

**SULLIVAN'S ISLAND DESIGN REVIEW BOARD  
SUBMITTAL APPLICATION (PAGE 1)**

PROPERTY ADDRESS: 2262 Myrtle Ave PARCEL ID (TMS #): 529-06-00-110

SUBMITTAL DATE: 01.17.2025 MEETING DATE: 02.19.2025

REQUEST: CONCEPTUAL REVIEW:      PRELIMINARY APPROVAL: x FINAL APPROVAL:     

DESCRIPTION OF SCOPE OF WORK: Renovation to existing non-historic garage built circa 2005/2006.

Addition of 1 "working" dormer and 1 false dormer on the front and 1 "working" dormer on the rear, removal of exterior stair, replacement of garage doors, replacement and addition of windows and door, addition of awnings.

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

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

     DRB relief requests      No DRB requests

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

     designated as Historic Resource      DRB relief requests      No DRB requests

X Not designated as a Historic Resource: X 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: Dean and Alexandra Varner PHONE NUMBER: alex@varnerfamilylaw.com

ADDRESS: 2262 Myrtle Ave Sullivan's Island, SC 29482 EMAIL: dvarner@varnercommercial.com

ARCHITECT/DESIGNER: Beau Clowney Architects PHONE NUMBER: (843)722-2040

ADDRESS: 1 King St Suite 102 Charleston, SC 29401 EMAIL: nicole@beauclowney.com

CONTRACTOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NDL (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.*

**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

Nicole Dallaire Lee

Applicant name (print)

Nicole Dallaire Lee

Applicant's signature

[Signature]

Owner's signature

Owner's signature

**ZONING STANDARDS COMPLIANCE WORKSHEET (PAGE 2)**

	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	X	15%		
	B	21-22 ADDITIONAL FRONTYARD SETBACK	45 above 20'	X	15%		
	C	21-22 SIDE SETBACK	per lot: Enter result: _____ ____min: ____comb:	X	25%		
	D	21-22 2ND STORY SIDE FAÇADE SETBACK	10 feet (wall length) 2' setback from wall	X	100%		
	E	21-22 REAR SETBACK	25 feet	X	N/A	X	X
LOT COVERAGE	F	21-25 PRINCIPAL BUILDING COVERAGE	as per formula: enter result _____sf	X	20%		
	G	21-26 IMPERVIOUS COVERAGE	as per formula: enter result 30% sf maximum	X	N/A	X	X
	H	21-27 PRINCIPAL BUILDING SQUARE FOOTAGE	as per formula: enter A, B, or C (circle one) result _____sf	X	A: 15% _____sf not to exceed 500 sf (21-27B) B: 20% _____sf (21-94) C: 25% _____sf (21-20C)		
	I	21-28 THIRD STORY	as per formula: enter result _____sf	X	15% _____sf		
DESIGN STANDARDS	J	21-29 PRINCIPAL BUILDING FRONT FAÇADE	50' feet or, 2/3 lot width (whichever is less)	X	100%		
	K	21-29 PRINCIPAL BUILDING SIDE FAÇADE	30 feet (wall length)	X	100%		
	L	21-30 BUILDING ORIENTATION	towards ocean, excluding marsh and ocean lots	X	Adjust for Neighborhood Compatability		
	M	21-30 BLDG. FOUNDATION HEIGHT	8' to LSM & 9'4" to FFE	X	1 foot		
	N	21-32 FOUNDATION ENCLOSURE	1/2" space	X	Adjust for Neighborhood Compatability		
	O	21-138 ACCESSORY STRUCTURE	Height (15) Setback (20) Area 625' footprint and 750' total	requesting relief for dormer area (20% of roof area)	40%(4') 20% Area 750'-900'	57.1 sq ft	7.6%

**NEIGHBORHOOD COMPATIBILITY WORKSHEET (PAGE 3)**

Have you reached out to the neighbors to get their feedback on the proposed plans? Yes: X No:    

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. **See the DRB application [submittal guidance document](#) for additional information for filling in this form.** Lot area:       sf Highland lot area:       sf (if applicable)

**Principal Building Square Footage (21-27):** Existing SF:        Standard SF:        Proposed SF:         
n/a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Principal Building Coverage (21-25):** Existing SF:        Standard SF:        Proposed SF:         
n/a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Front Side Building Setbacks (21-22):** Standard, combined        Proposed, combined       , min         
n/a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Second Story Side Façade Setback (21-22):** Requested relief: \_\_\_\_\_  
n/a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Principal Building Front/Side Façade Setback (21-29):** Requested Relief: \_\_\_\_\_  
n/a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other (circle any that apply):**  
**Third Story, Principal Building Front Façade, Building Orientation, Building Foundation Height, Foundation Enclosure, or Accessory Structure, Dormer area** \_\_\_\_\_

We are requesting relief on the requirement that dormers are limited to 20% of the roof area for accessory structures. We are adding 2 dormers to the front of the building that fall within the limit, but the third dormer on the rear of the building requires relief to the maximum roof area. The third dormer allows us to move the existing exterior stairs inside the envelope of the building. One of the front dormers on the front is false - the clients have recently renovated their main house and would like the garage to match the feel of their main house, so the false dormer allows them to achieve their desired look without adding too much space to the garage.

**REQUEST FOR HISTORIC DESIGN REVIEW (PAGE 4)**

Do you propose any exterior changes to the historic structure? Yes: \_\_\_\_\_ No:  X   
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.

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(Please use extra sheet as needed)