4 Conditional Use Standards; 5.3.7 Specific Landscaping Standards; 5.15 Old Town Bluffton Historic District; 7.2.2. Illegal Nonconformities; 7.9 Nonconforming Sites Resulting from Right-Of-Way Dedication or Acquisition; 9.2 Definitions; 9.3 Interpretation of Dimensional Standards; and, 9.4 Description of Uses of Land and Buildings

STATUS: 1/29/2019 The Application was heard at the January 23, 2019 Planning Commission meeting where it was recommended for approval to Town Council with conditions related specifically to Public Projects, Minor and Major PUD Master Plans, Development Plans, requiring public notice for various projects and to include language related to appeals.

STATUS: 2/18/2019 The Application will be heard at the March 12th Town Council meeting.

STATUS: 5/28/2019 A portion of the text amendments were approved by Town Council at their March 12, meeting. Additional items will be presented to Town Council at a future date.

**PROJECT NAME:**

### Zoning Appeal



# 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-12-18-012641	12/11/2018	42 WHARF ST	Zoning Action	Active	Heather Colin
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**Applicant:** Vicky Foster **Owner:** Absolute Island Management

**PLAN DESCRIPTION:** The Applicant is requesting the Town to deny the Pops Place project, as they think it is not allowed in Neighborhood General-HD Zoning according to the UDO Sections 4.3 & 9.4.4. Referencing Tax Map Numbers R610 039 00A 185A 0000, and R610 039 00A 0304 0000.  
**STATUS:** The Appeal will be heard at the January 15, 2019 Board of Zoning Appeals meeting.  
**STATUS:** 1/29/2019 A member of the Board of Zoning Appeals (BZA), has requested a rehearing of the Pop's Place appeal (ZONE-12-18-12641) due to a 5th member of the Board not being present at the original hearing and the inability of the BZA to render a majority decision.  
 The BZA will have the opportunity to reconsider the request at the February 19, 2019 Special Meeting starting at 6:00pm at the Theodore D. Washington Municipal Building at 20 Bridge Street. If the BZA votes to reconsider the case, Town Staff will make a present the appeal request to the full Board. If the BZA votes to not reconsider the case, there will be no new hearing and the existing Appeal Order upholding the UDO Administrator's decision will stand.  
**STATUS:** 2/25/2019 The BZA voted 3-2 to affirm the UDO Administrator's decision. The Appeal Order will be sent to all parties, any aggrieved party has 30 days to appeal to Circuit Court.  
**STATUS:** 5/28/2019 The adjacent property owner filed an appeal to the Circuit Court as an aggrieved party.

**PROJECT NAME:** OLD TOWN

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



# 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

### Zoning Permit

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

**Total Zoning Action Cases: 5**

**Total Active Cases: 87**

**Total Plan Cases: 87**

# TOWN MANAGER MONTHLY REPORT

## January, 2020



**To:** Town Council

**From:** Marc Orlando, ICMA-CM, Town Manager

**Date:** February 11, 2020

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

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### 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.
- Executive Office Communications Meeting on January 6<sup>th</sup>.
- Construction Site Inspections Meeting on January 6<sup>th</sup>.
- Strategic Planning Workshop Preparation Meeting on January 6<sup>th</sup>.
- Meeting with RCLB Chair Michael Mathews on January 7<sup>th</sup>.
- Capital Improvement Project Coordination Meeting on January 8<sup>th</sup>.
- Capital Improvement Project Finance Meeting on January 9<sup>th</sup>.
- Meeting with SC House of Representatives District 118 Representative Bill Herbkersman on January 9<sup>th</sup>.
- Moody's Bond Rating Call on January 15<sup>th</sup>.
- Attended Converge, Lowcountry Economic Development Summit on January 17<sup>th</sup>.
- Attended MLK Jr. Celebration on January 20<sup>th</sup>.
- Meeting with Mercer Group RE: Strategic Planning Preparations on January 21<sup>st</sup> and 23<sup>rd</sup>.
- Meeting with Beaufort County representatives RE: Bluffton Parkway/Buckwalter Parkway intersection realignment on January 28<sup>th</sup>.
- Meeting with BJWSA representatives on January 28<sup>th</sup>.

