

Milroy, Shannon

From: noreply@civicplus.com
Sent: Monday, March 31, 2025 3:57 PM
To: ATax Communications
Subject: Online Form Submittal: Accommodations Tax Grant Application

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Accommodations Tax Grant Application

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

Accommodations Tax Grant Application Instructions [Accommodations Tax Grant Application Instructions](#)

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

(Section Break)

Application Date 3/31/2025

Project Name Sarah Riley Hook Cottage Restoration

Project/Event Location 76 Bridge Street, Bluffton, SC 20010

Is this a new project or event? Yes

If yes, did you or a team member discuss your application with town staff prior to applying? Yes

Project/Event Start Date: 6/2/2025

Project/Event End Date	4/30/2026
Multi-Year Project/Event?	No
Total Project Costs	857,680.00
Total ATAX Funds Requested	257,304.00
Percent of Total Budget	30%
Date the funds are needed:	8/1/2025
Full Legal Organization Name	Town of Bluffton
Address	20 Bridge Street
Street Address Line 2	Po Box 386
City	Bluffton
State	SC
Zip Code	29910
Applicant must be designated as a non-profit entity to receive ATAX funds. Is your entity a non-profit organization?	No

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Organization Primary Point of Contact

First Name	Pat
Last Name	Rooney
Title	Capital Improvements Manager
Phone Number	843-706-4521
E-mail Address	prooney@townofbluffton.com

(Section Break)

Organization Secondary Point of Contact

First Name	Kim
Last Name	Washok-Jones
Title	Director of Projects & Watershed Resilience
Phone Number	843-706-4593
E-mail Address	kjones@townofbluffton.com

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description:	<p>The Sarah Riley Hooks Cottage is located on a .948 -acre parcel along the banks of Huger Cove and just a short walk to Calhoun Street and Town parks, where the Town hosts many events. The cottage was built around 1940 by Michael C. Riley, a prominent African American store owner and celebrated Bluffton resident. The Town purchased the property in 2019 with the intent to rehabilitate this historic contributing structure and to provide usable public space to promote the art community in the Region. The site will be retained as passive open space with walkways, deck/overlook and interpretive signage to tell the unique story of the history, culture and environmental significance of the property. A Structural Assessment and Construction Documents were prepared by Meadors Inc. to guide the rehabilitation of the Cottage. This phase of the project includes salvaging as much historic building materials as possible, demolition of the remaining structure and new construction of the cottage as it was originally built with historic additions. The building will include an artist studio and workspace, gallery space, public restrooms, deck and ADA access. This restoration project was identified as a priority Action Item within the Town of Bluffton's FY 24-25 Strategic Plan. Construction is ready to begin in June 2025 and is estimated to be complete in April 2026.</p>
List any required permits, if applicable. If none, type "N/A":	TOB Public Project, HPC & Building Permit, SCDOT, SCDES & BJWSA
Describe all planned advertising and marketing for this project/event:	<p>Town will advertise and conduct a public Groundbreaking event at construction start and Ribbon Cutting at project completion. Upon completion, the Town of Bluffton will post press releases and social media posts for any scheduled events proposed to take place at the Sarah Riley Hooks Cottage property</p>

Please list all media outlets you intend to utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):

Town of Bluffton Press Releases and Social Media Post will be distributed to all local media outlets and to the general public

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

Impact on or Benefit to Tourism:

This project supports Bluffton's FY 24 - FY 25 Strategic Plan by preserving local culture and history and provides an additional attraction to the Historic District. The Cottage and site will be added to the tours of the Historic District that are provided through the Welcome Center located at the nearby Squire Pope Carriage House. The Cottage is designed to accommodate art gallery space for the display local and regional art work, and includes additional work space to allow for art classes and demonstrations. Interpretive signage will be installed throughout the site to describe the importance of the property and home to Bluffton's culture, history and environment. This attraction will support increase in visitor expenditure at retail, dining and lodging facilities, and therefore contributes to increased accommodation taxes.

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

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

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

To download the Town's required Line-Item Budget Form, click here:
<https://www.townofbluffton.sc.gov/DocumentCenter/View/4295/ATAX-Grant-Application-Line-Item-Budget-Form>

Download and save the form and hit "Back" in your web browser to return to the application. Once the form is completed, attach it on the following line.

Town's required Line-Item Budget Form:	Lump Sum and Detailed Budget Summary.pdf
Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement	Town of Bluffton Balance Sheet and Profit Loss Statement.pdf
Financial Guarantee	Budget Ordinance and Data Sheet.pdf

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

(Section Break)

Have you requested, received, or been awarded ATAX funding from other state or local entities for this project/event?	No
Have you received or been awarded ATAX funding from other state or local entities for any other project/event?	Yes
Awarding Agency	ATAX
Amount	457,026
Project/Event	Squire Pope Carriage House Restoration

Year of Award	2022 - 2023
Awarding Agency	ATAX
Amount	215,000
Project/Event	Squire Pope Carriage House Restoration
Year of Award	2022

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

PRIOR RECIPIENT'S REPORT

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information.

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

Has your organization previously received ATAX funds from the Town of Bluffton?	Yes
Project/Event Name	Squire Pope Carriage House Renovation
Year Awarded	2022
Amount Awarded	457,026.00
Was a final report submitted?	No
If no please explain why and indicate when the final report will be submitted.	The Squire Pope Carriage House/Welcome Center was officially opened on January 6, 2025 and the full impact on tourism can not be fully measured until the Welcome Center is open for a full year. Since opening, 5,404 total people have visited the Welcome Center in the first 87 days of operation
What was the event's total attendance	5,404
What was the total number of tourists?	4,323
What was the percentage of tourists?	80%

(Section Break)

Please attach a copy of your organization's IRS Designation Letter showing your non-profit status . [Attachment 1 - Memo of Eligibility to Apply.docx](#)

Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants. [Business License - Town Hall.pdf](#)

Additional Application Documents [CR Survey Photo 2019.jpg](#)

Additional Application Documents [Proposed Floor Plans and Elevations.pdf](#)

Additional Application Documents [Site Plan and Draft INterpretive Signage.pdf](#)

Additional Application Documents [Bluffton HD Walking Tour.pdf](#)

Additional Comments *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

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

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

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

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

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

Signature

Patrick M. Rooney

Signatory's Title or
Position

Capital Improvement Program Manager

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MEMORANDUM

TO: **ACCOMMODATIONS TAX ADVISORY COMMITTEE**
FROM: KIMBERLY WASHOK-JONES, DIRECTOR OF PROJECTS &
WATERSHED RESILIENCE
RE: TOWN OF BLUFFTON ELIGIBILITY TO RECEIVE ATAX FUNDS
DATE: 3/31/2025
CC: NATALIE MAJORKIEWICZ, DIRECTOR OF FINANCE

The Town of Bluffton is a subsidiary of the State of South Carolina and is thus eligible to receive Accommodations Tax Funds under State Law 6-4-10(b.2 and b.3) in support of "construction, maintenance and operation of facilities for civic and cultural activities."

This restoration will provide access to another significant historic, cultural and tourism resource to the Town of Bluffton's National Register Historic District.

TOWN OF BLUFFTON

New Commercial Business

TOWN OF BLUFFTON - BUSINESS LICENSE

Expires:04/30/2025

License No. 25-03-7667

Business Name: Town of Bluffton

Date Issued: 03/31/2025

NAICS Title: Executive Offices

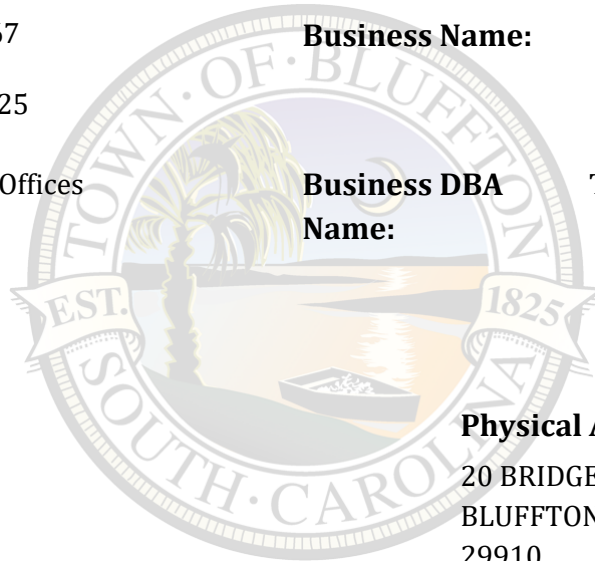
Business DBA Name: Town of Bluffton

Business Type:

Town Hall

Physical Address:

20 BRIDGE ST
BLUFFTON SC
29910



NON-TRANSFERABLE | TO BE PLACED IN A CONSPICUOUS PLACE

Section 6-21 Purpose and Duration of Business License

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

Natalie Major
Don Ryan Center for Innovation, Inc.
7 Venture
Bluffton, SC 29910

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

Sponsorships \$ _____

Donations \$ _____

ATAX Grants/Funding from Other Entities* \$ _____

** Do **NOT** include anticipated award funds requested in this application*

Other Grants (please name): \$ _____

Vendor Fees \$ _____

Registration Fees \$ _____

Other Fees (please name): \$ _____

Other Fees (please name): \$ _____

Mercandise Sales \$ _____

Other Sales (please name): \$ _____

Other Sales (please name): \$ _____

Other Revenue (please name): \$ 600376

Other Revenue (please name): \$ _____

Revenues - In-Kind Contributions

Volunteer Hours \$ _____

Donated Items \$ _____

Donated Services \$ _____

Other (please name): \$ _____

Other (please name): \$ _____

Other (please name): \$ _____

Total All Revenue Sources: \$ 600376

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET

EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

Amount

Advertising & Promotion of Tourism or Arts and Cultural Events

Local Newspaper/Digital Advertising	\$
Regional Newspaper/Digital Advertising	\$
National Newspaper/Digital Advertising	\$
Local Magazine/Digital Advertising	\$
Regional Magazine/Digital Advertising	\$
National Magazine/Digital Advertising	\$
Local Radio Advertising	\$
Regional Radio Advertising	\$
National Radio Advertising	\$
Local Television Advertising	\$
Regional Television Advertising	\$
National Television Advertising	\$
Billboards	\$
Social Media Advertising	\$
E-mail and/or Text Blasts	\$
Postcards/Mailers	\$
Posters/Banners/Signage	\$
Graphic Design of Marketing/Writing or Press Releases	\$
Web Hosting for Event (not organization)	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

Facilities for Civic and Cultural Events

Rentals: Tables, Chairs, Stages, Tents	\$
Rental: Sound, Audio Equipment	\$
Construction	\$ 857680
Repairs to Facilities	\$
Maintenance of Facilities	\$
Other (please name):	\$
Other (please name):	\$
Other (please name):	\$

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

Amount

Tourist Transportation

Company Name: \$

Company Name: \$

Public Facilities

Temporary/Portable Restrooms \$

Permanent Restrooms \$

Parks \$

Parking Lots \$

Other (please name): \$

Other (please name): \$

Municipality and County Services

Dumpster Rental/Trash Hauling \$

Security Provided by Bluffton Police Department \$

Security **NOT** Provided by Bluffton Police Department \$

Total of ATAX Eligible Expenses: \$ 857680

Other/Ineligible Expenses

Applicants should list all other project/event expenses that are not eligible for ATAX funds and not listed above.

