



Planning Commission Meeting

Wednesday, October 23, 2024 at 6:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC

AGENDA

This meeting can be viewed live on [BCTV](#), on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

The Planning Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

IV. ADOPTION OF MINUTES

- [1.](#) September 25, 2024 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

- [1.](#) **Magnolia Square (Street Naming):** A request by Willy Powell of Ward Edwards, Inc., on behalf of Ed Goas of ERB Enterprises for LLC for approval of a Street Naming Application. The project consists of three internal streets for the Magnolia Square mixed-use development. The property contains three lots zoned Neighborhood General-HD (NG-HD), one lot zoned Neighborhood Core (NC), and two lots zoned Residential General (RG) and consists of approximately 3.43 acres identified by tax map numbers R610 039 000 0114 0000, R610 039 000 0093 0000, R610 039 000 0094 0000, R610 039 000 0095 0000, R610 039 000 0096 0000, R610 039 000 0107 0000 located at 1203-1217 May River Road and 15-19 Jason Street. (STR-07-24-019249) (Staff-Angie Castrillon)

VIII. DISCUSSION

- [1.](#) **Workshop Regarding Request to Allow Carports in Old Town Bluffton Historic District** - (Staff - Charlotte Moore)

IX. ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 20, 2024

“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.

Planning Commission Meeting

Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers, 20
Bridge Street, Bluffton, SC

September 25, 2024

I. CALL TO ORDER

Chairwoman Denmark called the meeting to order at 6 pm.

II. ROLL CALL

PRESENT

Chairwoman Amanda Jackson Denmark
Commissioner Lydia DePauw
Commissioner Jim Flynn
Commissioner Daniel Grove

ABSENT

Vice Chairman Charlie Wetmore
Commissioner Michael Brock
Commissioner Rich Delcore

III. ADOPTION OF MINUTES

1. August 28, 2024 Minutes

Commissioner Flynn made the motion to adopt the minutes as written.

Seconded by Commissioner Grove.

Voting Yea: Chairwoman Jackson Denmark, Commissioner DePauw, Commissioner Flynn,
Commissioner Grove

All were in favor and the motion passed.

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

- Venture at Okatie Bluffs (Street Naming):** A request by Willy Powell of Ward Edwards, Inc., on behalf of Adrien Dannemiller of Okatie Bluffs Owner LLC for approval of a Street Naming Application. The Applicant is proposing three street names that will provide access to the site from both Gibbet Rd and HWY 170, which will include interconnections to future developments. The project proposes six multifamily buildings, four garage buildings, a clubhouse, and associated amenities and infrastructure. The property is zoned Buckwalter Planned Unit Development and consists of approximately 22.0 acres identified by tax map number R610 028 000 0921 0000 located within the Parcel B-1 Master Plan. (STR-08-24-019274) (Staff - Angie Castrillon)

Staff presented. The applicant was present. The commission discussed the pronunciation of one of the street names.

Commissioner Flynn made the motion to approve the following street names for the Venture at Okatie Bluffs development:

1. Cormorant Way
2. Kite Drive
3. Grebe Street
4. Razorbill Drive
5. Tufted Duck Drive
6. Chimney Swift Lane
7. Trumpeter Swan Lane
8. Cinnamon Teal Road
9. Kittiwake Lane
10. Scarlet Ibis Way

Seconded by Commissioner Grove.

Voting Yea: Chairwoman Jackson Denmark, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed.

2. Public Hearing and Recommendation to Town Council for that Certain Properties Owned by Rose Kitty and Ferrellgas Inc., Consisting of a Total of 1.38 Acres, More or Less, Located at 328, 330 and 332 Buck Island Road and identified by Beaufort County Tax Map Numbers R610 03 000 0016 0000 (328 and 330 Buck Island Road) and R610 039 000 018C 0000 (332 Buck Island Road). (Staff-Dan Frazier)

A. Consideration of an Amendment to the Town of Bluffton Comprehensive Plan "Blueprint Bluffton" to Amend the Said Properties from the Future Land Use Designation of Suburban Living to Neighborhood Center;

B. Consideration of a Zoning Map Amendment to Rezone the Subject Properties from the Residential General (RG) Zone District to the Light Industrial (LI) Zone District.

Chairwoman Denmark opened the public hearing. She asked for the first, second and third call for public comment. There were no public comments. The public hearing was closed.

