



Historic Preservation Commission Meeting

Wednesday, October 01, 2025 at 6:00 PM

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

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 113 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

The Historic Preservation Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

IV. ADOPTION OF MINUTES

- [1.](#) September 3, 2025 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

- [1.](#) **36 Wharf Street:** A request by Jamie Guscio (Kingfisher Construction), Applicant, on behalf of Kathy Barbina and Tim Harris, Owners, for approval of a Certificate of Appropriateness-HD to allow the construction of a new 2-story Carriage House of 1200 square feet. The property is in Old Town Bluffton Historic District, and zoned Neighborhood General-HD (NG-HD). (COFA-03-25-019657) (Staff - Charlotte Moore)

VII. NEW BUSINESS

- [1.](#) **5 Lawton Street:** A request by Ansley Manuel (Manuel Studio), Applicant, on behalf James W. Jeffcoat Revocable Trust (Owner), for approval of a Certificate of Appropriateness-Historic District to allow construction of a detached Carriage House of approximately 1,180 SF located at 5 Lawton Street. The property is located in the Old Town Historic District and is zoned Neighborhood Center-Historic District (NC-HD). (COFA-09-25-019856)(Staff - Charlotte Moore)

VIII. DISCUSSION

- [1.](#) Historic District Monthly Update. (Staff)

IX. ADJOURNMENT**NEXT MEETING DATE: Wednesday, November 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 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.

Historic Preservation Commission Meeting

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

September 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. August 6, 2025 Minutes

Commissioner Frazier made a motion to adopt the minutes as written.

Seconded by Commissioner Sulka.

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

All were in favor and motion passed.

IV. PUBLIC COMMENT

Nicki Graziani, Historic Bluffton Foundation - Ms. Graziani spoke in favor of the demolition of 34 Thomas Heyward St after the assessment showed the poor condition of the structure.

V. PRESENTATIONS

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

Sandy Shannon with Stantec, Inc. presented. The Commission questioned how many participants there are in the survey to date and who would be included in the interview portion. There were questions as to how this survey differed from surveys done in the past.

VI. OLD BUSINESS

1. **27 Bridge Street:** A request by Jason Broene (Court Atkins Architects), Applicant, on behalf of Mike Nerhus and Jessical Foley, Owners, for approval of a Certificate of Appropriateness-HD to amend an approved COFA-HD to allow the installed brick foundation to remain for the house under construction at 27 Bridge Street in Old Town Bluffton Historic District, and zoned Neighborhood Conservation-HD. (COFA-05-25-011989) (Staff - Charlotte Moore)

Staff presented. The applicant was present. The commissioners asked for clarification on what was initially approved versus what was constructed. The Commission stated that what is being proposed is not conforming. The Commission clarified that the foundation was installed incorrectly prior to asking for the amendments. There was discussion if the material being used is allowed.

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

1. The height of the privacy fence must be no taller than 6'-0" and shown as the maximum height on the Landscape Plan.
2. The Town's Stormwater and Watershed Management Division must approve the revised Landscape Plan.

and the following determination,

1. The reconfigured brick foundation as discussed at the meeting, as well as the brick type (the same or similar to the previously installed brick) are appropriate.

Seconded by Chairman Goodwin.

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

Voting Nay: Commissioner Frazier, Commissioner Wunder, Commissioner Sulka

The vote was 4-3 and the motion passed.

2. **34 Thomas Heyward Street:** A request by Jason Alexander, Applicant and Property Owner, for review of a Certificate of Appropriateness-Historic District (Demolition), to allow the demolition of an existing house located at 34 Thomas Heyward Street (Parcel R610 039 00A 0023 0000) in the Old Town Bluffton Historic District. The house, known as the Nellie and Leroy Brown Cottage, is a Contributing Resource to the Old Town Bluffton Historic District and is zoned Neighborhood Conservation-Historic District (NCV-HD). (COFA-04-25-019719) (Staff-Glen Umberger)

Staff presented. The applicant was present. There was discussion regarding the possibility of reconstruction of the structure and what materials were salvageable. The commissioners emphasized the importance of preserving Bluffton's history.

Richardson LaBruce, attorney to the Commission, clarified that the application the Commission would be voting on at this time, was only for the demolition of the structure.

Commissioner Sulka made a motion to enter executive session for Legal Matters Relating to the Receipt of Legal Advice Covered by the Attorney-Client Privilege.

Seconded by Commissioner Frazier.

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

The Commission returned to the dais. No action was taken in executive session.

Chairman Goodwin made a motion to deny the application as submitted.

Seconded by Commissioner Frazier.

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

All were in favor and the motion passed.

VII. NEW BUSINESS

- 1. 215 Goethe Road:** A request by Phil Madhere, Applicant, on behalf of Miguel Loarca (Leonex Construction Group), Owner, for approval of a Certificate of Appropriateness-HD 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, Lot 7. The property is within the Old Town Historic District and is zoned Neighborhood Core-Historic District (NC-HD). (COFA-04-25-019686) (Staff -Charlotte Moore)

Staff presented. The applicant was present. The commissioners questioned if the ARB approval was given and what point that would be needed. There were questions regarding the height of the building in relation to the buildings on the adjacent properties. The Commission asked for clarification on the material being used for the first floor. There was discussion regarding the pitch of the porch shed roof and the windows on the north side elevation of the building.

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

1. All service yards, as well as meters visible from the public right-of-way must be screened in compliance with UDO Sec. 5.15.5.F. The screen detail must be revised to show a height no taller than 6'-0".
2. Revise all plans (site, landscape and elevations) to be consistent.
3. Revise applicable plan sheets to show the main structure porch shed roof with a 3/12 pitch.
4. Remove the brackets on the rear elevation of the carriage house to prevent encroachment into the access easement. The scale of this elevation should be re-studied and submitted to HPRC for final approval.
5. Per the Applications Manual, written approval from the Board of Directors of the Goethe Road Association.
6. Per Section 3.19 of the UDO, a Site Feature-HD is required for any signs proposed on the site.

and the following determinations:

1. The use of galvanized wire for the balusters is an acceptable material.
2. The windows on the north elevation of the main structure should have vertical proportionality.
3. At the lower level of the main structure, the wall section detailing must show board and batten instead of brick, where applicable.

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.

VIII. DISCUSSION

1. **Carport UDO Amendments (WORKSHOP - NO ACTION):** Discussion, Consideration and Direction on Potential Amendments to the Town of Bluffton Code of Ordinances, Chapter 23, Unified Development Ordinance, Article 5 – Design Standards - Accessory Buildings (Staff - Angie Castrillon)

Staff presented. The Commission shared their concerns with allowing more structures on a lot and how scale and size should be addressed. There was discussion regarding what kind of height restrictions should be included.

This was a workshop. No action was taken.

2. Historic District Monthly Update. (Staff)

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

IX. 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 8:18pm.



HISTORIC PRESERVATION COMMISSION

STAFF REPORT

Department of Growth Management

MEETING DATE:	October 1, 2025
PROJECT:	COFA-03-25-019657 36 Wharf Street Two-story Carriage House – New Construction
APPLICANT:	Jamie Guscio (Kingfisher Construction)
PROPERTY OWNERS:	Kathy Barbina and Tim Harris
PROJECT MANAGER:	Charlotte Moore, AICP, Principal Planner

APPLICATION REQUEST: The Applicant, Jamie Guscio (Kingfisher Construction), on behalf of Kathy Barbina and Tim Harris, Owners, requests that the Historic Preservation Commission approve the following:

A Certificate of Appropriateness-HD (COFA-HD) to allow the construction of a new 2-story carriage house of 1200 square feet. The property is in Old Town Bluffton Historic District, and zoned Neighborhood General-HD (NG-HD).

Note: This application was heard at the August 6, 2025 HPC meeting and tabled by the Applicant to allow for the preparation of a revised Final Plan to address the concerns of the HPC, including but not limited to building height, eave width, post width, window placement, expression line size and placement, ceiling height and tree removal.

INTRODUCTION: The proposed carriage house is a 2-story structure under a side-facing gable roof with two shed dormers and will include a second-story residence over a one-bay garage. The ground floor will serve as a combination of garage, and home office and gym with a full bathroom. As one accessory dwelling is permitted per lot, the ground floor space would not be able to serve as an additional residence or short-term rental in the future.

The carriage house features cementitious lap and board and batten siding, cementitious trim, a 5-V crimp roof, vinyl single-hung windows, metal doors and a turned down slab that will include a tabby finish to match the foundation of the main house.

The height of the 2-story carriage house from finished grade was reduced from 30'-5" to 28'-5" and the main roof continues to be a combination 5:12 and 10:12 pitches. The carriage house is proposed to be constructed on a slab foundation of 8-inches, but the porch foundation is unclear. The height of the 1.5-story main structure from finished grade is 31'-3/8" with an 8:12 roof pitch. Per UDO Sec. 4.4.1.A.3., the maximum height of an

accessory dwelling is two stories or the height of the primary structure, whichever is less. UDO Sec. 5.15.8.F. requires carriage houses to be “clearly incidental to, smaller than, and distinguished from the principal building form.” The reduced height of the carriage house conforms with this requirement.

Most concerns raised at the August 6 HPC meeting have been addressed, including: 1) eaves have been reduced from 2'-0" to 1'-4" and are similar to the main house; 2) 6-inch porch posts have been redesigned as 8-inch columns; 3) two windows have been added to the right/south second story elevation, which was previously blank; 4) the expression line between the first and second floors is better distinguished with a greater width; and, 5) the ceilings for the first and second stories have both been lowered by one foot.

The porch foundation remains unclear. The front elevation suggests an 8-inch slab, but the right and left elevations show only a partial slab or step that is less than 8-inches. The porch columns appear to be located at grade and are spaced farther apart than they are tall.

Concern was expressed at the August 6 HPC meeting that two trees (a 12" DBH gum and 40" water oak) would be removed. It was mentioned that the water oak exhibited cracks. A Tree Removal Permit has been submitted for both these trees and third tree (a 15" DBH laurel oak) in the side yard of the main house. The permit has not yet been approved as additional information is needed and the COFA is not yet approved. The submission includes the applications and photos only—an arborist's report was not provided to verify the health of the 40" water oak. A tree removal plan and landscape plan were not provided with the COFA as is required.

This project was presented to the HPRC for conceptual review at the April 14, 2025 meeting. (Attachment 8).

REVIEW CRITERIA & ANALYSIS: In its review of this COFA-HD application, Town Staff and the Historic Preservation Commission are required to consider the criteria set forth in Unified Development Ordinance (UDO) Section 3.18.3 (COFA-HD, Application Review Criteria), applying the standards and guidelines of UDO Sec. 5.15, Old Town Bluffton Historic District. The intent of the standards and guidelines is, in part, to provide guidance and ensure consistent development without discouraging creativity or forcing the replication of historic models.

The applicable criteria of UDO Sec. 3.18.3 are provided below followed by a Staff Finding based upon review of the application submittals to date.

1. **Section 3.18.3.B. Consistency with the principles set forth in the Old Town Master Plan.**

- a. *Finding.* The Old Town Master Plan states that “The built environment, in particular the historic structures scattered throughout Old Town, should be

protected and enhanced. While it is of great importance to save and restore historic structures, it is just as important to add to the built environment in a way that makes Old Town more complete.”

Old Town Bluffton Historic District is a locally designated historic district. To ensure that the proposed carriage house has been designed to be sympathetic to the architectural character of the district, the porch foundation must be clarified and a landscape plan provided as noted in #2.

- b. ***Finding.*** The Old Town Master Plan initiatives also include the adoption of a form-based code that included architectural standards for structures located within the Old Town Bluffton Historic District. These standards are included in Article 5 of the UDO. The new construction proposed as part of this request will be in conformance with those standards if the conditions noted in #2 of this Section are met.

2. **Section 3.18.3.C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards.**

- a. ***Findings.*** Town Staff finds that if the conditions noted below are met, the proposed carriage house will be in conformance with applicable provisions provided in Article 5.

- 1) **Porch Foundation and Columns:** The porch foundation must be correctly shown, and columns must not overhang the porch (UDO Sec. 5.15.6.H.3.f.). Additionally, the spacing of the columns cannot be farther apart than they are tall as measured from the centerline of the columns (UDO Sec. 5.15.6.H.1.a.). The column height is approximately 9’-3” and the spacing between columns is more than 12’-0”.
- 2) **Doors and Windows:** A door and window schedule is not provided with the plans, but the Project Analysis Sheet states that windows will be vinyl and all doors metal. A door and window schedule must be provided with the plan.
- 3) **Landscape Plan:** With the carriage house addition, it must be demonstrated that the lot will continue to have a minimum of 75% tree canopy coverage at time of maturity (excluding rooftops). A landscape plan must be provided to demonstrate compliance (UDO Sec. 5.3.3.G.1.).

3. **Section 3.18.3.D. Consistency with the nature and character of the surrounding area and consistency of the structure with the scale, form and building proportions of the surrounding neighborhood.**

Finding. Town Staff finds the nature and character of the new construction to be consistent and harmonious with that of the surrounding neighborhood if revisions are made to address the applicable items in #2.

4. **Section 3.18.3.F. The historic, architectural, and aesthetic features of the structure, including the extent to which its alteration or removal would be detrimental to the public interest.**

Finding. If the conditions #2 of this report are met, the proposed plans would be sympathetic in design to the neighboring historic and non-historic resources; therefore, the carriage house with the recommended revisions would appear to not adversely affect the public interest.

5. **Section 3.18.3.H. The application must comply with applicable requirements in the Applications Manual.**

Finding. The Certificate of Appropriateness Application has been reviewed by Town Staff and has been determined to be complete except for the applicable items in #2.

STAFF RECOMMENDATION: It is the charge of the HPC to assess and interpret the standards and guidelines set forth in the UDO as they pertain to applications using the review criteria established in the UDO and to take appropriate action as granted by the powers and duties set forth in Section 2.2.6.E.2. Town Staff finds that with the conditions noted below, the requirements of Section 3.18.3 of the Unified Development Ordinance have been met and recommends that the Historic Preservation Commission approve the application with the following conditions:

1. Correct the porch foundation and design the porch columns to be no farther apart than they are tall and to not overhang the porch foundation (UDO Sec. 5.15.6.H.).
2. Provide a door and window schedule on the plans.
3. Show that a minimum of 75% tree canopy coverage at maturity will be provided for the entire lot, not to include roofs (UDO Sec.5.3.3.G.1.).

HISTORIC PRESERVATION COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.E.2, the Historic Preservation Commission has the authority to take the following actions with respect to this application:

1. Approve the application as submitted by the Applicant;
2. Approve the application with conditions; or
3. Deny the application as submitted by the Applicant.

ATTACHMENTS:

1. Location and Zoning Map
2. Application
3. Narrative
4. As-Built Survey and Site Plan
5. Photos-Existing House
6. Drawings (Revised 08.14.2025)
7. Photos-Trees to be Removed
8. Tree Permit (with additional photos)
9. HPRC Comments 04.14.2025

ATTACHMENT 1
LOCATION & ZONING MAP

Section VI. Item #1.

36 Wharf Street

Neighborhood General-HD District





TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS-
OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION

Growth Management Customer Service Center
 20 Bridge Street
 Bluffton, SC 29910
 (843)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Kingfisher Construction		Name: Kathy Barbina/Tim Harris	
Phone: 843-368-3905		Phone: 808-351-7813	
Mailing Address: 56 Calhoun Street Bluffton		Mailing Address: 36 Wharf Street Bluffton	
E-mail: jamie@kingfishercc.com		E-mail: kathy.barbina@charter.com	
Town Business License # (if applicable): 24-05-3257			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: 36 Wharf Carriage		Conceptual: ☐	Final: ☒
Project Address: 36 Wharf Street		Amendment: ☐	
Zoning District: NG-HD		Application for:	
Acreage: .1910		☒ New Construction	
Tax Map Number(s): R610 039 00A 041		☐ Renovation/Rehabilitation/Addition	
		☐ Relocation	
Project Description: Build a new 1200 sq ft carriage house 2x6 walls, hardie siding, metal roof			
Minimum Requirements for Submittal			
☐ 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal. ☐ 2. Digital files drawn to scale of the Site Plan(s). ☐ 3. Digital files of the Architectural Plan(s). ☐ 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. ☐ 5. All information required on the attached Application Checklist. ☐ 6. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date: 3-5-2025	
Applicant Signature:		Date: 3-5-2025	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) PROJECT ANALYSIS

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Certificate of Appropriateness application submitted for review by the Historic Preservation Commission (HPC) and the Historic Preservation Review Committee. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO.

1. DESIGN REVIEW PHASE		CONCEPTUAL REVIEW ☐		FINAL REVIEW ☐	
2. SITE DATA					
Identification of Proposed Building Type (as defined in Article 5): <i>CARRIAGE</i>					
Building Setbacks		Front: <i>—</i>	Rear: <i>5'</i>	Rt. Side: <i>5'</i>	Lt. Side: <i>—</i>
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage		Proposed Square Footage	
Main Structure					
Ancillary	<i>Carriage</i>	<i>NA</i>		<i>1200</i>	
Ancillary					
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)					
Impervious Drive, Walks & Paths					
Open/Covered Patios					
A. TOTAL IMPERVIOUS COVERAGE					
B. TOTAL SF OF LOT					
% COVERAGE OF LOT (A/B= %)					
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	<i>Tuared down slab to 1/2" by</i>	Columns	<i>PT wood - 6x6</i>		
Walls	<i>2x6 exterior frame - hardie</i>	Windows	<i>single hung vinyl</i>		
Roof	<i>5V metal galvalume</i>	Doors	<i>metal</i>		
Chimney	<i>NA</i>	Shutters	<i>NA</i>		
Trim	<i>1x6 hardie / 1x4 hardie</i>	Skirting/Underpinning	<i>NA</i>		
Water table	<i>1x10 hardie</i>	Cornice, Soffit, Frieze	<i>Hardie w/ exposed r/t tan/s coves</i>		
Corner board	<i>1x6 hardie</i>	Gutters	<i>NA</i>		
Railings	<i>2x6 pt</i>	Garage Doors	<i>DALTON-METAL</i>		
Balusters	<i>2x2 pt</i>	Green/Recycled Materials			
Handrails	<i>1x4 pt</i>				



TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

Note: Certificate of Appropriateness application information will vary depending on the activities proposed. At a minimum, the following items (signified by a grayed checkbox) are required, as applicable to the proposed project.

Concept	Final	BACKGROUND INFORMATION.
☐	☐	COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information.
☐	☐	PROPERTY OWNER CONSENT: If the applicant is not the property owner, a letter of agency from the property owner is required to authorize the applicant to act on behalf of the property owner.
☐	☐	PROJECT NARRATIVE: A detailed narrative describing the existing site conditions and use, the proposed development intent with proposed uses and activities that will be conducted on the site. Include a description of the proposed building type and proposed building materials as permitted in Article 5.
☐	☐	DEED COVENANTS/RESTRICTIONS: A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site.
☐	☐	ADDITIONAL APPROVALS: A written statement from the Declarant of any deed covenants, conditions, or restrictions and/or the Review Body of any design or architectural standards that the current design has been reviewed for consistency with the established restrictions/design principles and approved.
Concept	Final	SITE ASSESSMENT.
☐	☐	LOCATION MAP: Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
☐	☐	PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: • All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s); • Municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the tract, form a part of the boundary of the tract, or are contiguous to such boundary; • All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways; • Existing watercourses, drainage structures, ditches, one-hundred (100) year flood elevation, OCRM critical line, wetlands or riparian corridors top of bank locations, and protected lands on or adjacent to the property; • Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and • North arrow, graphic scale, and legend identifying all symbology.
☐	☐	SITE PLAN: Showing layout and design indicating, but not limited to: • All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s); • Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities; • Pedestrian circulation elements and ensuring design shows ADA accessibility compliance. Location, layout, and number of vehicular and bicycle parking spaces bicycle parking, and ensuring design shows ADA accessibility compliance; and • Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.



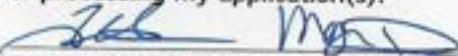
TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

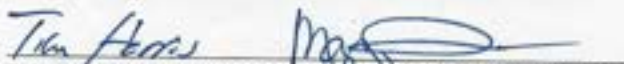
☐	☐	PHOTOS: Labeled comprehensive color photograph documentation of the property, all exterior facades, and the features impacted by the proposed work. If digital, images should be at a minimum of 300 dpi resolution.
Concept	Final	ARCHITECTURAL INFORMATION.
☐	☐	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
☐	☐	FLOOR/ROOF PLANS: Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
☐	☐	ELEVATIONS: Provide scaled and dimensioned drawings to illustrate the exterior appearance of all sides of the building(s). Describe all exterior materials and finishes and include all building height(s) and heights of appurtenance(s) as they relates to adjacent grade, first floor finished floor elevations, floor to ceiling height for all stories, existing and finish grades for each elevation.
☐	☐	ARCHITECTURAL DETAILS: Provide scaled and dimensioned drawings to show the configuration and operation of all doors, windows, shutters as well as the configuration and dimensional information for columns and porch posts, corner boards, water tables, cupolas and roof appurtenances, gutters and downspouts, awnings, marquees, balconies, colonnades, arcades, stairs, porches, stoops and railings.
☐	☐	MANUFACTURER'S CUT SHEET/SPECIFICATIONS: Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
Concept	Final	LANDSCAPE INFORMATION.
☐	☐	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
☐	☐	LANDSCAPE PLAN: Plan must include proposed plant materials including names, quantities, sizes and location, trees to be removed/preserved/relocated, areas of planting, water features, extent of lawns, and areas to be vegetated. Plant key and list to be shown on the landscape plan as well as existing and proposed canopy coverage calculations.
Concept	Final	ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).
☐	☐	FINAL DEVELOPMENT PLAN APPLICATION: A Final Development Plan Application, along with all required submittal items as depicted on the application checklist, must be submitted prior to a Final Certificate of Appropriateness submittal and approved prior to the application being heard by the Historic Preservation Commission.

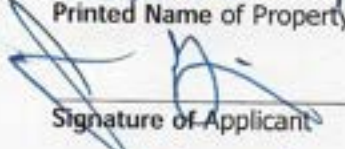
SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL

By signature below I certify that I have reviewed and provided the submittal items listed above. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).


Signature of Property Owner or Authorized Agent

3-17-2025
Date


Printed Name of Property Owner or Authorized Agent


Signature of Applicant

3-5-25
Date

JAMES GUSCIC
Printed Name of Applicant

Proposed Construction 36 Wharf Carriage

A Thoughtful Design for Multi-Generational Living

We are excited to propose the construction of a 1200 square foot carriage house, a versatile and functional space designed to meet the needs of a growing and multi-generational family. This thoughtfully planned structure will offer a perfect blend of practicality and comfort, providing ample space for both daily activities and leisure pursuits.

Ground Floor Design

The ground floor of the carriage house will serve multiple purposes, combining essential facilities into a cohesive and efficient layout. Upon entering, you will find a spacious garage, ideal for vehicle storage and additional storage needs. The garage area is designed to accommodate contemporary vehicles while also providing space for bicycles, tools, and other miscellaneous items.

Home Office

Adjacent to the garage, a dedicated home office will be created, offering a serene and focused environment for work or study. In today's fast-paced world, the importance of a quiet and well-equipped workspace cannot be overstated. This office will be equipped with modern amenities, including high-speed internet access, adequate lighting, and ergonomic furniture to ensure productivity and comfort.

Gym

For those who value health and fitness, the carriage house will include a home gym. This space will be tailored to meet various exercise needs, featuring equipment such as treadmills, weights, and yoga mats. The inclusion of a gym within the home ensures that fitness can be seamlessly integrated into daily routines, promoting a healthy lifestyle for all family members.

Bathroom

Convenience is a priority, and the ground floor will also house a fully functional bathroom. This ensures that whether you're working in the office, exercising in the gym, or simply spending time in the garage, you have easy access to necessary facilities. The bathroom will be designed with modern fixtures, ensuring both comfort and style.

Second Floor Design

The second floor of the carriage house will be dedicated to creating a cozy and self-sufficient living space. This one-bedroom apartment will serve as an ideal residence for a family member or guest, providing privacy while still being connected to the main household.

Living Area

The living area will be an open-plan space, integrating the kitchen, dining, and lounging areas. This design promotes a sense of openness and community, making it perfect for small gatherings and daily interactions. The kitchen will be equipped with modern appliances, ample counter space, and storage solutions to meet the needs of any home cook.

Bedroom

A comfortable bedroom will be the highlight of the second floor, offering a tranquil retreat for rest and relaxation. The room will be designed with attention to detail, featuring adequate closet space, large windows for natural light, and a calming color palette to enhance the sense of peace and comfort.

Bathroom

In addition to the bedroom, the apartment will include a separate bathroom, ensuring convenience and privacy for its occupants. The bathroom will be equipped with contemporary fixtures, providing a luxurious experience in a compact space.

The Versatility of Multi-Generational Living

The combination of two families necessitates thoughtful and efficient use of space. The construction of this carriage house addresses the need for additional living areas while fostering a sense of togetherness. The proposed design ensures that all members of the family have access to the facilities they need, while also allowing for personal space and privacy.

Benefits of the Carriage House

- Enhanced family bonding through shared spaces and activities
- Increased property value with the addition of versatile living quarters
- Flexibility to adapt the space for future needs, such as guest accommodations or rental opportunities

- Improved quality of life with dedicated areas for work, exercise, and relaxation

Conclusion

The proposed construction of a 1200 square foot carriage house is a forward-thinking solution to the challenges of multi-generational living. By providing functional spaces for work, fitness, and living, this carriage house will meet the needs of all family members, enhancing their quality of life and fostering a harmonious living environment. We look forward to seeing this vision come to fruition and to the many benefits it will bring to the family.

