

Board of Zoning Appeals Meeting

Tuesday, December 02, 2025 at 6:00 PM

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

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. NOTICE REGARDING ADJOURNMENT

The Board of Zoning Appeals will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Board 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 Board Members.

- IV. ADOPTION OF MINUTES
 - A. January 7, 2025 Minutes
 - B. May 6, 2025 Minutes
- V. PUBLIC COMMENT
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - A. 113 Bridge Street Wall (Variance): The Applicant, Brian Rose of Rose Landscape, LLC, on behalf of property owner, Louise B Johnson Revocable Trust, requests a variance from Unified Development Ordinance (UDO) Section 5.15.6.K.2.a to allow the construction of a 6 foot tall pierced brick wall from the front facade of the main structure to the top of the bank along the property line adjacent to the Oyster Factory Park. The property consists of 1.492 acres identified by tax map number R610 039 00A 0192 0000 in the River Front Edge Historic District (RV-HD) Zoning District within Old Town Bluffton. (ZONE-11-25-020003) (Staff Angie Castrillon)
 - B. 3 and 7 Hampton Parkway Building Height (Variance): The Applicant, Thomas Michaels, Jr., of SM7 Design, LLC, on behalf of property owner, FR Office, LLC, requests a variance from Buckwalter PUD Development Agreement, Development Standards Ordinance 90/3, Section 4.10.3 (B) of one foot seven inches (1' 7") for the building heights of 3 and 7 Hampton Lake Drive. The property consists of 5.226 acres identified by tax map number R610 029 000 0784 0000 in the Buckwalter Planned Unit Development (PUD) within Hampton Lake Master Plan

south of Bluffton Parkway east of Hampton Lake Drive. (ZONE-11-25-020004) (Staff - Dan Frazier)

C. Adoption of 2026 Meeting Dates: (Staff - Dan Frazier)

VIII. DISCUSSION

IX. ADJOURNMENT

NEXT MEETING DATE: Tuesday, January 6, 2026

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

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

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

Board of Zoning Appeals Meeting

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

January 07, 2025

I. CALL TO ORDER

Vice Chairman Garrison called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Vice Chairman Larry Garrison Board Member Tim Dolnik Board Member Donald Emerick Board Member Amy Aldana

ABSENT

Board Member Gerry Workman

III. ADOPTION OF MINUTES

A. December 5, 2023 Minutes

Board Member Dolnik made a motion to adopt the minutes as written.

Seconded by Board Member Aldana.

Voting Yea: Vice Chairman Garrison, Dolnik, Emerick, Aldana

All were in favor and the motion passed.

IV. ELECTION OF OFFICERS

1. Election of Chair

Dolnik made a motion to nominate Larry Garrison as Chair.

Voting Yea: Garrison, Dolnik, Emerick, Aldana

All were in favor and the motion passed.

2. Election of Vice-Chair

Garrison made a motion to nominate Tim Dolnik as Vice Chair.

Voting Yea: Chairman Garrison, Dolnik, Emerick, Aldana

All were in favor and the motion passed.

V. PUBLIC COMMENT

<u>Ron Yarnell 17 Rosewood Lane</u>: Mr. Yarnell stated he was opposed to 375 Hampton Parkway variance request. His objection included site aesthetics including sight and sound, the removal of the trees in the buffer, and if the parkway is widened, how that could affect his property.

<u>Susan Bonner 19 Rosewood Lane</u>: Ms. Bonner stated her opposition to the 375 Hampton Parkway

January 07, 2025

variance request. She stated she was speaking on behalf of two other families at 21 and 23 Rosewood Lane. Their concern is when the parkway is widened, they will have to give up their property because of the variance.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. 1181 May River Road (Variance): The Applicant, Jason Broene of Court Atkins Architects, Inc., on behalf of the property owner Trevor Wells, is requesting a variance from Unified Development Ordinance (UDO) Section 5.3.7.B.2.b to allow a 35-foot encroachment into the 50-foot Highway Corridor Overlay District vegetative buffer along SC HWY 46 (May River Road). The property is zoned Neighborhood Core - Historic District (NC-HD) and consists of approximately 0.36 acres identified by tax map number R610 039 000 097A 0000 within Old Town Bluffton. (ZONE-12-24-019470) (Staff – Dan Frazier)

Staff presented. The applicant was in attendance. The Board discussed the space for utilities and previously approved nearby lots. Attorney LaBruce for the Board of Zoning Appeals introduced himself. LaBruce discussed the background of previous variance applications near this property. LaBruce discussed the obligation that the Board has in this case.

James Atkins with Court Atkins discussed the property and the potential plans for the look of the structure.

Vice Chairman Dolnik made a motion to approve the variance as presented.

Seconded by Board Member Emerick.

Voting Yea: Chairman Garrison, Vice Chairman Dolnik, Emerick, Aldana

All were in favor and the variance request was approved.

B. 375 Hampton Parkway (Variance): The Applicant, Melvin Fields of Fields and Company, LLC, on behalf of the property owners Menachem M. Hertz and Sheina N. Groner, is requesting a variance from the Beaufort County Development Standards Ordinance 90/3 Section 4.3.3. (A) to allow an approximately 4-foot encroachment in the 35-foot setback requirement from Hampton Parkway. The property is zoned Buckwalter PUD and consists of approximately 5.37 acres identified by tax map number R610 029 000 2482 0000 within the Parcel 10A, 10B, and 10D Master Plan. (ZONE-12-24-019474) (Staff – Dan Frazier)

Staff presented. The property owner was in attendance. Staff reviewed the criteria and the findings applicable to each criteria. The board discussed the portion of the house that would be over the encroachment, the background timeline and series of events on the project, the current status of the project and if this was a multi development or one single lot. Michael Mogil, attorney for the applicant, Melvin Fields Construction, was present. Mr. Mogil presented a survey that was given to the builder from the surveyor. It does not show the typical marking of the 35-foot setback. (*This is on file with the minutes.*) Mr. Mogil discussed the status of the build and the layout of the lot. Attorney LaBruce stated this is a case-by-case scenario. LaBruce discussed how the Board will need to evaluate the case using the criteria and facts that were presented. The Board reviewed each criteria and how it applied to this request.

Vice Chairman Dolnik made a motion to approve the variance.

Seconded by Board Member Emerick.

There was discussion about the options for the house and the criteria.

Voting Yea: Chairman Garrison, Vice Chairman Dolnik, Emerick, Aldana

All were in favor and the motion passed.

C. Adoption of 2025 Meeting Dates: (Staff - Dan Frazier)

Board Member Aldana made a motion to adopt the 2025 meeting dates as presented.

Seconded by Vice Chairman Dolnik.

Voting Yea: Chairman Garrison, Vice Chairman Dolnik, Emerick, Aldana

All were in favor and the motion passed.

VIII. DISCUSSION

IX. ADJOURNMENT

Vice Chairman Dolnik made a motion to adjourn.

Seconded by Board Member Emerick.

Voting Yea: Chairman Garrison, Vice Chairman Dolnik, Emerick, Aldana

All were in favor and the motion passed. The meeting adjourned at 7:07pm.

Board of Zoning Appeals Meeting

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

May 06, 2025

I. CALL TO ORDER

Chairman Larry Garrison called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Chairman Larry Garrison

Vice Chairman Tim Dolnik

Board Member Amy Aldana

Board Member Donald Emerick

Board Member Gerry Workman

III. PUBLIC COMMENT

Norma Cooley, 15 Wharf St, Bluffton - Ms. Cooley expressed a concern with encroaching on her property regarding the project being proposed for 1 Garfield's Way.

Norma Moore, 15 Red Cedar S, Bluffton - Ms. Moore voiced her concern over protecting the wetlands.

<u>Barrett Collins, 12 Red Cedar St, Bluffton</u> - Ms. Collins stated her concerns with the Tri Pointe Homes development and how the wetland would be affected. She also shared pictures (available upon request) as to how the area floods with the current infrastructure.

IV. OLD BUSINESS

V. EXECUTIVE SESSION

A. Legal Matters Relating to the Receipt of Legal Advice Covered by the Attorney-Client Privilege (Pursuant to SC Freedom of Information Act 30-4-70[a] [2])

Board Member Workman made the motion to enter executive session for Legal Matters Relating to the Receipt of Legal Advice Covered by the Attorney-Client Privilege.

Seconded by Board Member Aldana.

The Board returned to the dais. No action was taken in executive session.

VI. NEW BUSINESS

A. 1 Garfields Way (Variance): The Applicant, Ansley H. Manuel, on behalf of the property owner, Samuel Kopotic, requests a variance from UDO Section 5.15.5.C to encroach 5 feet into the 25-foot rear setback. The property consists of 0.16 acres identified by tax map number R610 039 00A 0406 0000 in the Neighborhood General – Historic District (NG-HD) Zoning District within Old Town Bluffton. (ZONE-03-25-019660) (Staff - Dan Frazier)

Staff presented. The applicant was present. The Board asked for clarification that the project would not require encroaching onto adjacent properties. Richardson LaBruce, attorney to the Board, stated that this application did not show indication of encroaching onto any other property. There was discussion as to whether the proposed house could be reconfigured to adhere to the setbacks. The board members clarified with the applicant that they were aware of the setbacks prior to purchasing the property.

Vice Chairman Dolnik made a motion to approve the variance.

Seconded by Board Member Aldana.

Voting Yea: Vice Chairman Dolnik, Board Member Aldana

Voting Nay: Chairman Garrison, Board Member Emerick, Board Member Workman

The motion was denied 3-2.