### 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 Mayor Sulka and Police Chief Chapmond on January 6<sup>th</sup>.
  - Meeting with Councilwoman Bridgette Frazier on January 6<sup>th</sup>.
  - Meeting with Councilman Fred Hamilton, Councilman Larry Toomer, and Police Chief Chapmond on January 9<sup>th</sup>.
  - Meeting with Councilman Dan Wood on January 14<sup>th</sup>.
  - Attended Town Council Meeting on January 14<sup>th</sup>.
  - Attended Public Comment Standard Operating Procedures Meeting with Mayor Sulka, Town Clerk Kim Chapmond, Police Chief Chapmond and Beaufort County representatives on January 15<sup>th</sup>.
  - Attended The Haven at New Riverside Community Meeting with Mayor Sulka on January 15<sup>th</sup>.
  - Attended Beaufort Regional Chamber of Commerce Legislative Luncheon on January 27<sup>th</sup>.
-

# TOWN COUNCIL

## STAFF REPORT Engineering Department



<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	Construction Contract Approval for Buck Island – Simmonsville (BIS) Sidewalk Expansion, Phase V IFB-2020-34
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

### **RECOMMENDATION:**

Town Council authorize the Town Manager to approve a contract (Attachment 1) for Buck Island-Simmonsville (BIS) Sidewalk Expansion, Phase V, with the lowest responsive and responsible bidder. JS Construction Services, Incorporated, has been determined to be the lowest qualified bidder with a bid of two hundred sixty thousand one hundred forty-four dollars (\$260,144.00). In addition, Staff requests a 10% contingency allowance to cover any unforeseen changes that may arise during construction.

### **BACKGROUND/DISCUSSION:**

The contract will include the construction of the fifth phase of sidewalk within the Buck Island – Simmonsville Neighborhood. The project consists of approximately 1,100 linear feet of public sidewalk along Buck Island Road, from the intersection of Kitty Road north to connect to the existing sidewalk near 301 Buck Island Road. Installation includes a 5' concrete sidewalk and 250 linear feet of wood boardwalk.

Staff received four (4) bids for the sidewalk construction from Cleland Site Prep, Inc., JS Construction Services, Inc., Kenneth Scott Builders, Inc., and Rakes Building and Maintenance Contractors, Inc., on the advertised due date of January 30, 2020. See attached Bid Tabulation outlining the final bid results (Attachment 2). Of note, Kenneth Scott Builders, Inc. submitted the lowest bid; however, they did not meet the requirement that no more than 51% of the total contract value may be subcontracted, therefore they were deemed to not be a responsive bidder.

The next phase of sidewalks, Phase VI (along Simmonsville Road from the intersection of Buck Island Road north to the existing sidewalks at New Mustang Drive), is under design. Phase VI construction is scheduled for FY 2021 and FY2022.

### **NEXT STEPS:**

Town Council approval, and execution of this contract with JS Construction Services, Inc in the amount of \$260,144.00, which authorizes them to complete the sidewalk installation for this project. Upon issuance of a Notice to Proceed, the work is anticipated to take approximately 85 days.

### **ATTACHMENTS:**

1. Proposed Contract
2. Bid Tabulation

3. Project Data Sheet
4. Recommended Motion

**AGREEMENT  
BETWEEN OWNER AND CONTRACTOR  
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between \_\_\_\_\_ Town of Bluffton \_\_\_\_\_ (“Owner”) and  
\_\_\_\_\_ JS Construction Services, Inc. \_\_\_\_\_ (“Contractor”).

Owner and Contractor hereby agree as follows:

**ARTICLE 1 – WORK**

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: installation of approximately 1,100 linear feet of public sidewalk along Buck Island Road. Work includes mobilization, clearing and demolition, erosion and sediment control, storm drainage, paving and grading.

**ARTICLE 2 – THE PROJECT**

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows: Buck Island – Simonsville neighborhood sidewalk and sewer improvements.

