



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: Drew Vann - Palmetto Star Constr.		Name: Scott Ready	
Phone: 843-298-1798		Phone: 864-881-8783	
Mailing Address: 17 Calm Branch way Bluffton, SC 29910		Mailing Address: 32 Tabby Shell Rd Bluffton, SC 29910	
E-mail: drew@palmettostarconstruction.com		E-mail: scottaready@gmail.com	
Town Business License # (if applicable): 24-05-361-1			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: Ready Residence Carriage House		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Address: 32 Tabby Shell Rd		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood general - HD		Application for:	
Acreage: 0.11		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 000 1197 0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation	
Project Description: Garage Carriage House w/ 1 bedroom / 1 bathroom			
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 type="checkbox"/> 5. All information required on the attached Application Checklist. <input 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: <i>Scott Ready</i>		Date: 5/6/25	
Applicant Signature: <i>Drew Vann</i>		Date: 5/6/25	
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) 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): <i>Carriage House</i>					
Building Setbacks	Front:	Rear: <i>5'</i>	Rt. Side: <i>5'</i>	Lt. Side: <i>5'</i>	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage		
Main Structure	<i>Main House</i>	<i>1,964 heated total</i>			
Ancillary	<i>Carriage House</i>	<i>0</i>	<i>519 Heated, 643 unheated (under)</i>		
Ancillary					
4. SITE COVERAGE					
Impervious Coverage		Coverage (SF)			
Building Footprint(s)		<i>643 ft²</i>			
Impervious Drive, Walks & Paths		<i>Drive is crushed Stone, 20 ft² walks</i>			
Open/Covered Patios					
A. TOTAL IMPERVIOUS COVERAGE					
B. TOTAL SF OF LOT		<i>4,978 ft²</i>			
% COVERAGE OF LOT (A/B= %)					
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	<i>concrete</i>	Columns	<i>wood</i>		
Walls	<i>cement board</i>	Windows	<i>Vinyl</i>		
Roof	<i>Asphalt shingles</i>	Doors	<i>Fiberglass</i>		
Chimney	<i>N/A</i>	Shutters	<i>Treated wood</i>		
Trim	<i>cement board</i>	Skirting/Underpinning	<i>cement board</i>		
Water table	<i>cement board</i>	Cornice, Soffit, Frieze	<i>cement board</i>		
Corner board	<i>Cement board</i>	Gutters	<i>Aluminum</i>		
Railings	<i>Treated</i>	Garage Doors	<i>Aluminum</i>		
Balusters	<i>Treated</i>	Green/Recycled Materials			
Handrails	<i>Treated</i>				



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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 checked="" 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 checked="" 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 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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<input type="checkbox"/>	<input checked="" 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 checked="" 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).

Scott Ready
 Signature of Property Owner or Authorized Agent

5/6/25
 Date

Scott Ready
 Printed Name of Property Owner or Authorized Agent

Drew Vann
 Signature of Applicant

5/6/25
 Date

Drew Vann
 Printed Name of Applicant



**TOWN OF BLUFFTON
RESIDENTIAL
AFFIDAVIT OF OWNERSHIP AND
OWNER'S AUTHORIZED AGENT**

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20 Bridge Street
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(843) 796-4500
www.townofbluffton.sc.gov
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I, the undersigned, do hereby state as follows:

1. I am the current owner of the property which is the subject of this application.
2. I hereby authorize Palmetto Star Construction to act as my agent for this application only.
3. All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
4. The application is being submitted with my knowledge and consent.
5. Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at 32 Tuley Shell Rd Bluffton, SC 29910 (address), for the purpose of application review, inspections, and evaluations for the limited time necessary for completion of the permit.
6. I understand that failure to abide by Town permits, any conditions, and all codes adopted by the Town of Bluffton deems me subject to enforcement action and/or fines.

Print Name: Scott Ready Owner Signature: [Signature]
Phone No.: 864-884-8783 Email: Scottarady@gmail.com
Date: 2/17/25

The foregoing instrument was acknowledged before me by Scott Ready, who is personally known to me or has produced _____ as identification and who did not take an oath.

WITNESS my hand and official seal this 17th day of February, 2025.

[Signature]
Notary Public Signature

My Commission expires: 2-12-28



[Place Notary Seal/Stamp Above]

ATTACHMENT 2

Project Narrative for: 32 Tabby Shell Rd, Bluffton, SC 29910

Applicant: Palmetto Star Construction

Property Owner: Scott Ready

Dated: 2/17/25

The homeowner is wanting to add a garage/carriage house to the back of his property for the purpose of giving his family a garage to park his vehicles inside and to also give him an additional bedroom and bathroom. Palmetto Star Construction has been contracted to build a 22'x31'7 1/2", 2 car garage with a 519 sq ft living space above that consists of a bedroom, a small living area/kitchen and a studio bathroom. The homeowner is looking for a place to park his vehicles plus room for a small area to store yard equipment and tools in the garage and then have the additional living space above.

