



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)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: DePauw Architects / Joseph DePauw AIA		Name: Caramar Rentals & Investments LLC, Marti Golson	
Phone: (843) 284-7848		Phone: (843) 384-9338	
Mailing Address: PO Box 688, Bluffton, SC 29910		Mailing Address: PO Box One, Bluffton, SC 29910	
E-mail: joe@depauw.studio		E-mail: caramarllc1st@gmail.com	
Town Business License # (if applicable): LIC-10-22-0047152			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: Improvements to 99 Pritchard Street		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Address: 99 Pritchard St		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood Conservation - HD		Application for:	
Acreage: 0.34 ac		<input type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 00A 0040 0000		<input checked="" type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation	
Project Description: Refer to attached letter.			
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: <u>Martha S. Golson</u>		Date: May 10, 2023	
Applicant Signature: <u>Joseph DePauw</u>		Date: May 9, 2023	
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. The Town of Bluffton's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Bluffton and the current Strategic Plan to guide their review. 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 or designee 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 - HD Application with the required submittal materials during an mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator or designee and HPRC	Staff
If the UDO Administrator or designee, 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 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 or designee 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 or designee shall issue the Certificate of Appropriateness - HD.	



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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): Cottage				
Building Setbacks	Front: 10-20	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	Cottage	690	743	
Ancillary				
Ancillary				
4. SITE COVERAGE				
Impervious Coverage		Coverage (SF)		
Building Footprint(s)		1029		
Impervious Drive, Walks & Paths		142		
Open/Covered Patios				
A. TOTAL IMPERVIOUS COVERAGE		1171		
B. TOTAL SF OF LOT		14847		
% COVERAGE OF LOT (A/B= %)		7.88		
5. BUILDING MATERIALS				
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation	
Foundation	Vinyl Siding (existing)	Columns	Painted Wood (existing)	
Walls	Vinyl Siding (existing)	Windows	Vinyl (replacements)	
Roof	Galvanized 5-V (existing)	Doors	Wood/Steel (replacements)	
Chimney	Brick (existing)	Shutters		
Trim	Vinyl (existing)	Skirting/Underpinning	Vinyl (existing)	
Water table	Vinyl (existing)	Cornice, Soffit, Frieze	Vinyl / Aluminum (existing)	
Corner board	Vinyl (existing)	Gutters		
Railings	Painted Wood	Garage Doors		
Balusters	Painted Wood	Green/Recycled Materials		
Handrails	Painted Wood			



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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 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 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"/>	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 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).


 Martha s. Golson / May 10, 2023 11:18 EDT
 Signature of Property Owner or Authorized Agent

May 10, 2023
 Date

Martha s. Golson
 Printed Name of Property Owner or Authorized Agent


 Signature of Applicant

May 9, 2023
 Date

Joseph DePauw
 Printed Name of Applicant

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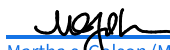
Re: Owner's Consent and Statement of Restrictions
Improvements to 99 Pritchard Street
99 Pritchard Street
Bluffton, SC 29910

Statement of Property Owner Consent

We have hired DePauw Architects as architect for the above referenced project. We authorize DePauw Architects and it's employee's to act on behalf of the property owner Caramar Rentals & Investments LLC in matters pertaining to Town of Bluffton approvals for the project.

Statement of Additional Approvals

To my knowledge, no deed covenants, conditions, or restrictions and/or the Review Body of any design or architectural standards apply to this project outside of the Town's prevue and the guidelines of the UDO.


