

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: Court Atkins Architects, Inc.		Name: May River Montessori, Inc.	
Phone: 843-815-2557		Phone: 843-757-2312	
Mailing Address: P.O. Box 3987 Bluffton, SC 29910		Mailing Address: 60 Calhoun Street #7014 Bluffton, SC 29910	
E-mail: james.atkins@courtatkins.com		E-mail: mquigley@mayrivermontessori.com	
Town Business License # (if applicable): LIC-04-19-028962			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: May River Montessori Classroom Building		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Address: 58 Calhoun Street		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood Center NCE-H		Application for:	
Acreage: 0.65206		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 00A 0123 0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation	
Project Description: New two-story +/- 5,300 sqft. classroom building and childcare building on the open site at the corner of Green and Calhoun Street			
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 <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 Sch 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: 1/4/2023	
Applicant Signature:			
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	

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TOWN OF BLUFFTON 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.

DESIGN REVIEW PHASE				CONCEPTUAL REVIEW	FINAL REVIEW
Identification of Proposed Building Type (as defined in Article 5): Main Street Building					
Building Setbacks		Front: 10'	Rear: 25'	Rt. Side: 8'	Lt. Side: 8'
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage		Proposed Square Footage	
Main Structure	School Classroom Building			5,317 SQFT	
Ancillary					
Ancillary					
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			2,498		
Impervious Drive, Walks & Paths			1,173		
Open/Covered Patios			1,743		
A. TOTAL IMPERVIOUS COVERAGE			5,414		
B. TOTAL SF OF LOT			28,404		
% COVERAGE OF LOT (A/B= %)			19.1%		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	Concrete	Columns	Cementitious		
Walls	Cementitious	Windows	Aluminum Clad		
Roof	Standing Seam / Shingles	Doors	Aluminum Clad		
Chimney	N/A	Shutters	P.T. Wood		
Trim	Cementitious	Skirting/Underpinning	N/A		
Water table	P.T. Wood	Cornice, Soffit, Frieze	Cementitious		
Corner board	Cementitious	Gutters	Half Round		
Railings	Metal	Garage Doors	N/A		
Balusters	Metal	Green/Recycled Materials	N/A		
Handrails	Metal				

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TOWN OF BLUFFTON 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 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 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, municipal 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 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 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 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 checked="" 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).

Signature of Property Owner or Authorized Agent

1/4/2023
Date

Michele E. Quigley
Printed Name of Property Owner or Authorized Agent

Signature of Applicant

1/4/2023
Date

James Ark
Printed Name of Applicant

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COURT
ATKINS
GROUP

Bluffton Studio
32 Bruin Road
Bluffton
SC 29910

Savannah Studio
2408 De Soto Ave
Savannah
GA 31401

Interior Design
Studio
32 Bruin Road
Bluffton
SC 29910

P: (843) 815-2557

January 4, 2023

Town of Bluffton
Katie Peterson, AICP
Senior Planner
20 Bridge Street
Bluffton, SC 29910

Re: Final HPRC Meeting Request for May River Montessori New Classroom Building

Dear Katie,

I am writing this letter on behalf of May River Montessori and Court Atkins Group and requesting to be placed on the next available Final HPRC meeting agenda to review the May River Montessori New Classroom Building project located at 58 Calhoun Street in the Neighborhood Center – HD zoning district. The project is a new wood framed two-story classroom building for May River Montessori. The building's first floor is designed for daycare students and the second floor for 7th and 8th grade students. These students will be relocating for other buildings / rooms on the campus. The building will incorporate sloped shingle and metal roofs, front and rear porches with columns, and traditional Lowcountry detailing to include, board and batten siding, horizontal siding, operable window shutters, wood bracketed awnings. Enclosed in this application are the application form, application fee, site survey, site plan, and architectural drawings including the first and second floor plans, elevations, and architectural details. Also included are the landscape plan, tree removal plan and streetscape elevation.

Please see below for our responses to the Plan Review comments for Certificate of Appropriateness Comments below:

Beaufort Jasper Water and Sewer Review 12/1/2021 James Clardy | Revisions Required

1. Pending formal submittal / approval of water and sewer.

CAG Response: *Noted.*

Growth Management Dept Review (HD) 12/3/2021 Katie Peterson | Revisions Required

1. As the scope of work proposed in the application constitutes development, a Development Plan is required prior to final submittal. (UDO 3.10 & Application's Manual)

CAG Response: *A development plan has been submitted.*

2. The front setback is shown on the site plan as 6'. The structure has characteristics of the Main Street building, however it exceeds the maximum footprint for a Main Street Building within the Neighborhood Center-HD zoning District. As such, it is reviewed as an Additional Building Type, which within the Neighborhood Center- HD zoning district have a front build-to requirement of 10'- 25'. Revise the site plan to meet the minimum front setback. (UDO 5.15.5.B.)

CAG Response: *Front setback is now 8'. Footprint has been reduced below 2,500 SF to comply with the Main Street Building requirement.*

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3. Columns and porch posts shall be spaced no farther apart than they are tall as measured from the centerlines of the columns ("o.c"). The columns on the second floor of the west elevation are spaced 9'6" and 10' apart and 9' in height. Reconfigure column spacing to be spaced no further apart than they are tall. (UDO 5.15.6.H.)