REFERENCE PLAT #2

TOTAL AREA
PARCEL 183

OLD AREA
12,475 sq. ft.
0.29 acres
NEW AREA
11,036 sq. ft.
0.25 acres

TREE LEGEND

WHOK - WHITE OAK
LAOK - LAUREL OAK
LOK - LIVE OAK
WOK - WATER OAK
ROK - RED OAK
PCAN - PECAN
MAG - MAGNOLIA
HIC - HICKORY
MPL - MAPLE
CHY - CHERRY
HLY - HOLLY
CDR - CEDAR
RDB - RED BUD
SAS - SASSAFRAS
DOG - DOGWOOD
SB - SUGARBERRY
P - PINE
G - GUM
B - BAY

LEGEND

□ CMS - CONCRETE MONUMENT SET
□ CMF - CONCRETE MONUMENT FOUND
○ IPS - IRON PIN SET
○ IPF - IRON PIN FOUND
- INDICATES STREET ADDRESS
TBM - TEMPORARY BENCH MARK
BSL - BUILDING SETBACK LINE
● - TELEPHONE PEDESTAL / COMMUNICATOR
⊙ - SEWER LATERAL
⊙ - SANITARY SEWER MANHOLE
⊗ - ELECTRIC BOX

▨ XFMR - TRANSFORMER
WL - WATER LATERAL
WM - WATER METER
ICV - IRRIGATION CONTROL VALVE
⊕ - FIRE HYDRANT
⊠ - GRATE INLET
⊙ - POWER POLE
O.H.P.L. - OVER HEAD POWER LINE

— GUY LINE
— LIGHT POLE
⊙ - STORM DRAIN MANHOLE
⊙ - FIBEROPTICS MANHOLE

PARCEL 182A
N/F
MICHAEL & ROSE
HAMILTON

PARCEL 182
N/F
WOODROW SCOTT

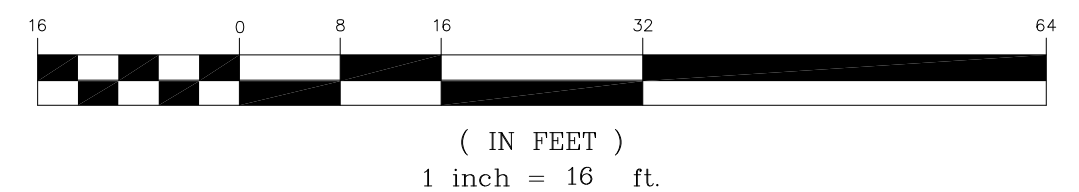
PARCEL 417
PROPERTY AREA
9,760 sq. ft.
0.22 acres

PARCEL 184A
N/F
PALMETTO PROPERTY

PARCEL 184
N/F
VICKY S. FOSTER

LOCATION MAP NOT TO SCALE

GRAPHIC SCALE



REVISED 11/4/2024 TO UPDATE PARCEL 417 & SHIFT WESTERN PROPERTY LINE OF PARCEL 417 15' WEST & REMOVE MOBILE HOME.
REVISED 4/13/2022 TO SHOW PROPOSED DIVISION.

THE ABOVE PLAT PREPARED BY ME AT THE REQUEST OF

SEAN BARBINA

AN AS-BUILT, TREE & TOPOGRAPHIC SURVEY OF LOT 183 WHARF STREET,
DISTRICT 610, TAX MAP 39A,
TOWN OF BLUFFTON, BEAUFORT COUNTY, SOUTH CAROLINA.

DIST. 610, MAP 39A, PARCEL 183 & 417

Notes:
1. According To FEMA Flood Insurance Rate Map # 45013C0426G
This Lot Appears To Lie In A Federal Flood Plain Zone X, Minimum
Required Elevation N/A Ft. NAVD88
2. This Property May Be Subject To Easements, Protective Covenants
And Other Facts That May Be Revealed By A Complete Title Search.
3. This Survey Was Performed Without The Benefit Of A Wetland Delineation.
4. All Building Setback Requirements Should Be Verified With The Proper
Authorities Prior To Design And Construction.
Reference Plat(s):
PLAT BOOK 158 AT PAGE 197

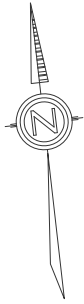
DRAWN BY: B.M.S.

APPROVED BY: W.J.S.

PARTY CHIEF: W.J.S.

DATE: NOVEMBER 18

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PROCEEDING.



SURVEYOR TO CONFIRM ALL
DIMENSIONS, LOT ANGLES, SETBACKS
AND LOCATION OF EASEMENTS.



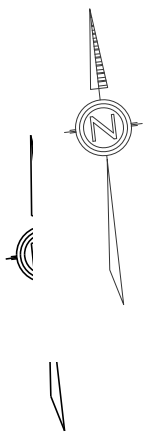
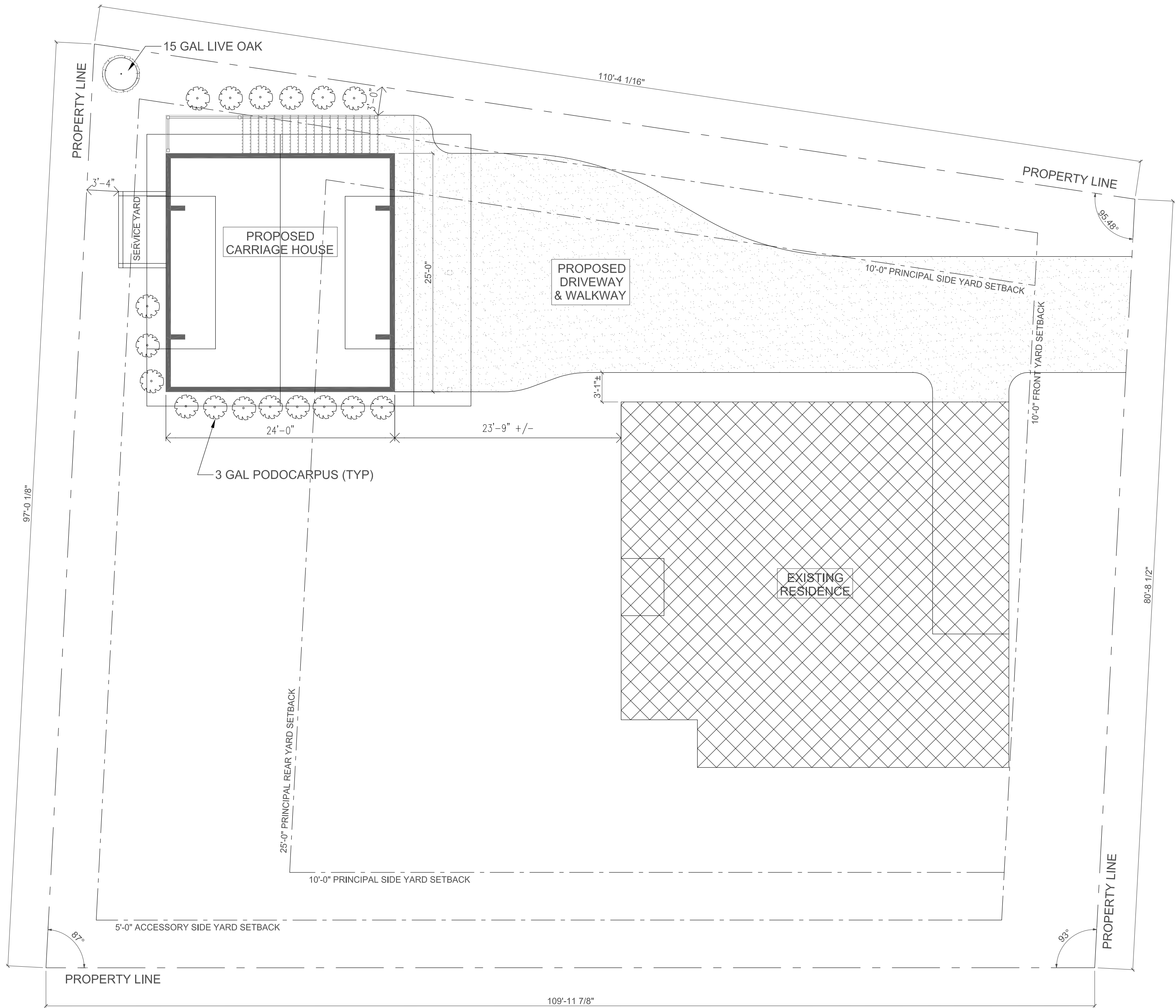
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Section VI. Item #1.





SITE PLAN

SCALE: 1/8" = 1'-0"

SURVEYOR TO CONFIRM ALL
DIMENSIONS, LOT ANGLES, SETBACKS
AND LOCATION OF EASEMENTS.

SURVEYOR TO CONFIRM ALL
DIMENSIONS, LOT ANGLES, SETBACKS
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REVISION #8	02/05/2025	KJC
REVISION #9	02/08/2025	KJC

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ALL CONSTRUCTION TO MEET OR EXCEED ALL LOCAL AND NATIONAL BUILDING CODES.

CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS, SPECIFICATIONS AND METHODS OF CONSTRUCTION.

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REVISION PROVIDED BY THE APPLICANT
(AUGUST 26, 2025)



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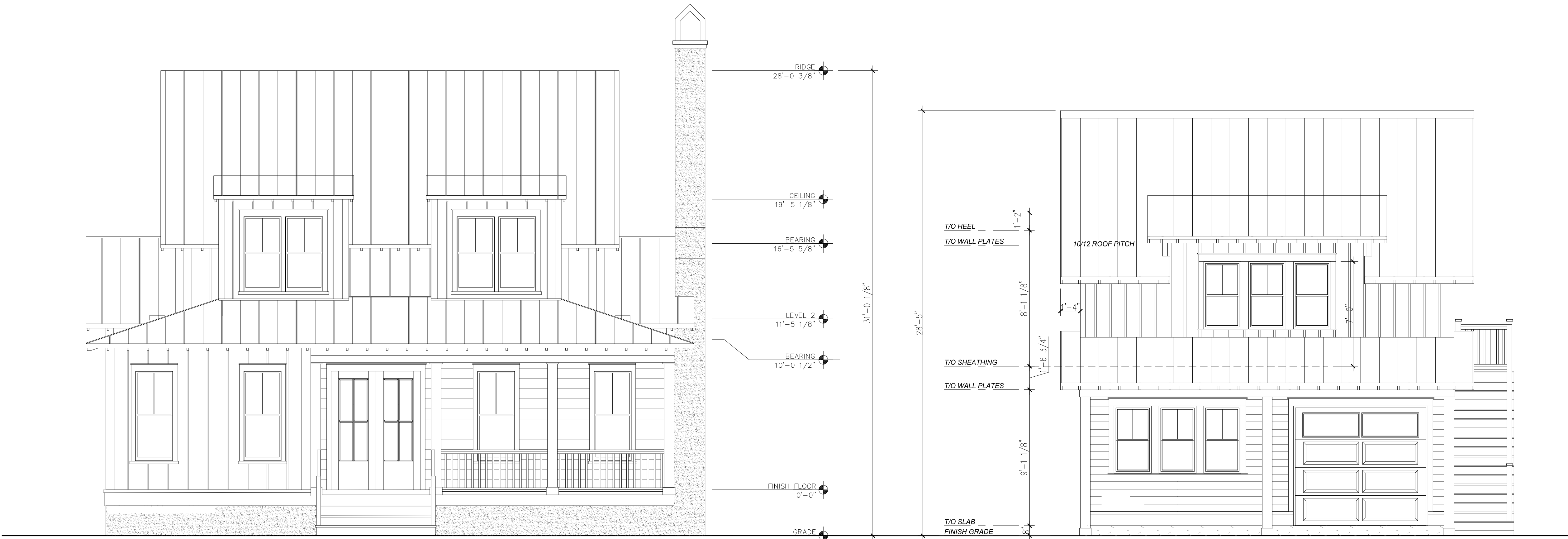
PROJECT: HARRIS & BARBINA GARAGE

NH PROJECT No.: M0660

LOCATION: 36 WHARF STREET,
BLUFFTON, SC

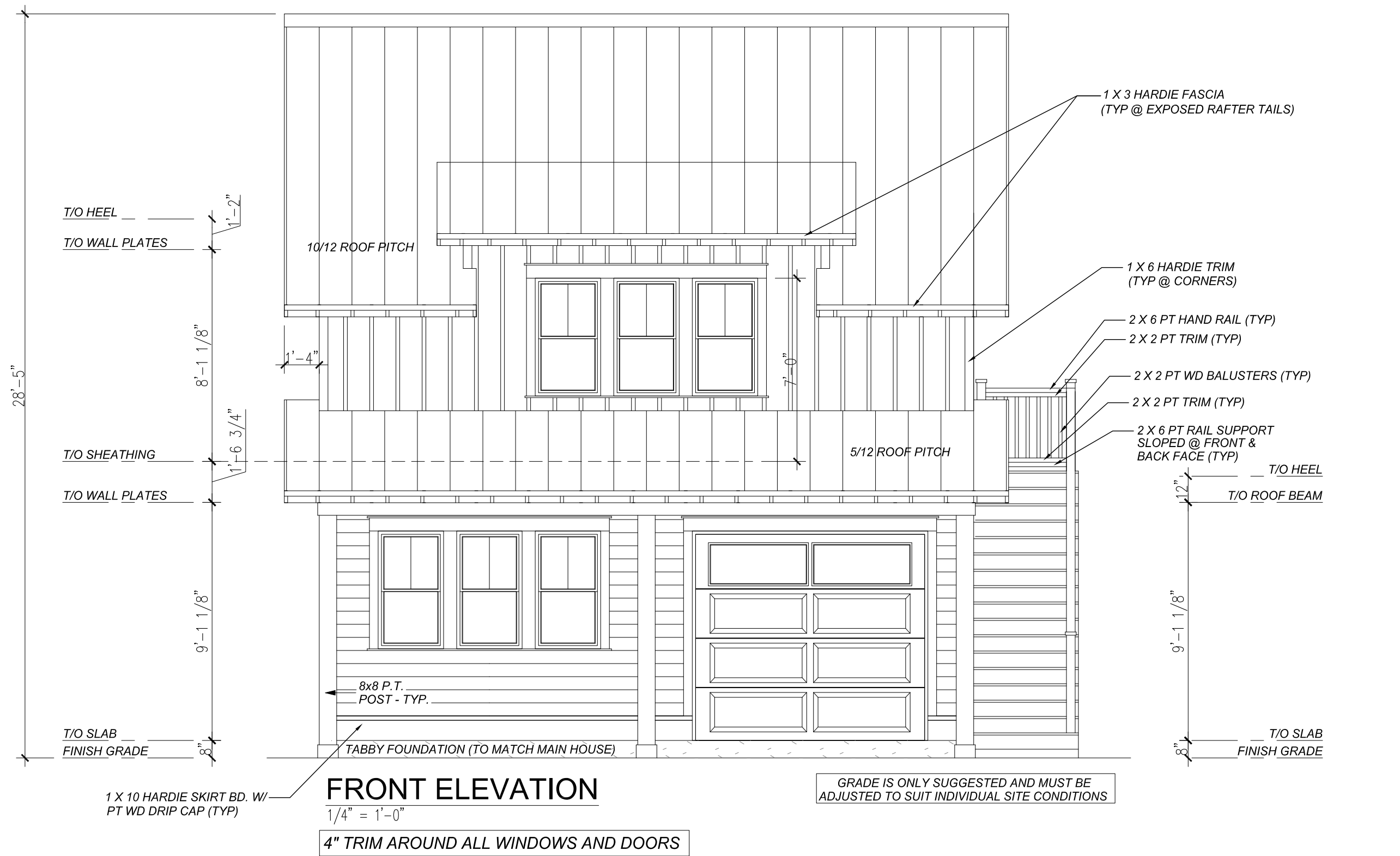
SIZE: 1200 SQ FT

DRAWN BY: KJC 02/25/2025

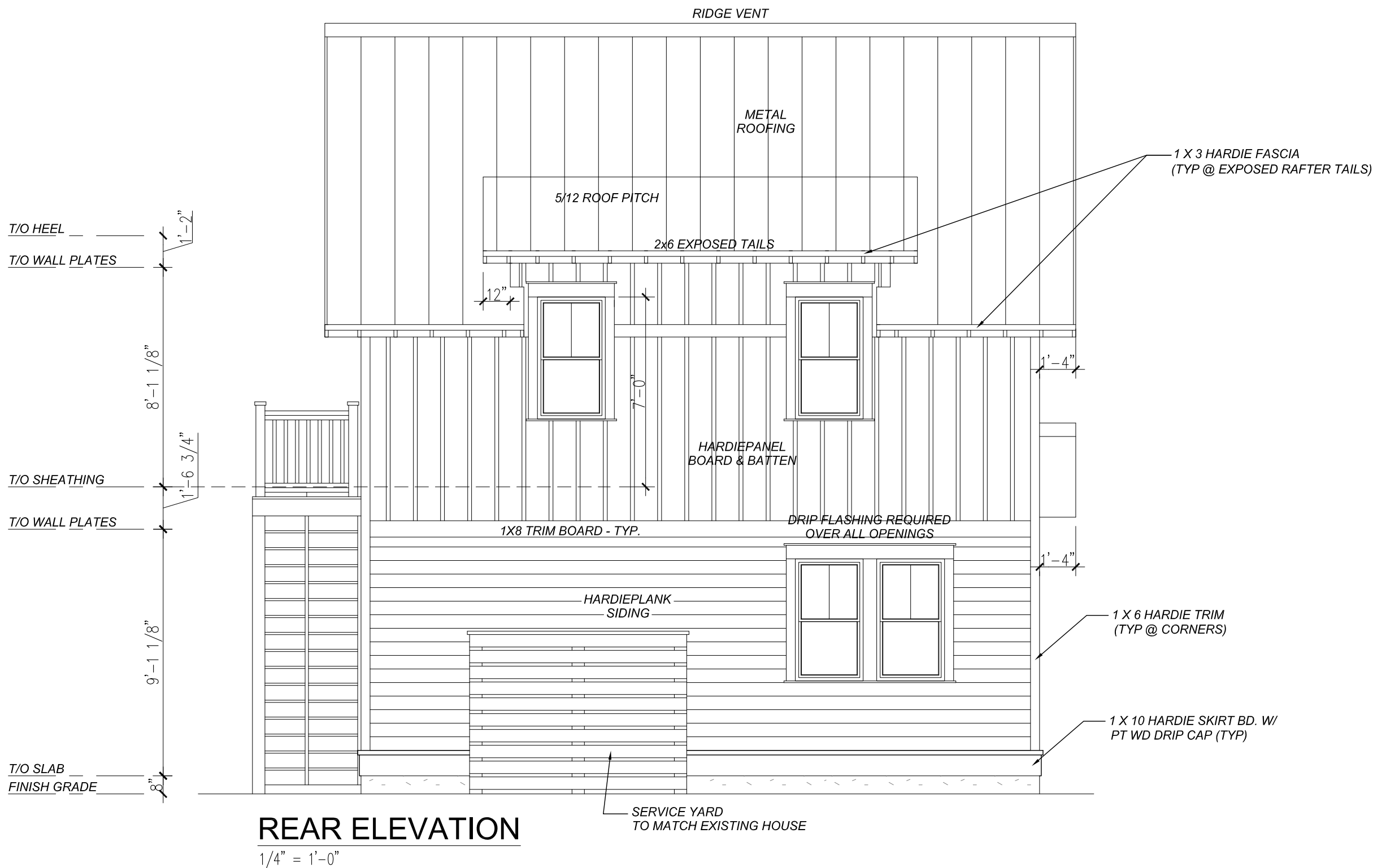


FRONT ELEVATION - EXISTING MAIN HOUSE
1/4" = 1'-0"

FRONT ELEVATION - NEW DETACHED GARAGE
1/4" = 1'-0"



FRONT ELEVATION
1/4" = 1'-0"
4" TRIM AROUND ALL WINDOWS AND DOORS



REAR ELEVATION
1/4" = 1'-0"

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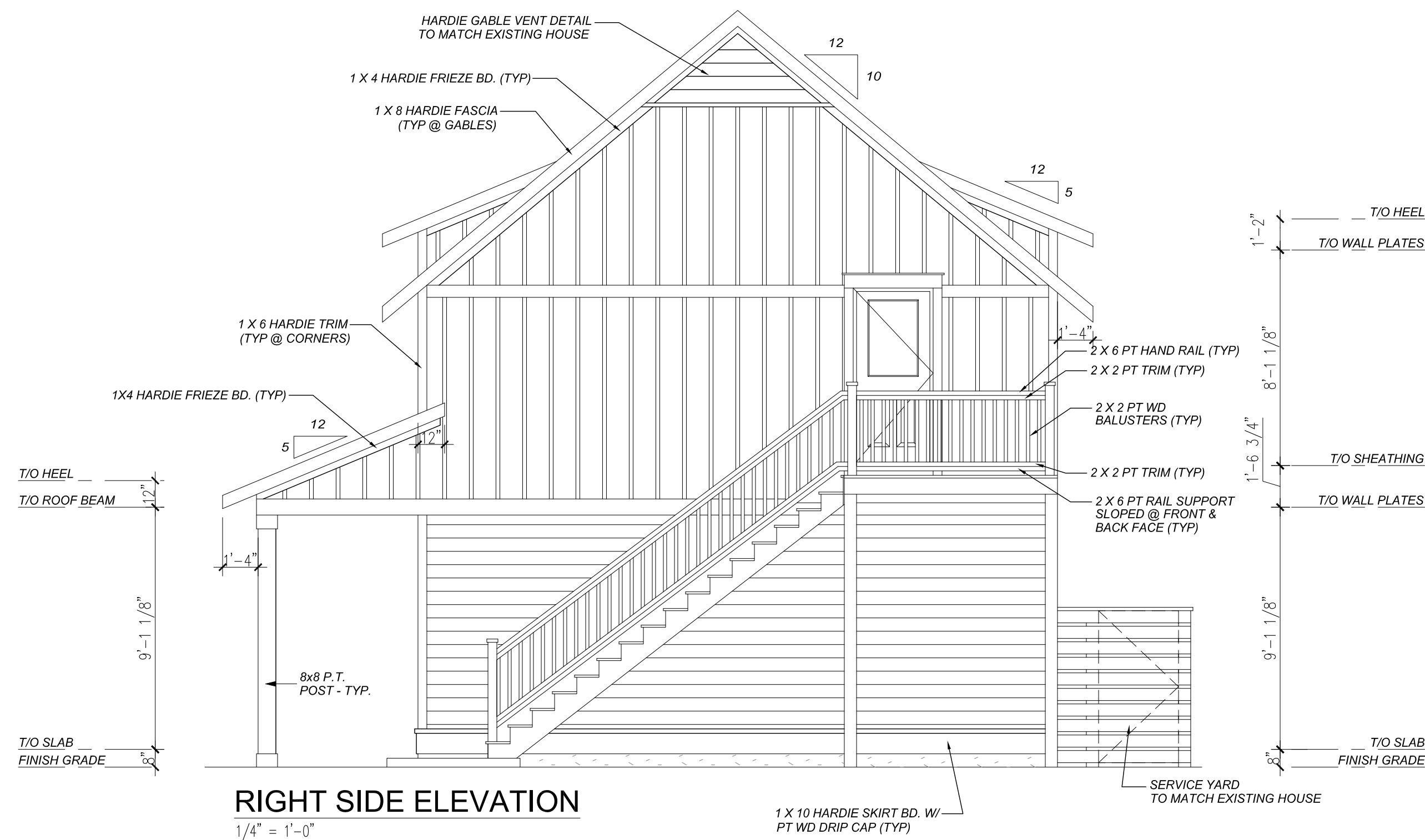
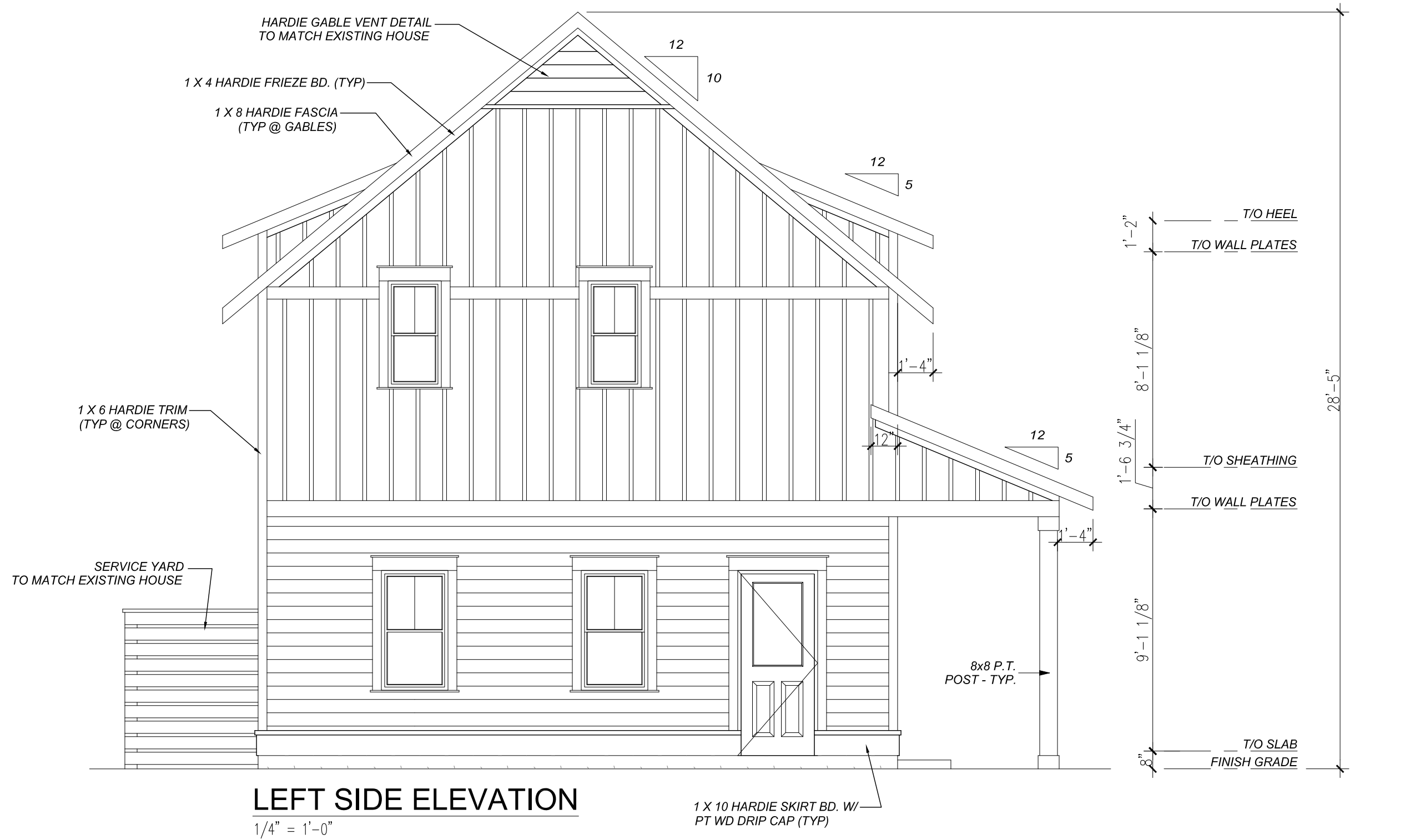
NH PROJECT No.: M0660

LOCATION: 36 WHARF STREET,
BLUFFTON, SC

SIZE: 1200 SQ FT

DRAWN BY: KJC 02/25/2025

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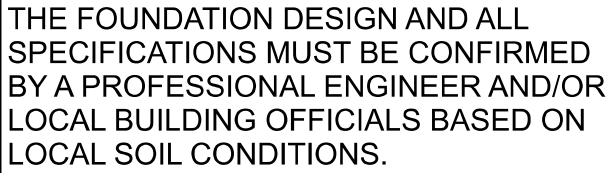


