



## Historic Preservation Review Committee Meeting

Monday, April 28, 2025 at 4:00 PM

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

### AGENDA

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. PUBLIC COMMENT

#### IV. OLD BUSINESS

#### V. NEW BUSINESS

1. **32 Tabby Shell** : A request by Drew Vann (Palmetto Star Construction), on behalf of owner, Scott Ready, for review of a Certificate of Appropriateness-Historic District, to allow construction of a Carriage House of approximately 1200 SF located at 32 Tabby Shell in the Tabby Roads Development (Lot 17, Parcel R610 039 000 1197 0000). The property is within Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-03-25-019654)(Staff - Sam Barrow)
2. **42 Wharf Street**: A request by owner John Montgomery, for review of a Certificate of Appropriateness-Historic District, to allow construction of a new 2-story Single Family Structure (approximately 1733 SF) and 2-story Carriage House structure (approximately 849 SF) located at 42 Wharf Street (Parcel R610 039 00A 185A 0000). The property is within the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD). (COFA-04-24-019070) (Staff - Sam Barrow)
3. **215 Goethe Road**: A request by Phil Madhere, on behalf of the owner, Miguel Loarca (Ponderosa Ranch LLC), for review of a Certificate of Appropriateness-Historic District, to allow construction of a three-story mixed use Main Street Building (approximately 2,775 SF) and detached Carriage House (approximately 528 SF) located at 215 Goethe Road (Parcel R610 039 00A 0289 0000). The property is within the Old Town Historic District and is zoned Neighborhood Core-Historic District (NC-HD). (COFA-04-25-019686)(Staff - Sam Barrow)

#### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Monday, May 5, 2025**

*“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”*

*In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.*

*Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.*

*\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

*<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>*

*Public comment is limited to 3 minutes per speaker.*



# PLAN REVIEW COMMENTS FOR COFA-03-25-019654

Section V. Item # 1.

Town of Bluffton  
Department of Growth Management  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910  
Telephone 843-706-4522  
OLD TOWN

<b>Plan Type:</b>	Historic District	<b>Apply Date:</b>	03/18/2025
<b>Plan Status:</b>	Active	<b>Plan Address:</b>	32 Tabby Shell Rd Road BLUFFTON, SC 29910
<b>Case Manager:</b>	Charlotte Moore	<b>Plan PIN #:</b>	R610 039 000 1197 0000
<b>Plan Description:</b>	<p>A request by Drew Vann (Palmetto Star Construction), on behalf of owner, Scott Ready, for review of a Certificate of Appropriateness-Historic District, to allow construction of a detached Carriage House of approximately 643 SF located at 32 Tabby Shell Road in the Tabby Roads Development (Lot 17, Parcel R610 039 000 1197 000). The property is located in the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD).</p> <p>STATUS (04.17.2025): Scheduled for April 28 HPRC meeting.</p>		

## Staff Review (HD)

**Submission #: 1**      Recieved: 04/24/2025      Completed: 04/24/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	04/24/2025	Sam Barrow	Approved with Conditions

