



## 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)706-4522  
[www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)  
[applicationfeedback@townofbluffton.com](mailto:applicationfeedback@townofbluffton.com)

Applicant		Property Owner	
Name: <i>Ansley H. Manvel, Architect</i>	Name: <i>Brad and Jacki Rechtfertig</i>		
Phone: <i>843.338.8932</i>	Phone: <i>619.708.1771</i>		
Mailing Address: <i>104 Fritchard Street Bluffton, S.C. 29910</i>	Mailing Address: <i>4 Wild Spartina Street Bluffton, S.C. 29910</i>		
E-mail: <i>manvel.studio@aol.com</i>	E-mail:		
Town Business License # (if applicable): <i>LIC-04-22-044420</i>			
<b>Project Information</b> (tax map info available at <a href="http://www.townofbluffton.us/gis/">http://www.townofbluffton.us/gis/</a> )			
Project Name: <i>Rechtfertig Residence</i>	Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Project Location: <i>4 Wild Spartina Street</i>	Application for:		
Zoning District: <i>Neighborhood General</i>	<input checked="" type="checkbox"/> New Construction		
Acreage: <i>0.11</i>	<input type="checkbox"/> Renovation/Rehabilitation/Addition		
Tax Map Number(s): <i>R610.039.0001222-000</i>	<input type="checkbox"/> Relocation or Demolition		
Project Description: <i>New Construction of a Main House and Carriage House</i>			
<b>Minimum Requirements for Submittal</b>			
<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.			
<b>Note:</b> A Pre-Application Meeting is required prior to Application submittal.			
<b>Disclaimer:</b> 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>[Signature]</i>		Date: <i>3 January 2023</i>	
Applicant Signature: <i>[Signature]</i>		Date: <i>3 January 2023</i>	
<i>For Office Use</i>			
Application Number:		Date Received:	
Received By:		Date Approved:	



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## 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.

<b>Step 1. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
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.	
<b>Step 2. Application Check-In Meeting – Concept Review Submission</b>	<b>Applicant &amp; Staff</b>
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.	
<b>Step 3. Review by UDO Administrator and HPC</b>	<b>Staff</b>
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.	
<b>Step 4. Historic Preservation Review Committee</b>	<b>Applicant, Staff &amp; Historic Preservation Review Committee</b>
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.	
<b>Step 5. Application Check-In Meeting - Final Review Submission</b>	<b>Applicant &amp; Staff</b>
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.	
<b>Step 6. Historic Preservation Commission Meeting</b>	<b>Applicant, Staff &amp; Historic Preservation Commission</b>
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.	
<b>Step 7. Issue Certificate of Appropriateness</b>	<b>Staff</b>
If the HPC approves the Certificate of Appropriateness-HD Application, the UDO Administrator shall issue the Certificate of Appropriateness-HD.	