Item

Amount

\$ 0

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

Total of Other/Ineligible Expenses: \$ 0

Total Project/Event Budget: \$ 857680

Total Project/Event Profit or Loss \$ -257304

RFP # 2025-48
Sarah Riley Hooks Cottage
Lump Sum Bid Sheet

ITEM	DESCRIPTION	COST
1	GENERAL CONDITIONS	\$ 228,800
2	DEMOLITION	\$ 49,500
3	FOUNDATION	\$ 74,800
4	FRAMING	\$ 100,540
5	PLUMBING	\$ 40,300
6	MECHANICAL	\$ 36,300
7	ELECTRICAL	\$ 66,000
8	ROOFING	\$ 32,230
9	EXTERIOR DOORS, WINDOWS, SIDING & TRIM	\$ 44,440
10	INTERIOR DOORS, TRIM & CARPENTRY	\$ 63,690
11	WOOD FLOOR & FINISHING	\$ 15,180
12	TILE	\$ 14,850
13	CABINETS & COUNTERTOPS	\$ 24,750
14	PAINTING INTERIOR & EXTERIOR	\$ 26,400
15	TOILET ACCESSORIES, PLUMBING FIXTURES, INTERIOR AND HARDWARE	\$ 19,870
16	ALLOWANCE INCLUDING BUT NOT LIMITED TO SILT FENCE, TREE PROTECTION, CONSTRUCTION ENTRANCE	\$ 12,000
	TOTAL BASE BID	\$ 849,650.00

012300 - ALTERNATES		
17	INSTALL PRE-PRIMED ELITE TREATED WOOD SIDING AND TRIM AT BUILDING EXTERIOR. INSTALL WOOD CEILING BOARDS AT REAR HALLWAY AND GALLERY SPACES.	\$ 8,030
	TOTAL WITH ADD ALT	\$ 857,680.00

1 Pricing Schedule - Exhibit A - Comprehensive Budget Summary

COMPREHENSIVE BUDGET SUMMARY

Total Project Cost - 03.26.2025

TOWN OF BLUFFTON - SARAH RILEY HOOKS COTTAGE

DIV. NO.	DEFINITION	COST	Detail	NOTES
2	Site Demolition / Existing Conditions	\$ 45,000.00	\$ -	
	Building Asbestos Demolition		\$ 40,000.00	
	Nix Selective Demolition		\$ 5,000.00	
3	Concrete - Includes Foundation, Fireplace, Termite Bond & Treatment	\$ 40,000.00	\$ -	
	Concrete Work		\$ 40,000.00	
	Termite Treatment & Bond (In Division 31)		\$ -	
4	Masonry	\$ 28,000.00	\$ -	
	Masonry Work (Includes CMU & Brick)		\$ 12,000.00	
	Chimney Work		\$ 16,000.00	
5	Metals	\$ 16,000.00	\$ -	
	Pipe Tube & Rails (100 LF Porch-Ramp Rails)		\$ 16,000.00	
6	Wood, Plastics and Composites - Includes Rough Carpentry, Sheathing, Exterior Finish Carpentry, Interior Finish Carpentry, Interior Cabinetry, Fireplace Restoration	\$ 87,600.00	\$ -	
	a) Framing Lumber		\$ 18,000.00	
	b) Framing Labor		\$ 26,000.00	
	c) Exterior Porches/Soffits (Material)		\$ 5,000.00	
	d) Exterior Porches/Soffits (Labor)		\$ 5,000.00	
	e) Interior Millwork (Material)		\$ 4,500.00	
	f) Interior Millwork (Labor)		\$ 8,500.00	
	g) Interior Cabinetry - Desk		\$ 4,000.00	
	h) Interior Cabinetry - Stools (2 Each)		\$ 1,200.00	
	i) Interior Cabinetry - Sink Base		\$ 7,000.00	
	j) Fireplace Restoration		\$ 3,000.00	
	k) Service Yard Fence (Material)		\$ 2,900.00	
	l) Service Yard Fence (Labor)		\$ 2,500.00	
7	Thermal & Moisture Protection	\$ 60,000.00	\$ -	
	a) Building Insulation		\$ 9,800.00	
	b) Fluid Applied Air Barriers		\$ 7,000.00	
	c) Air Vapor Seal at Interior		\$ 3,000.00	
	d) Formed Metal Roofing		\$ 15,300.00	
	e) Siding (Material)		\$ 6,000.00	
	f) Siding (Labor)		\$ 11,000.00	
	g) Gutters & Downspouts		\$ 4,600.00	
	h) Flashing Materials		\$ 1,800.00	
	i) Joint Sealants		\$ 1,500.00	
8	Openings - Stile & Wood Rail Doors, Impact Windows, Finish Door Hardware	\$ 47,800.00	\$ -	
	a) Interior Wood Doors (Materials)		\$ 5,000.00	VE Credit Available if Existing Doors Are Able to be Used
	b) Interior Wood Doors (Labor)		\$ 800.00	
	c) Windows (Material)		\$ 18,500.00	
	d) Custom Windows (2 Each) - (Material)		\$ 4,000.00	
	e) Exterior Wood Doors (Material)		\$ 14,800.00	
	f) Exterior Wood Doors (Labor)		\$ 600.00	
	g) Hardware (Material) - ALLOWANCE		\$ 3,500.00	No Hardware Specified
	h) Hardware (Labor)		\$ 600.00	

DIV. NO.	DEFINITION	COST	Detail	NOTES
9	Finishes - Stucco, Drywall, Tile, Wood Flooring, Painting	\$ 61,400.00		
	a) Stucco		\$ 1,900.00	
	b) Drywall		\$ 8,200.00	
	c) Painting		\$ 24,000.00	
	d) Tile Flooring		\$ 13,500.00	
	e) Wood Flooring		\$ 13,800.00	
10	Specialties - Toilet, Bath & Closet Accessories	\$ 6,700.00	\$ -	
	a) Accessories (Material)		\$ 5,400.00	
	b) Accessories (Labor)		\$ 1,300.00	
12	Furnishings - Blinds, Countertops, Floor Mats	\$ 10,300.00	\$ -	
	a) Countertop (Remnant of Specified Material Available)		\$ 1,900.00	
	b) Blinds		\$ 8,000.00	
	c) Floor Mats		\$ 400.00	
22	Plumbing Systems	\$ 48,000.00	\$ -	
	Per Plan (Includes Fixtures)		\$ 48,000.00	
23	HVAC Systems	\$ 33,000.00	\$ -	
	Per Plan		\$ 33,000.00	
26	Electrical	\$ 60,000.00	\$ -	
	Per Plan		\$ 60,000.00	No Site Electrical Included
31	Earthwork - Soil Treatment, Gravel, Gravel Drain	\$ 9,700.00		
	a) Termite Spray		\$ 600.00	
	b) Termite Bond		\$ 2,000.00	
	c) Gravel Beneath Ramp & Porch (400 SF x \$3.00/sf)		\$ 1,200.00	Must Be Done Before Decks, Porches & Ramps are
	d) French Drain (Material=\$3,400), (Labor=\$2,500)		\$ 5,900.00	Must Be Done Before Decks, Porches & Ramps are
	Water, Sewer, Storm - NIC			
32	Exterior Improvements	\$ 12,000.00	\$ -	
	Allowances for Site Requirements		\$ 12,000.00	
	Subtotal Direct Construction	\$ 565,500.00	\$ 565,500.00	
1.1	General Conditions	\$ 160,700.00		
1.2	General Requirements	\$ 47,300.00		
	Building Permits (Not Included)			NOT INCLUDED
	Builders Risk Insurance (ALLOWANCE)		\$ 10,000.00	
	3RD Party Testing (Whitaker Labs) (ALLOWANCE)		\$ 4,800.00	
	Performance & Payment Bonds		\$ 13,000.00	
	Liability & W/C Insurances		\$ 5,500.00	
	Surveying		\$ 8,000.00	
	Final Cleaning		\$ 6,000.00	
	Subtotal General Conditions / General Requirements	\$ 208,000.00	\$ 47,300.00	
	Subtotal Direct Construction + General Cond/Req	\$ 773,500.00		
	Nix Fee (10%)	\$ 76,150.00	\$ 76,150.00	
	PROJECT TOTAL (ALTERNATES 'NOT' INCLUDED) + FEE	\$ 849,650.00		

DIV. NO.	DEFINITION	COST	Detail	NOTES
Alternates		Cost		
1	<ADD / DEDUCT> ALTERNATE 1: Install wood siding and trim and siding at building exterior. All wood to be pre-primed Elite Treated. / Base Bid: Poly ash trim and fiber cement siding.	-		NO COST
2	<ADD / DEDUCT> ALTERNATE 2: Install wood ceiling boards at rear hallway and gallery spaces. Boards to be applied on top of drywall. Includes angled portion of vaulted ceiling. Board ceiling sizes to match existing. / Base Bid: Gypsum Board Ceilings.	7,300.00		<ADD>
Overall Hard Cost Total for Alternates		\$ 7,300.00	\$ 7,300.00	
Nix Fee (10%)		\$ 730.00	\$ 730.00	
PROJECT TOTAL (ALTERNATES ONLY)		\$ 8,030.00		

CAVEATS, FURTHER ASSUMPTIONS & CONDITIONS	
	1) SITEWORK IS 'EXCLUDED'
	2) LANDSCAPING IS 'EXCLUDED'
	3) BUILDERS RISK INSURANCE IS 'INCLUDED'
	4) 3 RD PARTY INSPECTION FEES ARE 'INCLUDED'
	5) SURVEYING IS 'INCLUDED'
	6) BOND FEE IS 'INCLUDED'
	7) FRENCH DRAIN DETAIL & GRAVEL UNDER PORCHES IS 'INCLUDED'
	8) BUILDING PERMIT IS 'EXCLUDED'
	9) ALLOWANCES WHERE NOTED ABOVE

TOWN OF BLUFFTON, SOUTH CAROLINA

**BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2024**

	General Fund	Capital Improvement Programs Fund	Debt Service Fund	Stormwater Fund
ASSETS				
Cash and cash equivalents	\$ 22,275,941	\$ 1,861,771	\$ -	\$ -
Restricted cash and cash equivalents	593,660	466,033	11,400,963	6,708,986
Investments	10,365,606	-	-	-
Property taxes receivable, net	84,859	-	400	-
Other receivables	2,578,797	1,280,016	-	40,338
Prepaid assets	638,937	-	-	-
Due from other funds	17,555,988	13,402,356	3,580,655	1,031,895
Total assets	<u>\$ 54,093,788</u>	<u>\$ 17,010,176</u>	<u>\$ 14,982,018</u>	<u>\$ 7,781,219</u>
TOTAL LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable	\$ 1,266,623	\$ 3,639,231	\$ -	\$ 109,102
Salaries and benefits payable	941,172	-	-	34,000
Deposits and bonds payable	278,388	-	-	-
Due to other funds	14,647,208	4,248,453	3,183,760	3,619,155
Due to component unit	46,849	-	-	-
Due to other governments	2,205,001	8,542	-	-
Unearned revenue	685,502	-	-	-
Total liabilities	<u>20,070,743</u>	<u>7,896,226</u>	<u>3,183,760</u>	<u>3,762,257</u>
FUND BALANCES				
Non-spendable	638,937	-	-	-
Restricted	76,263	5,091,867	11,798,258	4,018,962
Committed	13,389,528	-	-	-
Assigned	1,150,000	4,022,083	-	-
Unassigned	18,768,317	-	-	-
Total fund balances	<u>34,023,045</u>	<u>9,113,950</u>	<u>11,798,258</u>	<u>4,018,962</u>
Total liabilities and fund balances	<u>\$ 54,093,788</u>	<u>\$ 17,010,176</u>	<u>\$ 14,982,018</u>	<u>\$ 7,781,219</u>

The accompanying notes are an integral part of these financial statements.

Local Accommodations Tax Fund	Hospitality Tax Fund	Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
\$ 2,799,445	\$ 11,578,980	\$ -	\$ 1,853,887	\$ 40,370,024
-	-	6,280,294	28,803	25,478,739
-	-	7,232,587	-	17,598,193
-	-	-	-	85,259
319,264	436,366	-	458,288	5,113,069
-	-	-	-	638,937
1,765,618	1,129,834	635,616	75,737	39,177,699
<u>\$ 4,884,327</u>	<u>\$ 13,145,180</u>	<u>\$ 14,148,497</u>	<u>\$ 2,416,715</u>	<u>\$ 128,461,920</u>
\$ -	\$ -	\$ -	\$ 906,919	\$ 5,921,875
-	-	-	-	975,172
-	-	-	-	278,388
1,690,224	5,636,478	5,817,979	334,442	39,177,699
-	-	-	-	46,849
-	-	-	-	2,213,543
-	-	-	-	685,502
<u>1,690,224</u>	<u>5,636,478</u>	<u>5,817,979</u>	<u>1,241,361</u>	<u>49,299,028</u>
-	-	-	-	638,937
3,068,624	7,508,702	8,330,518	1,175,354	41,068,548
125,479	-	-	-	13,515,007
-	-	-	-	5,172,083
-	-	-	-	18,768,317
<u>3,194,103</u>	<u>7,508,702</u>	<u>8,330,518</u>	<u>1,175,354</u>	<u>79,162,892</u>
<u>\$ 4,884,327</u>	<u>\$ 13,145,180</u>	<u>\$ 14,148,497</u>	<u>\$ 2,416,715</u>	<u>\$ 128,461,920</u>

TOWN OF BLUFFTON, SOUTH CAROLINA

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

	General Fund	Capital Improvement Programs Fund	Debt Service Fund	Stormwater Fund	Local Accommodations Tax Fund
Revenues					
Property taxes	\$ 10,319,430	\$ -	\$ 4,709,559	\$ -	\$ -
Hospitality and accommodations taxes	-	-	-	-	1,830,195
Licenses and permits	14,577,413	306,900	370,800	-	-
Stormwater utility fees	-	-	-	2,607,109	-
Grants and entitlements	591,810	3,607,743	-	-	-
Intergovernmental	1,180,446	626,100	-	-	-
Service revenues	876,283	-	-	-	-
Fees and fines	769,864	-	-	-	-
Interest income	705,948	3,530	118,324	-	36,262
Miscellaneous	208,003	16,771	-	973	-
Total revenues	29,229,197	4,561,044	5,198,683	2,608,082	1,866,457
Expenditures					
Current:					
Legislative	393,667	-	-	-	-
Economic development	1,149,423	-	-	-	-
Executive	1,450,220	-	-	-	-
Human resources	546,001	-	-	-	-
Non-departmental	3,003,637	-	-	-	-
Finance	1,003,117	-	-	-	-
Municipal court	92,714	-	-	-	-
Municipal judges	464,779	-	-	-	-
Information technology	1,838,044	-	-	-	-
Facilities and asset management	2,069,556	-	-	-	-
Stormwater management	-	-	-	1,244,875	-
Project management	786,836	-	-	-	-
Growth management	250,564	-	-	-	-
Planning and environmental sustainability	1,470,971	-	-	-	-
Building safety	915,619	-	-	-	-
Police	10,315,738	-	-	-	-
Community development	-	-	-	-	-
Capital outlay	-	15,609,580	-	27,050	-
Debt service:					
Principal retirement	589,044	-	1,590,153	59,769	-
Interest	38,963	-	655,561	6,002	-
Total expenditures	26,378,893	15,609,580	2,245,714	1,337,696	-
Excess (deficiency) of revenues over (under) expenditures	2,850,304	(11,048,536)	2,952,969	1,270,386	1,866,457
Other financing sources (uses)					
Transfers in	2,714,352	12,747,910	293,800	-	-
Transfers out	(2,638,407)	-	(781,387)	(864,724)	(1,436,131)
Leases	1,472,832	-	-	-	-
Total other financing sources (uses)	1,548,777	12,747,910	(487,587)	(864,724)	(1,436,131)
Net change in fund balances	4,399,081	1,699,374	2,465,382	405,662	430,326
Fund balances, beginning of year	29,623,964	7,414,576	9,332,876	3,613,300	2,763,777
Fund balances, end of year	\$ 34,023,045	\$ 9,113,950	\$ 11,798,258	\$ 4,018,962	\$ 3,194,103

The accompanying notes are an integral part of these financial statements.