Staff presented. The commissioners had no comments.

A. Commissioner DePauw made the motion to forward Town Council a recommendation of approval of an amendment to the Town of Bluffton Comprehensive Plan.

Seconded by Commissioner Flynn.

Voting Yea: Chairwoman Jackson Denmark, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed.

B. Commissioner DePauw made the motion to forward Town Council a recommendation of approval of the Zoning Map Amendment application.

Seconded by Commissioner Grove.

Voting Yea: Chairwoman Jackson Denmark, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed.

VII. DISCUSSION

VIII. ADJOURNMENT

Commissioner Grove made the motion to adjourn.

Seconded by Commissioner DePauw.

Voting Yea: Chairwoman Jackson Denmark, Commissioner DePauw, Commissioner Flynn, Commissioner Grove

All were in favor and the motion passed. The meeting adjourned at 6:11 pm

PLANNING COMMISSION



STAFF REPORT

DEPARTMENT OF GROWTH MANAGEMENT

MEETING DATE:	October 23, 2024
PROJECT:	STR-07-24-019249 Magnolia Square New Street Name Application
PROJECT MANAGER:	Angie Castrillon Planner Department of Growth Management

REQUEST: Willy Powell of Ward Edwards, Inc., on behalf of Ed Goas of ERB Enterprises LLC for approval of a Street Naming Application. The project consists of three internal streets for the Magnolia Square mixed-use development. The property contains three lots zoned Neighborhood General-HD (NG-HD), one lot zoned Neighborhood Core (NC), and two lots zoned Residential General (RG) and consists of approximately 3.43 acres located at 1203-1217 May River Road and 15-19 Jason Street. (Attachment 1).

Road Names

Apollo's Way – Accepted/No Conflict
Lowden Lane – Accepted/No Conflict
Soba Street – Accepted/No Conflict
Pluff Street – Accepted/No Conflict

Denied Names

Indigo Walk
Kirk Road
Stock Farm Road
Magnolia Square Road

BACKGROUND: On September 27, 2023, the Town of Bluffton Planning Commission approved the Preliminary Development Plan for Magnolia Square. Staff received and is currently reviewing the Final Development Plan submittal. This street naming application provides potential names for two internal roads providing access to the site from Jason Street and May River Road.

Staff comments were heard at the August 14, 2024, Development Review Committee meeting (Attachment 2). The Applicant has provided a street naming exhibit that identifies the proposed street name locations (Attachment 3).

PLANNING COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.C.5 of the Unified Development Ordinance, 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.

REVIEW CRITERIA & ANALYSIS: Town Staff and the Planning Commission are required to consider the criteria set forth in Section 3.15.3 of the Unified Development Ordinance in assessing an application for the New Street Name. These criteria are provided below followed by a Staff Finding(s) based upon review of the application submittals to date.

1. Section 3.15.3.A Does not already exist within Beaufort County;
2. Section 3.15.3.B Are not street types with the same primary name, such as Smith Street and Smith Boulevard;
3. Section 3.15.3.C Are not name(s) which sound alike or which might be confused with one another;
4. Section 3.15.3.D Does not use frivolous or complicated words, or unconventional spellings;
5. Section 3.15.3.E Are not numbers (such as 1st Street) or alphabetical letters (such as A Street);
6. Section 3.15.3.F Could not be perceived as offensive;
7. Section 3.15.3.G Are simple, logical, easy to pronounce, clear and brief;
8. Section 3.15.3.H Are associated with the history of Bluffton or the character of the Lowcountry when possible;
9. Section 3.15.3.I May represent a common theme within residential developments; and
10. Section 3.15.3.J The application must comply with applicable requirements in the Applications Manual.

Finding. Town Staff finds that the four (4) proposed new street names are acceptable and meet the requirements of Article 3 of the Unified Development Ordinance as stated above.

STAFF RECOMMENDATION: Staff finds that the requirements of Section 3.15.3 have been met and recommends that the Planning Commission approve the following four (4) New Street Names:

1. Apollo's Way
2. Lowden Lane
3. Soba Street
4. Pluff Street

ATTACHMENTS:

1. New Street Name Application and Narrative
2. DRC Comments
3. Street Name Exhibit



TOWN OF BLUFFTON

NEW STREET NAME APPLICATION

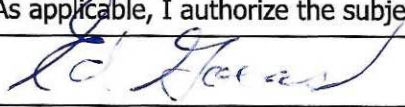
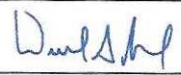
Growth Management Custom

Section VII. Item #1.

