

Larry C Toomer  
*Mayor*  
Dan Wood  
*Mayor Pro Tempore*  
Stephen Steese  
*Town Manager*



*Council Members*  
Fred Hamilton  
Bridgette Frazier  
Emily Burden  
Marcia Hunter  
*Town Clerk*

September 3, 2024

Court Atkins Architects, Inc.  
32Bruin Road  
Bluffton, SC 29910

Dear Mr. Broene:

On April 7, 2022 the Town of Bluffton Historic Preservation Commission approved the Certificate of Appropriateness to allow the construction a new 1.5 story single-family residence of approximately 4,120 SF and a Carriage House structure of approximately 1,188 SF located at 27 Bridge Street, in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD (COFA-05-18-011989) with the following conditions:

1. Per Section 5.3.3.C. of the UDO, the structure shall be reconfigured to allow the 12-inch Southern Magnolia near the northeast corner of the house to survive and protect the existing tree canopy for the site, and if an Arborist Report determines the 18-inch Live Oak along the northern property line is in good health, consideration shall be given to its existing canopy as well.
2. Per Section 5.3.7.A.1. of the UDO, the Landscape Plan must be updated to show large canopy street trees no greater than 50 feet apart along Bridge Street.
3. Per Section 5.3.7.D.1. of the UDO, the Landscape Plan will need to be updated to reflect the canopy coverage should any tree from the arborist report currently proposed to be saved be removed.
4. Section 5.15.5.F.1.c. of the UDO, the finished floor height must be raised to no less than 3' above average adjacent sidewalk grade or the elevations marked to show it has been met.
5. Per Section 5.15.6.N. of the UDO, the water table must be revised to be a minimum of 5/4 stock.
6. A deviation may be granted to allow the folding "service" type window, as it is located on a rear elevation which is not visible from any public street, if additional information, including window specifications and elevations showing the space, is

*Theodore D. Washington Municipal Building*  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910  
Telephone (843) 706-4500 Fax (843) 757-6720  
[www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)

- provided to show that when closed, they will appear to be four double-hung windows as permitted in Section 5.15.6.I. of the UDO, to be reviewed by the HPRC.
7. Per the Applications Manual, a front elevation of the Carriage House and portion of the left elevation in the porch has not been provided and must be provided for review and be found to be in compliance with the applicable standards prior to approval of the Certificate of Appropriateness.
  8. Per the Applications Manual, approval of Town of Bluffton Tree Removal Permit is required prior to issuance of this Certificate of Appropriateness and all conditions of that approval met prior to passing a Final Historic District Inspection.

As you have submitted revised materials addressing the conditions above, Town Staff has stamped the architectural plan set dated 07/10/2023, Landscape Plan dated July 10, 2023 in association with TREE-05-23-1326 and issued a final approval.

Following the approval, an amendment application to add wood railings and gate to the front porch, change all double hung windows to casement windows (materials, size and location to remain as originally approved). As these items do not substantially alter the approval issued by the HPC, Town Staff as stamped revised sheets A3.0, A3.1 and A3.2 received 7/5/2024 and issued the amendment.

Any person aggrieved by the decision of the HPC may file an appeal pursuant to the South Carolina Code of Laws, Section 6-29-900 et sequitur within 30 days.

Upon issuance, a Certificate of Appropriateness (COA) remains valid for two (2) years from this approval date (04/07/2022). If the project is not substantially complete within the time limit, the COA expires.

Please be advised that a COA is not a permit to begin construction. All necessary permits and licenses prior shall be obtained prior to commencing construction. Please contact the Town of Bluffton Customer Service Center at (843) 706-4522 if you have any questions.

Sincerely,



Katie Peterson, AICP  
Senior Planner  
Department of Growth Management



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

Growth Management Customer Service Center  
20 Bridge Street  
Bluffton, SC 29910  
(843)706-4500  
[www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)  
[applicationfeedback@townofbluffton.com](mailto:applicationfeedback@townofbluffton.com)

| Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Property Owner                                                                                                                                                                 |                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Name: Court Atkins Architects, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Name: Mike Nerhus and Jessica Foley                                                                                                                                            |                                                                                |
| Phone: 843-815-2557                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Phone: 843-540-7874                                                                                                                                                            |                                                                                |
| Mailing Address: PO Box 3987<br>Bluffton, SC 29910                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Mailing Address: 38 Blue Trail Ct.<br>Bluffton, SC 29910                                                                                                                       |                                                                                |
| E-mail: jason.broene@courtatkins.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | E-mail: mike@riverdogbrewing.com                                                                                                                                               |                                                                                |
| Town Business License # (if applicable): LIC-4-12-8068                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                |                                                                                |
| <b>Project Information</b> (tax map info available at <a href="http://www.townofbluffton.us/map/">http://www.townofbluffton.us/map/</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                |                                                                                |
| Project Name: Nerhus Residence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Conceptual: <input type="checkbox"/>                                                                                                                                           | Final: <input type="checkbox"/> Amendment: <input checked="" type="checkbox"/> |
| Project Address: 27 Bridge Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Application for:<br><input checked="" type="checkbox"/> New Construction<br><input type="checkbox"/> Renovation/Rehabilitation/Addition<br><input type="checkbox"/> Relocation |                                                                                |
| Zoning District: Neighborhood Conservation - HD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                |                                                                                |
| Acreage: .588                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                |                                                                                |
| Tax Map Number(s): R610 039 00A 0052 0000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                |                                                                                |
| Project Description: Changing window type from double hung to casement and adding wood railing and wood gate to front porch.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                |                                                                                |
| <b>Minimum Requirements for Submittal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                |                                                                                |
| <input type="checkbox"/> 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal.<br><input type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s).<br><input checked="" type="checkbox"/> 3. Digital files of the Architectural Plan(s).<br><input checked="" type="checkbox"/> 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.<br><input checked="" type="checkbox"/> 5. All information required on the attached Application Checklist.<br><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. |  |                                                                                                                                                                                |                                                                                |
| <b>Note:</b> A Pre-Application Meeting is required prior to Application submittal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                |                                                                                |
| <b>Disclaimer:</b> 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: 7/5/2024                                                                                                                                                                 |                                                                                |
| Applicant Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Date: 7/5/2024                                                                                                                                                                 |                                                                                |
| <b>For Office Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                |                                                                                |
| Application Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Date Received:                                                                                                                                                                 |                                                                                |
| Received By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Date Approved:                                                                                                                                                                 |                                                                                |