**ARTICLE 3 – ENGINEER**

3.01 The Project has been designed by Ward Edwards (Engineer), which is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4 – CONTRACT TIMES**

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Days to Achieve Substantial Completion and Final Payment*

- A. The Work will be substantially completed within 90 days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 100 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

**ARTICLE 5 – CONTRACT PRICE**

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, 5.01.B, and 5.01.C below:

- A. For all Work other than Unit Price Work, a lump sum of: \$       n/a

All specific cash allowances are included in the above price in accordance with Paragraph 11.02 of the General Conditions.

- B. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item:

<u>UNIT PRICE WORK</u>					
<u>Item</u> <u>No.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated</u> <u>Quantity</u>	<u>Bid Unit</u> <u>Price</u>	<u>Bid Price</u>

See attached pricing schedule

Total of all Bid Prices  
(Unit Price Work)

\$260,144.00

The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

C. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

## **ARTICLE 6 – PAYMENT PROCEDURES**

### *6.01 Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

### *6.02 Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the n/a day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.

- a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
- b. 10 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on

the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

### 6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

## **ARTICLE 7 – INTEREST**

- 7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 0 percent per annum.

## **ARTICLE 8 – CONTRACTOR’S REPRESENTATIONS**

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
  - A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
  - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  - C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
  - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
  - E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor’s safety precautions and programs.
  - F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data

are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

## **ARTICLE 9 – CONTRACT DOCUMENTS**

### 9.01 *Contents*

A. The Contract Documents consist of the following:

- 1. This Agreement
- 2. Performance bond
- 3. Payment bond.
- 4. General Conditions
- 5. Supplementary Conditions
- 6. Specifications as listed in the table of contents of the Project Manual.
- 7. Drawings
- 8. Addenda (numbers 0 to 0, inclusive).
- 9. Exhibits to this Agreement (enumerated as follows):
  - a. Contractor's Bid
  - b. Documentation submitted by Contractor prior to Notice of Award
  - c. SC DOT provisions
- 10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
  - a. Notice to Proceed
  - b. Work Change Directives.

- c. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

## **ARTICLE 10 – MISCELLANEOUS**

### *10.01 Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

### *10.02 Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### *10.03 Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### *10.04 Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

### *10.05 Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### 10.06 *Compliance*

A. Offerors, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Offerors will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.

B. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- i. Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- ii. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- iii. The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- iv. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- v. The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);

- vi. Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
  - vii. The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
  - viii. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
  - ix. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - x. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - xi. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
  - xii. Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.).
- C. Offerors shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 et seq); the Davis-Bacon Act (40 U.S.C. 3141 et seq.); McNamara-O’Hara Service Contract act (41 U.S.C. 351 et seq);
- D. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).
- E. Offerors shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.
- F. Offerors shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on \_\_\_\_\_ (which is the Effective Date of the Agreement).

OWNER:

Town of Bluffton \_\_\_\_\_

By: \_\_\_\_\_

Title: Town Manager \_\_\_\_\_

CONTRACTOR

JS Construction Services, Inc. \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

20 Bridge Street \_\_\_\_\_

PO Box 386 \_\_\_\_\_

Bluffton, SC 29910 \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

PO Box 1497 \_\_\_\_\_

Bluffton, SC 29910 \_\_\_\_\_

License No.: 105742 \_\_\_\_\_

BID OPENING

Solicitation # - IFB 2020-34

Project - Buck Island - Simmonsville Sidewalks, Phase 5

Date - 1/30/2020

Time - 2:05pm

Project Manager - Mark Maxwell



#	COMPANY	PRICE
1	Cleland Site Prep	\$328,831.93
2	JS Construction	\$260,144.00
3	Kenneth Scott Builders	\$179,899.50
4	Rakes Building + Maintenance	\$325,034.28
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Capital Improvements Program Fund Project Data Sheet**

<b>Project Name</b>	Buck Island-Simmons ville Neighborhood Sidewalks and Lighting	<b>Project #</b>	00054
<b>Project Manager</b>	Mark Maxwell	<b>Start to End</b>	FY 2017 - FY 2021

**Project Scope**

**Project Photo or Map**

This project comprises the design and construction of sidewalks, pathways, and lighting along Buck Island and Simmons ville Roads from New Mustang South to May River Road. Approximately 10,000 linear feet of sidewalk has already been constructed within this neighborhood with an additional 6,000 linear feet of 5' wide sidewalk needed to complete the overall project. The primary focus of the new sidewalks and lighting is to create greater pedestrian connectivity and improve citizen safety.