20 Bridge Street
Bluffton, SC 29910
(843)706-4500

www.townofbluffton.sc.gov

applicationfeedback@townofbluffton.com

Applicant	Property Owner
Name: Ed Goeas & Trever Wells c/o Ward Edwards Inc.	Name: Ed Goeas/ERB Enterprises & Trever Wells
Phone: 843-384-2944	Phone: 703-684-6688 and 912-313-1274
Mailing Address: PO BOX 381, Bluffton, SC 29910	Mailing Address: 201 N. Union St, Ste 410 Alexandria VA 22314 1195 May River Rd Bluffton, SC 29910
E-mail: wpowell@wardedwards.com	E-mail: egoeas@tarrance.com / treverwells@aol.com
Town Business License # (if applicable):	
Project Information	
Project Location: 1203-1217 May River Rd	
Proposed Street Name (in order of preference)*: 1. Please see attached exhibit.	
*Provide at least three street names for each street proposed. If additional space is needed, please provide a separate sheet.	
2.	
3.	
Tax Map Number(s): R610-039-000-0114-0000/0093/0094/0095/0095/0107 and 107B	
Minimum Requirements for Submittal	
<input checked="" type="checkbox"/> 1. Mandatory Application Check-In meeting scheduled.	
<input checked="" type="checkbox"/> 2. Digital plat showing the streets, proposed name of each, and a list of the proposed street name(s).	
<input checked="" type="checkbox"/> 3. Recorded deed and plat showing proof of property ownership.	
<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. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.	
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: 07/23/2024
Applicant Signature: 	Date: 07/03/2024
For Office Use	
Application Number:	Date Received:
Received By:	Date Approved:

Project: **Magnolia Square**
1203-1217 May River Road
15-19 Jason Street
Town of Bluffton, SC
Coordinates: W 80° 51' 32" / N 32° 13' 57"

Date: August 7, 2024

Applicant: **ERB Enterprises LLC**
Ed Goeas
201 N. Union Street, Suite 410
Alexandra, VA 22314
E: egoeas@tarrance.com
P: 703-684-6688

Agent: **Ward Edwards, Inc.**
Primary Contact: Willy Powell
P.O. Box 381
Bluffton, SC 29910
E: wpowell@wardedwards.com
P: 843.384.2944

Town of Bluffton Street Name Application

Magnolia Square is a proposed mixed-use development located between May River Road and Jason Street within the Town of Bluffton. The project proposes a new internal streetscape connecting May River Road to the adjacent May River Row to the east and 1195 May River Road to the West. The primary entrance is located directly opposite Stock Fard Rd. The proposed roads access more than two buildable lots requiring a Town of Bluffton approved street name application.

The applicant requests Apollo's Way for the shared drive between Magnolia Square and 1195 May River Rd and to May River Row. The primary access drive is opposite Stock Farm Rd, so the applicant proposes the name of this drive to be a continuation of Stock Farm Rd. This would allow an intersection of Stock Farm Rd and May River Rd. Please see attached Site Exhibit for road names. Magnolia Square follows the UDO section 3.15 Street naming ordinances, and specifically the criteria listed in 3.15.3.

If you have any questions or comments during your review, please do not hesitate to contact me at (843) 384-2944 or wpowell@wardedwards.com.

Sincerely,

Ward Edwards Engineering



Willy Powell, PE
Project Manager



PLAN REVIEW COMMENTS FOR STR-07-24-019249

Section VII. Item #1.

Town of Bluffton
Department of Growth Management
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910
Telephone 843-706-4522
OLD TOWN

Plan Type:	Street Naming	Apply Date:	07/24/2024
Plan Status:	Pending	Plan Address:	1203 May River Rd Road BLUFFTON, SC 29910
Case Manager:	Dan Frazier	Plan PIN #:	R610 039 000 0114 0000
Plan Description:	A request by Willy Powell of Ward Edwards, Inc., on behalf of Ed Goas of ERB Enterprises for LLC for approval of a Street Naming Application. The project proposes Apollo's Way for the shared drive between Magnolia Square and 1195 May River Road and to May River Row. The applicant proposes Stock Farm Road for the primary access drive to allow an intersection of Stock Farm Road and May River Road. The property contains three lots zoned Neighborhood General-HD (NG-HD), one lot zoned Neighborhood Core (NC), and two lots zoned Residential General (RG) and consists of approximately 3.43 acres identified by tax map numbers R610 039 000 0114 0000, R610 039 000 0093 0000, R610 039 000 0094 0000, R610 039 000 0095 0000, R610 039 000 0096 0000, R610 039 000 0107 0000 located at 1203-1217 May River Road and 15-19 Jason Street. STATUS: The Street Naming Application will be heard at the August 14, 2024 Development Review Committee Meeting.		

