

Christopher R. Epps, AIA, NCARB

Principle Architect
Incircle Architecture
PO Box 3378
Bluffton, SC 29910
843.593.9506
cre@incirclearchitecture.com

Kevin Icard

Principal Planner – Growth Management
Town of Bluffton, South Carolina
20 Bridge Street
Bluffton, SC 29910
843.706.7802
dfrazier@townofbluffton.com

1/3/2025

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Re: Pre-App. Meeting Request for COFA Approval at 17 Lawrence St. (R610 039 00A 0271 0000)

Dear Mr. Icard,

We are pleased to submit a pre-application meeting request for COFA (Certificate of Appropriateness) approval for the proposed development at 17 Lawrence Street, Bluffton, SC 29909, located within the Neighborhood General Historic District (NG-HD). This project aims to complement the existing residential structure by adding a two-story detached garage with a one-bedroom apartment on the second floor, contributing to the neighborhood's vibrant character while ensuring adherence to historic preservation standards.

Project Overview

- **Location:** 17 Lawrence Street, Bluffton, SC 29909
(Parcel ID: R610 039 00A 0271 0000)
- **Zoning District:** Neighborhood General Historic District (NG-HD)

Project Vision: The proposed project consists of a new 24' x 28' two-story detached garage, for a total footprint of approximately 662 sqft. And the total square footage is 1,199 sqft. The upper level of the structure will contain a one-bedroom apartment, integrating residential space that aligns with the neighborhood's mixed-use character.

Key Design Components:

- **Two-Story Detached Garage and Apartment:** The first floor will function as a garage, providing essential storage and parking, while the second floor will accommodate a one-bedroom apartment. This approach enhances the mixed-use potential of the property while preserving the historic district's character.

- **Architectural Conformance:** The proposed structure will be designed to align with the architectural guidelines specified in the UDO for Bluffton's Historic District, with attention given to building height, façade materials, and roof pitch to ensure the new development complements the existing historic aesthetic of the neighborhood.
- **Historic Compliance:** This project will adhere to the historic preservation codes of the Town of Bluffton as outlined in the UDO, particularly regarding compatibility of materials, massing, and scale in relation to neighboring structures. Recognizing the importance of maintaining the historic character of Bluffton, our design approach prioritizes compatibility with the existing historic fabric of the area.

Documents Attached:

- Narrative
- COFA Form
- Email with Property Owner Consent
- Site Photos

Via Separate Submittal

- Existing Site Survey
- Concept Site Plan
- Conceptual Building Plans

Application Scope: This application is specifically for architectural approval, and a phased approach will be undertaken for planning and construction components. We understand that each phase must receive the appropriate level of detail and review to ensure compliance with all applicable standards.

Conclusion: The proposed addition aims to enhance the property's functionality while preserving and contributing to the unique character of Bluffton's Historic District. We look forward to discussing this project further and are committed to working closely with the Town of Bluffton to ensure the development meets all community standards and expectations.

Thank you for your consideration of our pre-application request.

Sincerely,





Christopher R. Epps, AIA, NCARB, CPTED
Principal Architect
Incircle Architecture
843.593.9506
cre@incirclearchitecture.com

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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: Incircle Architecture - Christopher Epps		Name: Jay & Lori Sofianek	
Phone: 843.593.9506		Phone:	
Mailing Address: PO Box 3378, Bluffton, SC 29910		Mailing Address: 35 Woodfield Dr, Webster, NY 14580	
E-mail: cre@incirclearchitecture.com		E-mail: js Sofianek@gmail.com	
Town Business License # (if applicable): 24-03-047			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: 17 Lawrence		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Address: 17 Lawrence St, Bluffton, SC 29910		Amendment: <input type="checkbox"/>	
Zoning District: NG-HD		Application for:	
Acreage: .324		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 00A 0271 0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation	
Project Description: New construction of a 1199 SF Carriage House with 2-car garage.			
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 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.			
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: 11.22.2024	
Applicant Signature: 		Date: 11.22.2024	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON

