



TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS-
OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
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Applicant		Property Owner	
Name: Sarah Kepple, Pearce Scott Architects		Name: Chris Dalzell, Prestige Worldwide Properties, LLC	
Phone: 843-837-5700		Phone: 843-247-0157	
Mailing Address: 6 State of Mind St., Suite 200 Bluffton, SC 29910		Mailing Address: 4366 Bluffton Parkway Bluffton, SC 29910	
E-mail: sarah@pscottarch.com		E-mail: chris@shoreconsc.com	
Town Business License # (if applicable):			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: New Commercial Building at 60 Bruin Rd.		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Address: 60 Bruin Rd., Lot 23, Tabby Roads S/D		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood General-HD		Application for:	
Acreage: 0.396 acres		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610-039-000-1204-0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation	
Project Description: New Commercial office building and accessory building.			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal.			
<input checked="" type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s).			
<input checked="" type="checkbox"/> 3. Digital files of the Architectural Plan(s).			
<input checked="" type="checkbox"/> 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.			
<input checked="" type="checkbox"/> 5. All information required on the attached Application Checklist.			
<input checked="" type="checkbox"/> 6. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature: <i>Sarah S. Kepple</i>		Date: 12/11/2024	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) PROJECT ANALYSIS

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Certificate of Appropriateness application submitted for review by the Historic Preservation Commission (HPC) and the Historic Preservation Review Committee. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO.

1. DESIGN REVIEW PHASE			CONCEPTUAL REVIEW <input type="checkbox"/>	FINAL REVIEW <input checked="" type="checkbox"/>
2. SITE DATA				
Identification of Proposed Building Type (as defined in Article 5):				
Building Setbacks	Front: 7.5'	Rear: 12.5'	Rt. Side: 7.5'	Lt. Side: 15'
3. BUILDING DATA				
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage	
Main Structure	Primary Building		2,000+2,220 = 4,220 s.f.	
Ancillary	Accessory Building		600+500 = 1,100 s.f.	
Ancillary				
4. SITE COVERAGE				
Impervious Coverage		Coverage (SF)		
Building Footprint(s)		2,000 + 600 = 2,600 s.f.		
Impervious Drive, Walks & Paths		700 s.f.		
Open/Covered Patios		653 + 182 = 835 s.f.		
A. TOTAL IMPERVIOUS COVERAGE		4,135		
B. TOTAL SF OF LOT		17,237 s.f.		
% COVERAGE OF LOT (A/B= %)		23.99 %		
5. BUILDING MATERIALS				
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation	
Foundation	concrete	Columns	wood	
Walls	hardie lap & panel siding	Windows	clad	
Roof	standing seam metal	Doors	wood clad	
Chimney	n/a	Shutters	n/a	
Trim	hardie	Skirting/Underpinning	n/a	
Water table	boral	Cornice, Soffit, Frieze	hardie	
Corner board	hardie	Gutters	metal	
Railings	n/a	Garage Doors	n/a	
Balusters	n/a	Green/Recycled Materials		
Handrails	metal			



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HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

Note: Certificate of Appropriateness application information will vary depending on the activities proposed. At a minimum, the following items (signified by a grayed checkbox) are required, as applicable to the proposed project.

Concept	Final	BACKGROUND INFORMATION.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROPERTY OWNER CONSENT: If the applicant is not the property owner, a letter of agency from the property owner is required to authorize the applicant to act on behalf of the property owner.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROJECT NARRATIVE: A detailed narrative describing the existing site conditions and use, the proposed development intent with proposed uses and activities that will be conducted on the site. Include a description of the proposed building type and proposed building materials as permitted in Article 5.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEED COVENANTS/RESTRICTIONS: A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ADDITIONAL APPROVALS: A written statement from the Declarant of any deed covenants, conditions, or restrictions and/or the Review Body of any design or architectural standards that the current design has been reviewed for consistency with the established restrictions/design principles and approved.
Concept	Final	SITE ASSESSMENT.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LOCATION MAP: Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: <ul style="list-style-type: none"> • All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s); • Municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the tract, form a part of the boundary of the tract, or are contiguous to such boundary; • All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways; • 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 or adjacent to the property; • Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and • North arrow, graphic scale, and legend identifying all symbology.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SITE PLAN: Showing layout and design indicating, but not limited to: <ul style="list-style-type: none"> • All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s); • Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities; • Pedestrian circulation elements and ensuring design shows ADA accessibility compliance. Location, layout, and number of vehicular and bicycle parking spaces bicycle parking, and ensuring design shows ADA accessibility compliance; and • Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.