# TOWN OF BLUFFTON

## CERTIFICATE OF APPROPRIATENESS - OLD TOWN BLUFFTON

### HISTORIC DISTRICT (HD) 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 UDO. The Town of Bluffton's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Bluffton and the current Strategic Plan to guide their review. **Compliance with these procedures will minimize delays and as sure expeditious application review.**

|                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Step 1. Pre-Application Meeting</b>                                                                                                                                                                                                                                                                                                                                                                   | <b>Applicant &amp; Staff</b>                                         |
| Prior to the filing of a Certificate of Appropriateness - HD Application, the Applicant is required to consult with the UDO Administrator or 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.                                                             |                                                                      |
| <b>Step 2. Application Check-In Meeting – Concept Review Submission</b>                                                                                                                                                                                                                                                                                                                                  | <b>Applicant &amp; Staff</b>                                         |
| Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit a Concept Review Submission of the Certificate of Appropriateness - HD Application with the required submittal materials during an <b>mandatory</b> Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.            |                                                                      |
| <b>Step 3. Review by UDO Administrator or designee and HPRC</b>                                                                                                                                                                                                                                                                                                                                          | <b>Staff</b>                                                         |
| If the UDO Administrator or designee, determines that the Concept Review Submission of the Certificate of Appropriateness - HD Application is complete, it shall be forwarded to the Historic Preservation Review Committee. The Review Committee shall review the application and prepare written comment for review with the Applicant.                                                                |                                                                      |
| <b>Step 4. Historic Preservation Review Committee</b>                                                                                                                                                                                                                                                                                                                                                    | <b>Applicant, Staff &amp; Historic Preservation Review Committee</b> |
| A public meeting shall be held with the Applicant to review Committee's Staff Report and discuss the application. The Review Committee shall review the Concept Review Submission for compliance with the criteria and provisions in the UDO. The Applicant will be given the opportunity to address comments, if any, and resubmit the application materials to proceed to the Final Review Submission. |                                                                      |
| <b>Step 5. Application Check-In Meeting - Final Review Submission</b>                                                                                                                                                                                                                                                                                                                                    | <b>Applicant &amp; Staff</b>                                         |
| The Applicant shall submit the completed Final Review Submission of the Certificate of Appropriateness Application with the required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.                                                                                                            |                                                                      |
| <b>Step 6. Historic Preservation Commission Meeting</b>                                                                                                                                                                                                                                                                                                                                                  | <b>Applicant, Staff &amp; Historic Preservation Commission</b>       |
| A public meeting shall be held with the Applicant where the HPC shall review the Final Application materials of the Certificate of Appropriateness - HD Application for compliance with the criteria and provisions in the UDO. The HPC may approve, approve with conditions, or deny the application.                                                                                                   |                                                                      |
| <b>Step 7. Issue Certificate of Appropriateness</b>                                                                                                                                                                                                                                                                                                                                                      | <b>Staff</b>                                                         |
| If the HPC approves the Certificate of Appropriateness - HD Application, the UDO Administrator or designee shall issue the Certificate of Appropriateness - HD.                                                                                                                                                                                                                                          |                                                                      |



