



Historic Preservation Commission

Wednesday, March 01, 2023 at 6:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

The Historic Preservation 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. NOTICE REGARDING PUBLIC COMMENTS*

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to Commission, Staff, or other members of the Meeting. State your name and address when speaking for the record. COMMENTS ARE LIMITED TO THREE (3) MINUTES.

V. ADOPTION OF THE AGENDA

VI. ADOPTION OF MINUTES

1. February 1, 2023 Minutes

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

IX. NEW BUSINESS

1. **Certificate of Appropriateness.** A request by Steven Milloy, on behalf of the owner, Ray Bruen, for approval of a Certificate of Appropriateness – HD application to allow the construction of a 1-story Carriage House of approximately 576 SF behind the existing residential structure located at 2 Tabby Shell Road in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. (COFA-12-22-017450) (Staff - Katie Peterson)

2. **Certificate of Appropriateness.** A request by Pearce Scott Architects, on behalf of the owners, John and Lisa Sulka, for approval of a Certificate of Appropriateness – HD application to allow the addition of a 64 SF roof over an existing porch on the existing residential structure located at 37 Stock Farm Road in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. (COFA-01-23-017579) (Staff - Katie Peterson)

X. DISCUSSION

1. Discussion Regarding Potential Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 - Unified Development Ordinance (UDO) Relating to Contributing Resources and Architectural Standards in Old Town Bluffton Historic District (Staff - Charlotte Moore)

XI. ADJOURNMENT

NEXT MEETING DATE: Wednesday, April 5, 2023

“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. 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.

**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. Public comment must not exceed three (3) minutes.*

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

Historic Preservation Commission

Theodore D. Washington Municipal Building, 20 Bridge Street, Henry "Emmett" McCracken Jr.
Council Chambers
February 01, 2023

I. CALL TO ORDER

Chairman Trimbur called the meeting to order at 6:00pm.

II. ROLL CALL

PRESENT

Commissioner Kerri Schmelter
Commissioner Mary Vaux Bell
Chairman Bruce Trimbur
Commissioner Evan Goodwin
Commissioner Will Guenther
Commissioner Carletha Frazier

ABSENT

Commissioner Josh Simpson

III. NOTICE REGARDING ADJOURNMENT

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V. ADOPTION OF THE AGENDA

VI. ADOPTION OF MINUTES

1. December 7, 2022 Minutes

Commissioner Vaux Bell made a motion to adopt the minutes as written.

Seconded by Commissioner Schmelter.

Voting Yea: Commissioner Schmelter, Commissioner Vaux Bell, Chairman Trimbur,
Commissioner Frazier

Commissioner Goodwin and Commissioner Guenther did not vote since they did not attend the meeting.

VII. ELECTION OF OFFICERS**1. Election of Historic Preservation Commission Chair and Vice-Chair**

Commissioner Guenther made a motion to elect Bruce Trimbur to Chairman.

Seconded by Commissioner Schmelter.

Voting Yea: Commissioner Schmelter, Commissioner Vaux Bell, Commissioner Guenther, Commissioner Frazier, Commissioner Goodwin

Voting Abstaining: Chairman Trimbur

Commissioner Vaux Bell made a motion to elect Evan Goodwin to Vice Chairman.

Seconded by Commissioner Frazier.

Voting Yea: Commissioner Schmelter, Commissioner Vaux Bell, Chairman Trimbur, Commissioner Guenther, Commissioner Frazier, Commissioner Goodwin

2. Election of Historic Preservation Review Committee member.

Commissioner Schmelter made a motion to elect Will Guenther to the Historic Preservation Review Committee.

Seconded by Commissioner Goodwin.

Voting Yea: Commissioner Schmelter, Commissioner Vaux Bell, Chairman Trimbur, Vice Chairman Goodwin, Commissioner Guenther, Commissioner Frazier

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

Chairman Trimbur asked for a moment of silence for Marge Blair who was a HPC member and had passed away recently.

Chairman Trimbur discussed the groundbreaking ceremony for the Squire Pope Carriage House that will be held on February 2, 2023. HPC members are encouraged to attend.

IX. OLD BUSINESS**X. NEW BUSINESS**

- 1. Certificate of Appropriateness.** A request by Ansley H. Manuel, Architect, on behalf of the owners, Brad and Jacki Rechtfertig, for approval of a Certificate of Appropriateness – HD application to allow the construction of a new 2 story Single-Family Residential structure of approximately 2,070 SF and Carriage House of approximately 1,158 SF located at 4 Wild Spartina Street, Lot 42 of the Tabby Roads Development, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. (COFA-05-22-016795) (Staff - Katie Peterson)

The applicant, owners and Landscape Architect were in attendance. Staff presented. There was discussion regarding the HARB approval conflicting with the plans which were presented before the Commission. There was discussion regarding the operation and lite pattern of the proposed windows on the house. There was discussion regarding the other staff findings and the depth of the balcony on the Carriage House structure.

Commissioner Vaux Bell made a motion to approve the application with the following conditions:

1. Per Section 5.15.6.G. of the UDO, additional information on the foundation finish must be provided to ensure it meets the material requirements.
2. Per Section 5.15.7.H. of the UDO, the driveway width must be reduced to no more than 10 feet in front of the principal plane of the building.
3. Per Section 5.15.6.I., of the UDO, the awning windows be removed or changed to louvered vents per HARB letter.
4. Per Section 5.3.3.G. of the UDO, provide updated canopy coverage calculations to ensure the 75% lot coverage is met.
5. Per Section 5.15.5.F.4. of the UDO, the number of windows and the pane proportion variation must be reduced to provide a better proportional relationship with one another by changing the gable windows to louvered vents and changing the window in the connector to a 2 lite.
6. Window lite pattern must be changed to the 2/1 lites double-hung windows HARB approved version or HARB Letter of Approval indicating the 6 lite pattern is permitted as submitted.
7. HARB Approval of trees off the lot must be provided prior to Town Staff prior to issuance of the Certificate of Appropriateness.
8. HARB Approval of the landscape modifications to the rear elevation must be submitted prior to issuance of the Certificate of Appropriates.
9. The window in the gable must be changed to a louvered vent, per HARB letter, or revised HARB Letter of Approval provided.

Seconded by Commissioner Frazier.

Voting Yea: Commissioner Schmelter, Commissioner Vaux Bell, Chairman Trimbur, Vice Chairman Goodwin, Commissioner Guenther, Commissioner Frazier

All were in favor and the motion passed.

2. **Certificate of Appropriateness.** A request by Court Atkins Architects, Inc., on behalf of the owner, May River Montessori, Inc., for approval of a Certificate of Appropriateness – HD application to allow the construction of a new 2 story private school structure of approximately 5,317 SF located at 58 Calhoun Street, in the Old Town Bluffton Historic District and zoned Neighborhood Center-HD. (COFA-11-21-016057) (Staff - Katie Peterson)

The applicant was in attendance. Staff presented. There was discussion about the square footage, which exceeded the permittable. There was discussion about the status of the Development Plan and ability to meet the requirements of that approval without altering the design of the structure. It was noted that should the structure need to be modified after the conditional approval for the Certificate of Appropriateness was issued, it may cause the need to submit a new Certificate of Appropriateness as the conditions of the original approval would not be able to be met. There was brief discussion about the items identified in the staff report.

Vice Chairman Goodwin made a motion to approve the application with the following conditions:

1. Per Section 5.15.5.B. of the UDO, the building must be reduced in size to be no more than 5,000 total SF.
2. It was determined that, with traditional finials and capped bases, a heavy weight powder coated aluminum is an acceptable substitute for those materials listed for railings in Section 5.15.6.I. of the UDO.
3. Per Section 5.15.5.K. of the UDO, the fence height must be reduced to no more than 42 inches in height in the front yard.
4. Section 5.15.5.N. of the UDO, the skirt board must be increased to a minimum of 5/4 stock.
5. Per the Applications Manual, any proposed signage must be reviewed through the Site Feature-HD Application process.
6. Per the Applications Manual, all conditions of the Development Plan must be met prior to final approval of this Certificate of Appropriateness.

Seconded by Commissioner Frazier.

Voting Yea: Commissioner Schmelter, Commissioner Vaux Bell, Chairman Trimbur, Vice Chairman Goodwin, Commissioner Guenther, Commissioner Frazier

All were in favor and the motion passed.

XI. DISCUSSION

Chairman Trimbur welcomed Commissioner Guenther to the Historic Preservation Commission.

Commissioner Guenther asked Staff to provide an update on the UDO workshop that was held in January.

XII. ADJOURNMENT

Commissioner Guenther made a motion to adjourn.

Seconded by Commissioner Schmelter.

Voting Yea: Commissioner Schmelter, Commissioner Vaux Bell, Chairman Trimbur, Vice Chairman Goodwin, Commissioner Guenther, Commissioner Frazier

The meeting was adjourned at 7:10pm.



HISTORIC PRESERVATION COMMISSION

STAFF REPORT Department of Growth Management

MEETING DATE:	March 1, 2023
PROJECT:	2 Tabby Shell Road, Lot 3 – New Construction: Carriage House
APPLICANT:	Steven Milloy
PROJECT MANAGER:	Katie Peterson, AICP, Senior Planner

APPLICATION REQUEST: The Applicant, Steven Milloy, on behalf of the owner, Ray Bruen, requests that the Historic Preservation Commission approve the following application:

1. **COFA-12-22-017450.** A Certificate of Appropriateness to allow the construction of a 1-story Carriage House of approximately 576 SF behind the existing residential structure located at 2 Tabby Shell Road in the Old Town Bluffton Historic District and zoned Neighborhood General-HD.

INTRODUCTION: On August 4, 2021, the Historic Preservation Commission reviewed and approved a Certificate of Appropriateness- HD for the construction of a new 1.5-story single-family residential structure of approximately 2,196 SF and a 2-story Carriage House of approximately 1,172 SF located at 2 Tabby Shell Road, Lot 3 in the Tabby Roads Development (COFA-06-21-015405). Following the approval, the owners decided the Carriage House originally approved does not meet the needs of the lot and therefore has proposed a new design for the Accessory Structure. The primary structure is currently under construction.

The application subject to this report is a detached Carriage House of approximately 576 SF, located in the Old Town Bluffton Historic District. The structure has all attributes of the Carriage House building type and meets the placement requirements of the same within the Neighborhood General-HD zoning district.

The 1-story Carriage House structure is under a forward-facing gable roof with a small, covered service yard area under a shed roof. The detailing and materials are similar to those of the Primary Structure (See Attachment 5).

This project was presented to the Historic Preservation Review Committee for conceptual review at the December 27, 2022 meeting and comments were provided to the Applicant (See Attachment 4).

HISTORIC PRESERVATION COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.E.2, the Historic Preservation 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.

It is important to note that the intent of Section 5.15 Old Town Bluffton Historic District of the Unified Development Ordinance (UDO) is that the Section be user friendly and informative to the residents and the members of HPC and is not intended to discourage creativity or force the replication of historic models. Rather, it is to set forth a framework in which the diversity that has always characterized Bluffton can continue to grow. The Section also defines guidelines for design and materials similar to that used on structures within the Old Town, and it is the charge of the HPC to assess the interpretation of these guidelines as they pertain to applications using the established review criteria.

REVIEW CRITERIA & ANALYSIS: Town Staff and the Historic Preservation Commission are required to consider the criteria set forth in Section 3.18.3 of the UDO in assessing an application for a Certificate of Appropriateness – Historic District (HD). The applicable criteria are provided below followed by a Staff Finding(s) based upon review of the application submittals to date.

1. Section 3.18.3.B. Consistency with the principles set forth in the Old Town Master Plan.
 - a. *Finding.* The application is consistent with the principles set forth in the Old Town Master Plan. The Old Town Master Plan states that, “The built environment, in particular the historic structures scattered throughout Old Town, should be protected and enhanced. While it is of great importance to save and restore historic structures, it is just as important to add to the built environment in a way that makes Old Town more complete.”

The Applicant proposes to construct a new Carriage House within the Old Town Bluffton Historic District, a locally and nationally designated historic district. The building has been designed to be sympathetic to the architectural character of the neighboring historic structures, so if the conditions of item 2 of this Section are met, its addition to the architectural diorama will both protect the integrity of the existing historic structures and enhance the neighborhood by adding architectural variety.

- b. *Finding.* The Old Town Master Plan initiatives also include the adoption of a form-based code that included architectural standards for structures located within the Old Town Bluffton Historic District. These standards are included in Article 5 of the UDO. The new construction proposed as part of this request will be in conformance with those standards if the conditions noted in item 2 of this Section are met.
 - c. *Finding.* The Old Town Master Plan initiatives also promote preservation and protection of the legacy of the Old Town Bluffton Historic District through additions to the built environment which make Old Town more complete. The addition of the proposed Carriage House adds to the

district as well as help provide completeness to the neighborhood and overall district.

2. Section 3.18.3.C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards.
 - a. *Finding.* Town Staff finds that the design of the structure falls within the category of Carriage House Type as allowed in the Neighborhood General Historic District per Section 5.15.5.C.
 - b. *Finding.* Town Staff finds that the proposed Carriage House is in conformance with applicable provisions provided in Article 5.
3. Section 3.18.3.D. Consistency with the nature and character of the surrounding area and consistency of the structure with the scale, form and building proportions of the surrounding neighborhood.

Finding. The Carriage House proposed reflects the character of the primary structure, surrounding area and is scaled appropriately.

4. Section 3.18.3.F. The historic, architectural, and aesthetic features of the structure including the extent to which its alteration or removal would be detrimental to the public interest.

Finding. The Applicant seeks approval for the construction a new accessory structure in the Old Town Bluffton Historic District. The proposed plans are sympathetic in design to the neighboring historic and non-historic resources; therefore, the accessory structure will have no adverse effect on the public interest.

5. Section 3.18.3.H. The application must comply with applicable requirements in the Applications Manual.

Finding. The Certificate of Appropriateness Application has been reviewed by Town Staff and has been determined to be complete.

STAFF RECOMMENDATION: It is the charge of the HPC 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.E.2. Town Staff finds that the requirements of Section 3.18.3 of the Unified Development Ordinance have been met and recommends that the Historic Preservation Commission approve the application as submitted.

ATTACHMENTS:

1. Application
2. Site Plan & Elevations
3. HARB Approval
4. HPRC Report
5. Primary Structure Elevations

ATTACHMENT 1

Section IX. Item #1.



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)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Steven Milloy		Name: Ray Bruen	
Phone: 843-540-0769		Phone: 860-508-6981	
Mailing Address: 217 Goethe Road Bluffton SC 29910		Mailing Address: 2 Tabby Shell - Bluffton Bluffton, SC 29910	
E-mail: steve@brightonbuilderssc.com		E-mail: bruen01@live.com	
Town Business License # (if applicable): 05-22-044623			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: Bruen Garage		Conceptual: <input checked="" type="checkbox"/>	Final: <input type="checkbox"/> Amendment: <input type="checkbox"/>
Project Address: 2 Tabby Shell		Application for:	
Zoning District: General-HD		<input checked="" type="checkbox"/> New Construction	
Acreage: .16		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
Tax Map Number(s): 12995317		<input type="checkbox"/> Relocation	
Project Description: Single Story Garage			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal. <input checked="" type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s). <input checked="" type="checkbox"/> 3. Digital files of the Architectural Plan(s). <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. 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: <i>Ray Bruen</i>		Date: 12-1-22	
Applicant Signature: <i>Steve Milloy</i>		Date: 12-1-22	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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.	



TOWN OF BLUFFTON
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 checked="" type="checkbox"/>		FINAL REVIEW <input type="checkbox"/>	
2. SITE DATA					
Identification of Proposed Building Type (as defined in Article 5): Single Level Garage					
Building Setbacks	Front: 6	Rear: 10'	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	House Garage	2156		576	
Ancillary					
Ancillary					
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			576		
Impervious Drive, Walks & Paths			120		
Open/Covered Patios					
A. TOTAL IMPERVIOUS COVERAGE			696		
B. TOTAL SF OF LOT			7236		
% COVERAGE OF LOT (A/B= %)			.096		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	Concrete	Columns	N/A		
Walls	Framed - 2x6	Windows	Alum clad		
Roof	Asphalt Shingles	Doors	Metal-Clad		
Chimney	N/A	Shutters	N/A		
Trim	Hardi - Painted	Skirting/Underpinning	N/A		
Water table	Hardi- Painted	Cornice, Soffit, Frieze	Hardi-Painted		
Corner board	Hardi- Painted	Gutters	N/A		
Railings	N/A	Garage Doors	Steel		
Balusters	N/A	Green/Recycled Materials	N/A		
Handrails	N/A				



TOWN OF BLUFFTON
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 checked="" type="checkbox"/>	<input type="checkbox"/>	COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information.
<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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.




TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

<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 checked="" type="checkbox"/>	<input type="checkbox"/>	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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.

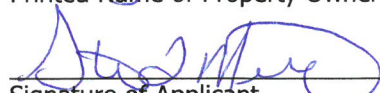
SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL

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

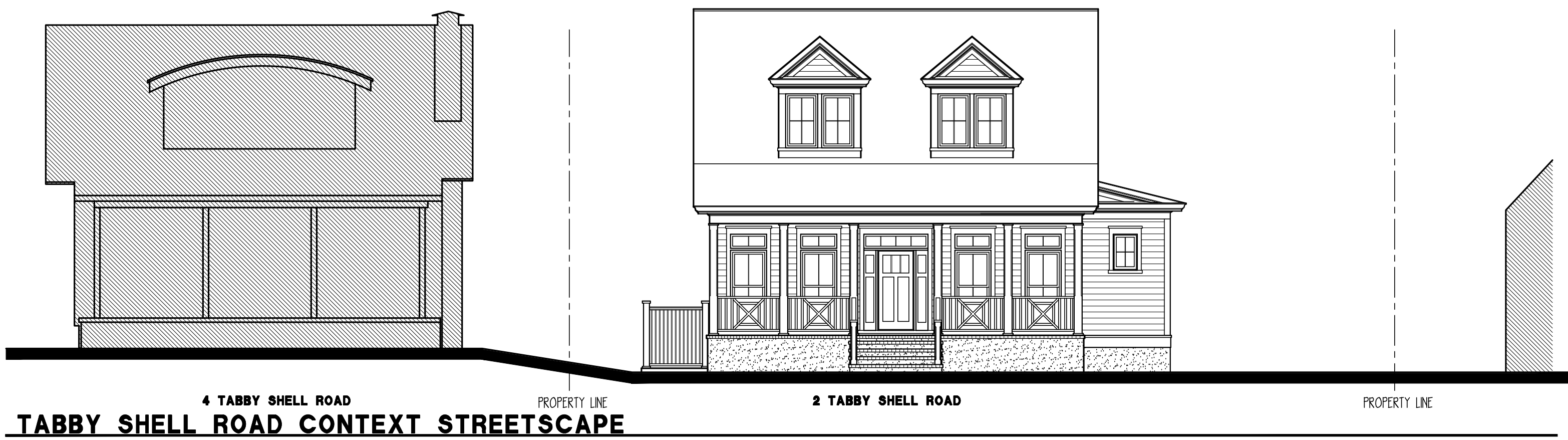
12-1-22
 Date

Ray Bruen
 Printed Name of Property Owner or Authorized Agent


 Signature of Applicant

12-1-22
 Date

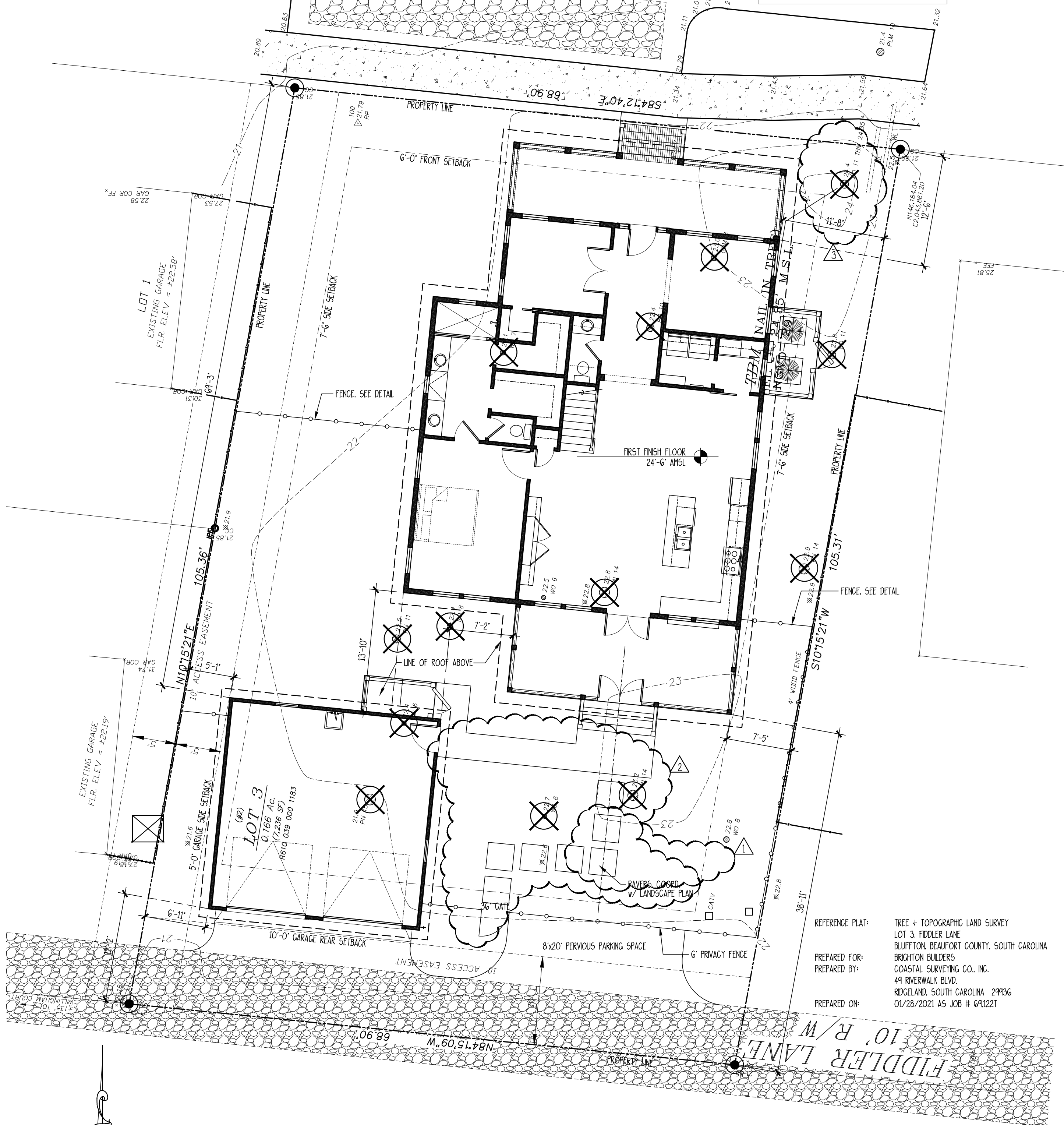
Steven L Milloy
 Printed Name of Applicant



DENOTES TREE TO BE REMOVED



SCALE: 1/8" = 1'-0"



SITE PLAN

DENOTES TREE TO BE REMOVED



SCALE: 1/8" = 1'-0"

NOTE: CONTRACTOR TO VERIFY ALL PROPERTY LINES, SETBACKS, EASEMENTS, FEMA REQUIREMENTS, AND TREE SIZES AND LOCATIONS PRIOR TO CONSTRUCTION

NOTE: COORDINATE ALL WALKS, DRIVEWAY, PARKING, AND FENCES WITH LANDSCAPER

REVISIONS		
REVISION 1	02/15/2022	
REVISION 2	03/16/2022	
REVISION 3	04/01/2022	

REFERENCE NOTES (REPRODUCED FROM REFERENCE PLAT):

LEGEND	
B.S.L.	BUILDING SETBACK LINE
IPF	IRON PIN (OLD) FOUND
GUM	GUM
LAO	LAUREL OAK
LO	LIVE OAK
MAG	MAGNOLIA
PA	PALMETTO
PLM	PALMETTO
PN	PINE
RO	RED OAK
SL	SEWER LATERAL
SSMH	SANITARY SEWER MANHOLE
TELE. PED.	TELEPHONE PEDESTAL
WL	WATER LATERAL
WO	WATER OAK

LABEL DESCRIPTIONS (TYP.)

18.4 TREE LOCATION

PN 18 GROUND ELEVATION

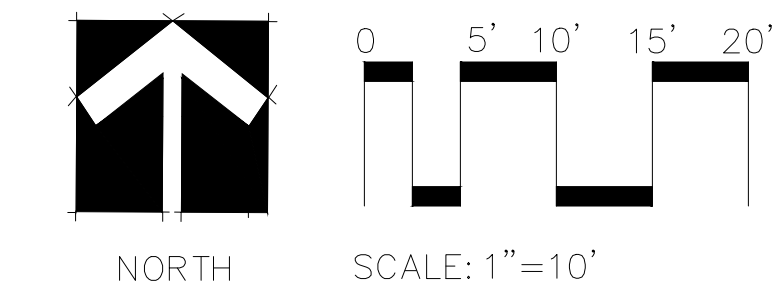
18.4 TREE SPECIES & DIAMETER (IN.)

ALLISON RAMSEY
Architects, Inc. creating sustainable timeless design
1003 Charles St.
Beaufort SC, 29902
(843) 984-0559
www.allisonramseyarchitect.com

THIS PLAN HAS BEEN PREPARED BY A PROFESSIONAL ARCHITECT, ENGINEER, OR SURVEYOR. HOWEVER, BUILDING CODES AND REGULATIONS ARE SUBJECT TO CHANGE. THE ARCHITECT, ENGINEER, OR SURVEYOR ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS PLAN. THE ARCHITECT, ENGINEER, OR SURVEYOR ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS PLAN. THE ARCHITECT, ENGINEER, OR SURVEYOR ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS PLAN.

DATE:	02/15/2022
JOB NO.	21331
OWN. BY:	JW
DWG. NAME:	20220215-21331.dwg

S



REFERENCES:
1.1 SITE PLAN - BUILDING FOOTPRINT WITH OUTLINE OF NEW RESIDENCE DRAWN BY ALLISON RAMSEY ARCHITECTS.
2.3 BOUNDARY, TREE & TOPO SURVEY PROVIDED BY ALLISON RAMSEY ARCHITECTS, JOB NO.21331,
TITLED: SITEPLAN, DATED 04/25/2021

18"X18" STEPPING STONES W/ TABBY SHELL FINISH, TYP.

CYCR-2
LIRB-14
LORR-6
BUTN-2
LANT-15
PODM-2

CAMS-1
HYDL-3
QUEV-1
MUHC-10
ILLF-3
GARJ-3
MAGG-2
JASA-75
MUHC-10

TRAJ-2
RAP1-6
ERIJ-1
JASA-75
CAMS-1
DIAT-5
VIBO-13
HYDQ-1

QUEV-1
VIBO-1

5' WIDTH CONCRETE APRON, WITH GRAVEL PARKING

REFERENCE NOTES (REPRODUCED FROM REFERENCE PLAT):

LEGEND

B.S.L. BUILDING SETBACK LINE
IPF IRON PIN (OLD) FOUND
GUM LAUREL OAK
LO LIVE OAK
MAG MAGNOLIA
PA PALMETTO
PLM PINE
RO RED OAK
SL SANITARY SEWER LATERAL
SSMH SANITARY SEWER MANHOLE
TELE. PED. TELEPHONE PEDESTAL
WL WATER LATERAL
WO WATER OAK

LABEL DESCRIPTIONS (TYP.)

