



SULLIVAN'S ISLAND HISTORIC PRESERVATION AND DESIGN STUDY GROUP

Land Use and Natural Resources
Subcommittee

WEBPAGE

<https://sullivanisland.sc.gov/government/historic-preservation-and-design-study-group>

TABLE OF CONTENTS

1. STUDY GROUP CONTACTS- VOTING AND NONVOTING
2. ZONING REGULATIONS RELATED TO HOUSE SIZE, MASS, AND SITING
3. DESIGN REVIEW BOARD APPLICATION
4. ZONING ORDINANCE CHAPTERS
 - ❖ TABLE OF CONTENTS
 - ❖ GENERAL INTRODUCTION
 - ❖ GENERAL REQUIREMENTS
 - ❖ RS-SINGLE FAMILY RESIDENTIAL DISTRICT
 - ❖ HISTORIC PRESERVATION OVERLAY DISTRICT
 - ❖ DESIGN REVIEW BOARD
 - ❖ ACCESSORY USES AND STRUCTURES
 - ❖ DEFINITION OF TERMS
5. MATRIX ZONING ORDINANCE SECTIONS (FOR PC USE)
6. MAP OF HISTORIC DISTRICTS AND RESOURCES 2003 (SCHNEIDER)
7. NOTES

ZONING REGULATION TASK FORCE:

Zoning Ordinance Sections
SFH massing, size and site development.

TABLE OF CONTENTS:

- §21-22 Dimensional Standards (setbacks)
 - §21-25 to 27 Lot Coverage Standards
 - §21-25 Principal building coverage area (PBC)
 - §21-26 Impervious coverage area (IC)
 - §21-27 Principal building square footage (PBSQ)
 - §21-22 Design Standards (architectural)
 - §21-22 Second Story Side Façade Setback
 - §21-29 Principal Building Front Façade
 - §21-29 Principal Building Side Façade
 - §21-30 Building orientation
 - §21-30 Building foundation height
 - Conditional Uses
 - §21-143 Parking- Residential
 - §21-142 Swimming Pools & Recreation Facilities
 - §21-20 B (6) Attached Additions
 - §21-138 Accessory Structures
 - Historic Incentives
 - §21-20 B (6) Accessory Dwelling Unit (ADU) Special Exception
 - §21-43 Historic Exemptions (50% lot coverage & conditioned space)
-

§21-22 Dimensional Standards (setbacks)

§21-22 B. Front yard setback

A. Minimum front yard setback.

(1) Front Yard Setback.

The minimum required Front Yard Setback shall be **twenty-five (25) feet.**

(2) Corner lot. The required Front Yard Setback for a Corner Lot shall be fifteen (15) feet from that portion of the lot running parallel to the side of the Principal Building. If the Principal Building is sited in a manner that neither side runs parallel to the lot line, then the Principal Building shall be set back from both lot lines the required twenty-five (25) feet.

(3) Shallow lot.

(a) A shallow lot is a lot with less depth than width as measured at the building line.

(b) The required Front Yard Setback may be reduced by one-third (1/3) foot for each foot by which the lot depth is less than eighty (80) feet rounded up or down to the nearest whole foot; provided, however, the Front Yard Setback shall never be less than fifteen (15) feet.

(4) Additional Front Yard Setback:

(a) For any portion of a Principal Building's height exceeding twenty (20) feet, that portion in excess of twenty (20) feet shall be set back from the Front Yard Setback an additional one (1) foot for every one (1) foot of increased height above twenty (20) feet as measured at the Front Yard Setback.

EXAMPLE

§21-22 C Side yard setback

C. Minimum side yard setback.

- (1) Lots equal to or greater than one hundred five (105) feet wide as measured at the required Front Yard Setback Line:
 - a) The Side Yard Setback shall be a minimum of fifteen feet (15) with a combined Side Yard Setback for both sides equal to forty (40) feet.
- (2) Lots less than one hundred five (105) feet wide as measured at the required Front Yard Setback Line:
 - a) The required Side Yard Setback may be reduced by one-third (1/3) foot for each foot by which the lot width is less than one hundred five (105) feet rounded up or down to the nearest whole foot; provided, however, the Side Yard Setback shall never be less than ten (10) feet.

