

SUBMITTAL CHECKLIST

SULLIVAN'S ISLAND DESIGN REVIEW BOARD

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address: _____
Submittal Date: _____
Meeting Date: _____

Requested Approval: Conceptual Preliminary Final

Review Process: A pre-application meeting is recommended with Planning staff as soon as the owner and/or design professional identify design objectives. Following the pre-application meeting, **Conceptual plans** should be submitted to the Design Review Board for review and comment. **Preliminary** or even **Final** plan review is generally required but may be waived at the discretion of the Board. Incomplete submittals or requests not consistent with Zoning Ordinance standards will be returned to the applicant and the project will not be part of the meeting agenda in accordance with Zoning Ordinance §21-109 F. (4).

The following items shall be included to receive plan approval:

- Application fee (*Checks payable to Sullivan's Island Design Review Board*)
- Completed Application to Sullivan's Island Review Board form (**FORM A**)
- Completed Sullivan's Island DRB Request for Review form (**FORM B**)
- Completed Zoning Standards Compliance Worksheet (**FORM C**)
- Completed Historic Worksheet (**FORM D.1**), or Neighborhood Compatibility Worksheet (**FORM D.2**)
- Two (2) sets** of Drawings, 11" x 17" size. Drawings to include:
 - A current as-built survey**, Certified by a S.C. Registered Land Surveyor [1/16"= 1'-0" OR 1"= 20'-0" Required for all new construction and for work which expands or is outside of an existing building footprint; illustrating the following:
 - All applicable Flood Zone information
 - Setbacks, property lines and easements
 - Spot elevations required to comply with Section 21-24
 - OCRM Critical Lines, or Baseline and Setback if applicable
 - Existing Structures, if applicable
 - Site Plan** [1/16" = 1'-0" OR 1" = 20'-0" scale], illustrating the following:
 - Existing structures, if applicable
 - Proposed new structures
 - All applicable survey information
 - Floor Plans** [1/8" = 1'-0" scale], with the following requirements:
 - Exterior dimensions
 - Graphically depict the outlines of heated space, covered porches and open decks.
 - In the case of renovations and/or additions, the outlines of existing and new construction must also be shown.
 - Exterior Elevations** [1/8" = 1'-0" scale], with the following requirements:
 - All exterior materials such as wood, stucco, roofing and / or masonry shall be graphically represented for intent.
 - Elevations must be rendered with shadows depicting roof and / or deck overhangs, changes in wall plane, or massing. Devoid of any graphically
 - Roof ridge heights and Finished Floor Elevation (FFE) and their relationship to FEMA Base Flood Elevation (BFE)
 - Optional:**
 - 3-D perspective sketches and / or models are encouraged.
 - Any relevant photographs or documentation that might be descriptive (of adjacent properties).

Sullivan's Island Design Review Board

last modified 2021

APPLICATION

Sullivan's Island Design Review Board

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

(FORM A)

Project Address:	<u>2802 Brooks Street</u>		
Submittal Date:	<u>August 20, 2021</u>		
Meeting Date:	<u>September 15, 2021</u>	Parcel I.D. (TMS#):	<u>529-07-00-048</u>

Requested Approval (check ONE) Conceptual Preliminary Final

Check one:

<input type="checkbox"/> Submittal is outside the Historic District, not classified historic, and requests DRB relief. <u>Complete Neighborhood Compatibility Form D.2</u>	<input type="checkbox"/> Submittal is within the Historic District and is: <u>Complete Historic Form D.1</u> _____ designated as Historic Resource _____ not designated as Historic Resource Historic Survey #: _____	<input checked="" type="checkbox"/> Submittal is outside the Historic District and <u>Complete Historic Form D.1</u> <u>x</u> designated as Historic Resource Historic Survey #: <u>056</u>
--	--	---

Nature of Work: (circle all that apply)

Historic Property
 Accessory Structure
 Demolition / Relocation
 Addition / Alteration
 New Construction

Owner's Name <u>2802 Brooks LP</u>	Architect / Designer: <u>Herlong Architects</u>
Address: <u>2113 Middle Street, Suite 100</u> <u>Sullivan's Island, SC 29482</u>	Contact #: <u>843-882-2504</u> email: <u>brooke@herlongarchitects.com</u>
email: <u>jason.fowler@seaislandbuilders.com</u>	Contractor: <u>Sea Island Builders</u>
Contact #: <u>843-200-6157</u>	Contact #: <u>843-883-7430</u> email: <u>jason.fowler@seaislandbuilders.com</u>

Enter a Brief Description of the Project and Scope of Work to be Performed:

Renovation to a historic structure and attached addition.