Martha s. Golson (May 10, 2023 11:18 EDT)

Signed (Authorized Representative of Caramar Rentals & Investements LLC)

Martha s. Golson

Printed Name

May 10, 2023

Date











Certificate of Appropriateness-HD Application_99 Pritchard Street

Final Audit Report

2023-05-10

Created:	2023-05-09
By:	Lydia DePauw (lydia@depauw.studio)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJgLhqf9nNtOoffCdhwiWaYXfHafOUoV

"Certificate of Appropriateness-HD Application_99 Pritchard Street" History

-  Document created by Lydia DePauw (lydia@depauw.studio)
2023-05-09 - 5:38:24 PM GMT- IP address: 64.203.226.24
-  Document emailed to joe@depauw.studio for signature
2023-05-09 - 5:40:37 PM GMT
-  Email viewed by joe@depauw.studio
2023-05-09 - 5:40:40 PM GMT- IP address: 66.249.92.9
-  Signer joe@depauw.studio entered name at signing as Joseph DePauw
2023-05-09 - 5:52:46 PM GMT- IP address: 174.203.250.125
-  Document e-signed by Joseph DePauw (joe@depauw.studio)
Signature Date: 2023-05-09 - 5:52:48 PM GMT - Time Source: server- IP address: 174.203.250.125
-  Document emailed to martigolson@gmail.com for signature
2023-05-09 - 5:52:49 PM GMT
-  Email viewed by martigolson@gmail.com
2023-05-09 - 5:52:51 PM GMT- IP address: 66.249.92.128
-  Signer martigolson@gmail.com entered name at signing as Martha s. Golson
2023-05-10 - 3:18:16 PM GMT- IP address: 174.245.66.24
-  Document e-signed by Martha s. Golson (martigolson@gmail.com)
Signature Date: 2023-05-10 - 3:18:18 PM GMT - Time Source: server- IP address: 174.245.66.24
-  Agreement completed.
2023-05-10 - 3:18:18 PM GMT

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May 10, 2023

Growth Management Service Center
20 Bridge Street
Bluffton, SC 29910
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Re: Final COA-HD Submission
Improvements to 99 Pritchard Street
99 Pritchard Street
Bluffton, SC 29910



To whom it may concern,

In support of our Final COA Historic District submission for the Improvements to the 99 Pritchard Street Cottage, we are providing the following project narrative.

Goals

The cottage at 99 Pritchard Street has been family owned for over 80 years. The previous owner, Eunice Turner, is a close relative of the owners of Caramar Rentals and Investments. Mrs. Turner agreed to sell Caramar the property in order to keep it in the family. The cottage has been vacant for 9 months since Caramar purchased the home in 2022. This project intends to clean up the vacant cottage for rehabilitation. The interior will be refinished and organized into an efficient one-bedroom plan with a modern bathroom, kitchen and new conveniences like central air, hot water, and laundry appliances.

Exterior Modifications

In support of this goal, we are proposing several exterior improvements to the home. These changes are intended to be small in scope, as required by the project budget, and in support of creating a livable space.

Along Bridge Street, the screen porch will be repaired as needed and repainted. A new front door will be installed with a 2/3 lite window. All exterior windows will be removed and replaced as shown in the plans, which will bring consistency to the lite patterns around the home.

Along Pritchard Street, we will relocate the entry door to replace the rear most window, providing direct access to the kitchen. We are proposing adding a bracket-

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supported roof over the door to provide weather protection and a visual anchor on this elevation. New stairs will be provided to access this door. A hog-wire fence will be installed along the property line common with the church parking lot as indicated on the site plan.

The carport behind the home has been structurally compromised by a tree strike and is small for today's vehicles. We are requesting to remove this portion of the structure and enclose a small portion in line with the existing bedroom closet. We would extend the main roofline over this portion, allowing ductwork access from the new equipment closet to the attic. Since the attic space is quite short, and the ceiling is framed with 2x4s, locating the air handler and water heater in the attic is infeasible. These would be accessed from a pair of exterior doors, allowing us to keep the addition minimal while providing required equipment access.



Images: Compromised carport structure.

All new wood and cement board trim will be painted Sherwin Williams SW 7005 Pure White to match the existing home.

We look forward to meeting with the Town and discussing our project further. If you require additional information about the project ahead of your meeting, please let me know.

Thank you for your time and consideration,

A handwritten signature in black ink, reading "Joseph DePauw". The signature is stylized, with the first letters of the first and last names being prominent.

Joseph DePauw, AIA
Principal
DePauw Architects