B. Tri Pointe Homes - Able Street (Variance): The Applicant, John Hoff with Tri Pointe Homes, on behalf of property owner New South Living, LLC, requests a variance from the recently approved pending ordinance doctrine amending Section 5.10.7 of the Unified Development Ordinance (UDO) requiring a 50-foot wetland buffer to impact 0.256 acres of jurisdictional wetlands and 0.109 acres of non-jurisdictional wetlands within the proposed single-family detached residential development. (ZONE-04-25-019696) (Staff - Dan Frazier)

Staff presented. The applicant was present. The board members had questions regarding the utilities intent to serve, and the applicant clarified they had the will serve letters from the utility companies. The Board asked for clarification on the timeline for Town Council to adopt the ordinances.

Chairman Garrison made a motion to postpone consideration of the application until the subsequent BZA meeting after Town Council has had the second and final reading of the Proposed Ordinance to Amend the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9 (Defined Terms).

Seconded by Vice Chairman Dolnik.

Voting Yea: Chairman Garrison, Vice Chairman Dolnik, Board Member Aldana, Board Member Emerick, Board Member Workman

All were in favor and the motion passed.

VII. DISCUSSION

VIII. ADJOURNMENT

Board Member Workman made a motion to adjourn.

Seconded by Vice Chairman Dolnik.

Voting Yea: Chairman Garrison, Vice Chairman Dolnik, Board Member Aldana, Board Member Emerick, Board Member Workman

All were in favor and the motion passed. The meeting adjourned at 7:03 pm.

Section VII. Item #A.

BOARD OF ZONING APPEALS

STAFF REPORT DEPARTMENT OF GROWTH MANAGEMENT

MEETING DATE:	December 2, 2025
PROJECT:	113 Bridge Street Wall Variance Request
APPLICANT:	Brian Rose, Rose Landscape, LLC
PROJECT NUMBER:	ZONE-11-25-020003
PROJECT MANAGER:	Angie Castrillon Planner Department of Growth Management

REQUEST: The Applicant, Brian Rose of Rose Landscape, LLC, on behalf of property owner Louise B. Johnson Revocable Trust requests a variance from Unified Development Ordinance (UDO) Section 5.15.6.K.2.a to allow the construction of a six foot tall pierced brick wall from the front façade of the main structure to the top of the bank along the property line adjacent to the Oyster Factory Park (Attachment 1).

<u>INTRODUCTION</u>: The subject property consists of 1.49 acres identified by tax map number R610 039 00A 0192 0000 in the River Front Edge Historic District (RV-HD) Zoning District within Old Town Bluffton (Attachment 2). The Board of Zoning Appeals (BZA) hearing was advertised in *The Island Packet* on November 16, 2025 (Attachment 3). The property was posted, and adjacent property owners were notified by certified mail in accordance with UDO requirements.

BACKGROUND: Section 5.15.5.E of the UDO establishes that, for properties within the RV-HD, the river shall be the focus of each lot abutting it and therefore acts as the "front" of the lot. Accordingly, Section 5.15.6.K.2.a Garden Walls, Fences, Hedges of the (UDO) the front yard (in front of the primary structure) has a minimum height of 24 inches and a maximum height of 42 inches. Therefore, the proposed construction activity must be reviewed through a variance request.

The Applicant proposes a six-foot pierced brick wall the entire length of the property to the top of slope. The variance request is for the distance of the front yard, which is approximately 93 linear feet. The subject property is one of only three properties that directly border the Oyster Factory Park, a public waterfront park that experiences consistent daily use and increased activity during special events. The home is situated closer to the shared property line with the park than surrounding residential lots, resulting in a higher level of visibility and exposure to adjacent public use (Attachment 4).

BOARD OF ZONING APPEALS ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.D.2 of the Unified Development Ordinance, the Board of

December 2, 2025

Section VII. Item #A.

Zoning Appeals has the authority to take the following actions with respect to this application:

- 1. Approve the application as submitted by the Applicant;
- 2. Approve the application with conditions; or
- 3. Deny the application as submitted by the Applicant.

REVIEW CRITERIA & ANALYSIS: In assessing an application for a Variance, the Board of Zoning Appeals is required to consider the criteria set forth in Section 3.7.3 of the Unified Development Ordinance. These criteria are provided below followed by a Staff Finding(s) based upon review of the application submittals to date.

1. <u>Section 3.7.3.A</u>: The application must comply with the applicable requirements in the Applications Manual.

<u>Finding.</u> The application has been reviewed by the Town Staff and has been determined to be complete.

- Section 3.7.3.B.1. Unnecessary Hardship. A Variance from a dimensional or design standard may be granted by the Board of Zoning Appeals in an individual case of unnecessary hardship upon a finding that all of the following standards are met:
 - A. <u>Section 3.7.3.B.1.a.</u> There are extraordinary and exceptional conditions pertaining to the particular piece of property;

Finding. The subject property directly borders Oyster Factory Park, a public waterfront park with consistent daily use and increased activity during special events. The primary structure is positioned closer to the shared property line than nearby residential properties. This combination of park adjacency and lot configuration creates site conditions not commonly present on other lots.

B. <u>Section 3.7.3.B.1.b</u> These conditions do not generally apply to other property in the vicinity, particularly those in the same zoning district;

Finding. Only two residential parcels within RV-HD zoning district along Bridge Street have boundaries directly abutting Oyster Factory Park. Properties elsewhere in the RV-HD zoning district do not share the same level of exposure to public activity or the same degree of proximity between a primary residence and a public park boundary. Therefore, the identified conditions are not generally applicable to other properties in the vicinity.

C. <u>Section 3.7.3.B.1.c.</u> Because of these conditions, the application of the Ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property in a manner consistent with others in the zoning district; December 2, 2025

Section VII. Item #A.

Finding. Given the property's direct proximity to a heavily used public park, a maximum fence height of 42 inches would provide limited screening between the home and adjacent public use. This may affect the ability to use the yard with a level of privacy, sound buffer, and separation comparable to other residential properties in the RV-HD that are not immediately adjacent to public park facilities.

Additionally, the Property Owner states, "The position of our property, next to the public park creates concerns for privacy, as well as an attractive nuisance if the fence were low enough for persons to scale, thus creating a safety hazard not only for us as the Owners, but also for the Town, if anyone fell and were injured trying to climb the fence."

D. <u>Section 3.7.3.B.1.d.</u> The need for the Variance is not the result of the Applicant's own actions;

Finding. The conditions prompting the variance request result from the property's location, lot configuration, and adjacency to Oyster Factory Park. These conditions were not created by the Applicant.

E. <u>Section 3.7.3.B.1.e.</u> The authorization of a Variance does not substantially conflict with the Comprehensive Plan and the purposes of this Ordinance;

Finding. Section 5.15.5.E Riverfront Edge – HD of the UDO states that the river shall be the focus of each lot abutting it and therefore acts as the "front" of the lot. The requested variance to allow a taller wall would not modify the overall land-use designation or interfere with goals related to community character, historic preservation, or public access. The proposed wall would not further obstruct views of the river from the Oyster Factory Park.

Further, there are no substantial conflicts with the Comprehensive Plan or the purposes of the Ordinance. The proposed wall is limited in scope and would not modify or disrupt the established development pattern along Bridge Street.

F. <u>Section 3.7.3.B.1.f.</u> The authorization of a Variance will not result in a substantial detriment to adjacent property or the public good, and the character of the District will not be harmed by the granting of the Variance;

Finding. The proposed wall would be located along an existing property boundary and would not impede public use of Oyster Factory Park. Based on the existing conditions and proposed location, no substantial detriment to adjoining properties or to the public good is anticipated, and the character of the district is expected to remain unchanged.

December 2, 2025

Section VII. Item #A.

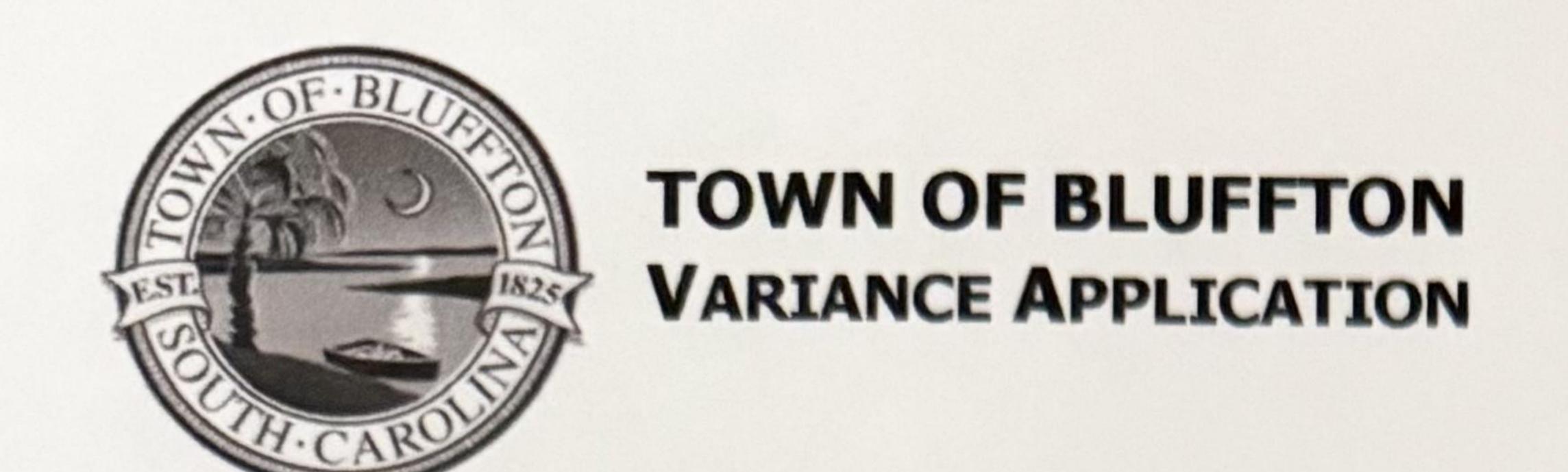
G. <u>Section 3.7.3.B.1.g.</u> The reason for the Variance is more than simply for convenience or to allow the property to be utilized more profitably.