Hospitality Tax Fund	Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
\$ -	\$ -	\$ -	\$ 15,028,989
4,017,041	-	1,099,301	6,946,537
-	-	-	15,255,113
-	-	-	2,607,109
-	-	962	4,200,515
-	-	-	1,806,546
-	-	10,650	886,933
-	-	1,528	771,392
116,449	325,864	22,821	1,329,198
-	-	-	225,747
4,133,490	325,864	1,135,262	49,058,079
-	-	-	393,667
-	-	-	1,149,423
-	-	-	1,450,220
-	-	-	546,001
-	-	-	3,003,637
-	-	-	1,003,117
-	-	-	92,714
-	-	-	464,779
-	-	-	1,838,044
-	-	-	2,069,556
-	-	-	1,244,875
-	-	-	786,836
-	-	-	250,564
-	-	-	1,470,971
-	-	-	915,619
-	-	-	10,315,738
-	-	1,582,325	1,582,325
-	-	-	15,636,630
-	-	-	2,238,966
-	-	-	700,526
-	-	1,582,325	47,154,208
4,133,490	325,864	(447,063)	1,903,871
-	-	-	15,756,062
(4,224,174)	(5,732,524)	(78,715)	(15,756,062)
-	-	-	1,472,832
(4,224,174)	(5,732,524)	(78,715)	1,472,832
(90,684)	(5,406,660)	(525,778)	3,376,703
7,599,386	13,737,178	1,701,132	75,786,189
\$ 7,508,702	\$ 8,330,518	\$ 1,175,354	\$ 79,162,892

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2024-11
FISCAL YEAR 2025 BUDGET**

TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025; TO PROVIDE FOR EXECUTION OF AND TO PUT INTO EFFECT THE CONSOLIDATED BUDGET; AND TO PROVIDE BUDGETARY CONTROL OF THE TOWN'S FISCAL AFFAIRS.

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA:

SECTION 1. APPROPRIATION.

Funds are hereby appropriated as shown in the Consolidated Budget, the documents attached hereto and incorporated for reference as Attachments A, B, C, D, E, F and G establishing a Consolidated Budget of \$90,620,863 consisting of the General Fund of \$32,468,440; the Hospitality Tax Fund of \$8,248,866; the Local Accommodations Tax Fund of \$2,165,606; the Stormwater Fund of \$4,017,671; the Capital Improvements Program Fund of \$33,268,114; and the Debt Service Fund of \$10,452,166.

SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.

A tax to cover the period from July 1, 2024, through June 30, 2025, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected, and paid into the Treasury of the Town of Bluffton for its uses at a rate of mills on assessed value of real estate and personal property of every description in the Town of Bluffton, except such property as is exempt from taxation under the United States Constitution and laws of the State of South Carolina. Said tax levy shall be collected by Beaufort County Treasurer and paid into the County Treasury for the credit of the Town of Bluffton for its corporate purposes a general fund levy of 34.3 mills and a debt service fund levy of 1.7 mills for at a total levy of 36.0 mills. However, Council reserves the right to modify these millage rates at its August 13, 2024 Council meeting.

SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2025 is included and incorporated for reference as Attachment H.

SECTION 4. OUTSTANDING BALANCE APPROPRIATION AND ENCUMBRANCES.

The unobligated balance remaining from the prior fiscal year hereby remains in the fund and will be available for Fiscal Year 2025 appropriations.

Fiscal Year 2024 encumbrances of the Fund Balance will be provided for through a subsequent amendment of this budget ordinance to increase the funds from previous years and increase the appropriated budget expenditures.

SECTION 5. TRANSFER OF FUNDS AND AMENDMENTS.

The Town Manager or his designee is authorized to transfer any sum from one budget line item to another or from one department or division to another provided that no such transfer be made from one fund to another fund, conflict with any existing Bond Ordinance, or conflict with any previously adopted policy of Council. Changes or amendments that alter the total expenditures of any fund must be approved by Council.

SECTION 6. CONTRACTS.

The Town Manager or his designee is authorized to execute contracts on behalf of the Town within budgeted amounts. Contract amounts greater than that budgeted shall be subject to Council approval. All contracts greater than \$100,000 shall be subject to Council approval.

SECTION 7. RATE OF EXPENDITURES.

The Town Manager shall control the rate of expenditures within the Consolidated Budget so as not to exceed the amount of funds on hand. Any proposed tax and/or revenue anticipation notes shall be subject to specific Council approval prior to issuance.

SECTION 8. RESERVE FUNDS.

The following Designated Reserve Funds are established and fully funded:

Emergency Recovery Fund – This reserve shall be funded at an amount equal to or greater than fifteen (15) percent of the current fiscal year consolidated expenditure budget. For Fiscal Year 2025, this amount is established at \$10,269,604.

Capital Asset Reserve Fund – This reserve shall be funded annually by 50% of the total annual depreciation expense up to a maximum total reserve of the most recent five years of depreciation. For Fiscal Year 2025, the estimated contribution is \$666,992.

SECTION 9. COMPENSATION OF COUNCILMEMBERS

The mayor and councilmembers shall receive an annual compensation increase. The mayor compensation will increase from \$16,500 to \$25,000 and councilmember compensation will increase from \$11,000 to \$17,000. The last increase in compensation took effect in Fiscal Year 2022.

Pursuant to S.C. Code 1976, 5-7-170, this compensation change shall not go into effect until the commencement date of the terms of two or more members of town council elected at the next general election following the adoption of this section.

Participation in the retirement and health insurance plans remain the same.

SECTION 10. SEVERABILITY.

Should any section, phrase, sentence, or portion of this Ordinance be found invalid by a court or competent jurisdiction, such finding shall not invalidate the remaining portions of this Ordinance.

SECTION 11. EFFECTIVE DATE.

This Ordinance shall be effective on July 1, 2024.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS 11th DAY OF JUNE, 2024.


Larry C. Toomer, Mayor

ATTEST:



Marcia Hunter, Town Clerk

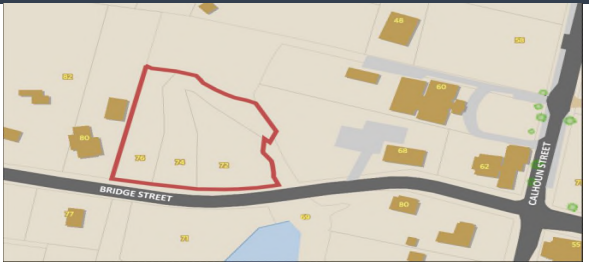


Attachments:

- A. General Fund Budget
- B. Hospitality Tax Fund Budget
- C. Local Accommodations Tax Fund Budget
- D. Stormwater Fund Budget
- E. Capital Improvement Program Fund Budget
- F. Debt Service Fund Budget
- G. Consolidated Budget
- H. Master Fee Schedule

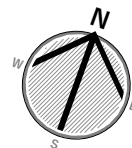
First Reading: May 14, 2024

Public Hearing and Second and Final Reading: June 11, 2024

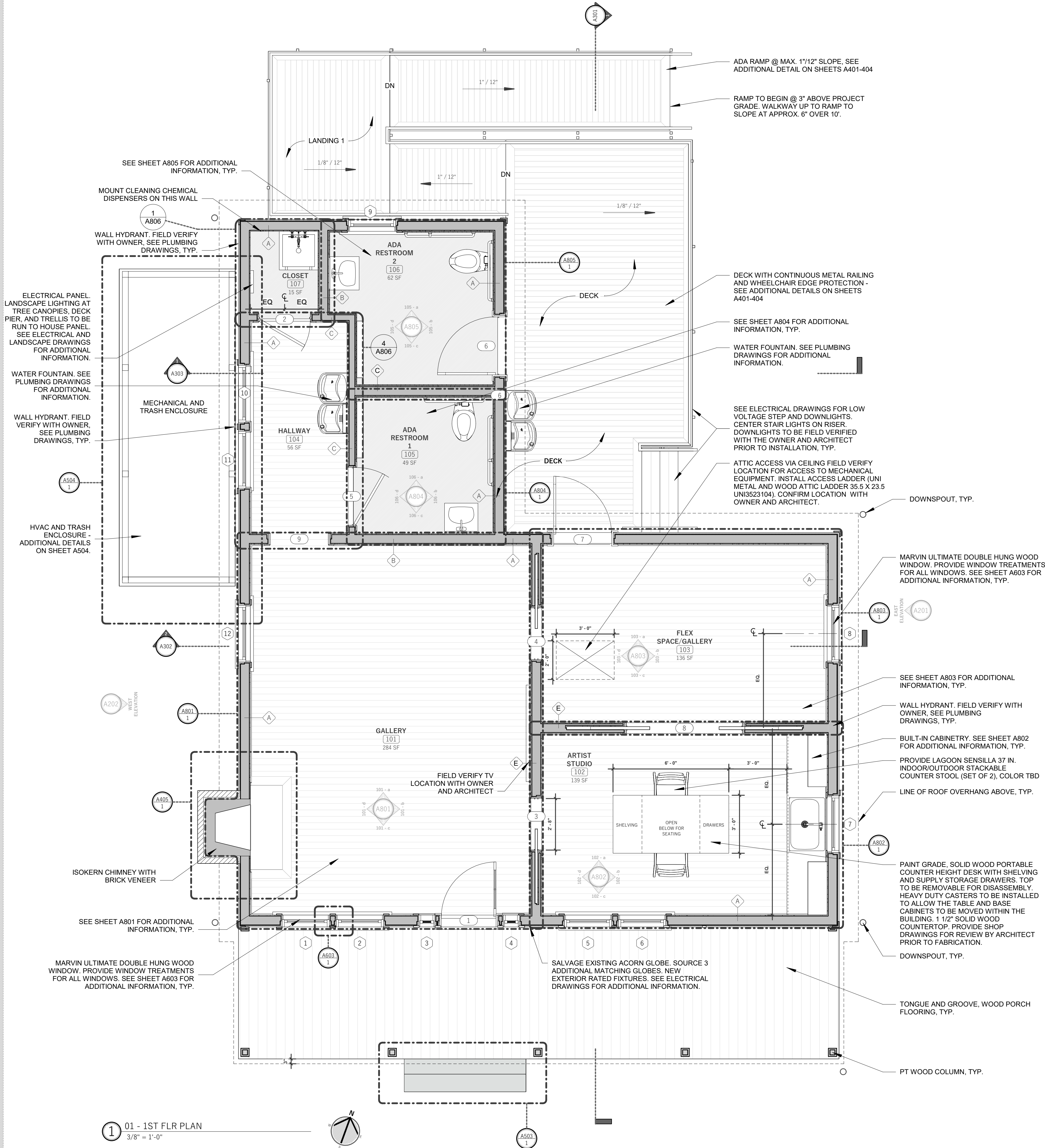
Capital Improvements Program Fund Project Data Sheet									
Project Name	Sarah Riley Hooks Cottage						Project #	F0004	
Program Type	Facilities	Project Manager	Pat Rooney				Start to End	FY2023 - FY2026	
Project Scope					Project Photo or Map				
<p>The Town of Bluffton purchased the Sarah Riley Hooks Cottage property consisting of .896 acres at 76 Bridge Street. This purchase will provide additional public open space in the Historic District and access to Huger Cove. Surveying, conceptual master and preservation plans were completed in FY 23 to determine the highest and best public use of the land and cottage. Final plans are underway for the cottage rehabilitation and site development improvements.</p>									
Project Budget									
	Prior Years' Expended	FY2024 Revised Budget	FY2024 Estimate	FY2025 Proposed Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Project Forecast
Planning	\$ 15,510.00	\$ 47,000	\$ 16,000	\$ 31,490	\$ -	\$ -	\$ -	\$ -	\$ 63,000
Design	107,466	154,215	126,000	78,625	-	-	-	-	312,091
Construction	373.82	163,217	-	1,336,432	-	-	-	-	1,336,806
Other	-	-	-	10,000.00	-	-	-	-	10,000
Total	\$ 123,350	\$ 364,432	\$ 142,000	\$ 1,456,547	\$ -	\$ -	\$ -	\$ -	\$ 1,721,897
Project Funding Sources									
	Prior Years' Expended	FY2024 Revised Budget	FY2024 Estimate	FY2025 Proposed Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Project Forecast
Hospitality Tax	\$ 26,465	\$ 45,680	\$ 183,000	\$ 893,215	\$ -	\$ -	\$ -	\$ -	\$ 1,102,680
CIP Fund Balance	-	-	-	518,217	-	-	-	-	518,217
									-
									-
Total	\$ 26,465	\$ 45,680	\$ 183,000	\$ 1,411,432	\$ -	\$ -	\$ -	\$ -	\$ 1,620,897
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> Guiding Principal #1: Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy. <i>Infrastructure</i> Guiding Principle #3: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p>					<p>Sarah Riley Hooks Cottage construction documents and permitting to be complete in FY24. The cottage reconstruction is planned to begin in FY25, subject to budget approval. Site work will follow cottage construction and will begin in FY26.</p>				
Project Origination					Project Performance Measures				
FY 2021-2022 Strategic Plan					The purchase of this parcel aligns with the Strategic Plan Guiding Principals to preserve significant open space and environmental resources within the Town.				
General Fund Operations and Maintenance (O&M) Costs									
	Description	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Forecast		
Operations	TBD				\$ 3,000	\$ 3,000	\$ 6,000		
Maintenance					5,000	10,000	15,000		
Total		\$ -	\$ -	\$ -	\$ 8,000	\$ 13,000	\$ 21,000		
Method for Estimating Costs: Costs were based on quotes and historical costs data of similar projects.									