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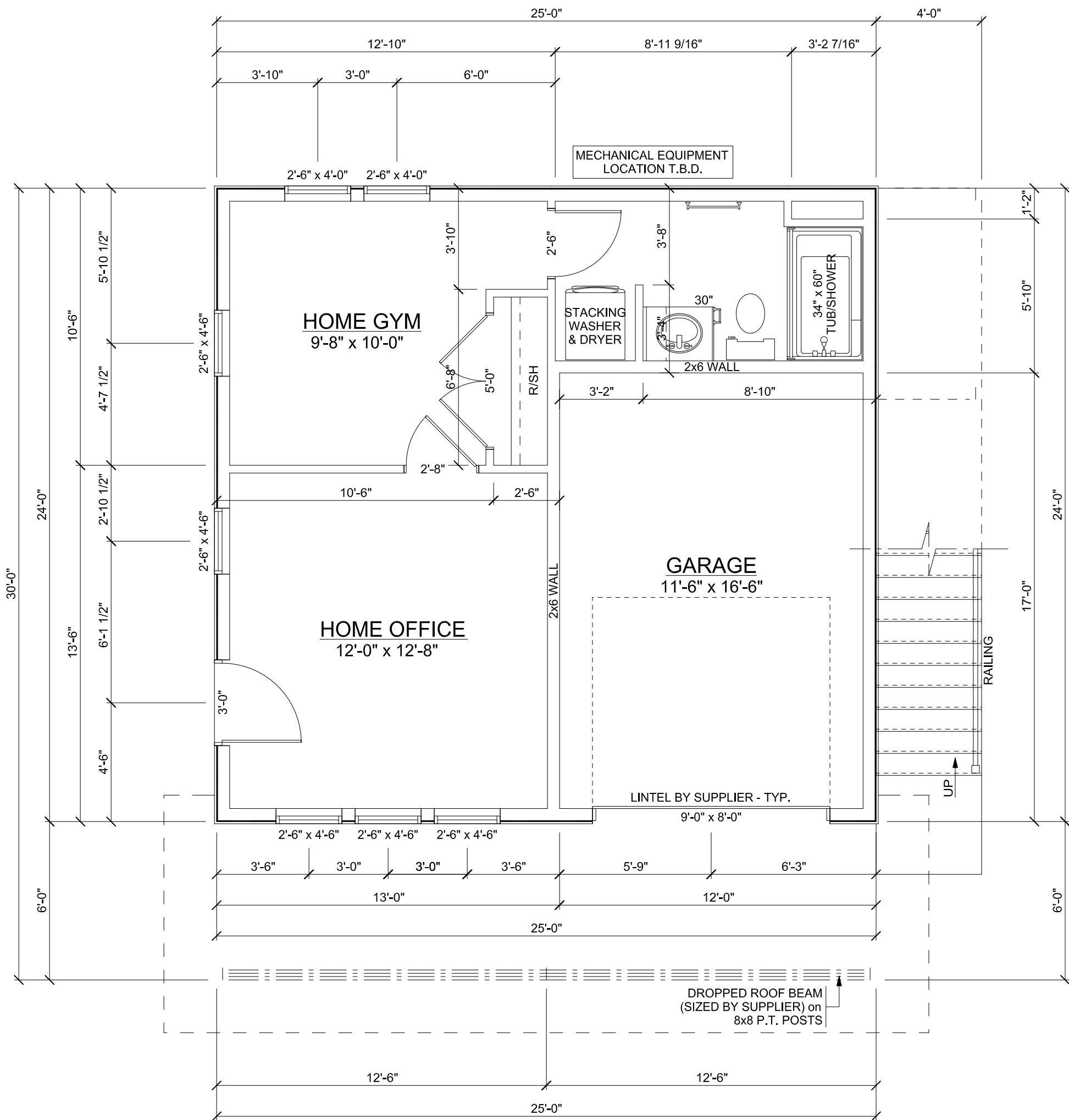
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PROJECT: HARRIS & BARBINA GARAGE	
NH PROJECT No.: M0660	
LOCATION: 36 WHARF STREET, BLUFFTON, SC	
SIZE: 1200 SQ FT	3 OF 11
DRAWN BY: KJC	
02/25/2025	

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MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"

396 SQ FT (LIVING)

204 SQ FT (GARAGE)

9'-1 1/8" HIGH CEILINGS THROUGHOUT UNLESS NOTED OTHERWISE

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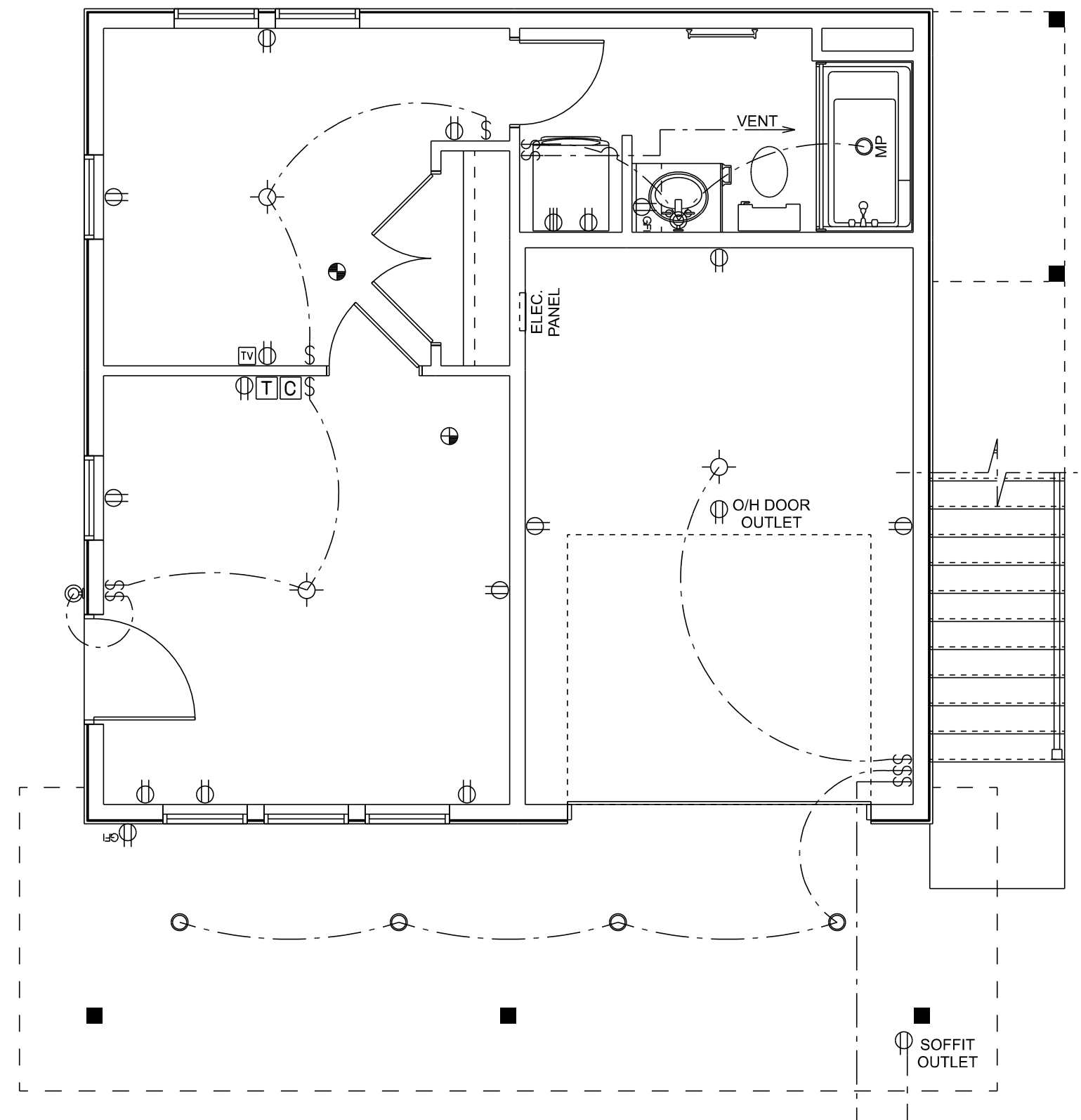
PROJECT: HARRIS & BARBINA GARAGE

NH PROJECT No.: M0660

LOCATION: 36 WHARF STREET,
BLUFFTON, SC

SIZE: 1200 SQ FT

DRAWN BY: KJC 02/25/2025



ELECTRICAL LAYOUT

SCALE: 1/4" = 1'-0"

ELECTRICAL LAYOUT SHOWN IS TO BE USED AS A GUIDE ONLY AND MAY BE ADJUSTED ON SITE AS REQUIRED.

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PROCEEDING.

ELECTRICAL LEGEND	
ELECTRICAL	SYMBOL
Door Chime	
Electrical Panel	
Light	
Outlet	
Outlet 220V	
Outlet GFI	
Pot Light	
Smoke & CO Detector	
Smoke Detector	
Switch	
TV Outlet	
Thermostat	
Wall Mount Light	



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PROJECT: HARRIS & BARBINA GARAGE

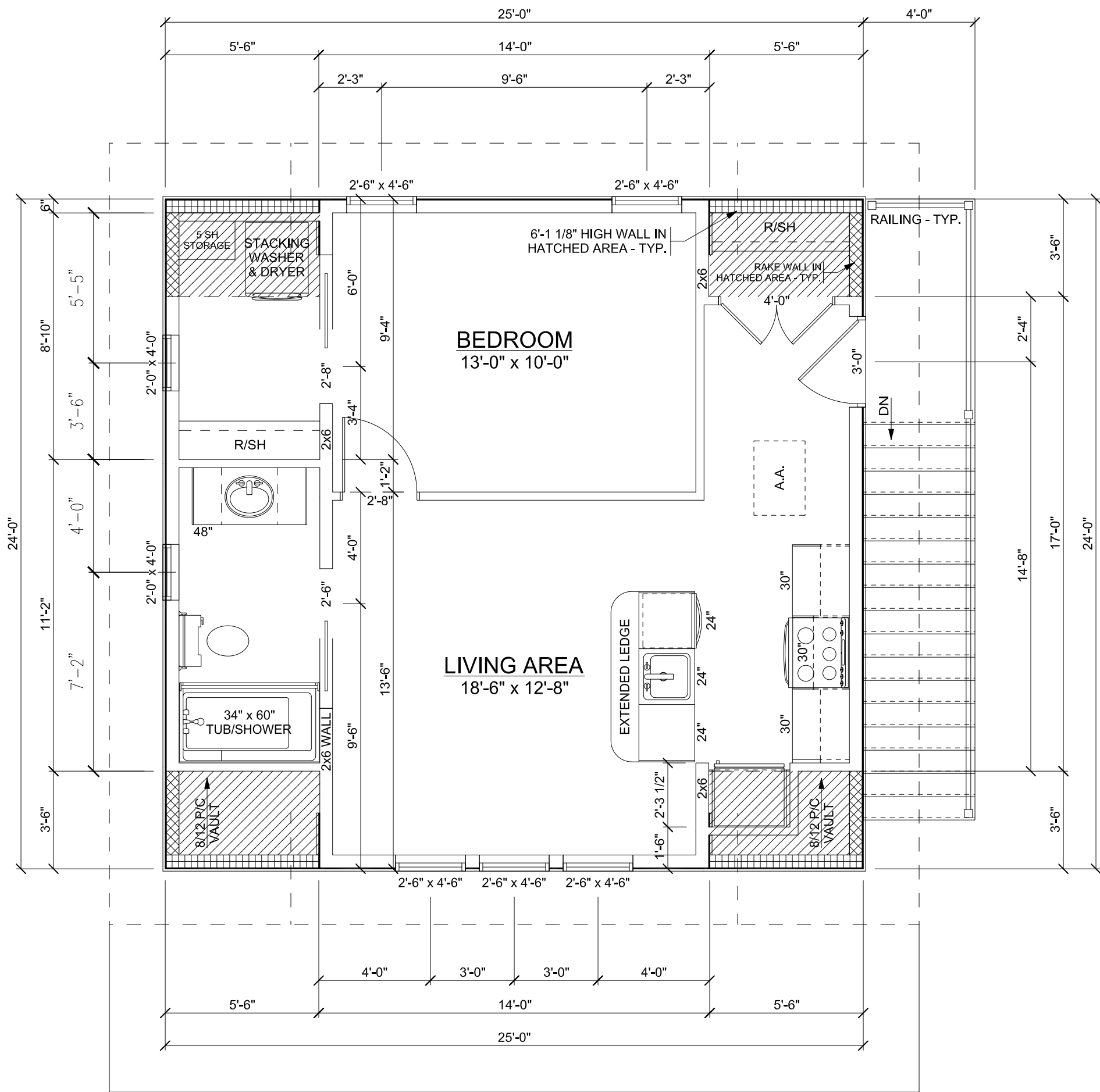
NH PROJECT No.: M0660

LOCATION: 36 WHARF STREET,
BLUFFTON, SC

SIZE: 1200 SQ FT

DRAWN BY: KJC	02/25/2025
---------------	------------

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SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"
600 SQ FT

8'-1 1/8" HIGH CEILINGS THROUGHOUT UNLESS NOTED OTHERWISE

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**Nelson
HOMES**

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PROJECT: HARRIS & BARBINA GARAGE

NH PROJECT No.: M0660

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BLUFFTON, SC

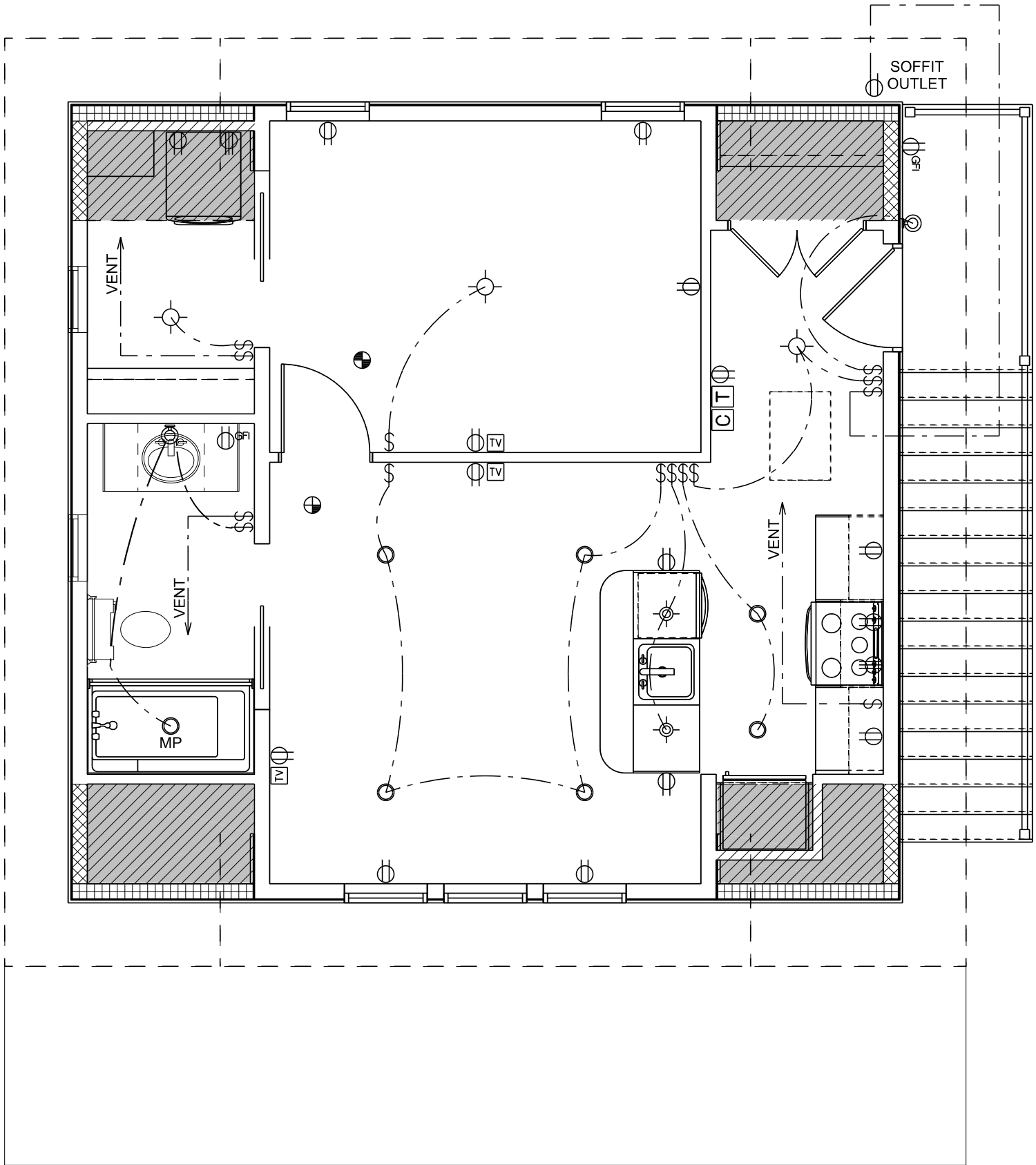
SIZE: 1200 SQ FT

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ELECTRICAL LAYOUT
SCALE: 1/4" = 1'-0"

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ELECTRICAL LEGEND	
ELECTRICAL	SYMBOL
Door Chime	
Light	
Outlet	
Outlet 220V	
Outlet GFI	
Pendant Light	
Pot Light	
Smoke & CO Detector	
Smoke Detector	
Switch	
TV Outlet	
Thermostat	
Wall Mount Light	



**Nelson
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PROJECT: HARRIS & BARBINA GARAGE

NH PROJECT No.: M0660

LOCATION: 36 WHARF STREET,
BLUFFTON, SC

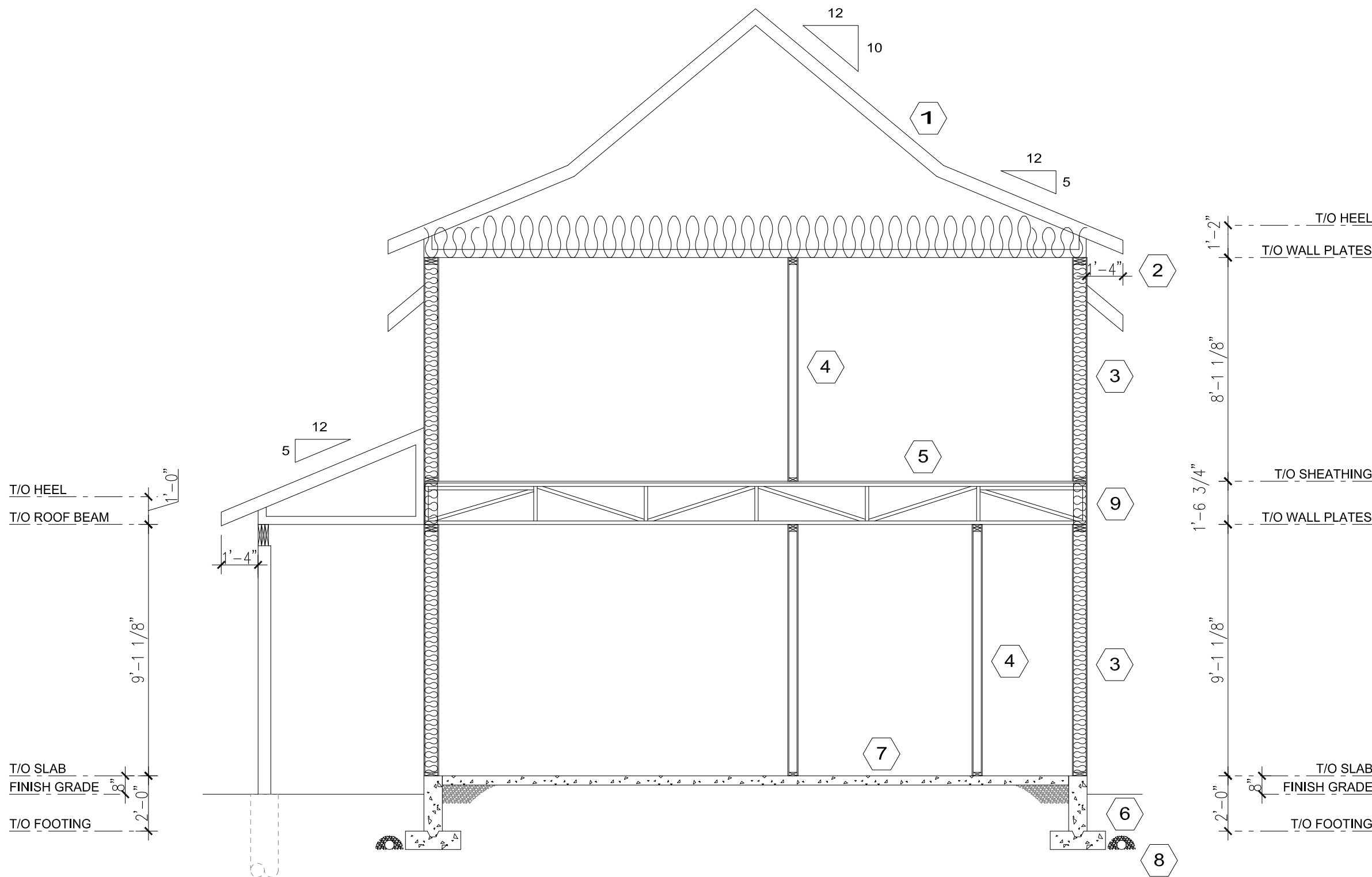
SIZE: 1200 SQ FT

DRAWN BY: KJC

02/25/2025

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Page 33



BUILDING SECTION A
SCALE: 1/4" = 1'-0"

- 1

ROOF SYSTEM
METAL ROOFING
SYNTHETIC MEMBRANE ROOF UNDERLAYMENT
OVER ENTIRE ROOF
5/8" PLYWOOD ROOF SHEATHING c/w H-CLIPS
PRE-ENGINEERED TRUSSES @ 24" o.c.
TRUSS BRACING AS PER MANUFACTURERS
RECOMMENDATIONS
R40 FIBREGLASS BATT INSULATION
INSULATION STOPS AT EAVES
6 mil POLY V.B.
5/8" CD DRYWALL
- 2

EAVES
2x6 EXPOSED TAILS
(NO SOFFIT OR FASCIA)
- 3

EXTERIOR WALL
EXTERIOR FINISH AS PER ELEVATIONS
BUILDING PAPER or HOUSEWRAP
7/16" OSB WALL SHEATHING
2x6 STUDS @ 16" o.c. U.N.O.
R22 FIBREGLASS BATT INSULATION
6 mil POLY V.B.
1/2" DRYWALL
- 4

INTERIOR WALL
1/2" DRYWALL
2x4 STUDS U.N.O. @ 16" o.c.
1/2" DRYWALL
- 5

FLOOR SYSTEM
FINISHED FLOORING
3/8" OVERLAY (OPTIONAL)
3/4" T & G FIR PLYWOOD FLOOR SHEATHING
18" FLOOR TRUSSES @ 16.0" o.c.
5/8" CD DRYWALL
- 6

FOUNDATION WALL
DAMPPROOF EXTERIOR BELOW GRADE
PARGING ABOVE GRADE
CONCRETE FOUNDATION WALL
(SIZE AND REINFORCING BY P. ENG.) on
CONTINUOUS CONCRETE FOOTING
(SIZE AND REINFORCING BY P. ENG.)
- 7

SLAB FLOOR
CONCRETE SLAB ON GRADE
(DESIGN BY OTHERS)
6 mil POLY MOISTURE BARRIER
8" MIN CRUSHED ROCK
- 8

WEEPING TILE
4" DIA. SOCKED WEEPING TILE IN
6" CRUSHED STONE (CLEAR)
CONNECTED TO SUMP PUMP
OR STORM DRAIN AS REQUIRED
(SLOPE EXCAVATION TO SUMP)
- 9

RIM JOIST INSULATION
SPRAYFOAM INSULATION c/w FIREGUARD
IN ALL PERIMETER JOIST SPACES.
CONTRACTOR TO ENSURE CONTINUITY OF
INSULATION & AVB REQUIREMENTS ARE MET.

REVISION	DATE	Section VI. Item #1.
REVISION #1	12/12/2024	KJC
REVISION #2	12/18/2024	KJC
REVISION #3	12/21/2024	KJC
REVISION #4	01/08/2025	KJC
REVISION #5	01/14/2025	KJC
REVISION #6	01/19/2025	KJC
REVISION #7	01/28/2025	KJC
REVISION #8	02/05/2025	KJC
REVISION #9	02/08/2025	KJC

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ALL CONSTRUCTION TO MEET OR EXCEED ALL LOCAL AND NATIONAL BUILDING CODES.

CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS, SPECIFICATIONS AND METHODS OF CONSTRUCTION.

DO NOT SCALE DRAWINGS. REPORT ANY ERRORS OR OMISSIONS TO OWNER BEFORE PROCEEDING.



