



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

Growth Management Customer Service Center
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Bluffton, SC 29910
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Applicant		Property Owner	
Name: <i>Ansley H. Manuel, Architect</i>	Name: <i>James W Jeffcoat Revocable Trst</i>		
Phone: <i>843.338.8932</i>	Phone: <i>443.562.1064</i>		
Mailing Address: <i>104 Pritchard Street Bluffton, SC 29910</i>	Mailing Address: <i>605 Lakeland Road South Severna Park, MD 21146</i>		
E-mail: <i>manuel.studio@aol.com</i>	E-mail: <i>mrjeffcoat1@gmail.com</i>		
Town Business License # (if applicable): <i>25-04-9466</i>			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: <i>5 Lawton Street</i>	Conceptual: ☐	Final: ☒	Amendment: ☐
Project Address: <i>5 Lawton Street</i>	Application for:		
Zoning District: <i>Neighborhood Center</i>	☒ New Construction		
Acreage: <i>.27</i>	☐ Renovation/Rehabilitation/Addition		
Tax Map Number(s): <i>Map 39A Dist 610 Parcel 93</i>	☐ Relocation		
Project Description: <i>Property owner wishes to add a commercial accessory building to left-rear of lot behind Eggs n' Tricities.</i>			
Minimum Requirements for Submittal			
☒ 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal.			
☒ 2. Digital files drawn to scale of the Site Plan(s).			
☒ 3. Digital files of the Architectural Plan(s).			
☒ 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.			
☒ 5. All information required on the attached Application Checklist.			
☐ 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: <i>James Jeffcoat</i>		Date: <i>8/29/25</i>	
Applicant Signature: <i>Ansley H. Manuel</i>		Date: <i>August 29, 2025</i>	
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 ☐		FINAL REVIEW ☒	
2. SITE DATA					
Identification of Proposed Building Type (as defined in Article 5):					
Building Setbacks	Front:	Rear: <i>5'</i>	Rt. Side: <i>5'</i>	Lt. Side: <i>5'</i>	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage		
Main Structure	<i>Eggs 'N' Tricities</i>	<i>2984 heated 312 porch</i>	<i>2984 heated 312 porch</i>		
Ancillary	<i>Storage Shed</i>	<i>demolished</i>			
Ancillary	<i>Commercial Rental</i>	<i>0</i>	<i>1180 heated 360 porch</i>		
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			<i>2939</i>		
Impervious Drive, Walks & Paths			<i>4821</i>		
Open/Covered Patios					
A. TOTAL IMPERVIOUS COVERAGE			<i>7760</i>		
B. TOTAL SF OF LOT			<i>11873</i>		
% COVERAGE OF LOT (A/B = %)			<i>65%</i>		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	<i>Tabby Stucco over Concrete Slab</i>	Columns	<i>P.T. 8x8 PINE</i>		
Walls	<i>Hardie Lap Siding</i>	Windows	<i>Alum Clad Ext/ Wood Int</i>		
Roof	<i>Standing Seam Metal</i>	Doors	<i>Metal</i>		
Chimney	<i>NA</i>	Shutters	<i>P.T. Wood</i>		
Trim	<i>P.T. 2x PINE</i>	Skirting/Underpinning	<i>P.T. Wood</i>		
Water table	<i>P.T. 2x12 PINE</i>	Cornice, Soffit, Frieze	<i>P.T. Wood</i>		
Corner board	<i>P.T. 2x4 PINE</i>	Gutters	<i>NA</i>		
Railings	<i>P.T. 2x PINE</i>	Garage Doors	<i>NA</i>		
Balusters	<i>P.T. 2x2 PINE</i>	Green/Recycled Materials	<i>NA</i>		
Handrails	<i>P.T. 2x PINE</i>				



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CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON 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.
☐	☒	COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information.
☐	☐	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.
☐	☒	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.
☐	☐	DEED COVENANTS/RESTRICTIONS: A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site.
☐	☐	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.
☐	☐	LOCATION MAP: Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
☐	☒	PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: • 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.
☐	☒	SITE PLAN: Showing layout and design indicating, but not limited to: • 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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☐	☐	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.
☐	☐	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
☐	☒	FLOOR/ROOF PLANS: Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
☐	☒	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 relate to adjacent grade, first floor finished floor elevations, floor to ceiling height for all stories, existing and finish grades for each elevation.
☐	☒	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.
☐	☒	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.
☐	☒	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
☐	☒	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).
☐	☒	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

Signature of Applicant

Date

Printed Name of Applicant

PROJECT NARRATIVE FOR 5 LAWTON STREET

The property owner, James W Jeffcoat, wishes to add a commercial ancillary building to the left, rear corner of his property. The retail store Eggs'N'Tricities is located on front of the property.

The project received final approval for the development plan with the approval letter dated May 5, 2025. Two additional parking spaces will serve the proposed building. A lawn area will replace an existing brick patio. Landscaping will soften the building perimeter and buffer the neighboring lot line.

The project received final permission to demolish an existing shed with the approval letter dated July 3, 2025. The proposed commercial ancillary building will be sited in the current location of the existing shed slated for demolition. This location is ideal for minimum vegetation removal and affords privacy from Lawton Street as it is tucked behind the much larger building of Eggs'N'Tricities.

Within the Neighborhood Center Historic District, the proposed improvements fit the criteria of a mixed use commercial district. The proposed building fits the criteria of the Carriage House Building Type. It conforms to placement requirements as it is behind the main building and within the 5 foot setbacks. It conforms to sizing requirements as the footprint excluding the porch is 590 square feet, overall area excluding porches is 1,180 square feet and the height is two stories.

The building form is vernacular as a simple gabled rectangular shape which includes a double story porch. The porch is 2/3rds of the primary elevation with the appropriate column size and spacing.

The physical features conform the Architectural Standards.

All windows are vertically oriented and have operable wood louvered shutters. Roof type is a gable with standing seam metal. Wall cladding is beveled horizontal fiber cement boards. The wall story is delineated by a separating band board at the second floor level and with a pronounced cornice at upper termination.

The building will lend itself well to the overall context of the neighborhood adding to the vibrant small commercial scene. We respectfully ask the board to grant us conceptual approval.

Ansley Hester Manuel, Architect