
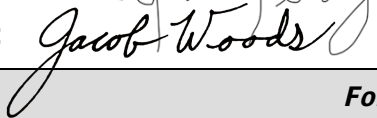




ATTACHMENT 1

**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 GROUP		Name:APRIL PEREZ	
Phone:843-815-2557		Phone:843-290-7060	
Mailing Address:P.O. BOX 3978 BLUFFTON, SC		Mailing Address:2 PINE FOREST DRIVE BLUFFTON, SC	
E-mail:JACOB.WOODS@COURTATKINS.COM		E-mail:APRIL@PALMETTOPOPSHHI.COM	
Town Business License # (if applicable):LIC-04-19-028962			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name:PEREZ MIXED-USE BUIDLING		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Address: 1 BLUE CRAB ST.		Amendment: <input type="checkbox"/>	
Zoning District:NEIGHBORHOOD GENERAL-HD		Application for:	
Acreage:0.16 ACRES		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s):R610 039 000 1208 0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation	
Project Description:A 2.5 STORY LIVE/WORK BUILDING WITH A BUSINESS & PRODUCTION FACILITY ON THE GROUND FLOOR, AND A 1.5 STORY RESIDENTIAL UNIT			
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: 11/06/2024	
Applicant Signature: 		Date: 11/06/2024	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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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): LIVE-WORK SIDEYARD			
Building Setbacks	Front:15'	Rear:5'	Rt. Side:11.5' Lt. Side:7.5'
3. BUILDING DATA			
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage
Main Structure	MIXED USE SPACE		3,180 SF
Ancillary	CARRIAGE HOUSE		823 SF
Ancillary	CONNECTOR		184 SF
4. SITE COVERAGE			
Impervious Coverage		Coverage (SF)	
Building Footprint(s)		1900 SF	
Impervious Drive, Walks & Paths		778 SF	
Open/Covered Patios		313 SF	
A. TOTAL IMPERVIOUS COVERAGE		2,991 SF	
B. TOTAL SF OF LOT		6,766 SF	
% COVERAGE OF LOT (A/B= %)		44.2%	
5. BUILDING MATERIALS			
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation
Foundation	TABBY STUCCO	Columns	CEMENTITIOUS
Walls	CEMENTITIOUS	Windows	ALUM CLAD
Roof	ASPHALT SHNGL. / SS	Doors	ALUM CLAD
Chimney	N/A	Shutters	N/A
Trim	CEMENTITIOUS	Skirting/Underpinning	N/A
Water table	KDAT WD TRIM	Cornice, Soffit, Frieze	TBD
Corner board	CEMENTITIOUS	Gutters	N/A
Railings	KDAT WD	Garage Doors	STEEL
Balusters	KDAT WD	Green/Recycled Materials	
Handrails	KDAT WD		



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**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 checked="" 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 checked="" 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"/>	<p>PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to:</p> <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"/>	<p>SITE PLAN: Showing layout and design indicating, but not limited to:</p> <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.



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<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 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

11/06/2024

Date

April Perez

Printed Name of Property Owner or Authorized Agent

Signature of Applicant

11/06/2024

Date

JACOB WOODS

Printed Name of Applicant

ATTACHMENT 1



COURT ATKINS
GROUP

November 06, 2024

Project: Alair Homes Office (5812 Guilford Place)

Subject: Project Narrative Final HPC Submittal

Enclosed are the Architectural and Landscape drawings of the Alair Homes Office for Final HPC Review.

Project Description

The Alair Homes Office is a proposed 2 Story Building with a connected 2 Story Carriage House in the Neighborhood General Historic District in Bluffton, located in the Stock Farm development.

Existing Conditions

Currently, 5812 Guilford Place is an empty lot with trees and foliage. There is a 2 Story building to the East and an empty lot to the West, with residential construction on the other side of Guilford Place.

Proposed Building Construction

The proposed architectural program for the project is a 2 story main structure with a 1170 SF tenant space on the first floor and the 1250 SF Alair Homes office on the second floor. The adjacent connected carriage house has a 525 SF tenant space on each floor. The expected occupancy for each space is Business. There are two exterior stairs, one off of May River Road and the other between the structures.

There are two tabby parapet walls, similar in character to the adjacent Hair and So On Salon. Trellises wrap the two-story entry porch off of May River Road, allowing plants to climb the building.

The architectural massing of the building includes simple roof forms with standing seam and asphalt shingle roofing. The exterior materials for the building will be cementitious fiber siding (horizontal and vertical). The porch railing will be metal.

Changes from Concept HPC Meeting

Following the 10/7 meeting, it was determined that the main changes would be dropping the carriage house bearing, lowering the band board there and reworking the central connecting stair.

We have lowered the bearing of the carriage house 2', reducing its scale in comparison to the main structure and dropped the band board accordingly. In the connector, we have adjusted the stair to protrude out of the enclosure and have screened the stair internally from the adjacent storage / service yard space. Additionally, we have provided multiple details, including the profile of the aluminum guardrail, and have provided dimensions of the front balcony.

Please reach out if there are any questions about the submittal.

Regards,

Jacob Woods, Project Designer