EXAMPLE

§21-22 C Side yard setback

A. Minimum rear yard setback.

- (1) Unless otherwise provided, no structure or part of a structure shall be erected or allowed to remain nearer than twenty-five (25) feet to a Rear Lot Line.

EXAMPLE

§21-25 to 27 Lot Coverage Standards

§21-25 Principal building coverage area (PBC)

B. Permitted principal building coverage area.

- (1) Lot Area equal to or greater than fifteen thousand (15,000) square feet:
 - (a) Principal Building Coverage Area shall be no greater than fifteen percent (15%) of the Lot Area.

C. Design Review Board.

- (2) The Design Review Board may increase by no more than twenty percent (20%) the maximum permitted Principal Building Coverage Area if this or other modifications achieve greater Neighborhood Compatibility as described in ARTICLE XII, except as provided in Section 21-20C.(2)(j) regarding historic properties with a second structure on the same lot. (5-15-07)

EXAMPLE

- (1) ½ acre Lot 21,780 sf = 3267 sf Coverage (15%).
 - (a) ½ acre Lot 14,505 sf = 2176 sf Coverage (15%).
 - (b) ¼ acre Lot 10,890 sf = 1634 sf Coverage (20%)
 - (c) Lot 5,000 sf = 1250 sf Coverage (25%).
-

§21-26 Impervious coverage area (IC)

A. Permitted impervious coverage area.

- (1) Lot Area equal to or greater than fifteen thousand (15,000) square feet:
 - (a) Impervious Coverage shall be no greater than **thirty percent (30%) of the Lot Area.**

EXAMPLE

- (1) Examples:
 - (b) ½ acre Lot 21,780 sf = 6534 sf Impervious Coverage (30%).
 - (c) ⅓ acre Lot 14,505 sf = 4352 sf Impervious Coverage (30%).
 - (d) ¼ acre Lot 10890 sf = 3267 sf Impervious Coverage (33.3%).
 - (e) Lot 5,000 sf = 2000 sf Impervious Coverage (40%).
- (2) **At least fifty percent (50%) of the Lot Area shall remain naturally vegetated or landscaped with grass and/or other vegetation.**

§21-27 Principal building square footage (PBSQ)

- A. Permitted principal building square footage.
 - (1) Lot Area of five thousand (5,000) square feet or less: Principal Building Square Footage limited to twenty-four hundred (2400) square feet.
 - (2) Lot Area exceeding five thousand (5,000) square feet: maximum Principal Building Square Footage of twenty-four hundred (2400) square feet may be increased 10 sf for every additional 100 square feet of Lot Area.
 - (3) Equation: **$[(\text{Lot Area} - 5000 \text{ sf}) / 100 \text{ sf}] \times (10) + 2400 = \text{Principal Building Square Footage.}$**

EXAMPLE

- (a) ½ acre Lot 21,780sf = 4078 Principal Building Square Footage.
- (b) ⅓ acre Lot 14,505sf =3351 Principal Building Square Footage.
- (c) ¼ acre Lot 10890sf = 2989 Principal Building Square Footage.
- (d) Lot 5,000 sf = 2400 Principal Building Square Footage.

§21-22 Design Standards (architectural)

§21-22 Second Story Side Façade Setback

- A. Minimum principal building side façade setback.
 - (1) A Principal Building’s 2nd floor Side Façade having a **width in excess of ten (10) feet shall be setback two feet from the 1st floor Side Façade.**
 - (2) If a Principal Building’s 2nd floor Side Façade has an unenclosed porch with a minimum depth of four (4) feet, the Side Façade encompassed by the porch shall not be subject to the additional required setback.
- (3) Design Review Board.

The Design Review Board may grant up to a **one hundred percent (100%)** modification in this Zoning Standard if this or other modifications achieve greater Neighborhood Compatibility as described in ARTICLE XII.