**Nelson
HOMES**

*Trusted Quality and Service
Since 1949*

Head Office: Highway 16 West & RR 15
Mail: 6609-44 St., Lloydminster, AB T9V 2X1
www.nlc.ca

PROJECT: HARRIS & BARBINA GARAGE

NH PROJECT No.: M0660

LOCATION: 36 WHARF STREET,
BLUFFTON, SC

SIZE: 1200 SQ FT

DRAWN BY: KJC

02/25/2025

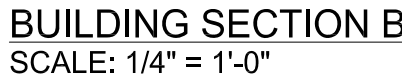
9 OF 11

Page 34

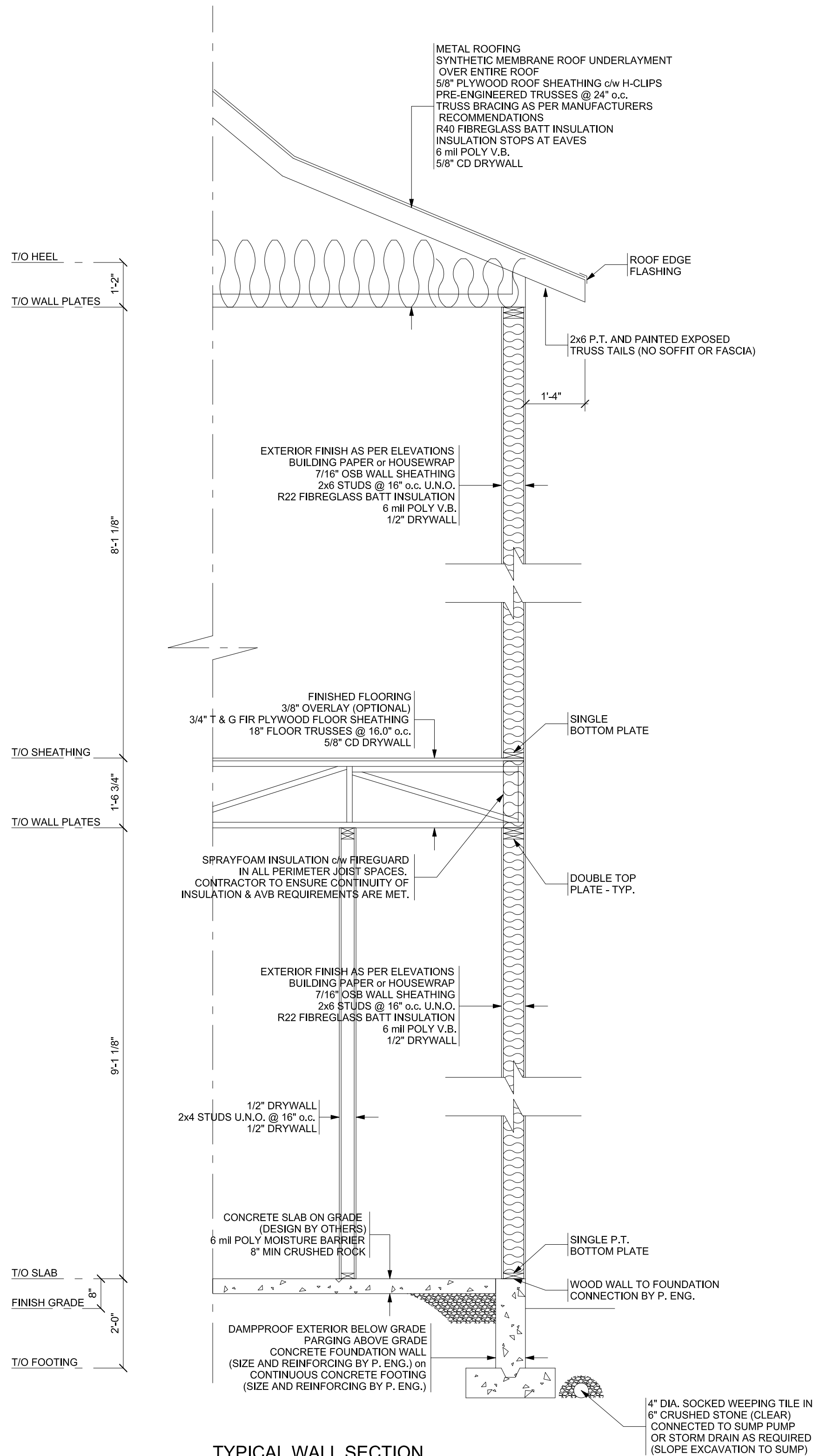
REVISION #1	12/12/2024	KJC
REVISION #2	12/18/2024	KJC
REVISION #3	12/21/2024	KJC
REVISION #4	01/08/2025	KJC
REVISION #5	01/14/2025	KJC
REVISION #6	01/19/2025	KJC
REVISION #7	01/28/2025	KJC
REVISION #8	02/05/2025	KJC
REVISION #9	02/08/2025	KJC

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LOCAL AND NATIONAL BUILDING CODES.

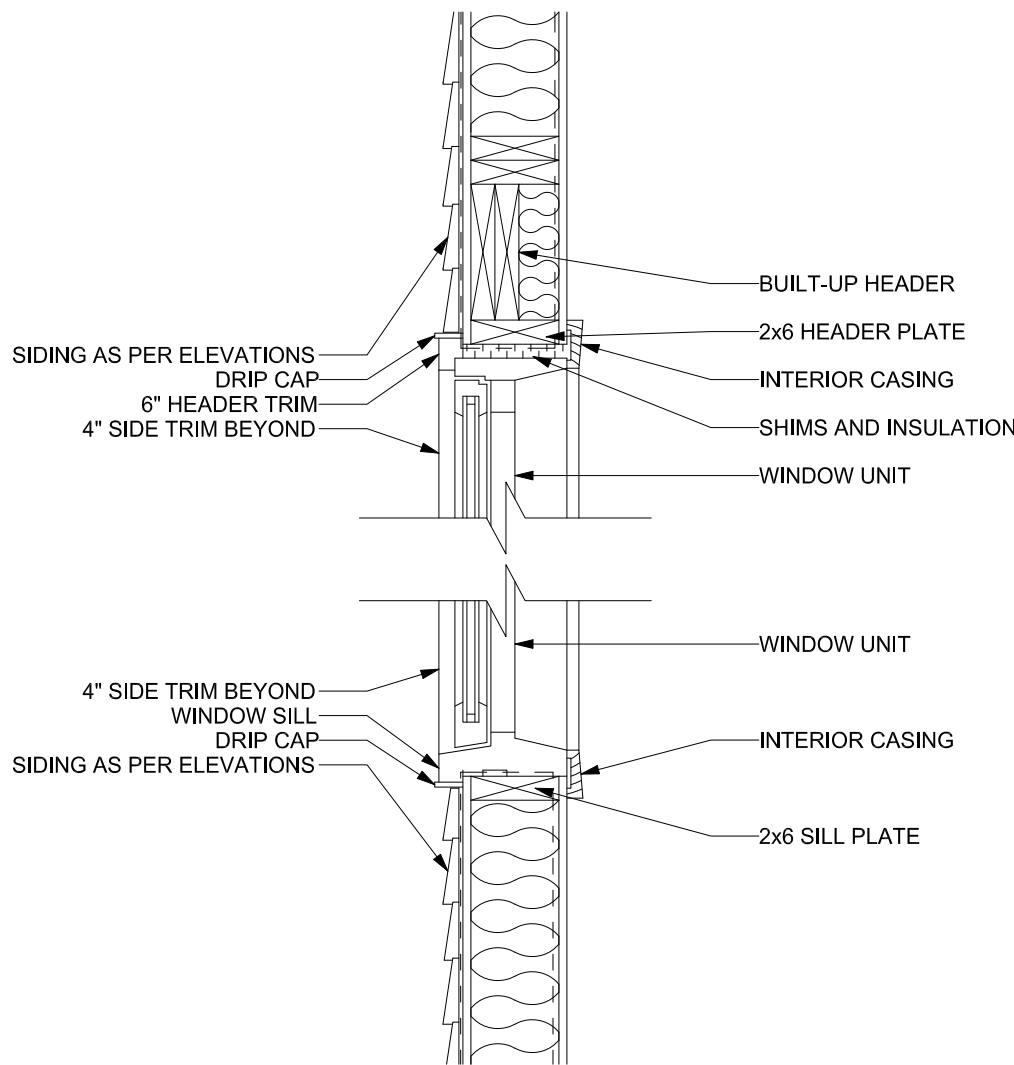
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PROCEEDING.



10 OF 11



TYPICAL WALL SECTION
SCALE: 1/2" = 1'-0"



TYPICAL WINDOW HEADER & SILL DETAIL
NTS

REVISION	DATE	Section VI. Item #1.
REVISION #1	12/12/2024	KJC
REVISION #2	12/18/2024	KJC
REVISION #3	12/21/2024	KJC
REVISION #4	01/08/2025	KJC
REVISION #5	01/14/2025	KJC
REVISION #6	01/19/2025	KJC
REVISION #7	01/28/2025	KJC
REVISION #8	02/05/2025	KJC
REVISION #9	02/08/2025	KJC

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Trusted Quality and Service
Since 1949

Head Office: Highway 16 West & RR 15
Mail: 6609-44 St., Lloydminster, AB T9V 2X1
www.nlc.ca

PROJECT: HARRIS & BARBINA GARAGE

NH PROJECT No.: M0660

LOCATION: 36 WHARF STREET,
BLUFFTON, SC

SIZE: 1200 SQ FT

DRAWN BY: KJC 02/25/2025

11 OF 11



PDF

**TOWN OF BLUFFTON
TREE REMOVAL APPLICATION**

Growth Management Custom

Section VI. Item #1.

20 Bridge Street

Bluffton, SC 29910

(843)706-4500

www.townofbluffton.sc.gov

applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Barragan Tree and Stump		Name: Tim Harris	
Phone: 8433681618		Phone: 8036730810	
Mailing Address: 46 Fish Haul Rd		Mailing Address: 36 Wharf St	
E-mail: jonathanb12588@gmail.com		E-mail: Timharris03@yahoo.com	
Town Business License # (if applicable): 24-04-2864			
Project Information			
Project Address: 36 Wharf St			
Zoning District:		Acreage: .1910	
Tax Map Number(s):			
Tree Species and Diameter: 2 water oak, 1 gumtree			
Location of Tree to be Removed: Left side of house(1 leaning towards house), Back right side of house(1 gumtree, removal for future space), right side of house(1)			
Reason for Tree Removal: Dangerous to house, leaning over, and for future precautions			
Minimum Requirements for Submittal			
☐ 1. Recorded deed and plat showing proof of property ownership.			
☐ 2. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO, which may include mitigation			
☐ 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note:		A Pre-Application Meeting is required prior to Application submittal.	
Disclaimer:		The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date: 10-11-24	
Applicant Signature:		Date: 10-11-24	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



ATTACHMENT 8
TOWN OF BLUFFTON
TREE REMOVAL APPLICATION
PROCESS NARRATIVE

Section VI. Item #1.

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Unified Development Ordinance. The Town of Bluffton's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Bluffton and the current Strategic Plan to guide their review. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Tree Removal Application, the Applicant is required to consult with the UDO Administrator or designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
Step 2. Application Submittal	Applicant
The Applicant shall submit the Tree Removal Application and required submittal materials.	
Step 3. Review by UDO Administrator or designee	Staff
If the UDO Administrator or designee determines that the Tree Removal Application is complete, it shall be reviewed for compliance with the criteria and provisions in the UDO. The UDO Administrator or designee may approve, approve with conditions, or deny the application.	
Step 4. Issue Tree Removal Permit	Staff
If the Tree Removal Application is in compliance with the criteria and provisions in the UDO, the UDO Administrator or designee shall issue the Tree Removal Permit.	











ATTACHMENT 9
PLAN REVIEW COMMENTS FOR COFA-03-25-019657

Section VI. 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

Plan Type: Historic District **Apply Date:** 03/19/2025
Plan Status: Active **Plan Address:** 36 Wharf Street
BLUFFTON, SC 29910
Case Manager: Charlotte Moore **Plan PIN #:** R610 039 00A 0417 0000
Plan Description: A request by Jaime Guscio (Kingfisher Construction), on behalf of owners, Kathy Barbina and Tim Harris, for review of a Certificate of Appropriateness-Historic District, to allow construction of a detached Carriage House of approximately 1200 SF located at 36 Wharf Street (Parcel R610 039 00A 0417 0000). The property is within the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD).
STATUS (04.01.2025): Scheduled for April 14 HPRC meeting.

Staff Review (HD)

Submission #: 1 Recieved: 04/10/2025 Completed: 04/10/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	04/10/2025	Charlotte Moore	Approved with Conditions

Comments:

1. These items were not provided as required by the Concept Plan submission: letter of agency from the property owner, survey to scale with all required information mentioned on the application, and photos. Revise project narrative to address the information required by the application. (Applications Manual).
2. The site plan is not consistent with the survey, which includes a missing service yard in the rear of the Carriage House. Please correct on the Final Plan submission.
3. For the ground floor office and gym, there is no internal connection to the second-floor residence and, therefore, cannot be considered as part of that residence. If there is a future desire to convert this space into a dwelling (or a Short Term Rental Unit), it would be a second accessory dwelling unit for the lot and would not be permitted.
4. Height: Provide the height of the carriage house to the roof ridge. The height cannot be taller than the main residence per UDO Sec. 4.4.1.A.3. The maximum allowed height is two stories. It's unclear if there may be a possible half story. A half-story is a "space under a sloping roof that has the line of intersection of the roof and the exterior wall supporting the roof not more than 3 feet above the floor level, and in which space the possible floor area with head room of 5 feet or more occupies between 30 and 70 percent of the total floor area of the story directly beneath." (UDO Sec. 9.3.E.5.).
5. Setbacks (UDO Sec. 9.3.D.4.): A service yard shows on the site plan but is not shown in the plan set. The service yard and stairs must be at least three (3) feet from the property line.
6. Service Yard (UDO Sec. 5.15.5.F.10.): A service yard detail is missing. Service yards may be enclosed by louvers, lattice, vertical board or board-onboard panels, or such other styles typical of earlier styling. The height of the service yard enclosure shall be sufficient to screen equipment from public vantages; however, may not exceed six (6') feet in height. The service yard location is shown on the site plan, but there is not a detail of the screening material. Provide a detail showing the material and configuration of the proposed service yard.
7. Windows (UDO Sec. 5.15.5.F.4.E.): The rear elevation lacks window verticality. Consider moving the lower windows for a left alignment with the above second-story window.
8. Landscape Plan (UDO Sec. 5.3.3.G.): Provide a Landscape Plan with the Final Plan. The proximity of the large tree in the side yard is of concern, as well as a tree in the rear yard. We are aware that a Tree Permit request has already been submitted (10-24-2342). A residential lot must contain sufficient landscaping, either existing or planted, to have a minimum of 75 percent lot coverage with tree canopy measured as the mature canopy, not including building rooftops. Replace the dead tree that was required as part of the main structure COFA approval.
9. For the Final Plan, provide a project analysis sheet that shows all the applicable information, including information for proposed materials, dimensions and operation (this will need to be shown on Final Plan). Provide all required items indicated in the COFA-HD applications, including the details (foundation, doors, windows, columns, water table, railings, materials, detailed wall section through eave, etc). The Final Plan will not be scheduled for the HPC until all applicable items are received.

Comments:

1. The structure appears very tall, especially the second floor. Consider reducing the plate for the roof by at least one (1) foot or so.
2. Provide a drawing of the existing house and the proposed carriage to view the mass.
3. Provide the detailing of the roof over the garage door, including soffit detail. The header should be wrapped.
4. The windows in the dormer appear too small in the mass. Consider moving the roof down to change this.
5. The left side elevation appears too blank on the second floor.

Beaufort Jasper Water and Sewer
Review

04/10/2025

Matthew Michaels

Approved

Comments:

No comments at this time.

Transportation Department
Review - HD

04/10/2025

Mark Maxwell

Approved

Comments:

No comments.

Watershed Management Review

04/10/2025

Samantha Crotty

Approved

Comments:

Comments may be provided at time of Final submission.

HISTORIC PRESERVATION COMMISSION



STAFF REPORT
Department of Growth Management

MEETING DATE:	October 1, 2025
PROJECT:	COFA-07-25-019856 5 Lawton Street Construction of a New Carriage House
APPLICANT:	Ansley H. Manuel (Manuel Studio)
PROPERTY OWNERS:	James W. Jeffcoat Revocable Trust
PROJECT MANAGER:	Charlotte Moore, AICP, Principal Planner

APPLICATION REQUEST: The Applicant requests that the Historic Preservation Commission approve the following:

A Certificate of Appropriateness-HD (COFA-HD) to allow the construction of a new detached 2-story commercial Carriage House of approximately 1,180 SF located at 5 Lawton Street. The property is located in the Old Town Historic District and is zoned Neighborhood Center-Historic District (NG-HD).

BACKGROUND: The proposed carriage house is a two-story structure under a side-facing gable with a footprint of approximately 775 square feet (which includes a porch and exterior wood staircase) and approximately 1,180 total square feet. The carriage house will be built on a slab and will feature Hardie lap siding, a standing seam metal roof, aluminum clad windows, metal doors, pressure treated wood trim, columns and shutters. The location of the structure complies with the 5-foot side and rear yard setbacks required for carriage houses. The building height from grade to the roof ridge is 26'-3".

In July 2025 the HPC approved the demolition (COFA-03-25-019646) of a shed in the same location. As the carriage house will be used for commercial purposes and is in the rear yard of the 2-story Eggs'n'tricities business, a development plan amendment was required and approved by the Development Review Committee (DPA-11-24-019439). The existing main structure appears to be a mid-20th century building that has been remodeled in a style that would classify it as an Additional Building Type. An elevation of the two buildings was not provided to show the relationship in scale; however, a photo of the rear main structure was provided (Attachment 3).

This project was presented to the Historic Preservation Review Committee (HPRC) for conceptual review at the August 18, 2025 meeting. HPRC comments are provided as Attachment 6.

REVIEW CRITERIA & ANALYSIS: In its review of this COFA-HD application, Town Staff and the Historic Preservation Commission are required to consider the criteria set forth in Unified Development Ordinance (UDO) Section 3.18.3 (COFA-HD, Application Review Criteria), applying the standards and guidelines of UDO Sec. 5.15, Old Town Bluffton Historic District. The intent of the standards and guidelines is, in part, to provide guidance and ensure consistent development without discouraging creativity or forcing the replication of historic models.

The applicable criteria of UDO Sec.3.18.3 are provided below followed by a Staff Finding based upon review of the application submittals to date.

1. Section 3.18.3.B. Consistency with the principles set forth in the Old Town Master Plan.

- a. *Finding.* The application is consistent with the principles set forth in the Old Town Master Plan. The Old Town Master Plan states that “The built environment, in particular the historic structures scattered throughout Old Town, should be protected and enhanced. While it is of great importance to save and restore historic structures, it is just as important to add to the built environment in a way that makes Old Town more complete.”

Old Town Bluffton Historic District is a locally designated historic district. The carriage house has been designed to be sympathetic to the architectural character of the neighboring structures and will enhance the neighborhood by adding architectural variety.

- b. *Finding.* The Old Town Master Plan initiatives also include the adoption of a form-based code that included architectural standards for structures located within the Old Town Bluffton Historic District. These standards are included in Article 5 of the UDO. The proposed alterations as part of this request will be in conformance with those standards if the conditions noted in #2 of this Section are met.
- c. *Finding.* The Old Town Master Plan initiatives also promote preservation and protection of the legacy of the Old Town Bluffton Historic District through additions to the built environment which make Old Town more complete. The new carriage house would meet this criterion.

2. Section 3.18.3.C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards.

- a. *Finding.* Town Staff finds that if the conditions noted below are met, the proposed addition will be in conformance with applicable provisions provided in Article 5:

- 1) **Shutterdogs:** The shutterdog style proposed is not evident on the drawings. Provide a shutterdog detail that shows compliance with UDO Sec. 5.15.6.M.1.d. (“S” hook, rat-tail hook, iron butterfly or other style that would be typical of the “era of significance” of Old Town).
- 2) **Windows:** The row of windows on the first and second floor on the east/rear elevation appear small in relation to the wall space and the windows sizes on the other building elevations. A determination regarding the proposed proportions is requested from the HPC.
3. **Section 3.18.3.D. Consistency with the nature and character of the surrounding area and consistency of the structure with the scale, form and building proportions of the surrounding neighborhood.**

Finding. Town Staff finds the nature and character of the new construction to be consistent and harmonious with that of the surrounding neighborhood. The mass and scale of the structure is appropriate for its location and the architectural detailing, with revisions to address the items in #2 above, will be sensitive to the neighboring properties.

4. **Section 3.18.3.F. The historic, architectural, and aesthetic features of the structure, including the extent to which its alteration or removal would be detrimental to the public interest.**

Finding. If the conditions #2 of this report are met, the proposed plans are sympathetic in design to the neighboring historic and non-historic resources; therefore, the structure, with the recommended revisions, will have no adverse effect on the public interest.

5. **Section 3.18.3.H. The application must comply with applicable requirements in the Applications Manual.**

Finding. The Certificate of Appropriateness Application has been reviewed by Town Staff and has been determined to be complete except for the applicable items in #2.

HISTORIC PRESERVATION COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.E.2, the Historic Preservation Commission has the authority to take the following actions with respect to this application:

1. Approve the application as submitted by the Applicant;
2. Approve the application with conditions; or
3. Deny the application as submitted by the Applicant.

STAFF RECOMMENDATION: It is the charge of the HPC to assess and interpret the standards and guidelines set forth in the UDO as they pertain to applications using the review criteria established in the UDO and to take appropriate action as granted by the powers and duties set forth in Section 2.2.6.E.2. Town Staff finds that with the conditions noted below, the requirements of Section 3.18.3 of the Unified Development Ordinance have been met and recommends that the Historic Preservation Commission approve the application with the following conditions:

1. Provide a shutterdog detail to demonstrate compliance with UDO Sec. 5.15.6.M.1.d.
2. A Site Feature-HD permit will be required for future signage (UDO Sec. 3.19 and 5.15.6.Q.).

Further, Staff requests a determination regarding the appropriateness of the proposed windows on the east/rear elevation of the carriage house.

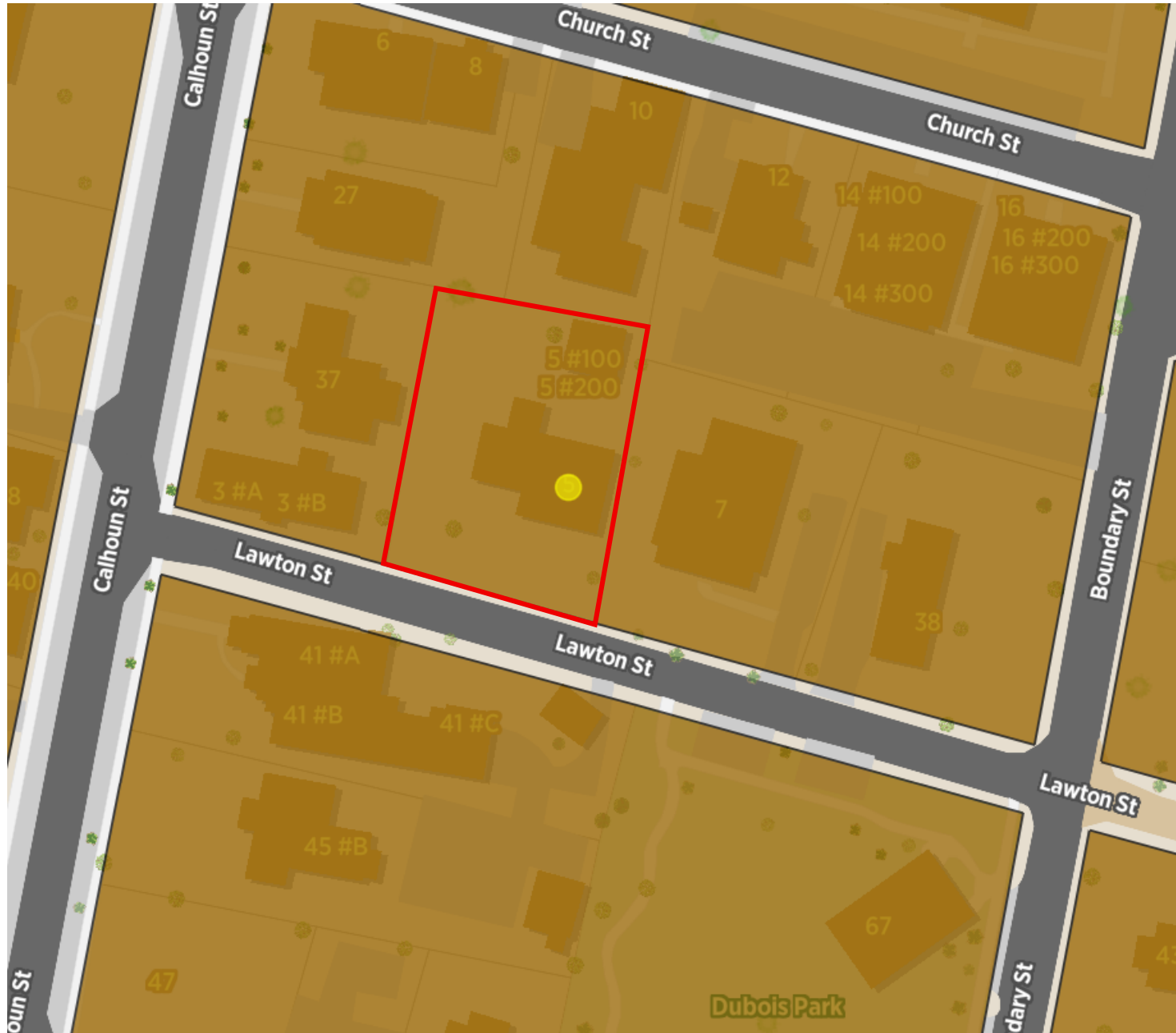
ATTACHMENTS:

1. Location and Zoning Map
2. Application and Narrative
3. Site Photos
4. Site and Landscape Plans
5. Final Plan
6. HPRC Comments (08.18.2025)

LOCATION & ZONING MAP

5 Lawton Street

Neighborhood Center-HD District





TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS-
OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION

Growth Management Customer

Section VII. Item #1.

Bluffton, SC 29910

(843)706-4500

www.townofbluffton.sc.gov

applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: <i>Ansley H. Manuel, Architect</i>	Name: <i>James W Jeffcoat Revocable Trst</i>		
Phone: <i>843.338.8932</i>	Phone: <i>443.562.1064</i>		
Mailing Address: <i>104 Pritchard Street Bluffton, SC 29910</i>	Mailing Address: <i>605 Lakeland Road South Severna Park, MD 21146</i>		
E-mail: <i>manuel.studio@aol.com</i>	E-mail: <i>mrjeffcoat1@gmail.com</i>		
Town Business License # (if applicable): <i>25-04-9466</i>			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: <i>5 Lawton Street</i>	Conceptual: ☐	Final: ☒	Amendment: ☐
Project Address: <i>5 Lawton Street</i>	Application for:		
Zoning District: <i>Neighborhood Center</i>	☒ New Construction		
Acreage: <i>.27</i>	☐ Renovation/Rehabilitation/Addition		
Tax Map Number(s): <i>Map 39A Dist 610 Parcel 93</i>	☐ Relocation		
Project Description: <i>Property owner wishes to add a commercial accessory building to left-rear of lot behind Eggs n' Tricities.</i>			
Minimum Requirements for Submittal			
☒ 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal.			
☒ 2. Digital files drawn to scale of the Site Plan(s).			
☒ 3. Digital files of the Architectural Plan(s).			
☒ 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.			
☒ 5. All information required on the attached Application Checklist.			
☐ 6. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature: <i>James Jeffcoat</i>		Date: <i>8/29/25</i>	
Applicant Signature: <i>Ansley H. Manuel</i>		Date: <i>August 29, 2025</i>	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) PROJECT ANALYSIS

Section VII. Item #1.

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Certificate of Appropriateness application submitted for review by the Historic Preservation Commission (HPC) and the Historic Preservation Review Committee. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO.

1. DESIGN REVIEW PHASE		CONCEPTUAL REVIEW ☐		FINAL REVIEW ☒	
2. SITE DATA					
Identification of Proposed Building Type (as defined in Article 5):					
Building Setbacks	Front:	Rear: 5'	Rt. Side: 5'	Lt. Side: 5'	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage		
Main Structure	Eggs 'N' Tricities	2984 heated 312 porch	2984 heated 312 porch		
Ancillary	Storage Shed	demolished			
Ancillary	Commercial Rental	0	1180 heated 360 porch		
4. SITE COVERAGE					
Impervious Coverage		Coverage (SF)			
Building Footprint(s)		2939			
Impervious Drive, Walks & Paths		4821			
Open/Covered Patios					
A. TOTAL IMPERVIOUS COVERAGE		7760			
B. TOTAL SF OF LOT		11873			
% COVERAGE OF LOT (A/B = %)		65%			
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	Tabby Stucco over Concrete Slab	Columns	P.T. 8x8 PINE		
Walls	Hardie Lap Siding	Windows	Alum Clad Ext/ Wood Int		
Roof	Standing Seam Metal	Doors	Metal		
Chimney	NA	Shutters	P.T. Wood		
Trim	P.T. 2x PINE	Skirting/Underpinning	P.T. Wood		
Water table	P.T. 2x12 PINE	Cornice, Soffit, Frieze	P.T. Wood		
Corner board	P.T. 2x4 PINE	Gutters	NA		
Railings	P.T. 2x PINE	Garage Doors	NA		
Balusters	P.T. 2x2 PINE	Green/Recycled Materials	NA		
Handrails	P.T. 2x PINE				



TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

Section VII. Item #1.