18.4 ---E+--- TREE LOCATION
PN 16 ---E+--- TREE SPECIES & DIAMETER (IN)

REFERENCE PLAT: TREE & TOPOGRAPHIC LAND SURVEY
LOT 3, FIDLER LANE
BLUFFTON, BEAUFORT COUNTY, SOUTH CAROLINA
PREPARED FOR: BRIGGS BROTHERS
PREPARED BY: COASTAL SURVEYING CO., INC.
491 RIVERWALK BLVD.
RIDGELAND, SOUTH CAROLINA 29936
01/25/2021 AS JOB # 641221

PLAN LEGEND

X TREES TO BE REMOVED
+ SPOT ELEVATIONS
15'-8" AMSL
--- silt fence
← DIRECTION OF FLOW

* OVERALL TREE CANOPY GREATER THAN 75% COVERAGE

OUTLINE OF FUTURE GARAGE

QUEV-1

VIBO-1

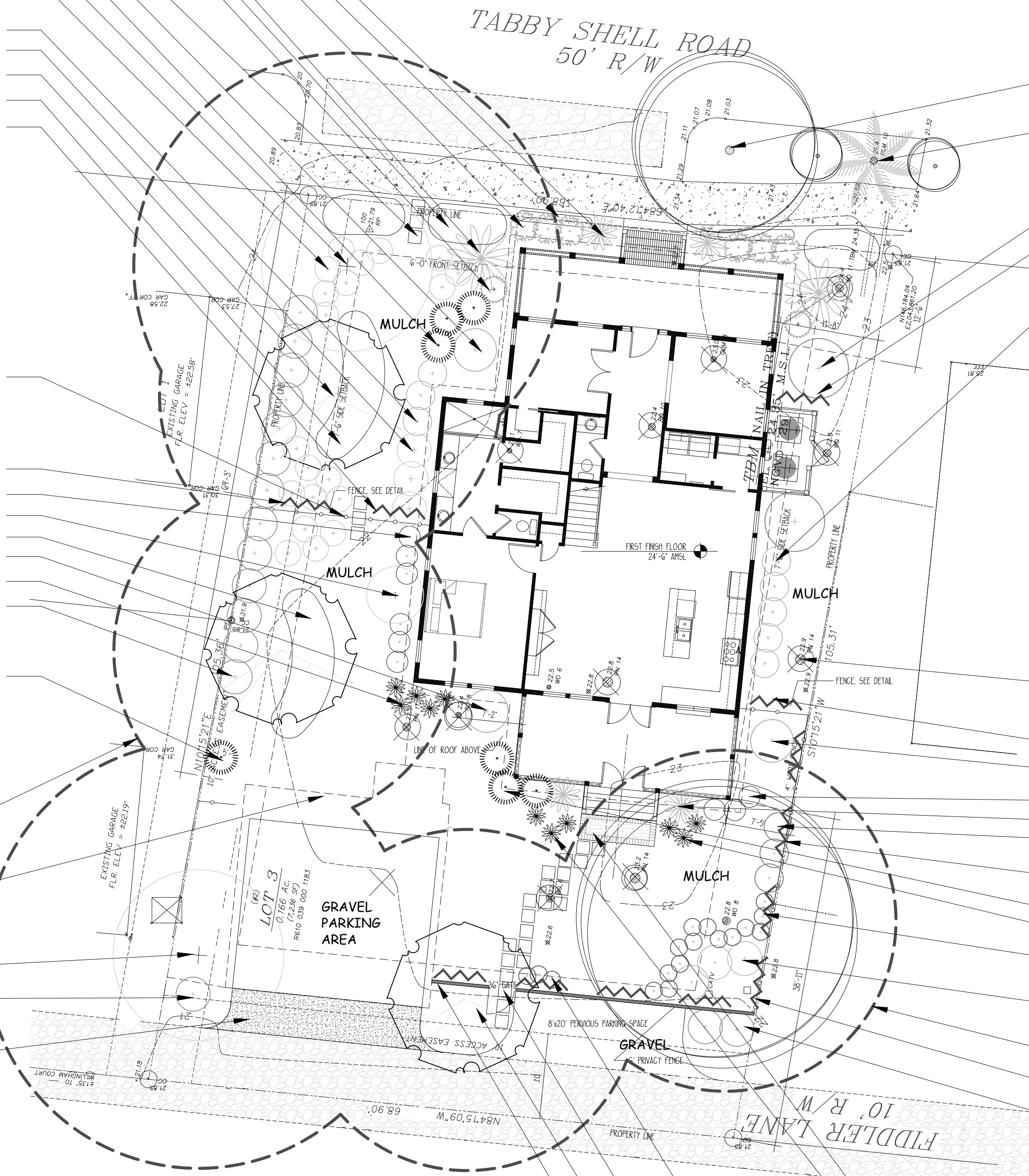
5' WIDTH CONCRETE APRON, WITH GRAVEL PARKING

IRRIGATION NOTES:

- CONTRACTOR TO INSTALL AN AUTOMATIC IRRIGATION SYSTEM. SYSTEM TO PROVIDE 100% COVERAGE OF ALL SOD AND PLANTING BEDS. SYSTEM TO BE INSTALLED BY A LICENSED IRRIGATION CONTRACTOR IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS AND WITH ALL REGULATORY AGENCIES (I.E. PER TOWN CODES).
- ALL PLANT BEDS TO RECEIVE DRIP IRRIGATION. SPRAY HEADS FOR SOD & LOW GROUND COVER AREAS.
- ALL PLANTING BEDS TO BE MULCHED WITH HARDWOOD MULCH TO A 2" DEPTH.
- IRRIGATION SYSTEM TO HAVE RAIN SENSOR INSTALLED

GENERAL NOTES:

- ANY DEVIATION FROM THESE PLANS MUST BE SPECIFICALLY APPROVED BY THE OWNER.
- OWNER TO BE NOTIFIED OF ANY SITE CONDITIONS WHICH MAY NECESSITATE MODIFICATION TO THE PLAN. OWNER OR OWNERS REPRESENTATIVE SHALL, IF NECESSARY, MAKE 'INFIELD MODIFICATIONS'.
- FINE GRADING SHALL CONSIST OF HAND RAKED SMOOTH, FREE OF DEBRIS, ALL AREAS TO RECEIVE LANDSCAPE PLANTING AND/OR HARDWOOD MULCH.
- CONTRACTOR IS RESPONSIBLE FOR LOCATION OF EXISTING UTILITIES AND ANY DAMAGE HE IS RESPONSIBLE FOR THAT MAY OCCUR TO EXISTING UTILITIES.
- ALL PLANTING BEDS AND EXPOSED SOIL TO BE MULCHED WITH HARDWOOD MULCH TO A 2" DEPTH.
- ALL DISTURBED AREAS INCLUDING SHALLOW SWALES SHALL BE MULCHED OR PLANTED AS INDICATED ON PLANTING PLANS.
- CONTRACTOR TO PROTECT ALL TREES & VEGETATION TO REMAIN.
- SEE ARCHITECTURAL PLANS FOR BUILDING AND DETACHED GARAGE INFORMATION.



EXISTING LIVE OAK
NOTE: MEDIAN PLANTINGS TO REMAIN UNDISTURBED

EXISTING PALM TREE
MYRC-2
TRAJ-1. TRAIN ON SERVICE YARD FENCE.
ILLF-5

Canopy Coverage Calculations

2156 sf Heated Main House
503 sf Porches
2,659 sf total covered area
7,236 sf lot area

7,236 sf minus 3,235 sf = 4,577 sf
75% of 4,577 sf required for canopy coverage.

Therefore: **3,432 sf canopy required**

Trees to remain:
8" Water Oak
Proposed trees to be added:
qty 3 - Magnolias
qty 2 - Live oaks

Total Canopy as shown on plan (not incl overlap & off property) per Landscape Design = +/- 4,217 sf
(i.e. not incl. canopy of Live Oak in sidewalk island in front of house)

* Therefore meets the 75% canopy requirement.

EXISTING TREES TO BE REMOVED, TYP.

TRAJ-1
TRAIN ON FENCE
CAMS-1
RAP1-3
CYCR-2
AZIG-3

+/- 4' HT. LIVING FENCE (POST & WIRE)

HYDL-3

DIAT-3

CYRF-14

FARJ-3

* OVERALL TREE CANOPY GREATER THAN 75% COVERAGE

TRAJ-8

VIBO-2

PERVIOUS PAVING STONES C/W SAND BASE
COLOR: OWNERS' CHOICE
DIAT-3

CYRF-3

TABBY FINISH STEPPING STONES, TYP.

MAGG-1

6' TALL POST & WIRE LIVING FENCE

CODE	COMMON NAME	BOTANICAL NAME
PN	PINE	Pinus spp.
LO	LIVE OAK	Quercus virginiana
Q	OAK	Quercus spp.
MAG	SOUTHERN MAGNOLIA	Magnolia grandiflora
PA	PALMETTO	Sabal palmetto
SSB	SILVERBERRY	Celtis occidentalis
EL	ELM	Ulmus spp.
H	HICKORY	Carya spp.
BAF	BAY MAGNOLIA	Canthia spp.
WX	WAX MYRTLE	Myrica cerifera
CH	CHERRY	Prunus spp.
CE	EASTERN RED CEDAR	Juniperus virginiana
TA	CHINESE TALLOW TREE	Sapindus molle
PO	YELLOW POPLAR	Liriodendron tulipifera
BI	BIRCH	Betula spp.
CY	BALD CYPRESS	Taxodium distichum
SY	AMERICAN SYCAMORE	Platanus occidentalis
PE	PECAN	Carya illinoensis
CR	CRAPPE MYRTLE	Lagerstroemia indica
FR	FRUIT TREE	Morus spp.
MP	MAPLE	Maple spp.
DW	DOGWOOD	Cornus florida
QUM	QUIN	Quercus
UNK	UNKNOWN	

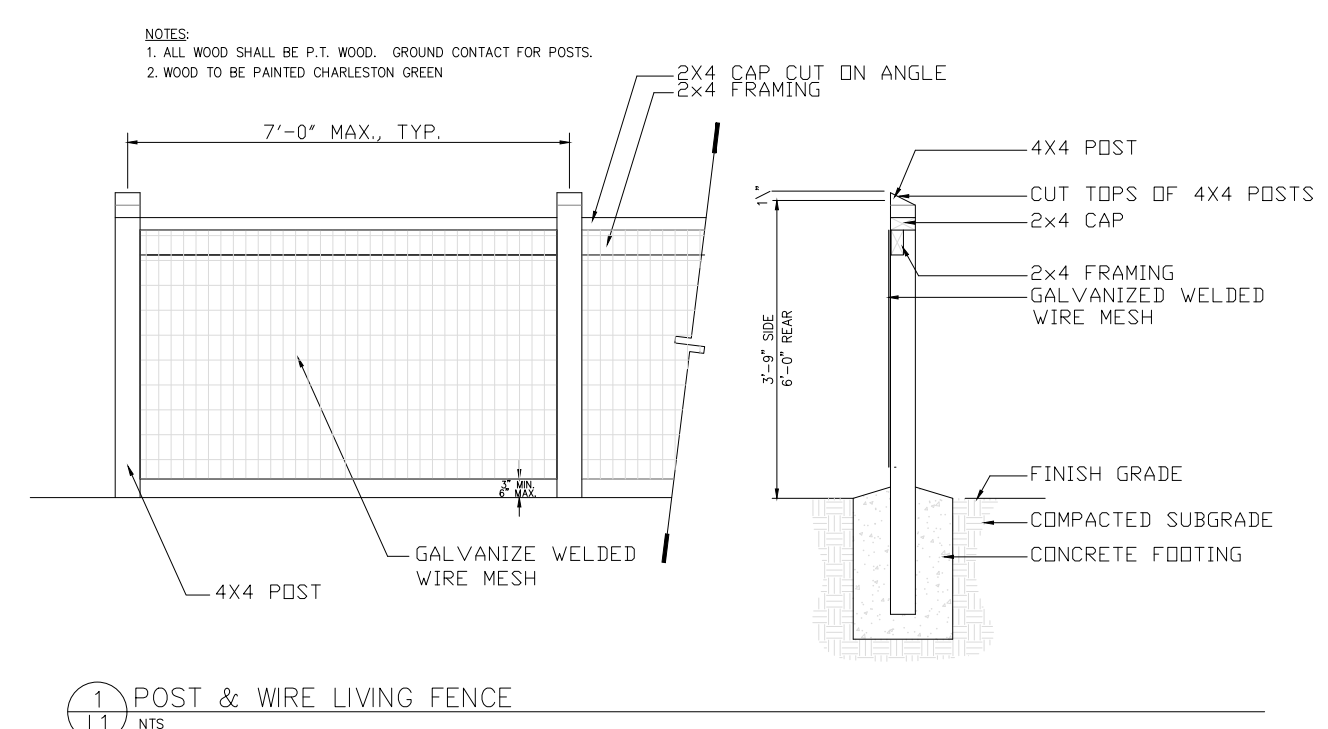
ALL TREES ARE LOCATED TO THE FACE OF THE TREE TRUNK. THEREFORE, TOLERANCE OF THE TREE LOCATED IS PLUS OR MINUS THE DIAMETER OF THE TREE PLUS 6.5 FEET. ALL TREES ARE MEASURED AT THE HEIGHT WHICH IS APPROXIMATELY 40 INCHES ABOVE GROUND. GROUND ELEVATION AT TREE LOCATIONS MAY OR MAY NOT ACCURATELY REPRESENT ELEVATIONS BETWEEN TREE SHOTS DUE TO THE GROUND BUTTRESS AT THE BASE OF THE TREE. NOTICED TREE LOCATION THAT IS CRITICAL BEYOND THE TOLERANCE STATED ABOVE FOR DESIGN MUST BE POINTED OUT AND A TIGHTER TOLERANCE MUST BE AGREED UPON.

PLANTING SCHEDULE

TREES:						
SYMBOL	QTY	BOTANICAL NAME COMMON NAME	HEIGHT	SPREAD	ROOT	REMARKS
BUTC	2	BUTIA CAPITATA PINDO PALM	5-6'	3-4'	--	--
CAMS	3	CAMELLIA SASANQUA SASANQUA CAMELLIA	3'-4'	18-24"	7 GAL	--
ERIJ	1	ERIOBOTRYA JAPONICA LOQUAT	6-8'	3-4'	15 GAL	--
MAGG	3	MAGNOLIA GRANDIFLORA SOUTHERN MAGNOLIA	12' MIN	4-5'	--	2 1/2" CAL
MYRC	2	MYRICA CERIFERA WAX MYRTLE	30-36"	24-30"	7 GAL	--
QUEV	2	QUERCUS VIRGINIANA LIVE OAK	12' MIN	4-5'	--	2 1/2" CAL

SHRUBS:						
SYMBOL	QTY	BOTANICAL NAME COMMON NAME	HEIGHT	SPREAD	ROOT	REMARKS
AZIG	3	AZALEA INDICA '66 GERBSING' 66 GERBSING AZALEA	18-24"	18-24"	3 GAL	--
CYCR	4	CYCAS REVOLUTA SAGO PALM	24-30"	24-30"	- -	--
FARJ	7	FARFUGIUM JAPONICUM 'GIGANTEUM' LEOPARD PLANT	14-18"	14-18"	3 GAL	--
GARJ	3	GARDENIA JASMINOIDES GARDENIA	24-30"	14-18"	3 GAL	--
HYDL	6	HYDRANGEA PANICULATA 'LIMELIGHT' LIMELIGHT HYDRANGEA	14-18"	14-18"	3 GAL	--
HYDQ	1	HYDRANGEA QUERCIFOLIA OAKLEAF HYDRANGEA	14-18"	14-18"	3 GAL	--
ILLF	8	ILICITUM FLORIDANUM FLORIDA ANISE	30-36"	24-30"	7 GAL	--
LORR	6	LOROPETALUM CHINENSE EVER-RED FRINGEFLOWER	18-24"	18-24"	7 GAL	--
PODM	2	PODOCARPUS MACROPHYLLUS JAPANESE UPRIGHT YEW	3-4'	18-24"	15 GAL	--
VIBO	16	VIBURNUM ODORATISSIMUM SWEET VIBURNUM	18-24"	14-18"	3 GAL	--

GROUNDCOVERS, PERENNIALS & VINES:						
SYMBOL	QTY	BOTANICAL NAME COMMON NAME	HEIGHT	SPREAD	ROOT	REMARKS
CYRF	17	CYRTOMIUM FALCATUM HOLLY FERN	10-12"	10-12"	1 GAL	--
DIAT	11	DIANELLA TASMANICA 'VARIEGATA' VARIEGATED FLAX LILY	10-12"	10-12"	1 GAL	--
JASA	150	JASMINUM ASIATICUM ASIATIC JASMINE	6-10"	6-8"	4" POTS	12" o/c
LANT	15	LANTANA GOLD LANTANA	10-12"	8-10"	1 GAL	--
LIRB	14	LIRIOPE MUSCARI 'SUPER BLUE' SUPER BLUE LIRIOPE	10-12"	10-12"	1 GAL	--
MUHC	20	MUHLNBERGIA CAPILLARIS PINK MUHLY GRASS	12-14"	12-14"	1 GAL	--
TRAJ	12	TRACHELOSPERMUM JASMINOIDES CONFEDERATE JASMINE	--	--	1 GAL	TRAIN ON SERVICE YARD AND FENCE
MULCH	--	DARK HARDWOOD MULCH				2" DEPTH



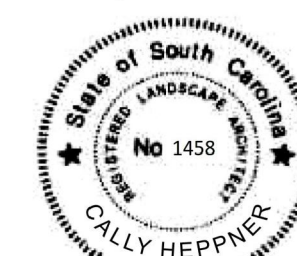
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11
POST & WIRE LIVING FENCE