1 01 - 1ST FLR PLAN
3/8" = 1'-0"



SCALE SHOWN ON DRAWINGS IS ONLY CORRECT IF THIS SHEET IS PRINTED AT 24"x36"



FLOOR PLAN LEGEND

Room name		
101	150 SF	ROOM NUMBER REFER TO ROOM FINISH SCHEDULE
101		EXISTING DOOR NUMBER (SALVAGED MATERIAL) REFER TO DOOR SCHEDULE
ND#		NEW DOOR NUMBER REFER TO DOOR SCHEDULE
#		EXISTING WINDOW NUMBER (SALVAGED MATERIAL) REFER TO WINDOW SCHEDULE
N#		NEW WINDOW NUMBER REFER TO WINDOW SCHEDULE
3		NEW CONSTRUCTION NUMBERED NOTE REFER TO DESCRIPTIONS ON THIS PAGE
		TILE FLOORING
		TONGUE AND GROOVE WOOD FLOORING

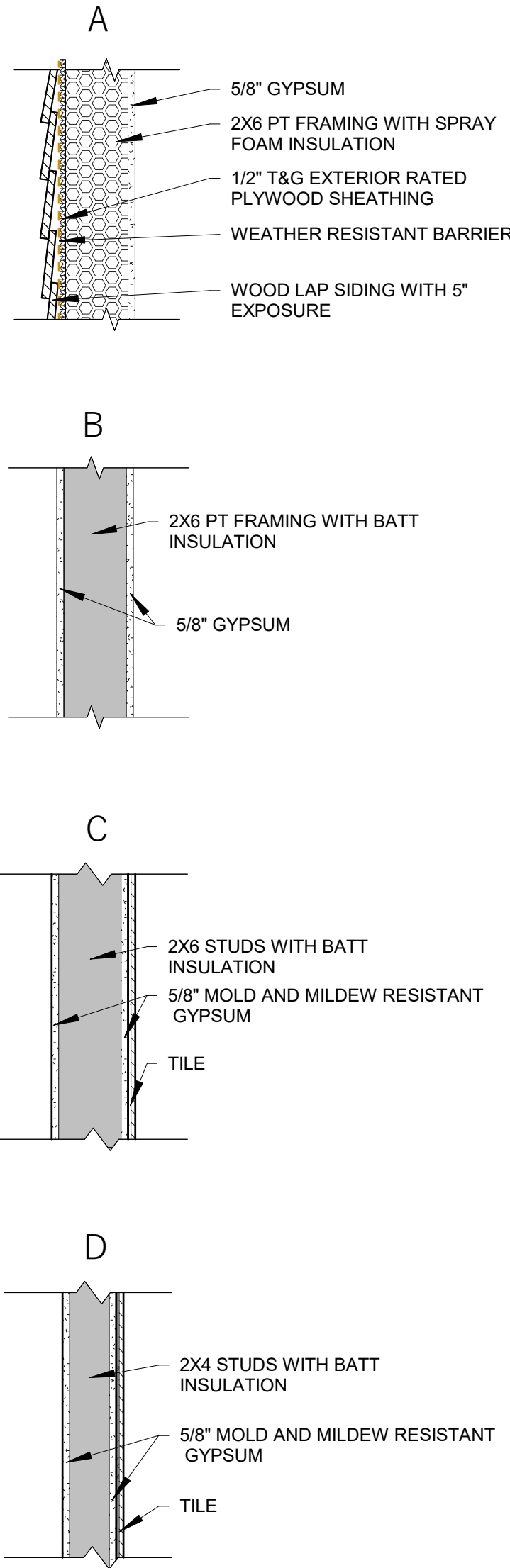
GENERAL CONSTRUCTION NOTES

- THE INTENT OF THE PROJECT IS TO SALVAGE SOUND HISTORIC MATERIALS AND REPLACE THE COMPROMISED STRUCTURAL SYSTEMS IN THE ORIGINAL FOOTPRINT OF THE HOUSE. SALVAGED HISTORIC MATERIALS WILL BE REINSTALLED ONCE THE NEW STRUCTURAL SYSTEMS ARE IN PLACE. LATER ADDITIONS TO THE BUILDING WILL NOT BE REBUILT. SEE PLANS.
 - SALVAGE SOUND HISTORIC MATERIALS FROM BUILDING PRIOR TO STARTING WORK.
 - REMOVE THE COMPROMISED STRUCTURAL SYSTEMS IN THE ORIGINAL FOOTPRINT OF THE BUILDING. MATERIALS NOT SCHEDULED TO BE SALVAGED TO BE REMOVED. REMOVE THE LATER BUILDING ADDITIONS IN THEIR ENTIRETY.
 - CONSTRUCT AND RESTORE THE BUILDING TO ITS ORIGINAL FOOTPRINT WITHOUT LATER ADDITIONS. INTEGRATE THE HISTORIC MATERIALS SALVAGED FROM THE BUILDING.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS AND APPROVALS FROM ALL PUBLIC AUTHORITIES HAVING JURISDICTION.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ALL WORK IS IN COMPLIANCE WITH THE PLANS, SPECIFICATIONS, AND ALL CURRENT ADOPTED BUILDING CODES, ORDINANCES, AND REGULATIONS OF ALL PUBLIC AUTHORITIES HAVING JURISDICTION. CONTRACTOR SHALL BE FAMILIAR WITH PROVISIONS OF ALL APPLICABLE CODES AND SHALL ENSURE THE COMPLIANCE OF THE WORK WITH ALL LOCAL, STATE, AND FEDERAL CODES, TRADE STANDARDS AND MANUFACTURERS' RECOMMENDATIONS. IN THE EVENT OF CONFLICT BETWEEN LOCAL, STATE, AND NATIONAL CODES, THE MORE STRINGENT SHALL GOVERN. REFERENCE HAZARDOUS MATERIALS REPORT FOR LOCATION OF HAZARDOUS MATERIALS. CONTRACTOR IS RESPONSIBLE FOR REMOVAL WHERE RELEVANT TO SCOPE OF WORK.
 - REFER TO SPECIFICATIONS IN THE PROJECT MANUAL FOR ADDITIONAL INFORMATION.
- THE EXISTING BUILDING IS HISTORIC. SPECIAL CARE SHALL BE TAKEN TO PROTECT THE ELEMENTS SCHEDULED TO BE SALVAGED. NEW MATERIAL MUST MATCH THE ORIGINAL IN LOCATION, SIZE, MATERIAL, PROFILE (WHERE APPLICABLE) AND INSTALLATION METHOD UNLESS OTHERWISE NOTED.
- THE SITE IS LOCATED IN A RESIDENTIAL AREA. CONSTRUCTION EQUIPMENT NOISE SHALL BE MINIMIZED DURING THE CONSTRUCTION PHASES BY MUFFLING AND SHIELDING IMPACT TOOLS WHENEVER POSSIBLE.
- BEFORE CONSTRUCTION BEGINS, THE CONTRACTOR SHALL VISIT THE SITE TO VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS AND SHALL NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.
- THE GENERAL CONTRACTOR SHALL VERIFY AND ASSUME RESPONSIBILITY FOR ALL DIMENSIONS AND SITE CONDITIONS, AS WELL AS INSPECT THE PREMISES AND TAKE NOTE OF EXISTING CONDITIONS PRIOR TO SUBMITTING PRICES. NO CLAIM SHALL BE ALLOWED FOR PROBLEMS WHICH COULD HAVE BEEN REASONABLY PREVENTED BY A THOROUGH EXAMINATION.
- IF THE CONTRACT DRAWINGS ARE FOUND TO BE UNCLEAR, AMBIGUOUS OR CONTRADICTORY, THE CONTRACTOR SHALL REQUEST CLARIFICATION FROM THE ARCHITECT IN WRITING BEFORE PROCEEDING WITH THAT PART OF THE WORK.
- THE GENERAL CONTRACTOR SHALL MAINTAIN A CURRENT AND COMPLETE SET OF DRAWINGS ON THE JOB SITE DURING ALL PHASES OF CONSTRUCTION. ALL SUBCONTRACTORS SHALL BE PROVIDED WITH A SET OF DRAWINGS.
- REFERENCE ENLARGED FLOOR PLANS AND ELEVATIONS FOR ADDITIONAL INFORMATION.
- REFERENCE ENGINEERING DRAWINGS FOR ADDITIONAL INFORMATION.
- ALL CONSTRUCTION SHALL BE TRUE, PLUMB, LEVEL, SQUARE, AND IN PROPER ALIGNMENT.

SQUARE FOOTAGE REPORT - NEW

ROOM NUMBER	ROOM NAME	CONDITIONED	AREA
01 - 1ST FLR FINISH			
101	GALLERY	Yes	284 SF
102	ARTIST STUDIO	Yes	139 SF
103	FLEX SPACE/GALLERY	Yes	136 SF
104	HALLWAY	Yes	56 SF
105	ADA RESTROOM 1	Yes	49 SF
106	ADA RESTROOM 2	Yes	62 SF
107	CLOSET	Yes	15 SF
Grand total			740 SF

WALL TYPE LEGEND



NOTES (TERMITE TREATMENT, TERMITE BOND, SYSTEMS LAYOUT, BLOWER DOOR TESTING, AIR SEALING REQUIREMENTS):

- PRE-TREAT SOILS FOR TERMITES PRIOR TO INSTALLING NEW FOUNDATIONS.
- PROVIDE TERMITE TREATMENT BOND PER SPECIFICATIONS AND VISUAL INSPECTION REQUIREMENTS FOR BONDED TERMITE POLICY.
- CONTRACTOR TO CONFIRM LAYOUT OF SPRINKLER SYSTEM (IF APPLICABLE), LIGHTING, EMERGENCY FIXTURES, AND MECHANICAL EQUIPMENT PRIOR TO INSTALLATION.
- PERFORM BLOWER DOOR TESTS: THREE (3) REQUIRED. 1-FOLLOWING INSTALLATION OF AIR & MOISTURE BARRIER AND SEALING ALL EXTERIOR PENETRATIONS, BEFORE INSULATING 2-AFTER SYSTEMS ARE UP AND RUNNING AND 3-BEFORE TURNING THE HOUSE OVER TO THE OWNER.
- INSTALL AEROSOL-APPLIED, INTERIOR-SURFACE SEALANT FOR AIR SEALING. BASIS OF DESIGN AEROBARRIER. THE INTENT IS TO SEAL ALL REMAINING GAPS IN THE BUILDING ENVELOPE PRIOR TO THE APPLICATION OF INTERIOR FINISHES. SEE ADDITIONAL INFORMATION ABOUT THE INSTALLATION INCLUDED IN THE PROJECT MANUAL.