We will be constructing the carriage house using traditional stick framing using 2x6 studs of the exterior with a concrete slab. The siding will all be Hardie Board siding per elevations with the roof being asphalt shingles. The shutters will be made using 5/4x6 treated wood and the stairs will be made using treated lumber as well. Painting will be done to match the existing home. The style of the carriage house is very lowcountry cottage to match the existing main home.

HABITAT ARCHITECTURAL REVIEW BOARD

TABBY ROADS

BLUFFTON, SC

April 29, 2025

READY FAMILY LIVING TRUST
Lot 17, Tabby Roads
32 Tabby Shell Road
Bluffton, South Carolina 29910

To whom it may concern,

This letter shall serve as approval with conditions for the garage proposed at 32 Tabby Shell. Please note that some of the conditions in this letter might need to be incorporated prior to final HPC submission. Plans within the following files titled are the basis for this approval:

ReadyResidence_FINAL-FLOORPLAN_2023-08-25.pdf and ReadyResidence_FINAL-SITE-PLAN_2023-08-25.pdf, Lot 17 (12) TR (ready) Addition grading plan.pdf, Ready Residence - Landscape Plan-LA-01.00 Rev.. 02.05.25.pdf

The approval of the architectural plans is based upon the following items of clarification:

- Underneath the stairs on the right side elevation, the horizontal boards are not properly installed. Per UDO 5.15.60 for porches and decks, underpinning (in this case the hog fencing) must be recessed a minimum of 1" behind the pier (in this case the posts) such that the posts are exposed. See Fig 1.
- Under the stairs, fencing gap shall be no greater than 0.5". Per architectural guidelines service yards are intended to be 100% opaque and since applicant plans on storing trash bins here, this requirement must be met.



Fig 1. – Underpinning Example on Carriage House Steps

ATTACHMENT 2

- Overhang and Frieze Board details need to match the main house. As submitted, these details differ as compared to the approved main house plans HARB has on file. See highlighted details in Fig. 2.

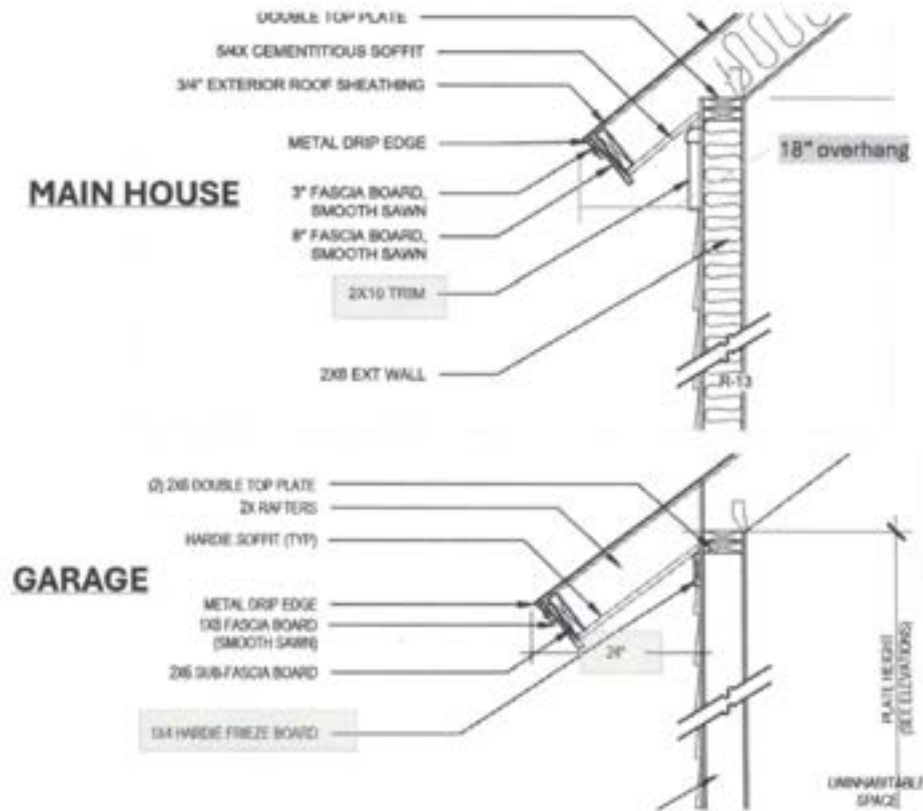


Fig 2. – Main House and Garage Eave Details

- It is the committee's belief that the position of the home is such that there might be a code violation at the bottom of the existing porch stairs (36" landing requirement). It is the responsibility of the applicant to verify that sufficient room exists between existing stairs and the new structure. See Fig. 3.