# TOWN OF BLUFFTON

## 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.

|                                                                     |                                                                  |        |       |                                            |                                             |                                       |  |
|---------------------------------------------------------------------|------------------------------------------------------------------|--------|-------|--------------------------------------------|---------------------------------------------|---------------------------------------|--|
| <b>1. DESIGN REVIEW PHASE</b>                                       |                                                                  |        |       | CONCEPTUAL REVIEW <input type="checkbox"/> |                                             | FINAL REVIEW <input type="checkbox"/> |  |
| <b>2. SITE DATA</b>                                                 |                                                                  |        |       |                                            |                                             |                                       |  |
| Identification of Proposed Building Type (as defined in Article 5): |                                                                  |        |       |                                            |                                             |                                       |  |
| Building Setbacks                                                   |                                                                  | Front: | Rear: | Rt. Side:                                  |                                             | Lt. Side:                             |  |
| <b>3. BUILDING DATA</b>                                             |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>Building</b>                                                     | <b>Description</b><br>(Main House, Garage, Carriage House, etc.) |        |       | <b>Existing Square Footage</b>             |                                             | <b>Proposed Square Footage</b>        |  |
| Main Structure                                                      |                                                                  |        |       |                                            |                                             |                                       |  |
| Ancillary                                                           |                                                                  |        |       |                                            |                                             |                                       |  |
| Ancillary                                                           |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>4. SITE COVERAGE</b>                                             |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>Impervious Coverage</b>                                          |                                                                  |        |       | <b>Coverage (SF)</b>                       |                                             |                                       |  |
| Building Footprint(s)                                               |                                                                  |        |       |                                            |                                             |                                       |  |
| Impervious Drive, Walks & Paths                                     |                                                                  |        |       |                                            |                                             |                                       |  |
| Open/Covered Patios                                                 |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>A. TOTAL IMPERVIOUS COVERAGE</b>                                 |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>B. TOTAL SF OF LOT</b>                                           |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>% COVERAGE OF LOT (A/B= %)</b>                                   |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>5. BUILDING MATERIALS</b>                                        |                                                                  |        |       |                                            |                                             |                                       |  |
| <b>Building Element</b>                                             | <b>Materials, Dimensions, and Operation</b>                      |        |       | <b>Building Element</b>                    | <b>Materials, Dimensions, and Operation</b> |                                       |  |
| Foundation                                                          |                                                                  |        |       | Columns                                    |                                             |                                       |  |
| Walls                                                               |                                                                  |        |       | Windows                                    | Vinyl Clad                                  |                                       |  |
| Roof                                                                |                                                                  |        |       | Doors                                      |                                             |                                       |  |
| Chimney                                                             |                                                                  |        |       | Shutters                                   |                                             |                                       |  |
| Trim                                                                |                                                                  |        |       | Skirting/Underpinning                      |                                             |                                       |  |
| Water table                                                         |                                                                  |        |       | Cornice, Soffit, Frieze                    |                                             |                                       |  |
| Corner board                                                        |                                                                  |        |       | Gutters                                    |                                             |                                       |  |
| Railings                                                            | KDAT                                                             |        |       | Garage Doors                               |                                             |                                       |  |
| Balusters                                                           |                                                                  |        |       |                                            |                                             |                                       |  |
| Handrails                                                           |                                                                  |        |       | Green/Recycled Materials                   |                                             |                                       |  |
|                                                                     |                                                                  |        |       |                                            |                                             |                                       |  |



# TOWN OF BLUFFTON

## 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION:</b> A completed and signed application providing general project and contact information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PROPERTY OWNER CONSENT:</b> 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 type="checkbox"/> | <b>PROJECT NARRATIVE:</b> 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 type="checkbox"/> | <b>DEED COVENANTS/RESTRICTIONS:</b> 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 type="checkbox"/> | <b>ADDITIONAL APPROVALS:</b> 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 type="checkbox"/> | <b>LOCATION MAP:</b> Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PROPERTY SURVEY:</b> Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: <ul style="list-style-type: none"> <li>• All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s);</li> <li>• 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;</li> <li>• All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways;</li> <li>• 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;</li> <li>• Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and</li> <li>• North arrow, graphic scale, and legend identifying all symbology.</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>SITE PLAN:</b> Showing layout and design indicating, but not limited to: <ul style="list-style-type: none"> <li>• All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s);</li> <li>• Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities;</li> <li>• 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</li> <li>• Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |



**TOWN OF BLUFFTON**  
**CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON**  
**HISTORIC DISTRICT (HD) APPLICATION CHECKLIST**

|                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PHOTOS:</b> 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.                                                                                                                                                                                        |
| <b>Concept</b>           | <b>Final</b>             | <b>ARCHITECTURAL INFORMATION.</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>CONCEPTUAL ARCHITECTURAL SKETCHES:</b> Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>FLOOR/ROOF PLANS:</b> 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 type="checkbox"/> | <b>ELEVATIONS:</b> 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 type="checkbox"/> | <b>ARCHITECTURAL DETAILS:</b> 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"/> | <b>MANUFACTURER'S CUT SHEET/SPECIFICATIONS:</b> Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.                                                                                                                                                                                                                            |
| <b>Concept</b>           | <b>Final</b>             | <b>LANDSCAPE INFORMATION.</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>TREE REMOVAL PLAN:</b> A site plan indicating location, species, and caliper of existing trees and trees to be removed.                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>LANDSCAPE PLAN:</b> 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.                                                     |
| <b>Concept</b>           | <b>Final</b>             | <b>ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).</b>                                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>FINAL DEVELOPMENT PLAN APPLICATION:</b> 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

7/5/2024

\_\_\_\_\_  
Date

Mike Nerhus

\_\_\_\_\_  
Printed Name of Property Owner or Authorized Agent

  
\_\_\_\_\_  
Signature of Applicant

7/5/2024

\_\_\_\_\_  
Date

Jason Broene

\_\_\_\_\_  
Printed Name of Applicant



COURT ATKINS  
GROUP

July 5, 2024

Town of Bluffton  
Ms. Katie Peterson, Senior Planner  
20 Bridge Street  
Bluffton, South Carolina 29910  
kpeterson@townofbluffton.com

Re: Amendment Submittal for Nerhus Residence COFA-05-011989

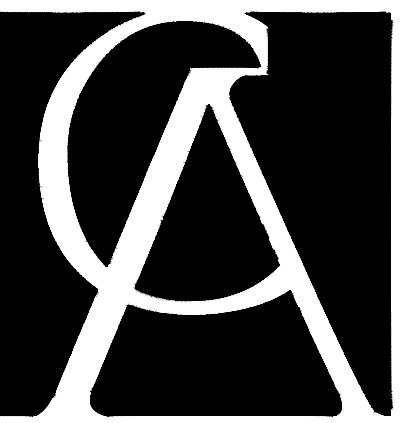
Katie,

Please see attached documents for an amendment to the Nerhus Residence. Documents include application form and exterior elevations. Changes being submitted for review and staff approval are; adding to wood railing and gate to the front porch and changing out all double hung windows to casements windows (window opening / sizes and locations to remain the same and window material to be vinyl clad). If you have any questions or need any additional information please let me know.