EXAMPLE

§21-29 Principal Building Front Façade

- A. Design standards.
 - (1) Principal Building’s Primary Front Façade:

- (a) The width of a Principal Building's Primary Front Façade shall not exceed the lesser of fifty feet or two-thirds (2/3) of the lot's buildable width (width of lot at the building line less that portion required to meet the side yard Setbacks). All other front facing facades shall be set back at least eight (8) feet from the Principal Building's Primary Front Façade.
- (b) A Principal Building having a porch or porches with a depth of eight (8) feet extending across forty percent (40%) of the Principal Building's Primary Front Façade 1st floor shall be exempt from meeting the requirement of (a) above.

Design Review Board. The Design Review Board may grant up to a one hundred percent (100%) modification in this Design Standard if this or other modifications achieve greater Neighborhood Compatibility as described in ARTICLE XII.

EXAMPLE

§21-29 Principal Building Side Façade

- (1) Principal Building's Side Façade:
 - (c) The length of a Principal Building's Side Façade shall not exceed thirty (30) feet without an articulation (building inset) in the Side Façade of at least four (4) feet wide.
 - (d) This standard may be met by inclusion of side porch having a minimum depth of four (4) feet.

Design Review Board. The Design Review Board may grant up to a one hundred percent (100%) modification in this Design Standard if this or other modifications achieve greater Neighborhood Compatibility as described in ARTICLE XII.

EXAMPLE

§21-30 Building orientation

- A. Design standards.
 - (1) The Principal Building's Primary Façade (front door) shall be oriented toward a public street, excluding Principal Buildings on lots adjacent to the ocean or marsh.
 - (2) Double Frontage Lots: the Principal Building's Primary Façade shall be oriented toward the ocean unless the Principal Building is replacing one oriented otherwise.
 - (3) Corner lots: the Principal Building's Primary Façade shall be oriented toward the ocean or marsh, unless the Principal Building is replacing one oriented otherwise.
- B. Design Review Board.

In determining orientation of the Principal Building, the Design Review Board may modify this Design Standard to achieve greater Neighborhood Compatibility as described in ARTICLE XII.

EXAMPLE

§21-31 Building foundation height

- (1) The bottom elevation of the Principal Building's lowest horizontal structural member shall be no more than eight (8) feet above finished grade.
- (2) The finished floor shall be no more than nine (9) feet four (4) inches above finished grade.

B. Design Review Board.

The Design Review Board may grant up to a one-foot (1') modification in this Design Standard if the modification or

other modifications achieve greater Neighborhood Compatibility as described in ARTICLE XII.

EXAMPLE

§21-24 Building height

- A. No Principal Building shall be erected, altered or moved to exceed thirty-eight (38) feet in overall height.

EXAMPLE

Conditional Uses

§21-143 Parking- Residential

- (1) To the extent possible, parking areas should be twenty (20) feet to the rear of the Principal Building's front façade.

**one driveway permitted per 21-15

EXAMPLE

§21-142 Swimming Pools & Recreation Facilities

- A. Permitted accessory recreational uses.

- (1) Swimming pool and attendant facilities.
- (2) Basketball, tennis or other type of play court.
- (3) Decks and patios.

- B. Restrictions.

- (1) All accessory recreational uses and structures shall be located a minimum of twenty (20) feet to the rear of the Principal Building's front façade.
- (2) All accessory recreational uses and structures shall meet the same Setbacks required of the Principal Building. 25' rear and front and 40' sides; 30' from RC-1 & RC-2
- (3) Pools elevated more than six inches above grade are not permitted unless developed as an integral part of a Principal Building.