Addressing Approval

Submission #: 1 Received: 07/24/2024 Completed: 08/16/2024

Reviewing Dept.	Complete Date	Reviewer	Status
Addressing Review	08/16/2024	Diego Farias	Approved with Conditions

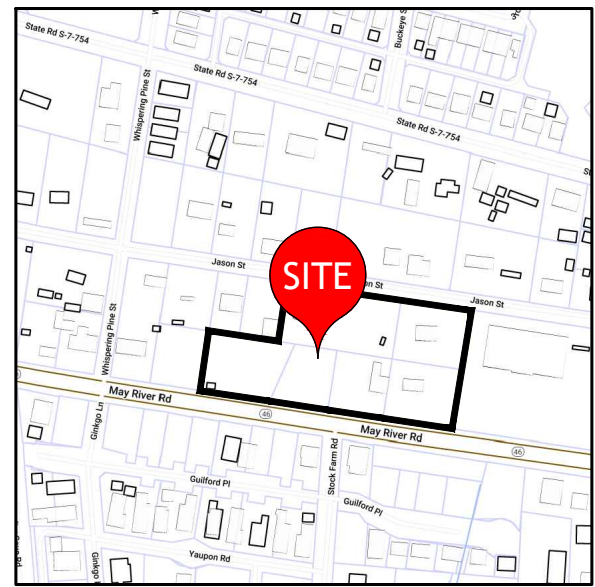
Comments:

Road #1:
Apollo's Way - acceptable
Lowden Lane - acceptable
Indigo Walk - not acceptable
Kirk Road - not acceptable

Road #2
Stock Farm Road - not acceptable
Magnolia Square Road - not acceptable
Soba Street - acceptable
Pluff Street - acceptable

Planning Review	08/16/2024	Dan Frazier	Approved
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Plan Review Case Notes:



VICINITY MAP
Not To Scale

STREET NAME EXHIBIT

MAGNOLIA SQUARE
BLUFFTON, SC

PREPARED FOR:
CS THOMAS CONSTRUCTION

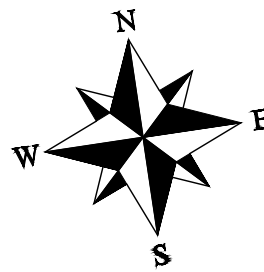
ROAD #1

1. Apollo's Way
2. Lowden Lane
3. Indigo Walk
4. Kirk Rd

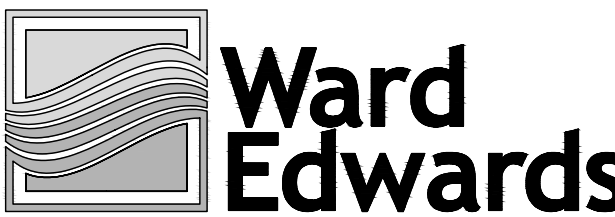
ROAD #2

1. Stock Farm Rd
2. Magnolia Square Rd
3. Soba St
4. Pluff St

DOCUMENT IS CONCEPTUAL AND SUBJECT TO CHANGE.
WARD EDWARDS INC. ASSUMES NO LIABILITY FOR
ACCURACY OR DECISIONS MADE BY THE USER BASED UPON
INFORMATION CONTAINED HEREIN.