Finding. The stated purpose of the variance relates to mitigating the effects of adjacency to a public park, including security, privacy, reduced noise and enhance the overall use of the property. The request is based on site-specific conditions associated with the lot's location rather than on objectives related solely to profitability.

<u>CONCLUSION</u>: Applying the seven variance criteria, the Board of Zoning Appeals must determine if the literal interpretation and enforcement of the UDO and provisions of the Ordinance would result in unnecessary hardship to the property owner(s). Findings of fact and using the criteria will be required.

ATTACHMENTS:

- 1. Application and Narrative
- 2. Vicinity Map
- 3. Public Advertisement
- 4. Proposed Landscape Plan and Aerial



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: Brian Rose	Name: Louise B Johnson Revocable Trust			
Phone: (843) 816-3518	Phone: +1 (864) 384-0017			
Mailing Address: 25 Palmetto Beach Dr Bluffton SC 29910 United States	Mailing Address: PO Box 3555, Spartanburg, SC 29304			
E-mail: b.rose@roselandscape.com	E-mail: Djohnson@morgan-corp.com			
Town Business License # (if applicable): 25-07-1241				
Project Information				
	Project Location: 113 Bridge Street			
7	Acreage: 1.492			
Tax Map Number(s): R610 039 00A 0192 0000				
Project Description: Construct 6' brick wall along property line w/ Oyster Factory Park & Parking lot .				
Request: Owner is seeking a variance to allow a 6' wall from the front facade of the reisdence to the top of the bank along the property line adjacent to the Oyster Factory Park.				
Minimum Requirements for Submittal				
 Mandatory Application Check-In Meeting scheduled. Digital files of applicable plans and/or documents depicting the subject property. Recorded deed and plat showing proof of property ownership. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. 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 application.				
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.				
	ze the subject property to be posted and inspected.			
Property Owner Signature: Applicant Signature: Applicant Signature:	M80\mathbb{M} Date: 11/3/2025			
Property Owner Signature: Applicant Signature: Applicant Signature:	M80\mathcal{N}\mathcal{Date: 11/3/2025} Date: 11/3/2025			

Johnson Residence 113 Bridge Street, Bluffton SC November 3, 2025

113 Bridge Street - Variance Request Narrative

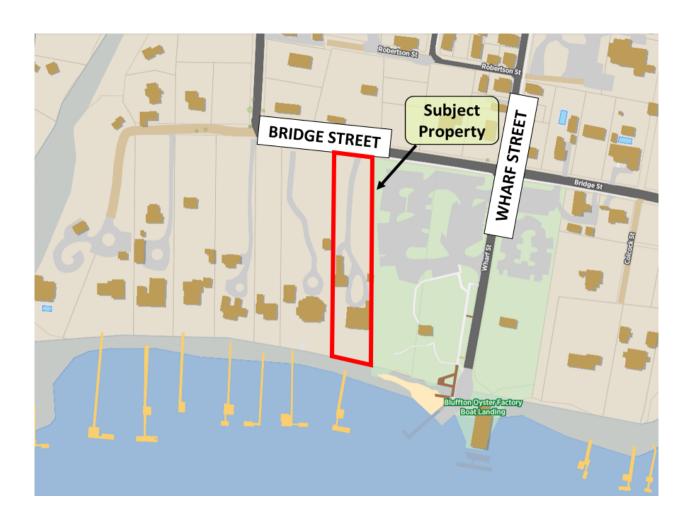
We are requesting a Variance at 113 Bridge Street to 5.15.6.K, which limits the height of the Front Yard fence to 42 inches in height. We request that the height of the fence from the front of the house to the river be allowed to be 72 inches due to unnecessary hardship for the following reasons:

- 1. First and foremost, the fence being built borders Oyster Factory Park, which is a highly used public park and its border is unique to this property. It is not simply a neighbor, but a public park open to all and our house was built extremely close to the property line.
- 2. There are no other similar properties boarding the Oyster Factory Park like ours and the point in question is frequented by many persons during events, including evenings where persons come in golf carts to watch boats and the water.
- 3. The position of our property, next to the public park creates concerns for privacy, as well as an attractive nuisance if the fence were low enough for persons to scale, thus creating a safety hazard not only for us as the Owners, but also for the Town, if anyone fell and were injured trying to climb the fence. The additional two feet would make the fence safer for all involved, add additional privacy to us as the homeowner, act as a sound buffer for additional noise, and not attract or tempt persons to climb the wall. Application of the Ordinance to this property would effectively prohibit or unreasonably restrict our use of our yard during times that the park was being utilized, like other homeowners are able to do along Bridge Street.
- 4. We did not commit any act to create this need for the Variance.
- 5. The Variance would not substantially conflict with the Comprehensive Plan and the purposes of the Ordinance, as it is not a long section of the fence and would be uniform with the remainder of the fence which is already allowed the height requested. It would not appear unseemly to the casual observer.
- 6. Neither the public good nor the character of the District would be harmed by the granting of the Variance. As stated above, it would offer additional protection to the Town avoiding an attractive nuisance for those who might want to climb and sit on the fence during a festival or some other event at the park. There would be no detriment to the park itself.
- 7. The Variance requested would allow security, privacy, reduced noise and enhance the overall use of the property by us and future homeowners, increasing the value of the property and increasing the utilization of the property by the family.



Multiple well used benches and tables regularly see activity until well after dark. The regular presence of golf carts increases the activity.

VICINITY MAP 113 BRIDGE STREET WALL VARIANCE



TOWN OF BLUFFTON PUBLIC HEARING NOTICE IS HEREBY GIVEN that the Town of Bluffton Board of Zoning Appeals (BZA) will hold a Public Hearing at 6:00pm, on Tuesday, December 2, 2025, at the Theodore D. Washington Municipal Building, 20 Bridge Street, Bluffton, SC, for the purpose of soliciting input on the below items:

ZONE-11-25-020003 – The Applicant, Brian Rose of Rose Landscape, LLC, on behalf of property owner, Louise B Johnson Revocable Trust, requests a variance from Unified Development Ordinance (UDO) Section 5.15.6.K.2.a to allow the construction of a 6 foot tall pierced brick wall from the front facade of the main structure to the top of the bank along the property line adjacent to the Oyster Factory Park. The property consists of 1.492 acres identified by tax map number R610 039 00A 0192 0000 in the River Front Edge Historic District (RV-HD) Zoning District within Old Town Bluffton.

ZONE-11-25-020004 - The Applicant, Thomas Michaels, Jr., of SM7 Design, LLC, on behalf of property owner, FR Office, LLC, requests a variance from Buckwalter PUD Development Agreement, Development Standards Ordinance 90/3, Section 4.10.3 (B) of one foot seven inches (1' 7") for the building heights of 3 and 7 Hampton Lake Drive. The property consists of 5.226 acres identified by tax map number R610 029 000 0784 0000 in the Buckwalter Planned Unit Development (PUD) within Hampton Lake Master Plan south of Bluffton Parkway east of Hampton Lake Drive.

Documents related to the above are available for public inspection and copying in the Town of Bluffton Department of Growth Management, located at 20 Bridge Street, during business hours. Persons with comments or questions should contact the Town of Bluffton Planning and Community Development Department at (843) 706-4500). Persons requiring special services to attend the meeting should call for assistance.