LANDSCAPE DESIGN

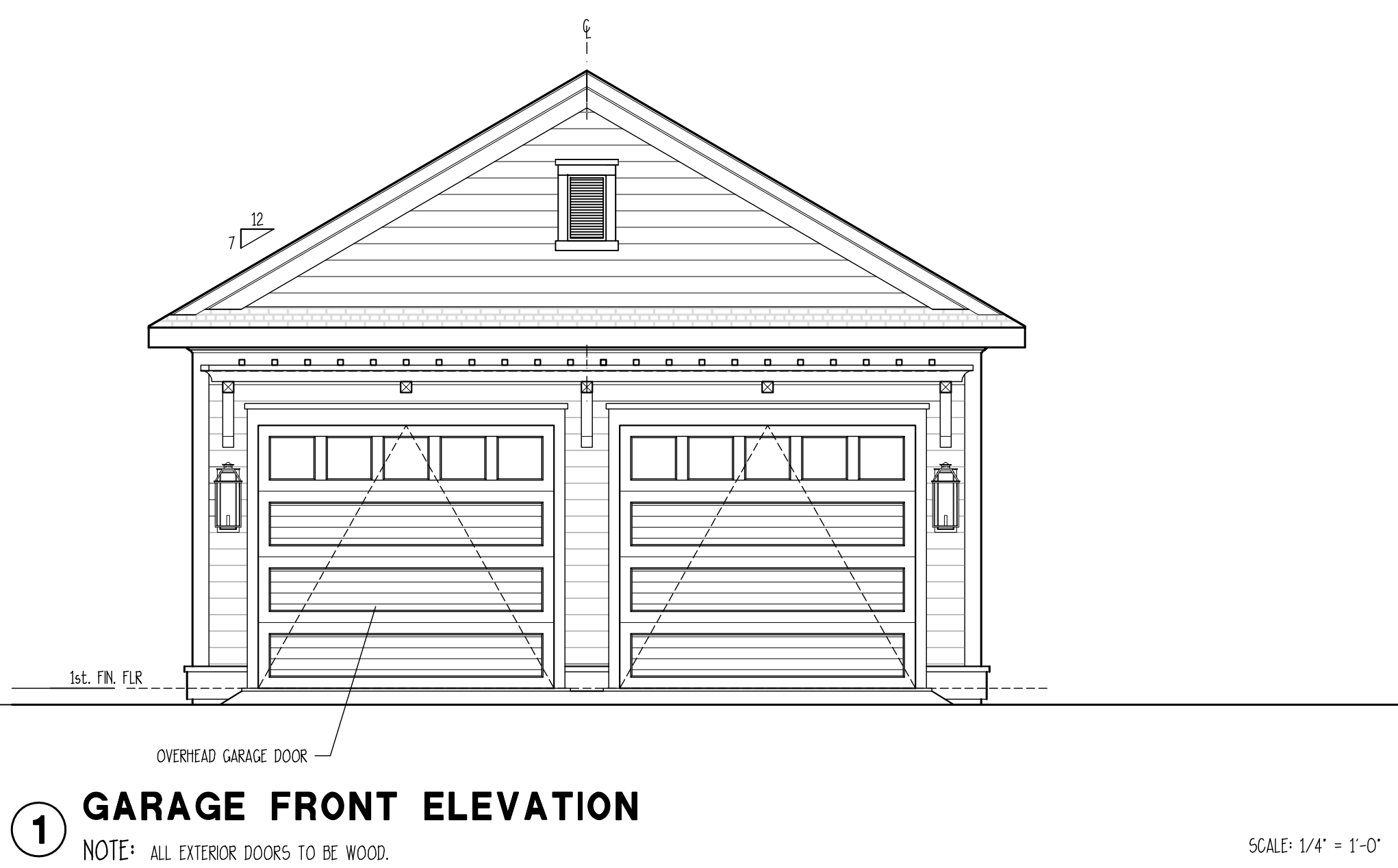
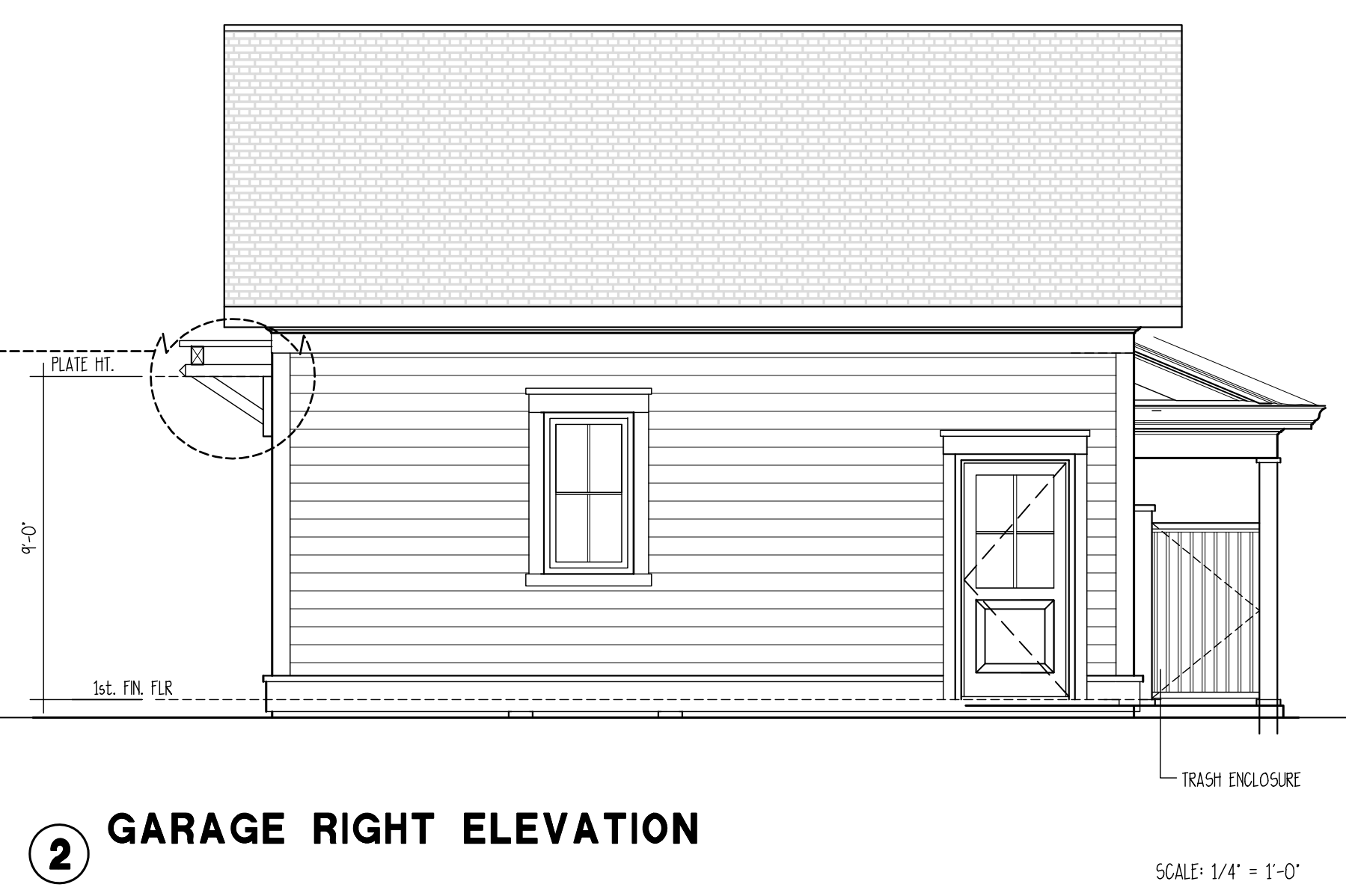
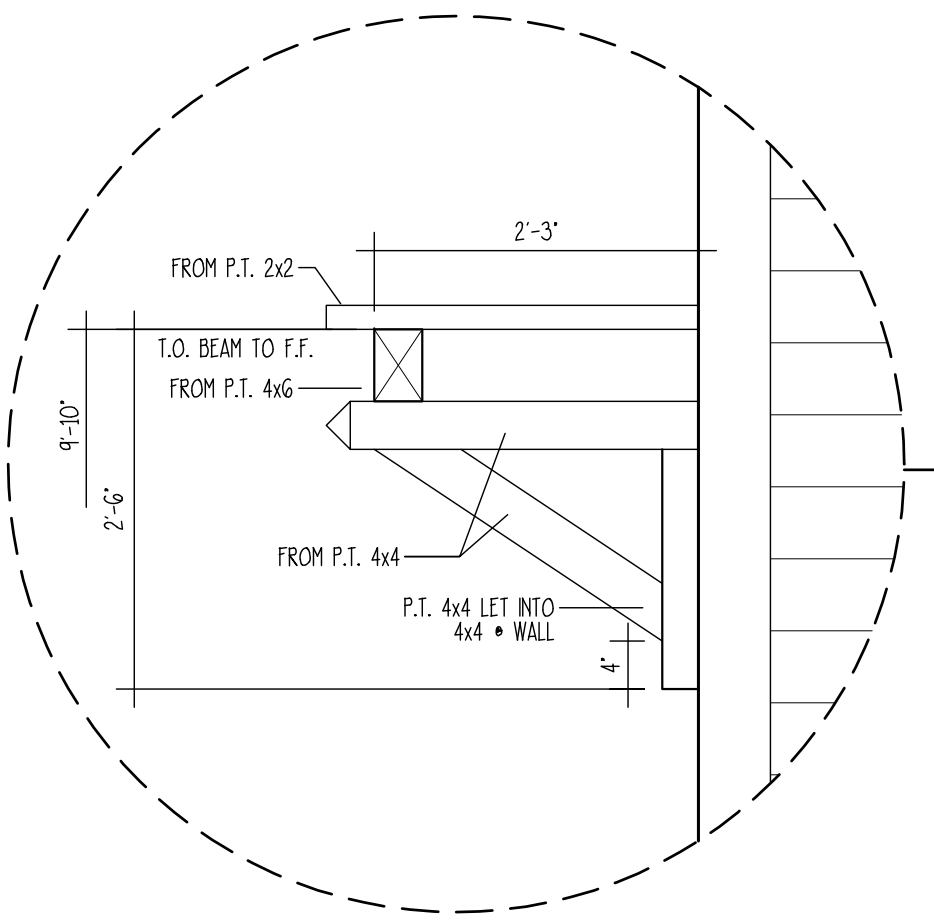
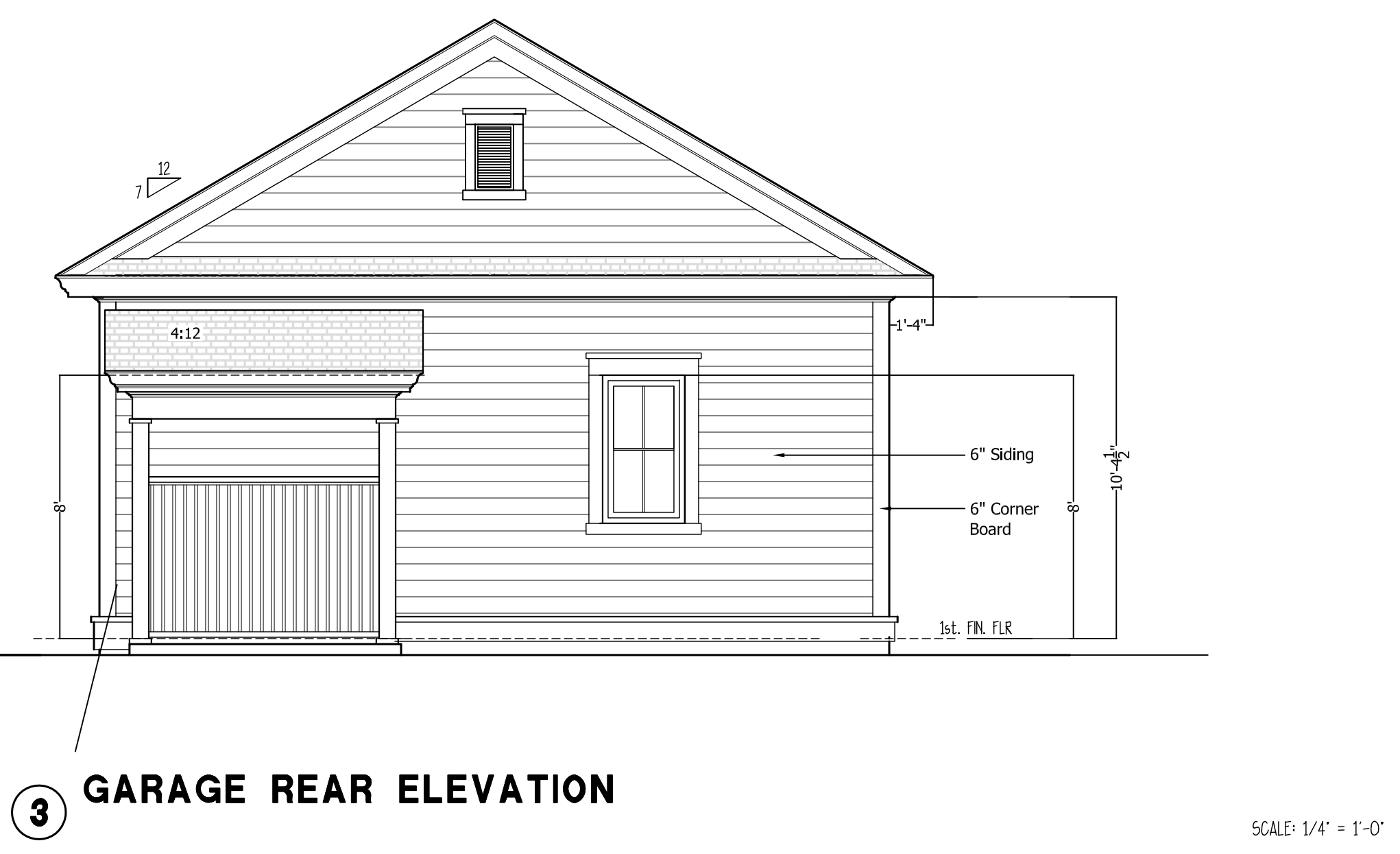
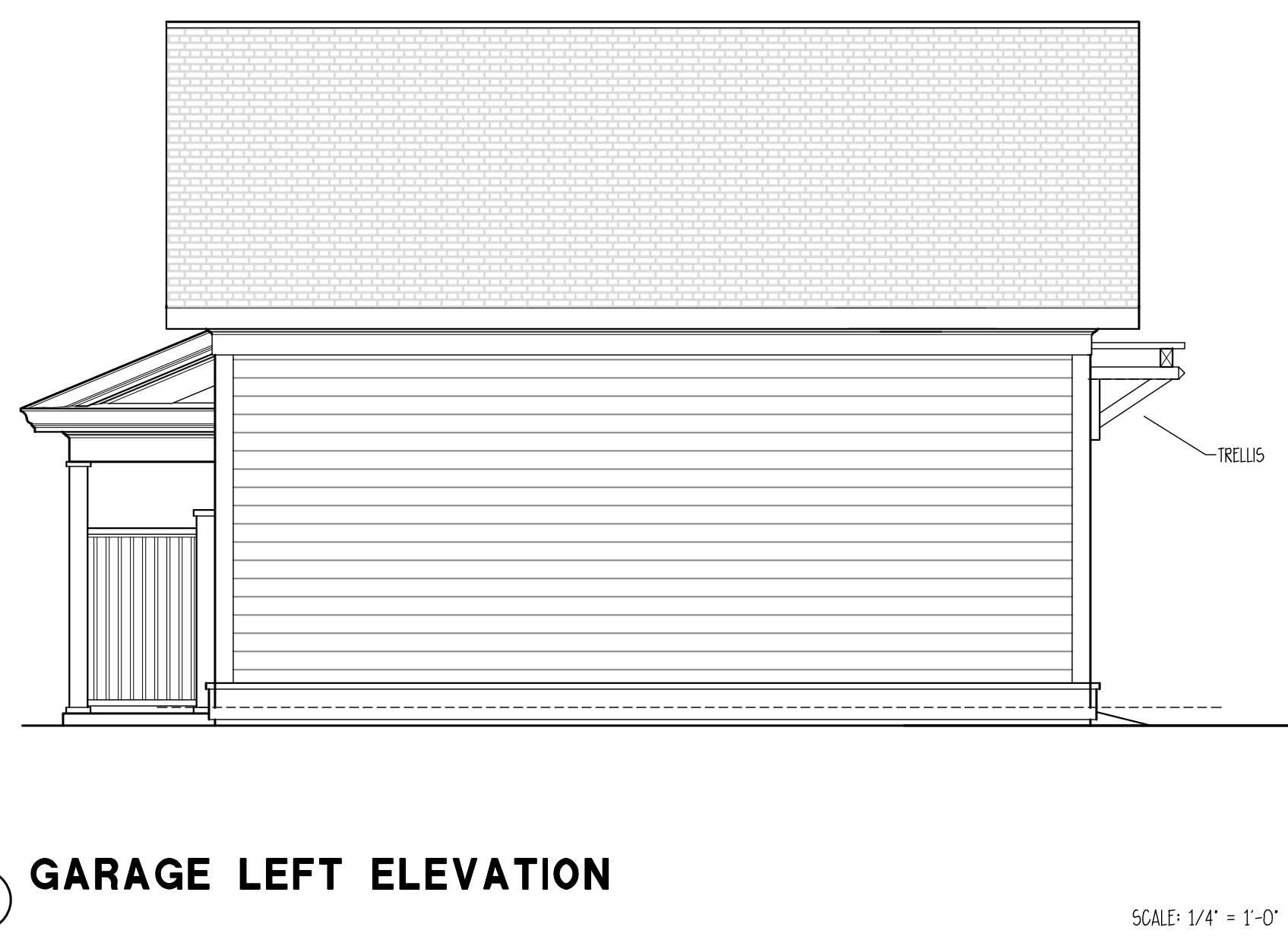
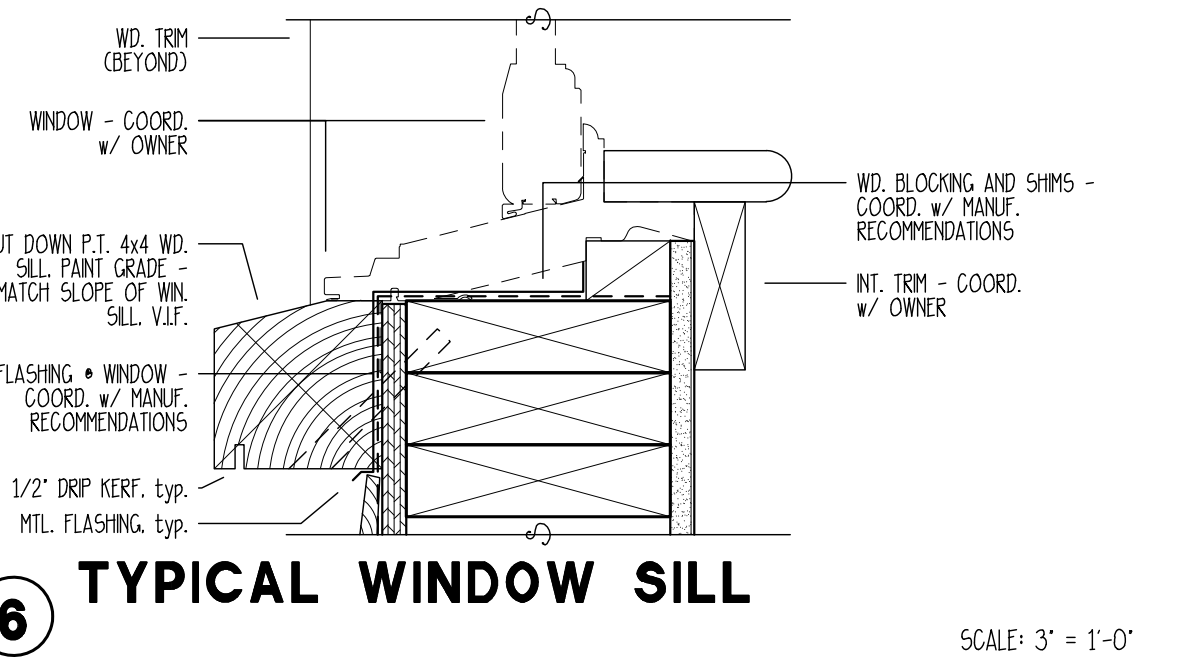
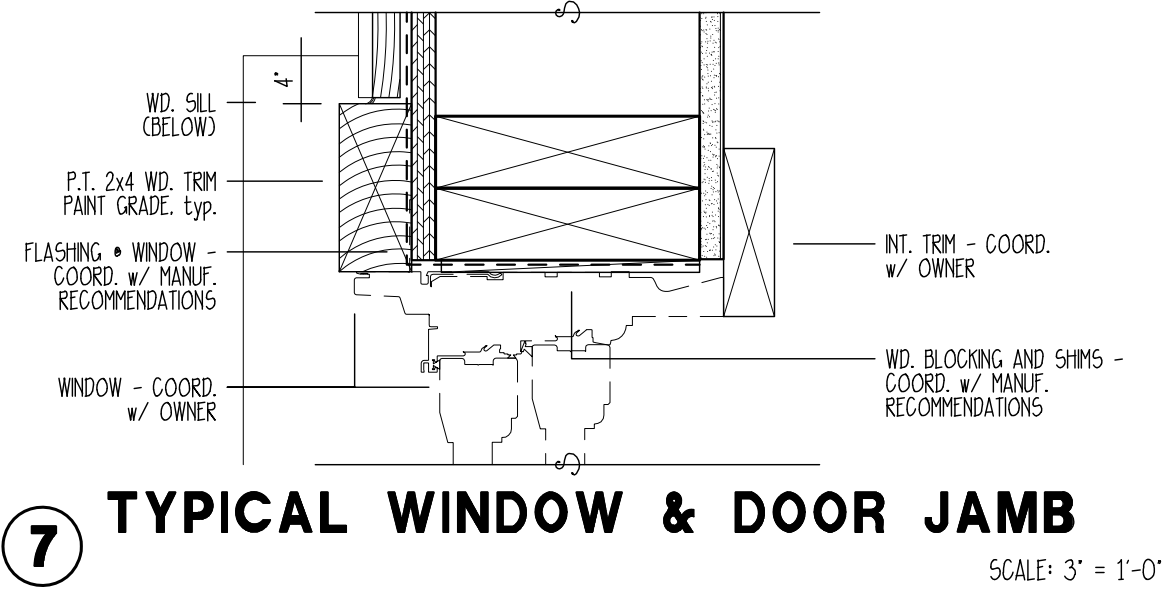
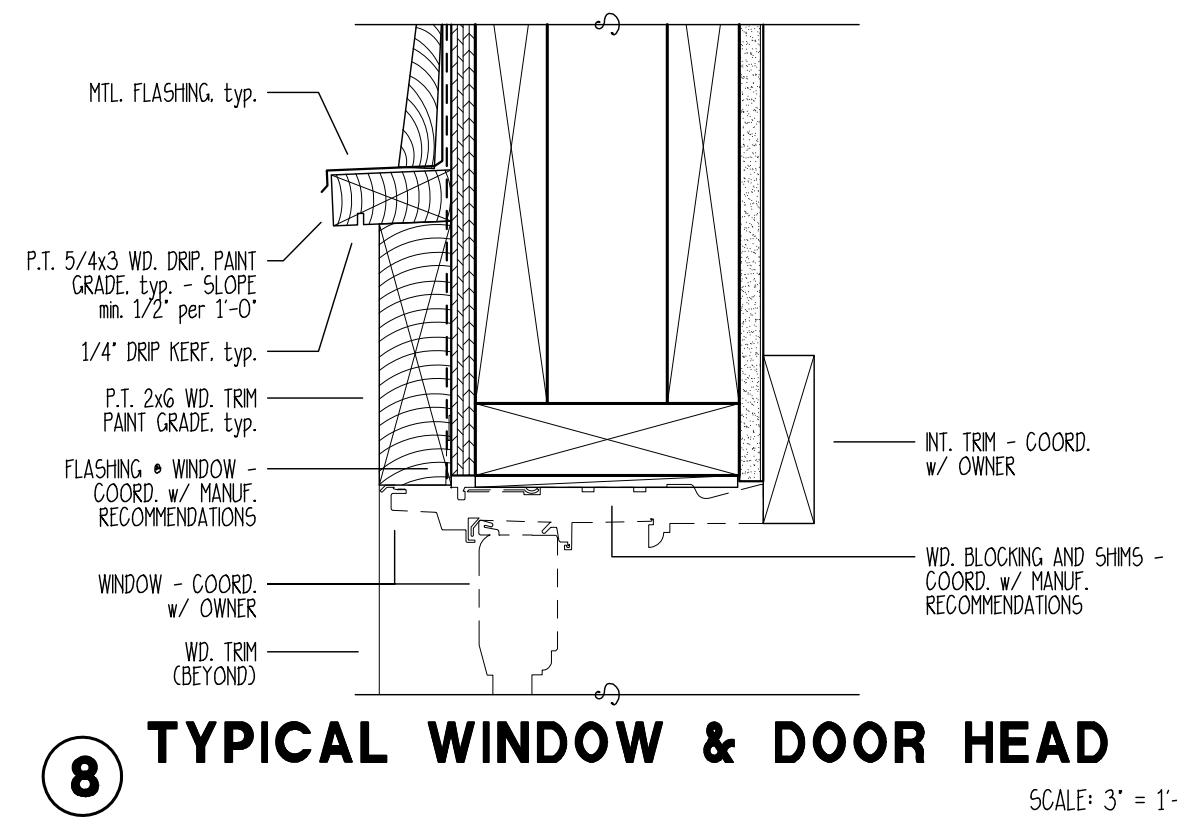
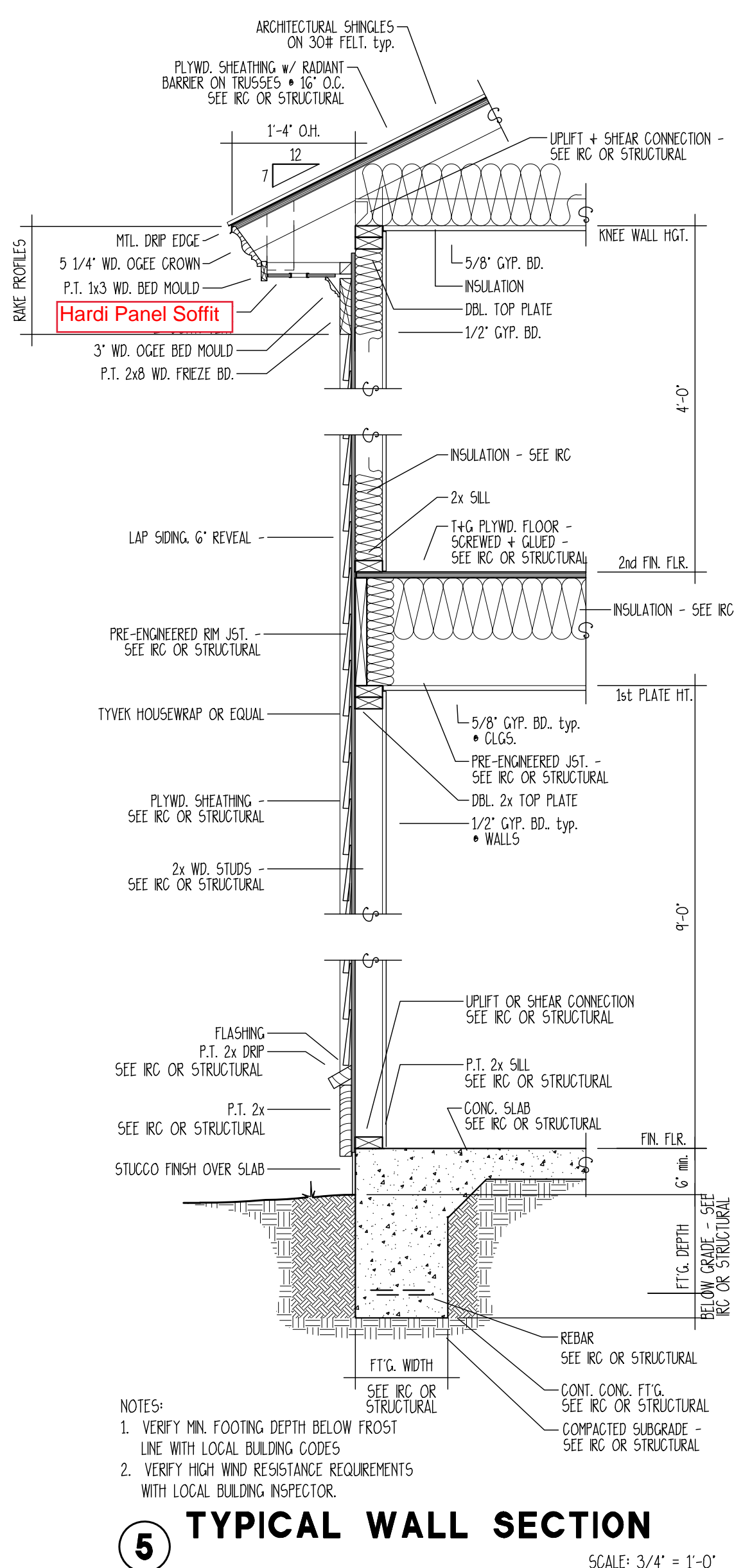
FOR
BRUEN RESIDENCE, LOT 3, #2 TABBY SHELL RD., BLUFFTON, SC
July 9, 2021 (Revised 04/01/22)

SITEWORKS DESIGN GROUP, LLC

843-441-1889



SHEET
L1 OF 1



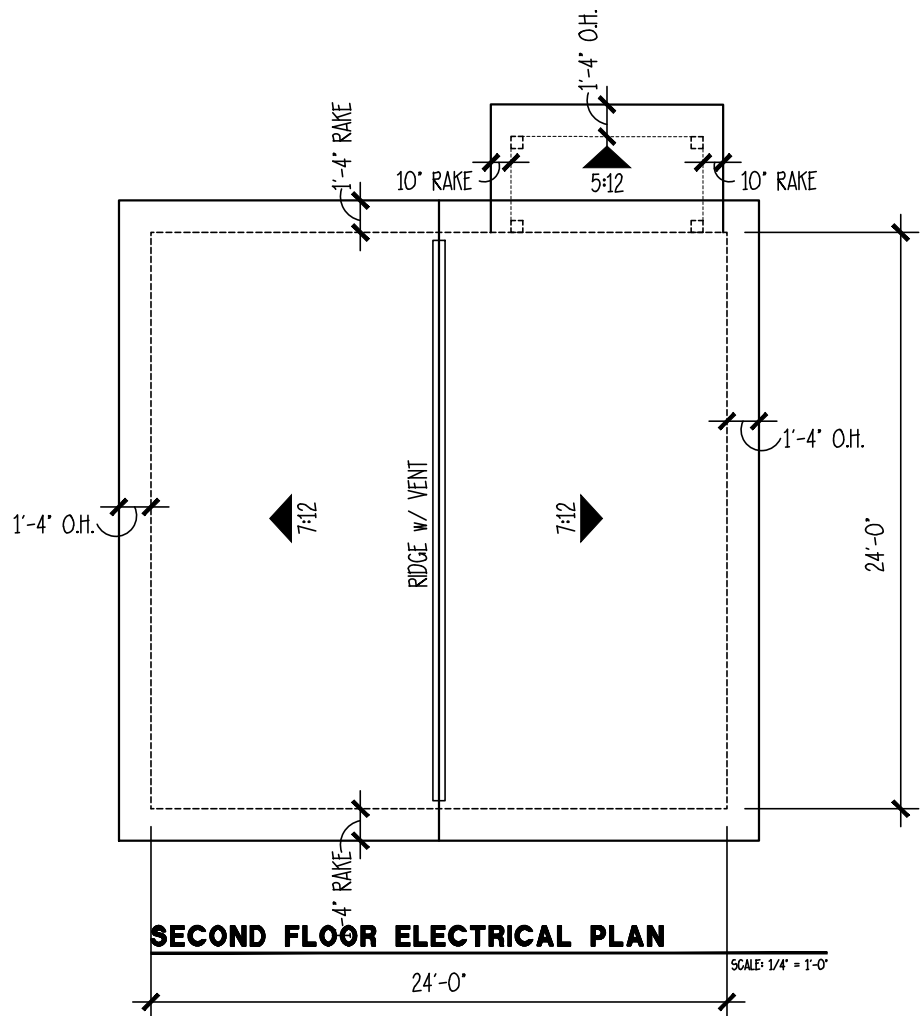
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	THREE WAY SWITCH
	FOUR WAY SWITCH
	DIMMER SWITCH
	SPEED CONTROL
	DUPLEX OUTLET
	1/2 HOT OUTLET
	WATER PROOF OUTLET
	GROUND FAULT OUTLET
	QUADPLEX OUTLET
	SPECIALTY OUTLET
	FLOOR OUTLET
	TELEPHONE JACK
	THERMOSTAT
	TELEVISION JACK
	VENT
	VENT w/ LIGHT
	SURFACE MOUNTED FIXTURE
	RECESSED FIXTURE
	WALL MOUNTED FIXTURE
	FLOOD LIGHT
	LED FIXTURE
	CEILING FAN
	STRIP LIGHTING
	CEILING BOX
	DOOR CHIME
	ELECTRICAL PANEL
	SMOKE DETECTOR
	CARBON MONOXIDE DETECTOR

FIRST FLOOR ELECTRICAL PLAN

SCALE: 1/4" = 1'-0"

FOUNDATION PLAN

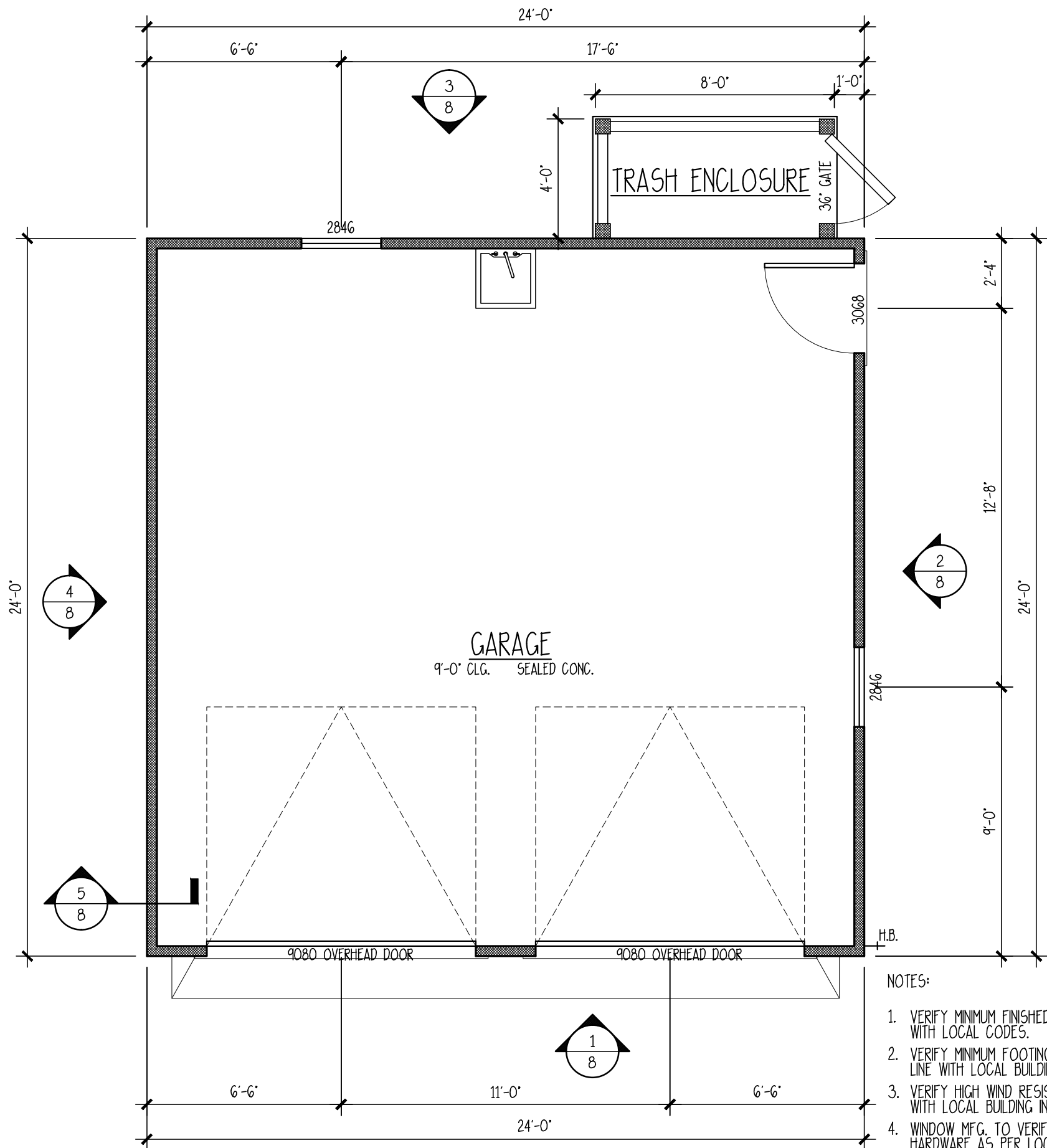
SCALE: 1/4" = 1'-0"



SECOND FLOOR ELECTRICAL PLAN

SCALE: 1/8" = 1'-0"

NOTE: 1) EXHAUST VENTS (PLUMBING OR OTHERWISE) NEED TO BE LOCATED AS INCONSPICUOUSLY AS POSSIBLE.
2) ROOF PENETRATIONS NEED TO BE KEPT TO A MINIMUM (COMBINED WHEN POSSIBLE).
3) ROOF / WALL PENETRATIONS MUST BE PAINTED TO MATCH SURROUNDING COLOR.