EXAMPLE

§21-20 B (6) Attached Additions

- (1) Attached additions that do not share heated space with the principal dwelling provided
 - (a) No kitchen facilities are allowed, and
 - (b) Deed restrictions are placed on the property prohibiting rental as a separate dwelling, and
 - (c) Any attached addition with an established connection to the principal building, shall be located under one roof and retain a permanent floor constructed above grade. The length to width ratio of the proposed connection may not exceed a two to one (2:1) dimension ratio, with a minimum width of four (4) feet, a maximum length of twenty (20) feet, and shall be visually and architecturally integrated with the existing principal building; said structures, as conditional uses, being reviewed and aesthetically approved by the Design Review Board. (9/17/2013)

EXAMPLE

§21-138 Accessory Structures

- A. Accessory structures shall
 - (1) Be located a minimum of **twenty (20) feet to the rear of the principal building's primary front facade**; provided, however, that for lots adjacent to the RC-1 or RC-2 District zones, accessory structures may be allowed in the yard area abutting the RC District or in the yard area abutting the street. (11-20-07)

 - (2) (a) Not exceed the greater of **twenty-five percent (25%) of the principal buildings square footage** in total combined square footage of all accessory structures or **750 s.f.**; and no one (1) structure may exceed 750 square feet in total area; total area to include square footage below BFE (Base Flood Elevation), above BFE and any roof overhang or shed roof, excluding any roof overhang less than 30 inches beyond the footprint of the structure; a cantilevered section of a structure will not be considered a roof overhang; and further provided that **the accessory structure footprint shall not exceed 625 square feet**, measured between the exterior walls of the structure. (11-20-07)

 - (b) The Design Review Board **may grant no more than a twenty (20%) percent increase** in this zoning standard, if this or other modifications achieve greater Neighborhood Compatibility as described in ARTICLE XII, and with particular consideration of the size and floor elevation of the principal dwelling. (11-20-07)

EXAMPLE	<i>Standard</i>	<i>DRB increase</i>
Principal Building SQ:	750	900
Footprint:	625	750

Historic Incentives

§21-20 B (6) Accessory Dwelling Unit (ADU) Special Exception

- (2) Historic structure used as accessory dwelling unit.

As an incentive to preserve historic structures and avoid their demolition, a second dwelling may be constructed on the same lot as an historic structure, and the historic structure may be used as an accessory dwelling, when all of the following conditions are met:

 - (a) Prior use shall have been used as a dwelling; and
 - (b) **The size of the historic structure is less than twelve hundred (1200) square feet of heated space** at the time of its designation as historic and is listed as an historic property as described in Section 21-94 Historic Property Designation Criteria; provided, however, that a structure reduced to less than 1200 square feet of heated space after its designation as historic may qualify for special exception approval for an additional dwelling on the same lot, but only if the Design Review Board review determines and specifies in findings, that: (5-15-07)
 - a. Special circumstances justify such reduction in square feet based on the criteria listed in Section 21-94D. (1-8); and (5-15-07)

b. The portions removed from the historic property were added less than fifty (50) years ago and/or obscured an earlier feature of the historic house which contributed substantially to the most important elements of its historic character, definition and integrity. Examples of the latter instance include the removal of an enclosure of a porch when the open porch had been characteristic of a particular type of Island structure, or removal of an addition which covered a distinctive feature of the structure that is shared by neighboring structures. (5-15-07)

These provisions shall supersede any inconsistent provisions contained in other portions of Chapter 21 relating to the use of historic structures as accessory dwellings, including but not limited to Section 21-140. (5-15-07)