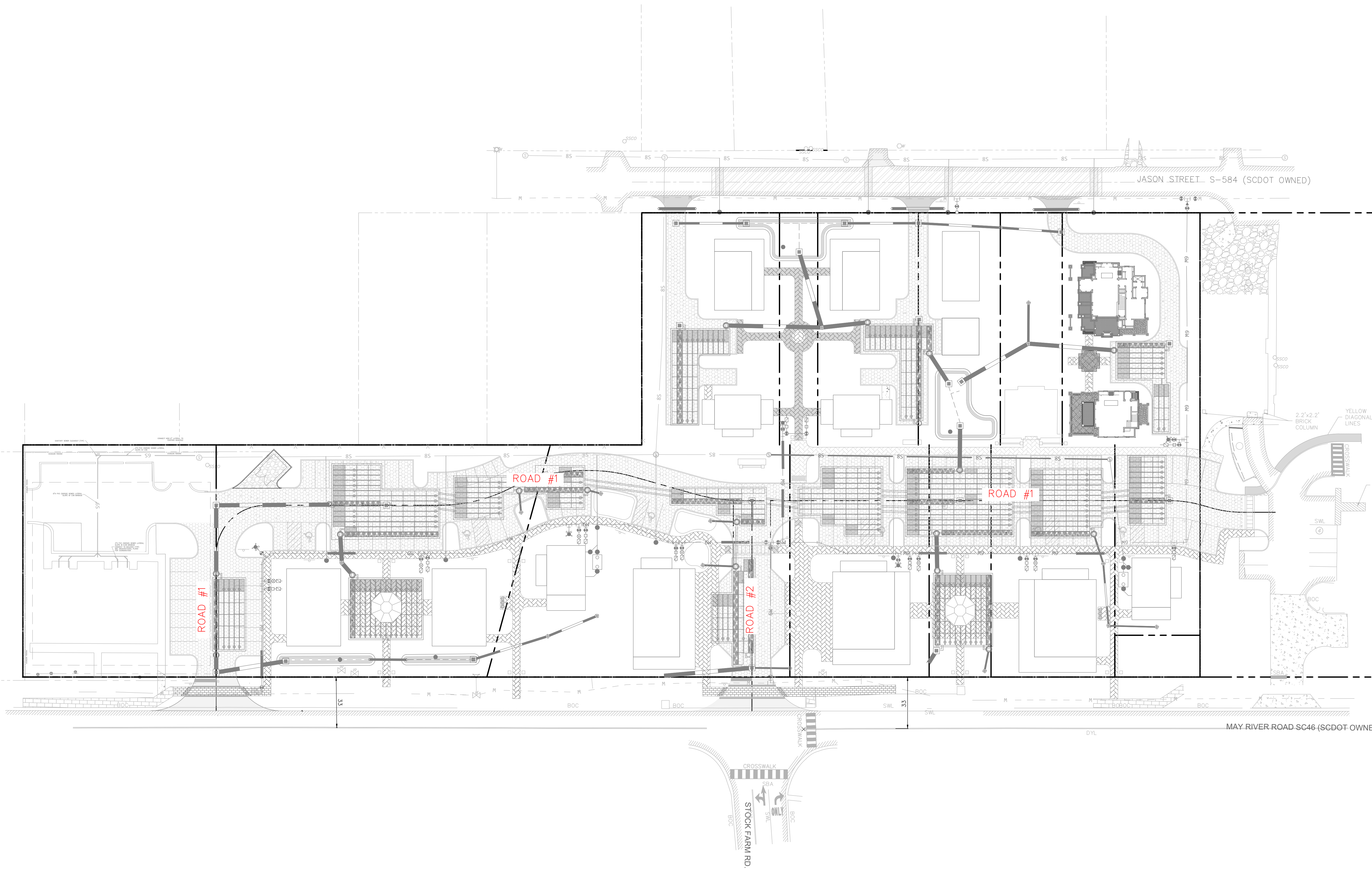


SCALE: 1" = 30'



P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910
PH (843) 837-5250 / FAX (843) 837-2558
WWW.WARDEDWARDS.COM

PROJECT #:	210147
DATE:	08/07/2024
PREPARED BY:	EBU
SHEET NUMBER:	1 OF 1





MEMORANDUM

TO: Planning Commissioners

FROM: Charlotte Moore, AICP, Principal Planner

RE: Planning Commission Workshop Regarding

DATE: October 23, 2024

CC: Kevin Icard, AICP, Director of Growth Management

INTRODUCTION: The property owner of 41 Thomas Heyward Street, located in Old Town Bluffton Historic District, was cited by the Town of Bluffton for erecting a stand-alone metal carport in violation of the Unified Development Ordinance (UDO), and without a building permit. The owner, Keith Fisher, seeks to correct the UDO violation through a separate zoning text amendment (ZONE-09-24-019360) as further explained in the Background section of this memo.