### Comments:

1. Because of the proximity of the Carriage House to the main house, it appears the porch stairs would need to be removed and a landing installed with stairs extending into the side yard. This would eliminate the garage door (which could be relocated to the left elevation where a window is proposed). Likewise, the other door on the same rear elevation could be relocated to where the window is proposed on the right elevation.
2. Provide an updated tree removal plan showing the trees that have already been removed and the trees that are proposed to be removed for the Carriage House. Provide Landscape Plan to show that 75% tree canopy coverage at maturity will be provided for the property (UDO Sec. 5.3.3.G.1.).
3. Provide window and door details, including garage door, and ensure they meet the applicable UDO requirements (Sec. 5.15.6.I.) and match the main house.
4. Tabby Roads HARB will require the gable feature to match the main house (board and batten) in place of the proposed bracket.
5. Exposed foundation will need to match the tabby foundation provided for the main house.
6. Fiberglass and aluminum (garage doors) are not permitted door materials; wood, metal and metal-clad are acceptable per UDO Sec. 5.15.6.I.2.b. Wood composite may be allowed with HPC approval.
7. Provide post details, including material and dimensions. Termite resistant wood is allowed; posts must be at least six inches wide. (UDO Sec. 5.15.6.H.). The service area screening louvers must be placed at least one inch behind the posts (UDO Sec. 5.15.6.O.). Please note HARB requirement for spacing of louvers (no greater than 0.5 inches).
8. A plan note states that "final stair design to be determined on-site" but details are required to be approved by the HPC. In addition to post and louver details cited above in #7, railing details must be provided that are consistent with UDO Sec. 5.15.6.H.
9. Carriage House and main house overhang and frieze board details are required to match per Tabby Roads HARB.
10. Submit all required materials with the Final Plan, including all details required by the COFA-HD application checklist. Include a letter of agency from the property owner and photos. Failure to provide complete items could delay scheduling the Final Plan for HPC review.

HPRC Review	04/24/2025	Sam Barrow	Approved with Conditions
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### Comments:

1. Provide an elevation showing the existing house with the proposed Carriage House. This would help to understand the massing and related detailing.
2. The brackets on the garage appear small. Provide a bracket detail with dimensions.

Beaufort Jasper Water and Sewer Review	04/24/2025	Matthew Michaels	Approved	Section V. Item # 1.
Transportation Department Review - HD	04/24/2025	Mark Maxwell	Approved	
Watershed Management Review	04/24/2025	William Baugher	Approved	

**Plan Review Case Notes:**



# PLAN REVIEW COMMENTS FOR COFA-04-24-019070

Section V. Item # 2.

Town of Bluffton  
Department of Growth Management  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910  
Telephone 843-706-4522  
OLD TOWN

**Plan Type:** Historic District **Apply Date:** 04/01/2024  
**Plan Status:** Active **Plan Address:** 42 Wharf St Street  
BLUFFTON, SC 29910  
**Case Manager:** Charlotte Moore **Plan PIN #:** R610 039 00A 185A 0000  
**Plan Description:** A request by John Montgomery, for review of a Certificate of Appropriateness-Historic District, to allow construction of a new 2-story Single Family Structure (approximately 2,120 SF) and 2-story Carriage House structure (approximately 1,120 SF) located at 42 Wharf Street (Parcel R610 039 00A 185A 0000). The property is within the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD). STATUS (04.17.2025): New Concept scheduled for review at April 28 HPRC meeting.

## Application History

04.22.2024: Application reviewed at HPRC meeting. Awaiting final submission.  
9/16/2024: Conceptual application under review and will be placed on the September 30, 2024 HPRC Agenda.  
09.30.2024: Application reviewed at HPRC meeting. Awaiting final submission.  
03.26.2025: Final submission submitted but requires revisions. May return to HPRC depending on changes.  
04.22.2025: Third submission scheduled for April 28 HPRC meeting.

## Staff Review (HD)

**Submission #: 1** Recieved: 04/01/2024 Completed: 04/19/2024

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	04/19/2024	Katie Peterson	Revisions Required

### Comments:

1. During the site planning for any property, consideration shall be given to the existing tree canopy and every reasonable effort made to maximize the preservation of the existing canopy. Site plan shows removal of the large oak tree in the middle of the site. This tree needs to be retained, or if unhealthy an arborist report from a certified arborist provided indicating as much. Note the report must be provided for the health of the tree in it's current condition without construction. (UDO 5.3.3.C.)
2. Should the tree need to be removed and the appropriate arborist report provided, regardless of the health or condition of the tree(s), a Tree Removal Permit is required to remove any tree, 8 inches in diameter at breast height ("DBH") or greater or any American holly, dogwood, redbud, southern magnolia, or red buckeye 4 inches in DBH or greater. (UDO3.22.)
3. Railing and Balustrades are permitted to be wood (termite resistant), painted or natural wrought or cast Iron. The Application lists the baluster material as wood and PVC. Revise to a permitted material. (UDO 5.15.6.H.)
4. Confirm lofted area shown during Pre Application in Carriage House has been fully removed, or provide additional information on this space to ensure square footage and story requirements are still met.
5. At time of final submittal, provide landscape plan showing foundation plantings, street trees, and canopy coverage calculations. (Applications Manual)
6. At time of final submittal, provide detail of the piers and underpinning on the porch, a section through the wall and eave showing the materials and configuration, section through the screened porch, corner board detail, water table detail, window and door tables.