- (c) In the event the historic structure does not meet current FEMA elevation requirements, the Design Review Board finds that bringing it into compliance would significantly impair the historic and architectural character of the structure; and
- (d) In the event the historic structure meets current FEMA elevations requirements, the Design Review Board finds that there is no feasible design solution for an addition to the historic structure that would not significantly impair the historic and architectural character of the structure; and
- (e) No separate utility service meters shall be permitted; and
- (f) The bottom elevation of the new second structure's first story floor joists shall be no greater than two (2) feet above the FEMA base flood elevation; and
- (g) The Design Review Board must find that the height, scale, mass and placement of the second structure are appropriate to and compatible with the lot on which it is sited, the character of the historic structure and surrounding neighborhood. When necessary to achieve such appropriateness and compatibility, the Design Review Board may impose stricter limits on height, setback, size and coverage than those of the zoning standards; and
- (h) Permission to build a second structure and to use the historic structure as an accessory dwelling is approved as a special exception by the Board of Zoning Appeals; and
 - (i) The following conditions as covenants running with the property shall be placed on the real estate title to the property by the owner of the lot by recording deed restrictions for the benefit of the Town of Sullivan's Island on the owner(s) title and recording the same in the RMC office for Charleston County before a building permit is issued:
 - (i) The lot shall remain in single ownership; more specifically, regardless of the type of ownership every owner, member, partner, shareholder, or unit owner, must have the same percentage of ownership in the historic structure as in any additional structure(s); and
 - (ii) Every owner, member, partner, shareholder or unit owner must have the same amount of control over the use of the historic structure as over any additional structure(s); and
- (j) Discretionary increases by the Design Review Board in principal building coverage, impervious surface coverage and square footage may not be granted to properties with a second structure.
- (k) If the historic structure used as an accessory dwelling is damaged or destroyed, by natural disaster, civil strife or uncontrollable accident, by more than fifty percent (50%) of its assessed value based on the most recent property assessment, the structure may be repaired in accordance with its pre-existing footprint, square footage, setbacks, and lot coverage. The Zoning Administrator shall rely on all credible information provided by the owner and/or available from the Town, to establish the damaged or destroyed structure's pre-existing condition and lot location. A Certificate of Zoning Compliance and a Building Permit shall be obtained within twelve (12) months of the date of occurrence of such damage, and once issued, construction shall be diligently pursued and completed within two (2) years from the date of the occurrence of such damage. If FEMA regulations require the structure's foundation to be elevated over fifty percent (50%) above its original elevation, the Design Review Board shall determine whether or not the reconstruction shall be required to meet the current Zoning Ordinance's Setback requirements. (11-20-18)
- (l) The historic structure used as an accessory dwelling may be used as a long-term rental, but only so long as the principal structure is occupied by an owner of the property as primary residence and a current business license is held on the same property. Primary residence is defined as a dwelling

where the owner or owners reside on a permanent basis and are assessed at the four percent (4%) assessment rate on their ad valorem property tax.

EXAMPLE

§21-43 Historic Exemptions (50% lot coverage & conditioned space)

A. Exceptions to standards.

If efforts are made to retain a Principal Building because it is an historically significant or contributing building (an historic property as described in Sec. 21-94. Historic property designation criteria)) that is compatible with existing development, the Design Review Board may:

- (1) Where an addition is made to an historic structure, exempt up to fifty (50%) of the Principal Building's existing square footage, building coverage (footprint) and impervious surface coverage (for example, a new structure on a half-acre lot with an existing historic structure with two thousand (2,000) Principal Building Square Footage, an addition to the Principal Building could contain 3,078 square feet, for a total Principal Building Square Footage of 5,078 square feet. However, in no case may the resulting total actual square footage of both structures exceed 5,600 square feet (this exemption does not apply where a second structure is built on the lot);
- (2) Exempt the Principal Building's pre-existing nonconforming Setbacks in order to permit additions in keeping with the Principal Building's historic character; and,
- (3) Permit the Principal Building to be used as accessory dwelling unit only specified in previous section 21- 20 C, occupied by persons meeting the Zoning Ordinance's definition of "family."

B. Design Review Board.

The Design Review Board shall make case-by-case determinations to decide to what extent the above exemptions shall be granted if the Principal Building is listed as an historic property as described in Sec. 21-94. Historic property designation.

EXAMPLE

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).