# ATTACHMENT 3 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.

<b>1. DESIGN REVIEW PHASE</b>		<input checked="" type="checkbox"/> <b>CONCEPTUAL REVIEW</b>		<input type="checkbox"/> <b>FINAL REVIEW</b>	
<b>2. SITE DATA</b>					
Identification of Proposed Building Type (as defined in Article 5): <i>Village House and Carriage House</i>					
Building Setbacks	Front: <i>5'</i>	Rear: <i>5'</i>	Rt. Side: <i>5'</i>	Lt. Side: <i>5'</i>	
<b>3. BUILDING DATA</b>					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage ( <i>Netted + Inherited</i> )		
Main Structure	<i>Main House</i>	<i>0</i>	<del>2260</del> <i>2666</i>		
Ancillary	<i>Carriage House</i>	<i>0</i>	<i>1158</i>		
Ancillary					
<b>4. SITE COVERAGE</b>					
<b>Impervious Coverage</b>		<b>Coverage (SF)</b>			
Building Footprint(s)		<del>2130</del> <i>1748</i>			
Impervious Drive, Walks & Paths		<i>615</i>			
Open/Covered Patios <i>PORCHES</i>		<i>382</i>			
<b>A. TOTAL IMPERVIOUS COVERAGE</b>		<i>2745</i>			
<b>B. TOTAL SF OF LOT</b>		<i>4791.6</i>			
<b>% COVERAGE OF LOT (A/B = %)</b>		<i>57.3%</i>			
<b>5. BUILDING MATERIALS</b>					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	<i>STUCCO</i>	Columns	<i>10x10 Cox hollow core P.T. pine</i>		
Walls	<i>HORIZONTAL LAP HARDIE PLANK MAIN</i>	Windows	<i>aluminum clad ext./wood int.</i>		
Roof	<i>HARDIE SHINGLE &amp; GABLE UPPER SECRETARY OR STANDING SEAM</i>	Doors	<i>FRONT - Mahogany others - aluminum clad ext.</i>		
Chimney	<i>N/A</i>	Shutters	<i>P.T. wood</i>		
Trim	<i>P.T. pine</i>	Skirting/Underpinning	<i>P.T. wood</i>		
Water table	<i>P.T. pine 2x12</i>	Cornice, Soffit, Frieze	<i>P.T. wood</i>		
Corner board	<i>P.T. pine 2x4</i>	Gutters	<i>N/A</i>		
Railings	<i>P.T. pine 2x4</i>	Garage Doors	<i>aluminum clad</i>		
Balusters	<i>P.T. pine 2x3</i>	Green/Recycled Materials	<i>N/A</i>		
Handrails	<i>P.T. pine 2x4</i>				



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## CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>COMPLETED CERTIFICATE OF APPROPRIATENESS-HD APPLICATION:</b> A completed and signed application providing general project and contact information.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROPERTY OWNER CONSENT:</b> 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"/>	<b>PROJECT NARRATIVE:</b> 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"/>	<b>DEED COVENANTS/RESTRICTIONS:</b> 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"/>	<b>ADDITIONAL APPROVALS:</b> 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"/>	<b>LOCATION MAP:</b> 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"/>	<b>PROPERTY SURVEY:</b> Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: <ul style="list-style-type: none"> <li>• All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s);</li> <li>• 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;</li> <li>• All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways;</li> <li>• 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;</li> <li>• Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and</li> <li>• North arrow, graphic scale, and legend identifying all symbology.</li> </ul>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>SITE PLAN:</b> Showing layout and design indicating, but not limited to: <ul style="list-style-type: none"> <li>• All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s);</li> <li>• Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities;</li> <li>• 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</li> <li>• Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.</li> </ul>




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<input type="checkbox"/>	<input type="checkbox"/>	<b>PHOTOS:</b> 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.
<b>Concept</b>	<b>Final</b>	<b>ARCHITECTURAL INFORMATION.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>CONCEPTUAL ARCHITECTURAL SKETCHES:</b> Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>FLOOR/ROOF PLANS:</b> 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"/>	<b>ELEVATIONS:</b> 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 relate 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"/>	<b>ARCHITECTURAL DETAILS:</b> 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"/>	<b>MANUFACTURER'S CUT SHEET/SPECIFICATIONS:</b> Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
<b>Concept</b>	<b>Final</b>	<b>LANDSCAPE INFORMATION.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>TREE REMOVAL PLAN:</b> A site plan indicating location, species, and caliper of existing trees and trees to be removed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>LANDSCAPE PLAN:</b> 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.
<b>Concept</b>	<b>Final</b>	<b>ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PRELIMINARY DEVELOPMENT PLAN APPLICATION:</b> 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).

  
Signature of Property Owner or Authorized Agent

3 January 2023  
Date

Ansley H. Manuel  
Printed Name

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Narrative for Rechtfertig at 4 Wild Spartina Street

The owners of the proposed project, Brad and Jacki Rechtfertig, intend to develop a main residence with a connected carriage house. The project is located in the Historic District and zoned Neighborhood General.

There are deed covenants and restrictions in place with additional approvals required as part of the Tabby Roads PUD. The property owners have a variance approval from Tabby Roads for type of development and the building setbacks. All comments and suggestions have been addressed from the PUD preliminary review.

Architecturally speaking, the main building fits within the standards of a Village House building type. The house has porches on both ends and is more narrow along the street than the depth along the sides. The garage with guest quarters above fits within the standards of a Carriage House. The carriage house is similar and subordinate in size and placement.

