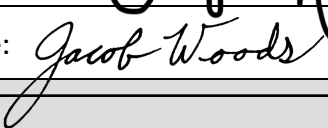




ATTACHMENT 2

**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
applicationfeedback@townofbluffton.com

| Applicant | | Property Owner | |
|---|--|---|--|
| Name: Court Atkins Architects, Inc. | | Name: TripleBCo, LLC | |
| Phone: 843-815-2557 | | Phone: (843) 368-0120 | |
| Mailing Address: P.O. Box 3978 Bluffton, SC 29910 | | Mailing Address: 133 Mt. Pelia Road Bluffton, SC 29910 | |
| E-mail: jacob.woods@courtatkins.com | | E-mail: cjane hatch@gmail.com | |
| Town Business License # (if applicable): LIC-04-19-028962 | | | |
| Project Information (tax map info available at http://www.townofbluffton.us/map/) | | | |
| Project Name: Hair and So On Salon | | Conceptual: <input type="checkbox"/> | Final: <input checked="" type="checkbox"/> |
| Project Address: 5818 Guilford Place | | Amendment: <input type="checkbox"/> | |
| Zoning District: Neighborhood General-HD | | Application for: | |
| Acreage: .17 | | <input checked="" type="checkbox"/> New Construction | |
| Tax Map Number(s): R610 039 000 1488 0000 | | <input type="checkbox"/> Renovation/Rehabilitation/Addition | |
| | | <input type="checkbox"/> Relocation | |
| Project Description: A 2 story building for use by Hair and So On Salon with a mix of Lap, Board & Batten and Tabby Stucco Siding. | | | |
| Minimum Requirements for Submittal | | | |
| <input checked="" type="checkbox"/> 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal. | | | |
| <input checked="" type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s). | | | |
| <input checked="" type="checkbox"/> 3. Digital files of the Architectural Plan(s). | | | |
| <input checked="" type="checkbox"/> 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. | | | |
| <input checked="" type="checkbox"/> 5. All information required on the attached Application Checklist. | | | |
| <input checked="" type="checkbox"/> 6. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton. | | | |
| Note: A Pre-Application Meeting is required prior to Application submittal. | | | |
| Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit. | | | |
| I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected. | | | |
| Property Owner Signature:  | | Date: 12/18/2023 | |
| Applicant Signature:  | | Date: 12/18/2023 | |
| For Office Use | | | |
| Application Number: | | Date Received: | |
| Received By: | | Date Approved: | |



ATTACHMENT 2

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 assure expeditious application review.

| | |
|--|--|
| Step 1. Pre-Application Meeting | Applicant & Staff |
| 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. | |
| Step 2. Application Check-In Meeting – Concept Review Submission | Applicant & Staff |
| 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 mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule. | |
| Step 3. Review by UDO Administrator or designee and HPRC | Staff |
| 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. | |
| Step 4. Historic Preservation Review Committee | Applicant, Staff & Historic Preservation Review Committee |
| 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. | |
| Step 5. Application Check-In Meeting - Final Review Submission | Applicant & Staff |
| 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. | |
| Step 6. Historic Preservation Commission Meeting | Applicant, Staff & Historic Preservation Commission |
| 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. | |
| Step 7. Issue Certificate of Appropriateness | Staff |
| If the HPC approves the Certificate of Appropriateness - HD Application, the UDO Administrator or designee shall issue the Certificate of Appropriateness - HD. | |



ATTACHMENT 2 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.