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

REVISIONS		
	REVISION 1	02/15/2022
	REVISION 2	03/16/2022

RAMSEY -
VARIATION 21331

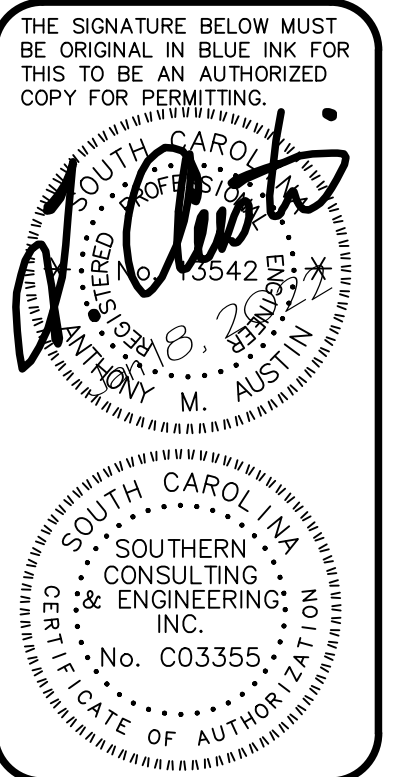
ARA
ALLISON RAMSEY
Architects Inc. creating sustainable timeless design
1003 Charles St.
Beaufort SC, 29902
(843) 984-0559
www.allisonramseyarchitect.com

THIS PLAN HAS BEEN PROVIDED AS A SET FOR PROFESSIONAL ENGINEERS AND ARCHITECTS. HOWEVER, BUILDING CODES AND ENVIRONMENTAL CONDITIONS VARY FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO REFORM THE FOLLOWING BEFORE BEGINNING CONSTRUCTION. ALLISON RAMSEY ARCHITECTS, INC. ASSURES NO LIABILITY FOR ANY HOME CONSTRUCTED FROM THIS PLAN.
-VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION
-PLANS INDICATE LOCATIONS ONLY. ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS.
-TRAFFIC PLUMBING LAYOUTS ARE NOT INCLUDED. THESE SHOULD BE OBTAINED FROM A LOCAL BUILDING INSPECTOR.
-VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.
-VERIFY ALL STRUCTURAL ELEMENTS WITH LOCAL ENGINEER AND/OR ARCHITECT.

DATE:	02/15/2022
JOB NO.	21331
OWN. BY:	JW
DWG. NAME:	20220215-21331.dwg

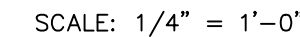
THE USE OF THESE DRAWINGS IS NOT WITHOUT LIMITATION. THESE DRAWINGS ARE PROVIDED IN ACCORDANCE WITH OUR STANDARD "TERMS OF USE." A COPY OF THESE "TERMS OF USE" IS AVAILABLE ON OUR WEBSITE AT WWW.SCE-ENGG.COM. USE OF THESE DRAWINGS SHALL CONSTITUTE ACCEPTANCE OF THESE TERMS BY THE CLIENT, PROJECT ARCHITECT, PROJECT OWNER, CONTRACTOR OR ANY OTHER PARTY WHO MAY HAVE AN INTEREST IN OR THE NEED TO USE THESE DRAWINGS.