Court Atkins Architects, Inc.

Jason Broene, Studio Manager

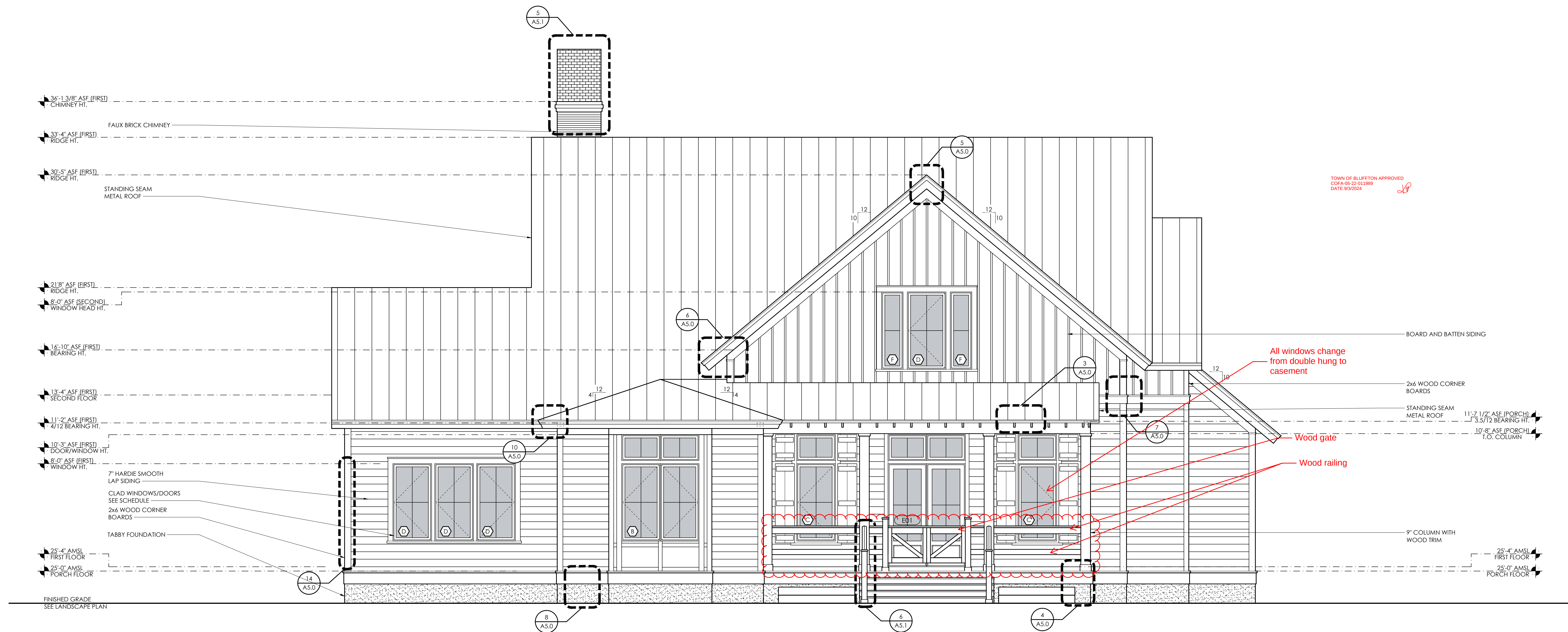
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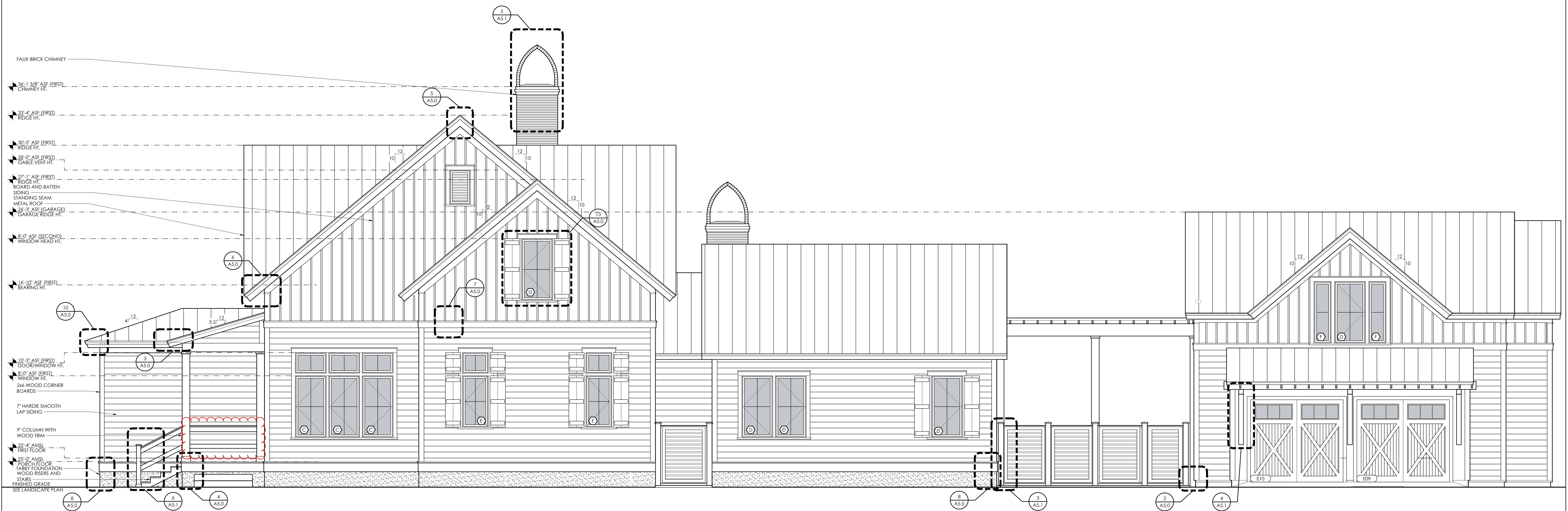
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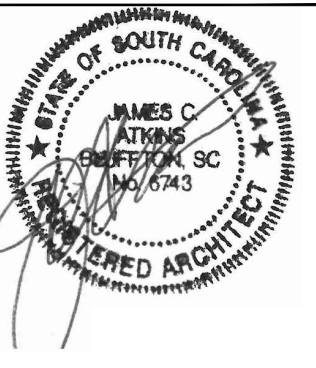
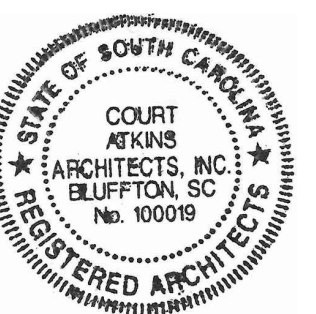