Note: Certificate of Appropriateness application information will vary depending on the activities proposed. At a minimum, the following items (signified by a grayed checkbox) are required, as applicable to the proposed project.

Concept	Final	BACKGROUND INFORMATION.
☐	☒	COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information.
☐	☐	PROPERTY OWNER CONSENT: If the applicant is not the property owner, a letter of agency from the property owner is required to authorize the applicant to act on behalf of the property owner.
☐	☒	PROJECT NARRATIVE: A detailed narrative describing the existing site conditions and use, the proposed development intent with proposed uses and activities that will be conducted on the site. Include a description of the proposed building type and proposed building materials as permitted in Article 5.
☐	☐	DEED COVENANTS/RESTRICTIONS: A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site.
☐	☐	ADDITIONAL APPROVALS: A written statement from the Declarant of any deed covenants, conditions, or restrictions and/or the Review Body of any design or architectural standards that the current design has been reviewed for consistency with the established restrictions/design principles and approved.
Concept	Final	SITE ASSESSMENT.
☐	☐	LOCATION MAP: Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
☐	☒	PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: - All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s); - Municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the tract, form a part of the boundary of the tract, or are contiguous to such boundary; - All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways; - Existing watercourses, drainage structures, ditches, one-hundred (100) year flood elevation, OCRM critical line, wetlands or riparian corridors top of bank locations, and protected lands on or adjacent to the property; - Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and - North arrow, graphic scale, and legend identifying all symbology.
☐	☒	SITE PLAN: Showing layout and design indicating, but not limited to: - All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s); - Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities; - Pedestrian circulation elements and ensuring design shows ADA accessibility compliance. Location, layout, and number of vehicular and bicycle parking spaces bicycle parking, and ensuring design shows ADA accessibility compliance; and - Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.



TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

Section VII. Item #1.

☐	☐	PHOTOS: Labeled comprehensive color photograph documentation of the property, all exterior facades, and the features impacted by the proposed work. If digital, images should be at a minimum of 300 dpi resolution.
Concept	Final	ARCHITECTURAL INFORMATION.
☐	☐	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
☐	☒	FLOOR/ROOF PLANS: Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
☐	☒	ELEVATIONS: Provide scaled and dimensioned drawings to illustrate the exterior appearance of all sides of the building(s). Describe all exterior materials and finishes and include all building height(s) and heights of appurtenance(s) as they relate to adjacent grade, first floor finished floor elevations, floor to ceiling height for all stories, existing and finish grades for each elevation.
☐	☒	ARCHITECTURAL DETAILS: Provide scaled and dimensioned drawings to show the configuration and operation of all doors, windows, shutters as well as the configuration and dimensional information for columns and porch posts, corner boards, water tables, cupolas and roof appurtenances, gutters and downspouts, awnings, marquees, balconies, colonnades, arcades, stairs, porches, stoops and railings.
☐	☒	MANUFACTURER'S CUT SHEET/SPECIFICATIONS: Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
Concept	Final	LANDSCAPE INFORMATION.
☐	☒	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
☐	☒	LANDSCAPE PLAN: Plan must include proposed plant materials including names, quantities, sizes and location, trees to be removed/preserved/relocated, areas of planting, water features, extent of lawns, and areas to be vegetated. Plant key and list to be shown on the landscape plan as well as existing and proposed canopy coverage calculations.
Concept	Final	ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).
☐	☒	FINAL DEVELOPMENT PLAN APPLICATION: A Final Development Plan Application, along with all required submittal items as depicted on the application checklist, must be submitted prior to a Final Certificate of Appropriateness submittal and approved prior to the application being heard by the Historic Preservation Commission.

SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL

By signature below I certify that I have reviewed and provided the submittal items listed above. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

James Jeffcoat

 Signature of Property Owner or Authorized Agent

8/29/25

 Date

James Jeffcoat

 Printed Name of Property Owner or Authorized Agent

Ansley H. Manuel

 Signature of Applicant

August 29, 2025

 Date

Ansley H. Manuel

 Printed Name of Applicant

PROJECT NARRATIVE FOR 5 LAWTON STREET

The property owner, James W Jeffcoat, wishes to add a commercial ancillary building to the left, rear corner of his property. The retail store Eggs’N’Tricities is located on front of the property.

The project received final approval for the development plan with the approval letter dated May 5, 2025. Two additional parking spaces will serve the proposed building. A lawn area will replace an existing brick patio. Landscaping will soften the building perimeter and buffer the neighboring lot line.

The project received final permission to demolish an existing shed with the approval letter dated July 3, 2025. The proposed commercial ancillary building will be sited in the current location of the existing shed slated for demolition. This location is ideal for minimum vegetation removal and affords privacy from Lawton Street as it is tucked behind the much larger building of Eggs’N’Tricities.

Within the Neighborhood Center Historic District, the proposed improvements fit the criteria of a mixed use commercial district. The proposed building fits the criteria of the Carriage House Building Type. It conforms to placement requirements as it is behind the main building and within the 5 foot setbacks. It conforms to sizing requirements as the footprint excluding the porch is 590 square feet, overall area excluding porches is 1,180 square feet and the height is two stories.

The building form is vernacular as a simple gabled rectangular shape which includes a double story porch. The porch is 2/3rds of the primary elevation with the appropriate column size and spacing.

The physical features conform the Architectural Standards. All windows are vertically oriented and have operable wood louvered shutters. Roof type is a gable with standing seam metal. Wall cladding is beveled horizontal fiber cement boards. The wall story is delineated by a separating band board at the second floor level and with a pronounced cornice at upper termination.

The building will lend itself well to the overall context of the neighborhood adding to the vibrant small commercial scene. We respectfully ask the board to grant us conceptual approval.

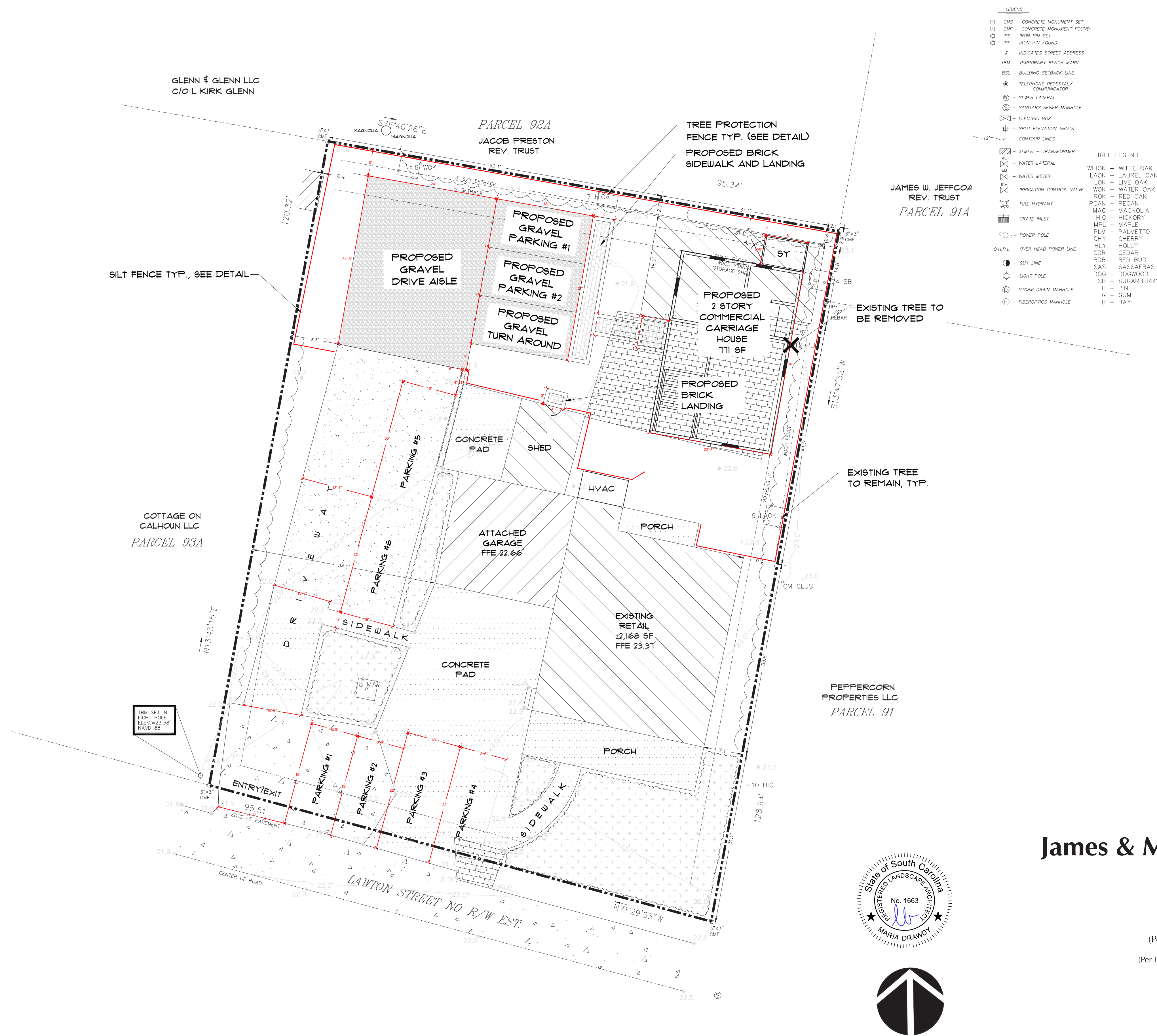
Ansley Hester Manuel, Architect











PROPOSED
SITE PLAN
For
James & Michele Jeffcoat Rev. Trust

5 Lawton Street
Bluffton, SC

Revised Aug. 26, 2025
(Per COFA comments received Aug. 18, 2025)
Revised May 1, 2025
(Per Development Plan Review comments received 042525)



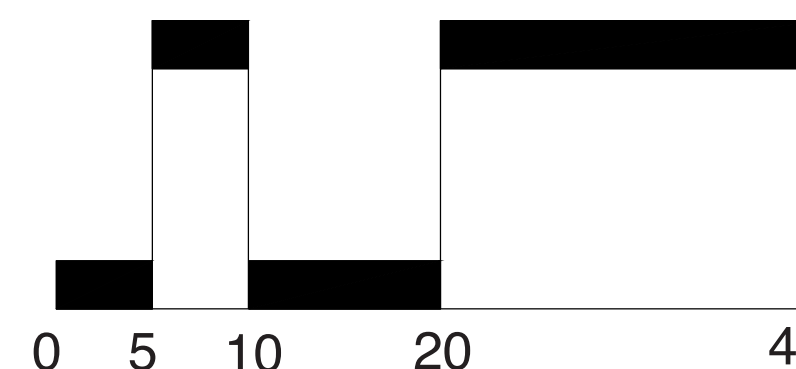
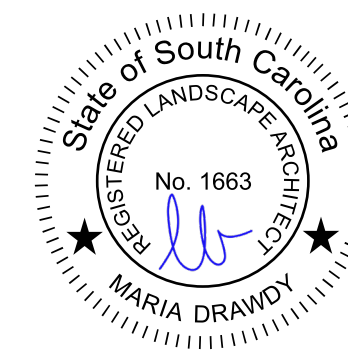
Prepared By:
Maria Drawdy, PLA

MARIA GHYS DESIGNS LLC

P.O. Box 3523, Bluffton, SC
mariaghysdesigns@gmail.com
(843) 816-2565

Plan Information:

County: Beaufort
Municipality: Town of Bluffton
Project Location: 5 Lawton Street
Parcel ID: 93
Date of Original Design: April 22, 2024
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Scale: 1" = 10'

SITE DATA TABLE:

PARCEL 93 - 5 LAWTON STREET
TOWN OF BLUFFTON, BEAUFORT COUNTY, SOUTH CAROLINA
DISTRICT: 618
TAX MAP: 39A
TOTAL ACREAGE: .27 ACRE (11,873 SF)

ZONING DISTRICT: NEIGHBORHOOD CENTER HD
PRIMARY STRUCTURE: EXISTING RETAIL: 1 STORY
EXISTING COMMERCIAL FOOTPRINT: 2,168 SF
EXISTING FIRST FLOOR RETAIL - CONDITIONED: 1,831 SF
EXISTING FIRST FLOOR RETAIL - UNCONDITIONED: 331 SF

PROPOSED BUILDING TYPE: ACCESSORY DWELLING UNIT - CARRIAGE HOUSE
BUILDING FOOTPRINT: 171 SF
OVERALL ENCLOSED: 1,542 SF
FIRST FLOOR COMMERCIAL - CONDITIONED: 589 SF
FIRST FLOOR COMMERCIAL- UNCONDITIONED: 182 SF
2ND FLOOR COMMERCIAL - CONDITIONED: 589 SF
2ND FLOOR COMMERCIAL- UNCONDITIONED: 182 SF

EXISTING IMPERVIOUS FOOTPRINT RETAIL: 2,168 SF
EXISTING IMPERVIOUS FOOTPRINT WOOD SHED: 505 SF
EXISTING IMPERVIOUS FOOTPRINT TOTAL: 2,673 SF
DEDUCT DEMOLISHED WOOD SHED FOOTPRINT: 2,673-505= 2,168 SF

EXISTING IMPERVIOUS DRIVEWAY COMMON: 1,090 SF
EXISTING IMPERVIOUS PARKING: 1,012 SF
EXISTING IMPERVIOUS S/Y, LANDINGS: 1,185 SF
EXISTING IMPERVIOUS PATIO (TO BE REMOVED): 155 SF
EXISTING IMPERVIOUS NOT INCLUDING FOOTPRINT TOTAL: 4,102 SF
DEDUCT DEMOLISHED PATIO FOOTPRINT 4,102-155= 3,947 SF

PROPOSED IMPERVIOUS FOOTPRINT ACCESSORY DWELLING UNIT: 171 SF
PROPOSED IMPERVIOUS SERVICE YARD, BRICK LANDINGS & SIDEWALK: 221 SF
PROPOSED IMPERVIOUS DRIVE AISLE & PARKING: 1,241 SF
PROPOSED IMPERVIOUS NOT INCLUDING FOOTPRINT TOTAL: 1,414 SF

EXISTING & PROPOSED IMPERVIOUS FOOTPRINT: 2,939 SF
EXISTING & PROPOSED IMPERVIOUS NOT INCLUDING FOOTPRINT: 4,821 SF
EXISTING & PROPOSED IMPERVIOUS INCLUDING FOOTPRINT TOTAL: 7,760 SF (65%)
REQUIRED MIN. OPEN SPACE FOR ALL DEVELOPMENT: 20% (2,375 SF)
EXISTING & PROPOSED PERVIOUS/OPEN SPACE TOTAL: 35% (4,112 SF)

PARKING ANALYSIS:
EXISTING RETAIL: 5 STANDARD SPACES 1 ADA SPACE (EXISTING)
REQUIRED PARKING: 2 SPACES PER 1,000 SF
PROPOSED PARKING: 2 SPACES (1 PER 1,000 SF = 1.542)
+ 1 SPACE FOR VEHICLE TURN AROUND

GLENN & GLENN LLC
C/O L KIRK GLENN

PARCEL 92A
JACOB PRESTON
REV. TRUST

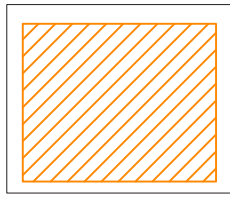
JAMES W. JEFFCOAT
REV. TRUST
PARCEL 91A

COTTAGE ON
CALHOUN LLC
PARCEL 93A

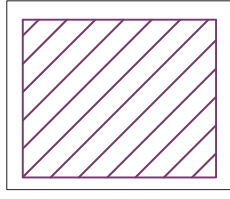
PEPPERCORN
PROPERTIES LLC
PARCEL 91

- LEGEND
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 - CMF - CONCRETE MONUMENT FOUND
 - IPS - IRON PIN SET
 - IPF - IRON PIN FOUND
 - # - INDICATES STREET ADDRESS
 - TM - TEMPORARY BENCH MARK
 - BSL - BUILDING SETBACK LINE
 - TP - TELEPHONE PEDESTAL/COMMUNICATOR
 - SL - SEWER LATERAL
 - SM - SANITARY SEWER MANHOLE
 - EB - ELECTRIC BOX
 - ES - SPOT ELEVATION SHOTS
 - CL - CONTOUR LINES
 - TMF - TRANSFORMER
 - WL - WATER LATERAL
 - WM - WATER METER
 - ICV - IRRIGATION CONTROL VALVE
 - FH - FIRE HYDRANT
 - GI - GRADE INLET
 - PP - POWER POLE
 - O.H.P.L. - OVER HEAD POWER LINE
 - GL - GUY LINE
 - LP - LIGHT POLE
 - SDM - STORM DRAIN MANHOLE
 - FM - FIBEROPTICS MANHOLE
- TREE LEGEND
- WHOK - WHITE OAK
 - LADK - LAUREL OAK
 - LOK - LIVE OAK
 - WOK - WATER OAK
 - ROK - RED OAK
 - PCAN - PECAN
 - MAG - MAGNOLIA
 - HIC - HICKORY
 - MPL - MAPLE
 - PLM - PALMETTO
 - CHY - CHERRY
 - HLV - HOLLY
 - CDR - CEDAR
 - RDB - RED BUD
 - SAS - SASSAFRAS
 - DOW - DOGWOOD
 - SB - SUGARBERRY
 - P - PINE
 - G - GUM
 - B - BAY

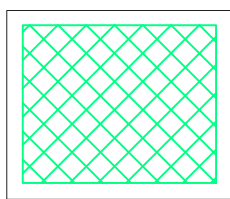
LEGEND



IMPERVIOUS DRIVE AISLE,
PARKING, SIDEWALKS



IMPERVIOUS
FOOTPRINT



OPEN SPACE



OPEN SPACE
PLAN
For

James & Michele Jeffcoat Rev. Trust

5 Lawton Street
Bluffton, SC

Revised Aug. 26, 2025
(Per COFA comments received Aug. 18, 2025)
Revised May 1, 2025
(Per Development Plan Review comments received 04/25/25)



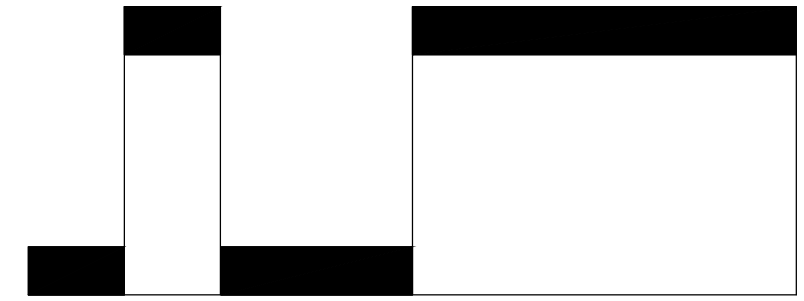
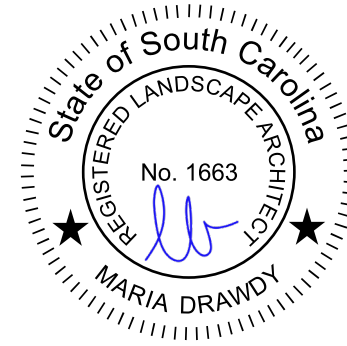
Prepared By:
Maria Drawdy, PLA

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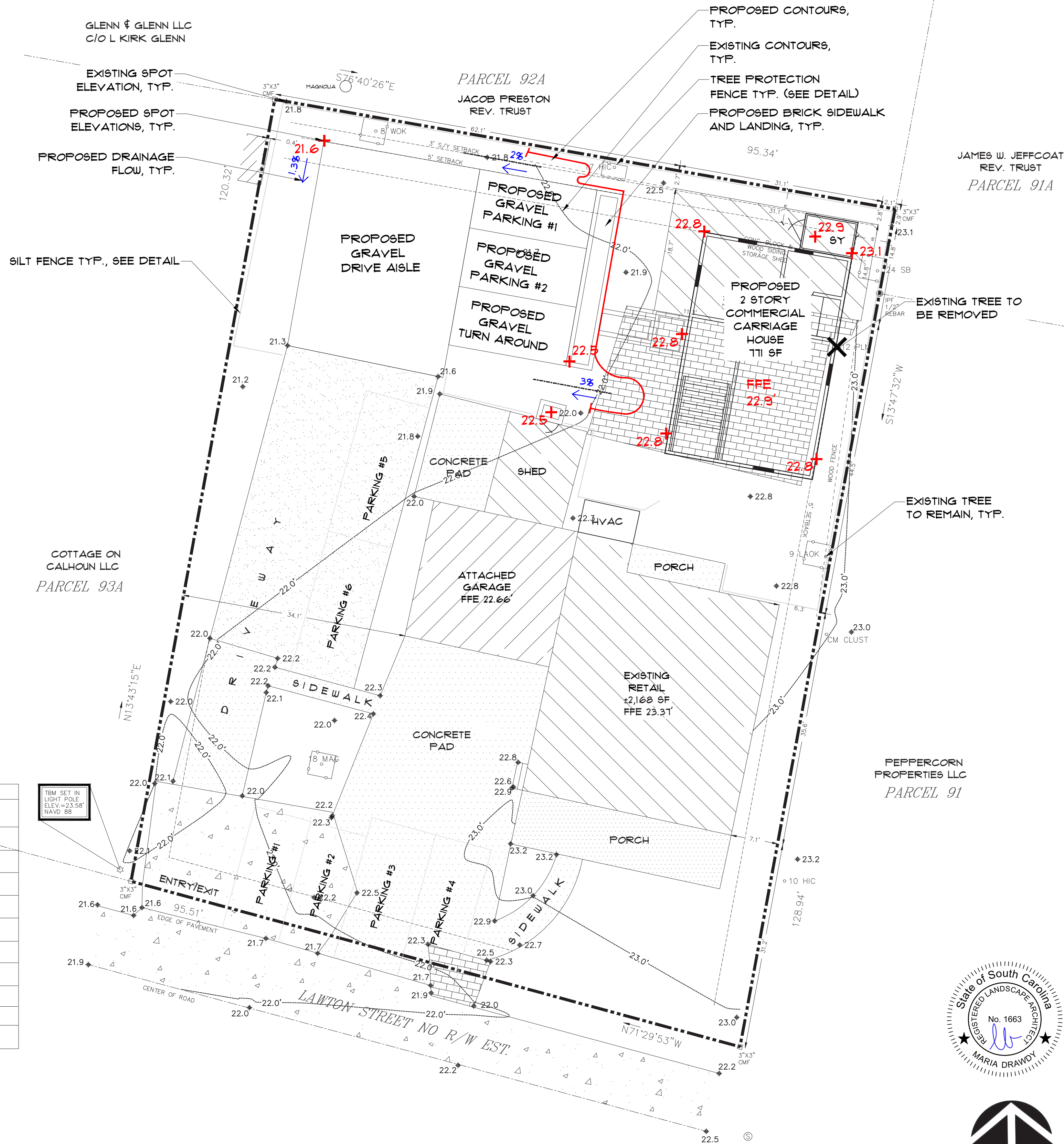
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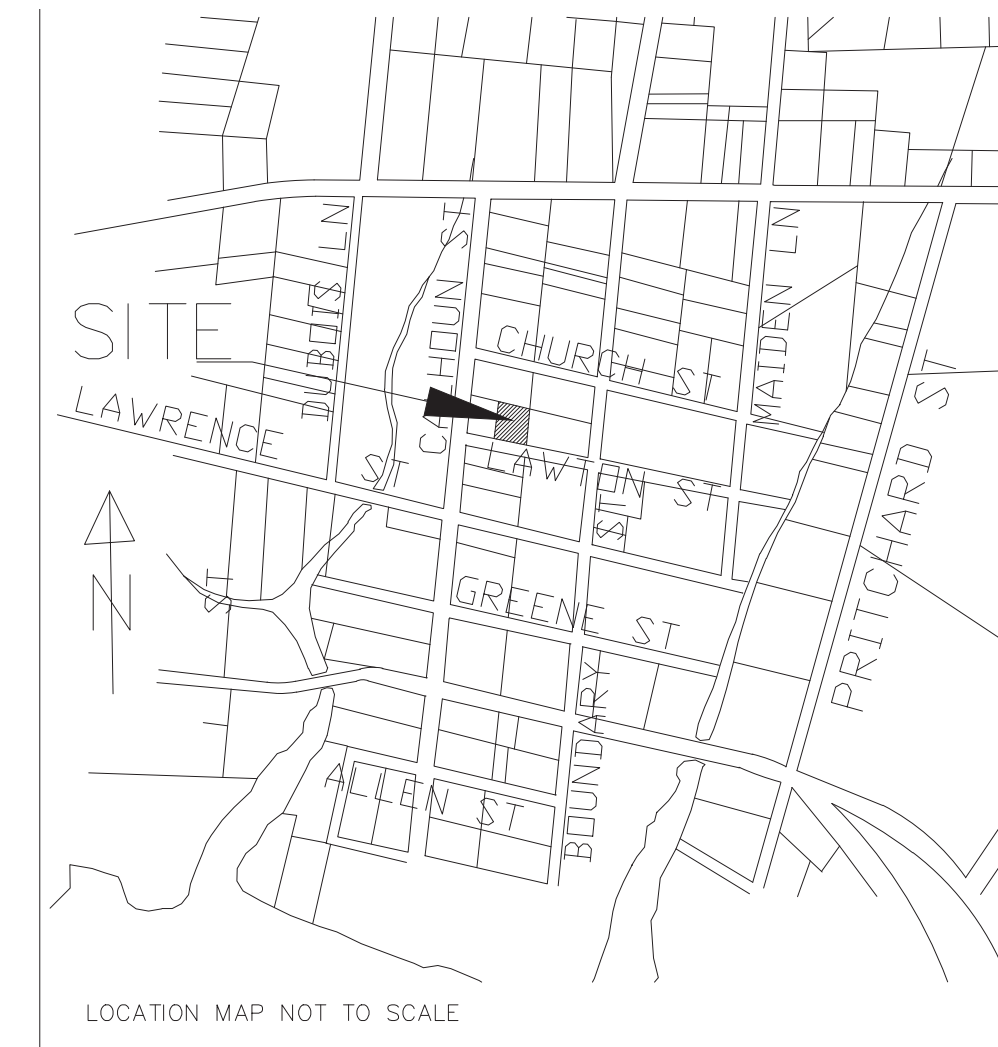