SARAH RILEY HOOKS
COTTAGE PROJECT

76 Bridge Street
Bluffton, SC 29910

BID DOCUMENTS

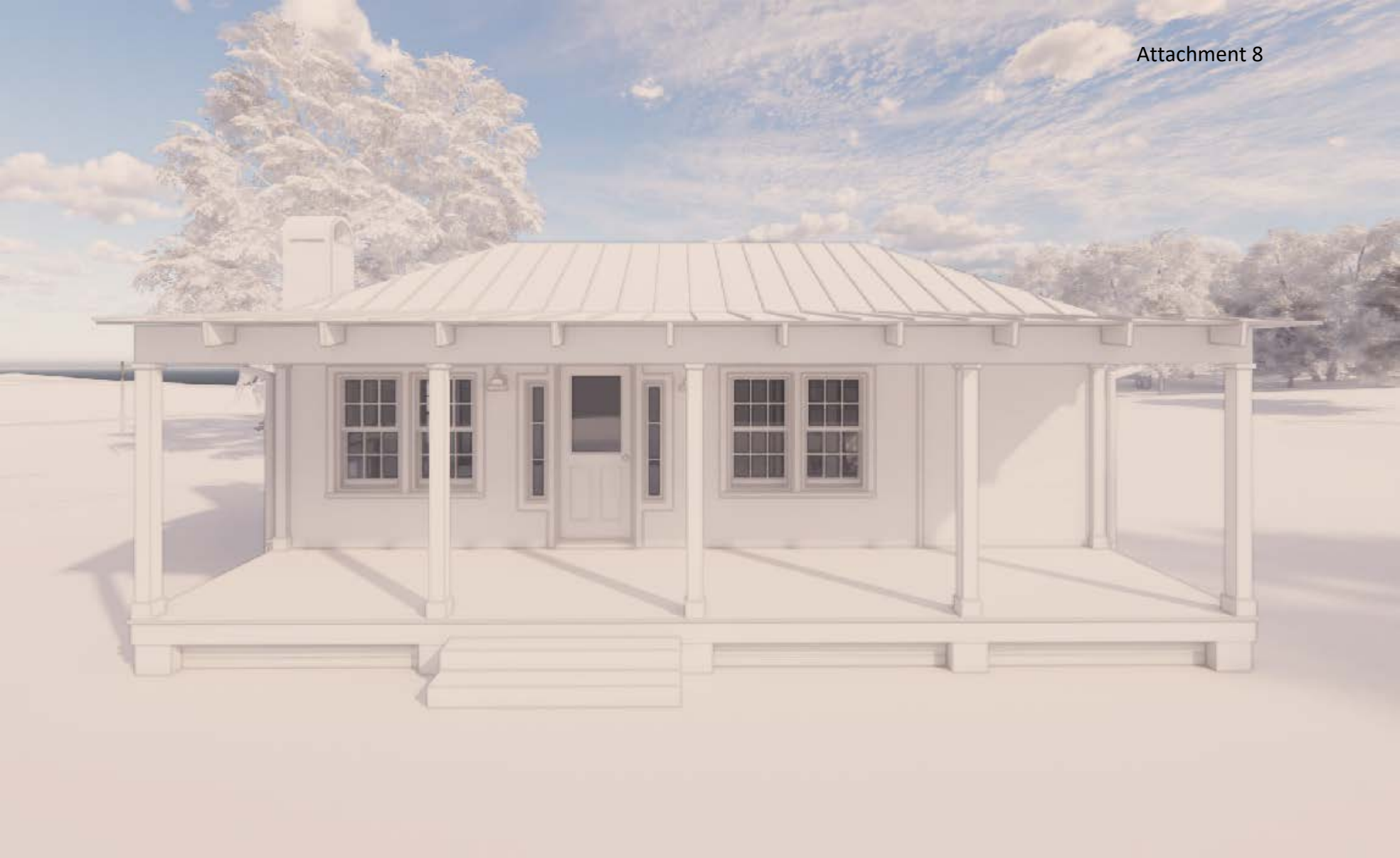
PROJ. NO. 22-0140
ISSUE DATE: 02/21/2025

REVISIONS

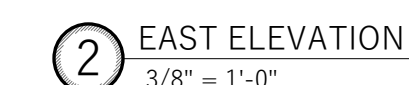
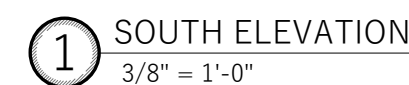
#	DATE	NOTES
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PROPOSED 1ST
FLR PLAN

A101



- A. THE INTENT OF THE PROJECT IS TO SALVAGE SOUND HISTORIC MATERIALS AND REPLACE THE COMPROMISED STRUCTURAL SYSTEMS IN THE ORIGINAL FOOTPRINT OF THE HOUSE. SALVAGED HISTORIC MATERIALS WILL BE REINSTALLED ONCE THE NEW STRUCTURAL SYSTEMS ARE IN PLACE. LATER ADDITIONS TO THE BUILDING WILL NOT BE REBUILT. SEE PLANS.
- A. SALVAGE SOUND HISTORIC MATERIALS FROM BUILDING PRIOR TO STARTING WORK.
- B. REMOVE THE COMPROMISED STRUCTURAL SYSTEMS IN THE ORIGINAL FOOTPRINT OF THE BUILDING. MATERIALS NOT SCHEDULED TO BE SALVAGED TO BE REMOVED. REMOVE THE LATER BUILDING ADDITIONS IN THEIR ENTIRETY.
- C. CONSTRUCT AND RESTORE THE BUILDING TO ITS ORIGINAL FOOTPRINT WITHOUT LATER ADDITIONS. INTEGRATE THE HISTORIC MATERIALS SALVAGED FROM THE BUILDING.
- B. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS AND APPROVALS FROM ALL PUBLIC AUTHORITIES HAVING JURISDICTION.
- C. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ALL WORK IS IN COMPLIANCE WITH THE PLANS, SPECIFICATIONS, AND ALL CURRENT ADOPTED BUILDING CODES, ORDINANCES, AND REGULATIONS OF ALL PUBLIC AUTHORITIES HAVING JURISDICTION. CONTRACTOR SHALL BE FAMILIAR WITH PROVISIONS OF ALL APPLICABLE CODES AND SHALL ENSURE THE COMPLIANCE OF THE WORK WITH ALL LOCAL, STATE, AND FEDERAL CODES, TRADE STANDARDS AND MANUFACTURER'S RECOMMENDATIONS. IN THE EVENT OF CONFLICT BETWEEN LOCAL, STATE, AND NATIONAL CODES, THE MORE STRINGENT SHALL GOVERN. REFERENCE HAZARDOUS MATERIALS REPORT FOR LOCATION OF HAZARDOUS MATERIALS. CONTRACTOR IS RESPONSIBLE FOR REMOVAL WHERE RELEVANT TO SCOPE OF WORK.
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- G. THE GENERAL CONTRACTOR SHALL VERIFY AND ASSUME RESPONSIBILITY FOR ALL DIMENSIONS AND SITE CONDITIONS, AS WELL AS INSPECT THE PREMISES AND TAKE NOTE OF EXISTING CONDITIONS PRIOR TO SUBMITTING PRICES. NO CLAIM SHALL BE ALLOWED FOR PROBLEMS WHICH COULD HAVE BEEN REASONABLY PREVENTED BY A THOROUGH EXAMINATION.
- H. IF THE CONTRACT DRAWINGS ARE FOUND TO BE UNCLEAR, AMBIGUOUS OR CONTRADICTIONARY, THE CONTRACTOR SHALL REQUEST CLARIFICATION FROM THE ARCHITECT IN WRITING BEFORE PROCEEDING WITH THAT PART OF THE WORK.
- I. THE GENERAL CONTRACTOR SHALL MAINTAIN A CURRENT AND COMPLETE SET OF DRAWINGS ON THE JOB SITE DURING ALL PHASES OF CONSTRUCTION. ALL SUBCONTRACTORS SHALL BE PROVIDED WITH A SET OF DRAWINGS.
- J. REFERENCE ENLARGED FLOOR PLANS AND ELEVATIONS FOR ADDITIONAL INFORMATION.
- K. REFERENCE ENGINEERING DRAWINGS FOR ADDITIONAL INFORMATION.
- L. ALL CONSTRUCTION SHALL BE TRUE, PLUMB, LEVEL, SQUARE, AND IN PROPER ALIGNMENT.



GENERAL CONSTRUCTION NOTES

- A. THE INTENT OF THE PROJECT IS TO SALVAGE SOUND HISTORIC MATERIALS AND REPLACE THE COMPROMISED STRUCTURAL SYSTEMS IN THE ORIGINAL FOOTPRINT OF THE HOUSE. SALVAGED HISTORIC MATERIALS WILL BE REINSTALLED ONCE THE NEW STRUCTURAL SYSTEMS ARE IN PLACE. LATER ADDITIONS TO THE BUILDING WILL NOT BE REBUILT. SEE PLANS.
- A. SALVAGE SOUND HISTORIC MATERIALS FROM BUILDING PRIOR TO STARTING WORK.
- B. REMOVE THE COMPROMISED STRUCTURAL SYSTEMS IN THE ORIGINAL FOOTPRINT OF THE BUILDING. MATERIALS NOT SCHEDULED TO BE SALVAGED TO BE REMOVED. REMOVE THE LATER BUILDING ADDITIONS IN THEIR ENTIRETY.
- C. CONSTRUCT AND RESTORE THE BUILDING TO ITS ORIGINAL FOOTPRINT WITHOUT LATER ADDITIONS. INTEGRATE THE HISTORIC MATERIALS SALVAGED FROM THE BUILDING.
- B. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS AND APPROVALS FROM ALL PUBLIC AUTHORITIES HAVING JURISDICTION.
- C. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ALL WORK IS IN COMPLIANCE WITH THE PLANS, SPECIFICATIONS, AND ALL CURRENT ADOPTED BUILDING CODES, ORDINANCES, AND REGULATIONS OF ALL PUBLIC AUTHORITIES HAVING JURISDICTION. CONTRACTOR SHALL BE FAMILIAR WITH PROVISIONS OF ALL APPLICABLE CODES AND SHALL ENSURE THE COMPLIANCE OF THE WORK WITH ALL LOCAL, STATE, AND FEDERAL CODES, TRADE STANDARDS AND MANUFACTURER'S RECOMMENDATIONS. IN THE EVENT OF CONFLICT BETWEEN LOCAL, STATE, AND NATIONAL CODES, THE MORE STRINGENT SHALL GOVERN. REFERENCE HAZARDOUS MATERIALS REPORT FOR LOCATION OF HAZARDOUS MATERIALS. CONTRACTOR IS RESPONSIBLE FOR REMOVAL WHERE RELEVANT TO SCOPE OF WORK.
- A. REFER TO SPECIFICATIONS IN THE PROJECT MANUAL FOR ADDITIONAL INFORMATION.
- D. THE EXISTING BUILDING IS HISTORIC. SPECIAL CARE SHALL BE TAKEN TO PROTECT THE ELEMENTS SCHEDULED TO BE SALVAGED. NEW MATERIAL MUST MATCH THE ORIGINAL IN LOCATION, SIZE, MATERIAL, PROFILE (WHERE APPLICABLE) AND INSTALLATION METHOD UNLESS OTHERWISE NOTED.
- E. THE SITE IS LOCATED IN A RESIDENTIAL AREA. CONSTRUCTION EQUIPMENT NOISE SHALL BE MINIMIZED DURING THE CONSTRUCTION PHASES BY MUFFLING AND SHIELDING IMPACT TOOLS WHENEVER POSSIBLE.
- F. BEFORE CONSTRUCTION BEGINS, THE CONTRACTOR SHALL VISIT THE SITE TO VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS AND SHALL NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.
- G. THE GENERAL CONTRACTOR SHALL VERIFY AND ASSUME RESPONSIBILITY FOR ALL DIMENSIONS AND SITE CONDITIONS, AS WELL AS INSPECT THE PREMISES AND TAKE NOTE OF EXISTING CONDITIONS PRIOR TO SUBMITTING PRICES. NO CLAIM SHALL BE ALLOWED FOR PROBLEMS WHICH COULD HAVE BEEN REASONABLY PREVENTED BY A THOROUGH EXAMINATION.
- H. IF THE CONTRACT DRAWINGS ARE FOUND TO BE UNCLEAR, AMBIGUOUS OR CONTRADICTORY, THE CONTRACTOR SHALL REQUEST CLARIFICATION FROM THE ARCHITECT IN WRITING BEFORE PROCEEDING WITH THAT PART OF THE WORK.
- I. THE GENERAL CONTRACTOR SHALL MAINTAIN A CURRENT AND COMPLETE SET OF DRAWINGS ON THE JOB SITE DURING ALL PHASES OF CONSTRUCTION. ALL SUBCONTRACTORS SHALL BE PROVIDED WITH A SET OF DRAWINGS.
- J. REFERENCE ENLARGED FLOOR PLANS AND ELEVATIONS FOR ADDITIONAL INFORMATION.
- K. REFERENCE ENGINEERING DRAWINGS FOR ADDITIONAL INFORMATION.
- L. ALL CONSTRUCTION SHALL BE TRUE, PLUMB, LEVEL, SQUARE, AND IN PROPER ALIGNMENT.