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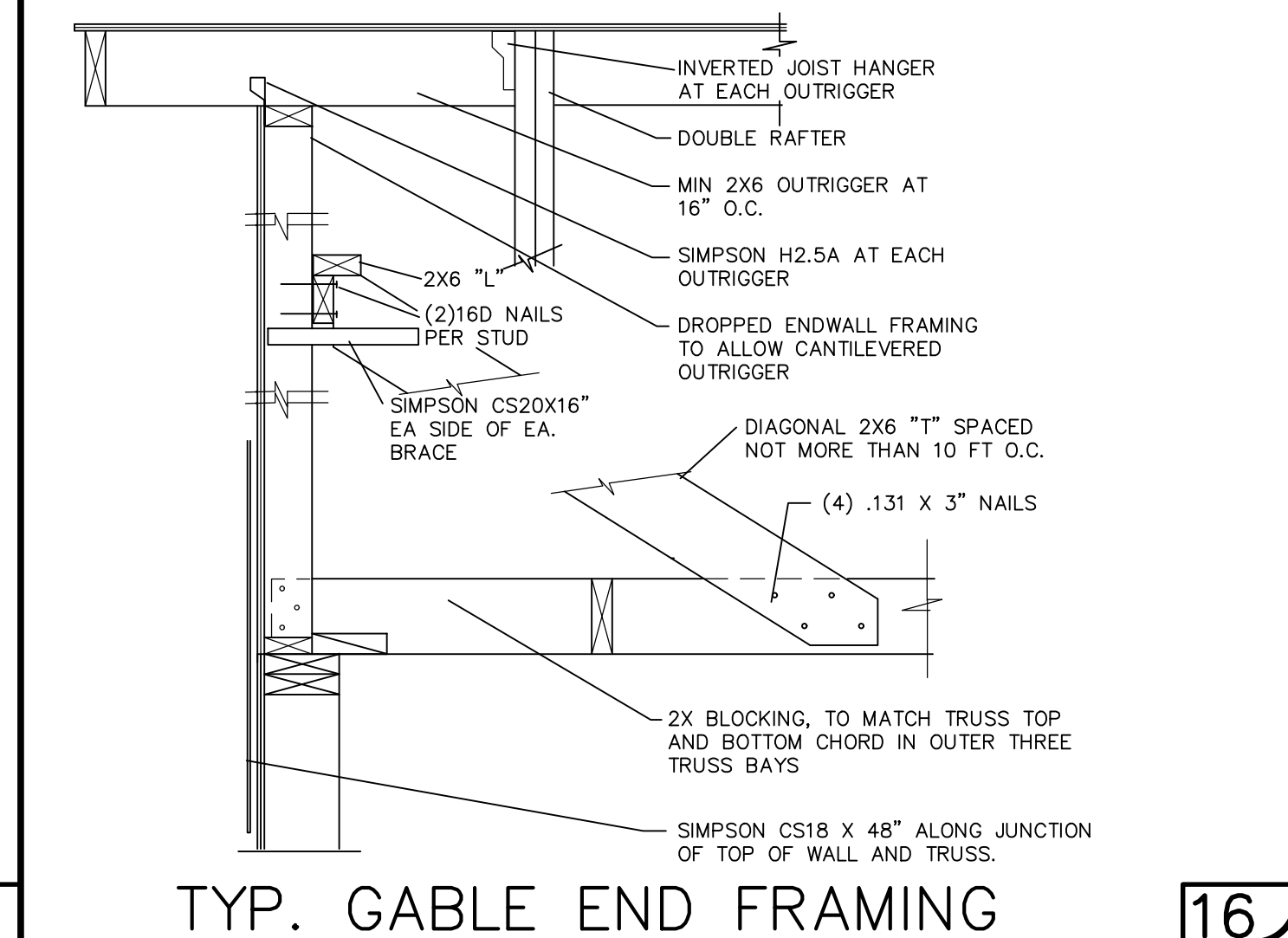
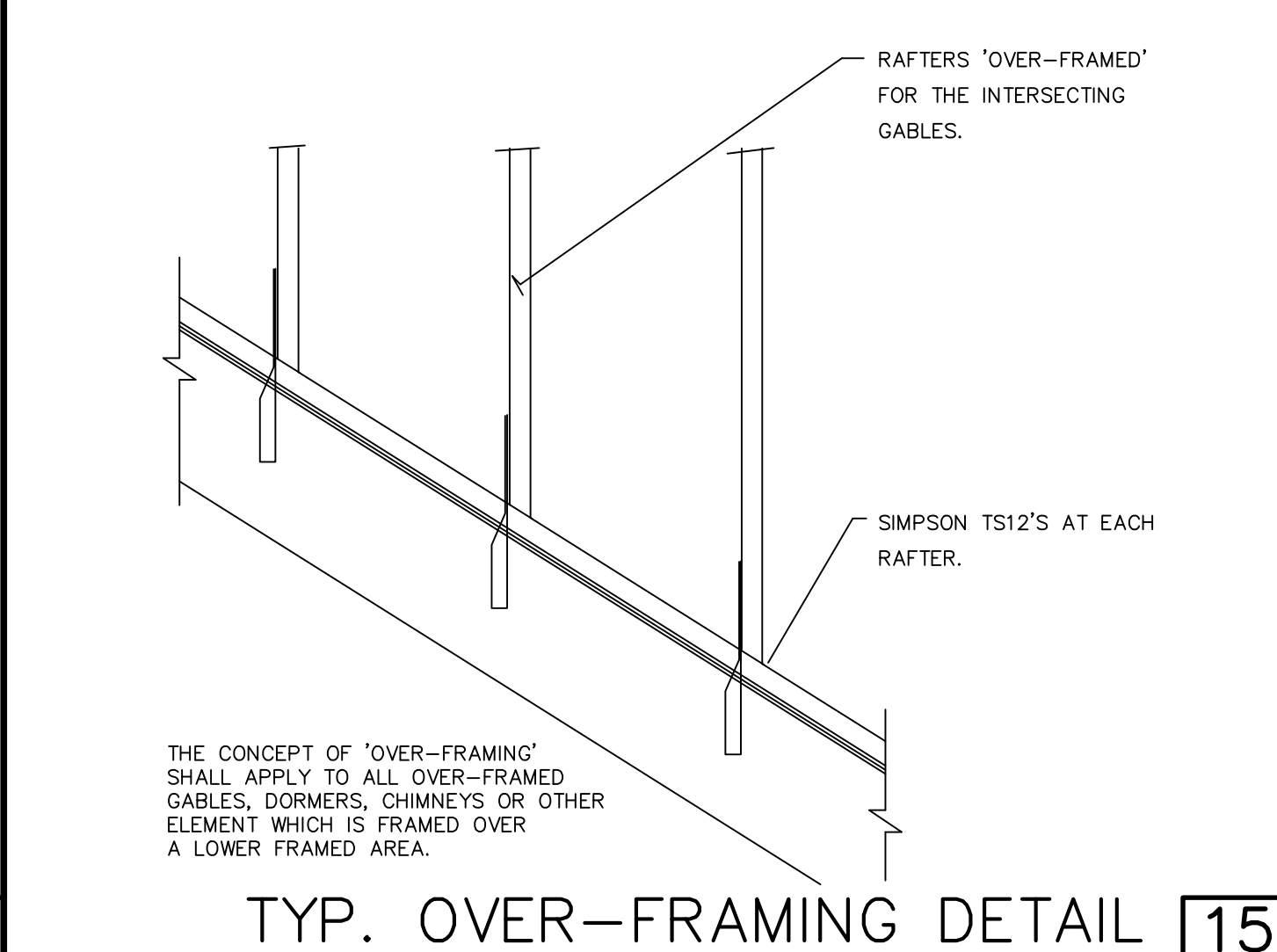
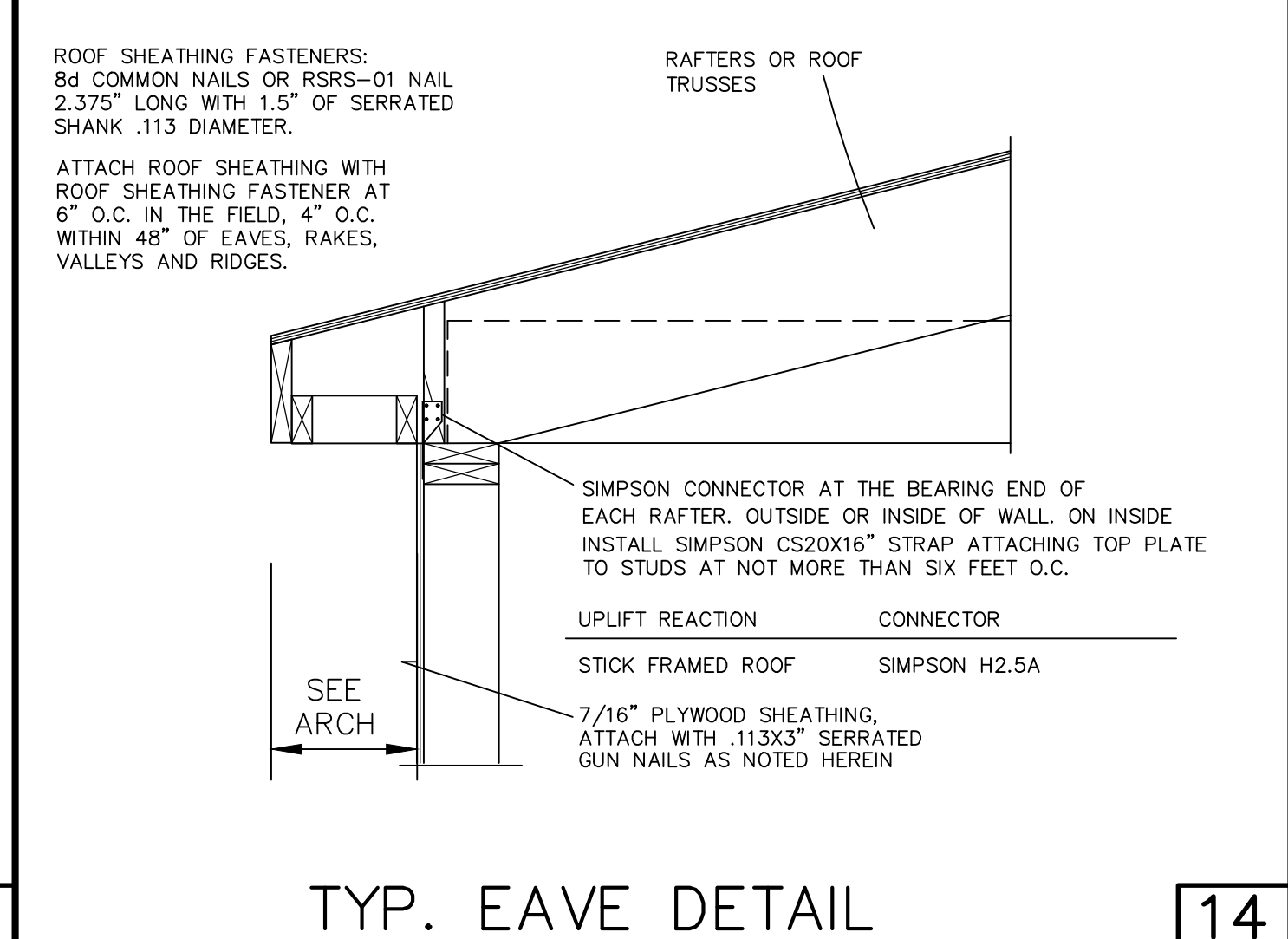
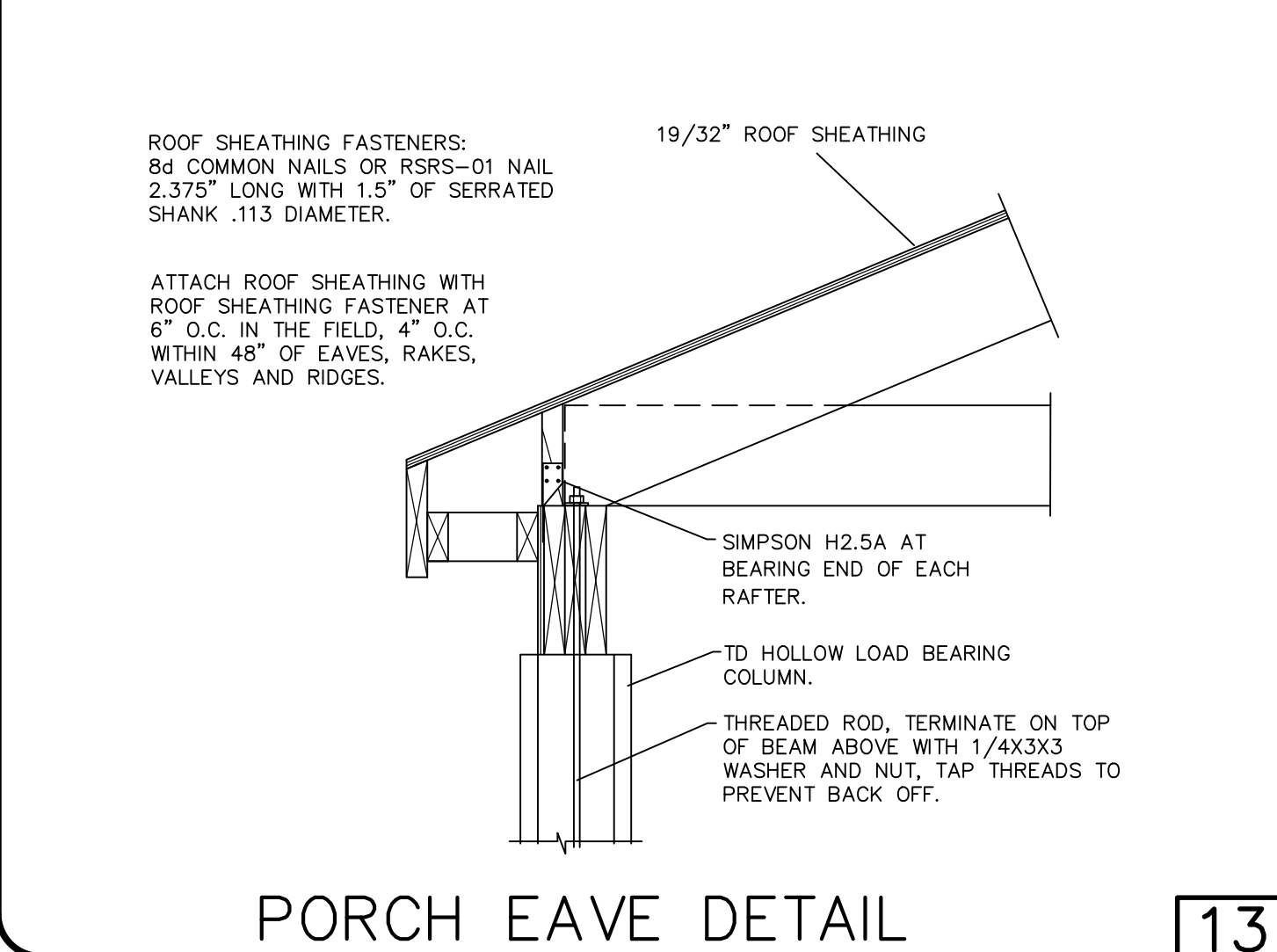
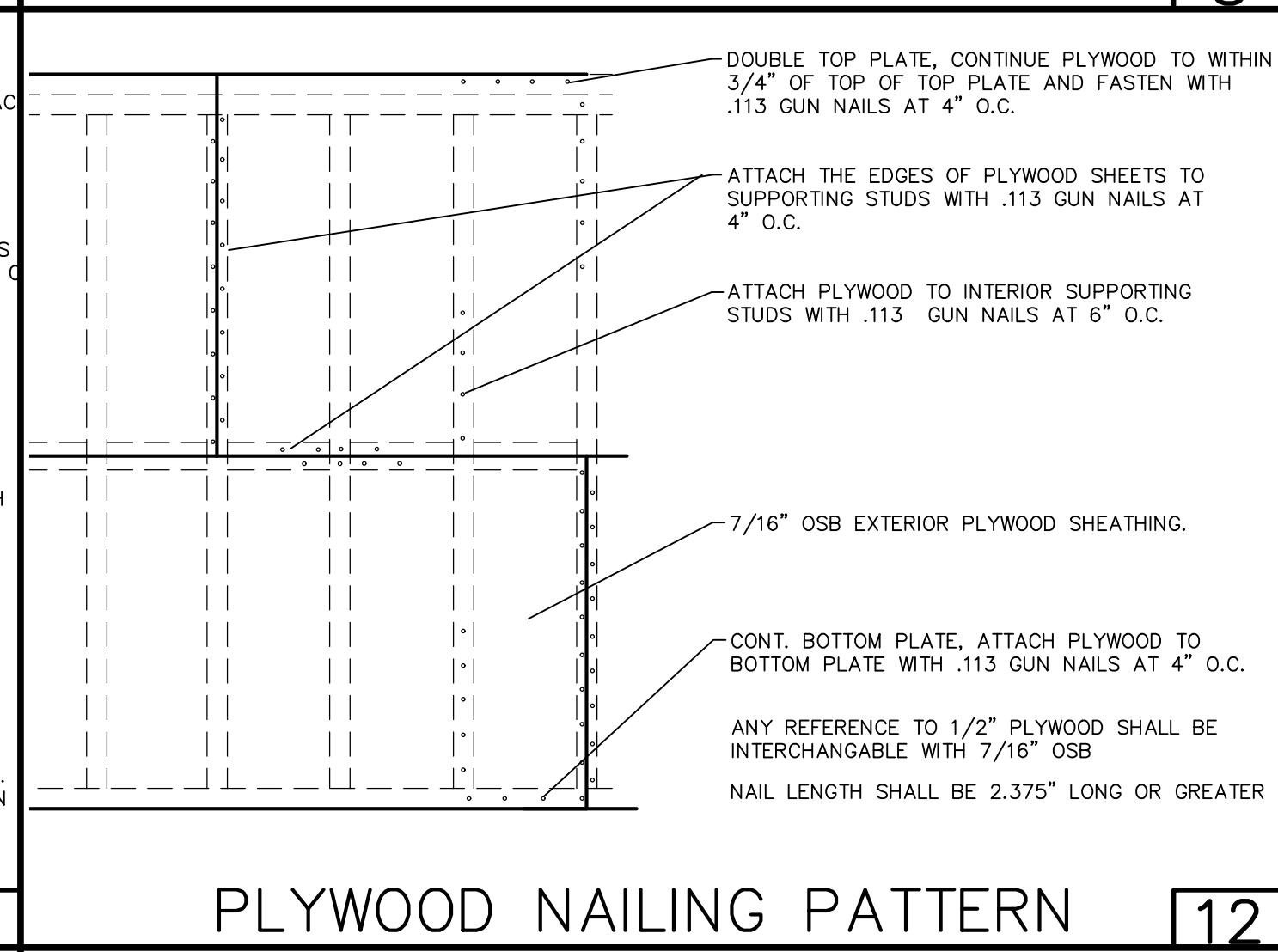
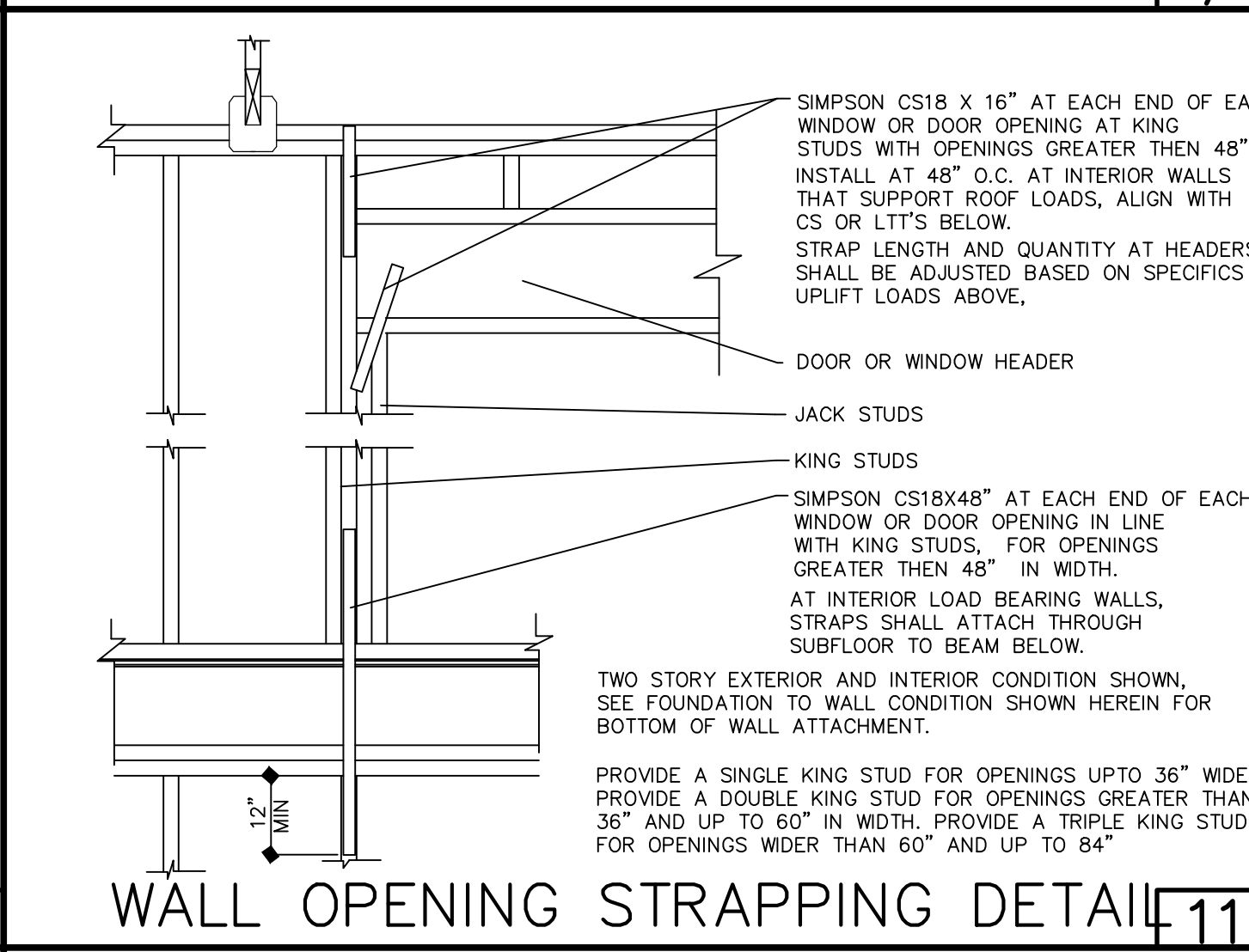
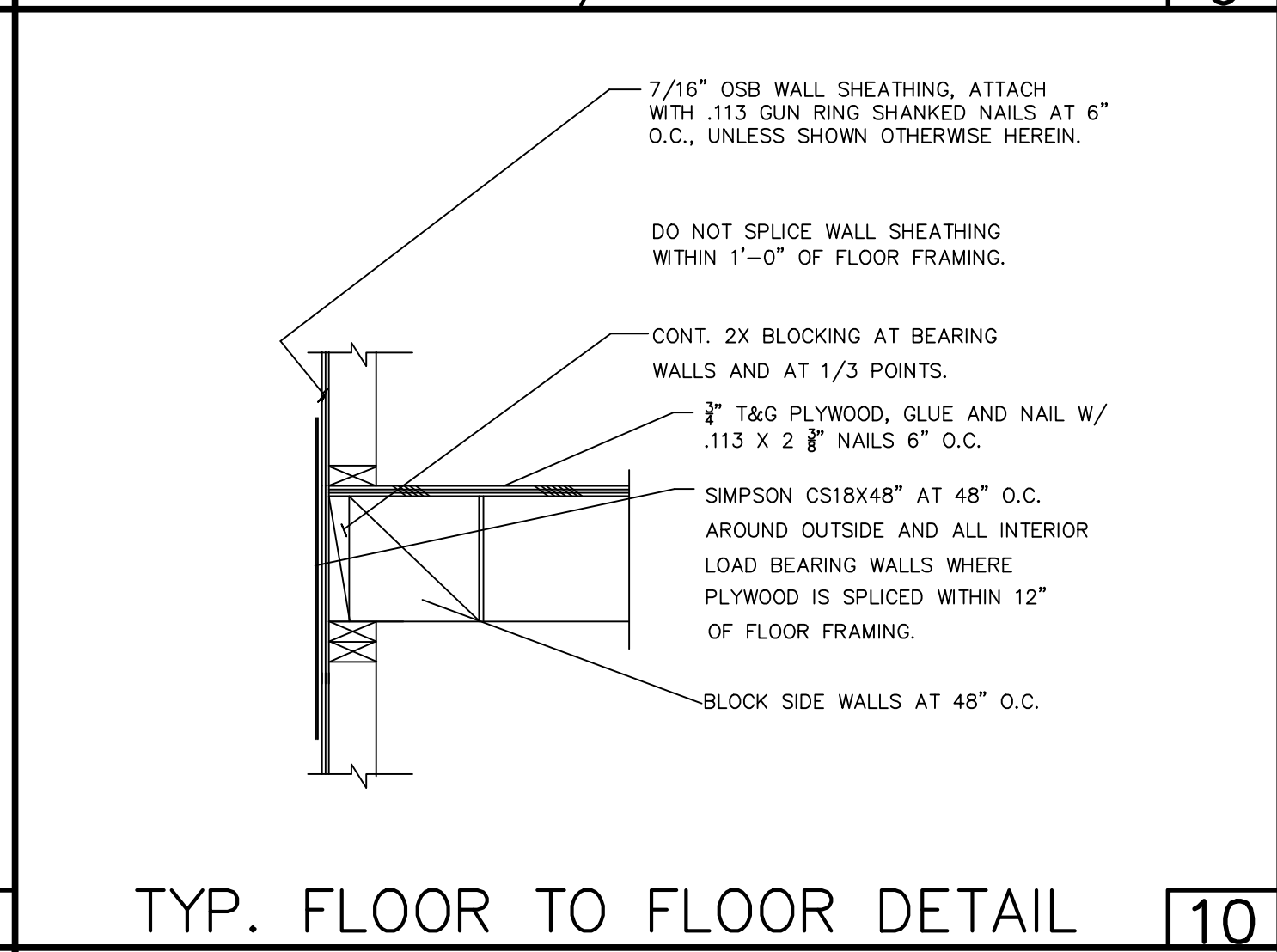
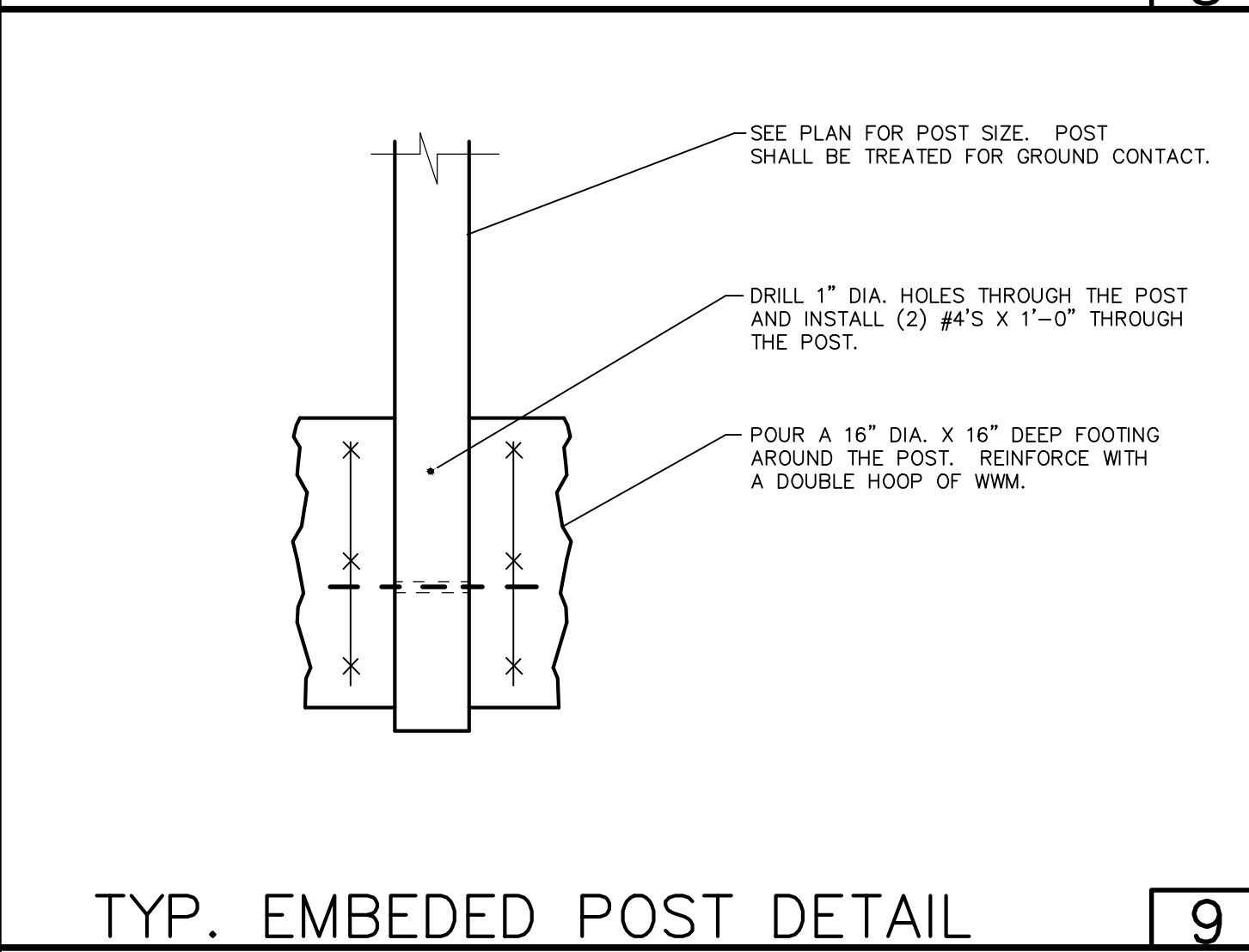
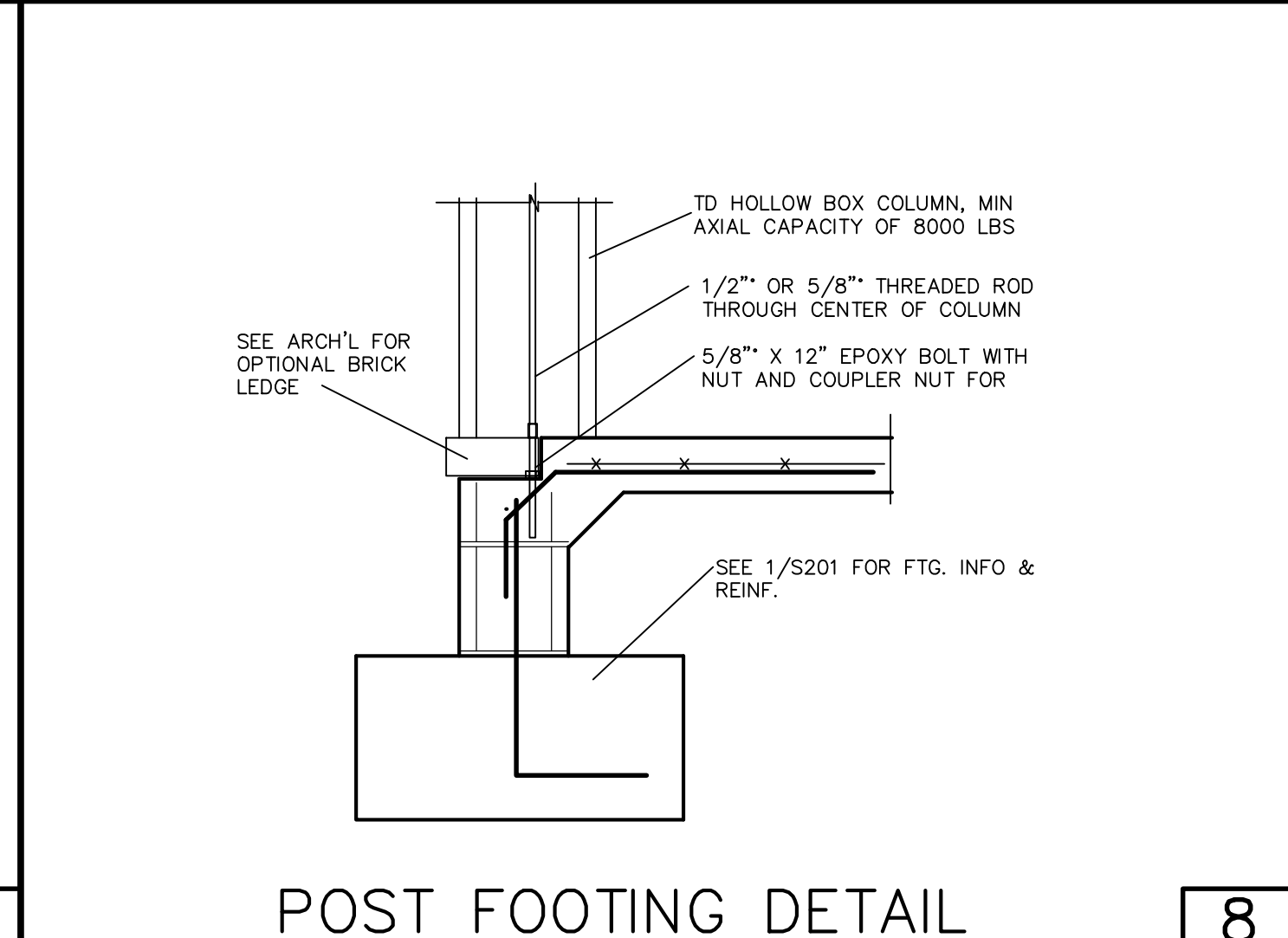
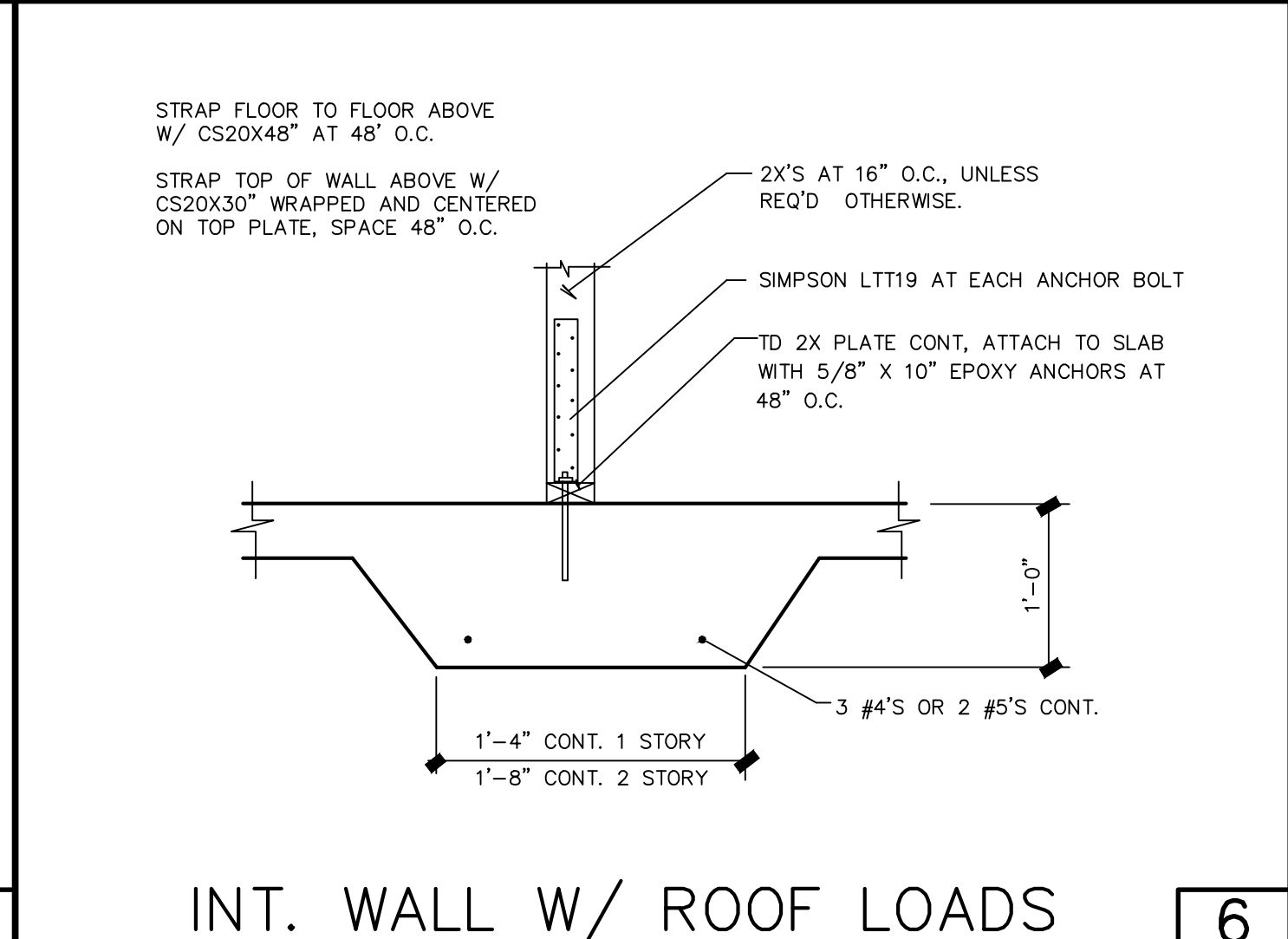
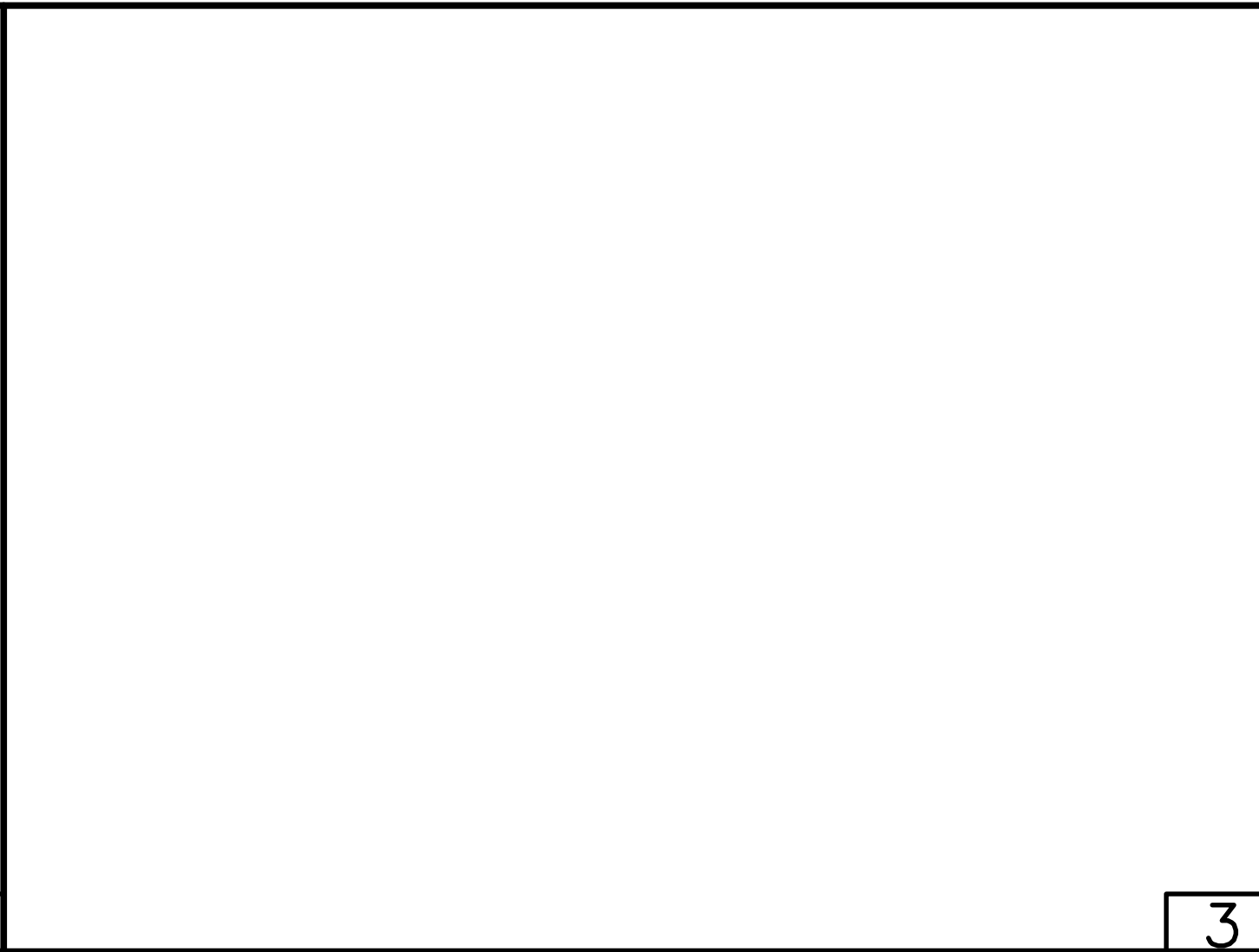
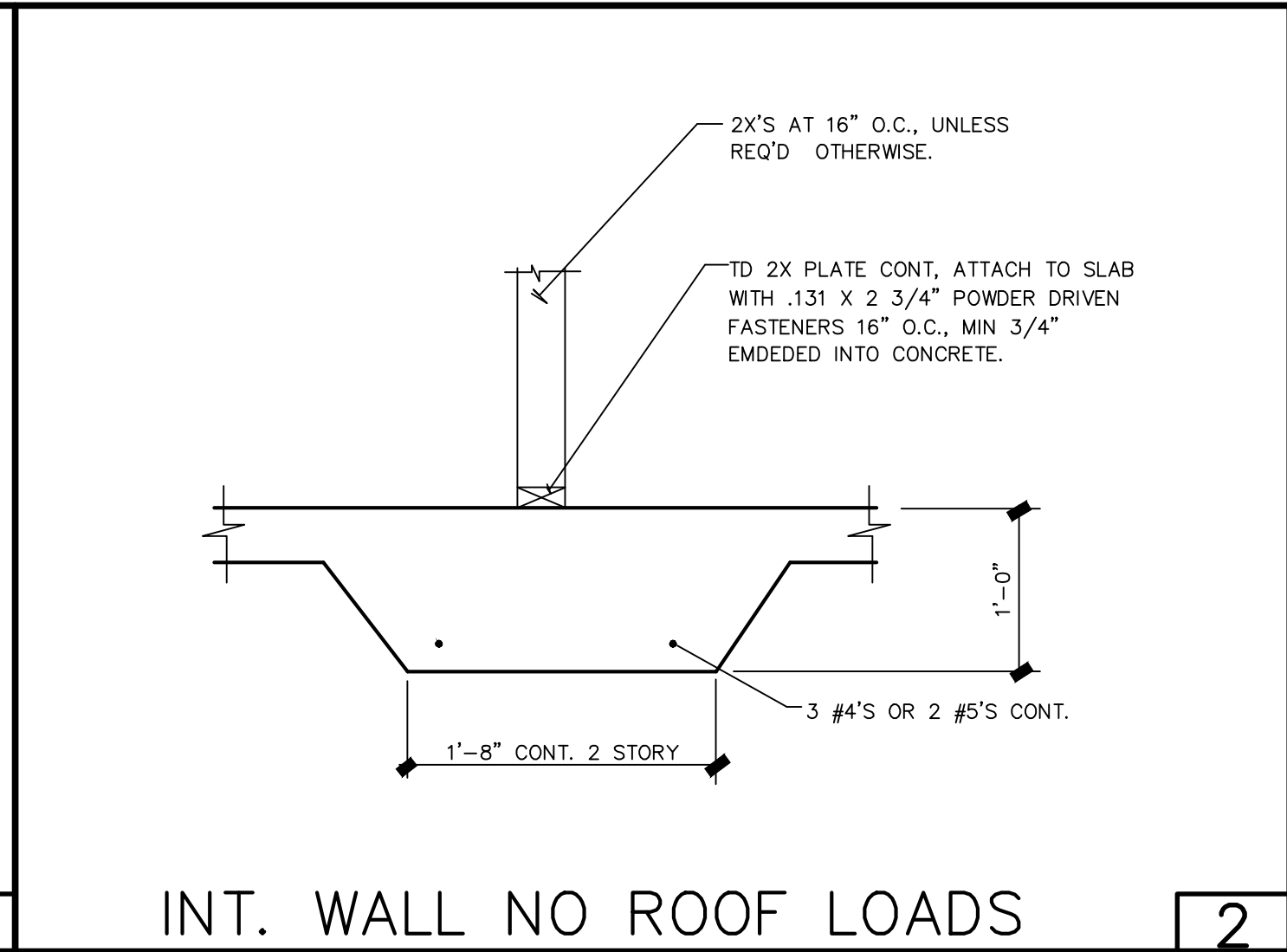
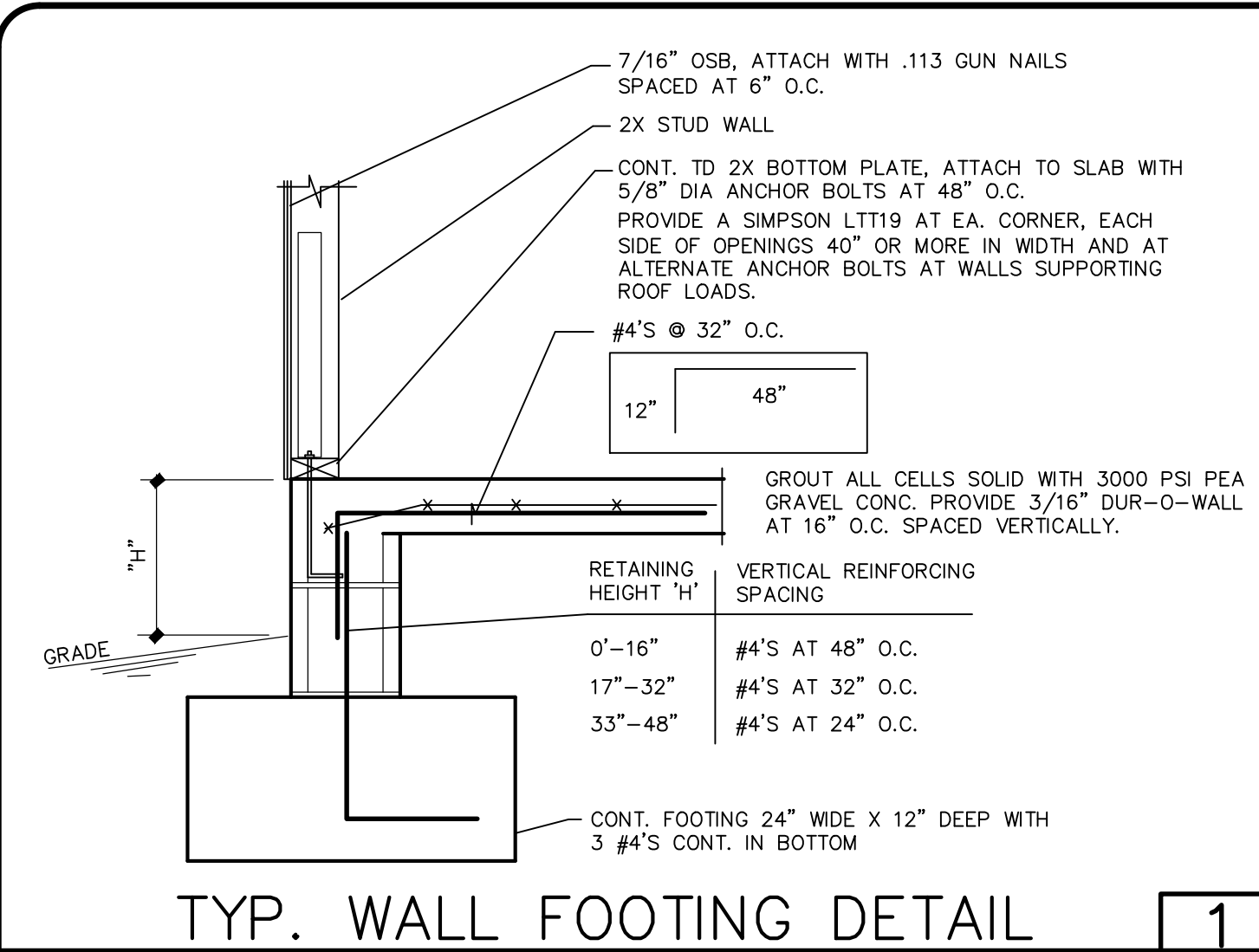


DATE
Jan 18, 2022
SCALE
SEE PLAN
JOB NO.
21686-0
SHEET

Page 19



ATTACHMENT 2



Section IX, Item #1.