Scale: 1" = 10'

LEGEND	
SYMBOL	DESCRIPTION
	EXISTING CONTOUR MAJOR
	EXISTING CONTOUR MINOR
	PROPOSED CONTOUR
	EXISTING SPOT ELEVATION
	PROPOSED SPOT ELEVATION
	DRAINAGE ARROW
	PROPOSED SWALE
	PROPOSED SWALE CENTER LINE
	TREES TO BE REMOVED
	SILT FENCE
	STABILIZED CONST. ENTRY



LEGEND	
	CMS - CONCRETE MONUMENT SET
	CMF - CONCRETE MONUMENT FOUND
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	CONTOUR LINES
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	WATER METER
	IRRIGATION CONTROL VALVE
	FIRE HYDRANT
	GRATE INLET
	POWER POLE
	OVER HEAD POWER LINE
	GUY LINE
	LIGHT POLE
	STORM DRAIN MANHOLE
	FIBEROPTICS MANHOLE
TREE LEGEND	
WHICK	WHITE OAK
LADK	LAUREL OAK
LOK	LIVE OAK
WOK	WATER OAK
ROK	RED OAK
PCAN	PECAN
MAG	MAGNOLIA
HIC	HICKORY
MPL	MAPLE
PLM	PALMETTO
CHY	CHERRY
HLV	HOLLY
CDR	CEDAR
RDB	RED BUD
SAS	SASSAFRAS
DOS	DOGWOOD
SB	SUGARBERRY
P	PINE
G	GUM
B	BAY



GRADING & DRAINAGE PLAN

For

James & Michele Jeffcoat Rev. Trust

5 Lawton Street
Bluffton, SC

Revised Aug. 26, 2025
(Per COFA comments received Aug. 18, 2025)
Revised May 1, 2025
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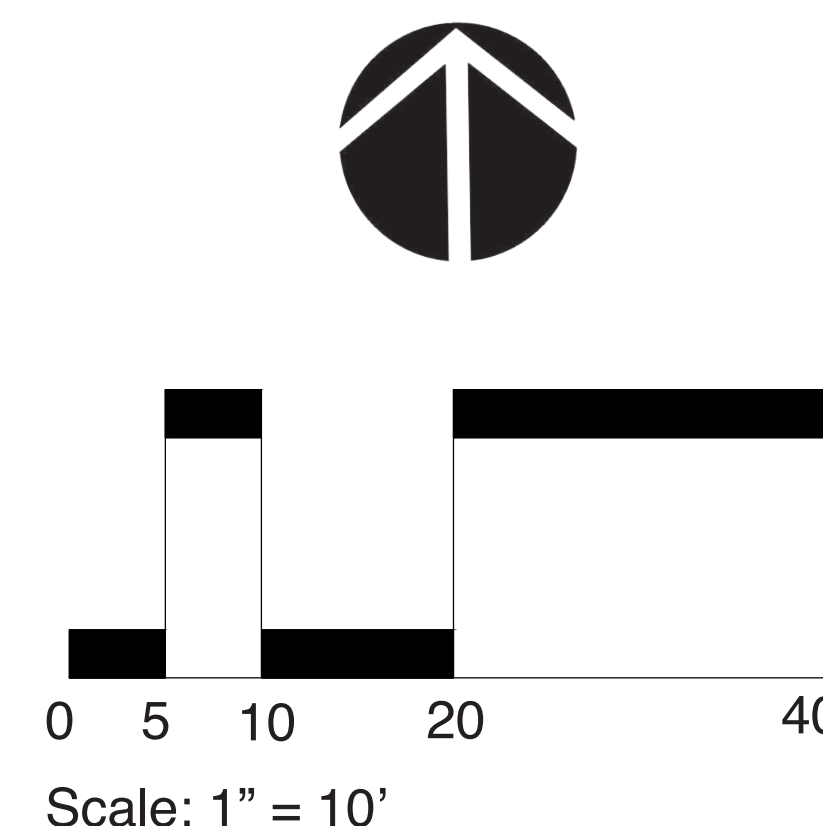


Prepared By:
Maria Drawdy, PLA

MARIA GHYS DESIGNS LLC
P.O. Box 3523, Bluffton, SC
mariaghysdesigns@gmail.com
(843) 816-2565

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SITE ANALYSIS:

EXISTING TREE CANOPIES: 5,164 SF



TREE CANOPY SUMMARY

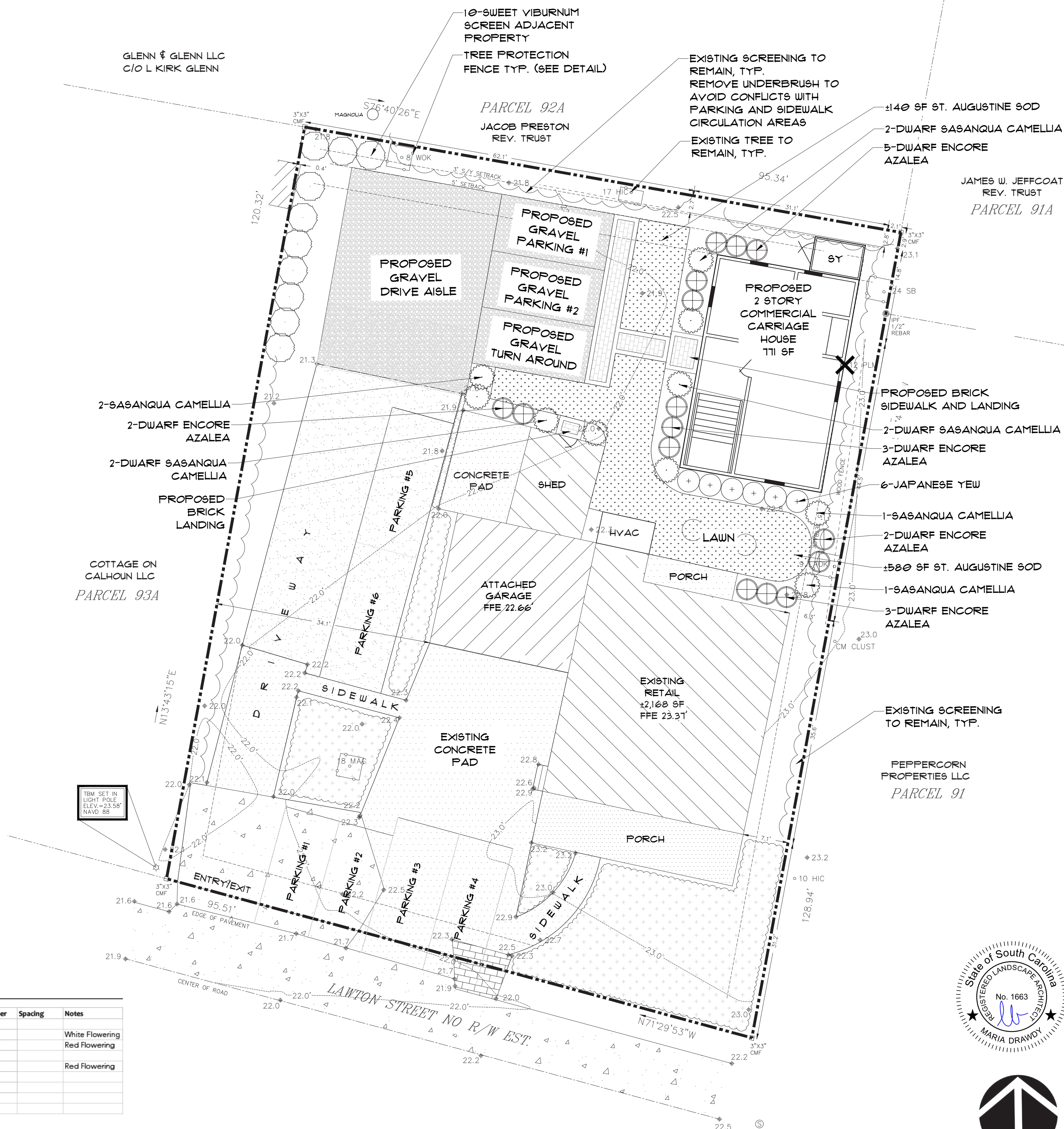
TOTAL LOT ACREAGE: 11.271 SF
TOTAL ROOF SF: 2,939 SF
11,873 - 2,939 = 5,105 SF
5,105 SF X 75% = +/- 3,829 SF
TOTAL REQUIRED TREE CANOPY COVERAGE @ 75% = +/- 3,829 SF
TOTAL EXISTING ON SITE & ADJACENT TREE CANOPY: +/- 5,764 SF
TOTAL PROPOSED TREE CANOPY: +/- 0 SF
TOTAL EXISTING & ADJACENT TREE & PROPOSED TREE CANOPY: +/- 5,764 SF

PLANT SCHEDULE

Quantity Shrub	Common Name	Botanical Name	Container	Height	Spread	Caliper	Spacing	Notes
15	Dwarf Encore Azalea	Rhododendron Encore	3 gal.	1.5'	1'			White Flowering
6	Dwarf Sasanqua Camellia	Dwarf Sasanqua Camellia	3 gal.	1.5'	1.25'			Red Flowering
6	Japanese vew	Podocarpus macrophyllus	3 gal.	2'-3'	2.5' - 1.5'			
4	Sasanqua camellia	Camellia sasanqua	3 gal.	2'	1.5'			Red Flowering
10	Sweet Viburnum	Viburnum odoratissimum	3 gal.	1.5'	1.25'			
Vines/Groundcover								
720 SF +/-	Palmetto St. Augustine	Palmetto St. Augustine						
450 SF +/-	Pinestraw Mulch	Mulch in Disturbed Areas						

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- | LEGEND | |
|--------|--|
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| | ⊙⊗ - MAPLE |
| | ⊙⊗ - PALMETTO |
| | ⊙⊗ - CHERRY |
| | ⊙⊗ - HOLLY |
| | ⊙⊗ - CEDAR |
| | ⊙⊗ - RED BUD |
| | ⊙⊗ - SASSAPARILLA |
| | ⊙⊗ - DOGWOOD |
| | ⊙⊗ - SUGARBERRY |



1. TREE PROTECTION ZONE (TPZ): EACH TREE OR GROUP OF TREES TO BE RETAINED SHALL HAVE A DESIGNATED TPZ AROUND THE DRIP LINE OF THE TREE(S). THE UDO ADMINISTRATOR HAS THE AUTHORITY TO MODIFY THE TPZ BASED ON SITE-SPECIFIC CONDITIONS THAT WARRANT A MODIFICATION, WHICH CAN INCLUDE INCREASING THE TPZ AREA.
2. TREE PROTECTION FENCING: TREE PROTECTION FENCING SHALL CONSIST OF 4 TO 6 FEET HIGH ORANGE LAMINATED PLASTIC OR CHAIN LINK FENCE AND BE MOUNTED ON STURDY POSTS (WOODEN OR METAL) SPACED NO MORE THAN 10 FEET APART. TREE PROTECTION FENCING SHALL BE ERCTED BEFORE DEMOLITION, GRADING, OR CONSTRUCTION BEGINS AND REMAIN IN PLACE UNTIL FINAL INSPECTION AND APPROVAL OF THE PROJECT BY THE UDO ADMINISTRATOR. TREE PROTECTION SIGNAGE SHALL BE PLACED NO MORE THAN 40 FEET APART STATING "WARNING- TREE PROTECTION ZONE- NO ACTIVITY IS TO OCCUR WITHIN THIS AREA." THE UDO ADMINISTRATOR MAY APPROVE ALTERNATIVE METHODS FOR DELINEATING TREE PROTECTION ZONES.
3. ANY DAMAGE TO PRESERVED TREES DURING CONSTRUCTION SHALL BE MITIGATED USING INDUSTRY ACCEPTED STANDARDS FOR LIMB PRUNING, ROOT PRUNING, WOUND CLEANING, WATERING, FERTILIZING, AND ANY OTHER APPLICABLE MITIGATION NEEDED. ANY DAMAGE THAT IS DETERMINED TO BE LETHAL TO PRESERVED TREES SHALL CAUSE THE TREE TO BE REMOVED AND REPLACED IN ACCORDANCE WITH THE REQUIREMENTS IN THIS SECTION.

LANDSCAPE DEVELOPMENT PLAN

For

James & Michele Jeffcoat Rev. Trust

5 Lawton Street
Bluffton, SC

Revised Aug. 26, 2025

(Per COFA comments received Aug. 18, 2025)

Revised May 1, 2025

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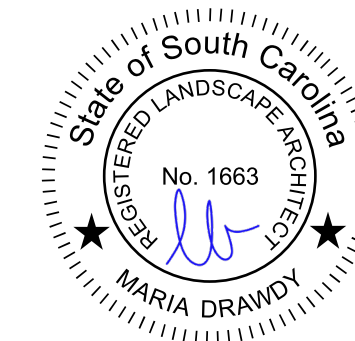
Prepared By:
Maria Drawdy, PLA

MARIA GHYS DESIGNS LLC

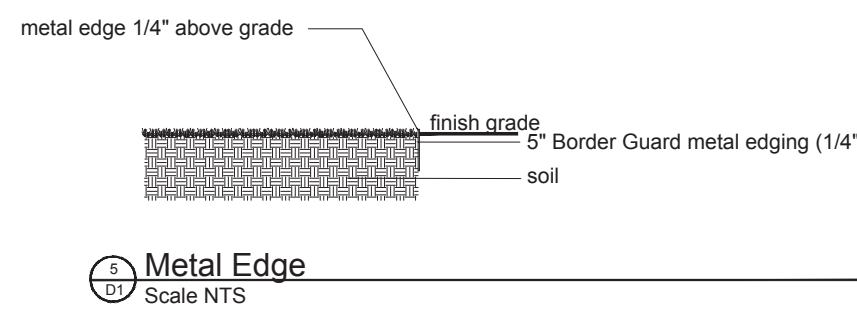
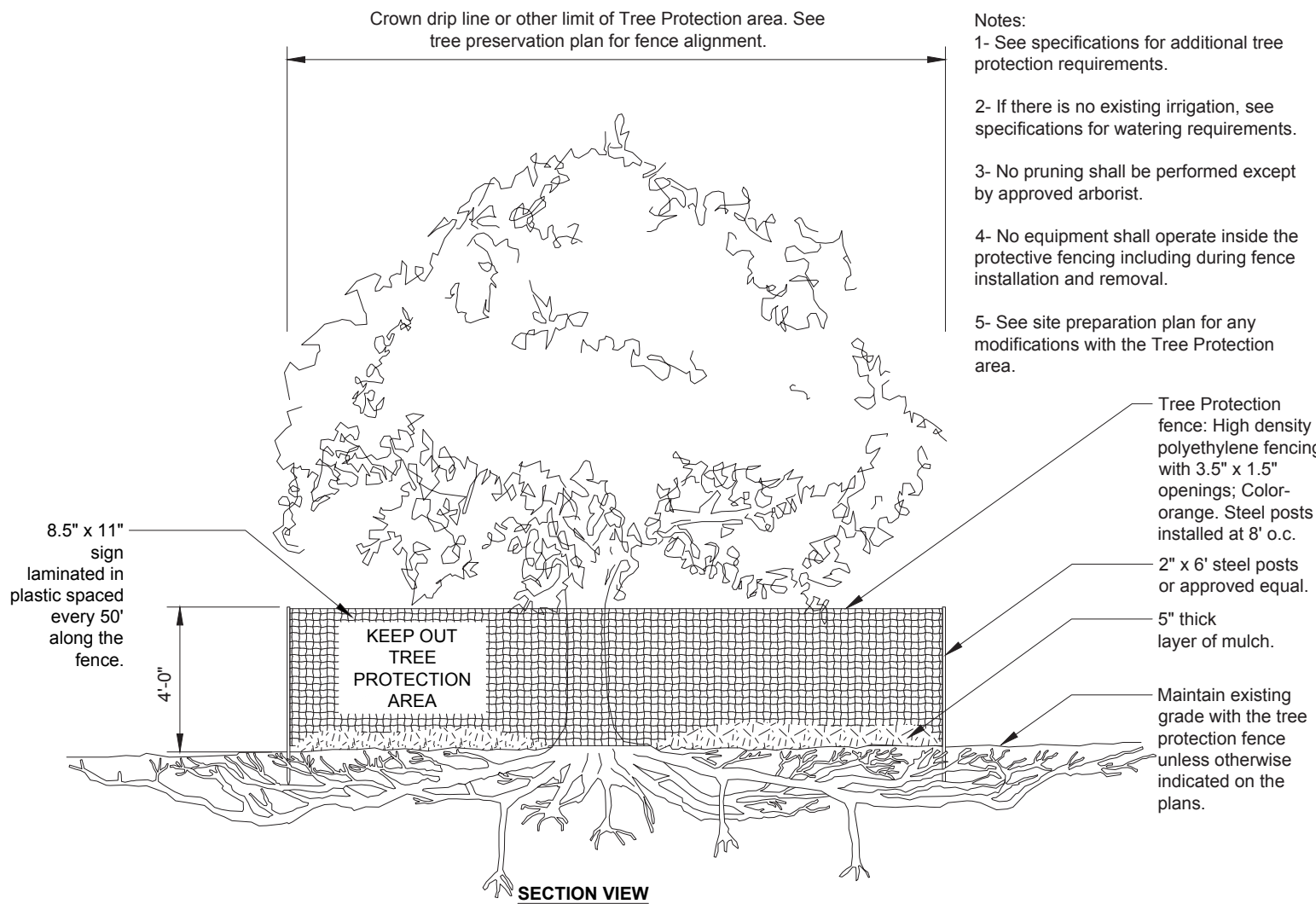
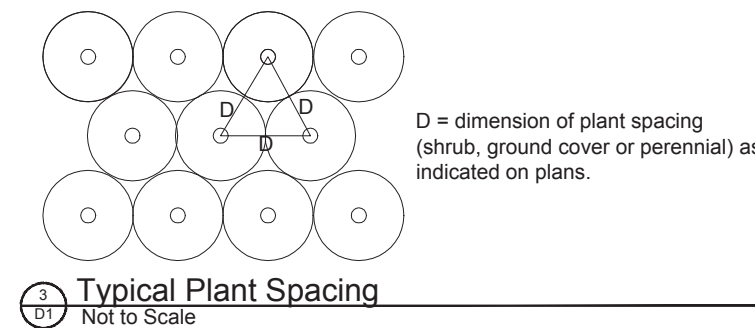
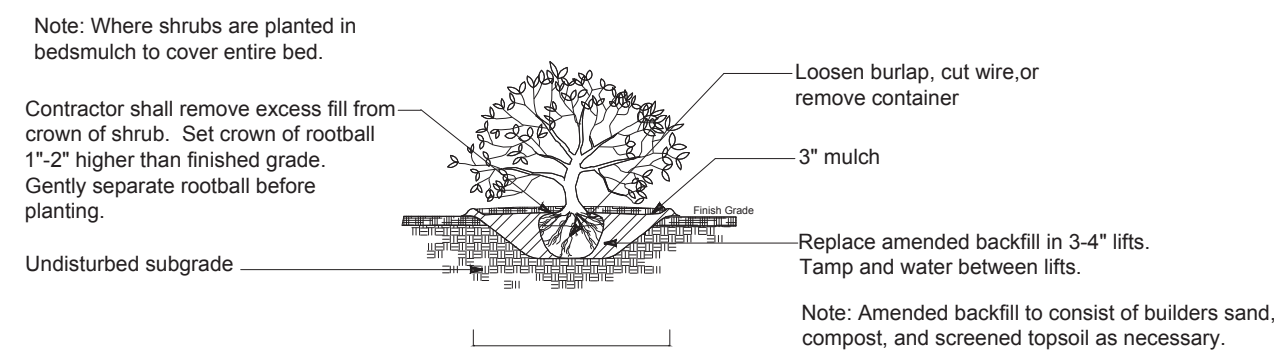
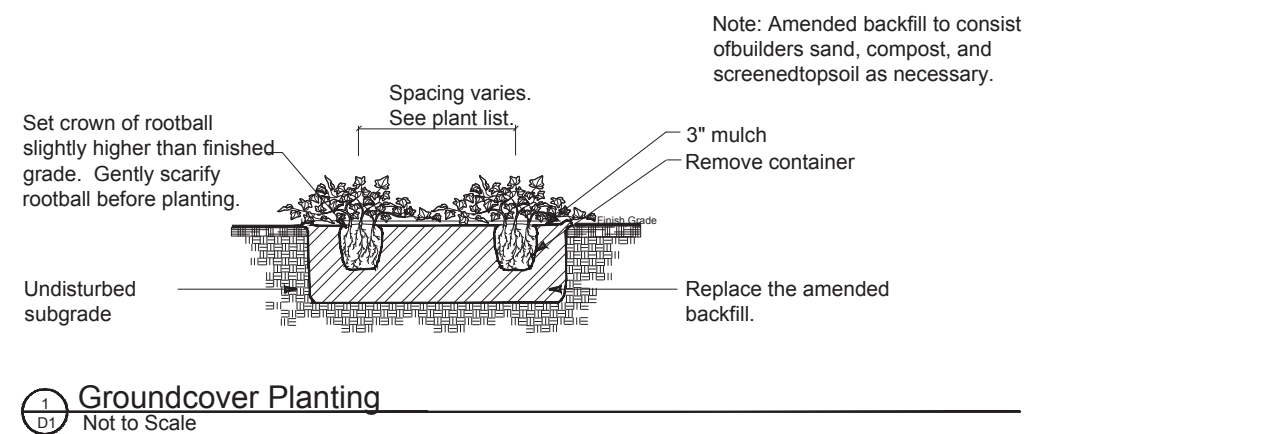
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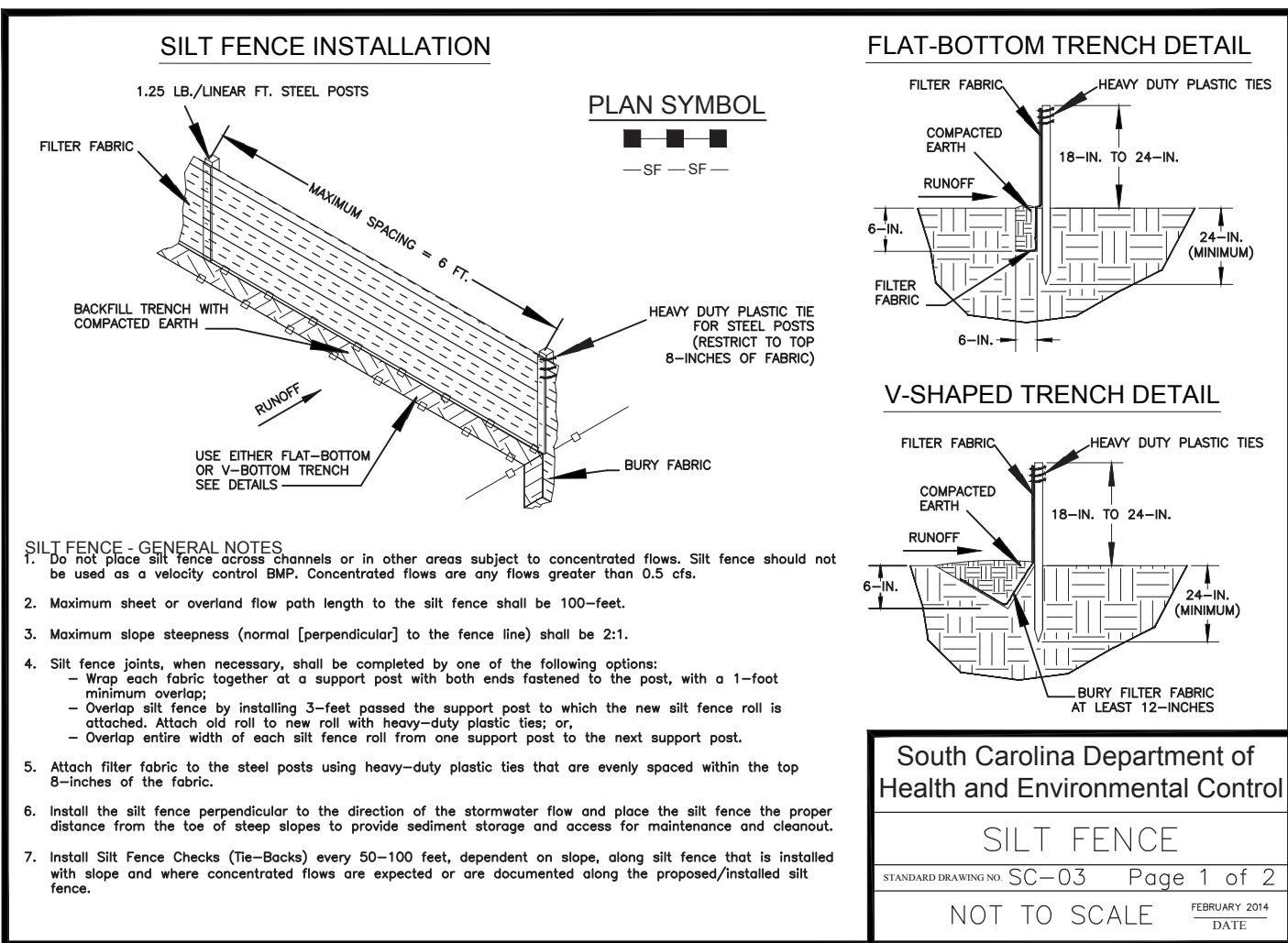
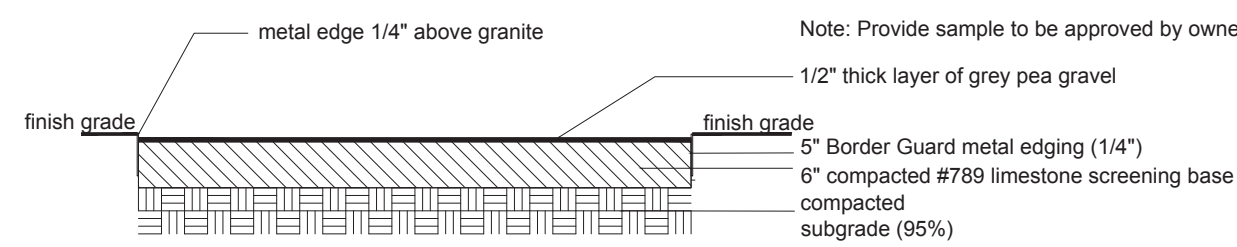
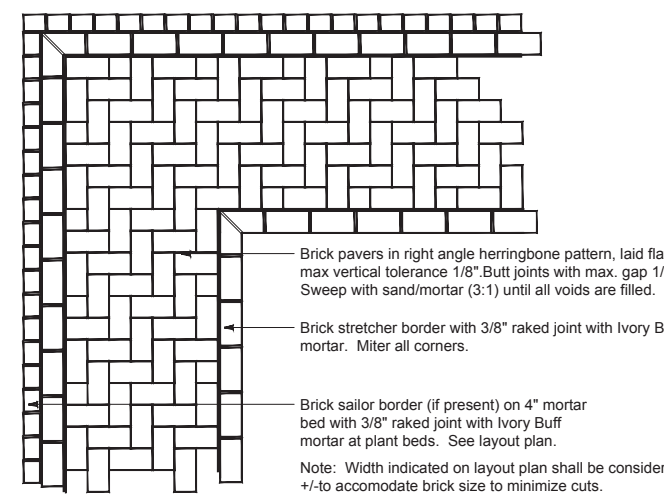
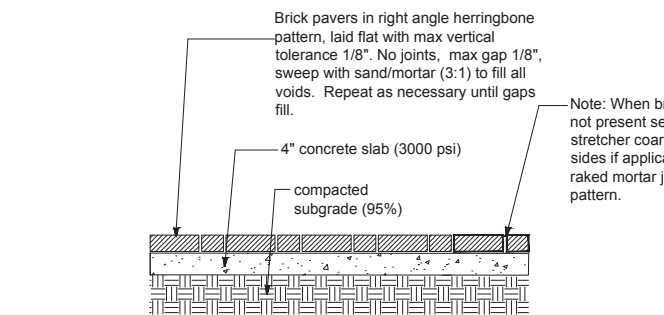
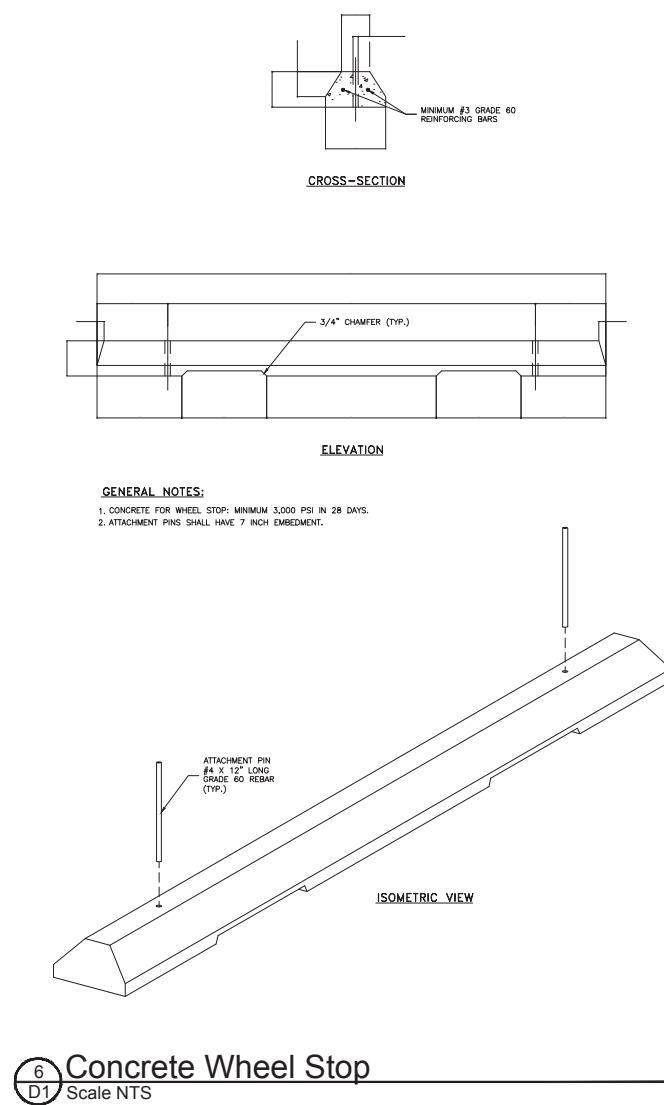