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: _____	
Submittal Date: _____	
Meeting Date: _____	Parcel I.D. (TMS#): _____

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 type="checkbox"/> Submittal is outside the Historic District and <u>Complete Historic Form D.1</u> _____ designated as Historic Resource Historic Survey #: _____
--	--	--

Nature of Work: (circle *all* that apply)

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

Owner's Name _____	Architect / Designer: _____
Address: _____	Contact #: _____
_____	email: _____
email: _____	Contractor: _____
Contact #: _____	Contact #: _____
	email: _____

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

<i>I (We) submit that the above information is true to the best of my (Our) knowledge.</i> _____ <small>Print Applicant's Name</small>	If Owner is not Applicant: <i>I (We) hereby appoint the person named as Applicant as My (Our) agent to represent me (Us) in this application.</i> _____ <small>Owner's Signature</small>	_____ <small>Fee Received by</small> _____ <small>check #</small>
_____ <small>Applicant Signature</small>	_____ <small>Owner's Signature</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%			
	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			
	G	21-26 Impervious Coverage	as per formula: Enter Result ____30%sf maximum	✓	N/A	N/A	N/A	N/A
	H	21-27 Principal Building Square Footage	as per formula: Enter Result _____sf		25% _____sf			
	I	21-28 Third Story	as per formula: Enter Result _____sf		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		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			
	B	21-43 Existing Principal Building Coverage Area		50% Enter Result: _____sf			
	C	21-43 Existing Impervious Coverage Area		50% Enter Result: _____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.

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.

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.

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.

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

REQUEST FOR CHANGE TO APPROVED DESIGN

Sullivan's Island Design Review Board

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

(Supplemental Review Form)

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

Historic Resource: (check ONE) Yes No Within Historic District: (check ONE) Yes No

PROPOSED CHANGE: _____

REASON FOR CHANGE: _____

Nature of Work: (circle *all* that apply)

Accessory Structure	Demolition / Elevation	Addition / Alteration	New Construction	Site Work
---------------------	------------------------	-----------------------	------------------	-----------

Owner's Name	Architect / Designer:
Contact #: _____	Contact #: _____
email: _____	email: _____
	Contractor: _____
	Contact #: _____
	email: _____

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

TOWN ACTION:

Approved at staff level

Deferred to Design Review Board for Final Decision All documentation as required for standard DRB application **must** be submitted to the Town prior to DRB deadline.

Zoning Administrator Signature _____ DRB Representative Signature _____

REQUEST FOR STAFF LEVEL APPROVAL

Sullivan's Island Design Review Board

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

(Supplemental Review Form)

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

Historic Resource: (check ONE) Yes No Within Historic District: (check ONE) Yes No

PROPOSED WORK:

REASON FOR WORK:

Nature of Work: (circle *all* that apply)

Accessory Structure Demolition / Relocation Addition / Alteration New Construction

Owner's Name

Contact #: _____

email: _____

Architect / Designer:

Contact #: _____

email: _____

Contractor:

Contact #: _____

email: _____

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

TOWN ACTION:

- Approved at staff level**
- Deferred to Design Review Board for Final Decision**
All documentation as required for standard DRB application
must be submitted to the Town prior to DRB deadline.

Zoning Administrator Signature _____

DRB Representative Signature _____

Zoning Ordinance Matrix

7/30/2021

Zoning Ordinance Section	Requirement	DRB Modification	DRB Applied	Examples	Current Language	Potential Change	Task Force Comment	Date of Language Change
§21-22 Dimensional Standards (setbacks)								
B. Front yard	25'	15% (3.75')	21.25'					
C. Side yard	40' combined (15' minimum)	25%	30' (10' minimum)					
E. Rear yard	25'	none	none					
§21-25 to 27 Lot Coverage Standards								
§21-25 Principal building coverage area (PBC)	15% of lot area	20%						
§21-26 Impervious coverage area (IC)	30%	none	none					
§21-27 Principal building square footage (PBSQ)	see formula	25%	see example					
§21-22 Design Standards (architectural)								
§21-22 Second Story Side Façade Setback		100% or 2' setback from 1st floor wall						
§21-29 Principal Building Front Façade	30'	100%						
§21-29 Principal Building Side Façade	30'	25%	30' (10' minimum)					
§21-30 Building orientation	Towards ocean, excluding marsh and ocean lots	DRB Neighborhood Compatibility	may change location of front façade and rear yard (accessory structures, pools, etc.)					
§21-31 Building foundation height	8' to LSM & 9'4" to FFE	none	none					
Historic Incentives								
§21-20 B (6) Accessory Dwelling Unit (ADU) Special Exception	Allows PBSQ by way of unconditioned space	No lot coverage increases by DRB	see example					
§21-43 Historic Exemptions	Allows lot coverage increases for additions to historic structures.	DRB Neighborhood Compatibility	see example					
-PBSQ Exemption		50% existing PBSQ	see example					
-PBC Exemption		50% existing PBSQ	See example					

