



**TOWN OF BLUFFTON
DEVELOPMENT PLAN APPLICATION**

ATTACHMENT 1
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: Jonathan Marsh		Name: Jamie and Allyn Oliver	
Phone: (843) 757.7411		Phone: (704) 900.4209	
Mailing Address: 23 Promenade St. Ste. 201 Bluffton, SC 29910		Mailing Address:	
E-mail: jmarsh@wjkltd.com		E-mail: allyn.oliver@gmail.com	
Town Business License # (if applicable):			
Project Information			
Project Name: The Bluffton Bookstore	<input checked="" type="checkbox"/> Preliminary	<input type="checkbox"/> Final	
Project Location: 89 Bridge Street	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amendment	
Zoning District: Neighborhood Conservation - HD	Acreage: 0.3 AC		
Tax Map Number(s): R610 039 00A 0234 0000			
Project Description: Existing residential non-conforming structure, proposed to be renovated into bookstore w/ icery.			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Two (2) full sized copies and digital files of the Preliminary or Final Development Plans.			
<input checked="" type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Article 3 of the UDO.			
<input checked="" type="checkbox"/> 3. All information required on the attached Application Checklist.			
<input checked="" type="checkbox"/> 4. 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: <i>A. Oliver</i>		Date: 4/15/25	
Applicant Signature: <i>J. Marsh</i>		Date: 04/14/2025	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON DEVELOPMENT PLAN APPLICATION CHECKLIST

ATTACHMENT 1

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Development Plan application submitted for review. Depending on the proposal, the amount and type of documentation will vary. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with the UDO. Upon review of the submitted application by Town Staff, additional information may be required. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO. Applicants are encouraged to work closely with Town Staff in preparing any application prior to submittal.

Prelim Plan	Final Plan	NOTE: Depending on the activities proposed, Development Plan documentation will vary. At minimum, each plan must contain the General Information and Site & Existing Conditions Documentation in addition to information required for the other specific activities listed below, as applicable. Please contact Town Staff for questions and additional information.
General Information.		
X	X	1. Name and address of property owner(s) and applicant.
X	X	2. If the applicant is not the property owner, a letter of agency from the property owner authorizing the applicant to act on behalf of the property owner.
X	X	3. A detailed narrative describing the existing site conditions and uses, proposed development, proposed uses and activities that will be conducted on the site, statement of conformance with the UDO, description of any energy conservation or green technologies proposed on the site, the maintenance responsibility of any common or public areas, and publically dedicated improvements to be completed.
X	X	4. A listing of any past development permit approval numbers associated with the site and existing conditions placed on the development property by the Town of Bluffton through past approvals including a detailed description of how the condition will be met.
X	X	5. An explanation of why any items on this checklist are not included with the application materials.
X	X	6. Project name and/or name of development.
X	X	7. All plans must include the following: name of county; municipality; project location; parcel identification number(s); date of original design; all dates of revisions; north arrow; graphic scale; and legend identifying all symbology.
X	X	8. Vicinity map.
X	X	9. Site data table to include; total acreage, pervious versus impervious cover, required and proposed open space calculations, number and area of proposed lots, residential density, number and area of each proposed structure, area of each use of the property and buildings, and required and proposed parking calculations.
X	X	10. Signature over seal of registered engineer or landscape architect licensed to practice in South Carolina.
X	X	11. Phasing plan if the development is proposed to be developed in phases.
	X	12. Letters of approval, including any applicable permits, from the following agencies (as necessary for the project): a) United States Army Corp of Engineers; b) South Carolina Department of Health & Environmental Control; c) South Carolina Department of Transportation; d) Beaufort County Engineering; e) Beaufort County EMS; f) Beaufort County School District; g) Bluffton Township Fire District; h) Beaufort Jasper Water Sewer Authority; i) Town of Bluffton; j) Electric Provider; k) Natural Gas provider; and