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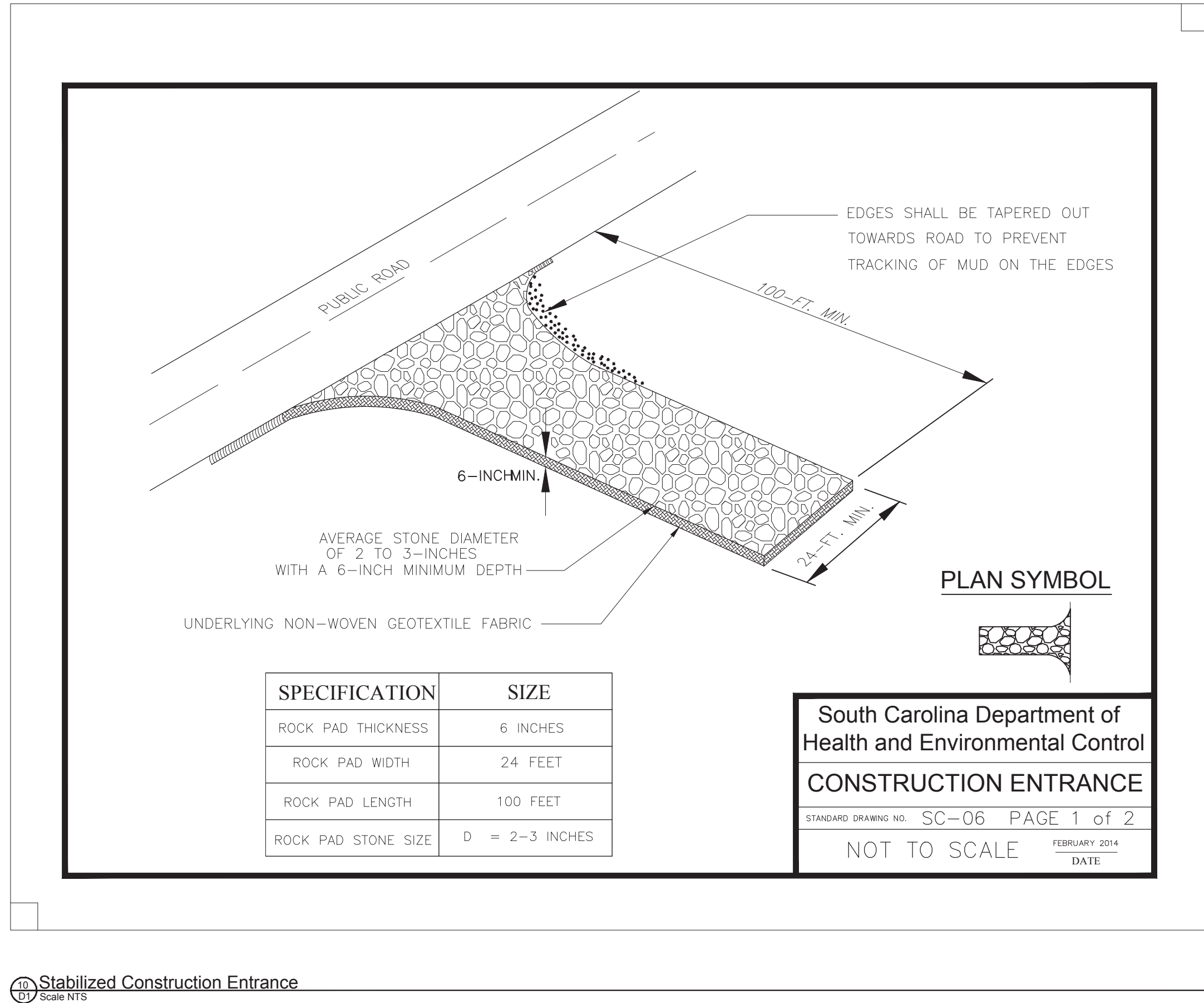


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Parcel ID: 93
Date of Original Design: April 22, 2024
1st Pre Application Submittal: April 22, 2024 (Meeting - May 9, 2024)
2nd Pre Application Submittal: June 11, 2024 (Meeting - July 25, 2024)
3rd Pre Application Submittal (Switching to Commercial Footprint): September 27, 2025
4th Pre Application Submittal (Ammendment): March 19, 2025



Silt Fence
Scale NTS



Stabilized Construction Entrance
Scale NTS

PLANTING, HARDSCAPE & SITE PROTECTION DETAILS

For

James & Michele Jeffcoat Rev. Trust

5 Lawton Street
Bluffton, SC

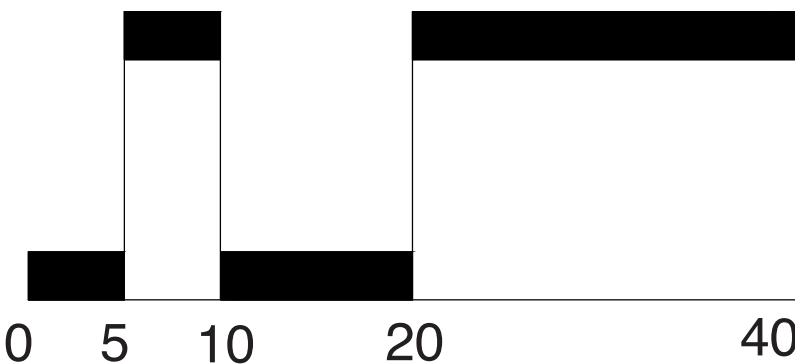
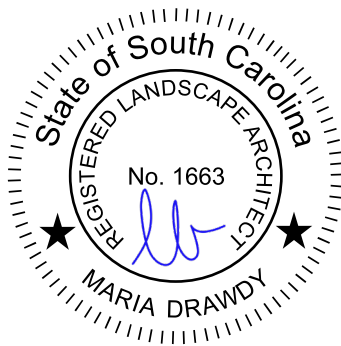
Revised Aug. 26, 2025
(Per COFA comments received Aug. 18, 2025)
Revised May 1, 2025
(Per Development Plan Review comments received 042525)



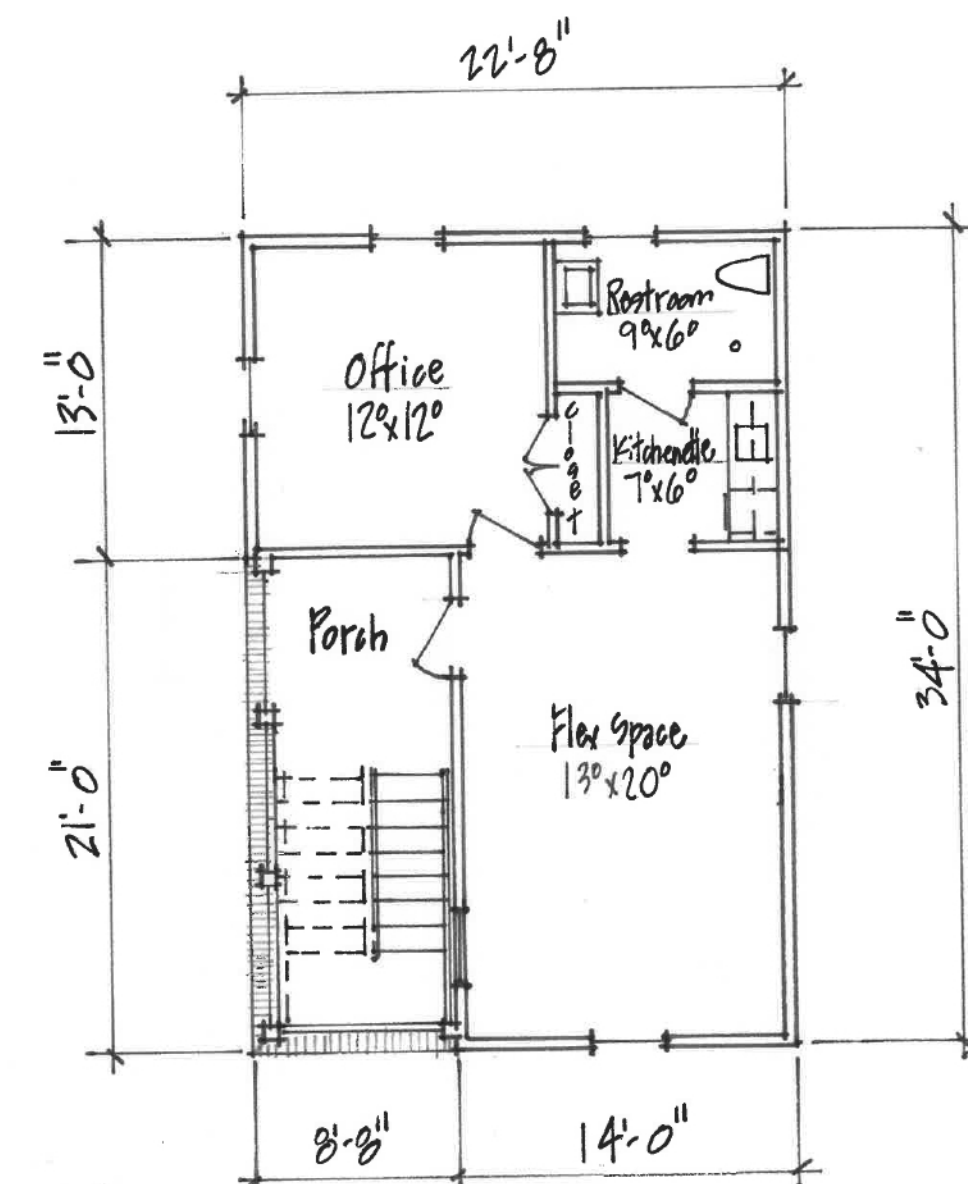
Prepared By:
Maria Drawdy, PLA

MARIA GHYS DESIGNS LLC

P.O. Box 3523, Bluffton, SC
mariaghysdesigns@gmail.com
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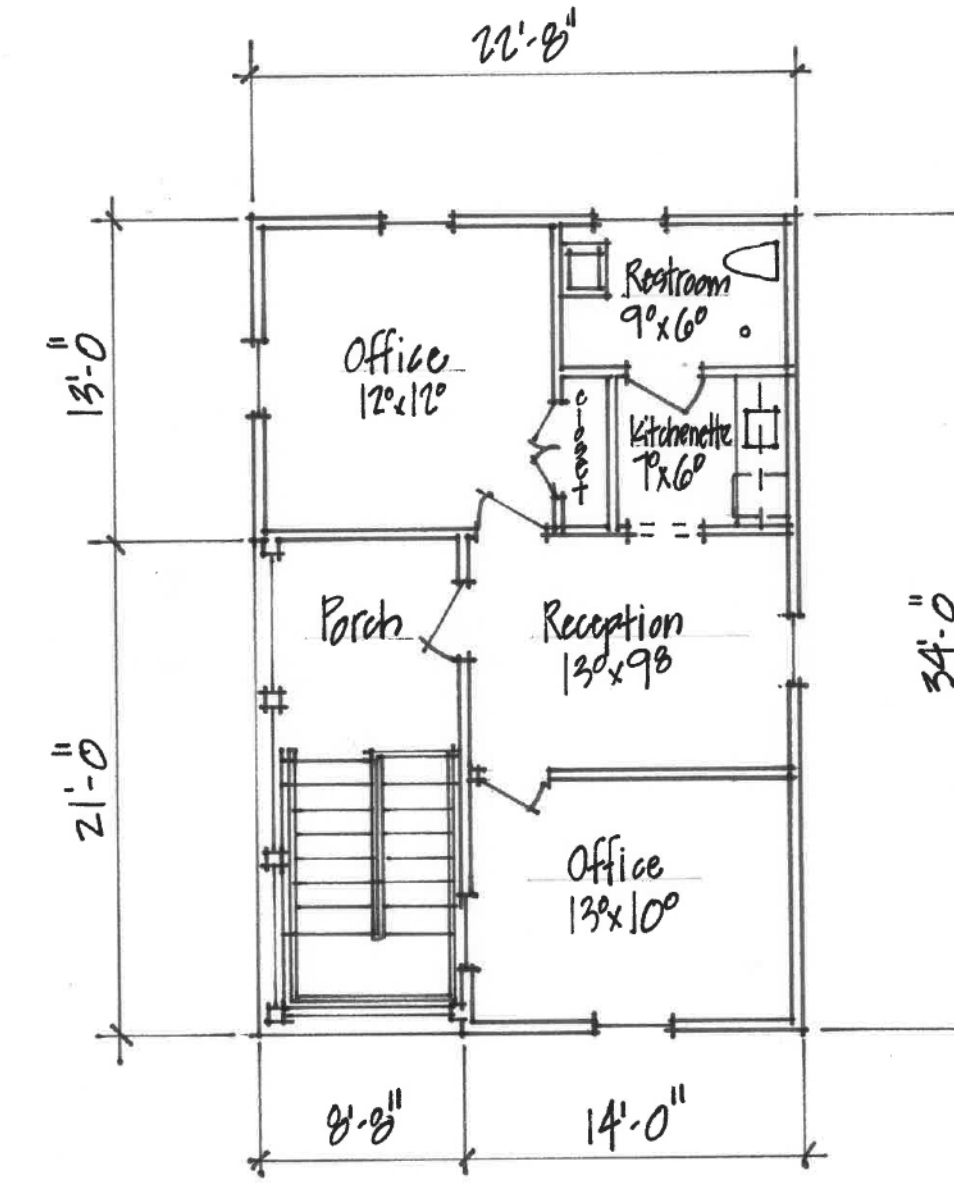


Scale: 1" = 10'



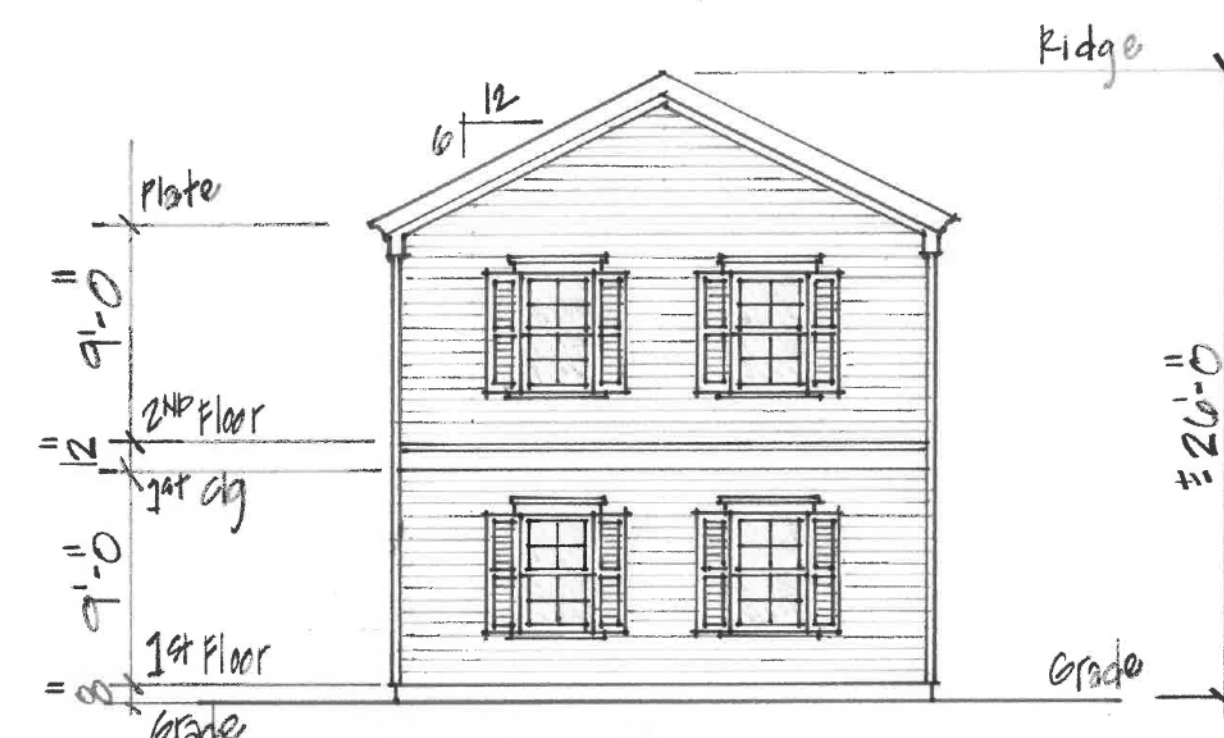
First Floor Plan $\frac{1}{8}" = 1'-0"$

1/20/2025
Accessory Building for 5 Lawton Street Bluffton, S.C. 2



Second Floor Plan $\frac{1}{8}" = 1'-0"$

1/20/2025
Accessory Building for 5 Lawton Street Bluffton, S.C. 3



North Elevation $\frac{1}{8}" = 1'-0"$

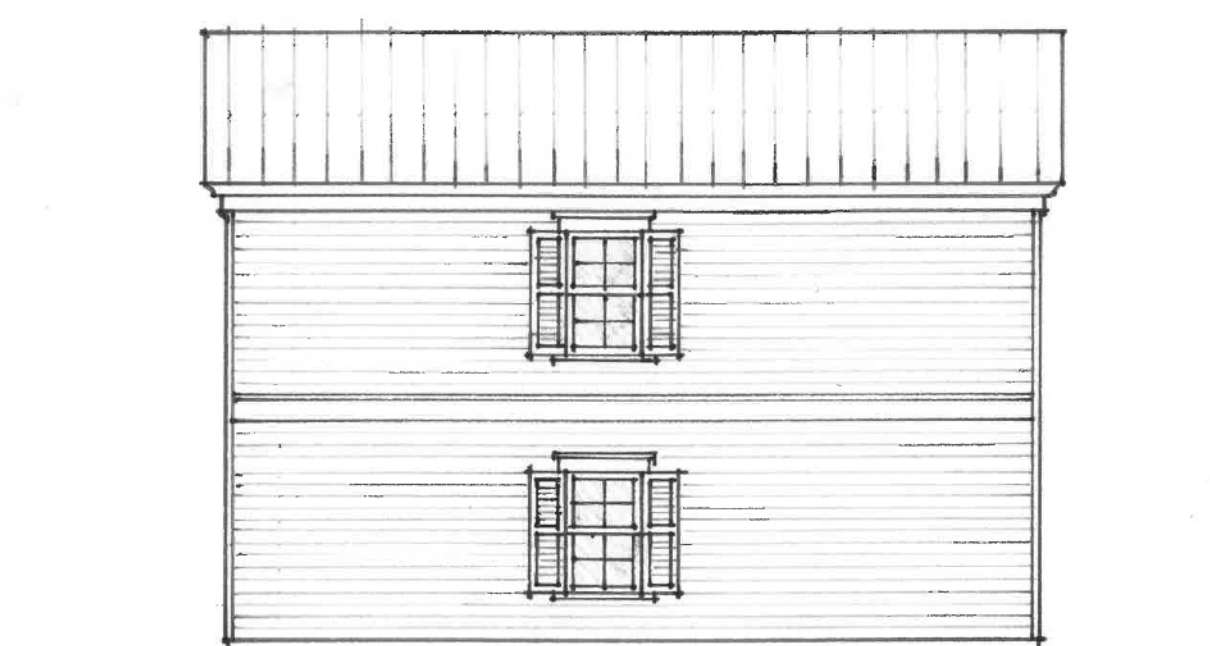


West Elevation $\frac{1}{8}" = 1'-0"$

1/20/2025
Accessory Building for 5 Lawton Street Bluffton, S.C. 4



South Elevation $\frac{1}{8}" = 1'-0"$



East Elevation $\frac{1}{8}" = 1'-0"$

1/20/2025
Accessory Building for 5 Lawton Street Bluffton, S.C. 5

Plan Information:

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Proposed Floor Plans and Elevations
for 2 Story Commercial Accessory Unit
For

James & Michele Jeffcoat Rev. Trust

5 Lawton Street
Bluffton, SC

Revised Aug. 26, 2025
(Per COFA comments received Aug. 18, 2025)
Revised May 1, 2025
(Per Development Plan Review comments received 042525)

Architect: Ansley Manuel



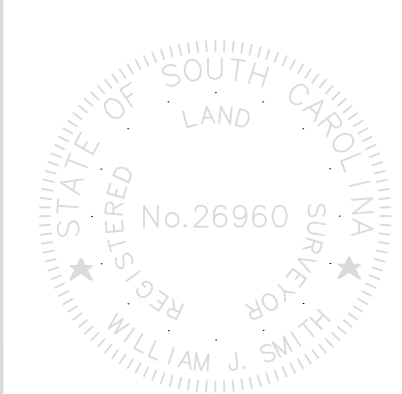
- LEGEND
- CMS - CONCRETE MONUMENT SET
 - CMF - CONCRETE MONUMENT FOUND
 - IPS - IRON PIN SET
 - IPF - IRON PIN FOUND
 - # - INDICATES STREET ADDRESS
 - TBM - TEMPORARY BENCH MARK
 - BSL - BUILDING SETBACK LINE
 - ☉ - TELEPHONE PEDESTAL/COMMUNICATOR
 - ⊗ - SEWER LATERAL
 - ⊙ - SANITARY SEWER MANHOLE
 - ⊠ - ELECTRIC BOX
 - ⊕ - SPOT ELEVATION SHOTS
 - 12' — - CONTOUR LINES

- ⚡ - XFMR - TRANSFORMER
- WM - WATER LATERAL
- WM - WATER METER
- ICV - IRRIGATION CONTROL VALVE
- 🔥 - FIRE HYDRANT
- 🚰 - GRATE INLET
- ⚡ - POWER POLE

- O.H.P.L. - OVER HEAD POWER LINE
- GUY LINE
- ☀ - LIGHT POLE
- Ⓛ - STORM DRAIN MANHOLE
- Ⓛ - FIBEROPTICS MANHOLE

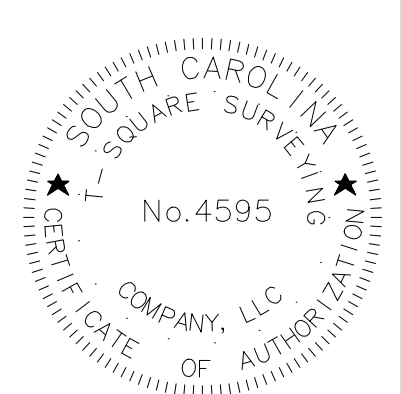
- TREE LEGEND
- WHOK - WHITE OAK
 - LAOK - LAUREL OAK
 - LOK - LIVE OAK
 - WOK - WATER OAK
 - ROK - RED OAK
 - PCAN - PECAN
 - MAG - MAGNOLIA
 - HIC - HICKORY
 - MPL - MAPLE
 - PLM - PALMETTO
 - CHY - CHERRY
 - HLY - HOLLY
 - CDR - CEDAR
 - RDB - RED BUD
 - SAS - SASSAFRAS
 - DOG - DOGWOOD
 - SB - SUGARBERRY
 - P - PINE
 - G - GUM
 - B - BAY

T SQUARE SURVEYING
PROFESSIONAL LAND SURVEYORS
P.O. Drawer 330
139 Burnt Church Road
Bluffton, S.C. 29910
tsquare@earthlink.net
Phone 843-757-2650 Fax 843-757-5758



I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION & BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THEREIN.

