

# Regular Town Council Meeting

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

November 13, 2025

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## **I. CALL TO ORDER**

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

## **II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Toomer.

## **III. INVOCATION**

The Invocation was led by Councilmember Frazier.

## **IV. ADOPTION OF THE MINUTES**

### **1. Regular Meeting Minutes of 10/14/2025**

A motion made by Councilmember Hamilton, seconded by Mayor Pro-tempore Wood to approve the Regular Meeting Minutes of 10/14/2025.

All were in favor and the motion passed.

### **2. Quarterly Workshop Meeting Minutes of 10/21/2025**

A motion made by Councilmember Hamilton, seconded by Councilmember Frazier to approve the Quarterly Workshop Meeting Minutes of 10/21/2025.

All were in favor and the motion passed.

## **V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS**

### **1. Beaufort County School District Character Student of the Month – Mayor Larry Toomer**

Mayor Larry Toomer honored Darhon Major for the character trait of acceptance. He is a senior at May River High School.

### **2. Smoke Free and Vape Free Awareness Proclamation - Mayor Larry Toomer**

Mayor Larry Toomer, on behalf of Town Council, presented a proclamation to Hanalyn Weitekamper, a Teens for Healthy Youth member.

## **VI. PUBLIC COMMENT**

Jack Shearer - 8 Crossings Blvd - Mr. Shearer addressed council regarding potential development of the Pinecrest community.

James Laychford - 11 Grovewood Drive - Mr. Laychford addressed council regarding a connector road, expressing his concerns regarding entry/exit points.

Brendan Downing - 2 Fisherman Lane - Mr. Downing addressed council regarding the ordinance referencing specialized vehicles (golf carts).

## **VII. COMMUNICATIONS FROM MAYOR AND COUNCIL**

Councilmember Frazier reported that she had no updates at this time.

Mayor Toomer spoke to Fred Hamilton and Emily Burden, congratulating them both for being reappointed to their Council seats in the recent election.

Mayor Pro-Tempore Wood wished his wife, Debbie, a happy 25th wedding anniversary.

Councilmember Hamilton congratulated Emily Burden on her success in the recent election.

Councilmember Burden congratulated Fred Hamilton on his success in the recent election.

### **VIII. WORKSHOP AGENDA ITEMS**

1. Beaufort County Single-Use Plastics Survey Results - Juliana Zadik, Environmental Long-Range Planner

Juliana Zadik, Environmental Planner with Beaufort County presented the results of a regional single-use plastics survey. The survey contained items relating to the 2018 plastic bag ordinance and reducing unnecessary plastics.

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

### **X. FORMAL AGENDA ITEMS**

1. An Ordinance Authorizing the Town Manager to Execute and Deliver Such Documents, Covenants, Easements, and Restrictions in Accordance with the Conditions Imposed by Beaufort County Council as Part of the Green Space Program Over Certain Real Properties to be Purchased by the Town of Bluffton with Assigned Tax Map Nos. R610 030 000 0138 0000 and R610 030 000 1971 0000 – Second & Final Reading - Stephen Steese, Town Manager

A motion made by Mayor Pro-tempore Wood, seconded by Councilmember Burden to approve an ordinance authorizing the Town Manager to sign the grant agreements from Beaufort County and the South Carolina Conservation Bank, and the Beaufort County covenants agreement so long as they are in substantial form as those attached hereto.

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

2. Consideration of an Ordinance Amending Chapter 26, Article 2 of the Town Code to Establish Rules of Operation for Specialized Vehicles – Second & Final Reading – Kevin Icard, Director of Growth Management

A motion made by Councilmember Hamilton, seconded by Councilmember Frazier to approve the second and final reading of the ordinance amending Chapter 26, Article II of the Town Code to establish rules of operation for specialized vehicles.

Town Council, in a 4–1 vote, approved the second and final reading of the ordinance amending Chapter 26, Article II of the Town Code to establish rules of operation for specialized vehicles.

Voting Yea: Toomer, Wood, Hamilton, Frazier

Voting Nay: Burden

3. Consideration of Ordinance Amending Chapter 6 – Businesses and Business Regulations, Appendix A – Business Licenses Rate Schedule and Appendix B – Business License Class Schedule by NAICS Code of the Town Code as Required by Act 176 of 2020 - Second & Final Reading - Natalie Majorkiewicz, Director of Finance

A motion made by Mayor Pro-tempore Wood, seconded by Councilmember Hamilton to approve an Ordinance amending the Town of Bluffton Code of Ordinances, Chapter 6, Business and Business Regulations, Appendix A, Business Licenses Rate Schedule and Appendix B, Business License Class Schedule by NAICS Code to comply with Act 176 of 2020.