I (We) submit that the above information is true to the best of my (Our) knowledge. Brooke Gerbracht <small>Print Applicant's Name</small>  <small>Applicant Signature</small>	If Owner is not Applicant: I (We) hereby appoint the person named as Applicant as My (Our) agent to represent me (Us) in this application.  <small>Owner's Signature</small>	<small>Fee Received by</small> _____ <small>check #</small> _____
---	--	--

REQUEST FOR REVIEW FORM (FORM B)

Sullivan's Island Design Review Board

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address _____

Submittal Date _____

Meeting Date: _____

BREAKDOWN OF LOT COVERAGES

<i>Lot Information:</i>	
Total Lot Size in Square Feet:	_____ sf
Lot Width:	_____
Lot Depth:	_____
Flood Zone / Base Flood Elevation:	_____

<i>Sec. 21-25 Principal Building Coverage Area</i>	
Principal Building Footprint:	_____ sf
Accessory Building Footprint:	_____ sf
_____	_____
Total Principal Bldg. Coverage Area:	_____ sf
(Principal Building plus Accessory Structure)	

<i>Sec. 21-26 Impervious Coverage</i>	
Principal Building Coverage Area	_____ sf
Covered Porches:	_____ sf
Open Decks / Steps:	_____ sf
Pool / Patio:	_____ sf
Drives / Walks:	_____ sf
Other Impervious Coverage	_____ sf
_____	_____
Total Impervious Coverage	_____ sf

<i>Sec. 21-27 Principal Building Square Footage</i>	
First Floor	_____ sf
Second Floor	_____ sf
Third Floor	_____ sf
Accessory Building	_____ sf
_____	_____
Total Principal Building Square Footage:	_____ sf
(Principal Building plus Accessory Structure)	

EXTERIOR MATERIALS

(REQUIRED FOR PRELIMINARY AND FINAL SUBMITTALS ONLY)

** REQUIRED FOR ALL PROJECTS WITHIN HISTORIC DISTRICT AND / OR THOSE HOMES DESIGNATED HISTORIC OUTSIDE OF THE HISTORIC DISTRICT*

Foundation: _____

Roof: _____

Walls: _____

Windows: _____

Trim: _____

Doors: _____

Sec. 21-111 Standards of Neighborhood Compatibility

NOTE: Particular attention will be paid to the Standards of Neighborhood Compatibility. Please include a narrative addressing these standards and be prepared to address in depth at presentation. The narrative and presentation should reference the Standards for Neighborhood Compatibility and design guidance form.

(check which applies)

Form D.2 attached

Not Applicable (no relief requested)

ZONING STANDARDS COMPLIANCE WORKSHEET (FORM C)

Sullivan's Island Design Review Board

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address: _____

Submittal Date: _____

Meeting Date: _____

		Zoning Ordinance Reference Section	Zoning Standard	√ if meets standard	DRB's Max. Authority for Relief	Applicant Request for Relief	Percent (%) Relief Requested	Total Allowed + Requested Relief (SF)
SETBACKS	A	21-22 Front Setback	25 feet		15% (3.75')			
	B	21-22 Additional Front Yard Setback	45° above 20'		15%			
	C	21-22 Side Setback	Per lot; Enter Result: ____min.; ____comb.		25%			40'-9" = 31'
	D	21-22 2nd Story Side Façade Setback	10 feet (wall length) 2' setback from wall		100% (20 feet)			
	E	21-22 Rear Setback	25 feet		None			
LOT COVERAGE	F	21-25 Principal Building Coverage	as per formula: Enter Result _____sf		20% _____sf	153 sf		3069 sf + 482 sf + 153 sf = 3,074 sf
	G	21-26 Impervious Coverage	as per formula: Enter Result 6,800 sf <u>30% sf maximum</u>	✓	N/A	N/A	N/A	N/A
	H	21-27 Principal Building Square Footage	as per formula: Enter Result _____sf		25% _____sf	552 sf	14%	3946 sf + 482 sf + 552 sf = 4,980 sf
	I	21-28 Third Story	as per formula: Enter Result _____sf	NA	15% _____sf			
DESIGN STANDARDS	J	21-29 Principal Building Front Façade	50' feet or, 2/3 lot width (whichever is less)		100%			
	K	21-29 Principal Building Side Façade	30 feet (wall length)		100% (60 feet)			
	L	21-30 Building Orientation	Towards ocean, excluding marsh and ocean lots		Adjust for Neighborhood Compatibility			
	M	21-30 Bldg. Foundation Height	8' to LSM & 9'4" to FFE		1 foot			
	N	21-32 Foundation Enclosure	½" Space		Adjust for Neighborhood Compatibility			
	O	21-138 Accessory Structure	Height (18') Setback (10') Area 625' footprint and 750' total	NA	20% (3.6') 40% (4') 20% Area 750'-900'			