1 FRONT ELEVATION  
A3.0 SCALE 1/4\"/>



2 RIGHT ELEVATION  
A3.0 SCALE 1/4\"/>

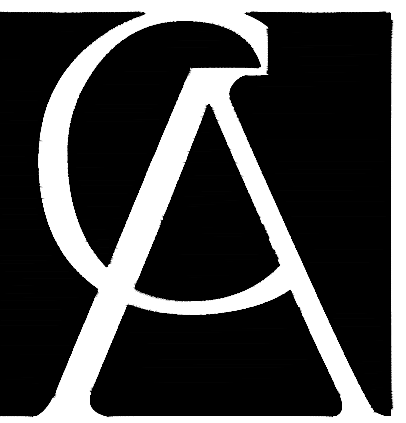
THE NERHUS RESIDENCE  
27 BRIDGE STREET  
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| DATE:             | 07/10/2023 |             |

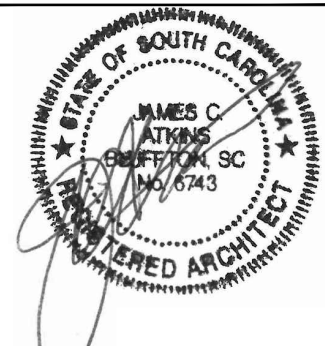
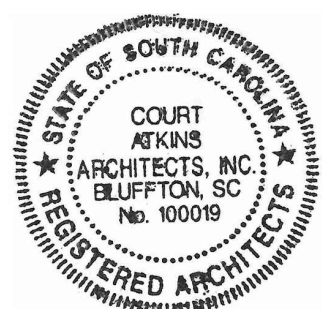
EXTERIOR  
ELEVATIONS  
A3.0



