



MEMORANDUM

TO: Planning Commissioners
FROM: Katie Peterson, AICP, Senior Planner
RE: Review of Revised Plans to COFA-03-23-017836
DATE: 10/25/2023
CC: Kevin Icard, AICP, Director of Growth Management

BACKGROUND - On June 28, 2023, the Town of Bluffton Planning Commission tabled COFA-03-23-017836, a Certificate of Appropriateness to permit the landscape, lighting and architecture for Big Blue Marble Academy, an 11,293 SF one-story childcare facility including an outdoor child play area and associated parking, located at the intersection of Mill Creek Boulevard and Okatie Highway (SC HWY 170) off Slater Street in the Jones Estate PUD, within the Cypress Ridge Master Plan.

In response to the Planning Commission's request, the Applicant provided revised drawings which were reviewed by the Planning Commission at the October 25, 2023 meeting. The Planning Commission tabled the item, as the review criteria had not yet been addressed fully and changes to meet the requirements would significantly alter the design from what was presented.

In response to the Planning Commission's request, the Applicant provided revised drawings. Upon review of the resubmitted documents, Town Staff has identified in underlined red the items which either administratively should carry forward (Items 3,5,6) with an approval or have not yet been completed/addressed (Item 7 determination on which option).

1. Per Section 4.16.2.A. all roof mechanicals are shown on the front elevation, facing Highway 170, and must be revised. While the hood system was shown as screened on the front elevation, building code requires the exhaust to be no less than 10 feet horizontally from parts of the same building, and the intake, if vented at an angle away from the wall(s). It could be 5 feet of clearance from the wall(s) if angled away, but still requires 10 feet of clearance from the intake. It was not able to be met in the space provided and needed to be redesigned.
2. Pull the fence away from the columns on the front elevation.
3. Per Section 4.23.3.C.2.a.2. of the ZDSO, the Planning Commission must determine the appropriateness of the use of LEDs as a substitute lighting type for those listed in the Ordinance.
4. Per Section 4.23.3.C.2.a.2.1. of the ZDSO, additional information is required to ensure all fixtures will be cutoff luminaires.
5. All comments must be addressed, and a Final Development Plan must be approved prior to issuance of the Certificate of Appropriateness – HCO.
6. Signage Permits must be submitted to the Town of Bluffton for review and approval for the signage proposed at each site in the proposed development.

7. The shed roofs on the dormers were proposed at 3:12, which are required to be no less than 4:12. Options 2 and 3 address the roof pitches. Option one does not meet this requirement.
8. The columns, rather than the capitals, need to be aligned with the beam.
9. The intake on the front elevation must be below the roofline, including curbing and mechanicals, or moved to the side or rear elevation as it will not be approved should be visible from the front elevation once installed.
10. Consider increasing the height of the mechanical yards to ensure HVAC is concealed and electric meters are more concealed.
11. Move the three ridge vents on the roof to the rear elevation as they are not permitted on the front (HWY 170) elevation.

PLANNING COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.C.6. of the Unified Development Ordinance (UDO), the Planning Commission has the authority to take the following actions with respect to this application:

1. Approve the application as submitted by the Applicant;
2. Approve the application with conditions; or
3. Deny the application as submitted by the Applicant.

STAFF RECOMMENDATION: It is the charge of the Planning Commission to assess and interpret the standards and guidelines set forth in the UDO as they pertain to applications using the review criteria established in the UDO and to take appropriate action as granted by the powers and duties set forth in Section 2.2.6.C.

Town Staff requests that the Planning Commission consider the requirements of Section 3.17.3. of the Unified Development Ordinance as they review the application.

ATTACHMENTS:

1. Resubmitted Narrative
2. Resubmitted Landscape Plan
3. Resubmitted Lighting Plans
4. Resubmitted Elevations, Roof Plans, and Mechanical Details