PLANNING COMMISSION WORKSHOP: Per UDO Section 3.2.2.F. “Planning Commission Workshops are intended to be the first official presentation of a proposed project to provide the public with information and a forum to initially review the application and identify applicable application review criteria. Meetings are encouraged as opportunities for informal, non-binding communication between the Applicant and neighboring property owners who may be affected by the application.”

While a text amendment is not a development project, discussion of the amendment in a workshop setting is an opportunity to have an informal discussion regarding its purpose, necessity and implications. Town Staff may also receive guidance from the Planning Commission in its preparation of a formal recommendation per the process indicated in UDO Sec. 3.5. No votes are taken, and no recommendation will be made at the workshop.

Following the Planning Commission workshop, a second workshop will be held with the Historic Preservation Commission (HPC) as the property is in Old Town Bluffton Historic District. The HPC is responsible for reviewing development proposals within Old Town, and it is standing practice to hold workshops with the HPC for proposed text amendments that will affect this district.

BACKGROUND: The property at 41 Heyward Street includes a two-story single-family residence and a detached two-story carriage house in the rear of the property. Over the years, as shown on Google Street View, the area adjacent to the south side of carriage house and the property line has been used for unenclosed and uncovered storage of vehicles and watercraft. It is within this area where a metal carport was installed without Town approval.

A Notice of Violation by the Town of Bluffton was the impetus for a text amendment application by the property owner (Attachment 1). While specific text language has not been proposed, the owner would like for Town Council to "...include regulations and guidelines..." to allow carports. The owner has provided additional information in a written narrative to support the amendment (Attachment 2).

The property owner provided photos of some existing metal carports located in Old Town (Attachment 3). However, without research on each one, it is not known if all are legal, including legally non-conforming (i.e., grandfathered). Grandfathered metal carports are those that existed before the UDO was adopted on August 10, 2011.

HOW THE UDO REGULATES "CARPORTS": In Old Town Historic District, *carports are regulated*. Within Old Town, a form-based code approach is used to regulate buildings by specified types within this area (UDO Sec. 5.15.8). When located in an accessory structure that is 121 to 1,200 square feet, uses such as garages, carports, workshops, and accessory dwelling units (or some combination thereof) are classified as a Carriage House building type. Unenclosed carports with metal roofs are permitted as a Carriage House and must comply with the design standards in UDO Sec. 5.15. Additionally, only one Carriage House is permitted on a lot.

Because the subject property has an existing Carriage House, a second Carriage House (i.e., the metal carport) is not permitted even if it complied with the applicable design standards of UDO Sec. 5.15.

It should be noted that the adjacent property, 43 Heyward Street, has an existing metal carport that was also cited for non-compliance with the UDO, and which was constructed without a building permit. The owner of the property applied for a Certificate of Appropriateness, which will be reviewed by the Historic Preservation Commission on November 6. If the HPC approves the design, the carport (i.e., Carriage House) will be allowed (following receipt of a building permit) and will be the only Carriage House on the property.

The Old Town Bluffton Historic District was adopted, in part, to prevent building types that are damaging to its unique character. UDO Sec. 5.15.1.D states that "[t]hrough history, patterns of building placement, street elevation, compositional principles, materials, and applications have established a broad but clear set of collective responses. This Section [Old Town Bluffton Historic District] identifies a set of relatively simple principles in order to maintain this quality of environment that has made Bluffton so desirable and to encourage infill to follow this desired pattern." For more than 13 years, there have been established standards for Carriage Houses and compliance by other property owners who have completed the application process.

FOR DISCUSSION: For the metal carport to remain as illegally erected on the subject property, two UDO amendments would be necessary to: 1) allow more than one Carriage House per lot; and 2) exempt the metal carport (and, by extension, similar buildings, from design review). Compliance with established rear and side yard setbacks would also be necessary.

Consideration of the above two questions will serve as the basis for determining the appropriateness of the UDO amendment. Again, this is an informal discussion, and no votes will be taken nor a recommendation made by the Planning Commission.

NEXT STEPS: The proposed text amendment will be reviewed as follows:

- Historic Preservation Commission Workshop (advisory only): November 6, 2024
- Planning Commission (recommendation to Town Council): November 20, 2024
- Town Council First Reading: January 14, 2025
- Town Council Public Hearing/ Second Reading: February 11, 2024

ATTACHMENTS:

1. Application
2. Narrative
3. Photos Provided by Applicant



TOWN OF BLUFFTON
UDO TEXT AMENDMENT APPLICATION

Growth Management Custodian

Section VIII. Item #1.

