



# 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:	Narciso Lira - Odyssey Services Group	Name:	Ian Bowers - Refuel Operating Company LLC
Phone:	832.373.7577	Phone:	(865) 337-9372
Mailing Address:	9540 Garland Rd Dallas, TX 75218	Mailing Address:	547 Longpoint Rd, Mt. Pleasant, SC 29464
E-mail:	narciso.lira@odysseygroup.com	E-mail:	ibowers@refuelmarket.com
Town Business License # (if applicable):			
<b>Project Information</b>			
Project Name:	Refuel 1062 Bluffton	Acreage:	1.58
Project Address: 130E Parkside Commons, Bluffton, SC 29910			
Zoning District:			
Tax Map Number(s): R610-036-000-3713.0000			
Project Description: Construction of Refuel convenience store/gas station with car wash.			
<b>Minimum Requirements for Submittal</b>			
<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:</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 application.			
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>Ian Bowers</i>		VP of Legal	Date: <b>4.5.23</b>
Applicant Signature: <i>Narciso Lira</i>			Date: 4-12-23
<b>For Office Use</b>			
Application Number:		Date Received:	
Received By:		Date Approved:	



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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><u>mandatory</u></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.	

Katie Peterson, AICP  
Senior Planner  
Town of. Bluffton  
20 Bridge Street  
Bluffton, SC 29910

March 28, 2023

RE: Refuel 1062  
Certificate of Appropriateness HCO

Ms. Peterson,

We are submitted our application for certificate of appropriateness for Highway Corridor Overlay for a proposed Refuel Convenience Store. The project consists of a 4,958 SF convenience store with 6 dispensers. There is also a proposed car wash onsite. The proposed development is located within the New Riverside approved Conceptual Master Plan. The site layout is in line with the lot's Conceptual Master Plan incorporating the required buffers which helps create/protect open spaces.

The proposed design promotes the requirements outlined within HCO Districts requirements. The design promotes protection of architectural and historical heritage of the Town of Bluffton through it's Low-Country design elements. The design enhances the cultural image and character of the Town of Bluffton's historical charm.

Refuel's sense of community involvement embraces community unity and enhancement of the Town's cultural image.

Upon review of the provided documents, do not hesitate to contact me with any questions you may have.

Sincerely,

Narciso Lira  
Odyssey Services Group