| | | | | | |
|---|--|---|--------------------------------|---|--|
| 1. DESIGN REVIEW PHASE | | CONCEPTUAL REVIEW <input type="checkbox"/> | | FINAL REVIEW <input checked="" type="checkbox"/> | |
| 2. SITE DATA | | | | | |
| Identification of Proposed Building Type (as defined in Article 5): Additional Building Type | | | | | |
| Building Setbacks | Front:15' | Rear:36.5' | Rt. Side:11.5' | Lt. Side:10' | |
| 3. BUILDING DATA | | | | | |
| Building | Description (Main House, Garage, Carriage House, etc.) | | Existing Square Footage | Proposed Square Footage | |
| Main Structure | Main Buidling | | | 2315 SF | |
| Ancillary | | | | | |
| Ancillary | | | | | |
| 4. SITE COVERAGE | | | | | |
| Impervious Coverage | | | Coverage (SF) | | |
| Building Footprint(s) | | | 1480 SF | | |
| Impervious Drive, Walks & Paths | | | 915 SF | | |
| Open/Covered Patios | | | 448 SF | | |
| A. TOTAL IMPERVIOUS COVERAGE | | | 2843 SF | | |
| B. TOTAL SF OF LOT | | | 7350 SF | | |
| % COVERAGE OF LOT (A/B= %) | | | 38.7 | | |
| 5. BUILDING MATERIALS | | | | | |
| Building Element | Materials, Dimensions, and Operation | | Building Element | Materials, Dimensions, and Operation | |
| Foundation | Concrete w/ Tabby Stucco | | Columns | WD. w/ Cement. Trim | |
| Walls | Cement. Lap Siding & Board and Batten | | Windows | Alum. Clad | |
| Roof | Standing Seam | | Doors | Alum. Clad | |
| Chimney | N/A | | Shutters | Composite WD. & KDAT WD. | |
| Trim | Cementitious | | Skirting/Underpinning | N/A | |
| Water table | KDAT Chamfered 2X3 | | Cornice, Soffit, Frieze | KDAT WD. | |
| Corner board | Cementitious | | Gutters | N/A | |
| Railings | Powder Coated Alum. | | Garage Doors | N/A | |
| Balusters | Powder Coated Alum. | | Green/Recycled Materials | | |
| Handrails | Powder Coated Alum. | | | | |



ATTACHMENT 2 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 checked="" type="checkbox"/> | COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information. |
| <input type="checkbox"/> | <input type="checkbox"/> | PROPERTY OWNER CONSENT: If the applicant is not the property owner, a letter of agency from the property owner is required to authorize the applicant to act on behalf of the property owner. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | PROJECT NARRATIVE: A detailed narrative describing the existing site conditions and use, the proposed development intent with proposed uses and activities that will be conducted on the site. Include a description of the proposed building type and proposed building materials as permitted in Article 5. |
| <input type="checkbox"/> | <input type="checkbox"/> | DEED COVENANTS/RESTRICTIONS: A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | ADDITIONAL APPROVALS: A written statement from the Declarant of any deed covenants, conditions, or restrictions and/or the Review Body of any design or architectural standards that the current design has been reviewed for consistency with the established restrictions/design principles and approved. |
| Concept | Final | SITE ASSESSMENT. |
| <input type="checkbox"/> | <input type="checkbox"/> | LOCATION MAP: Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: <ul style="list-style-type: none"> • All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s); • Municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the tract, form a part of the boundary of the tract, or are contiguous to such boundary; • All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways; • Existing watercourses, drainage structures, ditches, one-hundred (100) year flood elevation, OCRM critical line, wetlands or riparian corridors top of bank locations, and protected lands on or adjacent to the property; • Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and • North arrow, graphic scale, and legend identifying all symbology. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | SITE PLAN: Showing layout and design indicating, but not limited to: <ul style="list-style-type: none"> • All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s); • Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities; • Pedestrian circulation elements and ensuring design shows ADA accessibility compliance. Location, layout, and number of vehicular and bicycle parking spaces bicycle parking, and ensuring design shows ADA accessibility compliance; and • Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements. |



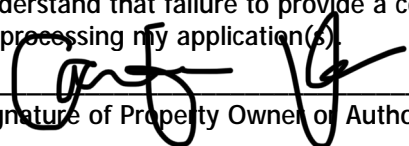
ATTACHMENT 2 TOWN OF BLUFFTON

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

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


SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL

By signature below I certify that I have reviewed and provided the submittal items listed above. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).


Signature of Property Owner or Authorized Agent

12/18/2023
Date

Caitlin Hatch
Printed Name of Property Owner or Authorized Agent


Signature of Applicant

12/18/2023
Date

Jacob Woods
Printed Name of Applicant

ATTACHMENT 2



COURT ATKINS
GROUP

December 22, 2023

Katie Peterson, Senior Planner
Town of Bluffton
20 Bridge Street
P.O. Box 386
Bluffton, SC 29910

Project: Hair and So On Salon (5818 Guilford Place)

Subject: Project Narrative for Certificate of Appropriateness – HPC Final Review

Katie,

Project Description

The Hair and So On Salon is a proposed 2 Story Building in the Neighborhood General Historic District in Bluffton, located in the Stock Farm development.

