



**TOWN OF BLUFFTON  
 CERTIFICATE OF APPROPRIATENESS  
 HIGHWAY CORRIDOR OVERLAY APPLICATION**

Growth Management Customer Service Center  
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Applicant		Property Owner	
Name: Samantha Kozlowski, Development Manager		Name: EIG14T BBMA SC BLUFFTON, LLC	
Phone: (248) 817-1691		Phone: (248) 817-1691	
Mailing Address: 1695 Twelve Mile Road, Suite 100, Berkley, MI 48072		Mailing Address: 1695 Twelve Mile Road, Suite 100, Berkley, MI 48072	
E-mail: samantha@814cre.com		E-mail: reed@814cre.com	
Town Business License # (if applicable): N/A			
Project Information			
Project Name: Big Blue Marble Academy		Acreage: +/- 1.276 Acres	
Project Address: Mill Creek Blvd. & Okatie Hwy., Bluffton, SC 29909			
Zoning District: Cypress Ridge PUD			
Tax Map Number(s): TBD			
Project Description: New construction +/- 11,953 SF one-story building located in Cypress Ridge on Mill Creek Blvd. in Bluffton, SC. It will be a new child care building. Use Group "E" for day care facilities.			
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: <i>Reed Jester</i>		Date: 3/24/2023	
Applicant Signature: <i>Samantha R Kozlowski</i>		Date: 3/24/2023	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



## 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.	

Project Narrative  
Certificate of Appropriateness HCO  
Big Blue Marble Academy  
Cypress Ridge PUD  
[Mill Creek Blvd. & Okatie Hwy.]

The subject property is a new construction +/- 11,953 SF Big Blue Marble child care facility to be located at the intersection of Mill Creek Boulevard and Okatie Highway in Bluffton, South Carolina. The subject property is situated on approximately +/- 1.276 acres of land. The subject property is currently comprised of undeveloped vacant land. It is located within the jurisdiction of the Town of Bluffton and is currently zoned "Commercial" within the Cypress Ridge PUD. The parcel number and formal address for this property is to be determined. The Master Developer will be recording the lot split/subdivision.

The childcare facility will have dual access points off a private drive, Slater Street. The dual access will allow for improved site traffic accessibility and connectivity. There will be 33 parking spaces, including two (2) ADA compliant parking spaces, which will be enough parking to accommodate all staff members and parents/guardians. There will be no "drop-off lane" permitted for this facility. All parents/guardians will be required to park their vehicle and check their student in and out of the facility at the front desk.

A Certificate of Appropriateness HCO is required to install landscaping, lighting, or architectural elements within the Highway Corridor Overlay district. The proposed application is in conformance with the architectural provisions provided in Article 5, Design Standards, the Cypress Ridge PUD Master Plan, and the requirements in the application manual. The proposed Big Blue Marble Academy building will blend harmoniously with the natural surroundings, and the scale of neighborhood architecture, complying with the intent of Section 5 (Design Guidelines for the HCO). The Developer & Architect have made extensive exterior changes to the prototypical BBMA building to adapt to the traditional Lowcountry Vernacular style preferred by the Town of Bluffton.

The proposed childcare building will consist of primarily neutral colors that are compatible with Lowcountry or coastal vernacular palette, as mentioned in the Design criteria. There are 3 primary materials on the building façade- Siding, Brick, and Glass. Siding makes up 59%, Brick makes up 22%, and Glass makes up 18% of the overall façade. The building will consist of a "Savannah Grey" colored brick wainscot, "Monterey Taupe" colored James Hardie Siding, and white trim. The main roof will rise 4" in a length of 12" (4/12 pitch roof) with the porch roofs and bump outs having a rise of 6" in a length of 12" (6/12 pitch roof) and the materials will be multilayered asphalt shingles color "Oyster Grey" and white soffit panels to match the building and window trim. The building front entrance and back exit will include four (4) white fiberglass columns with a brick base to match the building exterior. The overall building façade will be broken up by many windows, doors, and mixed materials. The proposed building will have upgraded dormers and windows from the typical BBMA prototype to further breakup the roofline.

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The dumpster enclosure and monument sign base will consist of the same materials to match the exterior of the building. All HVAC units have been relocated to the west & east sides of the building and screened from the view of Slater Street & Okatie Highway. The grade level HVAC units will be thoroughly screened by a decorative, intentional screening structure comprised of composite vinyl-based planks that provide a well-balanced contrasting look of architectural woods and a metal framework. The roof hood system & service platform facing the parking lot along Slater Street will have the same screening material to provide a balanced look.