Zoning Ordinance Section	Requirement	DRB Modification	DRB Applied	Examples	Current Language	Potential Change	Task Force Comment	Date of Language Change
- IC Exemption		50% existing PBSQ	see example					
Conditional Uses								
§21-142 Swimming Pools & Recreation Facilities	Must meet setbacks of principal building	may grant 25% relief						
§21-20 B (6) Attached Additions	Allows PBSQ by way of unconditioned space: Deed restricted, no kitchens, connection requirements	DRB Neighborhood Compatibility	see example					
§21-138 Accessory Structures	625' Coverage and 750' PB sq. ft.	25%	see example					
§21-143 Parking- Residential	20' behind front façade	DRB Neighborhood Compatibility						

Definition of Terms and Acronyms:

Accessory Use or Structure. A use or structure subordinate to the Principal Building on a lot and used for purposes customarily incidental to the main or principal use or building and located on the same lot.

Attached Addition. A visually and architecturally integrated construction intended to provide additional square footage and living space to an existing principal building. If there is a connection between the addition and the principal building, said connection should be located under one roof and contain a permanent floor above grade. The length to width ratio of any proposed connection may not exceed a two to one (2:1) dimension ratio, with a minimum width of four (4) feet and a maximum length of twenty (20) feet. [Example: a bedroom addition is connected by an eight (8) feet wide and sixteen (16) feet long hallway/corridor/porch (2:1 dimension ratio.)]

Base Flood Elevation (BFE). The height that floodwaters are projected to reach during a 100-year flood (1% annual chance of occurring or being exceeded). The BFE is shown on the Flood Insurance Rate Map (FIRM) for zones AE and VE.

Building Line. A line that represents the distance a building or structure shall be set back from a lot boundary line or a street right-of-way line or a street centerline according to the terms of this Zoning Ordinance. In all cases, the building lines of a lot shall be determined to run parallel to and set back the appropriate distance required within the district in which the lot is located from street right-of-way lines, street center lines or other lot boundary lines. Also called Front, Side or Rear Building Line.

Design Flood Elevation (DFE). The height of the lowest occupiable floor, or the height of the lowest structural member of an inhabitable floor. Includes the BFE and the Town's freeboard, also referred to as Flood Protection Elevation.

Existing grade. Pre-development average grade, determined by a surveyor and Town's Building Official

Façade, Primary Front. The largest front facing surface of a Principal Building that is parallel or nearly parallel to the front yard street frontage and is considered to be the front of the structure.

Façade, Side. The side-facing surface of a Principal Building that is parallel or nearly parallel to the side lot line.

Finished Floor Elevation (FFE). Refers to the FEMA defined "Lowest Floor", or the lowest floor of the lowest enclosed area, except for the unfinished or flood resistant enclosures used solely for parking of vehicles, building access, or storage.

Finished grade. The final elevation of the ground surface after manmade alterations such as grading, grubbing, filling or excavating have been made on the ground surface. Structural and/or landscape fill is limited to one (1) foot.

Freeboard. The distance between the Base Flood Elevation (BFE) and the Design Flood Elevation (DFE). Freeboard provides a buffer between projected flood elevations and a building's lowest inhabitable floor to minimize flood damage.

Historic Exemptions. An historic preservation incentive to allow coverage increase when adding new additions to designated historic buildings. Exempts 50% of the building's Principal Building's existing square footage, building coverage (footprint) and impervious surface coverage

Historic Accessory Dwelling Unit (ADU) Special Exception. An historic preservation incentive allowing construction of a new single family home provided the property's designated historic building meets all conditions of 21-20 C (2). The historic structure may be used as an accessory dwellings unit and may be rented long-term.