HPRC Review	04/19/2024	Katie Peterson	Revisions Required
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### Comments:

1. At time of final submittal provide service yard locations - specifically for the locations of the HVAC equipment for Carriage House. (UDO 5.15.5.F.10.)
2. Overall building proportions and Individual building features shall have a proportional relationship with one another. For example, features such as porches, chimneys, cornices, windows and doors must be proportional to other features of the building as well as the overall building form. Restudy the proportion of the Master Bedroom, Mudroom, & Rear Upstairs Bedroom windows to make them more consistent with the rest of the home. They are considerably more vertical in proportion than the other windows. (UDO 5.15.5.F.4.a)
3. Additions, connective wings, and outbuildings shall be secondary to the primary building form. Further, overall building proportions and Individual building features shall have a proportional relationship with one another. The proportions of the main gable of the Carriage House are uncomfortable and too vertical relative to the house. Carriage House is too tall in comparison to the Main House and needs to be revised to be clearly secondary in nature to the Main House structure Study a lower bearing height. (UDO 5.15.5.F.4.a and b.)
4. Restudy window configurations at the cross gables on the Left Elevation to provide consistency between all three gables. (UDO 5.15.5.F.4.a and b.)
5. Building elements and the spaces between them shall be organized into a logical sequential manner. The gable end window on the rear elevation of the carriage house should be subordinate in size to the window below similar to the one shown on the front elevation. (UDO 5.15.5.F.4.c.)
6. Bluffton vernacular architecture and construction is straightforward and functional, and draws its ornament and variety from the traditional assembly of genuine materials. Reconsider the columns, which are too wide in proportion to other elements of the house per historic examples in the Old Town area. Revise to be more in keeping with local vernacular examples.

Growth Management Dept Review 04/24/2025  
(HD)

