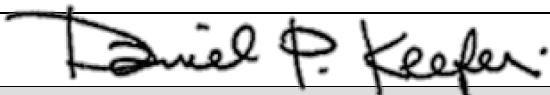




**TOWN OF BLUFFTON
PLANNED UNIT DEVELOPMENT (PUD)
MASTER PLAN APPLICATION**

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4522
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Dan Keefer (WJK)		Name: Charlie and Brown LLC.	
Phone: 843-757-7411		Phone:	
Mailing Address: 23 Promenade St., Suite 201		Mailing Address:	
E-mail: dan@wjkltd.com		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name: Seagrass Station		<input type="checkbox"/> New	<input checked="" type="checkbox"/> Amendment
Project Location: Seagrass PUD		Acreage:	
PUD Name: Village at Verdier Plantation/Seagrass Station			
Tax Map Number(s):			
Project Description: Amendment to an existing PUD to remove a previously planned access point.			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) full sized copies and digital files of the Master Plan. <input type="checkbox"/> 2. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 3. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 4. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
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: On Behalf of Charlie and Brown LLC.		Date:	
Applicant Signature: 		Date: 10/14/2022	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Unified Development Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Planned Unit Development (PUD) Master Plan Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the PUD Master Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator & Development Review Committee	Staff
If the UDO Administrator determines that the PUD Master Plan Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.	
Step 4. Development Review Committee Meeting	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report and, if all comments are addressed, the application is placed on the next available Planning Commission (PC) Meeting agenda.	
Step 5. Planning Commission Meeting	Applicant, Staff & Planning Commission
The PC shall review the PUD Master Plan Application for compliance with the criteria and provisions in the UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
Step 6. Town Council Meeting	Applicant, Staff & Town Council
Town Council shall review the PUD Master Plan Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application.	
Step 7. PUD Master Plan Approval	Staff
If Town Council approves the PUD Master Plan Application, the UDO Administrator shall issue an approval letter to the Applicant.	


Bright Holdings LLC
24 Widewater Road
Hilton Head Island, South Carolina 29926

Re: Seagrass Station – Master Plan Amendment

To Whom It May Concern:

I am the owner of the parcel of unimproved real property in Seagrass Station shown as Parcel X in the Village at Verdier (now known as Seagrass Station) master plan. Please let this letter serve as my approval as owner of Parcel X to remove the “frontage road” shown in the current master plan. It is my preference that this frontage road be deleted from the master plan.

Sincerely,

DocuSigned by:

4D5ED6A240D04DB...
Craig Bright

**NARRATIVE
TO
APPLICATION FOR MASTER PLAN AMENDMENT
FOR
THE VILLAGE AT VERDIER NOW KNOWN AS SEAGRASS STATION**

Charlie and Brown, LLC, a South Carolina limited liability company (the “**Applicant**”) is the owner of an approximate 5.4 acre parcel depicted as Parcels Y and Z in the Master Plan for The Village at Verdier now known as Seagrass Station, last revised January 12, 2017 (the “**Master Plan**”) and seeks to amend the same as more particularly described in this Application.

The Applicant’s property is a single parcel. The Master Plan depicts a right-in right-out connection with South Carolina Highway 170 bisecting the Applicant’s property. The Master Plan depicts this drive connecting to Hager Road in the single family residential portion of Seagrass Station. The Applicant does not have the legal right to make such a connection as crossing the property line would be a trespass. Furthermore, Hager Road in this area has not been constructed through to the property line with the Applicant’s property. The Applicant has discussed this connection with the Board of Director’s for the Single Family and Townhome Residential Property Owners Association in Seagrass Station to determine whether such access was desired and if not, what resolution could be achieved to provide additional access to that community. The Board of Directors, on their own volition and not at the request or knowledge of the Applicant conducted an electronic survey of its membership. The results of that survey were that sixty-eight percent (68%) of the community preferred such interconnectivity be for emergency use only and gated so as to prevent through traffic. Importantly, that community has indicated to the Applicant as indicated in Exhibit “A” attached hereto and made part hereof, that through interconnectivity and access is not wanted. Therefore, the Applicant believes that the community will not participate in constructing such interconnectivity and therefore the Applicant seeks to amend the Master Plan to show emergency access only at this location.

In addition, there is also a proposed parallel road leading from Seagrass Station Boulevard to that point of interconnectivity that does not have sufficient acreage and negatively impacts the parcel fronting South Carolina Highway 170 and depicted as Parcel X on the Master Plan. To the extent that parcel is developed such access is desired the road may still be constructed, however, the owner of that parcel who joins in this Application prefers that drive be removed from the Master Plan as it is redundant and not desired.

In addition, the owner of all of the roads in Seagrass Station, the Seagrass Master Property Owners’ Association, Inc. joins in this Application and recommends to the Planning Commission and Town Council that these amendments be made as requested.

It is noted that the Master Plan fails to reflect changes that have occurred on the ground during the development of Seagrass Station since the Master Plan was approved. Importantly, interconnectivity to the land to the north and south of the Seagrass Station Planned Unit Development (“**PUD**”) has been modified during construction without the requirement for a Master Plan amendment. In addition, certain areas identified as Parks and Open Space in the Master Plan have been developed as part of the Crowne Apartments development. Accordingly, at the request of Town Staff, this Application also seeks to modify those changes which do not affect the Applicant’s property but have been developed in a manner other than that reflected in the Master Plan.