SEC. 21-43 B. REQUEST FOR HISTORIC EXEMPTIONS (FORM C.1)

Sullivan's Island Design Review Board

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

Project Address: _____

Submittal Date: _____

Meeting Date: _____

		1	2	3	4	5	
		Zoning Ordinance Reference Section	Total Area of Existing Structures (sf)	DRB Authority for Exemption	Applicant's Request for Relief in Sq. Ft.	Percent (%) Relief Requested	Total Proposed
HISTORIC EXEMPTIONS	A	21-43 Existing Principal Building Square Footage		50% Enter Result: _____sf			3,069 sf + 482 sf + 552 sf = 4,980 sf
	B	21-43 Existing Principal Building Coverage Area		50% Enter Result: _____sf			3,069 sf + 482 sf + 153 sf = 3,074 sf
	C	21-43 Existing Impervious Coverage Area		50% Enter Result: _____sf			6,138 sf + 530 sf = 6,665 sf

REQUEST FOR HISTORIC DESIGN REVIEW (FORM D.1)

Narrative for Scope of Work

Sullivan's Island Design Review Board

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

- Do you propose any exterior changes to the historic structure? Yes No
- If you answered "yes," please provide a detailed explanation and sequence of the work below:

Section 21-97. C Historic Preservation Standards

Submit in writing, and be prepared to describe how your project is consistent with the following ten preservation standards, and the most recent version of the Secretary of Interior's Guidelines for the Treatment of Historic Properties.

****On your elevation drawings show all existing conditions and proposed changes. Detail existing materials and highlight all new and preserved architectural and structural elements.**

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

- (a) Using a property as it was used historically or giving a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;
- (b) Retaining and preserving the historic character of a property; avoidance of the removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property;
- (c) Avoiding changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings;
- (d) Retaining and preserving changes to a property that have acquired historic significance in their own right;
- (e) Preserving distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property;
- (f) Repairing rather than replacing deteriorated historic features; or 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;
- (g) Utilizing the gentlest means of chemical or physical treatments;
- (h) Protecting and preserving the archeological resources in place, and if disturbing, mitigation measures will be undertaken;
- (i) Not destroying historic materials, features, and spatial relationships that characterize the property; differentiating the new work from the old and making it compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment; and,
- (j) Undertaking new construction in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The proposal preserves the existing historic cottage, and it returns it to its original historic footprint. A small wrap around porch addition on the west elevation allows the side facade of the historic structure to address Station 28. Thus every facade contains an element that speaks to the street it faces. The original historic windows will be restored; the historic beveled columns will also be restored as is structurally possible. Any new columns at the historic porch will be a replica to the original columns. The historic siding will remain. Any siding that must be replaced will match the historic conditions. A new standing seam metal roof will provide historic integrity to what was most likely the original roof material. The historic structure will be shored and protected during construction.

The new attached addition will be constructed of similar materials, with low eave lines to speak to the low eave lines of the historic cottage. The second floor is set within the roof lines, to minimize the scale of the new addition. The attached addition connects to the historic structure with a 14'-7" covered porch. This separation allows the historic cottage to remain as a prominent artifact at the front of the property.