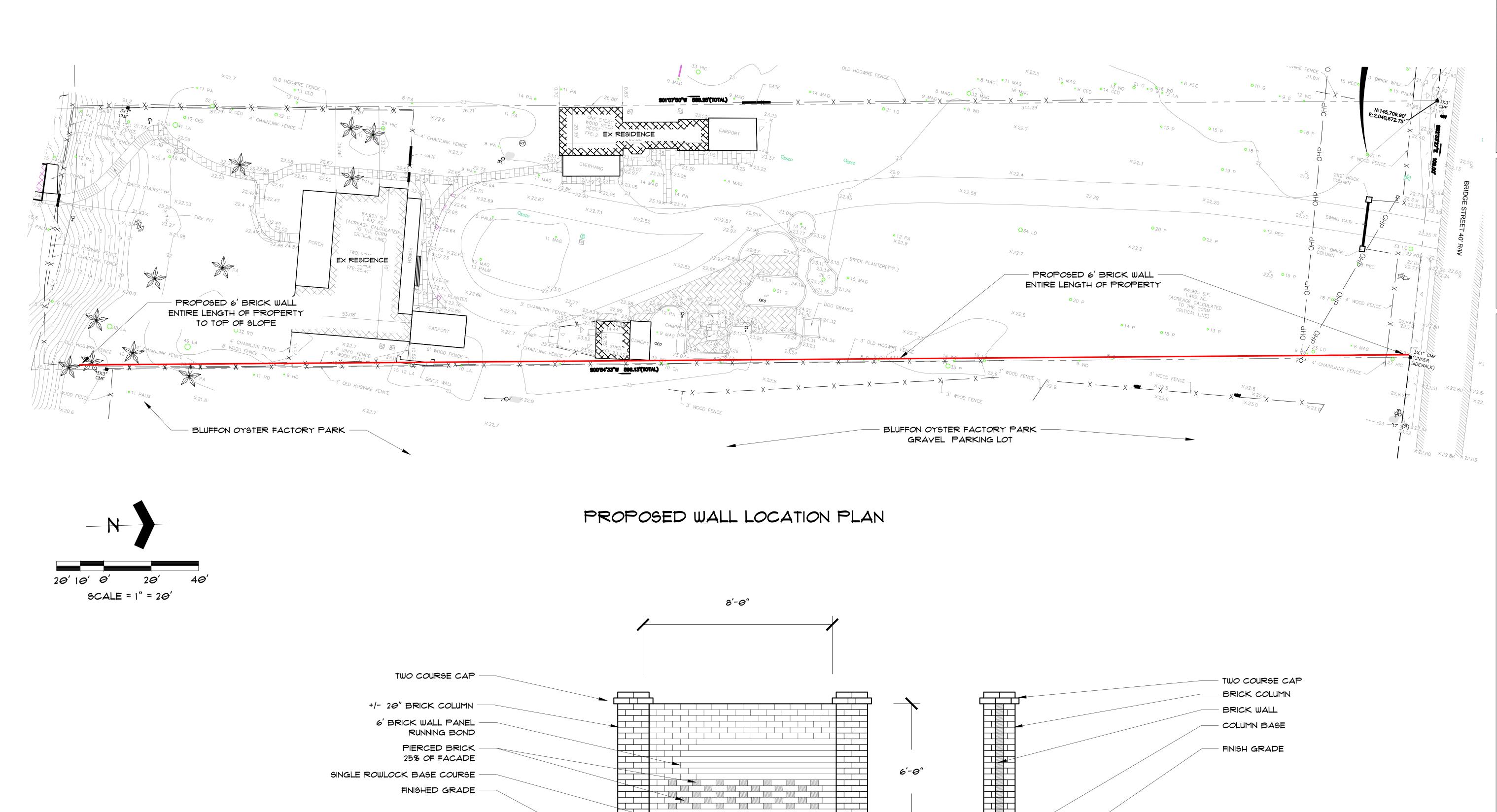
Public Comments may be submitted electronically via the Town's website at (https://bit.ly/3wg7A08). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. The meeting will be open to the public.

IPL0290213 Nov 16 2025

Post Date: 11/16 12:00 AM

Refcode: #IPL0290213
Print =

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WALL ELEVATION AND SECTION

SCALE = 1" = 2'-0"

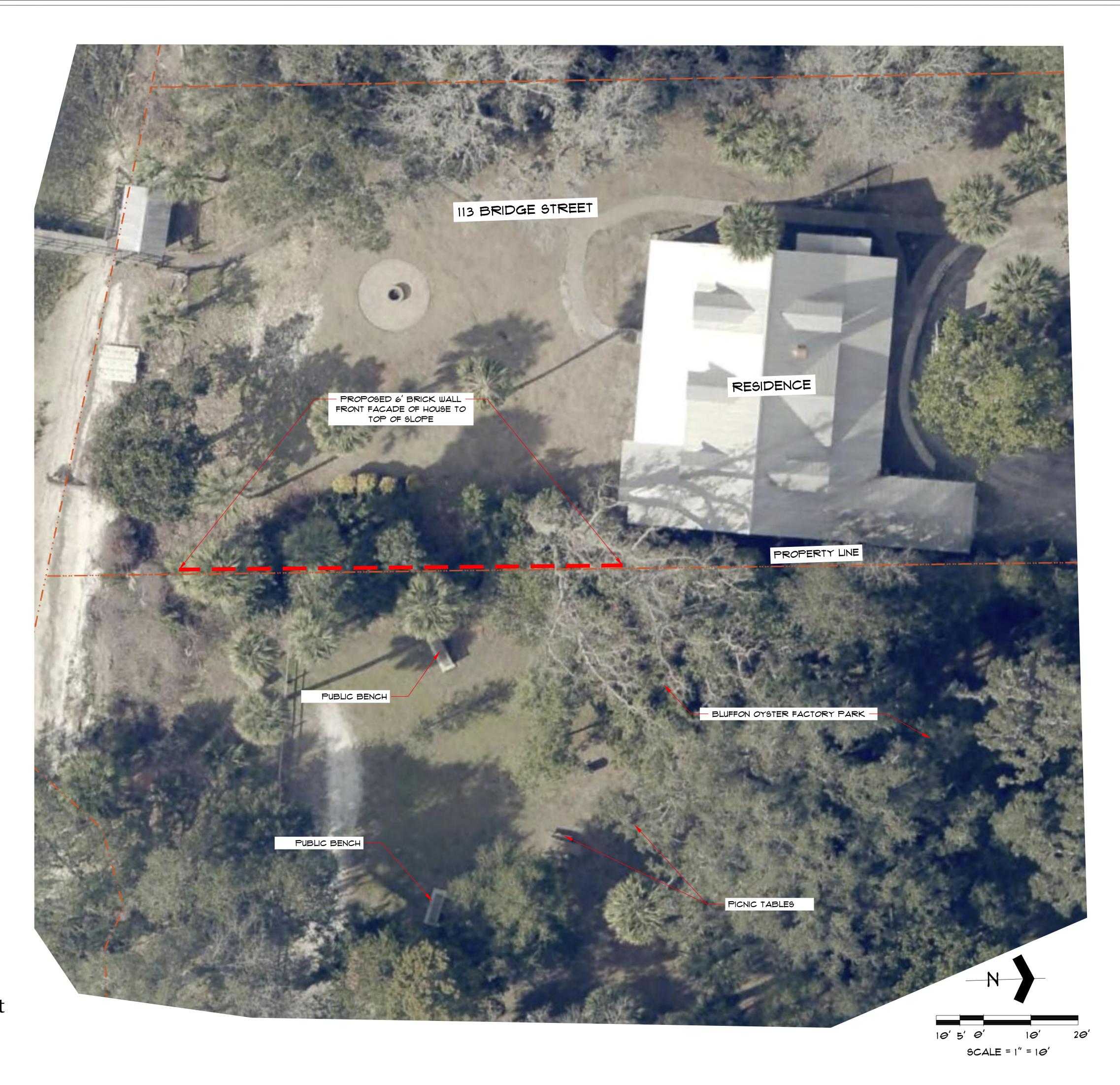
Landscape Plan

Johnson Residence

the Johnson Residence 113 Bridge Street Bluffton, SC 29910 ROS DEST. 2012 — LANDSCAPE —

Landscape Plan for

DRAWN BY: BGR DATE: 7-23-25 Rev:10-10-24 SCALE: 1"= 20'-0" SHEET 1 OF 1



AERIAL PHOTO

BEAUFORT COUNTY PUBLIC MAPPING, 2025 AERIAL PHOTO OVERLAY

HTTPS://GIS.BEAUFORTCOUNTYSC.GOV/PUBLICMAPPING/

Site Conditions - Variance Request

Johnson Residence

REPRODUCIBLE COPIES OF THIS
DOCUMENT ARE THE PROPERTY OF
ROSE LANDSCAPE, LLC. ANY
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LANDSCAPE, LLC IS PROHIBITED. ANY
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PROHIBITED.

25 Palmetto Beach Drive RE RIUffton, SC 29910 W PE

iance Request Johnson Residence

ROS

EST. 2012

— LANDSCAPE —

DRAWN BY: BGR

DATE: 11-3-25

SCALE: 1"= 10'-0"

SHEET 1 OF 1

BOARD OF ZONING APPEALS

STAFF REPORT DEPARTMENT OF GROWTH MANAGEMENT

MEETING DATE:	December 2, 2025
PROJECT:	3 and 7 Hampton Lake Drive Building Height Variance Request
APPLICANT:	Thomas Michael Jr., SM7 Design, LLC
PROJECT NUMBER:	ZONE-11-25-020004
PROJECT MANAGER:	Dan Frazier, AICP Planning Manager Department of Growth Management

<u>REQUEST:</u> The Applicant, Thomas Michaels Jr., on behalf of property owner SM7 Design, LLC, requests a variance from Buckwalter Planned Unit Development (PUD) Development Agreement, Development Standards Ordinance 90/3, Section 4.10.3 (B) of one foot seven inches (1' 7") for the building heights of 3 and 7 Hampton Lake Drive (Attachment 1).

INTRODUCTION: The subject property consists of 5.23 acres identified by tax map number R610 029 000 0784 0000 and is within the Neighborhood Commercial District (NCD) of the Buckwalter PUD within Hampton Lake Master Plan (Attachment 2). The Board of Zoning Appeals (BZA) hearing was advertised in *The Island Packet* on November 16, 2025 (Attachment 3). The property was posted, and adjacent property owners were notified by certified mail in accordance with UDO requirements.

BACKGROUND: Section 2 of the Buckwalter PUD Concept Plan and Development Agreement defines permitted land uses and development standards, such as building height. As such, Section 4.10.3(B) of the Beaufort County Zoning and Development Standards Ordinance (ZDSO 90/3), as modified and adopted, establishes the maximum building height of thirty-five (35') feet in the NCD. (Attachment 4).

The Preliminary Development Plan, as approved by Planning Commission at the February 22, 2023, meeting, consists of the construction of two 3-story buildings 10,000 sq. ft. each, one single-story building of 6,730 sq. ft. and associated access, parking, and utilities (Attachment 5). The project is currently under construction with majority of the sitework being completed. The building at 5 Hampton Lake Drive is currently permitted and under construction. The buildings at 3 and 7 Hampton Lake Drive, which are the subject of the requested variance, were designed as twin buildings with opposing orientations to serve as bookends for the three-building complex.