SARAH RILEY HOOKS
COTTAGE PROJECT

76 Bridge Street
Bluffton, SC 29910

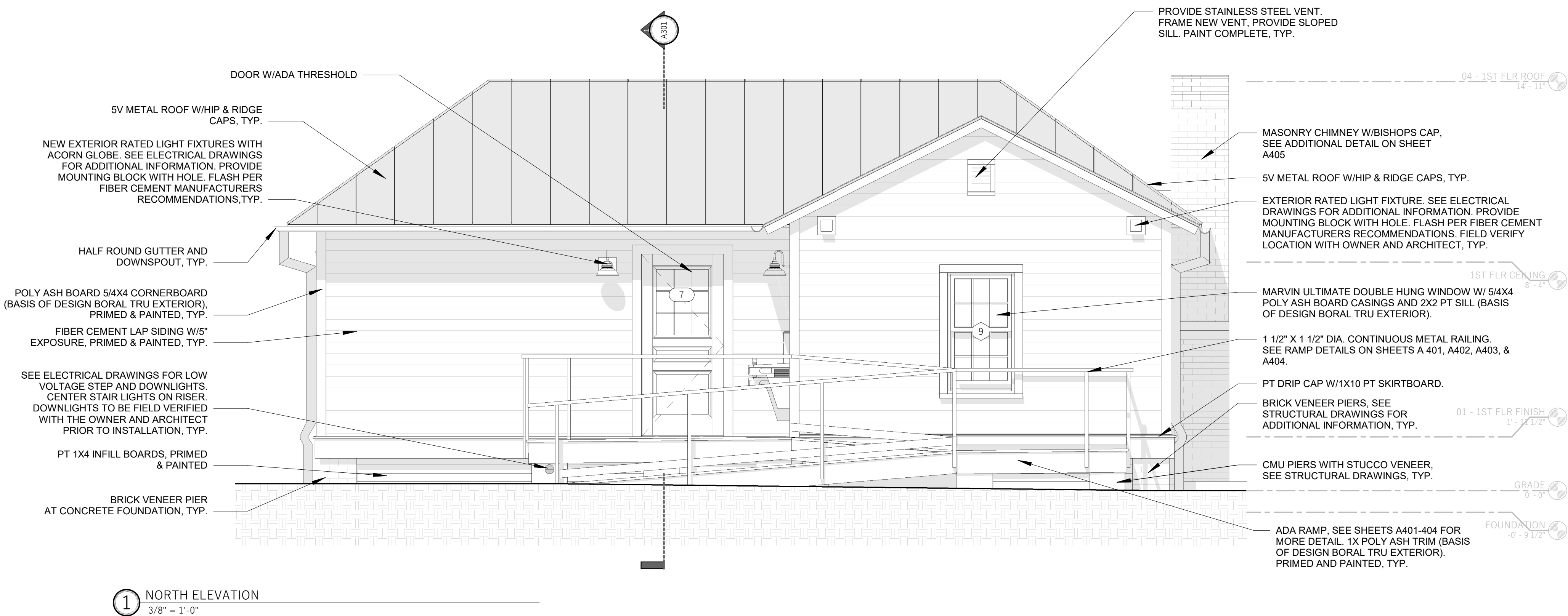
BID
DOCUMENTS

PROJ. NO. 22-0140
ISSUE DATE: 02/21/2025

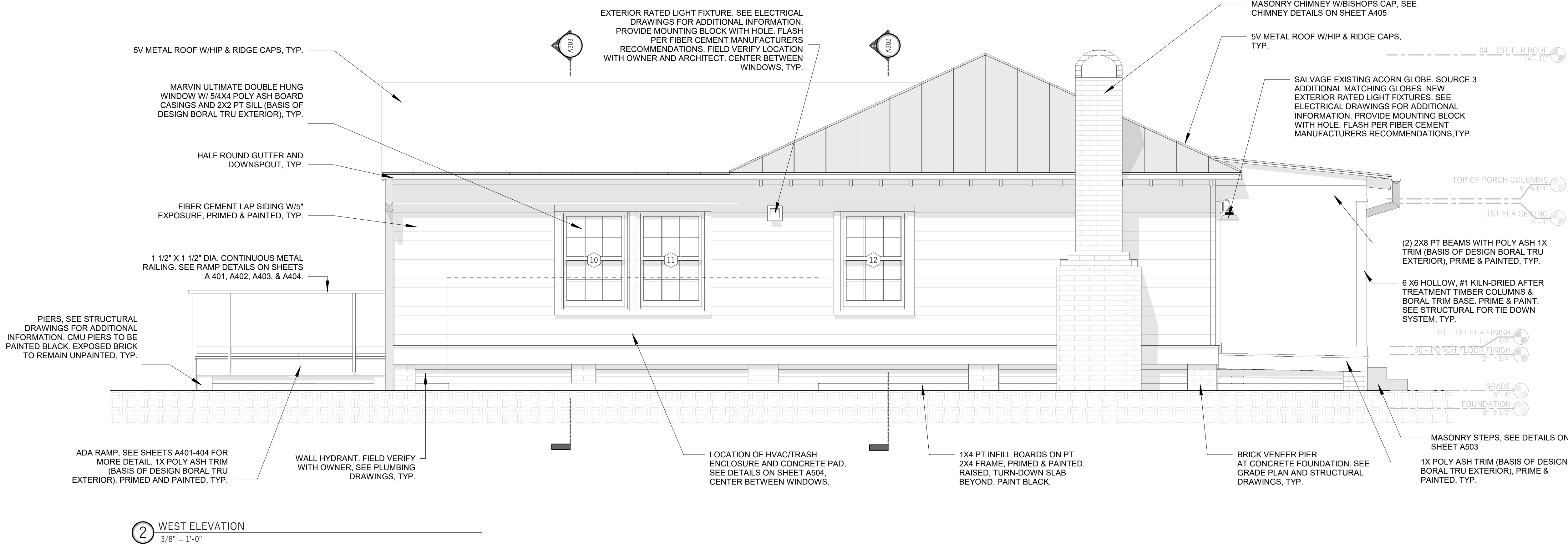
REVISIONS		
#	DATE	NOTES

BUILDING
ELEVATIONS

A202



1 NORTH ELEVATION
3/8" = 1'-0"



2 WEST ELEVATION
3/8" = 1'-0"



LAND AND LEGACY

THE RILEY FAMILY PROPERTY

The Michael C. Riley House, built around 1940 by Mr. Michael Christopher Riley, later became the Sarah Riley Hooks Cottage after being inherited by his daughter. Sarah lived at the property as a child and then raised her family there. Her son, Anthony 'Tony' Hooks, once played with Sly and The Family Stone. The home and property's significance to the Bluffton lies in the legacy of the Riley family.



The old Sarah Riley Hooks Cottage in 2023, prior to its restoration

M.C. Riley (1873-1966)

COMMUNITY

Mr. Michael Christopher Riley, a respected businessman and Bluffton resident, was known for his intellect and community service. Mr. Riley was the first Black person appointed to the Beaufort County Board of Education and served as the Trustee. M.C. Riley's name is honored in several locations around the original square mile of Bluffton, including the M.C. Riley Sport Complex, which is located on land donated by Mr. Riley and housed two schools serving black students, and The Michael C. Riley Elementary School located on Burnt Church, built in 1991.

PERSONAL LIFE

After he graduated from Beach High School and Georgia State Industrial College (now Savannah State University), M.C. Riley owned and operated a restaurant and general store. He married Daisy A. McDowell (1890-1962) of Charleston, South Carolina in 1911. Mr. Riley's store, located on this very property, was nestled in front of the eight-room home where he raised his six children. The shop was famous for roasted peanuts that were by bought by "people from miles around."

MR. RILEY'S DOG

When Mr. Riley had to go down to the docks to get his freight from one of the steamboats, he left his bulldog in charge of the store while he was gone. "Little Joe, you mind the store till I get back," he would tell him. No one dared enter the building while Joe sat in the doorway. The little black dog would also follow his master to church, "but was not allowed in, because he snorted so loud."



Sarah Riley Hooks (1921-2022)

M.C. Riley's daughter, Sarah Riley Hooks, was born on the property in 1921, the town said. The only one of the children to stay in Bluffton, she lived in the family home her entire life and was one of the first home health care nurses in Bluffton. Sarah was known for her kindness and big personality. She married WB Hooks, who was in the baking business.



Tony Hooks (1955-1988)

Former lead guitarist for Sly and the Family Stone and the Ohio Players, Anthony was known for his talent and sweet personality. He studied pre-medicine, earning a biology degree and music minor from Savannah State College. Though he couldn't afford medical school, he found success as a musician. Tragically, his promising life was cut short when he was shot at 32.

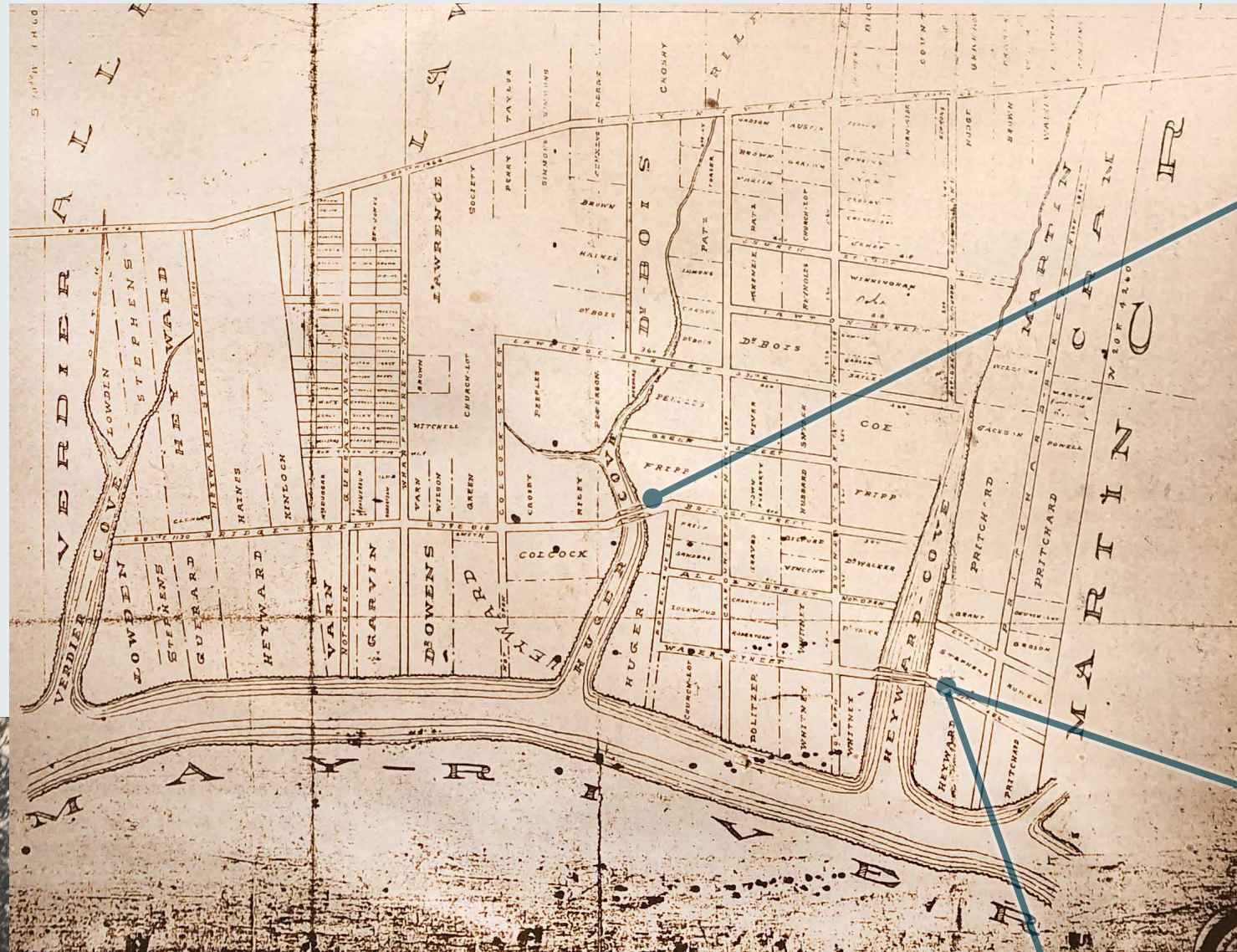


THE COVE CONNECTIONS

BLUFFTON COVE CROSSINGS

In the late 19th and early 20th centuries, the original one-square-mile Town of Bluffton was intersected by three tidal coves: Verdier, Huger, and Heyward. To navigate these coves, the community constructed bridges and pedestrian pathways, locally known as skids.