Fig 3. – Location of a Landing (possible code infraction)

ATTACHMENT 2

- The committee requires the submission of a cut sheet for the garage doors including any hardware for approval prior to beginning construction.
- Per UDO 5.15.16D, doors must be wood, metal, or metal clad. HARB application lists fiberglass. It is applicant's responsibility to verify if vinyl windows are acceptable with Town of Bluffton.

HARB is recommending you consider the following item. Please note that this is a suggestion and not hard change requirements.

- It is **STRONGLY** suggested that the applicant break up the mass of the garage (as was done on the main house) to create more actual & visual separation between the two structures. Note that the new loft floor exterior walls are the actual interior walls, so incorporating this suggestion will not result in any loss of sq. footage. See Fig. 5.

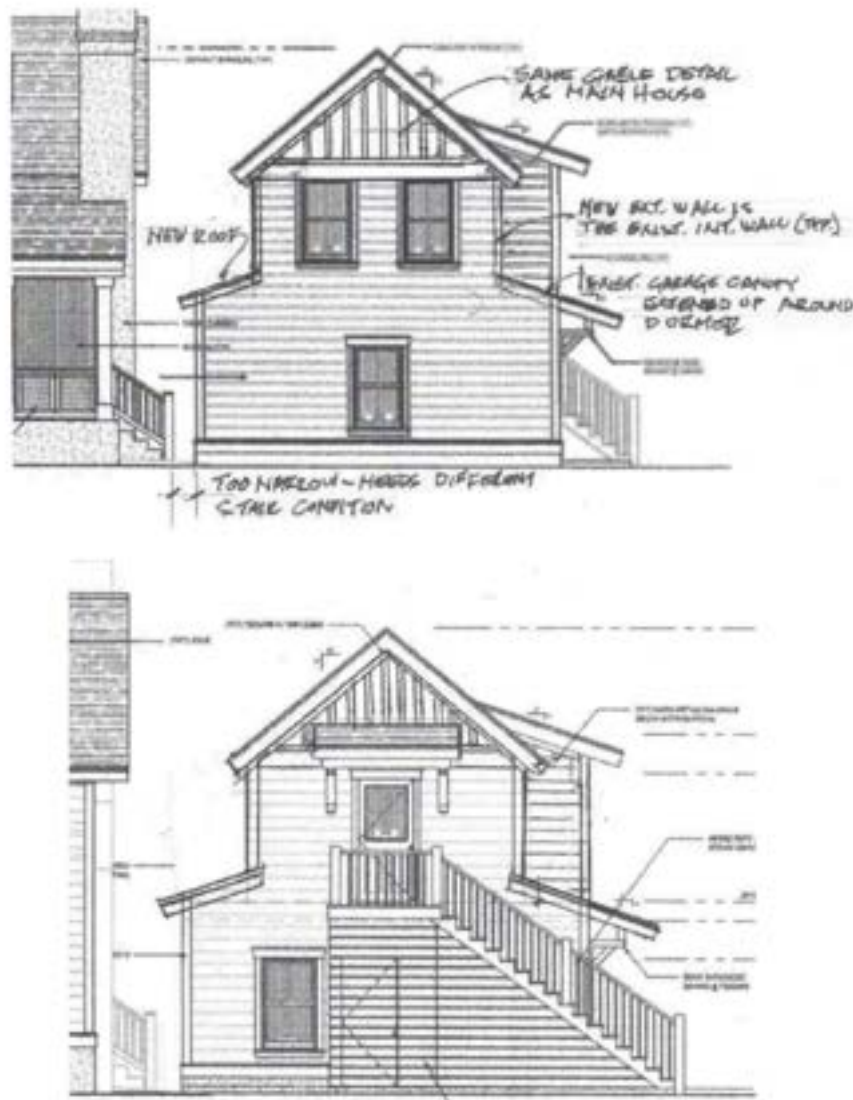


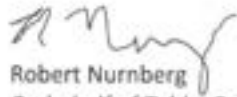
Fig 5. – Recommendation for compatibility massing with the main house

ATTACHMENT 2

Please be aware that there are fees outlined in the Tabby Roads Construction Process Overview that will be required prior to the commencement of work on the project. Building permits for the garage structure must be posted on the lot before any work can commence as well.

We are sending a copy of this approval to the Town of Bluffton for their file. We trust this approval will be satisfactory for your needs. If you have any questions concerning any item contained herein, please contact us at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Nurnberg', written over the printed name.

Robert Nurnberg
On behalf of Tabby Roads HARB

Cc: Charlotte Moore
Town of Bluffton

Project Narrative for: 32 Tabby Shell Rd, Bluffton, SC 29910

Applicant: Palmetto Star Construction

Property Owner: Scott Ready

Dated: 2/17/25

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