December 2, 2025 Section VII. Item #B.

According to the Applicant, during the construction buyout phase, the final truss engineering conducted by the project's truss supplier resulted in modifications to the structural design. The supplier was unable to meet the originally specified loading requirements without increasing the depth of the floor trusses and incorporating parapet elements into the roof truss system. These changes collectively increased the overall building height by 1' 7", exceeding the height limit prescribed by the Buckwalter PUD standards and necessitating the variance request (Attachment 6).

<u>BOARD OF ZONING APPEALS ACTIONS</u>: As granted by the powers and duties set forth in Section 7.8.1.5 Power and Duties of the Board of Adjustments and Appeals of the Buckwalter PUD, the Board of Zoning Appeals has the authority to take the following actions with respect to this application:

(G) To authorize on appeal in specific cases relief from the terms of the Ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done.

REVIEW CRITERIA & ANALYSIS: In assessing an application for a Variance, the Board of Zoning Appeals is required to consider the criteria set forth in ZDSO 90/3 Section 7.8.1.5.(G) of the Buckwalter PUD. These criteria are provided below followed by a Staff Finding(s) based upon review of the application submittals to date.

1. <u>Section 7.8.1.5.G.(1):</u> There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography.

Finding. No extraordinary or exceptional physical conditions specific to the subject property have been identified. The height increase requested is associated with structural design modifications made during the truss engineering process rather than characteristics inherent to the lot itself.

Per the Applicant, "as illustrated in Exhibit A, more than 50% of the property was located within distribution powerline easements of Santee Cooper. These power lines could not be relocated; therefore, a unique design solution was required for the property."

Finding. The structural design conditions leading to the increased truss depth and parapet integration are related to the building design process rather than to conditions unique to the surrounding properties. These circumstances do not reflect a condition that distinguishes the property itself from other similarly zoned parcels within the Buckwalter PUD.

Per the Applicant, the conditions only affect the properties along the easement.

December 2, 2025

R Section VII. Item #B.

2. <u>Section 7.8.1.5.G.(2):</u> The application of the Ordinance on this particular piece of property would create an unusual hardship.

Finding. The Applicant states that the increase in building height resulted from truss engineering requirements identified during the construction buyout phase, including deeper truss dimensions and incorporation of parapet elements into the truss system. These conditions are a result of building design and engineering decisions.

Per the Applicant, "the need for the variance was required by building material suppliers and the constraints of the truss designers."

3. <u>Section 7.8.1.5.G.(3):</u> Such conditions are peculiar to the particular piece of property involved.

Finding. The 35-foot maximum building height is applicable to all buildings within the NCD of the Buckwalter PUD. The requested variance relates to achieving the intended architectural design for two of the three buildings within the development rather than enabling basic use of the property consistent with other permitted commercial uses within the zoning district.

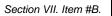
Per the Applicant, "the easements greatly reduce the buildable area of the property."

4. <u>Section 7.8.1.5.G.(4):</u> Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of this Ordinance or Comprehensive plan; provided, however, that no variance may be granted for a use of land or building or structure that is not permitted in a given district.

Finding. Based on the information provided, the Applicant states that the request is not intended to increase convenience or profitability, but rather to maintain the architectural design originally planned for the buildings. According to the Applicant, the selected design approach involves higher construction costs than a more conventional structure with flat roofs and parapets, and the variance is sought to allow the project to proceed with the intended design rather than to achieve financial or operational advantage.

ATTACHMENTS:

- 1. Application and Narrative
- 2. Vicinity Map
- 3. Public Advertisement
- 4. Buckwalter PUD ZDSO Section 4.10.3.(B)
- 5. Approved Development Plan Site Plan
- 6. Exhibits provided by Applicant





TOWN OF BLUFFTON BOARD OF ZONING APPEALS APPLICATION

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4522

www.townofbluffton.sc.gov applicationfeedback@townofbluffton.com

Applicant	Property Owner			
Name: SM7 Design LLC - Thomas Michaels Jr	Name: FR Office LLC			
Phone: 843.252.2454	Phone: 843.645.2250			
Mailing Address: PO Box 2287 Bluffton, SC 29935	Mailing Address: 3273 Argent Blvd., Unit 102 Ridgeland, SC 2996			
E-mail: thomas@sm7design.com	E-mail: jgsmith@forino.comw			
Town Business License # (if applicable):				
Project In	formation			
Project Name: Parkways Office at Hampton Lake	■ Variance			
Project Location: 3 Hampton Lake Dr. / 7 Hampton Lake Dr. Administrative Appeal				
Zoning District: Buckwalter PUD	Acreage: 5.226			
Tax Map Number(s): R614 029 000 0784 0000				
Project Description: New office / mixed use commercial buildings at 3 Hampton Lake Drive and 7 Hampton Lake Drive Request: We are requesting a variance from the building height requirement of 35 feet for the Buckwalter PUD Development Agreement, Development Standards Ordinance 90/3, Section 4.10.3.(B).				
Minimum Requirements for Submittal				
 Two (2) paper copies and digital files of applicable plans and/or documents depicting the subject property. Recorded deed and plat showing proof of property ownership. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton. 				
Note: A Pre-Application Meeting is required prior to Application submittal.				
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.				
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.				
Property Owner Signature:	Date: 11/04/25			
Applicant Signature:	Date: 11/03/25			
For Office Use				
Application Number:	Date Received:			
Received By:	Date Approved:			



SM7 Del Section VII. Item #B.
PO Box 2287
Bluffton, SC 29910
843-900-1841

November 4, 2025

Town of Bluffton 20 Bridge Street Bluffton, SC 29910

Via Emai: applicationfeedback@townofbluffton.com

RE: Meeting for Building Height Variance 3 Hampton Lake Drive, 7 Hamton Lake Drive PIN: R614 029 000 0784 0000

Dear Board of Zoning Appeals:

Thank you for your time and consideration of our variance request for the buildings located at the Parkways Office at Hampton Lakes. We are requesting a variance to the building height requirements of thirty-five (35) feet from the Buckwalter PUD Development Agreement, Development Standards Ordinance 90/3, Section 4.10.3(B). We are requesting a variance of one foot seven inches (1' - 7") for the building's height of 3 Hampton Lake Drive and 7 Hampton Lake Drive.

Project Narrative:

The project consists of three commercial buildings located along Hampton Lake Drive in the Buckwalter PUD. The three buildings were designed together for a cohesive streetscape utilizing similar architectural styles and materials. A majority of the sitework has been completed on the project and the building located at 5 Hampton Lake is currently permitted and under construction. **Exhibit A** illustrates the current site development plan and building locations.

The buildings for 3 Hampton Lake Drive and 7 Hampton Lake Drive were designed as twin buildings. The only difference between the buildings was the building orientation. The buildings were mirrored to create symmetrical bookends to the three-building complex. **Exhibit B** and **Exhibit C** illustrate the conceptual finished product along Hampton Lake Drive and along the parking court (also visible from Bluffton Parkway).

After completing the construction documents, but before we submitted the drawings for building permits, the general contractor began the construction buyout phase of the project. During the buyout process, the floor and roof truss packages were designed by the truss supplier. The supplier could not meet the specified loading requirements to meet



SM7 De Section VII. Item #B.
PO Box 2287
Bluffton, SC 29910
843-900-1841

the design intent. To meet these requirements, the supplier needed to make two modifications to the truss design that required an increase in building height. The first item was to increase the first and second floor truss depth from 20" to 24". The second item was to incorporate the parapet elements into the roof trusses. **Exhibit D** and **Exhibit E** illustrate the effect the truss design had on the building heights and a brief explanation of each exhibit is provided below:

Exhibit D illustrates the initial design. The building height, which is measured to the average height of sloped roofs, is thirty-five feet and within the requirements of the PUD. Parapets were used as design elements to create the architectural style of the buildings.

Exhibit E illustrates the current design. The floor truss depth was increased by 4" per floor for an increase of the building height by 8". The parapet design elements were incorporated into the roof trusses for the structural stability of the design. This increased the building height by 11". Both modifications resulted in a building height increase of 1'-7".

Application Review Criteria:

It is our belief that our zoning request meets the requirements of a zoning variance outlined in the UDO. Our responses to the questions are as follows:

- Q. There are extraordinary and exceptional conditions pertaining to the particular piece of property;
- A. As illustrated in **Exhibit A**, more than 50% of the property was located within distribution powerline easements of Santee Cooper. These power lines could not be relocated; therefore, a unique design solution was required for the property.
- Q. These conditions do not generally apply to other property in the vicinity, particularly those in the same zoning district;
- A. These conditions do not apply to many properties in the district. The only effect properties along the easement.
- Q. Because of these conditions, the application of the Ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property in a manner consistent with others in the zoning district;
- A. These easements greatly reduced the buildable area of the property.



SM7 De Section VII. Item #B.