A historic photo of the bridge in oldtown



A 1913 map of Bluffton showing the three coves and their skid crossings

Verdier Cove

It is rumored that a bridge once spanned Verdier Cove, but no photographs or documentation have been found to confirm its existence.



Huger Cove

The bridge spanning Huger Cove (pronounced you-JEE) was built to support vehicular traffic, offering vital access across tidal waters. Standing here, you are looking over Huger Cove. The modern footbridge here pays tribute to the historic 'skids' that once crossed many coves in Bluffton and the surrounding areas.



Heyward Cove

The 1913 map shows a pedestrian bridge, or 'skid,' crossing Heyward Cove at Water Street. These simple footbridges were crucial for connecting Bluffton's growing town. The Heyward Cove skid remained in use until it was destroyed by a hurricane in 1940.



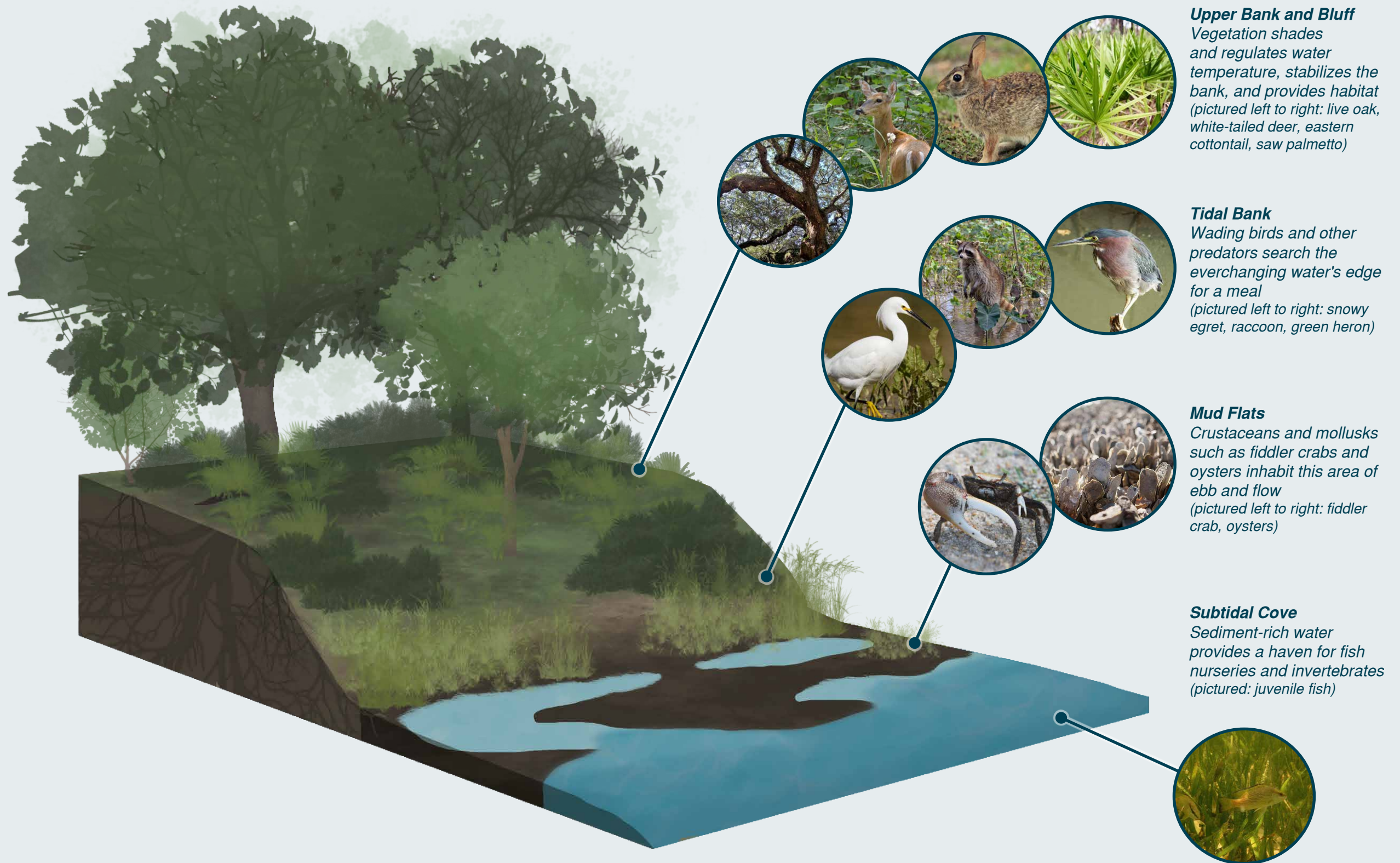
TEEMING TIDE ECOLOGY

Geography

This property sits on a high bluff overlooking Huger Cove, one of three tidal coves in Bluffton's Historic District. Huger Cove begins at a natural spring near May River Road and flows to the May River, just south of Bridge Street. The coves play a crucial role in Bluffton's drainage system, helping protect upland properties from flooding during storms.

Ecology

Huger Cove's tidal ecosystem changes with each tide: high tide fills the basins, while low tide drains the basin to expose mudflats and shallow pools. This dynamic environment supports wildlife such as crabs, clams, mussels, and fish, which attract wading birds and upland animals to forage along the cove's edges. Dense maritime vegetation, including live oaks with expansive root systems, stabilizes the cove's banks, prevents erosion, and provides shade and habitat for wildlife.



Bluffton Walking Tour

- ★ The Heyward House Museum & Welcome Center**
Built 1841. Museum open to the public, 70 Boundary Street
- 2 The Fripp House**
Built c. 1835, renovated 1998. Private residence, 48 Bridge Street
- 3 The Card House**
Built c. 1825, renovated 1998. Private residence, 34 Bridge Street
- 4 Pritchard House**
Built 1890, restored 1996. Private residence, 131 Pritchard Street
- 5 The Bluff**
Built 1883, rebuilt c. 1921. Private residence, 132 Pritchard Street
- 6 Pine House**
Built 1898. Private residence, 85 Bridge Street
- 7 Squire Pope's Carriage House/Summer Kitchen**
Built c. 1850, joined c. 1865. Private residence, 111 Calhoun Street
- 8 The Church of the Cross**
Built 1857. Episcopal Church, 110 Calhoun Street
- 9 Huger-Gordon House**
Built c. 1795. Private residence, 9 Water Street
- 10 Allen-Lockwood House**
Built c. 1850. 94 Calhoun Street
- 11 Seven Oaks**
Built c. 1850. 82 Calhoun Street
- 12 Graves House**
Built 1915, renovated 2016. Private residence, 85 Calhoun Street
- 13 Fripp-Lowden House**
Built 1909. 80 Calhoun Street
- 14 Colcock-Teel House**
Built 1890. BHPS Headquarters, 46 Colcock Street
- 15 Cedar Bluff**
Built 1890, renovated 2015. Private residence, 53 Colcock Street
- 16 Bluffton Oyster Factory**
Original structure built c. 1900. Current structure built 1954. Commercial business, 63 Wharf Street
- 17 Garvin-Garvey House**
Built c. 1870. Interpretive Center, 101 Bridge Street
- 18 Orage Cottage**
Built c. 1930. Private residence, 92 Bridge Street
- 19 The Peeples Store**
Built 1904. Retail store, 56 Calhoun Street
- 20 John A. Seabrook House**
Built c. 1850s. Private residence, 47 Lawrence Street
- 21 Carson Cottage**
Built c. 1890, restored 2007. Commercial business, 38 Calhoun Street
- 22 Daniel H. Heyward, Sr. House**
Built 1914, restored 1998. Private offices, 32 Calhoun Street
- 23 Patz Brothers' House**
Built 1892, restored 1995. Private residence, 26 Calhoun Street
- 24 Planter's Mercantile**
Built c. 1890. Private offices & residence, 20 Calhoun Street
- 25 The Bruin House**
Built c. 1910. Private residence, Hwy. 46 & Goethe Road
- 26 Cordray House**
Built c. 1910. Private residence, Hwy. 46 & Calhoun Street
- 27 Campbell Chapel A.M.E. Church**
Built 1853. African Methodist Episcopal Church, 23 Boundary Street

START YOUR VISIT AT THE HEYWARD HOUSE MUSEUM & WELCOME CENTER

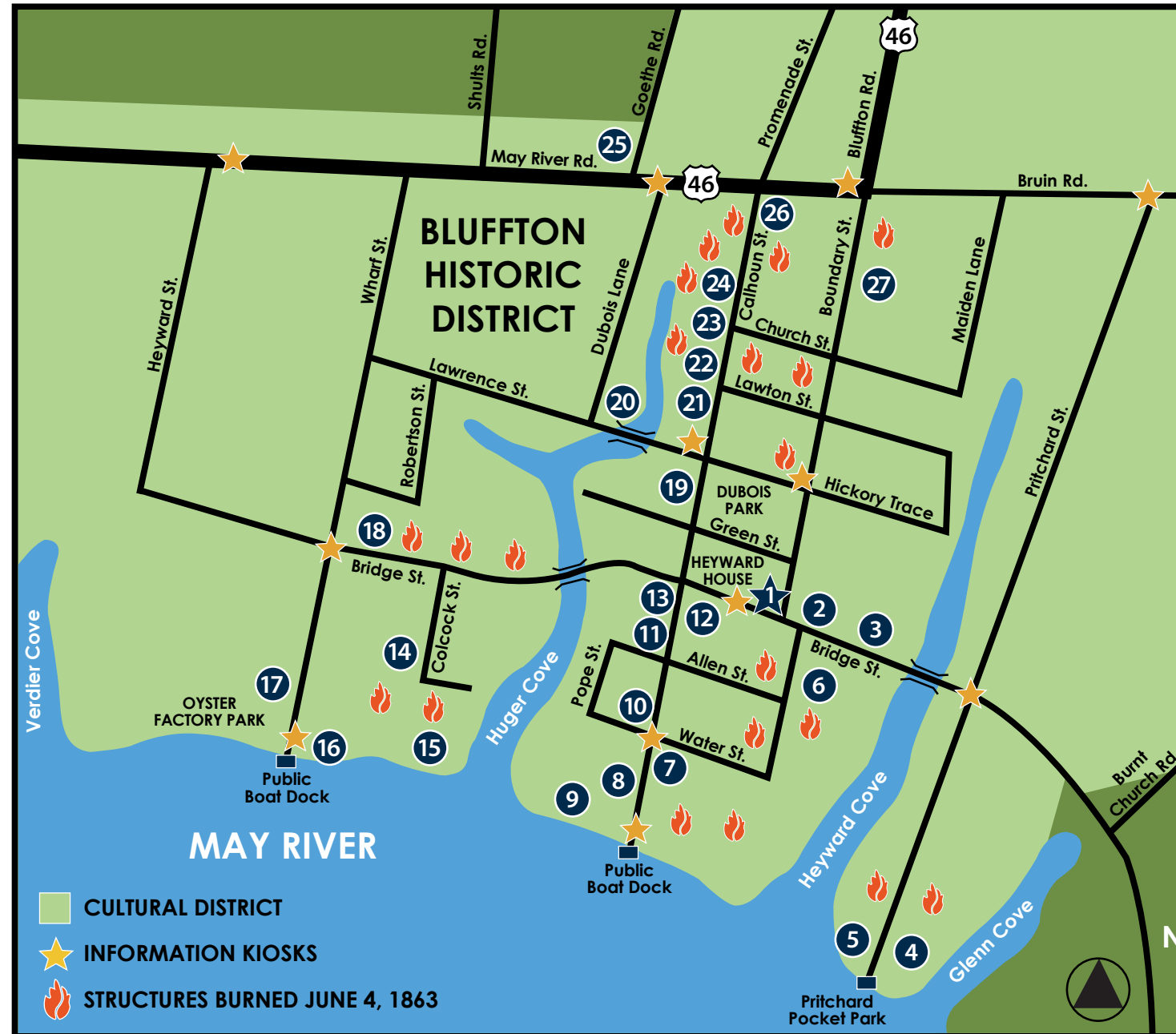
70 Boundary Street | M-F 10:00 AM - 5:00 PM, Sat 10:00 AM - 4:00 PM

The Heyward House is open to the public as a welcome center and for guided tours. Historic District Walking Tours are available.

Please call (843) 757-6293 or e-mail heywardhouse@gmail.com. You can also find them on Facebook at facebook.com/heywardhouse.