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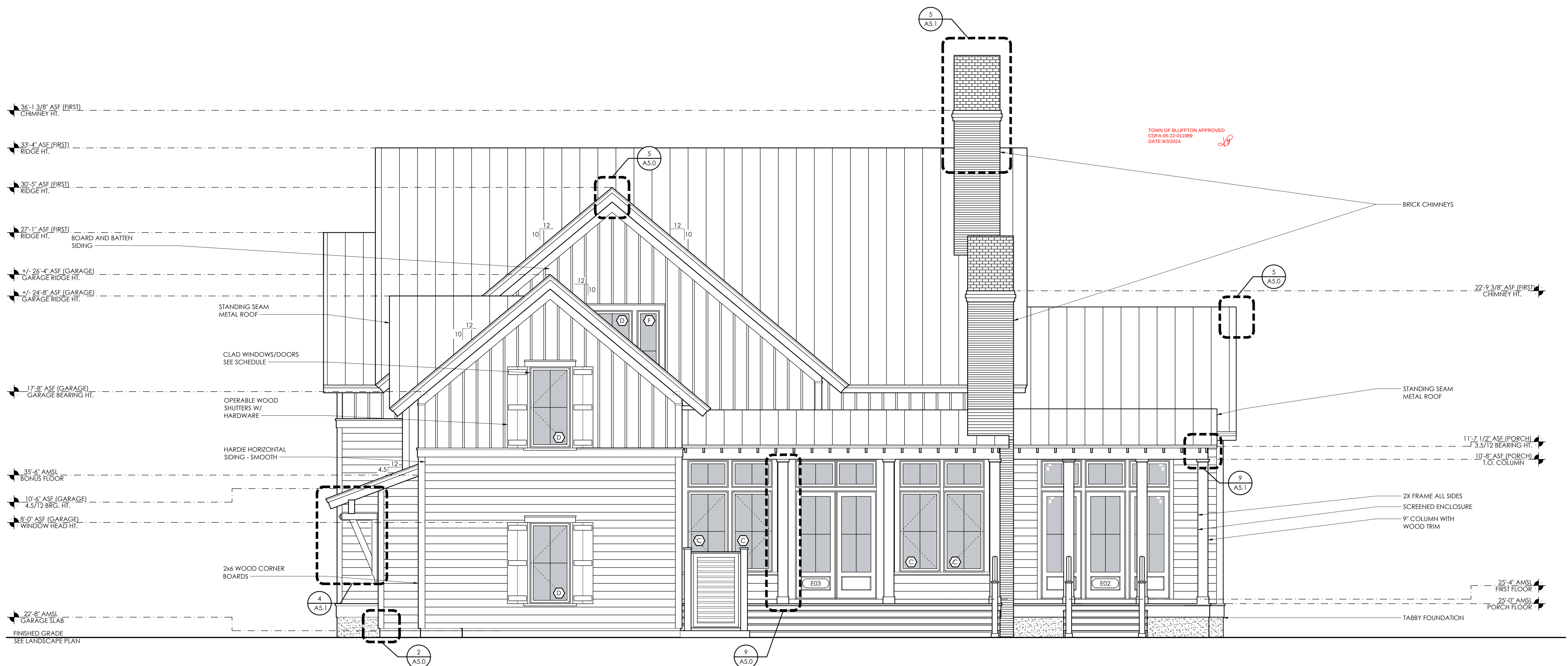
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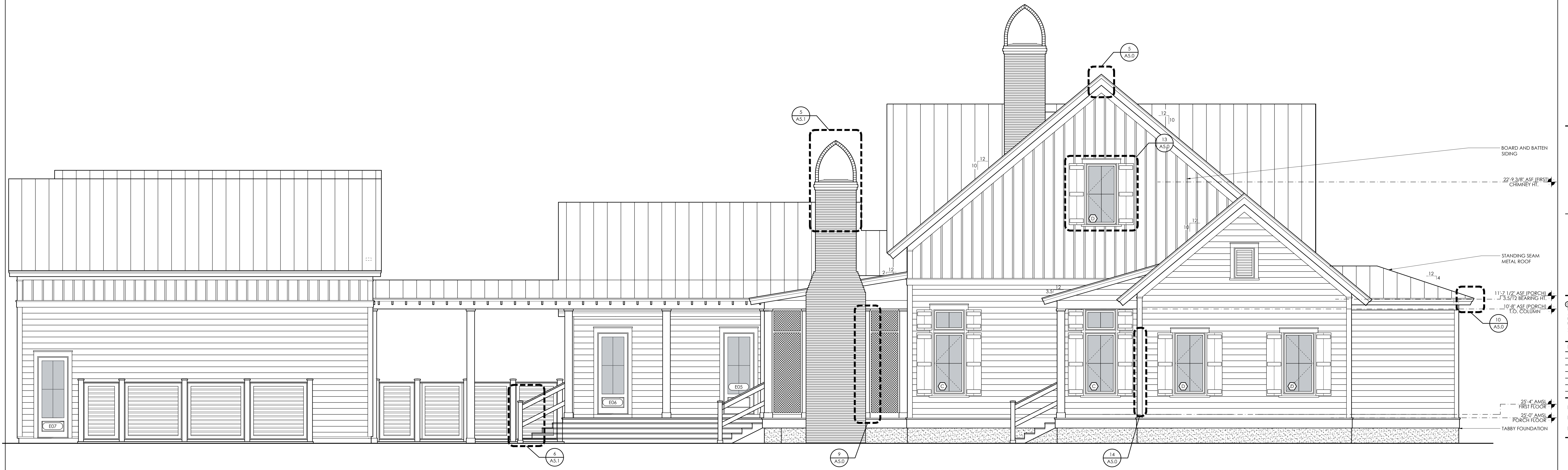
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| DATE:             | 07/10/2023 |             |

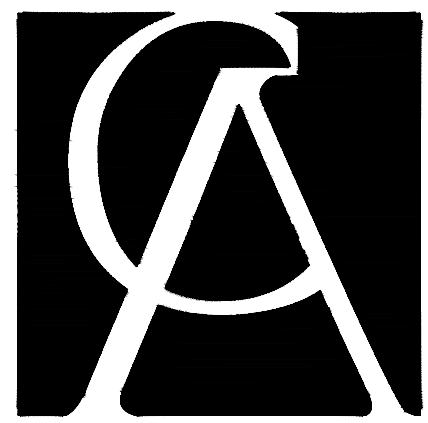
EXTERIOR  
ELEVATIONS  
A3.1



1 REAR ELEVATION  
A3.1 SCALE 1/4" = 1'-0"



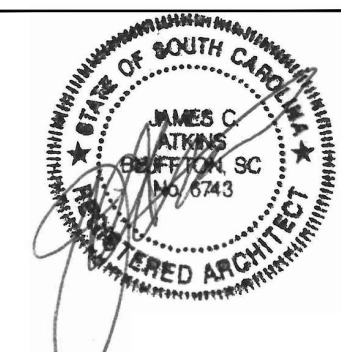
2 LEFT ELEVATION  
A3.1 SCALE 1/4" = 1'-0"



