

SULLIVAN'S ISLAND DESIGN REVIEW BOARD

SUBMITTAL APPLICATION (PAGE 1)

PROPERTY ADDRESS: 2415 Middle Street PARCEL ID (TMS #): _____

SUBMITTAL DATE: 6/20/2025 MEETING DATE: 7/16/2025

REQUEST: CONCEPTUAL REVIEW: _____ PRELIMINARY APPROVAL: _____ FINAL APPROVAL: X

DESCRIPTION OF SCOPE OF WORK: _____

Change to existing DRB approved design. Add 3 skylight windows 22"x46" to the left side of the house and 3 skylight windows 22"x46" to the right side of the house.

____ Submittal **outside** of the Historic District, not classified historic, and requests DRB relief.

X Submittal is **outside** of the Historic District and designated as a historic resource.

____ DRB relief requests X No DRB requests

____ Submittal is **within** the Historic District and is:

____ designated as Historic Resource ____ DRB relief requests ____ No DRB requests

____ Not designated as a Historic Resource: ____ DRB relief requests ____ No DRB requests

DRB SUBMITTAL CHECKLIST: The following items must be included in the submittal for placement on the DRB agenda.

X Application fee (Historic properties: \$116.00; New constructions: \$1,280; Addition/renovations: \$426.60)

X Completes and signed submittal application (Page 1). (All submissions)

X Zoning Standards Compliance Worksheet (Page 2). (All submissions with relief requests)

X Neighborhood Compatibility Worksheet (Page 3). (All submissions with relief requests)

X Historic Design Review Worksheet (Page 4). (All submissions involving a designated Historic Resource)

X Online submittal through BSA; Town of Sullivan's Island online submittal portal.

X Two (2) sets of drawings, no bigger than 11X17"; Drawings to include:

X 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 § 21-24
- OCRM Critical Lines, or Baseline and Setback if applicable
- Existing Structures, if applicable

X 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
- Narrative for Scope of Work (all Historic projects)

X 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.

X 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.
- Must be rendered with shadows depicting roof and / or deck overhangs, changes in wall plane, or massing.
- Roof ridge heights to natural grade. Finished Floor Elevation (FFE), Lowest Structural Member (LSM), Base Flood Elevation (BFE) to finish grade.
- Detailed descriptions of treatment of all historic materials. (all Historic projects)

X Conditional/Optional:

- 3-D perspective sketches and / or models, as well as streetscape renderings that include adjacent properties are always encouraged and are **required for submissions with requests for relief, additional coverage, or additional square footage.**
- Any relevant photographs or documentation that might be descriptive (of adjacent properties).

OWNER NAME: Matthew Yoak PHONE NUMBER: (304) 588-8981

ADDRESS: 1358 Market Street, Parkersburg, WV 26101 EMAIL: matthewyoakmd@gmail.com

ARCHITECT/DESIGNER: Sea Island Builders (Anita King) PHONE NUMBER: (843) 883-7430

ADDRESS: 2113 Middle Street Suite 100, Sullivan's Island, SC EMAIL: anita.king@seaislandbuilders.com

CONTRACTOR: Sea Island Builders (Jason Fowler) PHONE NUMBER: (843) 883-7430

ADDRESS: 2113 Middle St Suite 100, Sullivan's Island, SC 29482 EMAIL: jason.fowler@seaislandbuilders.com

AK _____ (Initials): I understand that incomplete applications will be rejected.

I (we) submit that the above information is true to the best of my (our) knowledge.

Anita King

Applicant name (print)

Applicant's signature

If Owner is not the Applicant:

I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) in this application

Owner's signature

Owner's signature

REQUEST FOR HISTORIC DESIGN REVIEW (PAGE 4)

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.

We are respectfully submitting this application to request approval for the installation of six (6) skylights—three on each side of the main roofline—on our adaptive reuse project converting a historic church into a single-family residence. The primary intent of these skylights is to introduce much-needed natural light into the newly constructed Primary Bedroom and Bathroom, which are fully contained within the original roof volume.

In our design approach, we have made every effort to preserve the historic character and silhouette of the church structure. The main roofline remains untouched in form, with the only current natural light in the Primary Suite coming from rear-facing doors that open to a deck.

The proposed skylights will be modest in scale, measuring 22" x 46" each, and will be set behind the midpoint of the roof to minimize visibility from the public right-of-way. Their placement and low profile are intended to be subtle and respectful of the building's original architecture. Each skylight will feature a neutral gray frame designed to blend with the natural slate roof, reducing visual contrast and ensuring architectural cohesion.

We believe this addition is sensitive to the historic nature of the structure while providing essential functionality for modern residential use. Thank you for your consideration.

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SENT

06 / 18 / 2025

14:51:37 UTC

Sent for signature to Matthew Yoak (matthewyoakmd@gmail.com)
from nicole.barley@seaislandbuilders.com
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VIEWED

06 / 18 / 2025

15:57:13 UTC

Viewed by Matthew Yoak (matthewyoakmd@gmail.com)
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SIGNED

06 / 18 / 2025

15:57:33 UTC

Signed by Matthew Yoak (matthewyoakmd@gmail.com)
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COMPLETED

06 / 18 / 2025

15:57:33 UTC

The document has been completed.