**Project Budget**

	Prior Years' Expended	FY2019 Amended Budget	FY2019 Estimate	FY2020 Proposed Budget	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	54,788	101,500	10,000	40,000	-	-	-	-	104,788
Construction	67,544	131,236	205,500	305,685	405,203	-	-	-	983,932
Other	392	25,000	12,500	47,500	-	-	-	-	60,392
<b>Total</b>	<b>\$ 122,724</b>	<b>\$ 257,736</b>	<b>\$ 228,000</b>	<b>\$ 393,185</b>	<b>\$ 405,203</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,149,112</b>

**Project Funding Sources**

	Prior Years' Expended	FY2019 Amended Budget	FY2019 Estimate	FY2020 Proposed Budget	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast	Total Project Forecast
TIF Debt Service	\$ 122,724	\$ 257,736	\$ 228,000	\$ 293,185	\$ 5,203	\$ -	\$ -	\$ -	\$ 649,112
Potential Grant	-	-	-	100,000	400,000	-	-	-	500,000
TBD	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 122,724</b>	<b>\$ 257,736</b>	<b>\$ 228,000</b>	<b>\$ 393,185</b>	<b>\$ 405,203</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,149,112</b>

**Strategic Focus Area & Guiding Principle**

**Project Status**

*Infrastructure*  
Guiding Principle #2 Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.  
Community Quality of Life  
Guiding Principle #3 Enhance public safety improvements and innovative programs that ensure a safe community.  
Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Sidewalk and lighting construction is being implemented in conjunction with the completion of sanitary sewer for the community. The design of the remaining sections of Buck Island Road sidewalks and lighting is proposed to be completed in FY 2020. The final phases of construction will be started after the completion of the Phase 5 sewer project and conclude in FY2021.

**Project Origination**

**Project Performance Measures**

FY 2019-2020 Strategic Plan.

Performance measures for the project will include monitoring of pedestrian traffic along new sidewalks and citizen feedback. Project goal is to increase the Town's walk score.

**General Fund Operations & Maintenance (O&M) Costs**

	Description	FY2020 Forecast	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast	Total Forecast
Operations	Lighting	\$ 750	\$ 1,800	\$ 2,250	\$ 3,000	\$ 3,750	\$ 11,550
Maintenance	Sidewalk	1,500	2,500	2,500	2,500	2,500	11,500
<b>Total</b>		<b>\$ 2,250</b>	<b>\$ 4,300</b>	<b>\$ 4,750</b>	<b>\$ 5,500</b>	<b>\$ 6,250</b>	<b>\$ 23,050</b>

**Method for Estimating Costs:** Construction cost estimates were prepared using the latest information on comparable construction bids and related data from prior projects. O&M costs include sidewalk and landscape maintenance.

**TOWN OF BLUFFTON OPINION OF PROBABLE COST**

**Project:** BIS Sidewalks and Lighting

**Project Number:** 00054

**Date:** 2/19/2019

**Project Manager:** Mark Maxwell



<b>A) PLANNING</b>					
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	SURVEYING (Phase 4 - Complete)	1	LS	\$ 8,765.00	-
2	SURVEYING (Phase5 - Complete)	1	LS	\$ 4,385.00	
3	SURVEYING (Phase 6 - Complete)	1	LS	\$ 13,400.00	
<b>SUB-TOTAL PLANNING</b>					<b>\$ -</b>