REV. BY	DATE

THE USE OF THESE DRAWINGS IS NOT WITHOUT LIMITATION. THESE DRAWINGS ARE PROVIDED IN ACCORDANCE WITH OUR STANDARD "TERMS OF USE." A COPY OF THESE "TERMS OF USE" IS AVAILABLE ON OUR WEBSITE AT WWW.SCE-ENGG.COM. USE OF THESE DRAWINGS SHALL CONSTITUTE ACCEPTANCE OF THESE TERMS BY THE CLIENT, PROJECT ARCHITECT, PROJECT OWNER, CONTRACTOR OR ANY OTHER PARTY WHO MAY HAVE AN INTEREST IN OR THE NEED TO USE THESE DRAWINGS.

Southern Consulting & Engineering, Inc.
Structural Engineering
105 Central Ave 100-A
Goose Creek, South Carolina
Bus(843) 718-2525
Fax (843) 718-2776
www.sce-engng.com

SOUTHERN CONSULTING AND ENGINEERING, INC.

THE SIGNATURE BELOW MUST BE ORIGINAL IN BLUE INK FOR THIS TO BE AN AUTHORIZED COPY FOR PERMITTING.

Anthony M. Austin
ANTHONY M. AUSTIN
Professional Engineer
No. 003355
STATE OF SOUTH CAROLINA

2 Tabby Road
Bluffton, SC

DATE	Jan 18, 2022
SCALE	SEE PLAN
JOB NO.	21686-0
SHEET	

S201

Page 20

HABITAT ARCHITECTURAL REVIEW BOARD

TABBY ROADS

BLUFFTON, SC

March 3, 2022

Ray and Deb Bruen
 Lot 3, 2 Tabby Shell Rd., Bluffton, South Carolina 29910

Dear Mr. & Mrs. Bruen,

This letter shall serve as approval with conditions for the home and a single-story garage as part of the planned single-family residence build on 2 Tabby Shell Road. Plans within the following file are the basis for this approval: Bruen Garage Proposed Changes.pdf

This approval is based upon the following items of clarification:

- It was noticed during review of this revision that the service court detail #8 utilized 1 ¼" x 1 ¼" PT pickets with 1" gaps. Per the Architectural guidelines, service yards are to be nearly 100% opaque. The amount of gap space in this detail currently does not meet this requirement. The service yard on the main house and on the north side of the revised garage need to be modified as to provide better screening for the utilities and trash can storage. It is permissible to HARB to do this change in the field as to not slow down the permitting process if you so choose. An acceptable example of a service yard design is shown in Figure 1.

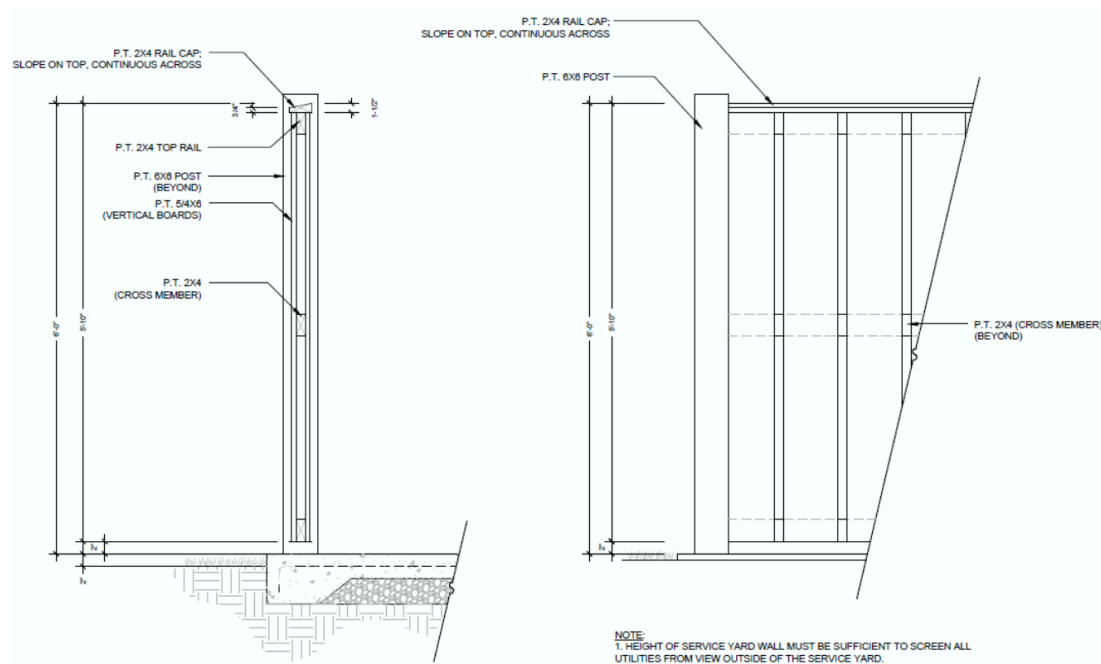


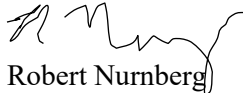
Figure 1. Service Yard Design Suggestion

ATTACHMENT 3

Section IX. Item #1.

I am sending a copy of this approval to the Town of Bluffton for their file. I trust this approval will be satisfactory for your needs. If you have any questions concerning any item contained herein, please contact us at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Nurnberg', with a stylized, flowing script.

Robert Nurnberg
On behalf of Tabby Roads HARB
Cc: Katie Peterson, Town of Bluffton



ATTACHMENT 4

PLAN REVIEW COMMENTS FOR COFA-12-22-017450

Section IX. Item #1.

Town of Bluffton
Department of Growth Management
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910
Telephone 843-706-4522
TABBY ROADS PHASE 1

Plan Type: Historic District **Apply Date:** 12/01/2022
Plan Status: Pending **Plan Address:** 2 Tabby Shell Road
BLUFFTON, SC 29910
Case Manager: Katie Peterson **Plan PIN #:** R610 039 000 1183 0000
Plan Description: New Construction of single story, unheated garage.
All trim/colors and details to match existing home under construction

Staff Review (HD)

Submission #: 1 Received: 12/02/2022 Completed: 12/20/2022

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	12/20/2022	Katie Peterson	Approved with Conditions

Comments:

- Doors are permitted to be wood, metal or metal clad. The Application lists the proposed door material as Fiberglass. The door material must be revised to a permitted material. (UDO 5.15.5.6.I.2.b.)
- Rough sawn wood, plywood and aluminum are not permitted materials for soffit or cornice detailing. The wall section proposes a plywood soffit. The soffit material must be revised to a permitted material. (UDO 5.15.6.P.10.)

Addressing Review	12/19/2022	Ryan Coleman	Approved
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Beaufort Jasper Water and Sewer Review	12/20/2022	James Clardy	Approved
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Comments:

- No comment.

HPRC Review	12/20/2022	Katie Peterson	Approved
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Comments:

No comment provided by reviewers.

Watershed Management Review	12/20/2022	William Baugher	Approved
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Comments:

- No comment.

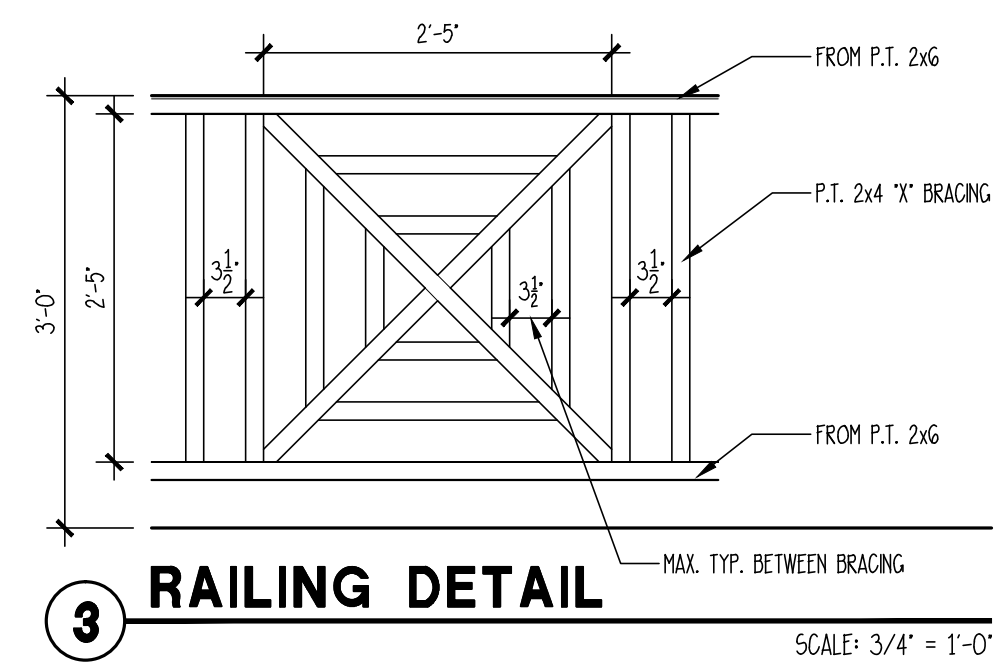
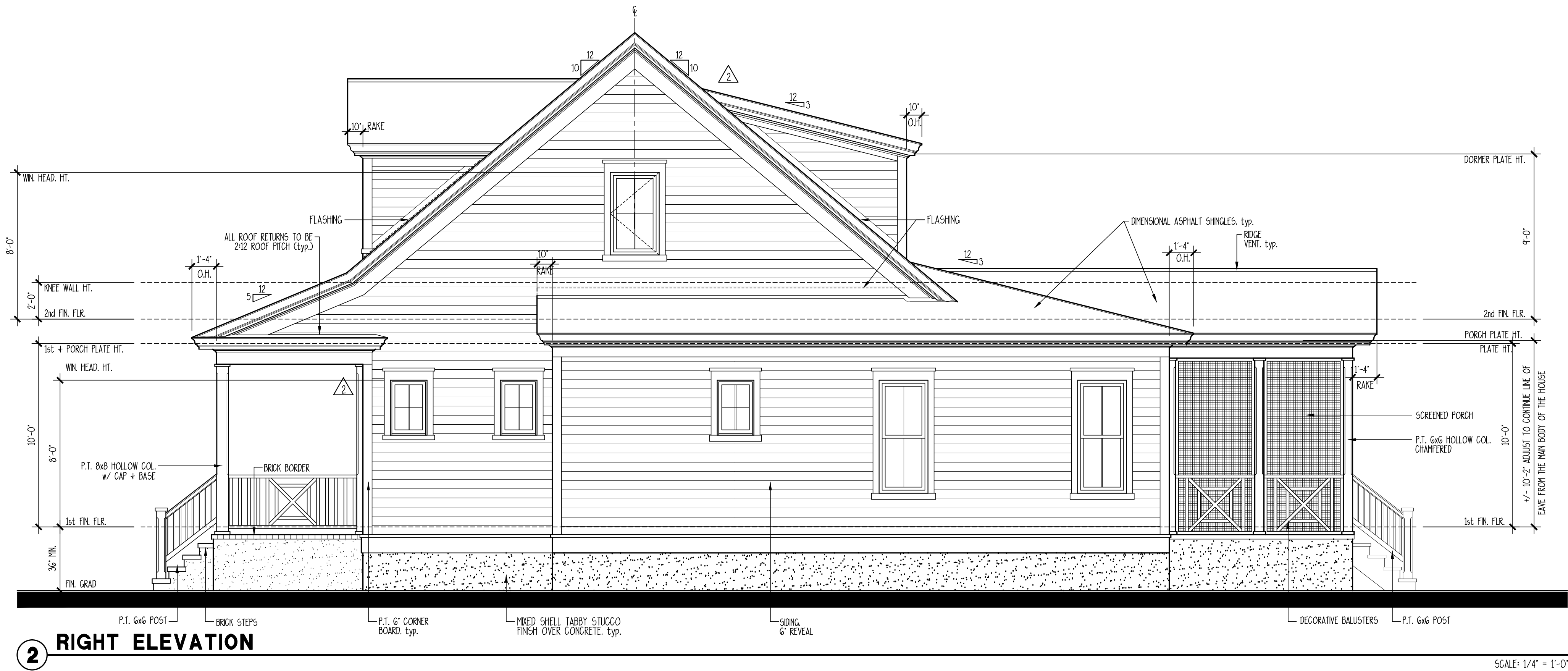
Transportation Department Review - HD	12/05/2022	Megan James	Approved
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Comments:

No comments

Plan Review Case Notes:

REVISIONS		
	REVISION 1	02/15/2022
	REVISION 2	03/16/2022
	REVISION 3	04/01/2022



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THIS PLAN HAS BEEN PROVIDED AS SET FOR PROFESSIONAL ENGINEERS AND ARCHITECTS. HOWEVER, BUILDING CODES AND ENVIRONMENTAL CONDITIONS VARY FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO REFORM THE FOLLOWING ANY HOME CONSTRUCTED FROM THIS PLAN.




- VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION
- VERIFY ALL NECESSARY PERMITS ARE OBTAINED PRIOR TO CONSTRUCTION
- VERIFY ALL NECESSARY ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS
- VERIFY ALL NECESSARY ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS
- VERIFY ALL NECESSARY ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS
- VERIFY ALL NECESSARY ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS

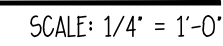
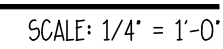
DATE:	02/15/2022
JOB NO.	21331
OWN. BY:	JW
DWG. NAME:	20220215-21331.dwg

3

RAMSEY -
VARIATION 21331

ARA
ALLISON RAMSEY
Architects, Inc. creating sustainable timeless design
1003 Charles St.
Beaufort SC, 29902
(843) 984-0559
www.allisonramseyarchitect.com

REVISIONS		
	REVISION 1	02/15/2022
	REVISION 2	03/16/2022
	REVISION 3	04/01/2022



RAMSEY - VARIATION 21331

ALLISON RAMSEY
Architects inc. creating sustainable timeless design
1003 Charles St.
Beaufort SC. 29902
(843) 986-0059
www.allisonramseyarchitect.com

- HELP ALL DESIGNERS TO MEET ALL PROFESSIONAL STANDARDS AND PRACTICES.
- HOWEVER, PLANNING IS AN INTEGRATED AND COORDINATED TASK FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE ENGINEER OF DESIGN TO PERFORM THE FOLLOWING BEFORE BEGINNING CONSTRUCTION: ADVISE DESIGNER'S ARCHITECTS, AND ASSURES NO VIOLATION FOR ANY TYPE CONSTRUCTION FROM THE FOLLOWING:
 - VERIFY ALL DESIGNERS FROM TO PROCEEDING WITH CONSTRUCTION
 - VERIFY COMPLIANCE WITH ALL LOCAL CODES
 - PLANS LOCATE LOCATIONS ON ALL ENGINEERING, ARCHITECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS.
 - PLACING A PLUMBING LOCATIONS ARE NOT INCLUDED THESE SHOULD BE OBTAINED FROM A LOCAL REPAIR CONTRACTOR OR ENGINEER TO ENSURE COMPLIANCE WITH LOCAL CODE.
 - AND THAT COMPLIANT IS BEST CAREFULLY FOR YOUR PARTICULAR REGION AND CONDITIONS.

DATE:	02/15/2022
JOB NO.	21331
DWN. BY:	JW
DWG. NAME:	20220215-21331.dwg

4



HISTORIC PRESERVATION COMMISSION

STAFF REPORT Department of Growth Management

MEETING DATE:	March 1, 2023
PROJECT:	37 Stock Farm Road – Single Family Residential Addition/Remodel
APPLICANT:	Pearce Scott Architects
PROJECT MANAGER:	Katie Peterson, AICP, Senior Planner

APPLICATION REQUEST: The Applicant, Pearce Scott Architects, on behalf of the Owners, Jon and Lisa Sulka, requests that the Historic Preservation Commission approve the following application:

1. **COFA-01-23-017579.** A Certificate of Appropriateness to allow the addition of a 64 SF roof over an existing porch on the existing residential structure located at 37 Stock Farm Road in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD.

INTRODUCTION: The existing single family residential structure, located at 37 Stock Farm Road, was built in approximately 1993. The two-story structure features a full-length two-story porch on the front elevation, a partial, covered rear porch and an attached Carriage House on the left elevation. The work, which is a portion of this application, is to put a roof over an existing stoop on the rear elevation. The proposed shed roof will tie into the existing roof, below the ridge so it will not be visible from the front elevation. The materials are proposed to match existing and will include asphalt shingles, pressure treated wood soffit, Hardie Siding.

This project was presented to the Historic Preservation Review Committee for conceptual review at the February 13, 2023 meeting and comments were provided to the Applicant (See Attachment 4).

HISTORIC PRESERVATION COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.E.2, the Historic Preservation 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.

It is important to note that the intent of Section 5.15 Old Town Bluffton Historic District of the Unified Development Ordinance (UDO) is that the Section be user

friendly and informative to the residents and the members of HPC and is not intended to discourage creativity or force the replication of historic models. Rather, it is to set forth a framework in which the diversity that has always characterized Bluffton can continue to grow. The Section also defines guidelines for design and materials similar to those used on structures within the Old Town, and it is the charge of the HPC to assess the interpretation of these guidelines as they pertain to applications using the established review criteria.

REVIEW CRITERIA & ANALYSIS: Town Staff and the Historic Preservation Commission are required to consider the criteria set forth in Section 3.18.3 of the UDO in assessing an application for a Certificate of Appropriateness – Historic District (HD). The applicable criteria are provided below followed by a Staff Finding(s) based upon review of the application submittals to date.

1. Section 3.18.3.B. Consistency with the principles set forth in the Old Town Master Plan.

- a. *Finding.* The application is consistent with the principles set forth in the Old Town Master Plan. The Old Town Master Plan states that, "The built environment, in particular the historic structures scattered throughout Old Town, should be protected, and enhanced. While it is of great importance to save and restore historic structures, it is just as important to add to the built environment in a way that makes Old Town more complete."

The Applicant proposes the addition of a roof over an existing porch on a single-family residential structure within the Old Town Bluffton Historic District, a locally and nationally designated historic district. The addition has been designed to be sympathetic to the architectural character of the neighboring historic structures, so if the conditions of item 2 of this Section are met, its addition to the architectural diorama will both protect the integrity of the existing historic structures and enhance the neighborhood by adding architectural variety.

- b. *Finding.* The Old Town Master Plan initiatives also include the adoption of a form-based code that included architectural standards for structures located within the Old Town Bluffton Historic District. These standards are included in Article 5 of the UDO. The construction proposed as part of this request will be in conformance with those standards if the conditions noted in item 2 of this Section are met.

2. Section 3.18.3.C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards.

- a. *Finding.* Town Staff finds that if the proposed addition is in conformance with applicable provisions provided in Article 5.

3. Section 3.18.3.D. Consistency with the nature and character of the surrounding area and consistency of the structure with the scale, form and building proportions of the surrounding neighborhood.

Finding. The addition reflects the character of the primary structure, surrounding area and is scaled appropriately.

4. Section 3.18.3.F. The historic, architectural, and aesthetic features of the structure including the extent to which its alteration or removal would be detrimental to the public interest.

Finding. The Applicant seeks approval for an addition to an existing structure in the Old Town Bluffton Historic District. The proposed plans are sympathetic in design to the neighboring historic and non-historic resources; therefore, the addition will have no adverse effect on the public interest.

5. Section 3.18.3.H. The application must comply with applicable requirements in the Applications Manual.

Finding. The Certificate of Appropriateness Application has been reviewed by Town Staff and has been determined to be complete.

STAFF RECOMMENDATION: It is the charge of the HPC 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.E.2. Town Staff finds the requirements of Section 3.18.3 of the Unified Development Ordinance have been met and recommends that the Historic Preservation Commission approve as submitted.

ATTACHMENTS:

1. Application
2. Site Plan & Elevations
3. Existing Conditions photos
4. HPRC Report

Attachment 1



TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS- OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION

Growth Management Customer

Section IX. Item #2.

20 Bridge Street
 Bluffton, SC 29910
 (843)706-4522

www.townofbluffton.sc.gov

applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Pearce Scott Architects		Name: John and Lisa Sulka	
Phone: 843.837.5700		Phone: 843.384.8462	
Mailing Address: 6 State of Mind Street, Ste. 200 Bluffton, SC 29910		Mailing Address: 37 Stock Farm Road	
E-mail: amanda@pscottarch.com		E-mail: lisa@carsonrealtysc.com	
Town Business License # (if applicable):			
Project Information (tax map info available at http://www.townofbluffton.us/gis/)			
Project Name: 37 Stock Farm Road		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Location: 37 Stock Farm Road		Amendment: <input type="checkbox"/>	
Zoning District: NC - HD		Application for:	
Acreage:		<input type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 000 201A 0000		<input checked="" type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation or Demolition	
Project Description: Add a roof to an existing 64 sf porch			
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: <i>LL Sulka</i>		Date: 2-15-2023	
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



Attachment 1

Section IX. Item #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. 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.	



Attachment 1

Section IX. Item #2.

TOWN OF BLUFFTON 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): Additional Building Type					
Building Setbacks	Front: 30	Rear: 20	Rt. Side: 20	Lt. Side: 20	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage		Proposed Square Footage	
Main Structure	Existing 435 sf first floor	1435 sf first floor		NA	
Ancillary	Existing 557 sf garage	557 sf garage			
Ancillary					
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			1922 sf Existing		
Impervious Drive, Walks & Paths					
Open/Covered Patios					
A.TOTAL IMPERVIOUS COVERAGE					
B.TOTAL SF OF LOT			36651.47 SF		
% COVERAGE OF LOT (A/B= %)			5%		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	match existing	Columns	Wood match existing		
Walls		Windows			
Roof	shingle match existing	Doors			
Chimney		Shutters			
Trim		Skirting/Underpinning	Wood match existing		
Water table		Cornice, Soffit, Frieze			
Corner board		Gutters			
Railings	wood match existing	Garage Doors			
Balusters	wood match existing	Green/Recycled Materials			
Handrails	wood match existing				

Last Updated: 4/8/2014



Attachment 1

Section IX. Item #2.

TOWN OF BLUFFTON 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 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.



Attachment 1

Section IX. Item #2.

TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT APPLICATION CHECKLIST

<input type="checkbox"/>	<input 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 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 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 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.

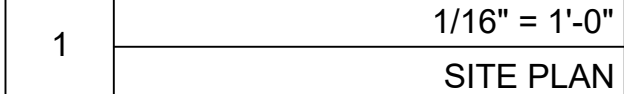
SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL ALL SUBMITTALS MUST BE COLLATED AND FOLDED TO 8-1/2" X 11"

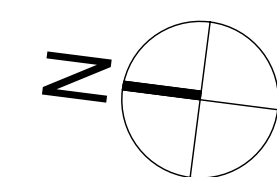
By signature below I certify that I have reviewed and provided the submittal items listed above. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).


Signature of Property Owner or Authorized Agent

2-15-2023
Date

John Surra
Printed Name

Page 34

[illegible]

© 2023 PEARCE SCOTT ARCHITECTS

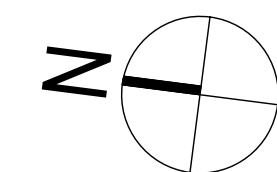
LISA & JOHN SULKA
LOT NO. 8, 37 STOCK FARM ROAD
STOCK FARM
BLUFFTON, SC 29910

6 STATE OF MIND ST
SUITE 200
BLUFFTON, SC 29910
843.837.5700

PROJECT NO.	2310
DATE	02.15.2023
DRAWN BY	AJD/TCW
CHECKED BY	AWB

SHEET NO.

24X36 PAPER SIZE



A. ALL MATERIALS & FINISHES TO MATCH
EXISTING CONDITIONS

B. RAILING ASSEMBLY TO MATCH
EXISTING CONDITIONS

BEFORE COMMENCING WORK, THE CONTRACTOR SHALL FILE ALL REQUIRED CERTIFICATES OF INSURANCE WITH THE DEPARTMENT OF BUILDINGS, OBTAIN ALL REQUIRED PERMITS, AND PAY ALL FEES REQUIRED BY BEAUFORT COUNTY. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS IN THE FIELD PRIOR TO COMMENCING WORK, AND SHALL REPORT ANY DISCREPANCIES BETWEEN DRAWINGS AND FIELD CONDITIONS TO THE ARCHITECT. THE CONTRACTOR IS NOT TO SCALE DRAWINGS OR DETAILS. ONLY WRITTEN MEASUREMENTS ARE TO BE USED. MINOR DETAILS NOT USUALLY SHOWN OR SPECIFIED, BUT NECESSARY FOR PROPER CONSTRUCTION OF ANY PART OF THE WORK SHALL BE INCLUDED AS IF THEY WERE INDICATED IN THE DRAWINGS. THE CONTRACTOR SHALL COORDINATE ALL WORK REQUIREMENTS WITH REQUIREMENTS OF LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL CONDITIONS AND MATERIALS WITHIN THE PROPOSED CONSTRUCTION AREA. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ADEQUATE SHORINGS AND BRACING FOR ALL STRUCTURAL OR REMOVAL TASKS. THE CONTRACTOR SHALL HAVE SOLE RESPONSIBILITY FOR ANY DAMAGE OR INJURIES CAUSED BY OR DURING THE EXECUTION OF THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HIS OWN WORK, AND SHALL PROVIDE ALL DIMENSIONS REQUIRED FOR OTHER CONTRACTORS (PLUMBING, ELECTRICAL, MECH). PLUMBING, MECHANICAL AND ELECTRICAL WORK SHALL BE PERFORMED BY PERSONS LICENSED IN THEIR TRADES, WHO SHALL ARRANGE FOR AND OBTAIN INSPECTIONS AND REQUIRED SIGN-OFFS. EACH CONTRACTOR SHALL DO CUTTING, PATCHING, REPAIRING AS REQUIRED TO BRING UP OF ALL WORK TO CONFORM TO THE DRAWINGS, AND ALL OTHER WORK THAT MAY BE REQUIRED TO COMPLETE THE JOB IN

DESCRIPTION / REVISION LOG	DATE	INITIAL
CONCEPTUAL HPC SUBMITTAL	01.17.23	AJD
FINAL HPC SUBMITTAL	02.15.23	AJD

			No.
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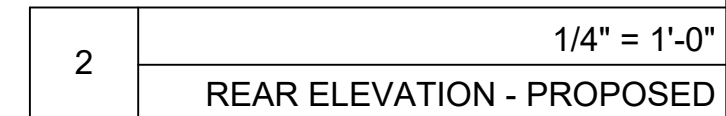
LISA & JOHN SULKA
LOT NO. 8, 37 STOCK FARM ROAD
STOCK FARM
BLUFFTON, SC 29910

6 STATE OF MIND ST
SUITE 200
BLUFFTON, SC 29910
843.837.5700

PROJECT NO.	2310
DATE	02.15.20
DRAWN BY	AJD/TCV
CHECKED BY	AWB

SHEET NO.

