

## Town of Bluffton and Beaufort County School District Willow Run Project Next Steps

### LAND SWAP

- The proposed Land Swap and consent to the termination of the 50' easement providing access to the Town owned property requires Town Council approval by Ordinance.
- Preparation of a draft boundary survey for the proposed parcel to convey to the Town consisting a minimum of 10 upland acres which will be swapped for the Town owned property within Willow Run.
- Preparation of a Land Swap Agreement and its Exhibits, similar to the [Land Swap Agreement with MFH, LLC](#) recorded on November 24, 2021. Items for consideration include:
  - Inclusion of terms as provided for in the [Memorandum of Understanding](#) between the Town and BCSD.
  - Property description of current Town owned property to be conveyed to BCSD as well as the BCSD property to be conveyed to the Town.
  - Cross Access Easements.
  - Drainage Easements.
  - Stormwater Easements and provisions for shared infrastructure, if necessary, including construction and maintenance costs as well as maintenance responsibilities.
  - Signage Easements including provisions for shared signage.
  - Waiver of Town Fees.
  - Agreement to the joint preparation of an Initial Master Plan and cost sharing.
  - Consent to extinguishment of the [Easement Agreement](#) for the 50' easement granted by Indian Hill Associates, LLC to the Town pursue the extinguishment of the 50' Easement.
  - Draft Deeds for the conveyance of the Town owned property to BCSD as well as the conveyance of the proposed ±10 upland acre parcel from the BCSD to the Town.

- Draft Assignment and Assumption of Development Rights Under Development Agreement from BCSD to the Town.
  - Draft Option for BCSD to repurchase commercial and hotel development rights to be acquired by the Town.
- Town Council Executive Session to discuss and provide direction on:
  - Location of the proposed the ±10 upland acres to be conveyed to the Town by the BCSD in exchange for the Town owned property.
  - Land Swap Agreement terms.
- Finalization of the Land Swap Agreement.
- Town and BCSD begin due diligence.
- Town Council First Reading of the Ordinance authorizing the land swap per the terms of the Land Swap Agreement with the BCSD as well as the extinguishment of the 50' access easement and authorizing the Town Manager to execute necessary documents and their recording with the Beaufort County Register of Deeds Office.
- Town Council Public Hearing and Second and Final Reading authorizing the land swap per the terms of the Land Swap Agreement with the BCSD as well as the extinguishment of the 50' access easement and authorizing the Town Manager to execute necessary documents and their recording with the Beaufort County Register of Deeds Office.
- Execution of the Land Swap Agreement.
- Town to submit joint application with BCSD for [Subdivision](#) of the BCSD property to create the parcel to be conveyed to the Town.
- Staff review of submittals and preparation of comments.
- Development Review Committee recommendations for the proposed subdivision.
- Town approval and stamping of the subdivision plat to be recorded at closing.
- Preparation of final documents for closing.
- Closing.

- Recording of the applicable documents with the Beaufort County Register of Deeds.

## **BUCKWALTER DEVELOPMENT AGREEMENT & CONCEPT PLAN AMENDMENT**

- The Town will submit a joint application with BCSD for a [Buckwalter Development Agreement Amendment](#) and a [Buckwalter Concept Plan Amendment](#) once the closing for the land swap occurs. These applications will provide for the revision of the North-South Connector Road construction obligations established through the [Buckwalter Development Agreement 9<sup>th</sup> Amendment](#), US 278 access points and obligations, future dedication and maintenance of right-of-ways, and any other provisions from the Land Swap Agreement as necessary.
- Staff review of submittals and preparation of comments.
- Development Review Committee recommendations for the Buckwalter Concept Plan Amendment.
- Preparation of the draft Buckwalter Development Agreement Amendment and Buckwalter Concept Plan Amendment and Exhibits Including:
  - Map of conceptual access points with US 278 and potential Town and BCSD North-South Connector Road construction responsibility areas indicating a generalized portion of the right-of-way for each entity.
  - Illustrative Master Concept Plan Map.
- Planning Commission Public Hearing and Recommendation to Town Council for the Buckwalter Development Agreement Amendment and Concept Plan Amendment.
- Town Council First Reading of the Ordinances for the Buckwalter Development Agreement Amendment and Concept Plan Amendment.
- Town Council Public Hearing and Second and Final Reading for the Buckwalter Development Agreement Amendment and Concept Plan Amendment

## **DEVELOPMENT PROCESS**

- The Town will submit a joint application with BCSD for the [Initial Master Plan](#) for Willow Run.

- Staff review of submittals and preparation of comments.
- Development Review Committee consideration of the Initial Master Plan.
- Planning Commission review and recommendation to Town Council.
- Town Council consideration and approval of the Initial Master Plan.
- [Pre-Application Meeting](#) for Development Plan.
- Submittal of:
  - [Development Plan Application](#).
  - [Stormwater Pollution Prevention Plan Application](#) with the details required by the [Stormwater Checklist](#).
- Staff review of submittals and preparation of comments for Preliminary Development Plan.
- Development Review Committee consideration of Preliminary Development Plan.
- Planning Commission consideration of Preliminary Development Plan.
- Submittal of Final Development Plan.
- Staff review of submittals and preparation of comments for Final Development Plan.
- Development Review Committee consideration of Final Development Plan.
- Planning Commission consideration of Final Development Plan.
- Submittal of revisions if necessary.
- Issuance of Development Permit.
- Issuance of Stormwater Permit.
- Infrastructure construction and inspections.
- Submittal of [Building Permit Applications](#) with supporting documents stated in the [Building Permit Application Checklist](#).

- Posting of Infrastructure and/or Stormwater Surety Bonds as necessary.
- Issuance of Certificate of Compliance for infrastructure.
- Issuance of Certificate of Occupancy for structures.