<b>B) DESIGN</b>					
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	ENGINEERING Phase 4 (Ward Edwards PO - Design)	1	LS	\$ 25,750.00	
2	ENGINEERING Phase 4 (Cranston PO - Structural)	1	LS	\$ 3,600.00	
3	ENGINEERING Phase 5 (Ward Edwards PO - Design)	1	LS	\$ 24,500.00	
4	ENGINEERING Phase 5 ( Estimate for Structural)	1	LS	\$ 10,000.00	\$ 10,000.00
5	ENGINEERING Phase 6 (Cranston Proposal)	1	LS	\$ 40,000.00	\$ 40,000.00
<b>SUB-TOTAL DESIGN</b>					<b>\$ 50,000.00</b>

<b>C) CONSTRUCTION</b>					
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	PHASE 4 CONSTRUCTION (Per JS Bid and contingency)	1	LS	\$ 204,000.00	\$ 204,000.00
2	PHASE 4 LIGHTING CONSTRUCTION ESTIMATE	1	LS	\$ 1,500.00	\$ 1,500.00
3	PHASE 5 CONSTRUCTION (Based on most recent plf pricing w/contingency)	1	LS	\$ 163,013.00	\$ 163,013.00
4	PHASE 5 LIGHTING CONSTRUCTION ESTIMATE	1	LS	\$ 1,500.00	\$ 1,500.00
5	PHASE 6a CONSTRUCTION (Based on recent plf pricing w/contingency)	1	LS	\$ 138,173.00	\$ 138,172.00
6	PHASE 6b CONSTRUCTION (Based on recent plf pricing w/contingency)	1	LS	\$ 211,140.00	\$ 211,140.00
7	PHASE 6c CONSTRUCTION (Based on recent plf pricing w/contingency)	1	LS	\$ 194,063.00	\$ 194,063.00
8	PHASE 6 LIGHTING CONSTRUCTION ESTIMATE	1	LS	\$ 3,000.00	\$ 3,000.00
<b>SUB-TOTAL CONSTRUCTION</b>					<b>\$ 916,388.00</b>

<b>D) OTHER</b>					
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	EASEMENT PURCHASE (Assuming Sidewalks in SCDOT ROW)	0	SF		\$ -
2	ATTORNEY FEES (Phase 4)	1	LS	\$ 12,500.00	\$ 12,500.00
3	ATTORNEY FEES (Phase 5)	1	LS	\$ 12,500.00	\$ 12,500.00
4	ATTORNEY FEES (Phase 6)	1	LS	\$ 35,000.00	\$ 35,000.00
<b>SUB-TOTAL OTHER</b>					<b>\$ 60,000.00</b>
<b>SUB-TOTAL</b>					<b>\$ 1,026,388.00</b>
<b>CONTINGENCY 0%</b>					
<b>TOTAL</b>					<b>\$ 1,026,388.00</b>

		FY19	FY20	FY21
A	PLANNING	-	-	-
B	DESIGN	\$ 10,000	\$ 40,000	-
C	CONSTRUCTION	\$ 205,500	\$ 305,685	\$ 405,203.00
D	OTHER	\$ 12,500	\$ 47,500	-
<b>SUBTOTAL</b>		<b>\$ 228,000</b>	<b>\$ 393,185</b>	<b>\$ 405,203.00</b>
<b>TOTAL</b>				<b>\$ 1,026,388.00</b>

**RECOMMENDED MOTION LANGUAGE**

**“I move to authorize the Town Manager to execute a contract for sidewalk construction to complete the Buck Island – Simonsville Neighborhood Sidewalks, Phase V, with JS Construction Services, Incorporated. The contract amount includes the BASE BID of \$260,144.00, and a contingency of 10% of the contract amount to address unforeseen changes that may arise during construction.”**

## TOWN COUNCIL

### STAFF REPORT Engineering Department



<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	Consideration of a Resolution to Authorize the Installation of “No Parking” signs on a portion of Lawrence Street and Restricted Parking for limited times at Calhoun Street adjacent to the May River Montessori School.
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

#### **RECOMMENDATION:**

Request Town Council approval of the attached Resolution to designate additional no parking areas as part of the Consent Agenda.