Plan review comments from conceptual review for the Historical Preservation Committee and town staff have been addressed. An itemized response is as follows.

## GROWTH MANAGEMENT

1. See Landscape Plan. Two car parallel parking will be shifted north and the parking island reduced. All curb, sidewalk and header curb materials to match existing.
2. See second paragraph.
3. Request provided.
4. Vertical height from grade to top of first subfloor is 36". See elevations and wall section.
5. Revised house position to make parallel. See site plan.
6. Both balconies are 3'0" in depth. This is proportionate to size of carriage house and structurally safer.
7. Rear elevation of carriage house has been revised. See A/A7.
8. No revision needed. Column spacing versus height met guidelines.
9. Drawings provided.

## WATERSHED MANAGEMENT

1. Property owner will have drainage plan done by professional before building department permit application.

## BUILDING SAFETY

1. Wire cloth backing to be behind balustrade. See porch sections.

The Rechtfertigs have relocated from California. After searching different locations in the Southeast they fell in love with Bluffton. I am happy to have them as clients and we respectfully ask the staff and board to grant us final approval.

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## HABITAT ARCHITECTURAL REVIEW BOARD

### TABBY ROADS

### BLUFFTON, SC

December 31, 2022

Brad and Jackie Rechtfertig  
Lot 42, 4 Wild Spartina,  
Bluffton, South Carolina 29910

Dear Applicants,

This letter shall serve as approval with conditions for planned single family residence build on 4 Wild Spartina St. Plans within the following files titled are the basis for this approval:

Tabby Roads Digital Plans.pdf, TabbyRoadsLandscapePlan.pdf, TabbyRoadsDrainagePlan.pdf

This approval is based upon the following items of clarification:

- The window lites must be changed to an acceptable configuration per the architectural guides (2/2 or 2/1 configurations).
- The 10' driveway access between the road apron and the sidewalk shall be constructed from the same paver material (Tremron Pavers, color Sierra) as the driveway. The majority of the pavers shall have a sand base to remain pervious. Use of concrete footings (or other impervious method of securing the edges) around the perimeter is permitted.
- Per the submitted landscaping plan there are trees being removed that are off the property boundaries. No trees should be removed that are not on Lot 42 property itself without written authorization from adjacent property ownership.
- Due to expanse of rear carriage house lower level siding façade with no window presence, the committee requires a higher density of landscaping be present. It is suggested that five Florida Sunshine Anise be planted instead of the indicated three on the current landscaping plan. The committee would also consider any alternate means to increase landscaping density at this location.
- Prior to commencement of the project, garage door specs need to be provided to the committee for final approval. Note - garage doors must be carriage style doors.
- Prior to commencement of the project, colors (including wood stain color) need to be provided for the tabby stucco, crawl space louvers, gable/balcony brackets, front door

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and front/rear porch posts. If the porch posts are to be stained, it is requested that the porch header also be stained.

- The number of gable brackets are to match on the front and rear elevations.
- Per the architectural guidelines when present, shutters must be operable and occupy every window on a home that may accept them. The small gable windows do not have shutters. The committee requires these gable windows be slightly enlarged as they were deemed to be disproportionately small as compared to the other windows on their respective elevations. An alternate change would be accepted where the window is changed to a louver design (this louver design would be similar to the crawl space and would not require shutters. Permissible to leave the louver design size as submitted).

Additionally, the committee would like to make the following suggestion. Note these are suggestions and not hard change requirements.

- To protect the doors on the carriage house from sun and rain exposure the committee recommends the applicant consider installation of a “lean to” type awning as shown in Fig 1.



Fig. 1 Awning suggestion

Please be aware that there are fees outlined in the Tabby Roads Construction Process Overview that will be required prior to the commencement of work on the project. No work is permitted to commence until applicant has a build permit for the main house.

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I am sending a copy of this approval to the Town of Bluffton for their file. I trust this approval will be satisfactory for your needs. If you have any questions concerning any item contained herein, please contact us at your convenience.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. Nurnberg', is written over the printed name.

Robert Nurnberg

On behalf of Tabby Roads HARB

Cc: Katie Peterson  
Town of Bluffton