Existing Conditions

Currently, 5818 Guilford Place is an empty lot with trees and foliage. It is flanked on both sides by empty lots and residential construction on the other side of Guilford Place.

Proposed Building Construction

The proposed architectural program for the project is a single 2 story building, used under a business occupancy for Hair and So On Salon. The ground floor totals 1,480 SF, with an exterior stair leading to the second story. There is an entry off of May River Road, as well as a side main entry along the right side of the building. There is a large two-story porch off of the main entrance. The 835 SF Second Story provides a generous balcony facing May River Road.

The architectural massing of the building includes simple roof forms with standing seam metal roofing. The exterior materials for the building will be cementitious fiber siding (Lap, Board and Batten & Hardie Panel), with a tabby stucco foundation and entry element. The porch railing will be metal.

The building is likely to be wood construction, Type V-B.

The building is considered an "Additional Building Type" per the Town of Bluffton Unified Development Ordinance (UDO)

Growth Management Review Comments & Responses

1. Rear setback per DPA-05-17-10936 is 36.5' for Lot 13. Remove the 16' BSL line shown on the Site Plan and revise building placement to be no less than 36.5' from the rear property line in all locations. it is currently 34' 6" from the property line behind the parking spaces. (Front 15, Left and Right 10')
See revised site plan.
2. Provide breakdown of square footage. Calculating from the leader lines provided 2,876 SF, the narrative indicates 2,237 SF, site plan shows 2,290 SF. Maximum Square footage permitted by the DP/CC&Rs is 2,315 SF.
Final conditioned square footage is 2,315. First floor totals 1,480 SF & Second floor totals 835 SF.

ATTACHMENT 2

3. At time of final submittal, provide detail for Composite Bahama shutter to be located on second floor. Note- must be wood composite. (UDO 5.15.6.M)
See A5.1 for wood composite Bahama shutter detail.
4. Note: Signs are reviewed under a separate Site Feature permit. As currently drawn, it appears the panel behind the sign is intended as a portion of the architectural design. If so, provide detail. Please note it appears that if configured in this manner, the sign SF would include the full panel.
Acknowledged.

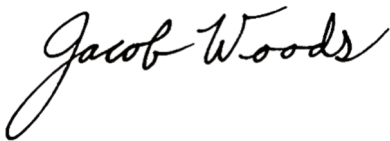
HPRC Review Comments & Responses

1. Building is an Additional Building type. Main Street Building is not a permitted within the Neighborhood General-HD zoning District. Revise narrative for Final submittal. (UDO 5.15.5.C.)
Narrative has been revised to Additional Building Type.
2. Provide additional information on the material for the handrails and guardrails noted as metal at time of final submittal.
See revised detail sheets and application. Material to be powder coated aluminum.
3. At time of final submittal, provide architectural details of the railings and balusters, window detail, window and door tables, shutter dog profile, corner board trim, a typical wall section, and a wall section through the eave depicting the material configuration and dimensions. Further, provide a landscape plan showing foundation plantings, canopy coverage calculations, and street tree locations. (Applications Manual)
See detail sheets for all above mentioned details. See landscape plan.
4. Consider moving the first floor water table down to the level of the first finished floor.
We prefer to leave the water table as is.
5. There appears to be a small space between the ramp and the service yard that could collect water and prove hard to drain appropriately. The roof above also might prove to be problematic if draining directly onto the ramp. Consider adding a gutter and downspout to manage water above the ramp, and potentially expanding the ramp and raising the adjacent service yard. If gutters are added, provide detail at final.
Ramp has been shifted against the building.

Building Safety Review Comments & Responses

1. The handrails on the monumental stairs must be located within three feet of the normal walking path of the exit door per IBC section 1014.9.
Handrails have been adjusted to comply. Please see revised Floor Plan.

Regards,



Jacob Woods, Project Designer