



ATTACHMENT 2

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.	



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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 type="checkbox"/>		FINAL REVIEW <input checked="" type="checkbox"/>	
2. SITE DATA					
Identification of Proposed Building Type (as defined in Article 5): Additional Building Type					
Building Setbacks	Front:5'	Rear:20'	Rt. Side:5.5'	Lt. Side:5.5'	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)		Existing Square Footage	Proposed Square Footage	
Main Structure	Main Buidling			3,717 SF	
Ancillary					
Ancillary					
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			1,600 SF		
Impervious Drive, Walks & Paths			628 SF		
Open/Covered Patios			190 SF		
A. TOTAL IMPERVIOUS COVERAGE			2,418 SF		
B. TOTAL SF OF LOT			5,000 SF		
% COVERAGE OF LOT (A/B= %)			48.4%		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation		Building Element	Materials, Dimensions, and Operation	
Foundation	Concrete		Columns	Cementitious Trim	
Walls	Cement. Lap Siding & Board and Batten		Windows	Alum. Clad	
Roof	Asphalt Shingles & Standing Seam		Doors	Alum. Clad	
Chimney	N/A		Shutters	Composite	
Trim	Cementitious & KDAT WD.		Skirting/Underpinning	TBD	
Water table	KDAT WD.		Cornice, Soffit, Frieze	Cementitious	
Corner board	Cementitious		Gutters	Half-Round Metal	
Railings	KDAT WD.		Garage Doors	Metal	
Balusters	KDAT WD.		Green/Recycled Materials		
Handrails	KDAT WD.				



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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 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 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 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 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 checked="" 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 checked="" 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).

Signature of Property Owner or Authorized Agent

Date

12.3.23

Printed Name of Property Owner or Authorized Agent

12/04/2023

Date

Signature of Applicant

Jacob Woods

Printed Name of Applicant

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COURT ATKINS
GROUP

December 5, 2023

Katie Peterson, Senior Planner
Town of Bluffton
20 Bridge Street
P.O. Box 386
Bluffton, SC 29910

Project: Tidal Creek Investments Building (213 Goethe Road)

Subject: Project Narrative for Certificate of Appropriateness – HPC Final Design Submittal Review

Katie,

Project Description

The Tidal Creek Investments Building is a proposed 2.5 Story Building in Bluffton, located on the East Side of Goethe Road.

Existing Conditions

Currently, 213 Goethe Road is an empty lot with a small grove of trees. It is adjacent to another empty lot, 215 Goethe Road and a 2.5 Story building (211 Goethe Road).

Proposed Building Construction

The proposed architectural program for the project is a single 2 1/2 story building, with a single commercial space for Tidal Creek Investments on the first floor and a single-family residential space on the upper floor and a half. The ground floor totals 1,600 SF, including a cart garage serving the upper floor. There is a 9.5' deep front entry porch that leads to the Tidal Creek Investments entry and an interior stair serving the residential area. The upper floor and a half totals 2,117 SF of living space, in addition to a flat roof for the HVAC to sit.

The architectural massing of the building are multiple gables with a shed dormer and a flat roof with a parapet. The exterior materials for the building will be cementitious fiber siding (Lap, Board and Batten & Hardie Panel). The front entry porch has cementitious wrapped columns with a brick base. The porch railing will be KDAT wood.

The building has a fully automated sprinklered system per the building code. The building is likely to be wood construction.

The building is considered an "Additional Building Type" building type per the Town of Bluffton Unified Development Ordinance (UDO)

Building Safety Review Comments & Responses

1. Plans show a ramp from accessible parking area on side of building. There is a door to the cart barn that swings out over the ramp. Where does this ramp go to? Does not appear to create a path of travel to the front door.
Ramp has been revised to a gently sloping path from the rear to the front door.

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Growth Management Department Review Comments & Responses

1. At time of final submittal, show required 35% open space per development plan.
Please see A1.0 for open space calculation.
2. At time of final provide information on the shaded area in the 3rd floor with possible head height of 5' or more. (UDO 5.15.5.F1.e.)
All areas shaded have a head height less than 5'.
3. Update ridge height to be from grade, rather than from finished floor, as the maximum height permitted by the Development is 35' and it may not go over that height.
Ridge height, measured from grade, is 35'. See elevations.
4. For the final application provide a landscape plan noting foundation plantings, street tree locations, and canopy coverage calculations; as well provide architectural details of the railing and baluster, a typical window detail, window and door tables, corner board/pilaster trim detail and sections through the eave and wall depicting the material configuration and dimensions. (Applications Manual)
Please see landscape drawings and sheets A5.0, A5.1 & A6.0.
5. Provide additional information on utilities which are not located on the roof (electric meters, commercial HVAC units etc.) for placement and screening. (UDO 5.15.5.F.10)
All HVAC units are located on the roof. See A2.0 for electric meter enclosure.
6. Provide clarification on the stair access as it relates to commercial access to the residential space. It appears the first floor commercial has direct access to the single residential unit on the second and third floor.
There will be a lockout at the door to the interior stair at door 100A and another lock at E02.
7. If the cart garage is intended to be residential space, pedestrian connection to the unit needs to be provided.
The cart garage is for residential use and it can be accessed using the outdoor path.

HPC Review Comments & Responses

1. Provide clarification on the residential vs. commercial spaces on the first floor. It appears the Cart Garage may be residential, but the commercial riser room access is through the residential space. If owned by the residential tenant it seems problematic to have risers room access through that garage.
The cart garage is residential and the riser room (considered neither commercial or residential) will be able to be accessed through the riser room door.
2. There seems to be a problematic separation between the commercial and residential space as the only HVAC units shown are accessed through the residential space. Similarly Door 100A does not seem necessary as it separates the two uses.
There will be an agreement to access the roof for HVAC maintenance. Optionally, a ladder may be used to access the roof, see A2.2.
3. 2:12 shed roof on back is shown as shingle. Recommend revising to a metal roof for moisture management or increasing the pitch of the roof in this location.
2:12 shed roof has been changed to standing seam.
4. I'd like to see some more articulation on the left and right side elevations of the rear board-and-batten massing. Windows in those bedrooms? Something other than a blank wall.
Windows have been added to both elevations into the bedrooms.

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5. It would be nice to see the front gable lift up on a kneewall to get some breathing room between the roof and the bracketed roof over the second floor windows. Maybe some more articulation up there (a faux louver, additional window, etc.).

Front gable has been lifted and a faux louver has been added.

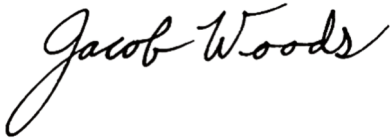
6. There are two separate heights of the bandboard around the building. The height of the bandboard on the right side elevation at the small gable and the rear mass feels more appropriate, so perhaps this could continue around the entire structure (leaving the second floor porch bandboard as its own element)?

The band board has been raised to match the height at the right side.

7. How does the flat roof on the third floor drain? Are there scuppers / gutters / downspouts somewhere? Perhaps incorporating this feature into the design might help with further articulation of the rear element?

The roof on the third floor drains towards the rear elevation. See revised 1/A3.1 for collectors with downspouts.

Regards,



Jacob Woods, Project Designer