Bluffton, SC 29910

(843) 706-4500

www.townofbluffton.sc.gov

applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: keith fisher		Name: keith fisher	
Phone: 846831975		Phone: 8436831975	
Mailing Address: 41 thomas heyward street bluffton sc 29910		Mailing Address: 41 thomas heyward street bluffton sc 29910	
E-mail: keithfisher.843@gmail.com		E-mail: keithfisher.843@gmail.com	
Project Information			
Project Name: rv carport			
Existing Zoning Text:			
<small>2. Only one accessory structure is allowed per lot. Unified Development Ordinance(UDO) Section 5.15.5.C. It appears that there is already one existing Carriage House on the property. The structure in question is not allowed.</small>			
Proposed Text (use additional sheets if necessary):			
<h1>see additional sheet provided</h1>			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Project Narrative and digital file describing proposed text change for application and compliance with the criteria in Article 3 of the UDO.			
<input type="checkbox"/> 2. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
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 application.	
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: 9/20/24	
Applicant Signature:		Date: 9/20/24	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON

UDO TEXT AMENDMENT APPLICATION

PROCESS NARRATIVE

Section VIII. Item #1.

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 Unified Development Ordinance. 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 UDO Text Amendment Application, the Applicant is required to consult with the UDO Administrator or their 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	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the UDO Text Amendment Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator or designee	Staff
If the UDO Administrator or designee determines that the UDO Text Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda.	
Step 4. Planning Commission Meeting & Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the UDO Text Amendment Application for compliance with the criteria and provisions in the UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application. Town Staff shall place a notice no sooner than 15 days prior to the Public Hearing in a newspaper of general circulation in the Town.	
Step 5. Town Council Meeting- 1st Reading	Applicant, Staff & Town Council
Town Council shall review the UDO Text Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 1 st Reading.	
Step 6. Town Council Meeting- 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
Town Council shall hold a Public Hearing and review the UDO Text Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 2 nd and Final Reading. Town Staff shall place a notice no sooner than 15 days prior to the Public Hearing in a newspaper of general circulation in the Town.	
Step 7. UDO Text Amendment Approval	Staff
If Town Council approves the UDO Text Amendment Application, the UDO Administrator or designee shall issue an approval letter to the Applicant and codify the changes.	

Keith Fisher

41 Thomas Heyward Street
Bluffton, SC 29910
Keithfisher.843@gmail.com
843-683-1975
September 20, 2024

Bluffton Town Counsel

Bluffton Town Hall
Bluffton, SC 29910

Dear Members of the Bluffton Town Counsel,

Re: Request for Inclusion of Carports in the Unified Development Ordinance (UDO)

I am writing to formally request that Bluffton Town Counsel consider amending the current Unified Development Ordinance (UDO) to include regulations and guidelines for the construction of the carports within the town limits. As it stands, carports are explicitly addressed in the UDO, creating uncertainty for residents who may wish to construct such structures on their property.

Carports provide an affordable and practical solution for protecting vehicles from weather-related damage while preserving the open aesthetic of a property. I believe that allowing carports with clearly defined guidelines would benefit homeowners, enhance property value and maintain the community's visual appeal.

Key Reason for the Requested Change:

1. **Protection for Property:** Carports provide essential coverage for vehicles, reducing the impact of sun, rain and other elements. This can extend the lifespan of vehicles and reduce maintenance costs for residents.
2. **Affordability:** Compared to enclosed garages, carports are a cost-effective option for homeowners seeking vehicle protection without the expense or space required for a traditional garage.
3. **Aesthetic and Community Impact:** Thoughtful guidelines regarding size, material, and placement can ensure that carports are built in harmony with existing community standards, preserving Bluffton's visual character.

I respectfully ask that the Town Counsel review this proposal and consider drafting provisions within the UDO that would allow the construction of carports under appropriate regulations. I am happy to provide further input, participate in discussions, or attend hearings to support the consideration of this request

Thank you for your time and attention to this matter. I look forward to the opportunity to collaborate in improving the UDO for the benefits of our community. Please feel free to contact me at your earliest convenience if additional information is needed.

Sincerely,

Keith Fisher

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