PO Box 2287
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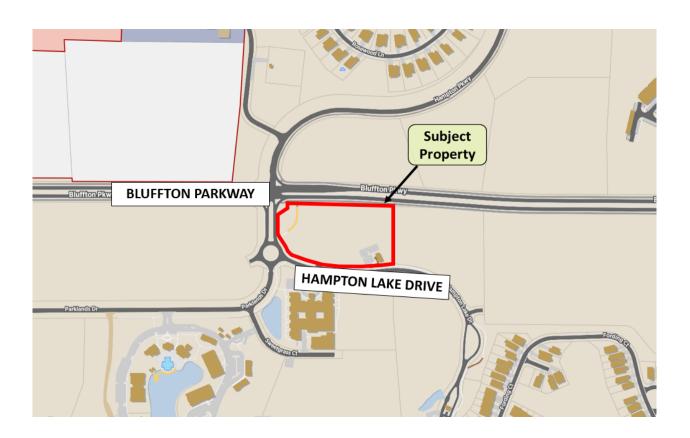
- Q. The need for the Variance is not the result of the Applicant's own actions.
- A. The need for the variance was required by building material suppliers and the constraints of the truss designers.
- Q. The authorization of a Variance does not substantially conflict with the Comprehensive Plan and the purposes of this Ordinance;
- A. The variance does not conflict with the Comprehensive Plan and the Ordinance. The PUD predates the current Comprehensive Plan and Ordinance and the building designs are more in-line with current requirements of the Town.
- Q. The reason for the Variance is more than simply for convenience or to allow the property to be utilized more profitably.
- A. The variance request is not for convenience or have the property be utilized more profitable. We are asking for the variance to keep the high design quality of the buildings and create a series of buildings that enhance the Town of Bluffton. The owner will incur more cost in the construction of the architectural design instead of constructing a traditional building with flat roofs and parapets.

We appreciate your time and consideration of this variance.

Thank you,

Thomas Michaels Jr. - RA

VICINITY MAP 3 AND 7 HAMPTON LAKE DRIVE BUILDING HEIGHT VARIANCE



TOWN OF BLUFFTON PUBLIC HEARING NOTICE IS HEREBY GIVEN that the Town of Bluffton Board of Zoning Appeals (BZA) will hold a Public Hearing at 6:00pm, on Tuesday, December 2, 2025, at the Theodore D. Washington Municipal Building, 20 Bridge Street, Bluffton,

SC, for the purpose of soliciting input on the below items:

ZONE-11-25-020003 – The Applicant, Brian Rose of Rose Landscape, LLC, on behalf of property owner, Louise B Johnson Revocable Trust, requests a variance from Unified Development Ordinance (UDO) Section 5.15.6.K.2.a to allow the construction of a 6 foot tall pierced brick wall from the front facade of the main structure to the top of the bank along the property line adjacent to the Oyster Factory Park. The property consists of 1.492 acres identified by tax map number R610 039 00A 0192 0000 in the River Front Edge Historic District (RV-HD) Zoning District within Old Town Bluffton.

ZONE-11-25-020004 - The Applicant, Thomas Michaels, Jr., of SM7 Design, LLC, on behalf of property owner, FR Office, LLC, requests a variance from Buckwalter PUD Development Agreement, Development Standards Ordinance 90/3, Section 4.10.3 (B) of one foot seven inches (1' 7") for the building heights of 3 and 7 Hampton Lake Drive. The property consists of 5.226 acres identified by tax map number R610 029 000 0784 0000 in the Buckwalter Planned Unit Development (PUD) within Hampton Lake Master Plan south of Bluffton Parkway east of Hampton Lake Drive.

Documents related to the above are available for public inspection and copying in the Town of Bluffton Department of Growth Management, located at 20 Bridge Street, during business hours. Persons with comments or questions should contact the Town of Bluffton Planning and Community Development Department at (843) 706-4500). Persons requiring special services to attend the meeting should call for assistance.

Public Comments may be submitted electronically via the Town's website at (https://bit.ly/3wg7A08). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. The meeting will be open to the public.

IPL0290213 Nov 16 2025

Post Date: 11/16 12:00 F

Refcode: #IPL0290213
Print =

Section 4.10 NCD - Neighborhood Commercial District

Section 4.10.1 Permitted Uses

The following uses shall be permitted in the Neighborhood Commercial District:

- (A) All uses permitted in the Neighborhood Preservation Districts. However, when such use is a residential use, the density of the Neighborhood Preservation District abutting or closest to the Neighborhood Commercial District shall be the standard. When two or more Neighborhood Preservation Districts are contiguous to the Neighborhood Preservation District, the Neighborhood Preservation District with the highest density shall prevail.
- (B) Retail business involving the display and sale of merchandise inside stores only, provided, however, that agricultural products may be displayed and sold outside. Permitted retail businesses specifically include and may be similar to:
 - (1) Antique store
 - (2) Appliance, radio, television store
 - (3) Art supply store
 - (4) Book, magazine, newspaper shop
 - (5) Candy store
 - (6) Clothing store
 - (7) Drug store or pharmacy
 - (8) Florist shop
 - (9) Fruit, nut and/or vegetable store
 - (10) Gift or curio shop
 - (11) Grocery store
 - (12) Hardware store
 - (13) Hobby and/or toy shop
 - (14) Millinery or hat shop
 - (15) Music store and/or record shop
 - (16) Office supply and equipment store
 - (17) Package liquor store
 - (18) Photographic and camera supply and service store
 - (19) Shoe store
- (C) Business involving the rendering of a personal service or the repair and servicing of small equipment specifically including, but not limited to:
 - (1) Appliance, radio, television repair shop
 - (2) Bank, savings and loan associations, personal loan agency and branches.
 - (3) Barber ship, beauty shop, or combination thereof.
 - (4) Bicycle repair and sales shop
 - (5) Dressmaker, seamstress, tailor
 - (6) Dry cleaning self-service and/or laundry self-service facility.



- (7) Insurance agency
- (8) Jewelry and watch repair shop
- (9) Locksmith or gunsmith
- (10) Medical, dental, or chiropractic office, clinic and/or laboratory
- (11) Office for government, business, professional, or general purposes.
- (12) Photographic studio
- (13) Real estate agency
- (14) School offering instruction in art, music, dancing, drama, or similar cultural activity.
- (15) Telegraph office
- (D) Radio and/or television station
- (E) Private or semiprivate club, lodge, union hall or social center.
- (F) Church
- (G) Off-street commercial parking lot
- (H) Publicly owned and operated building, facility or land.
- (I) A temporary office and/or storage building during a project involving construc. but not to be used as a dwelling with the removal of same within 30 days upon project completion.
- (J) Public utility facility including substation, switching station, telephone exchange, pump station, water tower or fire tower.

Section 4.10.2 Conditional Uses

The following uses shall be permitted on a conditional basis in any Neighborhood Commercial District:

- (A) Auto accessory store provided there is no storage of wrecked automobiles or scrapped or salvaged auto parts on the premises.
- (B) Automobile service station provided operations involving major repairs, body and fender work, and painting, are not conducted on the premises; provided all pumps are set back at least twenty-five (25') feet from the right-of-way line of all abutting streets; provided all pumps are set back at least fifty (50') feet from the right-of-way line along the major thoroughfares as identified in this Ordinance; and provided parking and/or services areas are separated from adjoining residential properties by a suitable planting screen, fence, or wall at least six (6') feet in height above finished grade.
 - (C) Bakery provided that goods baked on the premises are primarily sold at retail only

Page 30

- (D) Contractor's office provided there is no storage of construction vehicles, equipment, or materials on the premises.
- (E) Delicatessen, restaurant, soda fountain or other eating and/or drinking establishments provided no outside loud speaker systems are utilized; provided all lights or lighting arrangements used for purposes of advertising or night operations are directed away from adjoining or nearby residential properties and passing vehicular traffic by suitable planting screen, fence, or wall at least six (6') feet in height above finished grade.
- (F) Dry cleaning or laundry pickup agency provided that any laundering, cleaning or pressing done on the premises involves only articles delivered to the premises by individual customers.
 - (G) Meat, fish, and/or poultry shop provided that no slaughtering be permitted.
- (H) Pet shop, provided all animals are housed within the principal buildings so that no sound is perceptible beyond the premises.

Section 4.10.3 Other Requirements

Uses permitted in the Neighborhood Commercial District shall be required to conform to the following standards:

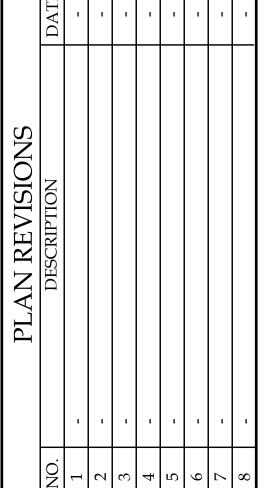
- (A) For front, side, and rear yard setback requirements, refer to Section 5.2.9.
- (B) Maximum building height: Thirty-five (35') feet above base flood elevation or finished grade, whichever is greater.
- (C) The maximum building size per parcel shall be ten thousand (10,000') square feet for all uses with the exception of: residential dwelling units; churches and other places of worship; public and nonprofit schools and day care centers; clubs, lodges, union halls, social/community centers; public recreational facilities; conditional uses delineated in Section 4.10.2(I).
- (D) Additional requirements: Uses permitted in the Neighborhood Commercial Zoning District shall meet all standards set forth in Section 5.2.1(E) pertaining to off-street parking, loading, and other requirements.

Section 4.11 GCD - General Commercial District

Section 4.11.2 Permitted Uses

The following uses shall be permitted in any General Commercial District:

(A) Any use permitted in any Development District, in compliance with the provision of Section 5.2.9.