#### **BACKGROUND/DISCUSSION:**

As a result of numerous vehicles parking on private properties, sidewalks and within the roadway, staff proposes to establish a “No Parking” zone within the public right-of-way on a portion of Lawrence Street. This restricted parking area is proposed on both sides of Lawrence Street from the drainage basin of Huger Cove (200’ west of Calhoun Street) to DuBois Lane. Implementation of this no parking zone will allow unobstructed access for mail delivery, fire trucks, vehicles and pedestrian traffic.

Secondly, two existing on-street parking spaces on the west side of Calhoun Street and immediately adjacent to the Haag Elementary Building at the May River Montessori School, have historically been used as a drop off and pick up zone for the younger school children. These parking spaces are public but are currently signed for no parking from 8:00 am – 9:00 am and 2:00 pm – 3:00pm. These parking signs were not installed by the Town and were never formally approved by Council.

Lawrence and Calhoun Streets are Town owned and maintained, therefore no SCDOT encroachment permits are required. However, no parking zones and other parking restrictions must be approved by Council through a formal Resolution (Attachment 1)

#### **NEXT STEPS:**

Upon Town Council approval, Staff will coordinate the procurement, fabrication and installation of the proposed signs at the locations shown on the attached plans (Exhibit A).

**ATTACHMENTS:**

1. Resolution Amending the Restricted Parking Zones within the Old Town Historic District to designate additional; “No Parking” areas on both sides of Lawrence Street extended from Huger Cove to DuBois Street and additional “No Parking” areas from 8:00 am to 9:00 am and 2:00 pm to 3:00 pm on Calhoun Street adjacent to the Haag Elementary Building at the May River Montessori School.
  - a. Exhibit A – No Parking Plan 2-11-2020
2. Recommended Motion

**RESOLUTION**

**AMENDMENT OF THE RESTRICTED PARKING ZONES WITHIN THE OLD TOWN HISTORIC DISTRICT TO DESIGNATE ADDITIONAL “NO PARKING” AREAS ON BOTH SIDES OF LAWRENCE STREET EXTENDED FROM HUGER COVE TO DUBOIS LANE AND ADDITIONAL “NO PARKING” AREAS FROM 8:00 AM TO 9:00 AM AND 2:00 PM TO 3:00 PM ON THE WEST SIDE OF CALHOUN STREET IMMEDIATELY ADJACENT TO THE HAAG ELEMENTARY BUILDING AT THE MAY RIVER MONTESSORI SCHOOL**

WHEREAS, the Town of Bluffton Town Council (the "Town Council") adopted the Old Town Master Plan on July 12, 2006 through Ordinance 2006-17 which established specific goals including providing adequate parking opportunities within the Old Town Historic District; and

WHEREAS, in January 2014, the Town of Bluffton entered into a contract with Thomas & Hutton Engineering to develop a Calhoun Street and Adjacent Area Study to establish a public infrastructure master plan and policy guidelines; and

WHEREAS, on January 22, 2015, Marc Orlando, Town Manager sent letters to business owners within the Calhoun Street Promenade development in the Old Town Historic District informing them of the shared parking agreement between Calhoun Street Promenade and the First Baptist Church and encouraging business owners to work with their employees to take advantage of the shared parking provided for in the agreement with the intent of allowing for greater turnover of parking spaces in the Calhoun Street Promenade development area; and

WHEREAS, on January 22, 2015, Marc Orlando, Town Manager also sent letters to business owners within the Old Town Historic District requesting that they and their employees consider parking in the less utilized parking areas on Bluffton Road, May River Road, Goethe Road and Oyster Factory Park to help ensure that prime parking spaces are available for business patrons and residents; and

WHEREAS, the Town Council adopted an amendment to the Unified Development Ordinance requiring an increase of off-street parking spaces for commercial uses on March 10, 2015 through Ordinance 2015-05; and

WHEREAS, the Town Council held a Workshop on October 20, 2015 and provided direction on certain immediate action items focused on improving parking conditions including the implementation of time restricted parking in certain areas within the Old Town Historic District; and

