

# Historic Preservation Commission Meeting

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

December 04, 2024

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## I. CALL TO ORDER

Chairman Goodwin called the meeting to order at 6pm.

## II. ROLL CALL

### PRESENT

Chairman Evan Goodwin

Vice Chairman Joe DePauw

Commissioner Jim Hess

Commissioner Tim Probst

Commissioner Kerri Schmelter

Commissioner Debbie Wunder

### ABSENT

Commissioner Carletha Frazier

## III. ADOPTION OF MINUTES

### 1. November 6, 2024 Minutes

Vice Chairman DePauw made the motion to adopt the minutes as written.

Seconded by Commissioner Probst.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Hess, Commissioner Probst, Commissioner Schmelter, Commissioner Wunder

All were in favor and the motion passed.

## IV. PUBLIC COMMENT

## V. OLD BUSINESS

## VI. NEW BUSINESS

- Certificate of Appropriateness:** A request by Court Atkins Group, on behalf of April Perez, for a review of a Certificate of Appropriateness - HD to construct a new 2.5-story live/work building of approximately 3,180 SF with business and production facility on the first floor and a 1.5-story residential unit above, and a 2-story carriage house of approximately 1,060 SF, to be located at 1 Blue Crab Street, Lot 27, in the Tabby Roads Development, in the Old Town Bluffton Historic district and zoned Neighborhood General - HD. (COFA-11-23-018694)(Staff-Charlotte Moore)

Staff presented. The applicant was present. The commissioners expressed concerns over the ADA accessibility to the property. There was discussion regarding the noise that could be generated by the HVAC units and the machinery required for the business. The applicant discussed how they would be addressing the issues listed on the HARB approval letter.

Vice Chairman DePauw made the motion to approve the application with the following conditions:

1. If an ADA compliant parking space is required, the parking area must be reconfigured accordingly and associated elements, such as landscaping, parking surface material and building access, revised.
2. Per the Applications Manual, a Town of Bluffton Tree Removal Permit will be required.
3. Per UDO Sec. 5.3.3.G., a minimum tree canopy coverage of 75% is required and must be shown on a revised Landscape Plan.
4. Revise incorrect square footages (main house bonus floor, carriage house total, main building total) on the plan set and the COFA-HD application.
5. Per UDO Sec. 5.15.6.L.1., windows facing a street must be transparent, which precludes the use of translucent and one-way film to block visibility into the building from the street.
6. If a ground floor door must be removed on the west elevation, and is not required by building code, it shall be replaced with a window that matches the windows on the same elevation.
7. Provide window and door tables.
8. Per Section 3.19 of the UDO, a Site Feature-HD is required for future signage.
9. The louvered panels to screen the service yard shall be reconfigured to slope outward.

Seconded by Commissioner Schmelter.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Hess, Commissioner Probst, Commissioner Schmelter, Commissioner Wunder

All were in favor and the motion passed.

- 2. Certificate of Appropriateness:** A request by Court Atkins Architects, Inc., on behalf of 5812 Guilford Place, LLC, for approval of a Certificate of Appropriateness-HD to construct a new 2-story main building of approximately 2,400 square feet and a connected 2-story carriage house of approximately 1,050 square feet at 5812 Guilford Place, Lot 12, in the Stock Farm Development and with Old Town Bluffton Historic District. The property is zoned Neighborhood General-HD.(COFA-09-24-019336)(Staff-Charlotte Moore)

Staff presented. The applicant was present. The commissioners discussed the use of aluminum for the railing in lieu of a permitted material. There was discussion regarding the parapet wall as a design element in Southern Architecture. Concerns were shared about the numerous components of the front elevation being excessive. The Commission had comments regarding the orientation of the panels on the Carriage House.

Vice Chairman DePauw made the motion to approve the application with the following determinations and conditions:

Determinations:

1. The HPC determined that the front porch location behind the parapet wall meets the intent of UDO Sec. 5.15.6.C.2.
2. The HPC determined that aluminum is an appropriate alternative material for the front façade balcony railing, the second-floor porch at the rear of the main building, and for the second-floor connector railing.
3. The HPC determined that fixed frame windows are appropriate for the proposed locations.

Conditions:

1. The service yard must be large enough to contain all service-related items and utility meters must be screened from public views.
2. Provide column detail to demonstrate material and configuration compliance with UDO Sec. 5.15.6.H.2.
3. Identify the railing material for all stair [and ramp] locations to show compliance with UDO Sec. 5.15.5.H.2.d.
4. Provide a door schedule to show that all doors comply with UDO Sec. 5.15.5.6.I.
5. Provide a window schedule to show that all windows comply with UDO Sec. 5.15.5.6.I.
6. Per the Applications Manual and UDO Sec. 3.22.2.A., provide a site plan(survey) indicating location, species and caliper of existing trees and trees to be removed, and identify replacement trees as specified in UDO Sec. 5.3.7.F.4. A minimum tree canopy of 75% for the lot, not including roof tops, must be provided. Show canopy calculation per UDO Sec. 5.3.7.G.
7. Provide at least one large canopy tree per UDO Sec. 5.3.7.A. and a foundation planting area at least eight (8) feet wide around all structures. The foundation planting shall incorporate a mixture of trees, shrubs, and ground cover per UDO Sec. 5.3.7.E.
8. Provide a Tree Removal Permit per the Applications Manual.
9. Provide an approval letter from Stock Farm POA, which must include the approval of the proposed parking spaces encroaching into the Stock Farm private Guilford Place right-of-way.
10. Revise plan accordingly if an American with Disabilities Act (ADA) compliant parking space is required.
11. Show compliance with required building setbacks.
12. For applicable future signage, a Site Feature-HD permit must be obtained as per UDO Sec. 3.19.
13. Missing details [including slat-wall trellis] shall be provided and reviewed by Town Staff and HPRC members.
14. Remove the slat- wall trellis at the top landing of the porches and along the length of second floor side stair porch.

15. Include the vertical boards in the panels on the courtyard face of the stairs.
16. Drop the railing on the right elevation to the level appropriate for the mid-landing.
17. Reduce the overhang on rear-facing porch to be consistent with the hipped roof detail and the bay.

Seconded by Commissioner Schmelter.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Hess, Commissioner Probst, Commissioner Schmelter, Commissioner Wunder

All were in favor and the motion passed.

## **VII. DISCUSSION**

1. Historic District Monthly Update. (Staff)

Staff reviewed the monthly report. The Commissioners had no questions.

## **VIII. ADJOURNMENT**

Commissioner Schmelter made the motion to adjourn.

Seconded by Commissioner Wunder.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Hess, Commissioner Probst, Commissioner Schmelter, Commissioner Wunder

All were in favor and the motion passed. The meeting adjourned at 7:50pm.