

Historic Preservation Commission Meeting

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

December 03, 2025

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 Carletha Frazier

Commissioner Jim Hess

Commissioner Tim Probst

Commissioner Debbie Wunder

Commissioner Lisa Sulka

III. ADOPTION OF MINUTES

1. November 5, 2025 Minutes

Commissioner Sulka made a motion to approve the minutes as written.

Seconded by Commissioner Frazier.

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

All were in favor and the motion passed.

IV. PUBLIC COMMENT

Norma Cooley, 15 Wharf St, Bluffton - Ms. Cooley owns property abutting 5 Garfields Way. She shared that a fence was encroaching into her rear yard and was seeking assistance for its removal.

V. OLD BUSINESS

VI. NEW BUSINESS

- 5 Garfields Way:** A request by Scott Middleton of Southern Coastal Homes (Applicant) on behalf of 5 Garfields LLC (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story 2,621 SF main house (an Additional Building Type) and a 1-story 264 SF carriage house at 5 Garfields Way. The property is located in the Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-10-25-019966) (Staff - Charlotte Moore)

Staff presented. The applicant was present. There was discussion regarding the rear property line, the location of an existing fence in relation to the property, and the opacity of the proposed fence. The Commission had questions regarding the main structure foundation and the proposed foundation recesses, including whether infill material was necessary for the recesses. The Commission asked for clarification on the materials to be used for the stairs and

sofa. The side yard porch of the main structure was discussed in relation to the rear yard setback line. There were concerns regarding the length of the diagonal for the brackets on the rear elevation. There was discussion regarding the size of the lot and the footprint of what is being proposed.

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

1. Update the wall section to show required UDO details, including soffit material and configuration, frieze board and fascia material, corner boards with a beaded or ¼ round inset trim mold, and provide details for the foundation sill and porch columns.
2. Add a top board to the wood hog-wire infill fence (UDO Sec. 5.15.6.K.3.g.).
3. Obtain an approved Tree Removal Permit from the Town before removing any tree that is 14 or more inches in diameter at breast height (Applications Manual).
4. For the main house foundation, remove the recesses to create a flat, solid surface.
5. For the rear elevation brackets, increase the length of the diagonal.
6. For the foundation sill, place the band at the bottom of the sill or remove it.
7. The property owners of 15 Wharf Street and 5 Garfield's Way are to meet with Town Staff to agree that their individual surveys align with the property lines.

And determinations:

1. The 6'-0" dog-ear fence along the rear property line complies with the Unified Development Ordinance (UDO).
2. The creation of a rear porch elevation that is asymmetrical is appropriate to avoid encroachment into the rear yard setback.

Seconded by Commissioner Hess.

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

All were in favor and the motion passed.

VII. DISCUSSION

1. Historic District Monthly Update. (Staff)

Staff presented. The Commission did not have any questions about the report submitted.

VIII. ADJOURNMENT

Commissioner Frazier made a motion to adjourn.

Seconded by Vice Chairman DePauw.

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

All were in favor and the motion passed. The meeting adjourned at 7:13pm.