WHEREAS, per Section 26-78 of the Town Municipal Code, the Town Council has the authority to establish no parking zones, restricted parking zones, parallel zones, loading zones, handicapped parking zones, parking meter zones and other reasonable parking regulations; and

WHEREAS, on November 10, 2015, the Town Council approved a Resolution authorizing, among other things, the establishment of a restricted parking zone for Calhoun Street beginning

at the intersection with May River Road and continuing south to the intersection at Bridge Street and for the head-in parking areas located at Dubois Park on Lawton Street and Lawrence Street which limits parking to two (2) hours between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday; and

WHEREAS, on December 8, 2015, the Town Council approved an Amendment of the restricted parking zone for Calhoun Street beginning at the intersection with May River Road and continuing south to the intersection at Bridge Street and for the head-in parking areas located at Dubois Park on Lawton Street and Lawrence Street from a two-hour to a three (3) hour parking limit between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday; and

WHEREAS, on December 13, 2016 the Town Council approved an Amendment of the restricted parking zone to include “No Parking” signs along Boundary Street from the intersection of May River Road/Bruin Street to Bridge Street other than the designated on-street parking adjacent to Dubois Park; and

WHEREAS, on September 11, 2018 the Town Council approved an Amendment of the restricted parking zone to include “No Parking” signs along a portion of Water Street beginning at Calhoun Street to Boundary Street; and

WHEREAS, on March 12, 2019 the Town Council approved an Amendment of the restricted parking zone to include a portion of May River Road from the intersection of May River Road, Calhoun Street and Promenade Street eastward and westward to the Intersection of May River Road, Bluffton Road and Boundary Street; and

WHEREAS, on August 13, 2019, Town Council approved an Amendment to the restricted parking zone in portions of the Bluffton Old Town Historic District to include “No Parking” signs along a portion of Bridge Street, from Thomas Heyward Street to Calhoun Street; and

WHEREAS, on October 8, 2019, Town Council approved an Amendment to the restricted parking zone in portions of the Bluffton Old Town Historic District to include “No Parking” along a portion of Boundary Street adjacent to the Martin Family Park, “3-Hour” parking at Martin Family and Wright Family Park, and “Reserved/Church” parking on the west side of Calhoun Street south of Water Street; and

WHEREAS, the Town Council desires to Amend the restricted parking zone in portions of the Bluffton Old Town Historic District to establish a “No Parking” zone along both sides of Lawrence Street extending from Huger Cove to DuBois Lane, and to establish a “No Parking” zone from 8:00 am to 9:00 am and 2:00 pm to 3:00 pm for a portion of the west side of Calhoun Street immediately adjacent to the Haag Elementary Building at May River Montessori School.

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

**Section 1.** Amendment of the restricted parking zone to include “No Parking” on both sides of Lawrence Street extending from Huger Cove to DuBois Lane.

**Section 2.** Amendment of the restricted parking zone to include “No Parking” from 8:00 am to 9:00 am and 2:00 pm to 3:00 pm for a portion of the west side of Calhoun Street immediately adjacent to Haag Elementary Building at May River Montessori School, as shown on **Exhibit A – No Parking Plan: 2-11-2020.**

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.  
**SIGNED, SEALED AND DELIVERED AS OF THIS ELEVENTH DAY OF FEBRUARY 2020.**

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Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

ATTEST:

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Kimberly Chapman, Town Clerk  
Town of Bluffton, South Carolina

“EXHIBIT A”



RECOMMENDED MOTION LANGUAGE

**“I make a motion to approve the Proposed Resolution to Authorize the Installation of No Parking Signs at Lawrence Street between Huger Cove and DuBois Lane, and No Parking from 8:00 am to 9:00 am and 2:00 pm to 3:00 pm on Calhoun Street adjacent to the Haag Elementary Building at the May River Montessori School.”**