***CAG Response:** Columns have been reconfigured.*

4. As the project moves toward Final submittal, provide architectural details for the typical window, railing detail, water table trim, corner board, shutters and shutter dog, a section through the eave, material details and a landscape plan as not enough information was provided in the submittal to review for conformance with the UDO. (Applications Manual)

***CAG Response:** The required details have been included in the new drawings, please see sheets A5.0 & A5.1.*

5. The purpose of the Old Town Bluffton Historic District is to promote the educational, cultural, and general welfare of the public through the preservation, protection, and enhancement of the old, historic, and/ or architecturally-worthy structures and areas of the Town; and to maintain such structures as visible reminders of the history and cultural heritage of the Town. Building heights and widths shall be visually similar to those in the neighboring vicinity. The proposed structure is located on the parcel next to two contributing structures (Peeple's Barn and Peeple's Store). The Barn is a 1 story structure; the Store, which will be more visually impacted by the new construction, is a 1.5 story structure much smaller in scale. Provide a study of the street scape to clarify the impact of the proposed structure which is 34.5' in height. (UDO 5.15.1. and 5.15.5.F.1.a.)

***CAG Response:** Both the heights and overall footprint of the building have been reduced. The main tower is now 32'-2" and the main roof ridge reaches 29'-11". The heights of the adjacent Bridge Development each sit at over 33'. Please see our attached streetscape elevation of Calhoun Street.*

HPRC Review 12/03/2021 Katie Peterson | Revisions Required

1. Rooflines shall be simple, utilizing gables, hips, and sheds, or combinations of these basic forms. Roofs shall correspond to the major massing of the building; roof forms that overwhelm the mass of the primary building form and complicated rooflines are to be avoided. The roof appears overly complicated with a lot of different of pitches. Simplify the roof lines. (UDO 5.15.5.F.2.b.)

***CAG Response:** Rooflines have been simplified and the varying slopes have been reduced to two.*

2. Building elements and the spaces between them shall be organized into a logical sequential manner. Horizontal rhythm should be established by the organization of the building facade into horizontal bands which provides human scale and proportion to the facade. Vertical rhythms should be established in the façade through alignment of windows, openings, pilasters, and columns. The building seems complicated with many different elements which do not have consistent rhythm. Revise the elements to be more sequential. (UDO 5.15.5.F.4)

***CAG Response:** Sill heights, door heights and trim have been adjusted to create a stronger rhythm.*

3. Provide additional information on the fence along the back of the patio. As not enough information was provided to complete the review. Note: It will be prominent and you will see it in front of Middle School Porch.

***CAG Response:** Please see updated elevations showing fences. Existing split rail fence to remain with new split rail fence at the patio tying into it. See landscape drawings for new split rail fence detail.*

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4. Provide additional information on the hardscape transition to Calhoun Street. Specifically near the large patio space adjacent to Marketing building. Will existing two rail fence remain? There will be a lot of fences and types.

***CAG Response:** New split rail fence to tie into existing at patio space. Please see landscape drawings.*

Transportation Department Review 11/30/2021 Constance Clarkson | Revisions Required

1. TOB/CIP will need a permanent drainage easement over the existing ditch located in the Green Street ROW to allow for the potential to improve drainage in the Future with the Calhoun Street Streetscape project (FY 24+/-).

***CAG Response:** Acknowledged.*

2. One of the primary goals for the Calhoun Street Streetscape project would be to widen the existing sidewalks from the existing 4.5' to a proposed 6' width. This would likely require a +/- 2' permanent easement along the Calhoun Street frontage to accommodate the expanded sidewalks and street lighting. CIP would like the applicant to be aware of this future TOB/CIP request and would like to see the site plan prepared to accommodate the possibility of an expanded sidewalk along Calhoun Street. Further questions, please contact Pat Rooney (prooney@townofbluffton.com)

***CAG Response:** Acknowledged*

Watershed Management Review 11/30/2021 Lidia Delhomme | Revisions Required

1. It appears an existing ditch is proposed to be piped. Provide clarification. If the ditch is to be piped, the proposed pipe should be 24" at a minimum to correspond with existing pipes at Str2 and Str3. If not, it is required to meet the ultimate development conditions.

***CAG Response:** Per civil drawings / development plan.*

2. This project involves the creation and/or replacement of more than 5,000 square feet of impervious surface. A Stormwater Management Plan abiding by the current Stormwater Ordinances and Design Manual is required. (UDO 5.10.1.C).

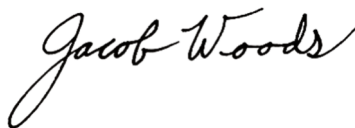
***CAG Response:** Per civil drawings / development plan.*

3. Provide permanent drainage easements required for pipe or ditch. (SWDM 3.7.3)

***CAG Response:** Per civil drawings / development plan.*

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

Sincerely,



Jacob Woods
Project Designer
Court Atkins Group