





ATTACHMENT 3

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)706-4522
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Court Atkins Architects, Inc.		Name: Mike Nerhus	
Phone: 843-815-2557		Phone: 843-540-7874	
Mailing Address: 32 Bruin Road Bluffton, SC 29910		Mailing Address: 38 Blue Trail Ct. Bluffton, SC 29910	
E-mail: jason.broene@courtatkins.com		E-mail: mike@riverdogbrewing.com	
Town Business License # (if applicable): LIC-4-12-8068			
Project Information (tax map info available at http://www.townofbluffton.us/gis/)			
Project Name: Nerhus Residence		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Location: 27 Bridge Street, Town of Bluffton		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood Conservation - HD		Application for:	
Acreage: .588		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 00A 0052 0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation or Demolition	
Project Description: A new single family, 1.5 story residence with a detached garage			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Full sized copies and digital files of the Site Plan(s). One (1) set for Conceptual, two (2) sets for Final			
<input checked="" type="checkbox"/> 2. Full sized copies and digital files of the Architectural Plan(s). One (1) set for Conceptual, two (2) sets for Final			
<input checked="" type="checkbox"/> 3. 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: 3/9/2022	
Applicant Signature: 		Date: 3/9/2022	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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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. 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 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 Application with the required submittal materials during an Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
Step 3. Review by UDO Administrator and HPC	Staff
If the UDO Administrator 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 the 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 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 shall issue the Certificate of Appropriateness-HD.	



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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 Types					
Building Setbacks	Front:10'	Rear:30'	Rt. Side:10'	Lt. Side:10'	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage		Proposed Square Footage	
Main Structure	Main House	N/A		4,120 (Heated)	
Ancillary	Carriage House	N/A		437 (Heated)	
Ancillary					
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			3,974 sq.ft. (3,223 Main House + 751 Carriage House)		
Impervious Drive, Walks & Paths			1,380 sq.ft.		
Open/Covered Patios			1,504 sq.ft.		
A.TOTAL IMPERVIOUS COVERAGE			6,683 sq.ft.		
B.TOTAL SF OF LOT			25,601 sq.ft.		
% COVERAGE OF LOT (A/B= %)			26.8%		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	Brick	Columns	PT Wood		
Walls	Hardie Siding/Shake	Windows	Marvin Integrity		
Roof	Asphalt w/ Metal Accents	Doors	Wood		
Chimney	Brick	Shutters	Wood		
Trim	KDAT	Skirting/Underpinning	KDAT		
Water table	Hardie/KDAT	Cornice, Soffit, Frieze	Hardie		
Corner board	Hardie	Gutters	N/A		
Railings	KDAT	Garage Doors	Wood or Metal		
Balusters	KDAT	Green/Recycled Materials	N/A		
Handrails	KDAT				



ATTACHMENT 3 TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT 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.



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APPLICATION CHECKLIST

<input type="checkbox"/>	<input type="checkbox"/>	PHOTOS: 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"/>	PRELIMINARY DEVELOPMENT PLAN APPLICATION: Submit a Preliminary Development Plan Application along with all required submittal items as depicted on the application checklist.

SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL
ALL SUBMITTALS MUST BE COLLATED AND FOLDED TO 8-1/2" X 11"

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

3/9/2022

Date

Jason Broene

Printed Name

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COURT
ATKINS
GROUP

P.O. Box 3978
Bluffton, SC 29910

P: 843.815.2557

F: 843.815.2547

March 9, 2022

Town of Bluffton
Department of Growth Management
20 Bridge Street
Bluffton, SC 29910

Project: Nerhus Residence
27 Bridge Street
Bluffton, SC 29910

Agent/Applicant: Court Atkins Architects, Inc.
Contact: James Atkins, Architect
P.O. Box 3978
Bluffton, SC 29910
Tel: (843) 815-2557
Fax: (843) 815-2547

Parcel: R610 039 00A 0052 0000

Zoning: Neighborhood Conservation - HD

Approval sought: Final HPC

Dear Katie,

Please accept this Final HPC application for the April HPC meeting agenda.