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		j) Cable, telephone, and data provider.
Site and Existing Conditions Documentation.		
x	x	1. Comprehensive color photograph documentation of site and existing conditions. If digital, images should be at a minimum of 300 dpi resolution.
x	x	2. Names of the owners of contiguous parcels and an indication of adjacent existing and proposed (if known) land uses and zoning.
x	x	3. Location of all property lines.
x	x	4. Location of municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the development property, form a part of the boundary of the development property, or are contiguous to such boundary.
x	x	5. Location of all existing access points and intersections along both sides of any frontage or access roadway(s) within a minimum of 1,000 feet of the site boundaries.
x	x	6. Location, dimensions, name, and descriptions of all existing or recorded roadways, alleys, reservations, railroads, easements, or other public rights-of-way on or within 200 feet of the development property.
x	x	7. Location, size, and type of all existing easements, rights-of-way, or utility infrastructure on or within a minimum of 200 feet of the development property.
x	x	8. Existing topography and land cover of project site and adjacent and nearby sites that are impacted. Contours shall be shown in intervals of 1 foot or less.
x	x	9. Location, dimensions, area, descriptions, and flow line of 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 the development property.
x	x	10. Location of any existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other manmade objects located on the development property.
x	x	11. Boundary survey with bearings and distances of all property lines, tract/lot acreage, location of property markers, and seal of a Registered Land Surveyor, as well as a legal description of the property.
	x	12. Location of benchmarks/primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
	x	13. Existing deed covenants, conditions, and restrictions, including any requirements from a POA or ARB.
	x	14. Proposed deed covenants, conditions, and restrictions, including any design or architectural standards.
	x	15. Legal documents for proposed public dedications.
Lot and Building Pattern.		
x		1. Schematic layout and design indicating overall site configuration; roadway design, building location(s), building size(s); general setbacks, and building orientation(s).
	x	2. Detailed layout and design indicating site layout, building location(s), building type(s)/ use(s), building orientation(s), conceptual building elevations, and setbacks.
	x	3. If a PUD, subdivision, office complex, or shopping center, a Master Sign Plan providing unity in sign design and describing the location, types, materials, shapes, sizes, and compatibility with the architecture of the development.
Parking.		
x		1. General location and ingress/egress of parking areas on the site.
	x	2. Location, layout, number of spaces, bicycle parking, and ensuring design shows ADA accessibility compliance.
	x	3. Location of proposed ingress/egress, circulation, loading, parking and pedestrian circulation elements, and ensuring design shows ADA accessibility compliance.



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	x	4. A parking study documenting the reasons for any increase in the maximum amount of parking or a similar study documenting the ability of the site to accommodate a reduction of 20% or more to the maximum parking requirements.
	x	5. A parking study documenting the ability of a site(s) to accommodate a shared parking arrangement. A shared parking easement must also be provided.
	x	6. Detailed engineering information identifying the location of vehicular and bicycle parking facilities and the construction specifications, geometrics, arrangement, character, width, grade, circulation/maneuvering facilities and areas, landscape islands, loading areas, and including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
Transportation Networks.		
x		1. General layout of transportation networks including access to the site, internal roadways, and access to adjacent properties.
x	x	2. A map or sketch showing the general relationship of the development to the surrounding areas with existing and proposed access roadways referenced to the intersection of the nearest primary or secondary paved roadway.
	x	3. Existing and proposed non-motorized vehicle lanes, paths, sidewalks, and other facilities, including transit facilities, on and within 200 feet of the development property including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
	x	4. Proposed roadway alignment plan showing right-of-way widths with specific reference to the roadway type and design assembly.
	x	5. Proposed access indicating any access management plans, connectivity, roadway extensions, proposed stub roads, dead-end roadways, and roadway names including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
	x	6. Emergency access provisions.
	x	7. A Traffic Assessment demonstrating adherence to MUTCD standards and/or other applicable requirements.
	x	8. A Traffic Impact Analysis (TIA), if warranted by the Traffic Assessment.
	x	9. Engineering plan of proposed traffic mitigation measures, including assessment of individual phase, or approved payments in-lieu of such that will be provided to the Town of Bluffton or applicable agency. Plan must ensure adequate transportation network is in place to support development at time of construction.
	x	10. Vehicular and pedestrian signage plan including crosswalk and pavement marking details.
	x	11. Shared access agreements.
	x	12. Detailed engineering information identifying the location, construction specifications, typical sections, geometrics, arrangement, character, width, and grade of existing and proposed roadways and non-motorized vehicle facilities including detailed dimensions and calculations as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
Natural Resources, Tree Conservation, Planting, and Landscaping.		
x	x	1. Location of existing tree canopy coverage including table summarizing canopy lot coverage area, lot area not covered by tree canopy, and tree canopy expressed as percentage of lot coverage.
x	x	2. Location and table summarizing trees listed on America's Historic Tree Register as maintained by American Forests.



