




ATTACHMENT 2

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
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: William Court		Name: David & Susan Sewell	
Phone: (843) 815-2557		Phone: 843.247.202	
Mailing Address: PO Box 3978 Bluffton, SC 29910		Mailing Address: 153 Regent Avenue. Bluffton, SC 29910	
E-mail: william.court@courtatkins.com		E-mail:	
Town Business License # (if applicable): 100019			
Project Information (tax map info available at http://www.townofbluffton.us/gis/)			
Project Name: Sewell Residence		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Location: Lot 14, 26 Tabby Shell Road		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood General-HD		Application for:	
Acreage: 0.127		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610-039-000-1194		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation or Demolition	
Project Description: Construction of a new single family, 2-story home			
Minimum Requirements for Submittal			
<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.			
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: 12/06/2023	
Applicant Signature: 		Date: 12/06/2023	
For Office Use			
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.

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 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 Application with the required submittal materials during an Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
Step 3. Review by UDO Administrator and HPC	Staff
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.	
Step 4. Historic Preservation Review Committee	Applicant, Staff & Historic Preservation Review Committee
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.	
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 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 shall issue the Certificate of Appropriateness-HD.	



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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.

1. DESIGN REVIEW PHASE			CONCEPTUAL REVIEW <input type="checkbox"/>		FINAL REVIEW <input checked="" type="checkbox"/>	
2. SITE DATA						
Identification of Proposed Building Type (as defined in Article 5):						
Building Setbacks	Front: 6'	Rear: 10.5'	Rt. Side: 7.5'	Lt. Side: 5'		
3. BUILDING DATA						
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage			
Main Structure	Main House	-	2307			
Ancillary	Carriage House	-	268	Does not include total SF -KP		
Ancillary		-				
4. SITE COVERAGE						
Impervious Coverage			Coverage (SF)			
Building Footprint(s)			2,489			
Impervious Drive, Walks & Paths			35			
Open/Covered Patios			503			
A.TOTAL IMPERVIOUS COVERAGE			2524			
B.TOTAL SF OF LOT			5541			
% COVERAGE OF LOT (A/B= %)			45.8%			
5. BUILDING MATERIALS						
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation			
Foundation	Tabby Stucco	Columns	Boral			
Walls	Wood-Framed, Shake Siding	Windows	Vinyl			
Roof	Wood-Framed, Metal and Shingle	Doors	Fir			
Chimney	Tabby Stucco	Shutters	Wood Composite			
Trim	Boral	Skirting/Underpinning	N/A			
Water table	KDAT or Boral	Cornice, Soffit, Frieze	Boral			
Corner board	KDAT	Gutters	N/A			
Railings	Wrought Iron	Garage Doors	Clad/Wood			
Balusters	Wrought Iron	Green/Recycled Materials				
Handrails	Wrought Iron					



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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 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 checked="" 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 checked="" 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.



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<input type="checkbox"/>	<input checked="" type="checkbox"/>	PHOTOS: 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"/>	PRELIMINARY DEVELOPMENT PLAN APPLICATION: 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

12/06/2023

Date

William Court

Printed Name

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COURT ATKINS
GROUP

December 06, 2023

Town of Bluffton
Attn: Katie Peterson, AICP
20 Bridge Street
Bluffton, SC 29910

Re: 26 Tabby Shell Road – Tabby Roads

Dear Robert,

We are writing this letter on behalf of David and Susan Sewell and Court Atkins Group, as a request to be placed on the agenda for the next meeting of the Town of Bluffton, we are requesting Revised Final review with architectural approval/comments.

We received feedback from the Town of Bluffton's review of a Certificate of Appropriateness and the responses to comments from the letter dated 11/01/2023 are as follows:

1. Proposing the removal of two trees within the recorded conservation easement is not permitted. Further the home is placed within the easement. Relocate the house outside the easement area and provide tree protection fencing around the area.
 - a. **We relocated the house outside of the easement area and provided tree protection fencing around the area. Please see site plan on the architectural drawings.**
2. A determination on the use of Boral as column material is required by the HPC.
 - a. **We have proceeded to use boral as the column material.**
3. Provide wood composite detail at final for HPC Determination as there is not enough information to make a determination at this time.
 - a. **We will include a wood composite detail when submitting for the Town's final review.**
4. At time of final, provide a section through the eave showing the materials and configuration, a corner detail, water table detail, service yard material, shutter detail and shutter dog profile, type and finish for all exterior doors.
 - a. **We included exterior details, please see sheets A5.0, A5.1, and A5.2.**
5. On Sheet A3.0, the dormer roofs look to be higher than the plate height listed on the front elevation and seem a bit too tall proportionately.
 - a. **We verified the dormer height is a 9'-0" bearing height and would like to maintain that height due to the window casing and second floor ceiling heights.**
6. Consider lowering the top of the water table at the main house to align with the first floor finish height, as this would match what would have been done historically.
 - a. **We adjusted the main house water table to be aligned with the first-floor height.**

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7. Consider using standing seam metal for all 3:12 sloped roofs for long-term water management.
 - a. **We appreciate the Town's suggestions and after consulting with the Sewells, we have decided to continue with our asphalt roof at the rear porch due to cost constraints.**
8. Grading plans will be reviewed formally at time of buildings permit submittal. Ensure invert elevations on all inlets are provided at that time.
 - a. **Please refer to landscape drawings.**
9. Service yard not large enough to provide the 30 x 30 inch clearance on the control side of each compressor per IRC section 1305.1.
 - a. **We expanded the service yard to provide the 30 x 30 inch clearance. Please see architectural plans.**

Additionally, we received feedback from Tabby Roads HARB and the responses to comments from the revised final approval letter dated 12/02/2023 are as follows:

1. The committee has decided against allowing the mixing of different brick/paver colors in close proximity to one another on the front elevation. The walkway on the front elevation must be either all savannah grey brick matching the steps and porch lining or tabby stucco covered concrete matching the existing sidewalk.
 - a. **The client has agreed to changing the front walkway to tabby concrete with a savannah grey brick board to match the sidewalk. Please see email chain attached.**

HARB recommendations:

1. It is recommended that either a different paver color or an alternate design be considered to separate the savannah grey brick and cocoa pavers. It is the opinion of the committee that these two tones together are not aesthetically pleasing.
 - a. **The client has agreed to change the walkway to tabby concrete with a savannah grey brick boarder. Please see email chain attached.**

The enclosed documents include the following:

- Cover Letter
- Application
- HARB Approval letter & email from HARB
- Color Board
- Architectural Drawings
- Landscape Drawings
- Survey

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In addition, we would be more than happy to provide the review board with any further explanation and answer any questions. Should you have any questions or concerns, please do not hesitate to call.

Sincerely,



Ashley Huffman
Court Atkins Group, Inc.

cc: // David and Susan Sewell