Bluffton, South Carolina

HISTORIC RIVERFRONT COMMUNITY



Experience

BLUFFTON'S CULTURAL DISTRICT

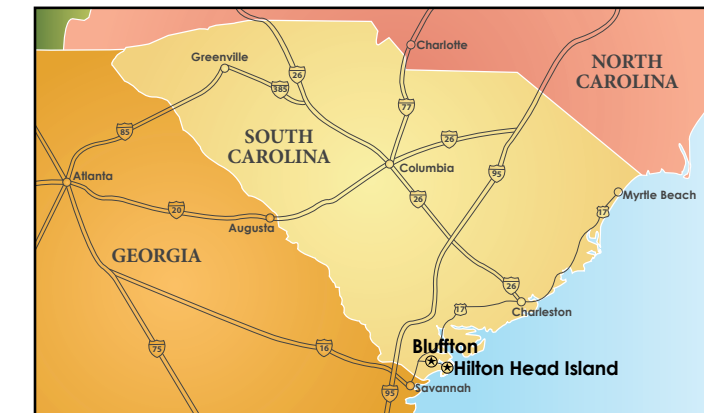
In 2016, Bluffton was designated a Cultural Arts District by the South Carolina Arts Commission. A Cultural District is an easily identifiable geographic area with a concentration of cultural facilities, activities and assets which serves as the center of cultural, artistic and economic activity.



Bluffton's cultural district spans from Bluffton Village south to the May River, and from Burnt Church Road west to Cahill's Market on May River Road. The area includes 120 cultural attractions and roughly three dozen annual festivals and events.

Explore Beyond Bluffton

Bluffton is the ideal hub-and-spoke destination for exploring the Lowcountry. Hilton Head Island, Daufuskie Island, Beaufort, Savannah and Charleston are just a day-trip away.



HILTON HEAD ISLAND-BLUFFTON
CHAMBER OF COMMERCE



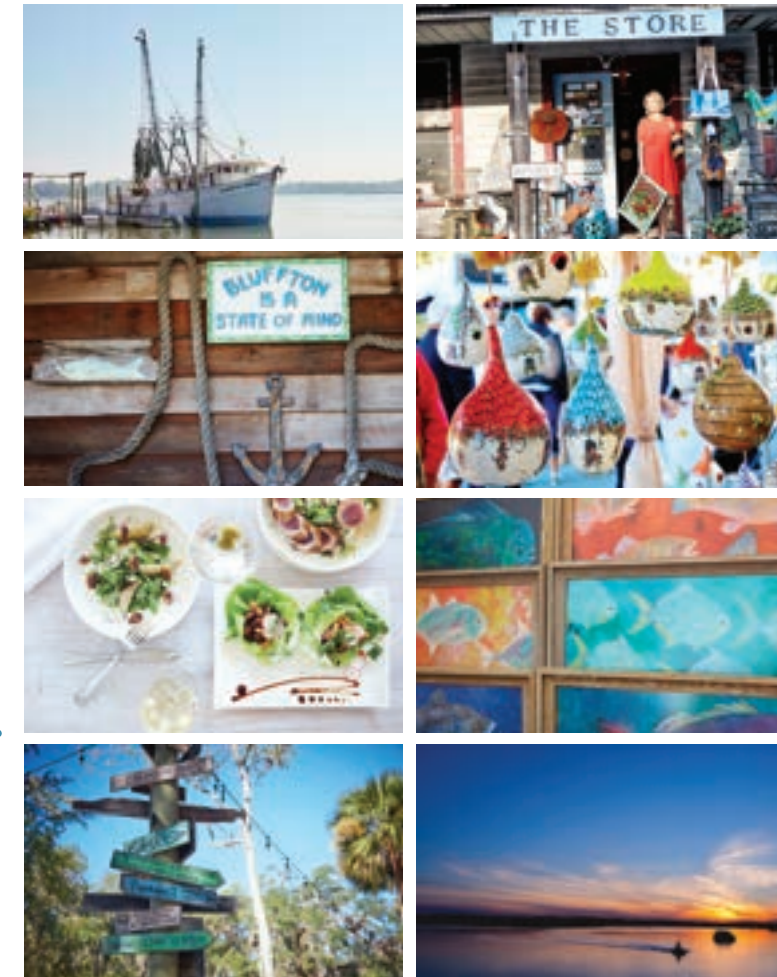
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Phone: 843-757-3673 | Email: info@visitbluffton.org
Website: visitbluffton.org

This material is based upon work assisted by a Preserve America Grant administered by the Department of the Interior National Park Service.

A WALKING TOUR THROUGH BLUFFTON'S OLD TOWN HISTORIC DISTRICT

bluffton

HEART OF THE LOWCOUNTRY™



VISITBLUFFTON.ORG

Bluffton History

Bluffton's birth and growth were intimately intertwined with the rise of the Lowcountry rice and cotton plantations during the antebellum period. Like other coastal communities, it provided a refuge from the harsher plantation environment that often manifested itself in



Calhoun Street

yellow fever and malaria outbreaks. The high bluffs facing the May River welcomed the comforting southerly winds, keeping the mosquitoes at bay and making sultry summer days bearable.

Bluffton's first small dwellings were constructed in the late 1700s on the river's bluffs. The Town was founded in 1825 and the layout of the town's streets in 1830 indicated that it had become a summer haven, and soon a commercial center for isolated plantations in the vicinity that received their goods from Savannah via the May River. Literally a hotbed for political rhetoric, in 1844, cries of secession were first given voice and debate here. With the Civil War raging and the eventual occupation of Hilton Head Island and Beaufort by Union Forces, the town was mostly abandoned by residents and utilized as a base for Confederate pickets observing Union troop movements. The town was pillaged by Union forces on several excursions up the May River and eventually burned on June 4, 1863.

Although the overall destruction was severe, 15 houses and two churches survived, including the c. 1841 Heyward House. By the turn of the century, the town again experienced growth with the opening of several hardware and dry-goods stores and the growth of a burgeoning oyster-harvesting business. Lowcountry residents returned to Bluffton, a place many continued to call home for the summer. The 1922 construction of the Houlihan Bridge from Port Wentworth SC Highway 17 ended commercial trade by water ushered in a new phase of Bluffton development, where again it became predominantly a summer getaway. On June 21, 1996, the Bluffton Historic District was listed in the National Register of Historic Places and on June 19, 2007, the local Old Town Bluffton Historic District was established. Over the past 50 years, it has attracted many full-time residents due to the livable, desirable historic character of Old Town Bluffton.



Sunday afternoon in Bluffton, c. 1900



★ Heyward House Museum & Welcome Center, 70 Boundary Street

This home was built in 1841 as a summer residence for John Cole, a local plantation owner schooled in the building trade. It is both a fine and well-preserved example of the Carolina Farmhouse style of architecture, a style brought to the colonies by planters from the British West Indies. The house boasts much of its original materials both on the interior and exterior. It also has two outbuildings, the slave cabin, parts of which are thought to be original and the reconstructed summer kitchen. Opened to the public by the Bluffton Historical Preservation Society in 1998, guided house tours are offered Thursday through Saturday from 10 am to 4:30 pm and self-guided tours are offered Monday through Saturday from 10 am to 4 pm. It also serves the community as a historical, educational and cultural site for special events.

2 The Fripp House, 48 Bridge Street

This three-story frame building on eight-foot-high piers is believed to have been built c. 1835 by James L. Pope, who died in 1863. William J. Fripp acquired the home in 1885 and owned it for 34 years. Substantial renovations were made by subsequent owners. It was later used as a bed and breakfast until 1999.



3 The Card House, 34 Bridge Street



late night poker games in the 19th century, it was more likely given its name because its straight lines and symmetry make it appear to be a home made of cards.

According to legend, during a high-stakes poker session held in the house in the 1840s, William Eddings Baynard won the deed to Braddock's Point Plantation on Hilton Head Island from John Stoney. However, local records do not necessarily back up this claim. Although the home was known for its

4 Pritchard House, 131 Pritchard Street

This home, constructed in 1890, embodies the charm and simplicity of the Carolina Farmhouse architecture along with Queen Anne-style ornamentation. The original house which burned during the Civil War was built by the owner of nearby Oakland Plantation, Dr. Paul Fitzsimmons Pritchard.

His son, Charles Teft Pritchard, built the house you see today. After his death at the age of 49, his wife took in boarders to make ends meet. This home was restored in the mid-1990s, and the two wings were added at that time.



8 The Church of the Cross, 110 Calhoun Street



other churches in Charleston and Columbia. The church was completed in 1857 at a cost of \$5000. Reverend James Stoney was the first rector.

While the Federal troops spared the church during the firing of Bluffton, the great storm of 1893 was not so kind. While repairing the church at that time, the narthex was altered to house the small winter congregation in heated comfort. Extensive restoration of both the interior and exterior includes: the copper standing seam roof, diamond paned rose glass windows, and palmetto frond shutters. On May 29, 1975 the church was individually listed in the National Registry of Historic Places.

10 Allen-Lockwood House, 94 Calhoun Street

Constructed in c. 1850 by William Gaston Allen, this house is a classic Lowcountry summer cottage with its gabled roof, high ceilings, and numerous windows. Like many other homes in the area, it is raised off the ground to help ventilate the house. It also has a wide front porch facing the direction of the river which may have been used as a sleeping porch.



Although Allen was bankrupt by 1866, at a forced sale in 1873, his daughter Susan Virginia (Mrs. Thomas Postell Lockwood) bought the house for \$10. It remained in the family's hands until 1953.

11 Seven Oaks, 82 Calhoun Street

This house was built in c. 1850 and owned by Lieutenant Middleton Stuart who lived here with his wife Emma Barnwell Stoney. The Stuarts did not return to Bluffton after the Civil War. During the heyday of Bluffton's prosperity as the commercial center of this area of Beaufort County until the 1920s, Mrs. Elizabeth Sanders operated Seven Oaks as a popular boarding house for salesmen and summer visitors. The interior of the original section has been virtually unchanged through time.



16 Bluffton Oyster Factory, 63 Wharf Street



This oyster-processing and seafood business represents an important industry in both Bluffton and the Lowcountry. The current building was constructed c. 1940 on the same site as previous oyster factories and is one of the last oyster factories on the East Coast. The Bluffton Oyster Co. is one of South Carolina's top-10 oldest, continuously operating businesses, and is the oldest cannery factory still in operation in the state. Beaufort County purchased the land surrounding the factory for preservation of open space and development of a passive use park.

17 Garvin-Garvey House, 101 Bridge Street

The summer home of Joseph S. Baynard was originally located here, but was burned in 1863 during the Civil War. Built c. 1870 by Cyrus Garvey, the current structure is the first freedmen's cottage built on the May River. It was originally a one and one-half story extended hall and parlor style residence on wooden stump piers with weatherboard siding and fronted by a porch supported by six square columns. Cyrus later purchased the land from Baynard in 1890. The home and land remained in the Garvey family until 1961. It is currently surrounded by the Oyster Factory Park and is owned by Beaufort County Open Land Trust, Inc. The house was added to the Reconstruction Era National Historic Network by the National Park Service in 2023.



18 Orage Cottage, 92 Bridge Street



The Orage Cottage, named for its first occupants, was originally built in the 1930s. Restoration and renovation of this simple shotgun cottage began in 2001. The previous occupants installed vinyl siding and soffits in the 1990s, which were removed to expose the original pine lap siding and the exposed rafter tails, common characteristics of Lowcountry-cottage architecture.

20 John A. Seabrook House, 47 Calhoun Street



This house was constructed in the early 1850s during Bluffton's last resort boom. John Archibald Seabrook, a planter on Edisto Island located north of Beaufort, is believed to have been the first owner. The first reference to him in the Bluffton area was his purchase of nearby Foot Point Plantation in 1853.

23 Patz Brothers' House, 26 Calhoun Street

This home is named for two brothers from Baltimore, Maryland who moved to Bluffton in the 1890s to open the Planter's Mercantile (building to the right of the house), a dry-goods store. In 1892, after the store had been established, the two brothers built this Folk-Victorian semi-detached double residence. It was originally designed with mirror image apartments on each side of a central partition dividing the building in two. Behind the doors, the dividing wall has been removed and replaced with a central staircase.



27 Campbell Chapel A.M.E. Church, 23 Boundary Street

This classical revival church building was built in 1853 by the Methodist Episcopal Church and shows a good use of board and batten siding, 16/16 lite windows and the finest Greek temple-style portico in Bluffton. Although damaged by fire in the 1863 burning of Bluffton, it was not destroyed. By 1874, its congregation had moved to the St. Luke's Episcopal Church building at Bull Hill, and Campbell Chapel was sold to the African Methodist Episcopal Church, whose members have held services there for more than 100 years. Some additions and alterations, mainly to the interior, were made in 1969. The church was individually listed in the National Register of Historic Places on April 29, 2019.