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

4. Consideration of Amendments to the Municipal Code of Ordinances, Chapter 12 – Environment, Article 3 – Noise Control and Chapter 13 – Public Property, Article 2 – Public Park and Boat Landing Rules, Section 13-38 Oyster Factory Park – Second & Final Reading - Heather Colin, Assistant Town Manager

**Motion 1:**

A motion was made by Councilmember Burden, seconded by Mayor Pro-Tempore Wood, to approve the amended motion to stop music at 9 p.m. Sunday–Thursday and at 10 p.m. on Fridays and Saturdays.

The motion passed in a 3–2 vote.

Voting Yea: Toomer, Wood, Burden

Voting Nay: Hamilton, Frazier

**Motion 2:**

A motion was made by Councilmember Burden, seconded by Mayor Pro-Tempore Wood, to approve the balance of the amendment.

The amended ordinance was approved in a 4–1 vote.

Voting Yea: Toomer, Wood, Burden, Hamilton

Voting Nay: Frazier

5. Consideration of an Intergovernmental Agreement with South Carolina Municipal Insurance Trust (SCMIT) for Workers' Compensation Protection for the Town of Bluffton - Steven Pecko, Accounting & Risk Manager

A motion made by Councilmember Frazier, seconded by Councilmember Hamilton to approve an Intergovernmental Agreement with South Carolina Municipal Insurance Trust (SCMIT) for Workers' Compensation Protection for the Town of Bluffton.

Town Council unanimously approved the agreement.

6. Consideration of an Ordinance for a Master Lease to the Don Ryan Center for Innovation, Inc. for Real Property Owned by the Town of Bluffton, identified as Beaufort County Tax Map No. R610 030 000 2066 0000 located at 97 Progressive Street, Bluffton, South Carolina – Second and Final Reading – Paul Arvantides, CEO of Don Ryan Center for Innovation

A motion made by Mayor Pro-tempore Wood, seconded by Councilmember Hamilton to approve an ordinance for a master lease to the Don Ryan Center for Innovation, Inc. for Real Property owned by the Town of Bluffton.

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

**XI. CONSENT AGENDA ITEMS**

A motion made by Councilmember Hamilton, seconded by Councilmember Burden to approve the Consent Agenda as submitted.

All were in favor and the motion passed.

1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
2. Town Manager Monthly Report
3. Consideration of a Resolution to Authorize Renewal of Cost-sharing Carolina Clear Stormwater Public Education Services between the Town of Bluffton and Beaufort County Stormwater Utility - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
4. Lung Cancer Awareness Proclamation - Mayor Larry Toomer
5. Consideration of a Resolution to Appoint the Town of Bluffton Ex Officio Representative to the Beaufort County Stormwater Utility Board - Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**XII. EXECUTIVE SESSION**

A motion was made by Councilmember Hamilton, seconded by Councilmember Burden to enter Executive Session.

1. Personnel Matters Regarding Town Council Appointments of Boards, Committees, and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])
2. Discussions Relating to Arrangements for Proposed Land Acquisition in the Area within the Buckwalter PUD and the New Riverside PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])
3. Discussion of a Proposed Agreement for Engineering Services for a Connector Road in the New Riverside Master Plan (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

**XIII. ACTION FROM EXECUTIVE SESSION**

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

A motion made by Councilmember Burden, seconded by Councilmember Hamilton to appoint Michael Sutcliffe to the Historic Preservation Commission with a term starting January 1, 2026, and ending June 30, 2027.

Town council unanimously approved the motion.

3. Discussion of a Proposed Agreement for Engineering Services for a Connector Road in the New Riverside Master Plan (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

A motion made by Councilmember Hamilton, seconded by Councilmember Burden authorizing the Town Manager to sign and approve an agreement for Engineering Services between the Town of Bluffton, Beaufort County and Village Park Homes, LLC for engineering

services for the development of plans for the construction of Holly Hill Lane from New Riverside Road to the entrance of New Riverside Park.

Town council unanimously approved the motion.

#### **XIV. ADJOURNMENT**

A motion made by Councilmember Hamilton, seconded by Councilmember Burden to adjourn the meeting at 6:48PM.

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Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

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