



## MEMORANDUM

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TO: Planning Commissioners  
FROM: Kevin Icard, AICP, Director of Growth Management  
RE: Update to Certificate of Appropriateness – Highway Corridor Overlay Process  
DATE: 8/23/2023  
CC: Heather Colin, AICP, Assistant Town Manager

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**SUMMARY:** To reduce the number of conditions on Certificate of Appropriateness- Highway Corridor Overlay (COFA-HCO) applications as they appear before the Planning Commission, Town Staff is updating the Town of Bluffton Application Process Table (Attachment 1) to include a Conceptual review by the Development Review Committee (DRC). The process will mirror that of the Historic District COFA Application.

The COFA-HCO application, for Conceptual review, may be submitted following approval of the Preliminary Development Plan by the Planning Commission. The Conceptual review has a 20-day review period, then is placed on the next available DRC Agenda. This allows Staff and the three members of the Planning Commission who serve on the DRC to formally provide feedback to the Applicant earlier in the process. The applicant then may proceed with their Final Development Plan, which finalizes the landscaping, lighting and Site Plan. Once heard by the Final Development Plan has been reviewed by the DRC, the applicant may then submit a Final COFA-HCO Application. The additional step should substantially reduce the number of comments/conditions the Planning Commission will have on the COFA-HCO applications.

### **CURRENT PROCESS:**

1. Preliminary Development Plan (DP) may be submittal, reviewed at DRC and approval is by Planning Commission
2. Stormwater Permit submittal, review and approval
3. Final DP may be submitted, reviewed at DRC and approval by UDO Administrator
4. COFA-HCO may be submitted for review and approval by the Planning Commission

### **PROPOSED PROCESS OVERVIEW:**

1. Preliminary Development Plan (DP) submittal, reviewed at DRC and approval is by Planning Commission
2. Stormwater Permit submittal, review and approved
  - a. Conceptual COFA-HCO may be submitted concurrently. (20 business day review)
3. Final DP submitted, reviewed at DRC and approval by UDO Administrator
4. Final COFA-HCO may be submitted for review and approval by the Planning Commission

As this added step is earlier in the process, the minimum submittal requirements for Conceptual would not be as extensive. Applications would be required to include:

1. Four sides of elevations, scaled, with proposed materials identified. (Final requires all four sides, roof plans, sections, materials, color board etc.)
2. A preliminary Landscape Plan with a minimum of blocked areas of plantings shown. (Final requires full landscape plans with detailed planting list, sizes, quantities, etc.)
3. No lighting plan is required at Conceptual submittal, however, if available, it is encouraged to be submitted. (Final requires lighting plan and details)
4. The COFA-HCO Application Review Fee. (No additional fee due at time of Final Submittal)

**Attachments:**

1. Town of Bluffton Application Process Table