

Historic Preservation Commission Meeting

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

February 04, 2026

I. CALL TO ORDER

Chairman DePauw called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Chairman Joe DePauw

Vice Chair Carletha Frazier

Commissioner Jim Hess

Commissioner Tim Probst

Commissioner Michael Sutcliffe

ABSENT

Commissioner Debbie Wunder

Commissioner Lisa Sulka

III. ADOPTION OF MINUTES

1. January 7, 2026 Minutes

Vice Chair Frazier made a motion to adopt the minutes as written.

Seconded by Commissioner Hess.

Voting Yea: Chairman DePauw, Vice Chair Frazier, Commissioner Hess, Commissioner Probst,
Commissioner Sutcliffe

All were in favor and the motion passed.

IV. PUBLIC COMMENT

V. PRESENTATIONS

1. Presentation by Stantec, Inc of the Town of Bluffton Historic Resource Survey. (Staff - Glen Umberger)

Sandy Shannon and Althea Wunderler-Selby with Stantec, Inc. presented. The Commission expressed interest in wanting to see what additional properties could be considered contributing.

VI. OLD BUSINESS

VII. NEW BUSINESS

- Certificate of Appropriateness (28 Wharf Street):** A request by Malcolm Claxton (Applicant), on behalf of JRA Holdings, LLC (Owner), for review of a Certificate of Appropriateness-Historic District, to allow the renovation and minor expansion of an existing 1-story house of 1,157 SF to 1,508 SF and construction of a new 2-story detached Carriage House of approximately 768 SF located at 28 Wharf Street. The property is located in Old Town Historic District and zoned

Neighborhood General-Historic District (NG-HD). (COFA-08-25-019913) (Staff - Charlotte Moore)

Staff presented. The applicant was present. The commissioners had questions regarding the material used for the soffit. The commissioners discussed the base of the columns. There was discussion regarding the service yard details.

Commissioner Probst made a motion to approve the application with the following conditions:

1. Replace the wood panels with appropriate landscaping to screen the meters on the left elevation of the main structure and carriage house.
2. Identify the material for the infill panels between the porch piers.
3. Change the carriage house soffit to match the main structure soffit.
4. Update the porch wall section to a gable end.
5. Center beams on porch posts and reduce post base to 1"x 8" pressure treated wood.
6. Change the board and batten siding on the carriage house to horizontal lap siding.
7. Provide spacing between the boards to be used for the service yard screen.
8. Reduce the width of the hardi-board trim from 6" to 4" on all gable vent details.
9. Provide a revised landscape plan that includes a tree survey, trees to be removed, compliance with required foundation plantings, and demonstrate that 75% tree canopy coverage at maturity will be provided (UDO Sec. 5.3).

And the following determination:

1. The use of metal vents on the foundation is appropriate.

Seconded by Commissioner Hess.

Voting Yea: Chairman DePauw, Vice Chair Frazier, Commissioner Hess, Commissioner Probst, Commissioner Sutcliffe

All were in favor and the motion passed.

VIII. DISCUSSION

1. Historic District Monthly Update. (Staff)

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

IX. ADJOURNMENT

Vice Chair Frazier made a motion to adjourn.

Seconded by Commissioner Hess.

Voting Yea: Chairman DePauw, Vice Chair Frazier, Commissioner Hess, Commissioner Probst, Commissioner Sutcliffe

All were in favor and the motion passed. The meeting adjourned at 6:51pm.