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	x	3. Location of groups of trees that connect to other vegetated and/or treed areas on adjacent sites helping to create or extend a wildlife or natural corridor.
	x	4. Location and table summarizing trees that have a significant characteristic such as, but not limited to, allees and hedgerow trees, trees of unique character such as those with unique or unusual growth habitat, endangered species, or species rarely found in the area.
	x	5. Location and table summarizing trees designated as protected to be removed.
	x	6. The location and description of existing and proposed landscaping, screening, buffering, and tree preservation areas, including setbacks from natural resource areas.
	x	7. Graphic illustration of the existing tree canopy and mature tree canopy of the proposed tree plantings including a table summarizing the mature canopy of each tree species planted, canopy lot coverage area, lot area not covered by tree canopy, and tree canopy expressed as percentage of lot coverage (all calculations are excluding rooftop area).
	x	8. Detailed landscaping information containing the scientific and common names, quantity and size of each plant species to be planted, typical installation and maintenance drawings/notes, and location and description of irrigation systems.
	x	9. Tree protection zones (TPZ) and tree protection fencing and signage locations and installation specifications.
	x	10. Habitat management plan.
	x	11. Proposed topographic features, including basic contours at one foot or less intervals.
	x	12. Bank stabilization and erosion control measures.
	x	13. If applicable, a Forest Management Plan.
Open Space.		
x	x	1. Proposed open space areas, habitat areas, types, and access trails both on and off-site.
	x	2. Proposed public lands and methods of dedication and access.
	x	3. Proposed ownership and method of transfer through deed restrictions, covenants, public dedication, or other method acceptable to the UDO Administrator.
	x	4. Proposed use for all portions of dedicated open space.
Stormwater Management.		
x	x	1. Acknowledgement of compliance with Bluffton Stormwater Design Manual.
x	x	2. Description of proposed methods and general layout of stormwater drainage.
x	x	3. Proposed drainage system layouts.
x	x	4. Proposed methods to remove pollutants.
x	x	5. Soil types and permeability characteristics from National Resource Conservation Service.
	x	6. Stormwater Drainage Plan with drainage easements.
	x	7. Location and area of proposed impervious coverage.
	x	8. Pre- and post-development runoff volumes, velocities, hydrographs, with Watershed Maps and Link Node Diagrams.
	x	9. Methods to record and report installation and maintenance activities.
	x	10. Stormwater quality monitoring program and pre-development pollutant loading calculations.
	x	11. Notarized Operation and Maintenance Agreement signed by responsible party.
Utilities and Services.		
x		1. Statement by the Applicant/ Engineer/ Design Professional confirming that they believe the site can be supplied with adequate utilities.
	x	2. Proposed water system layout, or individual well locations.
	x	3. Proposed sewer system layout, or individual septic tank locations.



