





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: William Court		Name: Jeffrey & Leslie Crook	
Phone: (843) 815-2557		Phone: (214) 727-6051	
Mailing Address: PO Box 3978 Bluffton, SC 29910		Mailing Address: 931 Liberty Ct. Dallas, TX 75204	
E-mail: william.court@courtatkins.com		E-mail: lescrook@yahoo.com, jeffrey_crook@yahoo.com	
Town Business License # (if applicable):			
Project Information (tax map info available at http://www.townofbluffton.us/gis/)			
Project Name: Crook Residence		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Location: 6 Shell Rake Street (Tabby Roads)		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood General-HD		Application for:	
Acreage: 9,630 sq. ft./ 0.22 acres		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 000 1211 0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation or Demolition	
Project Description: Construction of a new single family, 2-story home with attached 2.5 car garage and swimming pool.			
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: 07/06/2022	
Applicant Signature: 		Date: 7/6/2022	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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CERTIFICATE OF APPROPRIATENESS- OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) 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 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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CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT 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):						
Building Setbacks	Front:5'	Rear:5'	Rt. Side:5'	Lt. Side:6'		
3. BUILDING DATA						
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage			
Main Structure	Main House	-	3,978 (Heated)			
Ancillary	Carriage House	-	351 (Heated)			
Ancillary	Garden Folly	-	0 (Heated)			
4. SITE COVERAGE						
Impervious Coverage			Coverage (SF)			
Building Footprint(s)			2,900			
Impervious Drive, Walks & Paths			1,290			
Open/Covered Patios			0			
A.TOTAL IMPERVIOUS COVERAGE			4,190			
B.TOTAL SF OF LOT			9,630			
% COVERAGE OF LOT (A/B= %)			43.5%			
5. BUILDING MATERIALS						
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation			
Foundation	Concrete, Tabby Stucco	Columns	Boral wrapped KDAT			
Walls	HardiePlank Lap Siding	Windows	Clad			
Roof	Wood-Framed, Metal	Doors	Hardwood			
Chimney	Brick Veneer	Shutters	N/A			
Trim	Boral, TruExterior	Skirting/Underpinning	N/A			
Water table	Boral, TruExterior	Cornice, Soffit, Frieze	Boral, TruExterior			
Corner board	Boral, TruExterior	Gutters	N/A			
Railings	Boral, TruExterior	Garage Doors	Hardwood			
Balusters	Boral, TruExterior	Green/Recycled Materials	N/A			
Handrails	Boral, TruExterior					



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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COMPLETED CERTIFICATE OF APPROPRIATENESS-HD APPLICATION: A completed and signed application providing general project and contact information.
<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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

08/17/2022

Date

William Court

Printed Name

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July 6, 2022

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

Bluffton Studio
32 Bruin Road
Bluffton
SC 29910

Savannah Studio
2408 De Soto Ave
Savannah
GA 31401

Interior Design
Studio
32 Bruin Road
Bluffton
SC 29910

P: (843) 815-2557

Project:	Crook Residence Lot 31, 6 Shell Rake Street, Tabby Roads Bluffton, SC 29910
Agent/ Applicant:	Court Atkins Architects, Inc. Contact: Derek Morpew, Studio Manager P.O. Box 3978 Bluffton, SC 29910 Tel: (843) 815-2557 Fax: (843) 815-2547
Parcel:	R610 039 000 1211 0000
Zoning:	Neighborhood General-HD
Approval Sought:	Final

Dear Katie,

Please accept this Final HPC application for the September 7th HPC meeting agenda.

Narrative:

The project is a new, single-family residence with an attached garage/carriage house in the Tabby Roads community of Old Town Bluffton. Design features include:

- UDC 5-59 Central Hall House concept including:
 - General: Detached Single Family
 - Size Range: 2,000-5,500 sq. ft. / lot
 - Maximum (ground floor h/c) Footprint (not including Porches): 2,000 sq. ft.
 - Height: 2.5 Stories
 - Double height front porch
 - Side wing which is secondary to the building
 - Width: 34' (Main) + 15' (Side wing) = 49' Wide

We have updated our application and drawings to address the 4-8-2022 Plan Review Comments for COFA -03-22-016502. Please see our responses in red:

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1. Elevations of all sides, including areas in screened porches, must be provided for review as not enough information as provided to complete the review. (Applications Manual)

A. We have added information to Elevation views (A3.0-3.3) and building section views (A4.0-4.2)

2. Residential structures shall have a first finished floor height raised a minimum of three (3) feet above average adjacent sidewalk grade. Not enough information was provided to ensure this section was met. Provide elevation of average adjacent sidewalk grade and finished floor height. (UDO Section 5.15.5.F.1.c.)

A. We have added information to Elevation views (A3.0, A3.2& A.3.and 3.3)

3. The front principal façade of all buildings must be built parallel to the street that it faces. The front of the structure is currently proposed at 15 degrees from parallel. Revise the house placement to be parallel to Shell Rake Street. (UDO Section 5.15.5.F.5.)