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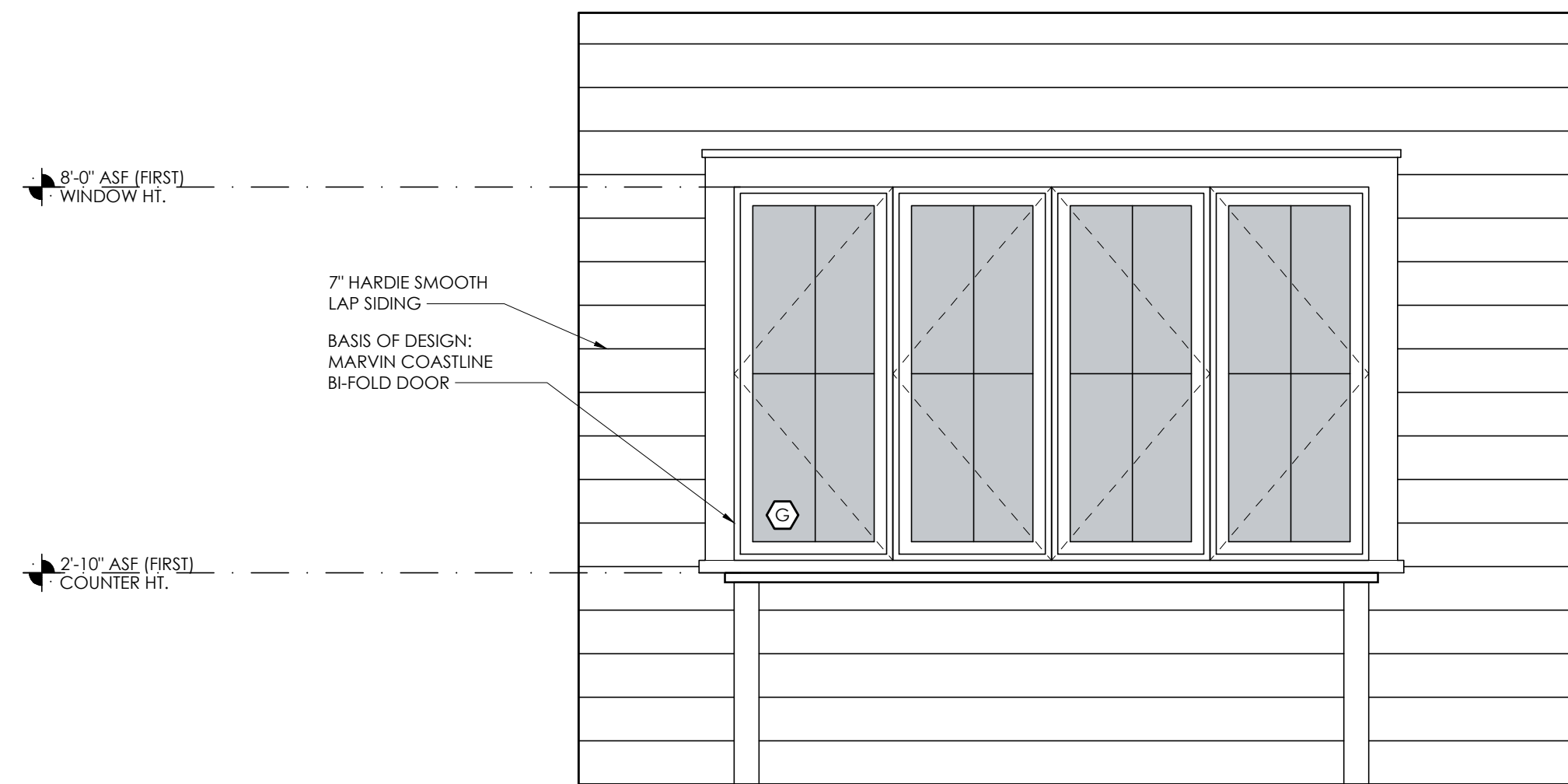
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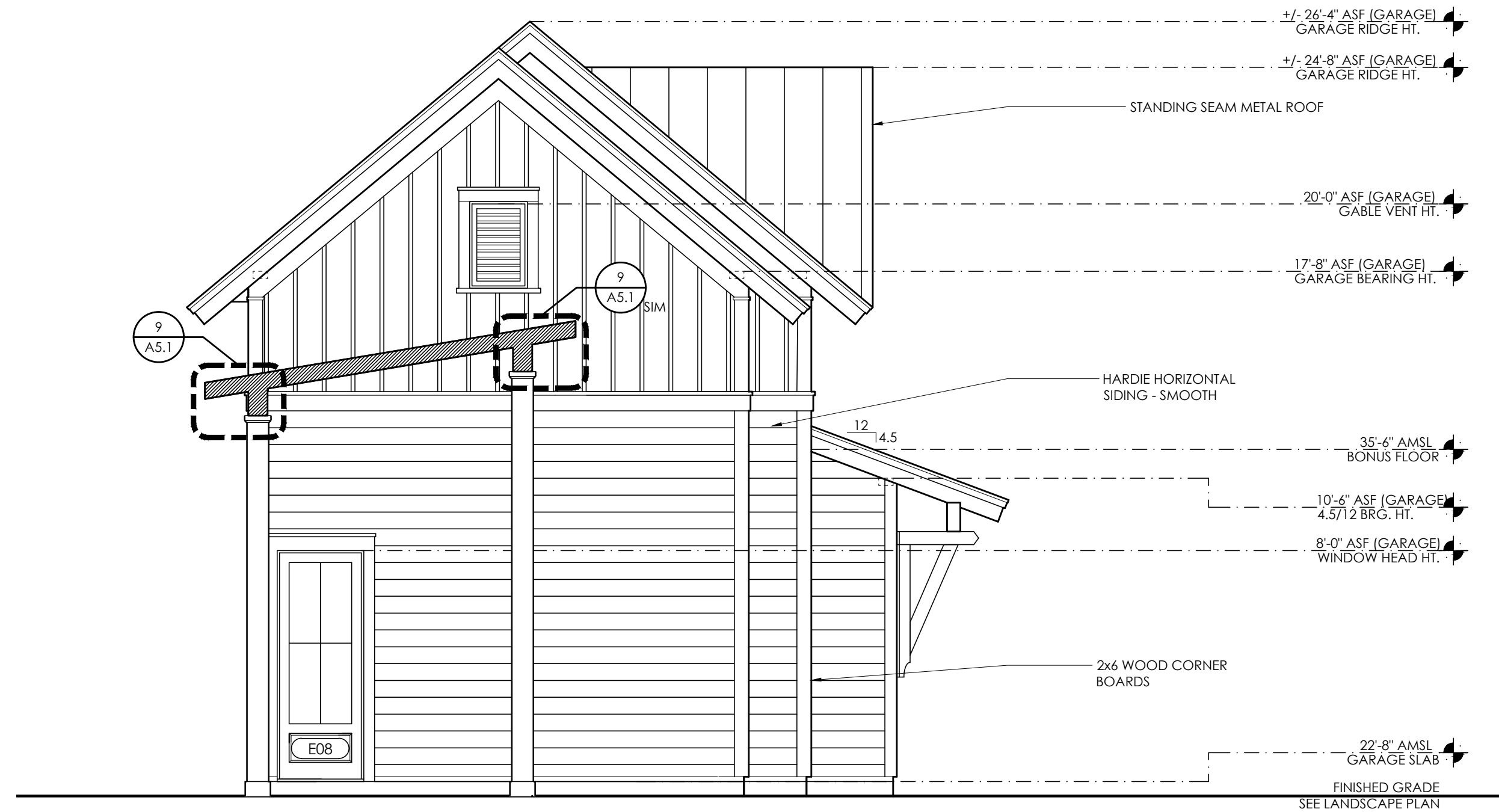
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MINOR  
EXTERIOR  
ELEVATIONS  
A3.2