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. The Town of Bluffton's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Bluffton and the current Strategic Plan to guide their review. 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 - HD Application, the Applicant is required to consult with the UDO Administrator or 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 – Concept Review Submission	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit a Concept Review Submission of the Certificate of Appropriateness - HD Application with the required submittal materials during an mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator or designee and HPRC	Staff
If the UDO Administrator or designee, 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.	
Step 4. Historic Preservation Review Committee	Applicant, Staff & Historic Preservation Review Committee
A public meeting shall be held with the Applicant to 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.	
Step 5. Application Check-In Meeting - Final Review Submission	Applicant & Staff
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 or designee will review the submission for completeness.	
Step 6. Historic Preservation Commission Meeting	Applicant, Staff & Historic Preservation Commission
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.	
Step 7. Issue Certificate of Appropriateness	Staff
If the HPC approves the Certificate of Appropriateness - HD Application, the UDO Administrator or designee shall issue the Certificate of Appropriateness - HD.	



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.

1. DESIGN REVIEW PHASE			CONCEPTUAL REVIEW <input checked="" type="checkbox"/>	FINAL REVIEW <input type="checkbox"/>
2. SITE DATA				
Identification of Proposed Building Type (as defined in Article 5):				
Building Setbacks	Front:	Rear: 5	Rt. Side: 5	Lt. Side: 5
3. BUILDING DATA				
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage	
Main Structure		2112		
Ancillary			1199	
Ancillary				
4. SITE COVERAGE				
Impervious Coverage		Coverage (SF)		
Building Footprint(s)		1700.0		
Impervious Drive, Walks & Paths		582.6		
Open/Covered Patios		758.8		
A. TOTAL IMPERVIOUS COVERAGE		3041.4		
B. TOTAL SF OF LOT		11570.45		
% COVERAGE OF LOT (A/B= %)		26.2		
5. BUILDING MATERIALS				
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation	
Foundation	Concrete	Columns	PT Wood	
Walls	Hardie	Windows	Wood	
Roof	Architectural Asphalt / Metal	Doors	Wood	
Chimney		Shutters	PT Wood	
Trim	PT Wood	Skirting/Underpinning		
Water table	PT Wood	Cornice, Soffit, Frieze	Hardie / PT Wood	
Corner board	PT Wood	Gutters	Metal	
Railings	PT Wood	Garage Doors	Metal	
Balusters	PT Wood	Green/Recycled Materials		
Handrails	PT Wood			



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 checked="" 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 checked="" 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, municipality, 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.



TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

<input type="checkbox"/>	<input checked="" 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 checked="" 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 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).

Chris Epps
Signature of Property Owner or Authorized Agent

01.03.2025
Date

Christopher Epps - INCIRCLE ARCHITECTURE
Printed Name of Property Owner or Authorized Agent

Chris Epps
Signature of Applicant

01.03.2025
Date

Christopher Epps - INCIRCLE ARCHITECTURE
Printed Name of Applicant

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Christopher Epps <cre@incirclearchitecture.com>

17 Lawrence St COFA

2 messages

Jay Sofianek <jsofianek@gmail.com>
To: Christopher Epps <cre@incirclearchitecture.com>

Tue, Sep 3, 2024 at 12:19 PM

Hi Chris,

I'm sending this to allow work to begin on 17 Lawrence St to obtain a COFA (Certificate of Appropriateness) and any necessary permits required for the carriage house (Garage and second floor apartment) as we have discussed in emails and on the phone.

I can be reached by email or cell 585 721 5155,

Thank you

Jay Sofianek

Christopher Epps <cre@incirclearchitecture.com>
To: Jay Sofianek <jsofianek@gmail.com>

Tue, Sep 3, 2024 at 12:20 PM

Received, thank you.

Christopher Epps, RA, NCARB, AIA, CPTED

Incircle Architect - Principal

SC License: AR-9505

Email: cre@incirclearchitecture.com

Phone: (843) 593-9506

Cell: (843) 564-8622

Please Note:

If you have received this email outside of regular working hours, please keep in mind that managing work and life responsibilities varies and is unique for everyone. I have sent this email at a time that best suits my schedule. Please feel free to respond at a time that works best for you.

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