





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

FINAL SUBMITTAL

Applicant		Property Owner	
Name: Daniel Keefer		Name: Charlie and Brown LLC	
Phone: 843-290-5437		Phone:	
Mailing Address: 23 PROMENADE ST STE 201, BLUFFTON SC 29910		Mailing Address:	
E-mail: DAN@WJKLTD.COM		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name: Car Village		Acreage: 5.0	
Project Location: Seagrass Station / Village of Verdier PUD			
Zoning District:			
Tax Map Number(s): R-610-021-000-0808-0000			
Project Description: Automotive Enthusiasts Club, including buildings for private and common use by members of the club.			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Two (2) full sized copies and digital files of the Site Plan(s).			
<input checked="" type="checkbox"/> 2. Two (2) full sized copies and digital files of the Architectural Plan(s).			
<input checked="" type="checkbox"/> 3. Recorded deed and plat showing proof of property ownership.			
<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. Material samples and color swatches for all proposed materials.			
<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: 		Date: 8/30/23	
Applicant Signature: 		Date: 8/30/23	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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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 & Development Review Committee	Staff
If the UDO Administrator determines that the Certificate of Appropriateness - HCO Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.	
Step 4. Development Review Committee Meeting	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report and, if all comments are addressed, the application is placed on the next available Planning Commission (PC) agenda.	
Step 5. 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 6. Issue Certificate of Appropriateness	Staff
If the PC approves the Certificate of Appropriateness - HCO Application, the UDO Administrator shall issue the Certificate of Appropriateness - HCO.	

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December 19, 2023

Car Village

Project Narrative:

Site

CarVillage is located within the south-west portion of the Seagrass Station/Village of Verdier PUD along Highway 170. The proposed use is an **Automotive Enthusiasts Club**, including buildings for private and common use by members of the club. Individual units of the Club may be sold to members.

The CarVillage project involves the construction of a ±20,000 SF two-story Clubhouse and 5 buildings divided into +/- 31 high-end garage condominium units. The garage units are accessory uses to the Club. The total proposed commercial square footage is 80,000 square feet.

The Clubhouse first floor will include a showroom, lounge area, offices, vehicle detailing, and light automotive maintenance. The second floor will include the common gathering spaces, lounging areas, offices, dining and kitchen facilities for Club members. The second floor areas are a shared space only open to Club Members.

The individually owned Garage Condominium's are approximately 1680 Square feet and will include storage for collector and/or classic motor vehicles. Each unit will have a front 'courtyard' for owner parking providing a village streetscape aesthetic.

Traffic and Access

Access to the site will be provided from Highway 170. A dedicated right-in / right-out turn lane is planned per the highway 170 access requirements. See attached 'Traffic Access Memo' provided by Kimley Horn. A second 'emergency access point' is planned to connect to the property line adjacent to Hager Road.

Reviewed through Development Plan Process

Storm Drainage, Infrastructure, and Utilities

The proposed project is being development within the Seagrass Station Planned Unit Development. The PUD has an approved stormwater management plan and the existing drainage system to handle the post-development run-off from this development. All drainage will be routed to the existing stormwater pond located on the eastern side of the property. The existing pond is adequately constructed to attenuate the 2, 10, 25, 50- & 100-year 24-hour design storm events.

**23 Promenade Street, Suite 201
Bluffton, SC 29910
Tel: 843-757-7411**

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This site uses a mix of bio-retention areas, grassed swales, disconnected impervious runoff and pervious paving as Better Site Design Principals to reduce storm water runoff. The excess stormwater run-off will also be directed towards an inter-connected wet detention system for further treatment.

Beaufort-Jasper Water and Sewer Authority (BJWSA) will provide water and sewer service to the project.

Palmetto Electric will provide power and site lighting and has approved the electrical meter locations on the buildings as long as they are accessible. Hargray will provide telephone and cable service.

Parking

Parking for the Club guest will be located within the +/-11 spaces to the west of the clubhouse at the entrance adjacent to highway 170. All other parking for the Club Members/ Guest will be centrally located within the gated courtyard adjacent to the clubhouse and garage condominiums.

Following is the breakdown of required and proposed parking:

Clubhouse 1st floor: ±10,000 SF

(Calculated as 'commercial services' at 4 spaces per 1,000 SF)

Requires 40 spaces

Clubhouse 2nd floor: ±10,000 SF

(Calculated at one space per unit for shared club use)

Requires 31 spaces

Total Parking required: 71

Total Parking provided: 73

Each unit is located to allow for 1-2 additional owner spaces within the front courtyard of each unit. Parking in front of the unit is intended for short term day use.

Architectural

The architecture is geared towards maintaining the low-country vernacular, while being considerate of the nature of the exotic vehicles it houses. We simplified the materials common to our area, but also compliment those items with a modern elements common to other facilities of its nature and local vernacular.

We honored the spirit of the guidelines, with local materials and historic colors and patterns. We are sensitive to the street front, as well as maintaining the human scale of its users and as maintenance free for the operator. Buildings A thru E are of a common pattern and architecture, as they are different sizes of a similar building type. The Clubhouse, knowing that it is its own building and has a different use, we kept similar elements of the others, yet gave it a prominent look as it anchors the site, as well as it is the gathering spot for its users.

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Exterior Lighting

Exterior Lighting will be provided by Dominion Power and fixtures mounted on the building. The Lighting specifications and locations will be included on the Corridor overlay submittal plans.

Landscaping

The site will be enhanced with native and indigenous plantings. Overstory trees meeting the minimum tree coverage will include Live Oaks, Shumard Oaks, Bald Cypress, and Southern Magnolias. Understory trees, shrubs, grasses, groundcovers and other accent plantings will be included on the final landscape plans. The buffer to the east adjacent will be enhanced to minimize visibility from the adjacent residential properties. Open space is provided within the site through the various landscape areas, plaza space and buffers. The open space exceeds the required 20% as indicated on the preliminary submittal site plan.

Signage

CarVillage Identification Signage will be located along the Highway 170. All signage will be submitted under separate application per Town of Bluffton ordinance.

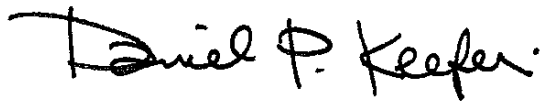
Submittal items attached:

- a. Project survey
- b. Existing Conditions Photo's
- c. Preliminary Site plan including site data
- d. Traffic – site access

If you require additional submittal documents, please contact our team.

Sincerely,

Witmer ♦ Jones ♦ Keefer, Ltd.

A handwritten signature in black ink that reads "Daniel P. Keefer." The signature is written in a cursive, flowing style.

Daniel Keefer, ASLA
Principal

Cc: Jeff Ackerman
Kevin Biebel