24X36 PAPER SIZE



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LISA & JOHN SULKA
LOT NO. 8, 37 STOCK FARM ROAD
STOCK FARM
BLUFFTON, SC 29910

6 STATE OF MIND ST
SUITE 200
BLUFFTON, SC 29910
843.837.5700

PROJECT NO.	2310
DATE	02.15.2022
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CHECKED BY	AWB

SHEET NO.
A201

24X36 PAPER SIZE



1 1/4" = 1'-0"
LEFT ELEVATION - EXISTING



2 1/4" = 1'-0"
LEFT ELEVATION - PROPOSED

DO NOT SCALE FROM DRAWINGS									
NO.	DESCRIPTION / REVISION LOG	DATE		INITIAL		NO.	DESCRIPTION / REVISION LOG	DATE	
		02.15.23	AJD	01.17.23	AJD			02.15.23	AJD
	FINAL HPC SUBMITTAL								
	CONCEPTUAL HPC SUBMITTAL								

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REMODEL FOR:
LISA & JOHN SULKA
LOT NO. 8, 37 STOCK FARM ROAD
STOCK FARM
BLUFFTON, SC 29910

PEARCE
SCOTT
ARCHITECTS

6 STATE OF MIND ST
SUITE 200
BLUFFTON, SC 29910
843.837.5700

NOT FOR CONSTRUCTION

PROJECT NO.	2310
DATE	02.15.2023
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CHECKED BY	AWB

EXTERIOR
ELEVATIONS

SHEET NO.
A202

24X36 PAPER SIZE

DO NOT SCALE FROM DRAWINGS						
					AJD	INITIAL
					02.15.23	DATE
					01.17.23	DATE
				FINAL HPC SUBMITTAL		
				CONCEPTUAL HPC SUBMITTAL		
				DESCRIPTION / REVISION LOG		
				NO.		

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REMODEL FOR:
LISA & JOHN SULKA
LOT NO. 8, 37 STOCK FARM ROAD
STOCK FARM
BLUFFTON, SC 29910

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SCOTT
ARCHITECTS

6 STATE OF MIND ST
SUITE 200
BLUFFTON, SC 29910
843.837.5700

NOT FOR CONSTRUCTION

PROJECT NO.	2310
DATE	02.15.2023
DRAWN BY	AJD/TCW
CHECKED BY	AWB

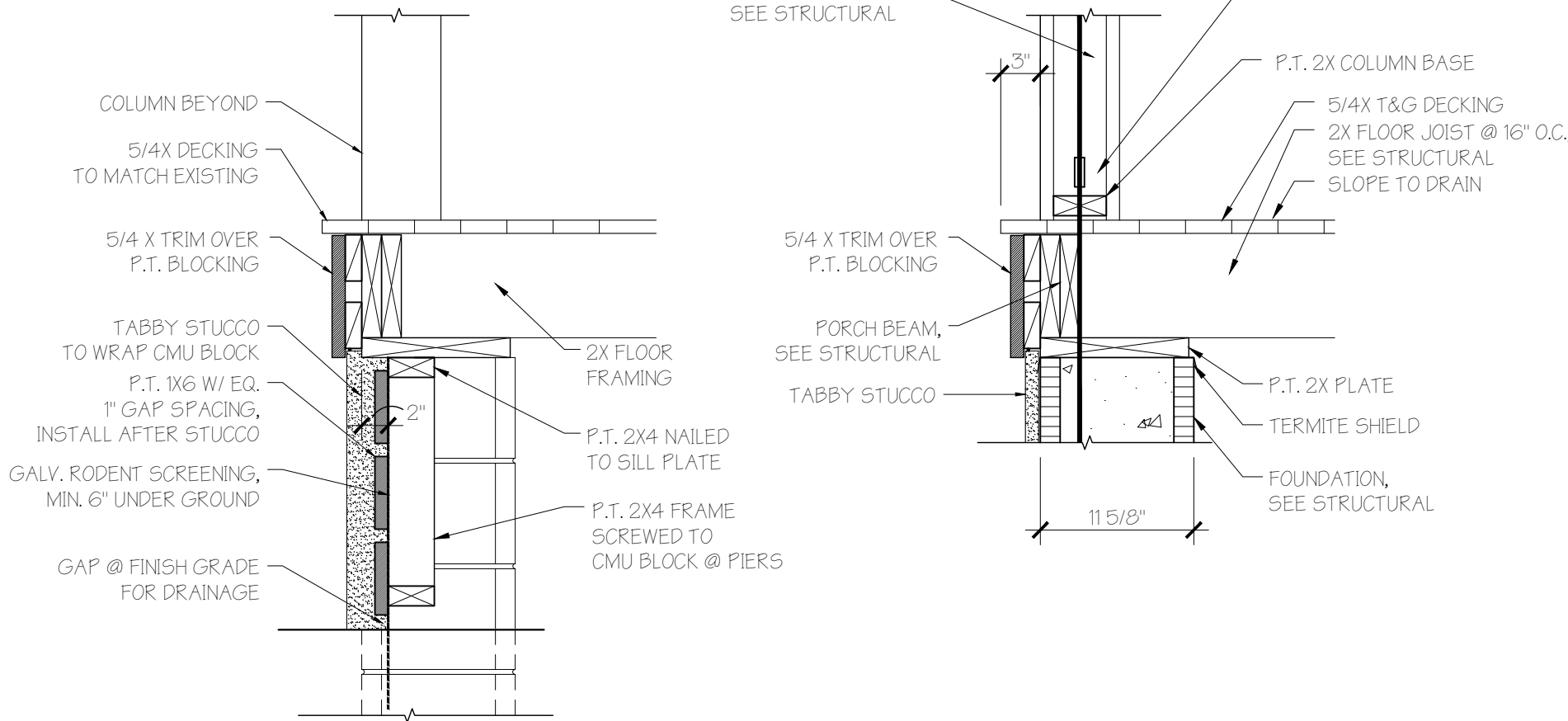
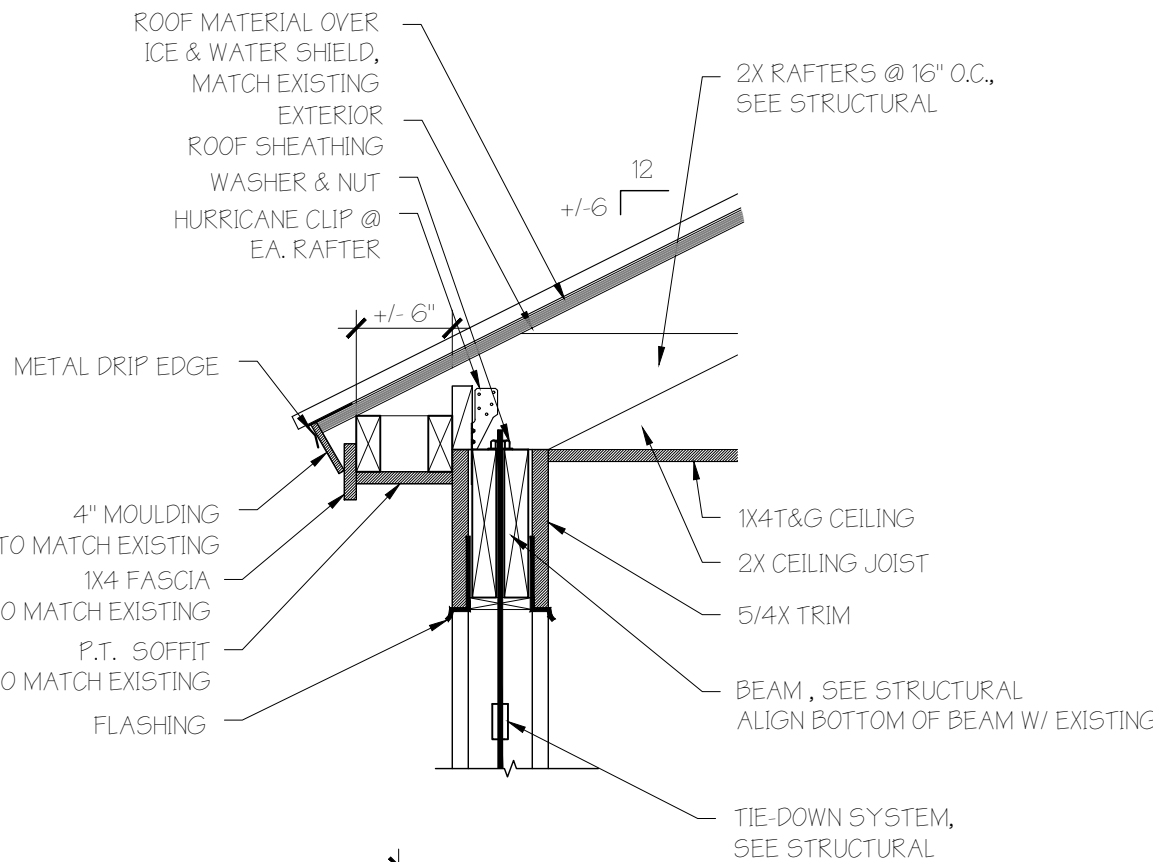
DETAILS &
SECTIONS

SHEET NO.

A301

24X36 PAPER SIZE

NOTE: ALIGN NEW ROOF W/
EXISTING ROOF,
MATCH EXISTING SLOPE,
SOFFIT AND TRIM
MATERIALS



1	1/4" = 1'-0" PORCH SECTION
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Sulka Residence
37 Stock Farm Road - Bluffton
 Roof Addition - 01.18.2023



Site Photos:
 Existing Conditions @ Rear of House



HPRC Comments for COFA-01-23-017579, 37 Stock Farm Road

Comments in the standard format will be provided at the HPRC Meeting, however, due to the EnerGov system being down at time of publish, comments are being provided at time below.

Watershed Management: No comment

Building Safety: No Comments at this stage. Building Permit will be required.

Transportation: No comment.

Growth Management: At time of final submittal, a section through the wall will be required per the Applications Manual.

HPRC Members: No comment.

BJWSA: No comment.

Addressing: No comment.

HISTORIC PRESERVATION COMMISSION

STAFF REPORT
Growth Management Department



MEETING DATE:	March 1, 2023
PROJECT:	Discussion Regarding Potential Amendments to the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance Related to Contributing Resources and Architectural Standards in Old Town Bluffton Historic District
PROJECT MANAGER:	Charlotte Moore, AICP Principal Planner

REQUEST: Discussion to seek input regarding potential amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance (UDO) relating to contributing resources and architectural standards in Old Town Bluffton Historic District.

For UDO amendments, the HPC serves in an informal advisory capacity to the Planning Commission and Town Council. As such, no votes will be taken on these amendments.

BACKGROUND: From time to time, amendments to the UDO are necessary to address insufficient procedural processes and standards that are lacking or that may allow development that is inconsistent with Old Town Bluffton’s traditional development.

Procedurally, amendments are proposed to provide for a process to remove the “contributing” status for a contributing resource to the Old Town Bluffton Historic District. Additionally, amendments are proposed to provide processes to potentially relocate and demolish contributing and non-contributing structures within the district.

Amendments are also proposed to revise front build-to zones for certain building types on the Neighborhood Center-HD and Neighborhood Core-HD districts, to add or update definitions, and correct typos. In addition, changes to standards for gardens structures, sheds and carriage houses are proposed. Presently, the UDO is silent regarding accessory structures that are between 121 square feet and 249 square feet. Any accessory structure less than 121 square feet is a “garden structure,” and any accessory structure greater than 249 square feet is a “carriage house” building type (which could be a stand-alone accessory dwelling, garage, or combination thereof). The amendments are proposed to close this gap, including providing necessary definitions. Amendments to the Carriage House building type are also proposed to update the characteristics of this building type. Staff may continue work on amendments and will present any updates at the meeting.

SUMMARY: Town Staff is presenting this item for discussion only. Input from the Historic Preservation Commission will help to inform the recommendation to the Planning Commission by Town Staff.

ATTACHMENTS:

1. Attch 1: Sec. 3.25 Contributing Resource Process
2. Attch 2: Sec. 3.18 COFA-HD Process
3. Attch 3: Miscellaneous Amendments
4. Attch 4: Accessory Structures
5. Attch 5: Guidelines Example

Sec. 3.25 DESIGNATION OF CONTRIBUTING RESOURCES

Purpose: To provide a formal process to remove the “contributing” status of resources that contribute to the Old Town Bluffton Historic District. These amendments also propose to remove the requirement for written consent of a property owner to designate or delist a contributing resource; written permission of the property owner will be on the application.

3.25 Designation and Delisting of Contributing Resources**3.25.1 Intent**

This Section is intended to provide procedures and criteria to facilitate designation and delisting of Contributing Resources within Old Town Bluffton Historic District.

3.25.2 Applicability

Applications to designate or delist a Contributing Resources to or from the Old Town Bluffton Historic District may be initiated by the property owner, UDO Administrator, Historic Preservation Commission or Town Council. ~~When the applicant is not the property owner, written consent of the property owner is required at time of application.~~

3.25.3 Application Review Criteria to Designate a Contributing Resource or Resource of Exceptional Importance

- A. Except as provided elsewhere in this Section, any Contributing Resource ~~resource~~ that is at least 50 years old and retains integrity of location, design, setting, materials, workmanship, feeling, and association may be considered for a Contributing Resource designation by Town Council upon a recommendation of the Historic Preservation Commission. At least one of the following criteria must be present:
1. The resource is associated with events that have made a significant contribution to the broad patterns of our history;
 2. The resource is associated with the lives of persons significant in our past;
 3. The resource embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction; or
 4. The resource has yielded, or is likely to yield, information important in prehistory or history.

B. Resources of Exceptional Importance

Resources of Exceptional Importance. Any resource that is less than 50 years old may be designated as a Contributing Resource by Town Council, upon a recommendation of the Historic Preservation Commission, if the resource is of 'exceptional importance.' In consideration of the designation, the Historic Preservation Commission and Town Council shall consider the following:

1. Significance of the resource in history, architecture, archeology, engineering, or culture when evaluated within the historic context of the Town, State or Nation;
2. Integrity of location, design, setting, materials, workmanship, feeling and association of the resource, as applicable; and,
3. Compliance with Criterion G, as provided in the National Register Bulletin: How to Apply the National Register Criteria for Evaluation, as amended.

C. The application must comply with applicable requirements in the Applications Manual.

3.25.4 ~~Effect of Approval~~ Application Review Criteria to Delist a Contributing Resource

~~Upon designation, Town Council shall amend the 'Contributing Resources' map to include the approved Contributing Resource.~~

~~Any Contributing Resource that has ceased to meet the criteria for designation because the qualities which caused it to be originally designated have been lost or destroyed, or the designation criteria in Sec. 3.25.3.A no longer applies, may be considered for delisting by Town Council upon a recommendation of the Historic Preservation Commission. The application must comply with applicable requirements in the Applications Manual.~~

3.25.5 Effect of Approval

Upon designation or delisting, Town Council shall amend the 'Contributing Resources' map to include the approved Contributing Resource or remove the delisted Contributing Resource, as applicable.

3.18 Certificate of Appropriateness – Historic District (HD)

Purpose: The amendments to this section include providing a process for relocation of contributing and non-contributing structures, a refined process for demolition of contributing and non-contributing structures, and better protection of contributing resources in portion of Old Town that is within the Bluffton National Register Historic District. As this section has extensive reformatting and revisions, a “clean” version is provided. The existing Sec. 3.18 is provided as an attachment for reference. Guidelines for relocation and demolition will be developed concurrently with these amendments for adoption by Town Council by resolution. The guidelines will include information, such as building and site documentation requirements, and other policy requirements that are best separated from the ordinance. An example of such guidelines, from Chapel Hill, North Carolina, is provided as an attachment.

3.18.1 Intent

This Section provides procedures and criteria to facilitate the review of Certificates of Appropriateness – Historic District (HD) for the new construction, alteration, relocation, or demolition of certain structures within the Old Town Bluffton Historic District.

3.18.2 Applicability

- A. The Historic Preservation Commission shall review applications for a Certificate of Appropriateness-HD for the activities described in this Section and that are not otherwise able to be reviewed through a Site Feature-Historic District Permit.

Except for the replacement, relocation or demolition of an existing manufactured home, no structure located within Old Town Bluffton Historic District can be constructed, altered, relocated, or demolished, in whole or in part, without an approved Certificate of Appropriateness-HD.
- B. Any application for a Public Project located in Old Town Bluffton Historic District shall be reviewed “for comment only” by the Historic Preservation Commission using the criteria in this Section. The UDO Administrator will maintain approval authority and may consider the comments of the Historic Preservation Commission. The application shall not require a Certificate of Appropriateness-HD to proceed.

3.18.3 Review Criteria for New Construction and Alterations

- A. To maintain the special character of Old Town Bluffton Historic District, new construction and alterations shall be consistent with the standards, criteria and guidelines developed for the district. The Historic Preservation Commission shall consider the following criteria in assessing an application for a Certificate of Appropriateness-HD for new construction and alterations:
 - 1. The application must be in conformance with the approved Final Development Plan, Subdivision Plan, and any other agreements or plans that are applicable;
 - 2. Conformance with applicable provisions in Article 5, Design Standards;
 - 3. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*; and,
 - 4. Compliance with applicable requirements in the Applications Manual.

In addition to 1-4 above, alterations to a Contributing Resource shall also comply with the below criteria:

- 5. Consistency with the *U.S. Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures*; and,
 - 6. Preservation of historic and architectural features to maintain the resource as a Contributing Resource to the Old Town Bluffton Historic District. Additions shall not destroy cultural, historical, architectural materials that characterize the Contributing Resource. New work shall be differentiated from the old and shall be compatible with the size, scale, material and character of the property and surroundings. New additions shall be undertaken in such a manner that, if such additions were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
- B. In addition to Sec. 3.18.3.A., within and adjacent to the Bluffton National Register Historic District, a compatible visual relationship between new construction or alterations and existing Contributing Resources, streetscapes and open spaces must be demonstrated. A compatible visual relationship must be generally of a similar structural mass, scale, form, height, proportion, directional expression of the principal elevation and rhythm of spacing, as applicable.
- C. For any Contributing Resource that has been approved for relocation by the Historic Preservation Commission, and in addition the requirements of Sec. 3.18.3.A-B, the relocated structure should be sited as close to the original site as possible, in a setting similar to its historic lot coverage, building orientation and setback from the street, and the new foundation should match the original foundation in height, design, and materials.

3.18.4 Review Criteria for Relocation of Structures

- A. **Review Criteria for Relocation**
- 1. **Non-contributing Structures**
The relocation of non-contributing structures within Old Town Bluffton Historic District shall be reviewed as new construction applying the criteria in Sec. 3.18.3.
 - 2. **Contributing Structures**
The relocation of any structure that is a Contributing Resource is detrimental to the integrity of Old Town Bluffton Historic District and, where applicable, the Bluffton National Register Historic District, as significance of the resource is embodied in location, context, and setting, as well as the resource itself. Relocation of a Contributing Resource may destroy the relationship between the resource and its surroundings, associations with historic events and persons, historic features (such as landscaping, foundation, chimneys), and known or potential archaeological resources. Relocation may also create a false sense of historic development. For these reasons, relocation of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as contributing to the Old Town Bluffton Historic District on June 19, 2007 should not be permitted except in extraordinary circumstances and

when all on-site preservation alternatives have been exhausted. The below criteria shall be applied to assess the appropriateness of relocating a Contributing Resource:

- a. The construction date, history of ownership, development, use(s), and other pertinent history of the Contributing Resource, and the reason for the request;
- b. An explanation of all on-site alternatives that were explored and why they are not feasible;
- c. Clear and convincing evidence that relocation is necessary to alleviate a threat to public health or public safety;
- d. If there is no threat to public health or public safety, evidence that one or more extraordinary circumstances exists to support relocation;
- e. Information regarding the proposed relocation site and its proximity to the original site and how the relocation site will approximate the historic character and development of the original site; and,
- f. A structural engineering report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation as to the structural soundness of the Contributing Resource and its ability to be relocated intact without irreparable harm, supported by findings. If the structural engineering report finds that intact relocation is not possible, findings shall also be provided for relocation by partial or complete disassembly of the Contributing Resource for reassembly in another location without irreparable loss of integrity.

B. Review Process for Relocation

- 1. The proposed relocation shall be reviewed applying the applicable criteria in Section 3.18.4.A.
- 2. If the Historic Preservation Commission approves relocation of a Contributing Resource, an approved Certificate of Appropriateness-HD and, when applicable, an approved Final Development Plan, for the receiving site must be obtained before the Contributing Resource can be relocated.
- 3. The process for relocating and documenting a Contributing Resource to be relocated shall comply with relocation guidelines approved by Town Council.

3.18.5 Review Criteria for Demolition

A. Review Criteria for Demolition

1. Non-contributing Structures

The below criteria shall be applied to assess an application to demolish any structure in Old Town Bluffton Historic District that is not designated a Contributing Resource:

- a. The construction date, history of ownership, development, use(s), and the reason for the request;
- b. Compliance with all applicable requirements in the Applications Manual.

2. Contributing Structures

The demolition of any structure that is a Contributing Resource, either in whole or in part, is detrimental to the integrity and status of Old Town Bluffton Historic District and, where applicable, the Bluffton National Register Historic District, as significance of these districts is embodied by their contributing resources. Demolition of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as contributing to the Old Town Bluffton Historic District on June 19, 2007, should not be permitted except in extraordinary circumstances and when all preservation alternatives have been exhausted. The below criteria shall be applied to assess the appropriateness of demolishing a Contributing Resource, either in whole or in part:

- a. The construction date, history of ownership, development, use(s), and other pertinent history of the Contributing Resource, and the reason for the request;
- b. A structural engineering report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation as to the structural soundness of the Contributing Resource supported by findings, including clear and convincing evidence that demolition is necessary, in whole or in part, to alleviate a threat to public health or public safety;
- c. Evidence that demolition is required to avoid exceptional practical difficulty or undue hardship upon the owner of the property and that no other reasonable alternatives to demolition exist, including but not limited to relocation.
- d. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*; and,
- e. Compliance with all applicable requirements in the Applications Manual.

B. Delay of Decision Regarding Demolition

In considering the criteria for demolition, the Historic Preservation Commission may find that the preservation and protection of the Contributing Resource and the public interest will best be served by postponing a decision for a designated period not to exceed 180 days. During the period of postponement, the Historic Preservation Commission shall consider what alternatives to demolition may exist. Consideration by the Historic Preservation Commission shall include:

1. Alternatives for preservation of the structure, either in whole or in part, including consultation with civic groups, interested private citizens, and other boards or agencies (both public and private); and,
2. If other alternatives for preservation cannot be identified, including relocation, and the preservation of the Contributing Resource is clearly in the interest of the general welfare of the community, investigation of the potential of the Town to acquire the property.

The Historic Preservation Commission shall make a recommendation to Town Council regarding the application for demolition, which may include reasonable and additional conditions as will mitigate the possible loss of Historic Integrity.

C. Review Process for Demolition

1. The proposed demolition shall be reviewed applying the applicable criteria in Section 3.18.5.A.
2. In granting a Certificate of Appropriateness-HD for demolition, the Historic Preservation Commission may impose such reasonable and additional conditions, which may include disassembly of historic building components for re-use.
3. If the Historic Preservation Commission approves demolition of a Contributing Resource, an approved Certificate of Appropriateness-HD and, when applicable, an approved Final Development Plan, for the affected site must be obtained before the Contributing Resource can be demolished.
4. The process for demolishing a Contributing Resource, including documentation to be provided, shall comply with demolition guidelines approved by Town Council.

3.18.5 Effect Expiration of Approvals

Approval of a Certificate of Appropriateness-HD shall expire two years from the date of approval unless an appreciable amount of improvement or development commences, as determined by the UDO Administrator, and proceeds to completion in a timely and customary manner in accordance with the Certificate of Appropriateness HD.

3.18.6 Amendments to Approvals

- A. An Applicant who has been granted a Certificate of Appropriateness HD shall notify the UDO Administrator of any proposed amendments to approved plans.
- B. Changes may be approved by the UDO Administrator if the proposed revision complies with the standards of this Ordinance and does not substantially alter the approval by the Historic Preservation Commission.
- C. If the UDO Administrator determines that the requested modification to the approved plans substantially deviates from the approval by the Historic Preservation Commission in accordance with the Certificate of Appropriateness HD, a new application shall be submitted.

Sec. 5.15 MISCELLANEOUS OLD TOWN BLUFFTON HISTORIC DISTRICT

Purpose: The following are miscellaneous amendments related to Old Town Bluffton Historic District.

Sec. 5.15.5.A. Neighborhood Core Historic District, Building Type Requirements, Front Build-to Zone

Purpose: To change the Additional Building Type front build-to zone to be consistent with the Additional Building Type in the Neighborhood Center-HD. Additionally, adjustments to the front build-to zone for other building types is proposed for greater consistency with the traditional development pattern of Old Town. The proposed changes would not affect developments where the front build-to zone has been previously approved.

Neighborhood Core Building Type Requirements	Front Build-to Zone
Main Street Building	0' – 10' <u>10' – 20'</u>
Commercial Cottage	5' – 15' <u>10' – 15'</u>
Live-Work Sideyard	0' – 5' <u>10' – 15'</u>
Duplex	5' – 15' <u>10' – 15'</u>
Triplex	5' – 15' <u>10' – 15'</u>
Mansion Apartment House	5' – 15' <u>10' – 25'</u>
Civic Building	5' – 25' <u>10' – 25'</u>
Additional Building Type	0' – 25' <u>10' – 25'</u>

Sec. 5.15.5.B. Neighborhood Center Historic District, Building Type Requirements, Front Build-to Zone

Purpose: The Live-Work Sideyard building type is the only building type in the Neighborhood Center district that allows buildings to be constructed on the property line, which can create an inconsistent placement of buildings in this area of Old Town. Additionally, adjustments to the front build-to zone for other building types is proposed for greater consistency with the traditional development pattern of Old Town. The proposed changes would not affect developments where the front build-to zone has been previously approved.

Neighborhood Center Building Type Requirements	Front Build-to Zone
Main Street Building	10' – 25'
Commercial Cottage	5' – 20' <u>10' – 20'</u>
Live-Work Sideyard	0' – 5' <u>5' – 10'</u>
Duplex	5' – 15' <u>10' – 15'</u>
Triplex	5' – 15' <u>10' – 15'</u>
Mansion Apartment House	5' – 15' <u>10' – 25'</u>
Cottage	5' – 15' <u>10' – 15'</u>
Village House	5' – 15' <u>10' – 15'</u>
Sideyard House	5' – 10' <u>10' – 15'</u>
Vernacular House	10' – 20'
Civic Building	5' – 25' <u>10' – 25'</u>
Additional Building Type	10' – 25'

Sec. 5.15.5.E. General Standards, Riverfront Edge Historic District

Purpose: The Town uses Zoning District instead of Transect Zones

In the Riverfront Edge ~~Transect Zone-HD district~~, the river shall be the focus of each lot abutting it and therefore acts as the “front” of the lot.

Sec. 5.15.5.F.11. Old Town Bluffton Historic District, General Standards, Large Footprint Buildings

Purpose: This section is no longer needed as the UDO was amended in 2021 to limit building square footage in the NC-HD District to 8,000 square feet (with a maximum footprint of 3,500 square feet and minimum-maximum height of 2-3 stories).