Charlotte Moore

Approved with Conditions

**Comments:**

1. Properly identify all elevations for the Carriage House. The "left elevation," for example, should be the "front elevation" at it faces Wharf Street, according to the site plan. Is it possible that the Carriage House is intended for the northwest property not the southwest?
2. The main house is reviewed as a Medium House type. Provide footprint total square footage and overall square footage for the Carriage House and the main house based on interior space, not heated space. (Applications Manual). A door from Bedroom 3 opens into the attic space suggesting additional square footage that must be accounted for.
3. A service yard is not shown for the Carriage House, only the main house. Will they be shared? Provide details to show compliance with UDO Sec. 5.15.5.F.9. Electric meters must be screened from public view.
4. The height of the Carriage House is nearly the same height as the main house and could be reduced to be better distinguished from the main residence.
5. Upper floor balconies for the Carriage House must have a minimum depth of four feet (or a depth that is proportionate to the height and width of the building) per UDO Sec. 5.15.6.E.1.a.
6. If any portion of the Carriage House foundation is exposed, it must comply with the tabby shell foundation to be used for the main house (UDO Sec. 5.15.6.G.).
7. Provide details for balustrade material and configuration for both the main house and Carriage House to show compliance with UDO Sec. 5.15.6.H.
8. Provide window and door details and ensure they meet the applicable UDO requirements (Sec. 5.15.6.I.).
9. For the Carriage House: the smaller "garage doors" are somewhat odd as they differ from the second-floor French doors and lack a similar transparency. Is a landing or patio proposed in front of these doors?
10. A window in the rear second floor elevation would break up the blank wall; likewise, for the main house, a window on the left ground floor elevation would break up the wall.
11. For the main house, shutters are not provided for the second-floor window on the right elevation while shutters are provided on all other windows on the same elevation. Shutters must be provided on all windows that can accept them. As shutters are proposed for the main residence, shutters must also be applied to the Carriage House that conform with UDO Sec. 5.15.6.M.
12. For the Carriage House, the area above the garage/carport doors is unclear. Is this an expression line or a roof? If it is an expression line, it lacks the details of the adjacent expression line. Also, the spacing of the battens below this area does not match the spacing of the battens above it. The area on the side of the garage/carport doors is unclear and a clearer detail must be provided.
13. For the Carriage House, provide column details for the carport, including showing the alignment with the beam above. The placement of the screening louvers, including the horizontal band, must be placed behind the columns (UDO Sec. 5.15.6.H. and O). For the main house, the side porch columns appear to be spaced farther apart than they are tall from the elevation view (UDO Sec. 5.15.6.H.1.a.). Consider moving the columns closer together to line up with the stairs. On the first-floor plan view, there appear to be three columns on each side of the stairs, which seem too many. If the porch is to be screened, the screen placement must be located behind the columns. Provide front porch column spacing dimensions.
14. Provide gutter details and ensure they meet the applicable UDO requirements (Sec. 5.15.6.J.).
15. Provide wall section through eave to identify materials and details for both main and carriage houses. Ensure compliance with the UDO (corners and water tables, UDO Sec. 5.15.6.N.) and (cornice, soffit and frieze, Sec. 5.15.6.P.) and provide dimensions.
16. Brick is shown to be used for the chimney. Brick must be salvaged or locally produced. (UDO Sec. 5.15.6.G.)
17. An unconcealed metal spark arrestor is shown for the main house. UDO Sec. 5.15.6.E.8.d. requires arrestors to be concealed within a masonry architectural feature, such as a bishop's cap, and screened from the street.
18. Specify 5V roofing metal type. Permitted metal roofing materials are galvanized, copper, aluminum and zinc-aluminum. (UDO Sec. 5.15.6.J.)
19. Regardless of health or condition, a tree removal permit is required for the removal of any tree that is 14 inches diameter at breast height (UDO Sec. 3.22.2.A).
20. Provide an updated Landscape Plan showing the main house and Carriage House, noting required foundation plantings (UDO Sec. 5.3.7.E.) and 75% tree canopy coverage at maturity of all trees (UDO Sec. 5.3.3.G.1.). Also, show sidewalk from stairs to property line. On Tree Protection/Tree Removal page, remove "unknown tree type" and replace with "dogwood" per arborist letter. The submitted Landscape Plan shows a 50-gal dry well located in proposed Carriage house footprint, potentially impacting stormwater mitigation. Revise full landscape to include stormwater revision and location of magnolia tree to be preserved.
21. Provide the most recent property survey that is separate from the Site Plan.
22. Submit all required materials with the Final Plan, including all details required by the COFA-HD application checklist. Failure to provide complete items could delay scheduling the Final Plan for HPC review.

HPRC Review

04/24/2025

Charlotte Moore

Approved with Conditions

#### Comments:

From HPRC members:

1. Porch columns cannot extend beyond the foundation. Suggest that the foundation be extended at least 3 inches or so beyond the column base.
2. Consider false shutters at the first-floor left side elevation at the stairs to help with the blank wall.
3. For the screened porch, the 8x8 middle columns do not appear necessary. Suggest placing them to the side. Show the columns for screen doors as well as the screen.
4. Add a window at the second floor on the right elevation of the Carriage House.

Section V. Item # 2.