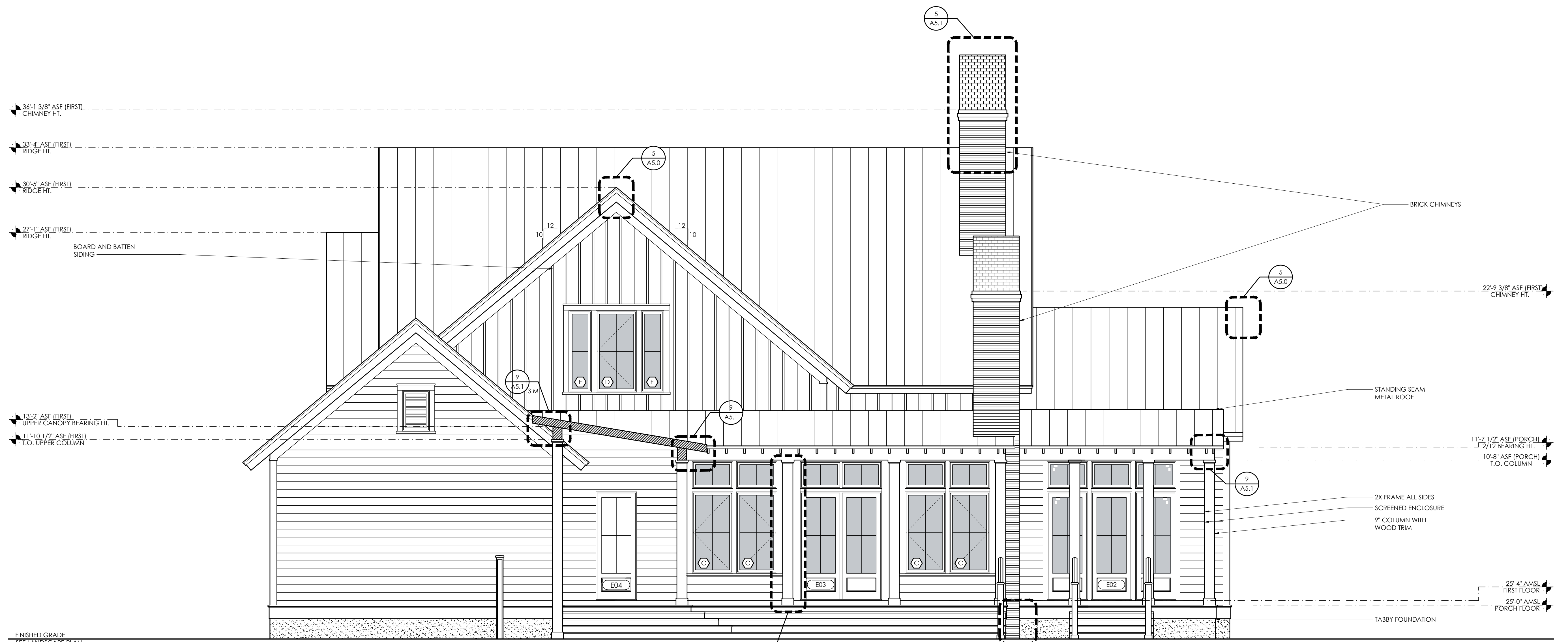
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DATE 9/3/2024



1 MINOR SOUTH ELEVATION  
A3.2 SCALE 1/2" = 1'-0"



3 MINOR EAST ELEVATION  
A3.2 SCALE 1/4" = 1'-0"



2 MINOR WEST ELEVATION  
A3.2 SCALE 1/4" = 1'-0"