



# MEMORANDUM

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TO: Planning Commissioners  
FROM: Katie Peterson, AICP, Senior Planner  
RE: Review of Revised Plans to COFA-04-23-017905  
DATE: 8/23/2023  
CC: Kevin Icard, AICP, Director of Growth Management

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**BACKGROUND** - On June 28, 2023, the Town of Bluffton Planning Commission tabled COFA-04-23-017905, a Certificate of Appropriateness to permit the landscape, lighting and architecture for Refuel convenience store and gas station, located along SC Highway 46 across from the May River Xing intersection and zoned PUD within the New Riverside PUD and New Riverside Village Master Plan (Attachment 1).

In response to the Planning Commission's request, the Applicant provided revised drawings (See Attachment 2). Upon review of the resubmitted documents, Town Staff has identified in underlined red (12,14,15) the items which either administratively should carry forward with the approval or have not yet been completed/addressed. The full list of areas identified by the Planning Commission at their June 28, 2023 meeting are as follows:

## **Landscape**

1. Per Section 5.15.8.D.(2) of the Town of Bluffton Zoning and Development Standards Ordinance (BZDSO), the Landscape Plan must be updated to include additional plantings to create an eight (8) foot foundation buffer along the east side. The Commission specifically asked the Applicant to reexamine the parking area on the east side as reconfiguring that area may provide the ability to have the required buffering and allow space for the ice/coolers, which must be relocated from the front as they are not screened.
2. Per Section 5.15.8.D.(5) of the BZDSO, the 1 ½" caliper dbh Washington Hawthorns used as Landscaped Peninsula trees must be increased to a minimum of 2" calipers.
3. The Landscape Plan should be revised to add additional evergreen species as many of those proposed were not, which would leave the site lacking in landscaping during the winter months.
4. The species in the foundation plantings should be revised to add variation in height as they were mostly low to the ground (remain low under windows).

## **Architecture**

5. Per Section 5.15.9.(C)(3), elevations showing the proposed propane enclosure and ice/outdoor coolers must be provided to ensure the design meets the requirements of the design standards, or they must be relocated away from the front elevation.
6. Per Section 5.15.9.(D)(2), the 2 and 12 pitched roof must be revised to a minimum of 4 and 12.

7. The Planning Commission indicated that the curved gas canopies were not typical of the Lowcountry Vernacular and must be revised to a more appropriate style - ensure 4:12 pitch.
8. Per Section 5.15.12(A), additional information must be provided regarding the location of proposed service yards and utilities, and if proposed on the roof, a roof plan provided as not enough information has been provided to ensure they will be screened from view. A roof plan must be provided to show mechanical locations as well as to provide a better understanding of the rooflines and how they will interact.
9. Consider revisiting the overall height of the building to reduce the amount of blank wall space.
10. Aim for more vertical/square window lites as horizontal lite patterns do not reflect Lowcountry vernacular as well.
11. Consider breaking the plane of the roof where the parapet intersects the gabled portion of the roof. The elevations where this happens, and on the one in Beaufort, are more successful.
12. Ensure LEDs on the building are all one color – preferably warm whites. Provide additional information on these.

#### **Additional Requirements**

13. A letter of approval from the Declarant for the covenants and restriction which are recorded with the New Riverside Village Master Plan.
14. All comments must be addressed, and a Final Development Plan must be approved prior to issuance of the Certificate of Appropriateness – HCO.
15. Signage Permits must be submitted to the Town of Bluffton for review and approval for the signage proposed at each site in the proposed development.

**PLANNING COMMISSION ACTIONS:** As granted by the powers and duties set forth in Section 2.2.6.C.6. of the Unified Development Ordinance (UDO), the Planning Commission has the authority to take the following actions with respect to this application:

1. Approve the application as submitted by the Applicant;
2. Approve the application with conditions; or
3. Deny the application as submitted by the Applicant.

**STAFF RECOMMENDATION:** It is the charge of the Planning Commission to assess and interpret the standards and guidelines set forth in the UDO as they pertain to applications using the review criteria established in the UDO and to take appropriate action as granted by the powers and duties set forth in Section 2.2.6.C.

Town Staff requests that the Planning Commission consider the requirements of Section 3.17.3. of the Unified Development Ordinance as they review the application.

#### **ATTACHMENTS:**

1. Previously Submitted Plans
2. Revised Submittal