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	<input checked="" type="checkbox"/>	4. Location of solid waste/trash disposal units/dumpsters.
	<input checked="" type="checkbox"/>	5. Location of proposed water, sewer, electric, telephone, cable, data, and gas service layouts, and proposed easements and connections.
	<input checked="" type="checkbox"/>	6. Location of proposed fire lane, hydrant location(s), FDC(s), and apparatus access to the site and building(s).
	<input checked="" type="checkbox"/>	7. Location of service and meter areas.
	<input checked="" type="checkbox"/>	8. Location of mail delivery boxes.
	<input checked="" type="checkbox"/>	9. Capacity and service studies and/or calculations.
	<input checked="" type="checkbox"/>	10. Detailed engineering information identifying the location, construction specifications, typical sections, service connections, meters, valves, manholes, inverts, transformers, service pedestals/boxes, and any other utility information.
Lighting.		
<input checked="" type="checkbox"/>		1. Narrative or plan notes describing the proposed exterior lighting scheme for the property.
	<input checked="" type="checkbox"/>	2. Location, specifications, and details for existing and proposed exterior site and building light fixtures including the total lumen output, type of lamp, method of shielding, pole and mounting height, and verification that there are no conflicts between lighting and landscaping.
	<input checked="" type="checkbox"/>	3. Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in footcandles) including existing and proposed lighting. Photometric calculations must consider all exterior lighting including building lighting.
	<input checked="" type="checkbox"/>	4. Notes describing lighting limitations, prohibitions, and methods of enforcement.

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 minimum submittal requirements listed above, including any additional items requested by the Town of Bluffton Staff. Any items not provided have been listed in the project narrative with an explanation as to why the required submittal item has not been provided or is not applicable. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

A. Oliver James Oliver
Signature of Property Owner or Authorized Agent

4/15/25
Date

Allyn Oliver James Oliver
Printed Name



March 11, 2025

89 Bridge Street
The Bluffton Bookshop

Project Narrative

Currently the building at 89 Bridge Street is a residential non-conforming structure with a building foot print of +/- 1,769 sf. The building sits at ground level. The owners propose to renovate the existing interior of the building as well as a couple of exterior modifications. The building will be brought up to the IBC 2018 Commercial Code as well meet the intent of the UDO.

The new use for the building will be The Bluffton Bookshop. It will be a general bookshop with fiction and non-fiction titles for both adults and children. There will also be an icery located on the western side of the building. The space is currently a laundry room (109 sf) and is less than 25% of the Retail business heated square footage as required by the UDO section 4.4.2.G.

We propose to enhance the street façade of the building by making it a proper entry with a porch. We will use the existing footprint and roof structure. The street facing wall will be removed and 4 columns and new beam will replace the structure. The roof will remain intact. The porch depth will be +/-6'. There will be a new wood door with glass and 2 storefront windows on the new entry wall.

We will be adding a double set of windows to match existing, street side of the eastern part of the building. The window in the current laundry room (now Icery) will be removed and replaced with a casement awning window. A mural by a local artist may be painted on the exterior wall left of the Icery window. The rear door will be replaced with a door to accommodate ADA to match the existing door style. All other enhancements will be in the interior of the building.

Witmer Jones Keefer is currently working on the Development Plan. An existing carport will be removed and replaced with gravel parking (5 spaces). A handi-cap space will be provided near the rear entrance where there is an existing concrete drive. The front and rear entrances will be ADA compliant.

An existing garage is also located on the rear of the property. Nothing is to be done with this building at this time.



REPLACE
EXISTING WINDOW
W/ NEW CASEMENT
AWNING WINDOW

OYSTER
FACTORY
PARKING LOT



BRIDGE STREET

REPLACE WALLS W/
COLUMN AND BEAM TO
CREATE FRONT PORCH,
NEW FRONT DOOR &
WINDOWS

ADD NEW DOUBLE
WINDOW ON NORTH SIDE
TO MATCH DOUBLE
WINDOW ON SOUTH SIDE

REPLACE EXISTING DOOR
W/ NEW ADA COMPLIANT
DOOR, STYLE TO MATCH
EXISTING

REMOVE CARPORT

ALL MATERIALS & TRIM TO MATCH EXISTING



Street Elevation

Remove front wall and door
Add Columns and beam to support roof
Add Door and Windows to the Wall beyond



West Elevation
Remove and Replace Window
Possible Mural from Local Artist