



TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS- OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION

DEC 10, 2021
 BY: [Signature]

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: <u>Angela B. Taylor</u>	Name: <u>Grant Cully, Trustee</u>
Phone: <u>843.422.1724</u>	Phone: <u>843.290.7759</u>
Mailing Address: <u>9 Cusabo Place</u> <u>Hilton Head Is, SC 29926</u>	Mailing Address: <u>96 Hampton Hall Blvd.</u> <u>Bluffton, SC 29910</u>
E-mail: <u>abtaylorhhi@gmail.com</u>	E-mail: <u>gcullyehhisolutions.com</u>
Town Business License # (if applicable): <u>LIC 10.21.038767</u>	
Project Information (tax map info available at http://www.townofbluffton.us/gis/)	
Project Name: <u>Cully Wiggers Residence</u>	Conceptual: <input type="checkbox"/> Final: <input checked="" type="checkbox"/> Amendment: <input type="checkbox"/>
Project Location: <u>125 Pritchard St.</u>	Application for:
Zoning District: <u>RV-HD</u>	<input type="checkbox"/> New Construction
Acreage: <u>1.16</u>	<input checked="" type="checkbox"/> Renovation/Rehabilitation/Addition
Tax Map Number(s): <u>R 610.039.00A.</u>	<input type="checkbox"/> Relocation or Demolition
Pin# <u>0051.9004</u>	
Project Description:	
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. <u>Paid @ Preliminary/Conceptual Submission</u>	
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>C. Grant Cully trustee</u>	Date: <u>12/9/2021</u>
Applicant Signature: <u>Angela B Taylor</u>	Date: <u>12/9/21</u>
<i>For Office Use</i>	
Application Number:	Date Received:
Received By:	Date Approved:

ATTACHMENT 3



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**TOWN OF BLUFFTON
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	10.29.31	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	11.5.21	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	12.6.21	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	12.10.21	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	1.5.22	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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**TOWN OF BLUFFTON
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:	Rear:	Rt. Side: 20'	Lt. Side: 20'	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage		
Main Structure	Main house	4435 SF	4762 SF		
Ancillary			*an increase of		
Ancillary			327SF		
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			2000 SF		
Impervious Drive, Walks & Paths			2048 SF		
Open/Covered Patios			1600 SF		
A.TOTAL IMPERVIOUS COVERAGE			5648 SF		
B.TOTAL SF OF LOT			41,121 SF		
% COVERAGE OF LOT (A/B= %)			14%		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	No change	Columns	No change		
Walls	Match Existing	Windows	Match Existing		
Roof	No change	Doors	Match Existing		
Chimney	No change	Shutters	No change		
Trim	Match Existing	Skirting/Underpinning	Match Existing		
Water table	Match Existing	Cornice, Soffit, Frieze	Match Existing		
Corner board	Match Existing	Gutters	No change		
Railings	No change	Garage Doors	Not applicable		
Balusters	No change	Green/Recycled Materials	Not applicable		
Handrails	No change				

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**TOWN OF BLUFFTON
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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 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"/>	<p>PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to:</p> <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"/>	<p>SITE PLAN: Showing layout and design indicating, but not limited to:</p> <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: 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).

Angela B Taylor
Signature of Property Owner or Authorized Agent

12/9/21
Date

Angela B. Taylor
Printed Name

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CULLY WIGGERS PROJECT DESCRIPTION

125 Pritchard Street

The addition to this residence is all within the existing footprint of the house and under the existing roof. There is no encroachment into setbacks, no trees will be removed and all existing vegetation/landscaping will be protected.

GROUND LEVEL:

- **STAIRS:** In the existing home, there is a three-car garage, a recreation room, a bedroom and a bathroom/laundry. There is currently no interior access to the upper floors without walking outside and taking stairs to the upper porch to enter the house. To allow for an interior stairwell, a garage bay will be converted providing a mudroom and access to the upper levels. A new set of double hung windows will replace the garage door to be removed. Windows and stucco material on the exterior are to match existing.

MAIN FLOOR:

- **MASTER BEDROOM:** The Master Bedroom will be increased in size by extending the space under a portion of the rear deck. New double hung windows and a new swinging door to the porch will be added. All to match existing door and window profiles and trim. Two windows to match existing windows will be added to the right-side elevation at the Master Bedroom.
- **KITCHEN:** To increase natural lighting in the Kitchen, two double hung windows will be added to the left side elevation.

UPPER LEVEL:

- **OFFICE:** There is an existing covered porch at this level. It will be converted to heated space and used as a home office. New double hung windows will be added. All profiles and trim will match existing.

In response to the plan review comments by the Growth Management Department, please note the following:

1. UDO 5.15.5.F.1.c notes the finished floor height at grade level shall be raised a minimum of 3 foot above adjacent sidewalk grade. This residence is existing and was built in 2003. As noted above, an interior stair will be added to provide the owners with access to the upper levels without having to use an outside stair. This will be accomplished by eliminating one bay of the three bays at the garage. The third garage door will be removed and replaced with a double window matching others at the grade level.
2. After reinspecting the home, it is believed the skirt and corner boards may currently comply with section UDO 5.15.6.N.7.c. The enclosing of the covered porch/office will not be an issue to comply. The area at the Master Bedroom/Covered porch may be a challenge but every effort to comply will be made. Changes to the details are noted on the plans.