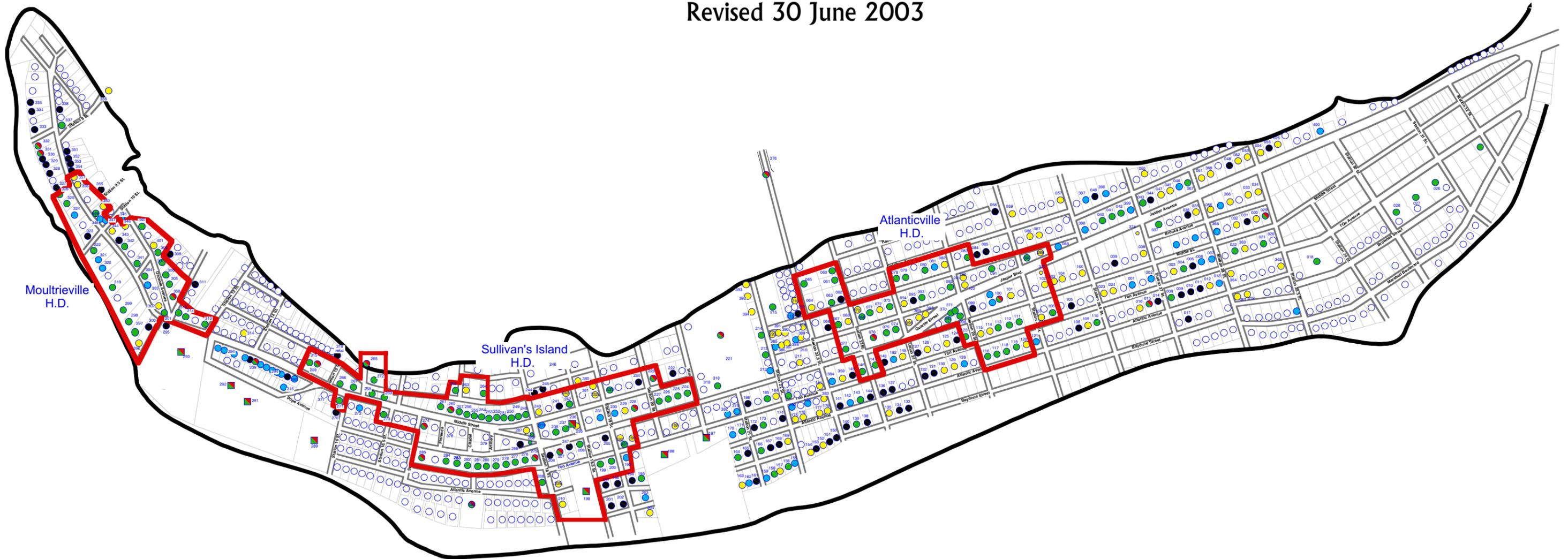
Zoning Ordinance Section	Requirement	DRB Modification	DRB Applied	Examples	Current Language	Potential Change	Task Force Comment	Date of Language Change
	<u>Lowest Structural Member (LSM).</u>							
	<u>Impervious coverage area (IC).</u>							
	<u>Pervious Surface.</u>							
	<u>Principal building square footage (PBSQ).</u>							
	<u>Principal building coverage area (PBC).</u>							
	<u>Standards for Neighborhood Compatibility (SNC).</u>							
	<u>Story.</u>							
	<u>Story, Half.</u>							
	<u>Zoning Standard.</u>							

Historic Resources of Sullivan's Island

South Carolina

Field Evaluation Map

Revised 30 June 2003



Key

- Listed in the National Register
- Sullivan's Island Landmark
- Sullivan's Island Landmark (possibly National Register eligible)
- Traditional Island Resource
- Altered
- Gone
- Modern/Not Eligible for Survey
- Potential National Register or Local Historic District