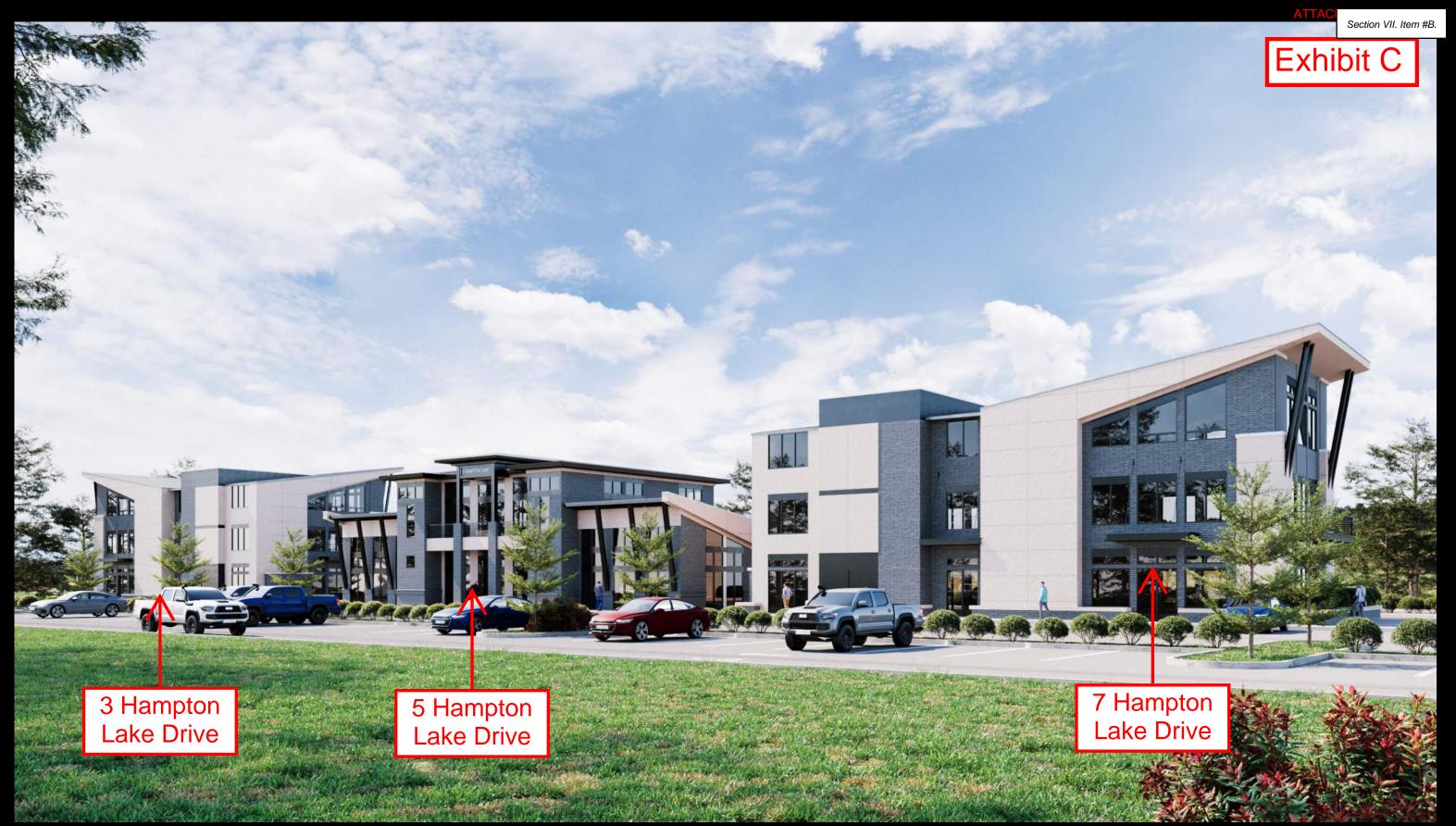
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1 inch = 30 ft.



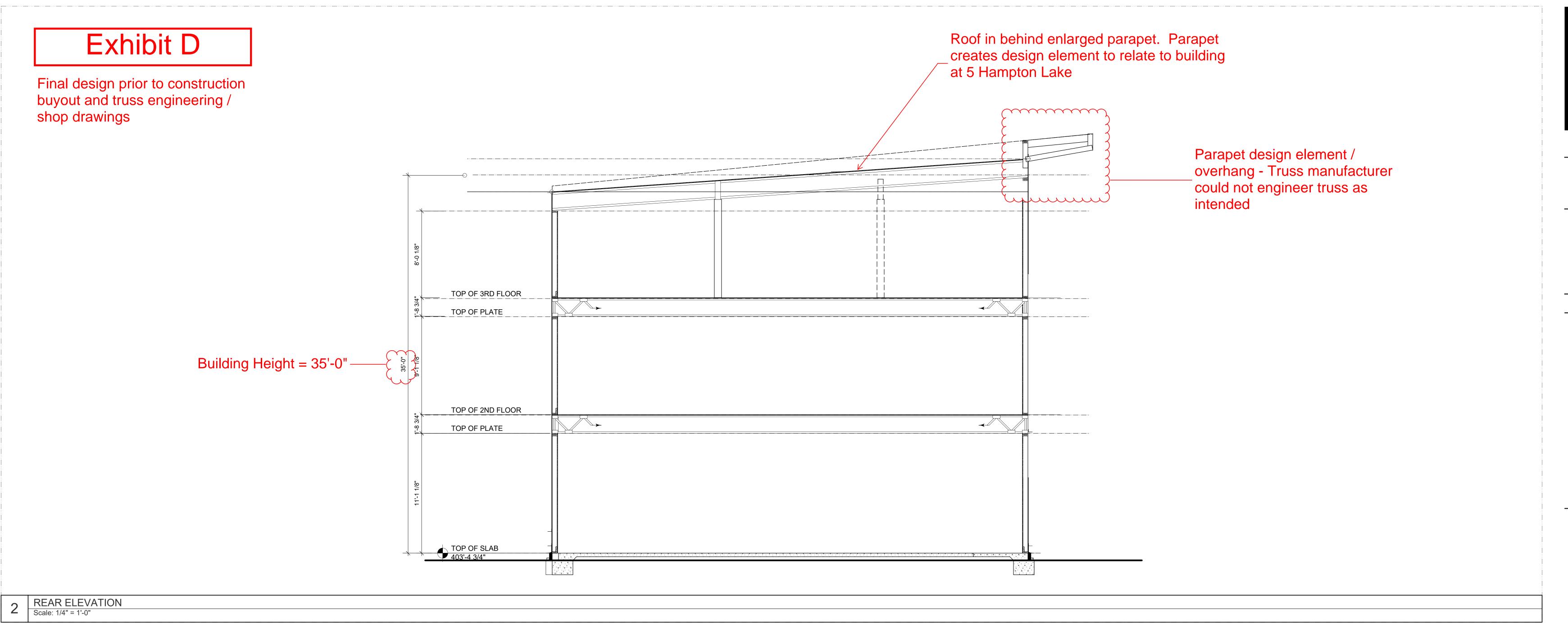
PARKWAYS OFFICES AT HAMPTON LAKES bluffton, south carolina

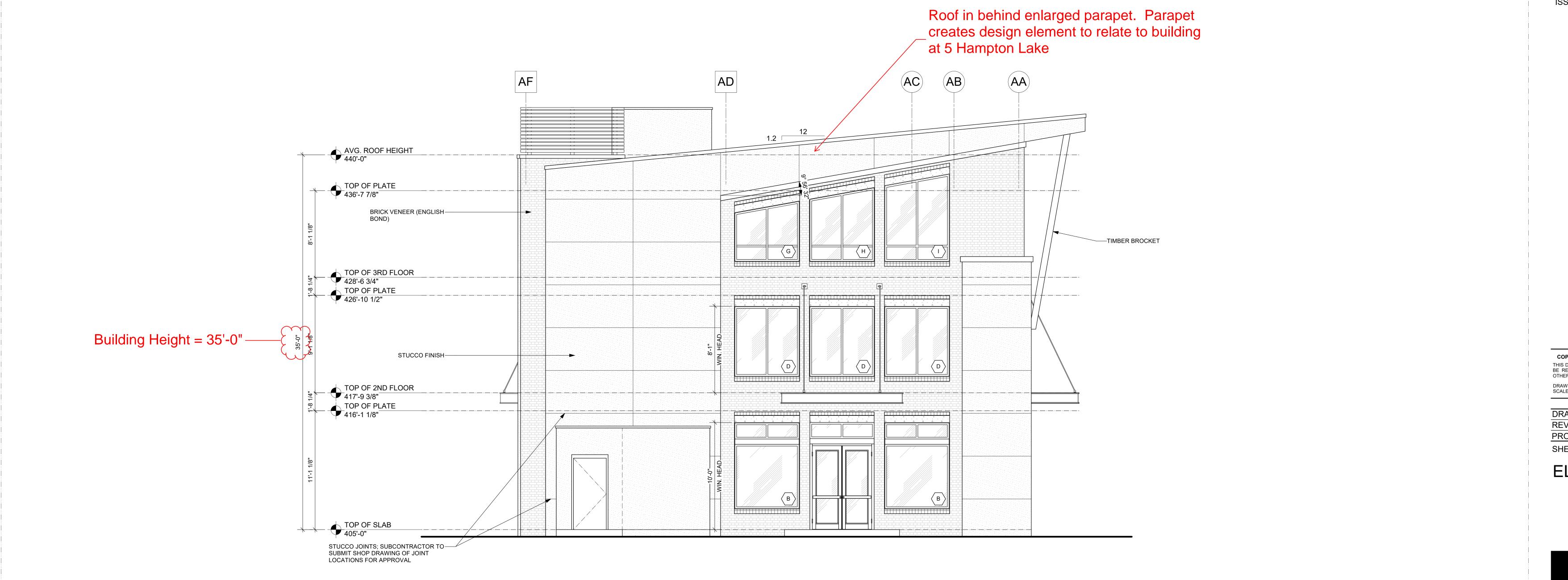




PARKWAYS OFFICES AT HAMPTON LAKES bluffton, south carolina





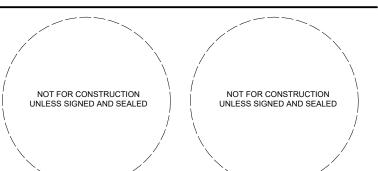


Section VII. Item #B.