Comments:



1. The proposed building is identified as a Cottage but is reviewed as an Additional Building Type as it exceeds the permitted building footprint of 900 sf maximum (1,206 proposed) and the maximum size range of 1,500 sf (2,006 sf proposed). It appears to have a combination of styles. (UDO Sec. 5.15.8.I. and 5.15.5.C.)
  2. Show the front build-to zone, which is 10 minimum and 20 feet maximum. (UDO Sec. 5.15.5.C)
  3. The separately accessed unit is an attached accessory dwelling unit. Only one ADU is permitted per lot (in case there are future plans to build a separate Carriage House). (UDO Sec. 4.4.1.A.)
  4. Height: a.) Building heights and widths shall be visually similar to those in the neighboring vicinity. (UDO Sec. 5.15.5.F.1.a.) b) The first-floor finish height must be three (3) feet above the average adjacent sidewalk grade. Provide elevation of adjacent sidewalk grade to confirm that the finished floor is 36" above grade. (UDO Sec. 5.15.5.F.1.c.)
  5. Roof: Roofs must correspond to the major massing of the building and complicated rooflines are to be avoided. The portion of the structure to enclose the stairwell creates another roofline and gives the appearance of a two-story lean-to addition. This treatment is atypical of Old Town Bluffton. (UDO Sec. 5.15.5)
  6. Windows: For the first floor front elevation windows, consider moving windows on either side of the door to be in center of left and right bays. "Vertical rhythms should be established in the façade through alignment of windows, openings, pilasters, and columns." (UDO Sec. 5.15.5.F.4.e.)
  7. Service Yard: With the Final Plan, provide materials for the service yard screening. The area must be large enough to include HVAC units, utilities and receptacles for both residences. Utility meters must be screened from public view. (UDO Sec. 5.15.5.F.10.)
- Section 5.15.6 Architectural Standards
8. Porch: The porch height must be a minimum of 30 inches from grade to top of stairs. Plan shows as a maximum. Maximum permitted height is 96 inches. Remove "minimum." (UDO Sec. 5.15.6.E.5.c.)
  9. Building Walls: Stucco on concrete block is identified on the application. For the Final Plan, identify the type of permitted stucco to be used. Stucco on foundation walls must be tabby (mixed shell size only) or true stucco with a steel trowel or sand finish. (UDO Sec. 5.15.6.F.1.a.) For the wall material, identify all siding materials proposed on the Final Plan. Permitted materials for building walls include wood (termite resistant, 50-year siding product), cement fiber siding (50-year siding product). (UDO Sec. 5.15.6.F.3.)
  10. Columns, Balustrades: Show that wood columns are proposed on the Final Plan. Provide column detail to show alignment with beam. (UDO Sec. 5.15.6.H.3.) Provide an architectural detail of the railing and baluster configuration, noting the spacing between the balusters. The site porch lacks a handrail.
  11. Windows and Doors: Provide window and door details with Final Plan. All windows and doors must be operational; false shutters (i.e, the closed shutters on the left elevation) are not permitted. (UDO Sec. 5.15.6.I.3. and 5.15.6.F.4.c.) Show operation of doors/windows on right elevation and remove the false shutters on the left elevation.
  12. Roofs and Gutters: A 5-V metal roof is proposed but the specific metal is not identified. On the Final Plan, show compliance with UDO Sec. 5.15.6.J.2. and J.3. If gutters are to be provided, compliance with this UDO sub-section is also required.
  13. Shutters: On Final Plan, identify that shutters are proposed to be durable wood. Provide shutter details per UDO Section 5.15.6.F.M.1.e.
  14. Corners and Water Tables: On Final Plan, provide corner and water table trim details to show compliance with UDO Sec. 5.15.6.N. Any material changes must occur at interior corners.
  15. Skirting and Underpinning: On Final Plan, provide skirting details to show compliance with UDO Sec. 5.15.6.O.
  16. Cornice, Soffit and Frieze: On Final Plan, provide details to show compliance with UDO Sec. 5.15.6.P.
  17. The Landscape Plan and the Site Plan do not match. The Site Plan shows a future garage (Note: accessory structures in Old Town are Carriage House per UDO Sec. 5.15.8.F.). Provide correction.
  18. Per the Applications Manual, a site plan (survey) indicating location, species, and caliper of existing trees and trees to be removed must be provided. An arborist report has been provided, but that information is supplemental to the survey. The canopy plan shows multiple trees to be removed, including those not located on the subject property or on the property line. Trees not under ownership of the property owner cannot be removed. A Town of Bluffton Tree Removal Permit is required for any tree 14" (DBH) or greater located on single family lot a proposed for removal. (Applications Manual and UDO Section 3.22.2.A.) Replacement trees will be required as specified in UDO Sec. 5.3.7.F.4. Additionally, a tree canopy of 75% lot coverage,