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<input type="checkbox"/>	<input type="checkbox"/>	PHOTOS: Labeled comprehensive color photograph documentation of the property, all exterior facades, and the features impacted by the proposed work. If digital, images should be at a minimum of 300 dpi resolution.
Concept	Final	ARCHITECTURAL INFORMATION.
<input type="checkbox"/>	<input type="checkbox"/>	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FLOOR/ROOF PLANS: Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ELEVATIONS: Provide scaled and dimensioned drawings to illustrate the exterior appearance of all sides of the building(s). Describe all exterior materials and finishes and include all building height(s) and heights of appurtenance(s) as they relates to adjacent grade, first floor finished floor elevations, floor to ceiling height for all stories, existing and finish grades for each elevation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ARCHITECTURAL DETAILS: Provide scaled and dimensioned drawings to show the configuration and operation of all doors, windows, shutters as well as the configuration and dimensional information for columns and porch posts, corner boards, water tables, cupolas and roof appurtenances, gutters and downspouts, awnings, marquees, balconies, colonnades, arcades, stairs, porches, stoops and railings.
<input type="checkbox"/>	<input type="checkbox"/>	MANUFACTURER'S CUT SHEET/SPECIFICATIONS: Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
Concept	Final	LANDSCAPE INFORMATION.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LANDSCAPE PLAN: Plan must include proposed plant materials including names, quantities, sizes and location, trees to be removed/preserved/relocated, areas of planting, water features, extent of lawns, and areas to be vegetated. Plant key and list to be shown on the landscape plan as well as existing and proposed canopy coverage calculations.
Concept	Final	ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).
<input type="checkbox"/>	<input type="checkbox"/>	FINAL DEVELOPMENT PLAN APPLICATION: A Final Development Plan Application, along with all required submittal items as depicted on the application checklist, must be submitted prior to a Final Certificate of Appropriateness submittal and approved prior to the application being heard by the Historic Preservation Commission.

SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL

By signature below I certify that I have reviewed and provided the submittal items listed above. 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

Date

Printed Name of Property Owner or Authorized Agent

Sarah S. Kepple

Signature of Applicant

12/11/2024 ____ Date

Sarah S. Kepple
Printed Name of Applicant



HPC Narrative

New Commercial Office Building
60 Bruin Rd., Bluffton, SC 29910
12-11-2024

This project consists of a new commercial office primary and accessory building. The lot is categorized as Neighborhood General HD and is an Additional Building Type. This is one of the largest lots in the Tabby Roads neighborhood. Located at the corner of Bruin and Burnt Church roads. The "front" of the building and driveway entrance face Pearl Street, towards the Tabby Roads neighborhood. All sides of the sides of the buildings have been fully designed since they will be visible from multiple roads.

For the site masterplan we have worked diligently with the Tabby Roads neighborhood. We believe a balance has been achieved to meet commercial and HPC codes for parking and site access, while being sensitive to creating a visual buffer towards the primarily residential community. We will work with a landscape architect to further develop this concept site.

The design intention for the office buildings are to be commercial in function while still being visually compatible with neighboring structures. The building details include many Lowcountry architectural elements that are seen throughout the historic district. There are porches on the two prominent facades of the building which will create a welcoming, pedestrian scale connection with the community. We have created a "base" to anchor both buildings with a series of horizontal boards. The exterior is primarily Hardie 6" lap siding with panelized Hardie accents. The soffits are a combination of flat, inclined enclosed, and open rafters - depending on the hierarchy of the massing.

Please let us know if you would like any further information.
Thank you for your consideration.

Sincerely,

Sarah S. Kepple

Project Manager
Pearce Scott Architects
sarah@pscottarch.com
912.220.1505