DESIGN

architecture + planning

SM7 DESIGN LLC 1011 BAY STREET, STE 314 BEAUFORT SC 29002



PROJECT:

7 HAMPTON LAKE

ADDRESS:

7 HAMPTON LAKE DRIVE, BLUFFTON, SC

ISSUE / REVISION:

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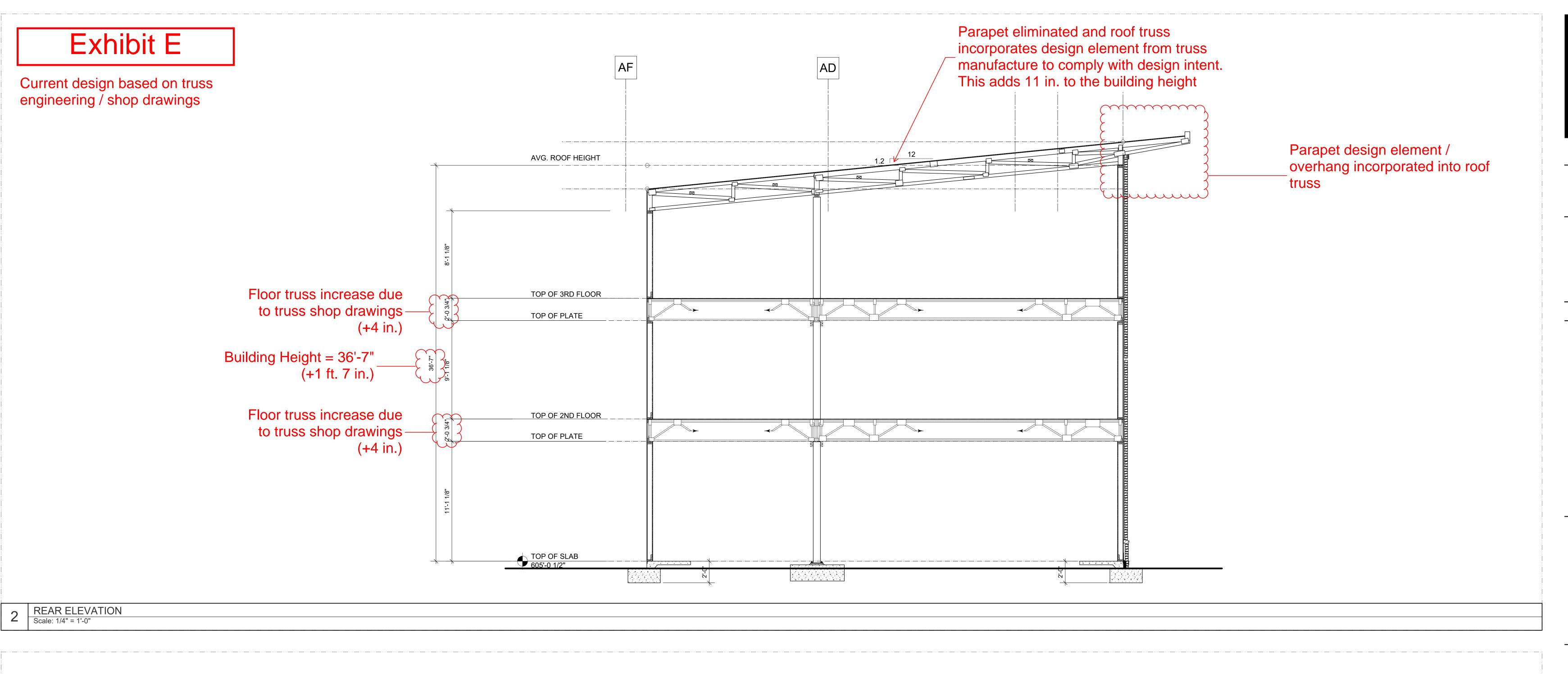
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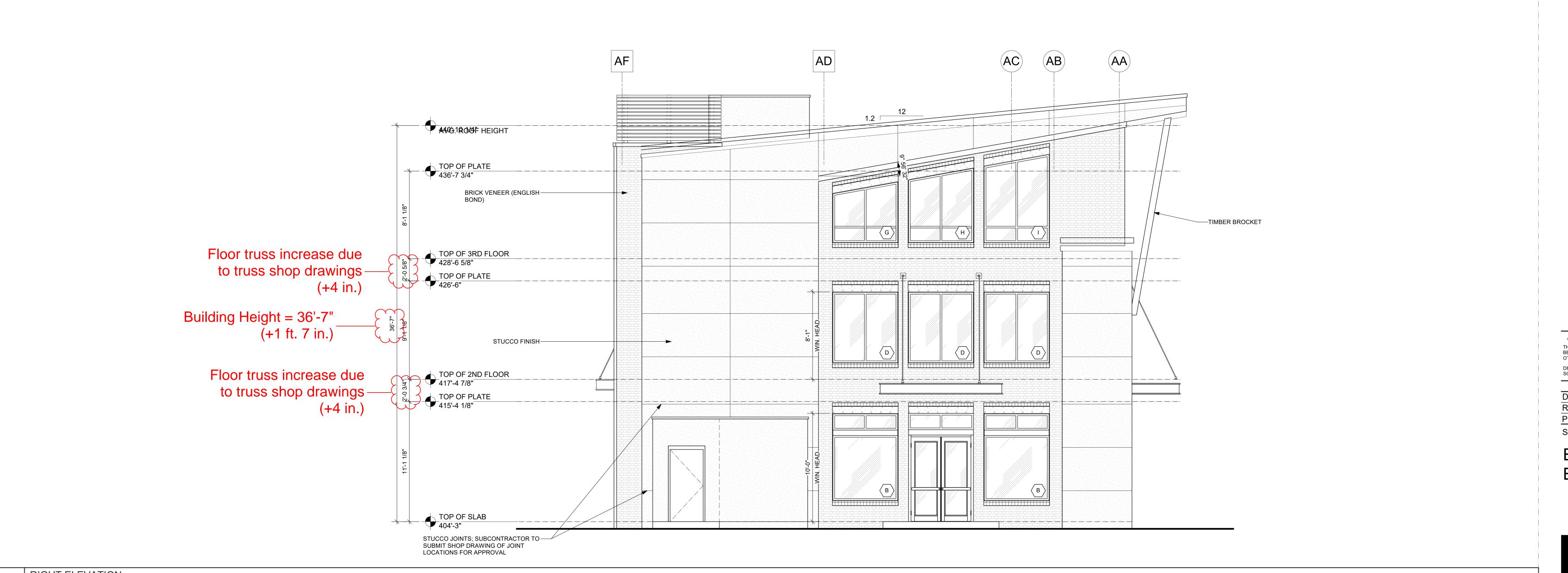
SHEET TITLE:

ELEVATIONS:

A201

RIGHT ELEVATION
Scale: 1/4" = 1'-0"



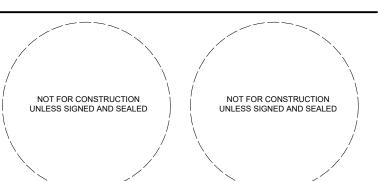


Section VII. Item #B.

DESIGN

architecture + planning

SM7 DESIGN LLC 1011 BAY STREET, STE 314 BEAUFORT SC 29002



PROJECT:

7 HAMPTON LAKE

ADDRESS:

7 HAMPTON LAKE DRIVE, BLUFFTON, SC

ISSUE / REVISION:

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23-002C

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PROJECT ID:
SHEET TITLE:

ELEVATIONS: EXHIBIT B

A202

RIGHT ELEVATION
Scale: 1/4" = 1'-0"



TOWN OF BLUFFTON 2026 BOARD OF ZONING APPEALS Meeting and Application Submission Schedule

MEETING DATES	APPLICATION SUBMISSION DATES
January 6, 2026	December 9, 2025
February 3, 2026	January 6, 2026
March 3, 2026	February 3, 2026
April 14, 2026**	March 17, 2026
May 5, 2026	April 7, 2026
June 2, 2026	May 5, 2026
July 7, 2026	June 9, 2026
August 4, 2026	July 7, 2026
September 1, 2026	August 4, 2026
October 6, 2026	September 8, 2026
November 3, 2026	October 6, 2026
December 1, 2026	November 3, 2026
January 5, 2027	December 8, 2026

MEETINGS WILL BE HELD THE FIRST TUESDAY OF THE MONTH - ONLY WHEN A ZONING APPEAL REQUEST HAS BEEN SUBMITTED.

MEETINGS WILL BE HELD AT 6:00 P.M.

The April 7, 2026 meeting will be held one week later due to a scheduling conflict.

Please Note:

- 1. For submission requirements and information please consult <u>www.townofbluffton.sc.gov</u> or phone 843.706.4500.
- 2. The proper forms and filing fee (as indicated on the Master Fee Schedule) must accompany all submittals. Incomplete submittals will NOT be accepted.
- 3. Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.
- 4. All new applications, required revisions and information relative to previously submitted applications must be submitted four (4) weeks prior to the meeting date in order to be placed on the agenda.
- 5. Cases will be heard only if the applicant/applicant's representative is present.