

ATTACHMENT 1



TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS HIGHWAY CORRIDOR OVERLAY 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: Court Atkins Group		Name: Palmetto Land Associates, Rick Maggin			
Phone: 843-815-2557		Phone: 301-943-2717			
Mailing Address: PO Box 3978 Bluffton, SC 29910		Mailing Address: 10811 Edison Rd., Potomac, MD 20854			
E-mail: james.atkins@courtatkins.com		E-mail: rick@magginconstruction.com			
Town Business License # (if applicable): LIC-4-12-8068					
Project Information					
Project Name: Lowcountry Pickleball Club		Acreage: 10.73			
Project Address: 50 Estate Drive, Bluffton, SC 29910					
Zoning District: Highway Corridor Overlay					
Tax Map Number(s): R610 036 000 0460, 0461, and 0462					
Project Description: New +/- 30,000 sqft. Pickleball Facility					
Minimum Requirements for Submittal					
<input checked="" type="checkbox"/> 1. Mandatory Application Check-In meeting scheduled. <input checked="" type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s). <input checked="" type="checkbox"/> 3. Digital files drawn to scale of the Architectural Plan(s). <input checked="" type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership. <input checked="" type="checkbox"/> 5. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input checked="" type="checkbox"/> 6. Material samples and color swatches for all proposed materials. <input checked="" type="checkbox"/> 7. 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 application.					
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>[Signature]</i> MANAGER PALMETTO LAND ASSOCIATES, LLC		Date: 12-20-2022			
Applicant Signature: <i>[Signature]</i>		Date: 12.20.22			
For Office Use					
Application Number:		Date Received:			
Received By:		Date Approved:			

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TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS- HIGHWAY CORRIDOR OVERLAY (HCO) 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 Unified Development Ordinance. 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 - HCO Application, the Applicant is required to consult with the UDO Administrator or their 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	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Certificate of Appropriateness - HCO Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator or designee determines that the Certificate of Appropriateness - HCO Application is complete, it shall be presented to the Planning Commission.	
Step 4. Planning Commission Meeting	Applicant, Staff & Planning Commission
The PC shall review the Certificate of Appropriateness - HCO Application for compliance with the criteria and provisions in the UDO. The PC may approve, approve with conditions, or deny the application.	
Step 5. Issue Certificate of Appropriateness	Staff
If the PC approves the Certificate of Appropriateness - HCO Application, the UDO Administrator or designee shall issue the Certificate of Appropriateness - HCO.	



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August 30, 2023

Town of Bluffton
20 Bridge Street
Bluffton, SC 29910
843-706-4500

Re: Planning Commission Submittal – HCO – Lowcountry Pickleball Club

Town Staff,

The enclosed drawings and documents are being submitted as part of the Planning Commission submittal – Highway Corridor Overlay District – Architecture and Landscape for the Lowcountry Pickleball Club project requesting to be taken off “Hold” status and placed on the September 27, 2023 meeting agenda with the following comments:

1. Enclosed are the following documents:
 - a. Architecture drawings
 - b. Landscape drawings
 - c. Site Survey
 - d. Exterior Site Lighting Plan (parking lot and pickleball courts) w/ light fixture cut sheets and photometrics
 - e. Materials color board
2. The main Pickleball facility consists of a 28,188 sqft. two story building that contains (6) indoor pickleball courts. The exterior of the facility includes (18) standard courts and (1) championship court with outdoor viewing areas and an adjacent one story 1,197 sqft. concessions / maintenance building.
3. Both building styles are in keeping with lowcountry architecture to include sloped roofs with overhangs, bracketed awnings, a strong connection to the exterior with a variety of exterior gathering spaces. The building materials are typical for the lowcountry region and include the use brick, cementitious siding, metal railings, and metal roofing to create a cohesion and interest in the building facades.

If you have any questions or need any additional information, please let us know.

Court Atkins Architects, Inc.

James C. Atkins, Founding Principal