~~11. Large Footprint Buildings~~

- ~~a. Large footprint buildings can only be located in the Neighborhood Core Historic District Zoning District.~~
- ~~b. Buildings may be one story in height, but shall be at least 24 feet in height. This may be accomplished with Liner Buildings or higher ceiling heights and/ or parapets.~~
- ~~c. To encourage use by pedestrians and decrease the need for solely auto-oriented patronage, Large Footprint Buildings must reinforce the character of the Old Town Bluffton Historic District and shall therefore front the buildings to the sidewalks, providing windows and doors at frequent intervals. Operable doorways should occur on an average of every 50 feet for the whole length of the street frontage.~~
- ~~d. Building footprints shall not be larger than a single block. Floor area of buildings shall not cantilever over public rights-of-way.~~
- ~~e. Loading docks, service areas and trash disposal facilities shall not face streets, parks, squares, waterways, or significant pedestrian spaces.~~

Sec. 5.15.6.E.8.b., Chimneys, Roof Appurtenances, and Roof Penetrations

Purpose: Format issue—move standard “b” to correct location (appears under “Chimneys Precedent Imagery”)

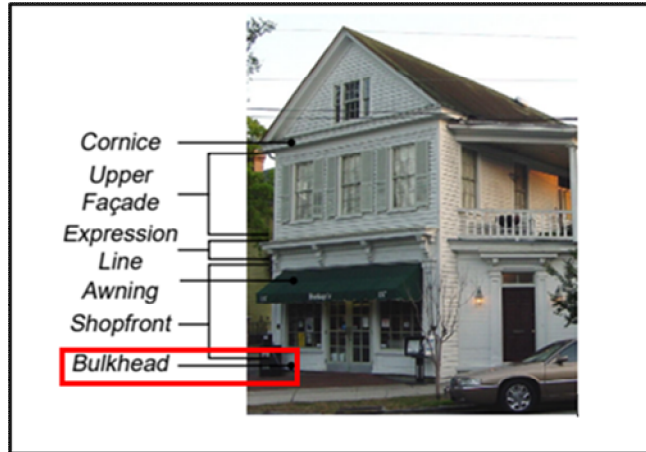
Sec. 5.15.6.E.8.d., Chimneys, Roof Appurtenances, and Roof Penetrations

Purpose: To allow metal spark arrestors, exposed metal flues and pre-fabricated chimney caps with a provision that they must be screened by an architectural feature.

- d. In keeping with masonry building technology, metal spark arrestors, exposed metal flues, ~~or~~ and pre-fabricated chimney caps are ~~not~~ permitted only when concealed within a masonry architectural feature.

Sec. 5.15.6.G. OTBHD, Architectural Standards, Building Walls

Purpose: Remove the word “bulkhead” from the following photograph as it is not a term used in the UDO.



Sec. 5.15.6.N.7.a. OTBHD, Architectural Standards, General Standards, Corners and Water Tables, Water Table Trim

Purpose: To insert the word "trim."

- a. Drip boards shall be a minimum 5/4 stock with a bevel (any exposed flashing must be copper or match color of water table trim);

Table 5.15.6.Q.4.a. OTBHD, Architectural Standards, Signs

Purpose: To correct the reference to the road designation.

S.R. SC 46 / Bruin Road Square Footage & Height (Maximum)

Sec. 9.2 Definitions and Interpretation, Defined Terms - Basement

Purpose: To provide clarity as to the building space that constitutes a basement, as well as a measurement to determine when basement space is a building story.

Basement: ~~That portion of a building having its floor sub-grade (below ground level) on all sides. That~~ portion of a floor of a building which is one-half or more below the average grade of the ground level adjoining the building shall constitute a basement; provided, however, that if the height from the average grade level to the lowest portion of the floor beam joists are greater than three (3) feet, such basement shall be considered a story.

Sec. 9.2 Definitions and Interpretation, Defined Terms - Raised Basement

Purpose: Proposed to be eliminated to avoid redundancy with the term "basement," which already exists and is proposed to be revised.

~~**Raised Basement:** A ground story that has the appearance of a raised foundation and is used primarily as a garage or storage area.~~

Sec. 9.2 Definitions and Interpretation, Defined Terms - Building

Purpose: To remove the sentence that indicates that areas within a building separated by a firewall will be treated as separate buildings. The reason for this requirement is unclear. Additionally, it is suggested that the definition be revised to indicate that a building is a structure with a roof that is intended for shelter or occupancy.

Building: ~~Any structure used or intended for supporting or sheltering any use or occupancy. Each portion of a building separated from other portions by a firewall shall be considered as a separate building.~~ Any structure with a roof supported by columns or walls and used or intended for the shelter, housing or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

Sec. 9.2 Definitions and Interpretation, Defined Terms – Historic Integrity (New Term)

Purpose: As this term is proposed to be used in the revised Sec. 3.18 (Certificate of Appropriateness – HD), there could be varying interpretations without a definition.

Historic Integrity: The ability of a property to convey its historical associations or attributes through seven aspects that include location, setting, design, materials, workmanship, feeling and association. The National Register Bulletin “How to Apply the National Register Criteria for Evaluation” produced by the National Park Service shall serve as the reference document for interpretation of these aspects.

Sec. 9.2 Definitions and Interpretation, Defined Terms – Principal Building

Purpose: To include that garden structures and sheds are accessory buildings.

Building, Principal: The building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal buildings, but storage buildings, Garden Structures, Sheds, garages, and other buildings containing clearly accessory uses shall not be considered principal buildings.

Sec. 9.2 Definitions and Interpretation, Defined Terms – Stucco (New Term)

Purpose: Requested by the Historic Preservation Commission to avoid ambiguity in absence of an undefined term.

Stucco: A coarse plaster composed of Portland or masonry cement, sand and hydrated lime, mixed with water and applied to form a hard covering.

Sec. 9.3.E. Interpretation of Dimensional Standards, Story

Purpose: To add a provision to clarify when a basement is considered a story.

E. Story: Where building height is expressed as a “stor(ies),” the interpretation in this section shall apply, unless otherwise required by this Ordinance. Please see Figure 9-1, Building Height. “Story” shall be interpreted as follows:

1-5 [No Change.]

GARDEN STRUCTURES, SHEDS & ACCESSORY STRUCTURES**Amendments to Sections 3.19 (Site Feature – HD Permit), 5.15 (Old Town Bluffton) & 9.2 (Defined Terms)**

Purpose: Presently, the UDO is silent regarding accessory structures that are between 121 square feet and 249 square feet. Any accessory structure less than 121 square feet is a “garden structure,” and any accessory structure greater than 249 square feet is a “carriage house” building type (which could be a stand-alone accessory dwelling, garage or combination thereof). The following amendments are proposed to close this gap, including providing necessary definitions. Amendments to the Carriage House building type are also proposed to update the characteristics of this building type.

Sec. 9.2 Definitions and Interpretation, Defined Terms - Structure, Accessory (New Term)

Purpose: “Accessory Structure” would be a new term. As there are numerous references to “Accessory Structure” throughout the Unified Development Ordinance, a definition will clarify what is meant by “accessory.” The definition for “Structure” already exists in the UDO.

Structure, Accessory: A Structure that is clearly incidental and compatible with the Principal Building or Use located on the same lot, including carriage houses, Sheds and Garden Structures. Accessory Structures shall comply with applicable architectural standards of this Ordinance.

Sec. 9.2 Definitions and Interpretation, Defined Terms - Garden Structure (New Term)

Purpose: This would be a new term to provide a catch-all term for unenclosed structures within Old Town Bluffton Historic District regardless of size.

Structure, Garden: Any unenclosed Accessory Structure, including but not limited to fences, walls, pergolas, gazebos, decks and patios. Garden structures shall comply with all applicable architectural standards of this Ordinance.

Sec. 5.15.5.F.7. OTBHD, General Standards, Garden Structures

Purpose: The term “garden structure” presently appears as a general standard and would be more appropriate as a definition. As a definition for “Garden Structure” is proposed, retention of this section would be redundant and is proposed to be eliminated.

~~7. **Garden Structures.** Garden structures are small accessory buildings which may contain storage space, trash receptacles, or other garden uses. Structures such as sheds, fences, pergolas, and gazebos are considered to be garden structures. Garden structures shall not be greater than 120 square feet in footprint, shall not exceed 1 story in height, and must comply with the architectural standards.~~

Sec. 9.2 Definitions and Interpretation, Defined Terms - Shed (New Term)

Purpose: For the purpose of identifying the applicable review process in Old Town Bluffton Historic District (COFA-HD or COFA-Site Permit), the term “Shed” is proposed to distinguish buildings that are 120 square feet or less from larger accessory buildings. Sheds would be reviewed through the Site Feature Permit – Historic District process; larger buildings would be reviewed through the Certificate of Appropriateness – Historic District process.

Shed: A one-story detached Accessory Structure that is less than 120 square feet. Such structures shall not be used as a Dwelling Unit, or for commercial purposes with the exception of storage. No more than three (3) sheds are permitted per lot.

Related Sections to be Amended to Support the Above Amendments**3.19.2 Site Feature – Historic District Permit, Applicability**

Purpose: To include the addition of Sheds.



A. Permit Required. A Site Feature - Historic District (HD) Permit is required for the following:

1. Sign, to include new signs, modifications to existing signs, or replacement of existing signs. Certain signs, as indicated in Sec. 5.13.3, are exempt from the Site-Feature-Historic District (HD) Permit requirement.
2. Modifications or improvements to site elements such as changes to parking lots, sidewalks, landscaping, and lighting;
3. Garden Structures **and Sheds**; as specified in Sec. 5.15.5;

5.15.5.A-E. General Standards

Purpose: For the five Old Town Bluffton zoning districts, NC-HD, NCE-HD, NG-HD, NCV-HD and RV-HD, the Carriage House building type text is proposed to reference the Carriage House Building type in Sec. 5.15.8.F. so that Carriage House standards are in one location.

[Right: Example graphic to show where change is proposed. See next page for proposed amendments.]

A. Neighborhood Core Historic District (NC-HD)						
		The red lines indicate the locations of required shopfront buildings (Main Street Building, Commercial Cottage, or Live-Work Sideyard). In addition to shopfront buildings, civic structures are allowed within these areas.				
		NC-HD Regulating Plan				
Front Build to Zone	Lot Width	Frontage Requirement	Rear Setback (from rear lot line)	Side Setback (from side property line)	Height (in feet)	
Neighborhood Core Building Type Requirements:						
Main Street Building	0'-10'	50'-100'	70% - 90%	25'	5'	2-3
Commercial Cottage	5'-15'	50'-75'	40% - 70%	25'	8'	1-1.5
Live-Work Sideyard	0'-5'	50'-65'	50% - 75%	25'	5'	2-2.5
Duplex	5'-15'	55'-70'	N/A	25'	5'	2-3
Triplex	5'-15'	70'-100'	N/A	25'	5'	2-3
Mansion Apartment House	5'-15'	60'-80'	N/A	25'	5'	2-2.5
Civic Building	5'-25'	N/A	N/A	N/A	5'	2.5
Carriage House	5'-25'	N/A	N/A	5'	5'	1-2
Additional Building Types						
As approved by the UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of the Ordinance, additional building types may be allowed in the Neighborhood Core-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements:						
0'-25'	50'-100'		to be determined by UDO Admin.	25'	5'	2-3

5.15.5.A. Neighborhood Core Historic District

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure see 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.5.B. Neighborhood Center Historic District

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.5.C. Neighborhood General Historic District

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.5.D. Neighborhood Conservation Historic District

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.5.E. Riverfront Edge Historic District


Carriage House	Two carriage houses may be built per primary structure and may have a maximum footprint of 800 sq.ft. each. They must be placed between the primary structure and the street. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.8.F. Building Types, Carriage House

Purpose: Multiple changes are proposed for the Carriage House building type. The proposed amendments include: 1) Revising the minimum size range from 200 square feet to 121 square feet, the square footage at which a building permit is required; 2) Changing the word “Notes” to “Characteristics”; 3) Clarifying how a Carriage House building type can be used and cross-referencing the use table; 4) Changing the word “cars” to “vehicles” to include other forms of transportation that may be housed in a garage other than cars (e.g., boats) and to indicate that garage doors are limited to no more than two, and that an additional bay door not exceeding six feet in width (for golf carts and other equipment) may be provided; and, 5)

Requiring that Carriage Houses attached to the Principal Dwelling must be clearly incidental to and distinct from the main building form.

The sections proposed to be amended are highlighted below with a red box. Proposed text is shown in the next page.

F. Carriage House		
General: Accessory Structure.		CORE ●
Size Range: 200 – 1,200 sq. ft. (per unit).		CENTER ●
Maximum Footprint (not including porches): 800 sq. ft.		GENERAL ●
Height: 1 – 2 stories.		CONSERVE ●
Notes:		RIVER EDGE ●
<p>Must be an accessory structure.</p> <p>Only one permitted per lot, unless otherwise noted.</p> <p>May be used as a garage, living unit or home business (or combination).</p> <p>May function as a small-scale shop, studio or workshop.</p> <p>Garages are limited to 2 cars, with maximum garage door widths of 12' each.</p> <p>Must be of same general character as primary structure.</p> <p>Must be placed behind the primary structure and towards the back of the lot</p>		

Carriage House Precedent Imagery	
	
	

*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.

F. Carriage House

General: Accessory Structure

Size Range: ~~200-121~~ – 1,200 sq.ft. (per unit)

Maximum Footprint (not including porches): 800 sq.ft.

Height: 1-2 stories

Notes: Characteristics:

~~Must~~ May be a detached or an attached accessory structure. An attached structure must be clearly incidental to and distinct from the principal building form.

Only one permitted per lot, ~~unless otherwise noted~~ except within the RV-HD district where two may be allowed for lots of at least one acre.

May be used as a garage, living unit or home business (or combination).

~~May function as a small scale shop, studio or workshop.~~ May be used as a garage, dwelling unit, small-scale shop, studio, workshop (or combination thereof) as permitted by Sec. 4.3.

~~Garages are limited to 2 cars, with maximum garage door widths of 12' each. Garages limited to two bays not exceeding 12ft in width. One additional bay not exceeding 6ft in width may be allowed provided building footprint is not exceeded.~~

Must be of the same general character as primary structure.

Must be placed behind the primary structure and towards the back of the lot. For lots with a Contributing Resource, the UDO Administrator may consider an alternate location.

5.0 Demolition & Relocation

APPLICABLE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION:

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as addition conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.



5.1 Demolition

Demolition is an irreversible action that results in a permanent loss of material integrity and historic character. The demolition of a single building can negatively impact the context and setting of the adjacent buildings and the district as a whole. Thus, demolition is never congruous with the character and qualities of the historic districts. Further, demolition is inherently unsustainable, resulting in both a loss of embodied energy and an increase of building supplies to local landfills. For these reasons, the demolition of a building within any of Chapel Hill's historic districts is strongly discouraged by the HDC.

The HDC cannot deny a COA for demolition unless the State Historic Preservation Officer has determined that the property has statewide significance. However, statewide enabling legislation gives the Commission the authority to delay demolition of any district property for up to 365 days. The intent of the delay is to ensure that adequate time is provided to fully explore ways to save the threatened property. Property owners are encouraged to work with the Commission in identifying viable alternatives and to maintain the property throughout the process. Failure to maintain a historic property can slowly result in its demolition because such neglect can eventually cause a loss of its structural integrity. The loss of historic properties due to extended neglect negatively affects the entire district and is in direct conflict with the goals of the Town of Chapel Hill in establishing the historic districts. Thus, buildings not in use should be stabilized and weatherized in order to preserve them for future rehabilitation or relocation.

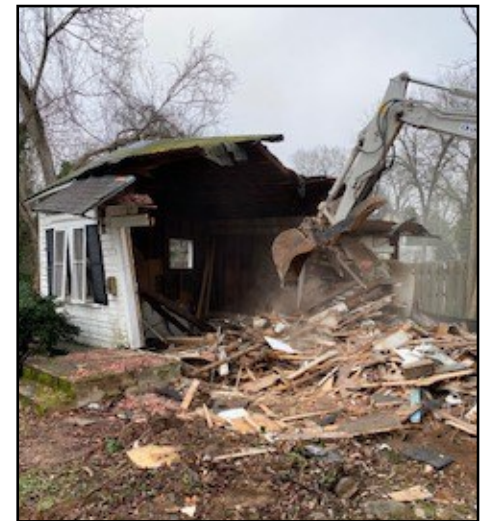
PRESERVATION CONSIDERATIONS AND BEST PRACTICES

The HDC will carefully weigh any demolition requests to determine if the structure or site in question has special significance and to assess the impact the proposed demolition will have on adjacent properties and the character of the district as a whole. Serious consideration will be given to the following questions to determine whether a 365-day stay on the demolition is warranted:

- What is the contribution of the building to the historic district? Is it significant because of its use, an event, a person, a builder, or an architect? Is it the last or oldest example of a certain building type? Is the building one of a cluster of buildings that are significant as a group?
- What is the condition of the building (foundation, floors, walls, windows, doors, and roofs)? Is it a hazard to public health, safety, and welfare? Have all possible efforts to preserve the building been considered? Could the building be adapted to meet the needs of the property owner? Could the property be sold to someone whose needs it meets? Could the building be saved if moved to another site?
- Would the proposed new use of the site be of greater benefit to the district than the loss of the historic building?

(continued on next page)

Section X. Item #1.



Demolition should be a last resort, considered only after exhausting opportunities for rehabilitation or relocation.

**Images on this and the preceding page courtesy of Phillip Lyons.*

5.1 Demolition (continued)

If all possibilities for preservation have been exhausted, documentation of the building and site is required from the property owner. Efforts should be made to salvage or reuse building materials and the site should be stabilized between the demolition and any new construction in order to protect the trees, soil, and any significant site features. Finally, in order to mitigate the effects of a demolition on surrounding properties, applications for demolition must include a proposed site plan illustrating how the site will be altered following demolition.

5.1 Demolition: Standards

- 5.1.1. Consider demolition only when all other preservation alternatives have been exhausted (all alternatives investigated, including structural integrity reports, must be included in the COA). It is not appropriate to demolish a viable structure in order to create an infill construction opportunity.
- 5.1.2. Prior to demolition, document the historic building in its original setting—utilizing photographs, site plans, and building drawings—and record the existing site and building through photographs and/or drawings. Include photographs of interiors, exteriors, architectural elements, and streetscapes to contextualize the setting. Provide a copy of the documentation to both the Chapel Hill Historic District Commission and the State Historic Preservation Office.
- 5.1.3. Salvage or provide the opportunity for preservation organizations and others to salvage reusable building materials and architectural features—including wood flooring, doors, windows, brick and stone, trim, mantels, stair rails and newel posts, and other decorative features—prior to demolition. It is the applicant's responsibility to manage the salvage operation including identification of the salvage company or organization, hiring, contracting, scheduling, supervision, and execution of the salvage operation.
- 5.1.4. Protect adjacent buildings and significant site features such as mature trees from damage during-or as a result of-the demolition.
- 5.1.5. Protect any known or newly identified archaeological resources from any damage during-or as a result of-the demolition.
- 5.1.6. Submit a COA with site plan for the post-removal site stabilization. Clear the site of debris and implement the approved site plan promptly after the demolition.

North Carolina Law (NCGS 160.A-400.14.) states that the demolition of buildings and structures within Local Historic Districts requires the prior issuance of a COA. The standards below are designed to follow state law. Further, any project that the HDC determines to include substantial or significant exterior demolition (including the demolition of significant portions of a building) may be subject to the standards for demolition.

5.2 Relocation

A historic building is experienced within the context of its neighborhood, landscaping, and siting. A historic district derives its significance as a collection of buildings and landscapes that tell a particular development story. Moving a historic building compromises the integrity of its context and setting, disconnecting the building from the tangible evidence of its history. It also distorts the historic development pattern of the district.

Moreover, the successful relocation of a historic building is a time-consuming, complex, and expensive process requiring careful investigation and planning in order to minimize the loss of building materials and historic context. Despite the complexities, moving a building within the historic district may be warranted as the alternative of last resort for preventing demolition or if development plans for the area threaten the historic context of the building in its current location and a move will ultimately provide a more compatible setting for the building. If the relocation is deemed to be necessary, careful planning is necessary to ensure that a compatible site is selected, that the building is appropriately sited on the new site, and that the building is secured before, during, and after the move.

PRESERVATION CONSIDERATIONS FOR SITE SELECTION

Relocating buildings to sites within the same historic district can help to alleviate the disconnect that results when a building is removed from its original location and is thus preferable to moving buildings to sites outside of their respective districts. As with new construction, the building being moved should be compatible with the scale, mass, orientation, and height of existing adjacent buildings on the new site.

Regardless of the location, the selected site should allow for the moved building (or buildings) to be sited with spacing, setback and lot coverage, orientation, and landscaping that are both similar to the original location and compatible with surround structures. This includes replicating the grade of the site, constructing a foundation of similar height, and reconstructing significant site features including foundation plantings, walls, fences, and outbuildings if they contribute to the historic context of the building.

BEST PRACTICES FOR RELOCATING BUILDINGS

Careful planning is required to properly support, transport, and reassemble moved buildings. Once a site has been selected, it is necessary to determine whether the building is structurally sound enough to endure the physical move and to devise a feasible relocation route. A contractor experienced in moving buildings can help identify ways to prevent or minimize damage to the building itself, to the original and new site, and to properties along the route.

Buildings should be moved as a single unit whenever possible. In some cases, porches or small additions may need to be removed, relocated separately, and reassembled and reattached to the building after relocation.

(continued on next page)

Section X. Item #1.



The small accessory structure above was carefully disassembled to allow for its relocation.

5.2 Relocation (continued)

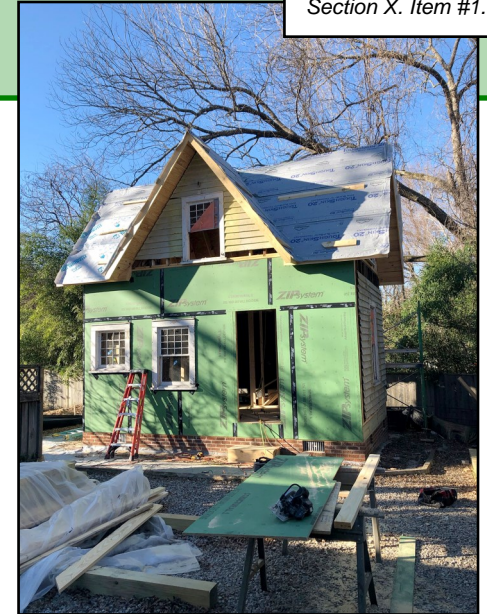
If partial deconstruction is necessary, buildings should be divided into as few pieces as possible. In rare instances, a more thorough deconstruction may be necessary. In these cases, additional considerations should include the following:

- Important architectural features and components of a historic building or structure—trim, windows, doors, wall panels, roof elements, etc.—shall be removed, marked, and securely stored on-site in a storage trailer or off-site in a garage/warehouse/trailer prior to the disassembly of the structure and until needed for reassembly.
- To ensure accurate reassembly, all parts of the building, structure, or element shall be marked as they are systematically separated from the structure. Contrasting colors of paint or carpenter wax crayons should be used to establish a marking code for each component. The markings shall be removable or shall be made on surfaces that will be hidden from view when the structure is reassembled.
- As each component of a historic building is disassembled, the physical condition shall be noted, particularly if it differs from the condition stated in pre-disassembly documentation. When a component is too deteriorated to remove, it shall be carefully documented—with photographs and written notes on its dimensions, finish, texture, color, etc.—to facilitate accurate reproduction.

Wall panels and roof surfaces shall be protected with rigid materials, such as sheets of plywood, when there is risk of damage during the disassembly/storage/reassembly process.

Property owners are encouraged to work carefully with Town of Chapel Hill planning staff and the Restoration Branch of the State Historic Preservation Office for advice and assistance regarding the relocation of buildings.

Section X. Item #1.



The building was re-assembled on a new site with a brick foundation of similar height to the original foundation.

**Images on this and the preceding page courtesy of Phillip Lyons.*

5.2 Relocation: Standards

- 5.2.1.** Consider relocation only when all other on-site preservation alternatives have been exhausted (all alternatives investigated must be included in the COA).
- 5.2.2.** Prior to relocation, undertake a professional structural assessment of the building to determine whether it is structurally sound enough to withstand the move.
- 5.2.3.** Prior to relocation, document the historic building in its original setting and record the existing site conditions through photographs. Provide a copy of the documentation to both the Chapel Hill Historic District Commission and the State Historic Preservation Office.
- 5.2.4.** Select a new site that is compatible with the original site in visual character and historical association, choosing a site within the same historic district when possible.
 - a.** Select a site that will provide a similar setting in terms of setback and lot coverage, spacing, orientation, landscaping, and rhythm with neighboring properties.
 - b.** The relocated building shall be sited in a position similar to its historic orientation and shall maintain its relationship with the street through a similar setback.
 - c.** The new foundation should match the original in height, design, and materials.
 - d.** Relocating a historic structure to the rear of a parcel to accommodate a new building in front of it is not appropriate.
- 5.2.5.** Ensure that the structure is secured and protected from adverse weather conditions, water infiltration, and vandalism before, during, and after the move.
- 5.2.6.** Employ a professional house-moving contractor to move the building as a single unit and to protect the historic building from damage during and after the move by taking the following recognized preservation methods:
 - a.** Take all necessary precautions to prevent damage to the structure during the moving process by adding bracing, strapping, and by temporarily infilling door and window openings for structural rigidity. These measures can mitigate damage caused by shifting load bearing points, vibration, and lateral shifting during the move.
 - b.** Coordinate with the Town of Chapel Hill and local utilities when planning a route for the move.

The standards apply to the removal of the building from the site, the selection of a new site, and the transportation of the building within the historic district. The standards for New Construction, District Setting, and Changes to Existing Buildings apply to the placement of the building on its new site and any modifications to the building that occur as part of its new site and rehabilitation.

The COA application constitutes a written plan detailing the steps and procedures for relocation or reorientation of a historic building. This plan shall outline, step by step, the proposed work to relocate and/or reorient the building to ensure that the least destructive method of moving the building will be employed. As with any exterior change, the COA application shall be completed and approved by the Planning Department and HDC prior to any physical work being done.

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5.2 Relocation: Standards (continued)

- 5.2.7.** If it is not possible to move the building as a single unit, partial disassembly may be necessary. Total disassembly of building components shall be avoided except under extreme situations and in all cases, structures shall be disassembled in the largest workable pieces possible. When disassembly/reassembly must be undertaken, it shall be done using the following recognized preservation methods:
- a.** Measured drawings and thorough photographic documentation of the structure or element to be disassembled/reassembled shall be completed.
 - b.** Written plans detailing the disassembly and reassembly steps and procedures shall be completed and approved by the Planning Department and the process of disassembly shall be recorded through photos and/or video.
- 5.2.8.** Protect significant site features—including other buildings and structures, man-made features, archaeological sites, mature trees and plantings, topography, and other natural features—on the original site, along the relocation route, and on the new site from damage during or as a result of the move.
- 5.2.9.** If relocating a building within the historic district, review the compatibility of its proposed siting according to the standards for New Construction.
- 5.2.10.** If relocating a building within the historic district, submit a COA for any related proposed site modifications—including site features, plantings, driveways, walkways, and accessory buildings.
- 5.2.11.** Submit a COA with site plan for the post-removal site stabilization. Clear the site of debris and implement the approved site plan promptly after the relocation.