Narrative:

The project is a new, single-family residence with a detached garage in Old Town Bluffton. Design features include:

- The previously designed two-story house has been redesigned to *one and half-story*, single family house with detached garage. The lower scaled home nestles into the site more successfully, while being less impactful to the streetscape, while also being more cost effective.
- The previous design had an attached garage, which was a previous design concern, therefore the updated design now has a detached carriage house with covered breezeway connecting to the main house.
- Incorporation of traditional Lowcountry materials including horizontal lap siding, straight cut shakes, wood shutters, and brick veneer and stucco foundation.
- Entry front porch and rear screen living area.
- Parking and garage doors facing Bridge Street, see image of 35 Bridge Street (below) with similar garage condition.

February Staff Review Comments:

1. During the site planning for any property, consideration shall be given to the existing tree canopy and every reasonable effort made to maximize the preservation of the existing canopy. No significant tree will be permitted to be

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removed until reviewed and approved by the Development Review Committee (the "DRC"). The Site Plan shows the removal of several significant trees proposed for removal. Further, the 36" LAOK between the Carriage House and Primary Structure is proposed to be less than 5 feet from the poured slab of the CH, which will cause substantial impact to the root system. The site plan should be restudied to protect the existing tree canopy. (UDO Section 5.3.3.)

Arborist report is being prepared for trees on site. Foundation at laundry room has been changed to piers to protect adjacent 36" LOAK.

2. Regardless of the health or condition, a Town of Bluffton tree removal permit is required for the removal of any tree , 8 inches in diameter at breast height (DBH). (UDO Section 3.22.2.A.)

Garage has been moved westward and rotated to protect the 36" LOAK.

3. Doors are permitted to be wood, metal or metal-clad. Except in the case of a Contributing Structure, the UDO Administrator may approve of the use of Wood Composite material for doors provided the UDO Administrator determines that the door will be consistent with the character of the Historic District and the materials used are of equal or better quality than traditional building materials. The door schedule provided notes the material as T.B.D. The material must be specified to ensure compliance with the material standards. (UDO Section 5.15.6.I.)

Door schedule has been updated. Front door to be wood, remainder of exterior doors to be metal-clad.

4. The Tree removal shown on the Landscape Plan and the Site Plan Conflict. Revise to be consistent.

Drawings have been updated to coordinate. Please see updated landscape drawings.

5. Location of Driveway conflicts with the permitted drawings for curb cut access and storm drainage facilities of the Bridge Street Streetscape CIP project. Driveway location must be revised to avoid infrastructure.

Garage has been moved and rotated to utilize existing curb cut, see image of 35 Bridge Street (below) with similar garage condition.



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6. Revise site plans to show the required Drainage Maintenance Easement from the Top of the Bank. The Drainage Maintenance Easement should be at the minimum allowable width as permitted by the SWDM 3.7.3.
Please see landscape drawings.
7. Provide Individual Lot Drainage Plans demonstrating positive drainage and disconnection.
Please see landscape drawings.
8. The Town will require a Stormwater Affidavit and implementation of the Construction Site BMPs found in Chapter 5 of the Southern Lowcountry Stormwater Design Manual, the SCDHEC Erosion and Sediment Reduction standards, and other Stormwater Management regulations, where applicable before Building Permits will be issued.
Please see landscape drawings.
9. It appears that the steps have seven risers which would put the floor of the decks/porches above the 30-inch allowance without requiring guardrails. The Handrails shown have a two rail system that would allow a 4-inch sphere to fit through. This would not be approved if the grade within 36-inches horizontally measured from the edge of the deck/porch exceeds the 30-inch height allowance of the IRC section 312.1.1.
Porch height above adjacent grade to be less than 30" and comply with building code.
10. Address is 27 Bridge Street.
Noted. Drawings have been updated to reflect this.

We are submitting the attached application and are requesting to be placed on the April 6, 2022 agenda for Final Review. Please contact Jason Broene or myself at the Court Atkins telephone number listed above when the meeting is scheduled and the agenda has been finalized. Should you have any questions or need additional information, please let us know.

Regards,

Court Atkins Architects, Inc.

A handwritten signature in dark ink, appearing to read 'J. Atkins', with a stylized, flowing script.

James C. Atkins, Architect