

## Attachment 1



**TOWN OF BLUFFTON**  
**CERTIFICATE OF APPROPRIATENESS**  
**HIGHWAY CORRIDOR OVERLAY 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: Steven G. Stowers, AIA		Name: James R. Richardson (Circle 46, LLC)	
Phone: 843.790.4101		Phone: 843.384.6716	
Mailing Address: 23A Market, Suite 1, Beaufort, SC 29906		Mailing Address: 1 North Forest Beach, Unit K-8	
E-mail: steve@a101.design		E-mail: llucier@richardsongrp.com	
Town Business License # (if applicable):			
Project Information			
Project Name: Compass Commons at New Riverside Village		Acreage: 2.77	
Project Address: 395 East Parkside Commons			
Zoning District: PUD			
Tax Map Number(s): R600 036 000 3712 0000			
Project Description: Two new restaurant buildings flanking an outside dining area.			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Mandatory Application Check-In meeting scheduled. <input checked="" type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s). <input checked="" type="checkbox"/> 3. Digital files drawn to scale of the Architectural Plan(s). <input checked="" type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership. <input checked="" type="checkbox"/> 5. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input checked="" type="checkbox"/> 6. Material samples and color swatches for all proposed materials. <input checked="" type="checkbox"/> 7. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
<b>Note: A Pre-Application Meeting is required prior to Application submittal.</b>			
<b>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 application.</b>			
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: 23 APRIL 23	
Applicant Signature:		Date: Steven G. Stowers	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	

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## 4 WIMBREL LANE - DESIGN NARRATIVE

November 21, 2023

Bluffton Highway Corridor Architectural Review Board  
C/O Katie Peterson, AICP  
Senior Planner, Town of Bluffton  
20 Bridge Street  
Bluffton, SC 29910



### **Project: Compass Commons at New Riverside Village – Buildings A & B**

Thank you for considering our planned restaurant buildings proposed at 395 East Parkside Commons at the New Riverside Village. This project has 266 feet of frontage on May River Road and therefore we are submitting it for the Bluffton Highway Corridor Architectural Review. The proposed development is located within the approved New Riverside Conceptual Masterplan and you will find the project is in compliance with the criteria in Article 3 of the Unified Development Ordinance.

### DESIGN NARRATIVE

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This project proposes two restaurant buildings on the site, each totaling around 2,000 sf in footprint with small mechanical penthouses in the attic. We have provided a second-floor breezeway and stair between the two buildings to allow the mechanical equipment to be easily maintained and replaced when needed. This breezeway element also frames the access corridor from the rear parking lot to accentuate this important access point and make it feel more substantial to the patrons.

The design also features a large outdoor fireplace that anchors the outdoor dining area (875 SF) that will serve both restaurant buildings. You will find that our proposed design includes generous overhangs, brackets, exposed rafter tails, and shed roof elements that are found throughout Bluffton's architectural vernacular style. We have also incorporated site elements such as solar lighting, pervious parking spaces, extensive landscaping coordinated with the architecture of the building, and carefully considered hardscape elements that make the buildings very sensitive to the site and their important location in Bluffton.

Thank you for considering our design for a Certificate of Appropriateness. We are happy to answer any questions you may have.

Sincerely,

A handwritten signature in blue ink that reads 'Steven G. Stowers'.

Steven G. Stowers, AIA, LEED AP

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## **TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS- HIGHWAY CORRIDOR OVERLAY (HCO) 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. 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 assure expeditious application review.

<b>Step 1. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
Prior to the filing of a Certificate of Appropriateness - HCO 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.	
<b>Step 2. Application Check-In Meeting</b>	<b>Applicant &amp; Staff</b>
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Certificate of Appropriateness - HCO Application and required submittal materials during a <b>mandatory</b> Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
<b>Step 3. Review by UDO Administrator</b>	<b>Staff</b>
If the UDO Administrator or designee determines that the Certificate of Appropriateness - HCO Application is complete, it shall be presented to the Planning Commission.	
<b>Step 4. Planning Commission Meeting</b>	<b>Applicant, Staff &amp; Planning Commission</b>
The PC shall review the Certificate of Appropriateness - HCO Application for compliance with the criteria and provisions in the UDO. The PC may approve, approve with conditions, or deny the application.	
<b>Step 5. Issue Certificate of Appropriateness</b>	<b>Staff</b>
If the PC approves the Certificate of Appropriateness - HCO Application, the UDO Administrator or designee shall issue the Certificate of Appropriateness - HCO.	