A. HARB approved the building orientation with reference to the street – see attached HARB approval letter

4. Each story above the first story in commercial and residential buildings shall be a minimum of eight (8) feet and a maximum of twelve (12) feet high from floor to ceiling. Floors more than twelve (12) feet, as measured from floor to ceiling, will count as additional floors. A space under a sloping roof that has the line of intersection of the roof and the exterior wall supporting the roof not more than 3 feet above the floor level, and in which space the possible floor area with head room of 5 feet or more occupies between 30 and 70 percent of the total floor area of the story directly beneath. Provide additional information on the ceiling height of the second floor/space between the sloping roof and exterior wall supporting the roof. (5.15.5.F.1.d&e.)

A. Ceiling heights are marked on all Floor Plans and Building Sections. Attic Floor Plan includes Floor Plan Area Calculations.

5. Walls are permitted to be finished in Wood (termite resistant, 50-year siding product), Cement fiber siding (50-year siding product), Concrete masonry units with stucco tabby (C.B.S.), Reinforced concrete with stucco, Shingle, and Vertical board and batten. The application notes the use of Lap siding but does not specify the material. Provide additional information on the proposed siding material. (UDO Section 5.15.6.G.)

A. We updated our application and specified Hardieplank Lap siding on the Elevation views and Details. We also included specifications for this product in this submission.

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6. Columns are permitted to have Wood (termite resistant), painted or natural, Cast Iron, Concrete with smooth finish, Brick, Stone, Steel or Tabby as a finish material. The application proposes the use of Boral. Provide additional information, including a manufacturer's cut sheet and material sample of Boral material for consideration. (UDO Section 5.15.6.H)

A. We updated our application and specified Boral TruExterior Trim on the Elevation views and Details. We also included specifications for this product in this submission.

7. Metal roofs are permitted to be galvanized, copper, aluminum, or zinc-alum and be Standing Seam or 5-V Crimp in profile. The application identifies the material as metal but does not specify the material or profile. Provide additional information on the roof material and configuration. (UDO Section 5.15.6.J.)

A. We updated our application and specified McElroy metal roofing on the Elevation views and Details. We also included specifications for this product in this submission.

8. For brick garden walls, a cap protects the tops of all brick elements exposed to the weather such as garden walls and freestanding piers. Caps are generally comprised of brick, but may also be comprised of stone, cast stone, terra cotta, tabby, concrete, metal, or slate. The edges of caps shall be rectangular or more ornate. Caps shall project past the edge of the brick element below a minimum of 1/2in. Provide additional information on the proposed pierced brick wall. (UDO Section 5.15.6.K.)

A. We provided additional information on pierced brick wall in details 3 & 4 on Sheet A5.3

9. Carriage House structures are permitted to be between 200-1,200 SF with a maximum footprint (not including porches) of 800 SF. Garages are limited to two cars with maximum garage door widths of 12' each. The proposed attached Carriage House has a footprint of 836 SF and 1,477 SF overall square footage. It includes a three-car garage. The proposed Carriage House must be revised to meet the standards for a Carriage House. (UDO Section 5.15.6.F.)

A. We updated our application to include a Carriage House which includes a 2-car Garage/ Storage (784 sq. ft.) and second level Owners Bedroom (351 sq. ft.) = 1,135 sq. ft.

10. The maximum building footprint and building size for an Additional Building Type shall not exceed the largest building footprint and building size permitted for other building types permitted within the same zoning district. Within the Neighborhood General –

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HD zoning district, the largest permitted building type is a Center Hall House, which has a maximum footprint, not including porches of 2,000 SF. The proposed structure has a footprint of 2,250 SF not including porches. The primary structure must be revised to not exceed the largest permitted footprint within the NG-HD zoning district. (UDO Section 5.15.5.C.)

A. We updated our application with a reduced Central Hall House footprint of 1,999 sq. ft.

11. The application is signed by Neal Sullivan, who is not listed as the Applicant or Owner of the project. Provide updated application signed by the Applicant and Owner. (Applications Manual)

A. We updated the application with the signature of the owner's official representative – William Court

12. As the project moves toward Final submittal provide architectural details for the typical window, railing, corner board and water table trim, a section through the eave, and a landscape plan showing the canopy coverage calculations, foundation plantings, street trees, and pool deck information are needed as not enough information was provided in the submittal to review for conformance with the UDO (Applications Manual).

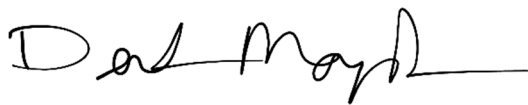
A. We updated our application and specified architectural materials information on the Elevation views and Details. Witmer Jones and Keefer has provided Landscape drawings and specifications which include hardscape materials and canopy coverage calculations

13. As the project is located within the Tabby Roads development, a letter of approval from the Tabby Roads HARB is required by time of final submittal. (Applications Manual)

B. HARB approved the updated design – see attached HARB approval letter

Should you have any questions or concerns please don't hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek Morpew", with a long horizontal flourish extending to the right.

Derek Morpew
Studio Manager
Court Atkins Group, Inc.