**TOWN COUNCIL  
STAFF REPORT  
Department of Finance & Administration**



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<b>MEETING DATE:</b>	February 11, 2020
<b>PROJECT:</b>	Consent Agenda: Consideration of an Amendment to the Intergovernmental Agreement for School Resource Officers
<b>PROJECT MANAGER:</b>	Chris Forster, Director of Finance & Administration

**RECOMMENDATION:**

Town Council amend the Intergovernmental Agreement between the Town and Beaufort County School District to add one (1) additional School Resource Officer (SRO) at the request of the School District. The original budget for SROs was approved in the FY 2020 Consolidated Budget, Ordinance 2019-08 on July 9, 2019 and the additional costs are addressed in the budget amendment approved January 14, 2020.

**BACKGROUND:**

The Intergovernmental Agreement (IGA) between the Town and the School District details the duty stations of School Resource Officers (SROs). The School District requested one additional full-time SRO at Red Cedar Elementary commencing January 1, 2020. Seventy-five percent (75%) of the unreimbursed costs, including vehicle and equipment, shall be reimbursed by the School District in accordance with the IGA, amendment attached.

**ATTACHMENTS:**

1. Recommended Motion
2. Draft Contract Amendment

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF BEAUFORT )

AMENDMENT 3  
MEMORANDUM OF AGREEMENT  
2018-69

**WITNESSETH:**

**WHEREAS**, Memorandum of Agreement 2018-69 was made and entered into the 5th day of December 2017 between BEAUFORT COUNTY SCHOOL DISTRICT (hereinafter "BCSD") and the Bluffton Police Department (hereinafter "BLPD") by and through the contracting and procurement authority of the TOWN OF BLUFFTON (hereinafter "the Town"); and

**WHEREAS**, Section XV of the Agreement contemplated automatic one-year renewal terms effective the 1<sup>st</sup> day of July through the 30<sup>th</sup> of June; and

**WHEREAS**, the BCSD and the Town renewed the Agreement with Amendment 1 signed August 21, 2018; and

**WHEREAS**, the BCSD and the Town agree to amend the Agreement as described herein.

**NOW, THEREFORE**, in exchange for the mutual promises written herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the BCSD and the Town agree as follows:

1. Section IV, A. Number and Assignment of School Resource Officers shall be amended to add one (1) regularly employed, fully trained, and fully equipped law enforcement officer to Red Cedar Elementary. Funding for this position shall be from Proviso 1.86 from the South Carolina Department of Education for 100% of the salary and benefits incurred by this specific SRO through the term of the school year. BSCD shall pay any unreimbursed salary, benefits, equipment and vehicle costs subject to the agreed-upon apportionment. In the event that proviso money is not available for future years, funding for the Red Cedar SRO position shall be funded with the agreed-upon apportionment as shown in the original Agreement.
2. Section XVI, Compensation, shall be amended to strike the specific dollar amounts. The Town will receive proviso money directly and the parties agree to a reconciliation and accounting within a reasonable time from the request of either party.
3. All other terms and conditions of Agreement 2018-69 shall remain in full force and effect and remain unchanged except as stated herein.

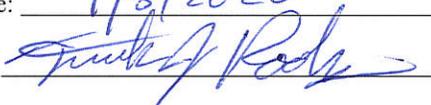
**IN WITNESS WHEREOF**, the parties hereto have caused the within Amendment 3 to Agreement 2018-69 to be executed this \_\_\_ day of \_\_\_\_\_, 2020.

BEAUFORT COUNTY SCHOOL DISTRICT

TOWN OF BLUFFTON

Date: 1/8/2020

Date: \_\_\_\_\_

By: 

By: \_\_\_\_\_

Print Name: Frank J. Rodriguez, Ph.D.

Print Name: Marc Orlando

Position: Superintendent

Position: Town Manager

Witnesses: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Council Motion Recommendation

XIII. Consent Agenda

8. Consideration of an Amendment to the Intergovernmental Agreement for School Resource Officers

**Motion:**

**"I make a motion to amend the Intergovernmental Agreement between the Town of Bluffton and the Beaufort County School District to add one additional School Resource Officer effective January 1, 2020.**