not including roof tops, must be provided. (UDO Sec. 5.3.7.G.) UDO Sec. 5.3.7.A. requires at least one large canopy street tree. A foundation planting area at least eight feet in width must be provided at the front elevation per UDO Sec. 5.3.7.B. pervious material to be used for the driveway.

Section V. Item # 2.

19. For Final Plan submittal, provide architectural details for the following: roof, windows, doors, railings and balustrade, skirting, water table trim, corner board trim; a wall section through the eave showing the materials, configuration and dimensions. Use call outs to identify materials on the plans including existing building materials to ensure consistency. A complete submittal package will help expedite review by the Historic Preservation Commission. (Applications Manual)

Watershed Management Review	09/19/2024	Samantha Crotty	Approved with Conditions
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**Comments:**

Comments may be provided at time of building permit/stormwater permit submittal.

Beaufort Jasper Water and Sewer Review	04/16/2024	Matthew Michaels	Approved with Conditions
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**Comments:**

1. Water and Sewer services appear to be installed at property corner. Please reach out to Mandy Anderson (BJWSA's New Service Coordinator) at mandy.anderson@bjwsa.org to set up the account and pay fees.

Watershed Management Review	04/19/2024	Samantha Crotty	Approved with Conditions
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**Comments:**

Comments may be provided at time of stormwater permit/building permit submittal.

Beaufort Jasper Water and Sewer Review	04/24/2025	Matthew Michaels	Approved
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**Comments:**

Comments may be provided with Final Plan

Transportation Department Review - HD	04/24/2025	Mark Maxwell	Approved
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Watershed Management Review	04/24/2025	Samantha Crotty	Approved
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**Comments:**

Comments may be provided at time of building permit/stormwater permit submittal.

Beaufort Jasper Water and Sewer Review	09/26/2024	Matthew Michaels	Approved
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**Comments:**

BJWSA comments not provided but may be provided at time of Final Plan submission.

HPRC Review	09/26/2024	Charlotte Moore	Approved
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**Comments:**

1. Recommendation: Study lowering the front porch roof as there is a large amount of wall space above the living room windows.

Transportation Department Review - HD	09/06/2024	Megan James	Approved
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**Comments:**

No comments

Transportation Department Review - HD	04/02/2024	Megan James	Approved
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**Comments:**

No comments

**Plan Review Case Notes:**



# PLAN REVIEW COMMENTS FOR COFA-04-25-019686

Section V. Item # 3.

Town of Bluffton  
Department of Growth Management  
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910  
Telephone 843-706-4522  
OLD TOWN

**Plan Type:** Historic District **Apply Date:** 04/02/2025  
**Plan Status:** Active **Plan Address:** 215 Goethe Rd Road  
BLUFFTON, SC 29910  
**Case Manager:** Charlotte Moore **Plan PIN #:** R610 039 00A 0289 0000  
**Plan Description:** A request by Phil Madhere, on behalf of the owner, Miguel Loarca (Leonex Construction Group), for review of Certificate of Appropriateness-Historic District, to allow construction of a three-story mixed use Main Street Building (approximately 2,775 SF) and detached Carriage House (approximately 528 SF) located at 215 Goethe Road (Parcel R610 039 00A 0289 0000). The property is within the Old Town Historic District and is zoned Neighborhood Core-Historic District (NC-HD).  
**STATUS (04.15.2025):** Scheduled for April 28 HPRC meeting.