NEIGHBORHOOD COMPATIBILITY WORKSHEET (FORM D-2)

Sullivan's Island Design Review Board

2056 Middle St. • P O Box 427 • Sullivan's Island, SC • 29482 • (843) 883-3198

In accordance with the Sullivan's Island Zoning Ordinance, Section 21-111, the DRB shall only grant modifications of the Zoning Ordinance standards if the design is compatible with the surrounding neighborhood. The *Standards for Neighborhood Compatibility* should :

- The pattern of setback, foundation elevations and building heights;
- The massing and orientation of structures;
- Fenestration (windows) and doorway spacing and alignment patterns;
- The placement and use of porches, decks and patios;
- The placement and alignment of driveways;
- The treatment of front and side facades;
- Where appropriate, the types of roofs, the roof pitches, and other aspects of roof design;
- Where appropriate, distinctive architectural styles that characterize a street or neighborhood; and
- Such other factors as the Board may consider relevant to defining the character of the neighborhood.

Additionally, the following check-list will help the applicant and DRB determine if the proposed design is properly integrated into the context and character of the existing neighborhood.

Principal Building Square Footage (§ 21-27): When requesting relief for additional Principal Building Square Footage, the DRB will be looking carefully at ways the applicant is offsetting the impact of the requested relief. The applicant might choose one or more of the following techniques, for example:

- Lower the first-floor height closer to grade to offset the additional massing.
- Lower the main roof eave height to offset the additional massing.
- Lower the overall roof height to reduce the additional massing
- Reduce the amount of second floor wall surface
- Place the second-floor square footage within the roofline
- Provide additional setbacks for second story walls to reduce the impact to neighbors
- Assure to the DRB that the design is unique, well articulated and appropriately scaled
- DRB suggests that prior to submittal please review your plans with neighbors and request their approval of square footage changes.

We are requesting 14% relief to the PBSF. The attached addition has a low first finish floor close to grade to match the existing historic first finish floor. The eave lines are at similar heights to the existing historic eaves. The ridge lines step up in height as you move from the front to the back of the property. The highest ridge is below the maximum ridge height allowable. The second floor is set within the roof line.

Principal Building Coverage (§ 21-25): When requesting relief for Principal Building Coverage, the DRB will be looking at ways the applicant is offsetting the impact of the requested relief. The applicant might choose one or more of the following techniques, for example:

- Lower the first-floor height closer to grade to offset any additional massing.
- Coverage relief typically includes additional lower one-story design elements. Please indicate clearly these one-story elements in the design.
- Reduce the amount of second story wall surface area and second story heated sq. ft.
- Coverage Relief is typically granted for smaller than average lots due to zoning formulas.

- Assure to the DRB that the design is unique, well-articulated and appropriately scaled.

We are requesting 5% PBC relief. The first floor height is set close to grade. The pool cabana and main living room in the attached addition that face Station 28 and Middle Street are one story elements. The second story elements front the adjacent property on the east side, and they are set within the roof line to reduce the impact.

Front and Side Building Setbacks (§ 21-22): Building setbacks are intended to create open space (landscaping, sunlight, distance) between buildings and the right-of-way. When requesting relief for Front and Side Setbacks, the DRB will be looking at ways the applicant is offsetting the impact of the requested relief. The applicant might choose one or more of the following techniques, for example:

- Request Side Setback relief as a means of preserving trees, tree canopies or other significant landscape elements.
- Consider designing one story construction in the requested relief zone to preserve sunlight and views.
- Provide well articulated side facades with separated massing elements.
- DRB suggests that prior to submittal please review your plans with neighbors and request their approval of setback changes.

We are requesting 23% side facade setback relief. This is to allow the majority of the attached addition to be one story elements, so as to minimize its impact on the historic cottage. This also allows more existing trees to be preserved, creating a design made up of small elements that move around the site.

Second Story Side Façade Setback (§ 21-22): Second story side façade setback of two feet reduces the overall height and mass of the wall and ensures more sunlight for the adjacent property. Two-foot second floor setbacks are required for any wall in excess of 10'. DRB can double that width to 20'. The DRB does not have the authority to completely eliminate the second story setback.

Side Façade Articulation (§ 21-29): The depth and width of a building has a substantial impact on its mass and scale. Removing the requirement for articulations in the side wall can result in a long unbroken side façade, which lacks visual appeal and creates more mass.

- It is unlikely that the DRB will grant 100% relief allowing a 60' long unarticulated wall.
- When requesting any relief less than 100%, assure to the DRB that the design is unique, well articulated and appropriately scaled