## Staff Review (HD)

**Submission #: 1** Recieved: 04/02/2025 Completed: 04/25/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	04/25/2025	Charlotte Moore	Approved with Conditions

### Comments:

1. The submitted Concept Plan appears to be a response to the conditions placed on the Final Plan (COFA-07-19-13313) reviewed by the Historic Preservation Commission on November 6, 2019. That COFA expired on November 6, 2021; thus, the 2025 submission is reviewed as a new Concept Plan.
2. Per the Applications Manual, a letter from the Promenade Board of Directors of the Association must be provided noting approval prior to issuance of a Certificate of Appropriateness.
3. Provide the correct building footprint square footages for the commercial building and Carriage House, as well as the total square footage for both on the COFA-HD Final Plan (Applications Manual).
4. Brick is proposed on the ground floor of the commercial building. Only salvaged masonry brick or block is permitted, as is locally produced brick per UDO sec. 5.15.6.3.h. Information on the source of the brick must be provided to show compliance.
5. Galvanized wire is proposed for the balusters on the commercial building, which is not a permitted material (wood, painted or natural wrought iron) per UDO Sec. 5.15.6.H.2. The HPC in 2019 did approve the wire as an alternate material in 2019; HPC would need to make a new determination.
6. The height of the awning on the east elevation must be increased to have a minimum height of 8' clearance (UDO Sec. 5.15.6.E.1.).
7. Where is the service area for the commercial building, including HVAC equipment? HVAC equipment is shown next to the south elevation of the Carriage House on the Landscape Plan but is unscreened (and there is a door on this elevation adjacent to an HVAC unit, according to Sheet G300). Service yards must be screened per UDO Sec. 5.15.5.F.9. and electric meters screened from public view.
8. Composite material is shown for the garage doors; permitted materials include wood, metal or metal clad. The HPC would have to determine if the alternate material is equal or better quality than traditional building materials (UDO Sec. 5.15.6.I.).
9. The window cladding must be identified. Windows may be wood, aluminum, copper, steel, vinyl, clad wood or fiberglass per UDO Sec. 5.15.6.I.2.a. Will need information regarding proposed storm shutters.
10. The east elevation of the second floor of the commercial building has an area of blank wall that could use a window to break up the expanse.
11. What material is proposed for the awnings on the commercial buildings? Awnings must comply with UDO Sec. 5.15.6.E.4.
12. The Landscape Plan will need to be revised as it shows landscaping directly in front of the garage doors. As some landscaping is shown in the access easement, can the building be moved farther west? The proposed live oak adjacent to Goethe Road may conflict with existing utilities.

HPRC Review	04/25/2025	Charlotte Moore	Approved with Conditions
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**Comments:**

Section V. Item # 3.

1. The side porch roof has a low pitch that appears to be too flat. Suggest a 3/12 minimum pitch which could be achieved by lowering the header height of the porch.
2. Remove the horizontal grid in the transom of the front porch door so it matches the other transoms.
3. The scale of the brackets appears somewhat big. Suggest bringing in a bit by having the beam 30" out instead of 36".
4. The height of the Carriage House could be broken by a bracketed roof over the garage doors. This will help it appear less vertical, as well.
5. Consider bringing the plate of the Carriage House down by 1 foot or so.

Watershed Management Review

04/25/2025

Samantha Crotty

Approved with Conditions

**Comments:**

Stormwater comments may be provided at time of building permit submittal.

Beaufort Jasper Water and Sewer  
Review

04/25/2025

Matthew Michaels

Approved

**Comments:**

Comments may be provided at time of Final Plan.

Transportation Department  
Review - HD

04/07/2025

Mark Maxwell

Approved

**Comments:**

No comments

**Plan Review Case Notes:**