WILLIAM J. SMITH, PLS # 26960



THE ABOVE PLAT PREPARED BY ME AT THE REQUEST OF
JAMES JEFFCOAT
AN AS-BUILT, TREE & TOPOGRAPHIC SURVEY OF PARCEL 93 LAWTON STREET
MAP 39-A, DIST. 610, TOWN OF BLUFFTON,
BEAUFORT COUNTY, SOUTH CAROLINA.
DIST. 610, MAP 39A, PARCEL 93

Notes:
1. According To FEMA Flood Insurance Rate Map # 45013C0426G This Lot Appears To Lie In A Federal Flood Plain Zone X, Minimum Required Elevation N/A Ft. NAVD83.
2. This Property May Be Subject To Easements, Protective Covenants, And Other Facts That May Be Revealed By A Complete Title Search.
3. This Survey Was Performed Without The Benefit Of A Wetland Delineation.
4. All Building Setback Requirements Should Be Verified With The Proper Authorities Prior To Design And Construction.
Reference Blk(5)
PLAT BOOK 81 AT PAGE 187

DRAWN BY: B.M.S
APPROVED BY: W.J.S
PARTY CHIEF: W.J.S
DATE: AUGUST 28, 2024

Physical Address

5 Lawton St.
Bluffton, South Carolina 29910

Property Owner

James W. Jeffcoat Revocable Trust

Applicable Codes

2021 International Building Code w/ SC Modifications
2021 International Fire Code w/ SC Modifications
2021 International Mechanical Code w/ SC Modifications
2021 International Plumbing Code w/ SC Modifications
2020 National Electrical Code (NFPA70) w/ SC Modifications
2009 IECC
2017 ICC / ANSI A11.7

Project Description

New construction for an ancillary building with commercial on both floors.
Building located behind an existing retail shop known as Eggs 'n' Tricities.

Square Footage

Overall
Heated Square Footage= 1,180 square feet
Porches = 360 square feet
Each Floor
Heated Square Footage= 590 square feet
Porches = 180 square feet
Each Floor Individual Rooms
Office = 150 square feet
Restroom = 60 square feet
Storage = 43 square feet
Flex Space = 264 square feet

Construction Makeup

Wood-framed walls, floors and roof with concrete slab foundation.

Occupancy Classification

Section 304.1
Business Group B
Section 309.1
Mercantile Group M (only allowed if building has sprinklers)

Type of Construction

Section 602.5
Type VB

Allowable Building Height

Table 504.3
without sprinklers = 40 feet
with sprinklers = 60 feet

Allowable Numbers of Stories

Table 504.4
Type VB Group B
Without sprinklers is limited to two stories.
With sprinklers is limited to three stories.
Type VB Group M
With sprinklers is limited to two stories.
(Group M only allowed with sprinklers)

Allowable Building Area

Table 506.2
Type VB Group B
Without sprinklers is allowed 9,000 square feet.
With sprinklers is allowed 27,000 square feet.
Type VB Group M
With sprinklers is allowed 27,000 square feet.

Fire Resistance Rating Requirements for Building Elements

Table 601
Type VB construction requires zero hours for the structural frame, exterior and interior bearing walls, exterior and interior nonbearing walls, floor construction and roof construction.

Minimum Number of Exits or Access to Exits per Story

Table 1006.3.3
Two Exits Required
Table 1006.2.1
Spaces with one exit or exit Access doorway
Group B
Without sprinklers 100 feet
With sprinklers 100 feet
Group M
With sprinklers 75 feet

Maximum Exit Access Travel Distance

Table 1017.2
Group B
Without sprinklers = 200 feet
With sprinklers = 300 feet
Group M
With sprinklers = 250 feet

Maximum Floor Area per Occupant

Table 1004.5
Group B per floor
Office/Flex Space/Restrooms
474 square feet/150 gross = 3.16
Storage
43 square feet/300 gross = .14
Occupants = 3
Group M per floor
Office/Flex Space/Restrooms
474 square feet/60 gross = 7.9
Storage
43 square feet/300 gross = .14
Occupants = 8

Maximum Occupant Load

For all Group B = 6 Occupants
For mix of Group B and Group M = 11 Occupants
For all Group M = 16 Occupants

Required Separation of Occupancies

Table 508.4
No Separation Requirement

Horizontal Assemblies

Section 711.2.4.1
No Separation Requirement

Manual Fire Alarm System

[F] 907.2.2 Group B
Not Required
[F] 907.2.7 Group M
Not Required

Smoke Alarms

[F] 907.2.11
Not Required

Sprinklers

Section [F] 903
Not Required for Group B
Required for Group M

Portable Fire Extinguishers

[F] 906.1
Required
Fire Marshal to determine number, location and type

Fire Resistance Rating Requirements foe Exterior Walls Based on Fire Separation Distance

Table 705.5
Exterior Walls at 5' setback required to be One Hour Fire Rated

Maximum Area of Exterior Wall Opening Based on Fire Separation Distance and Degree of Opening Protection

Table 705.8
Without Sprinkler and Unprotected 10%
With Sprinkler and Unprotected 25%
Protected 25%

Means of Egress Illumination

Section 1008

Exit Signs

Section 1013

Doors

Section 1010

Stairways

Section 1011
Minimum Width 36"
Minimum Headroom 80"
Maximum Riser 7"
Minimum Tread 11"

Handrails

Section 1014

Guards

Section 1015

Interior Finishes

Table 803.13

Fire Safety

Section 502

Accessibility

Chapter 11

Plumbing

[P] Table 2902.1
1 WC
1 LAV
Service Sink Not Required (footnote e)
Drinking Fountain Not Required [P] 2902.6
Separate Facilities Not Required [P] 2902.2

INDEX

C-1 CODE ANALYSIS, INDEX

C-2 PROPOSED SITE PLAN

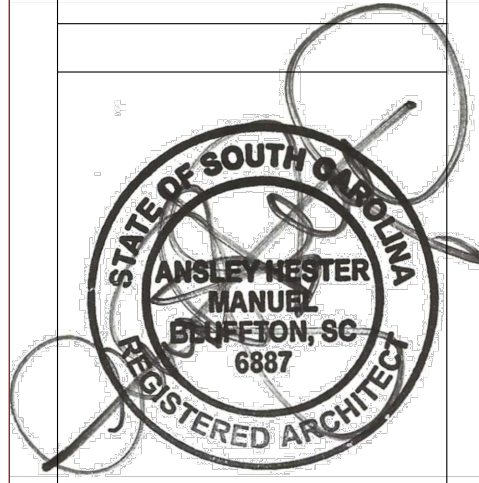
C-3 LIFE SAFETY PLAN

A-1 FIRST & SECOND FLOOR PLANS, SCHEDULES & DETAILS

A-2 BUILDING ELEVATIONS

A-3 WALL & PORCH SECTIONS

A-4 ROOF PLAN & ANSI ILLUSTRATIONS



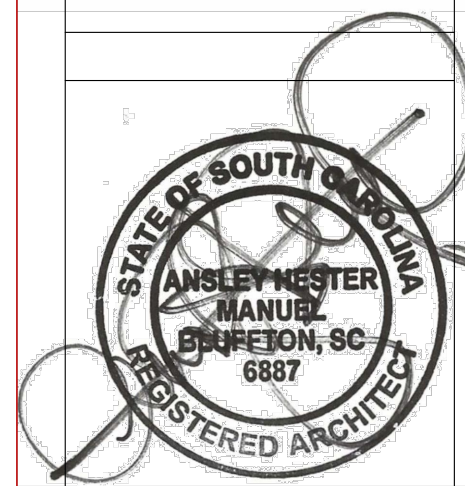
DATE :7/24/25
8/28/25

MANUEL STUDIO, LLC
Ansley Hester Manuel, Architect
104 Pritchard Street, Bluffton, South Carolina 29910
843.338.8932 cell manuel.studio@aol.com

Jeffcoat's Commercial Carriage House
5 LAWTON ST.
BLUFFTON, SC 29910

CODE ANALYSIS AND INDEX

SHEET
C-1



DATE 07/24/25
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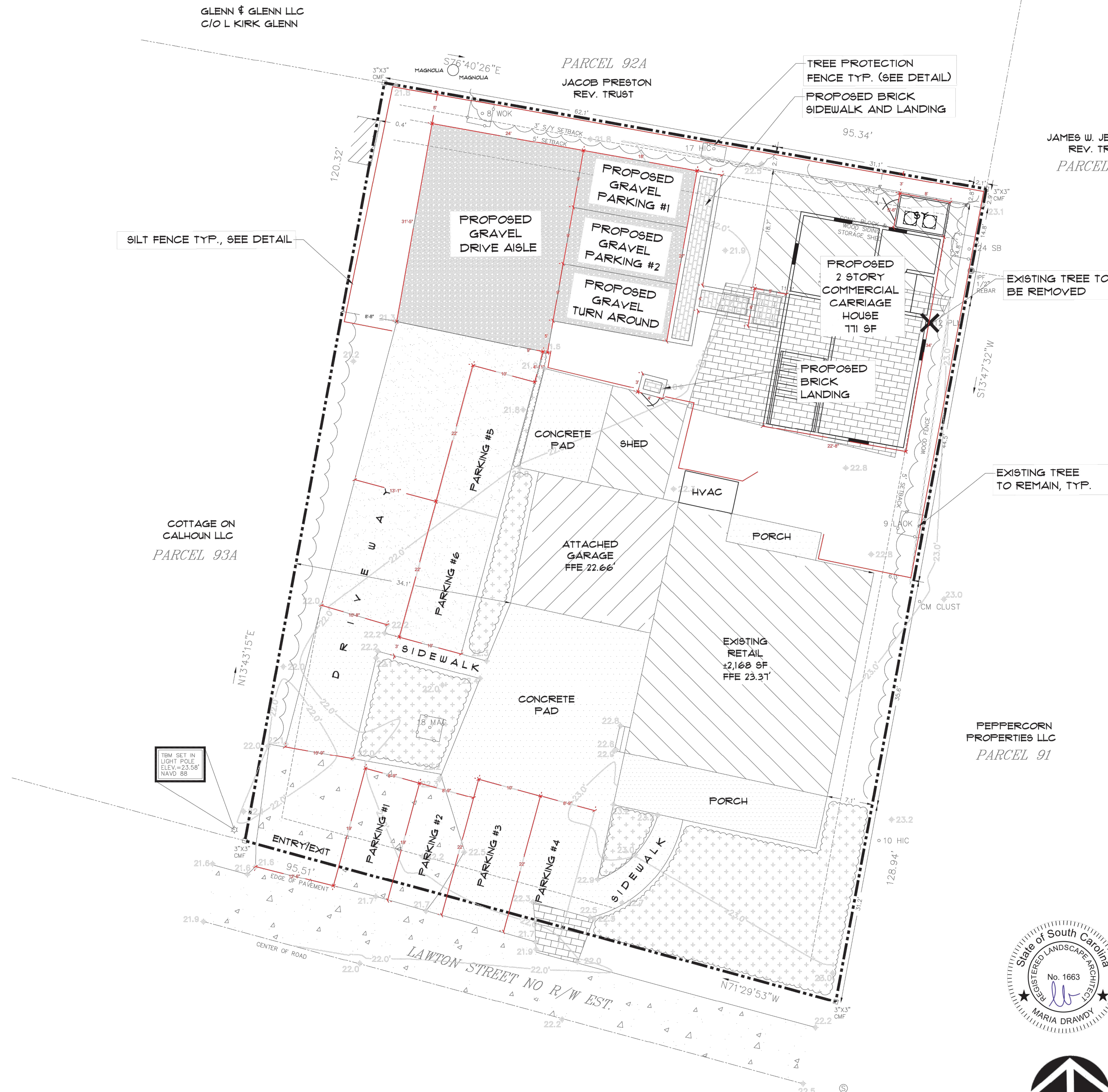
SHEET

C2



LOCATION MAP NOT TO SCALE

LEGEND	
○	ONS - CONCRETE MONUMENT SET
○	OMF - CONCRETE MONUMENT FOUND
○	IPS - IRON PIN SET
○	IPF - IRON PIN FOUND
#	- INDICATES STREET ADDRESS
TM	- TEMPORARY BENCH MARK
BSL	- BUILDING SETBACK LINE
○	- TELEPHONE PEDISTAL/ COMMUNICATION
○	- SEWER LATERAL
○	- SANITARY SEWER MANHOLE
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HLV	- HOLLY
CDR	- CEDAR
RDB	- RED BUD
SAS	- SASSAFRAS
DOG	- DOGWOOD
SB	- SUGARBERRY
P	- PINE
G	- GUM
B	- BAY



PROPOSED SITE PLAN For James & Michele Jeffcoat Rev. Trust

5 Lawton Street
Bluffton, SC

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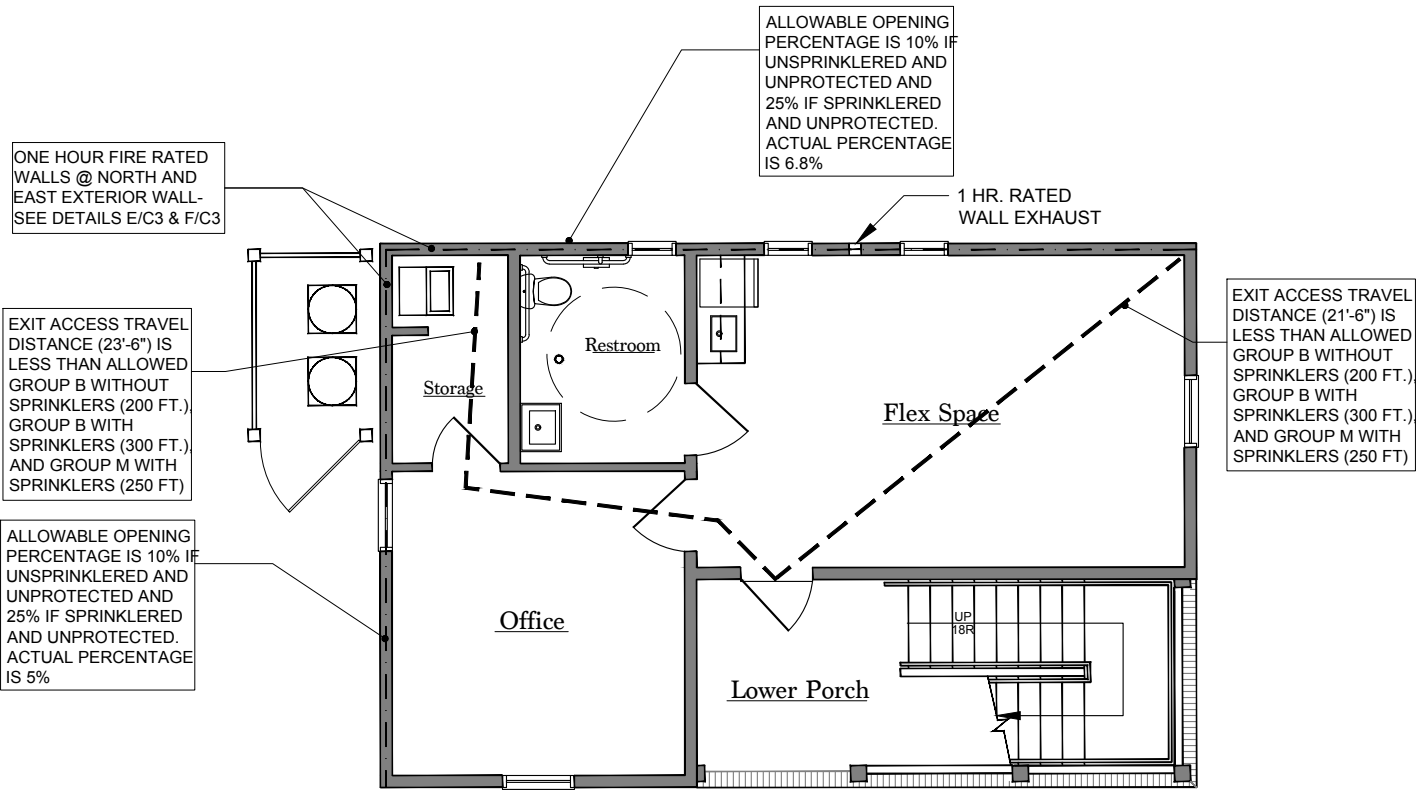


Prepared By:
Maria Drawdy, PLA

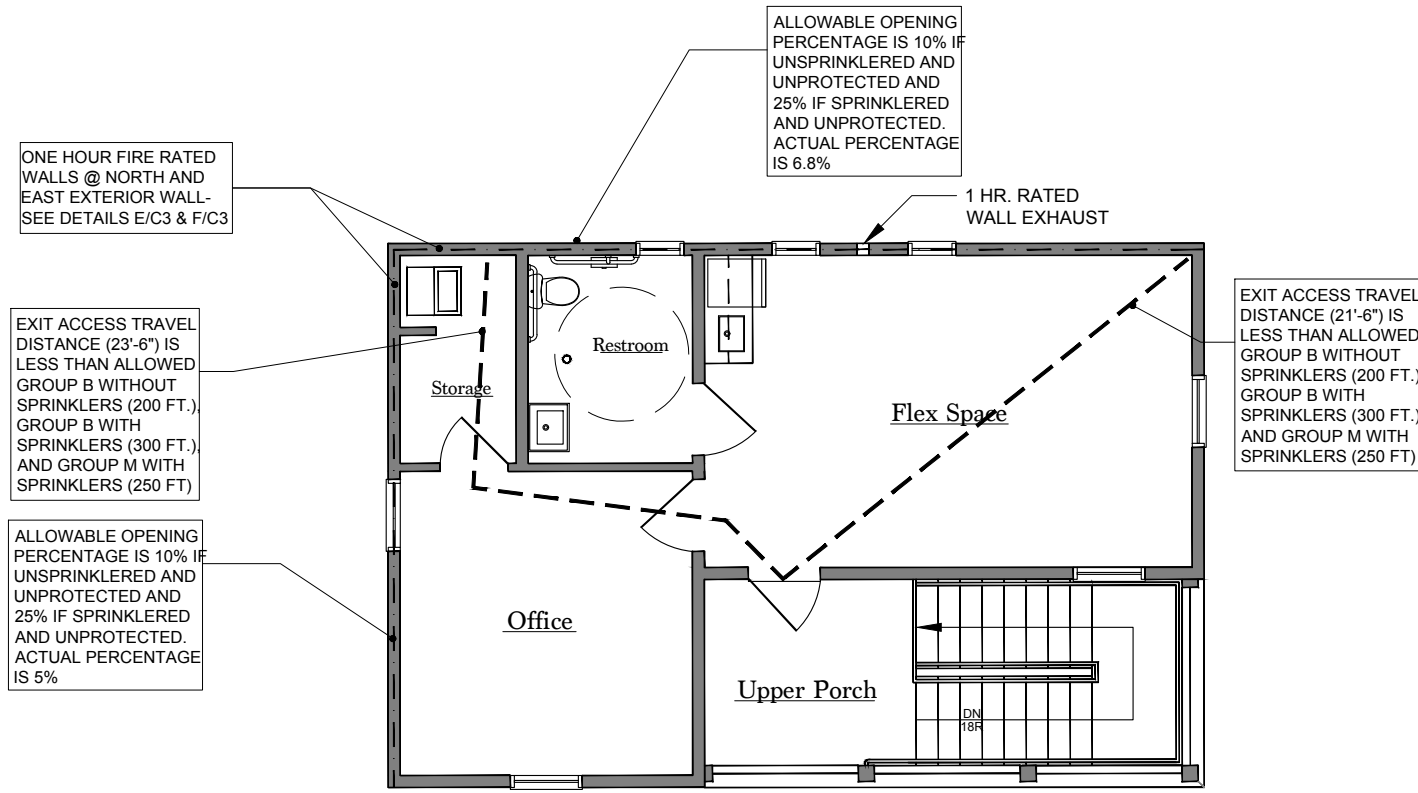
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mariaghysdesigns@gmail.com
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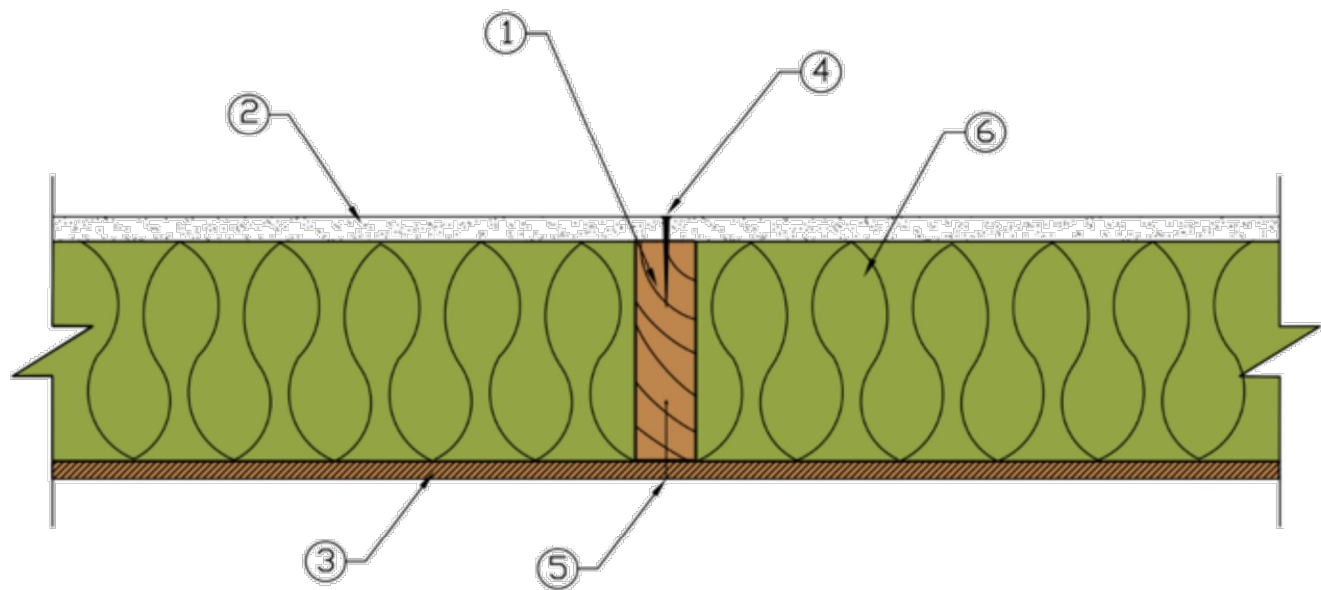


A
C3 FIRST FLOOR LIFE SAFETY PLAN
SCALE: 1/8"=1'-0"



B
C3 SECOND FLOOR LIFE SAFETY PLAN
SCALE: 1/8"=1'-0"

WS6-1.3 One-Hour Fire-Resistive Wood-Frame Wall Assembly
2x6 Wood Stud Wall - 100% Design Load - ASTM E 119/NFPA 251



1. Framing - Nominal 2x6 wood studs, spaced 16 in. o.c., double top plates, single bottom plate
2. Interior Sheathing - 5/8 in. Type X gypsum wallboard, 4 ft. wide, applied horizontally. Horizontal joints are unblocked. Horizontal application of wallboard represents the direction of least fire resistance as opposed to vertical application.
3. Exterior Sheathing - 7/16 in. wood structural panels (oriented strand board), applied vertically, horizontal joints blocked
4. Gypsum Fasteners - 2-1/4 in. #6 Type S drywall screws, spaced 12 in. o.c.
5. Panel Fasteners - 6d common nails (bright) - 12 in. o.c. in the field, 6 in. o.c. panel edges
6. Insulation - 5-1/2 in. thick mineral wool insulation (2.5 pcf, nominal)
7. Joints and Fastener Heads - Wallboard joints covered with paper tape and joint compound, fastener heads covered with joint compound

Tests conducted at the Fire Test Laboratory of National Gypsum Research Center
Test No: WP-1244 (Fire Endurance & Hose Stream) February 25, 2000
Third Party Witness: Intertek Testing Services
Report J99-27259.2

This assembly was tested at 100% design load, calculated in accordance with the 2005 *National Design Specification® for Wood Construction*. The authority having jurisdiction should be consulted to assure acceptance of this report.

C
C3 ONE HOUR FIRE RATED
EXTERIOR WALL DETAIL
SCALE: N.T.S.



Hourly Rating: **1-hour**

STC Rating: **30-34 STC**

Fire Test Reference: **UL U305,ULC W3011 and 3,cUL U305**

Sound Test Reference: **OR 64-8**

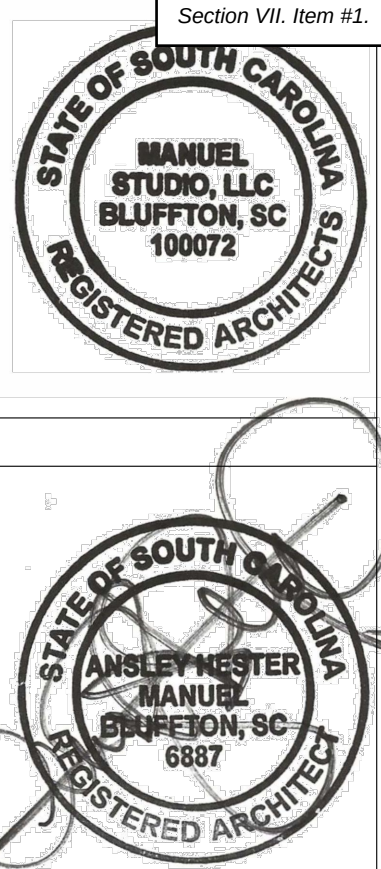
Exterior Side: 5/8" (15.9 mm) DensGlass® Fireguard® Sheathing or ToughRock® Fireguard X®

Sheathing applied vertically or horizontally to 2"x 4" wood studs 16" (406 mm) o.c. with 1-3/4" (45 mm) galvanized roofing nails 7" (178 mm) o.c. Exterior surface covered with weather exposed cladding or finish system. Interior Side: One layer 5/8" (15.9 mm) ToughRock® Fireguard X™ Products or 5/8" (15.9 mm) DensArmor Plus® Fireguard® gypsum board applied vertically or horizontally to studs with 1-7/8" (48 mm) 6d coated 7" (178 mm) o.c. Stagger joints each side. ULC W301 allows vertical application only.

Approved for Assembly:

DensArmor Plus® Fireguard C® Products,DensArmor Plus® Fireguard® Products,DensElement™
Barrier Sheathing,DensGlass® Fireguard® Sheathing,DensShield® Fireguard® Tile Backer,ToughRock®
Fireguard C® Products,ToughRock® Fireguard X™ Mold-Guard™ Products,ToughRock® Fireguard X™
Products,ToughRock® Lite-Weight Fire-Rated Products

D
C3 ALTERNATE ONE HOUR FIRE
RATED EXTERIOR WALL DETAIL
SCALE: N.T.S.

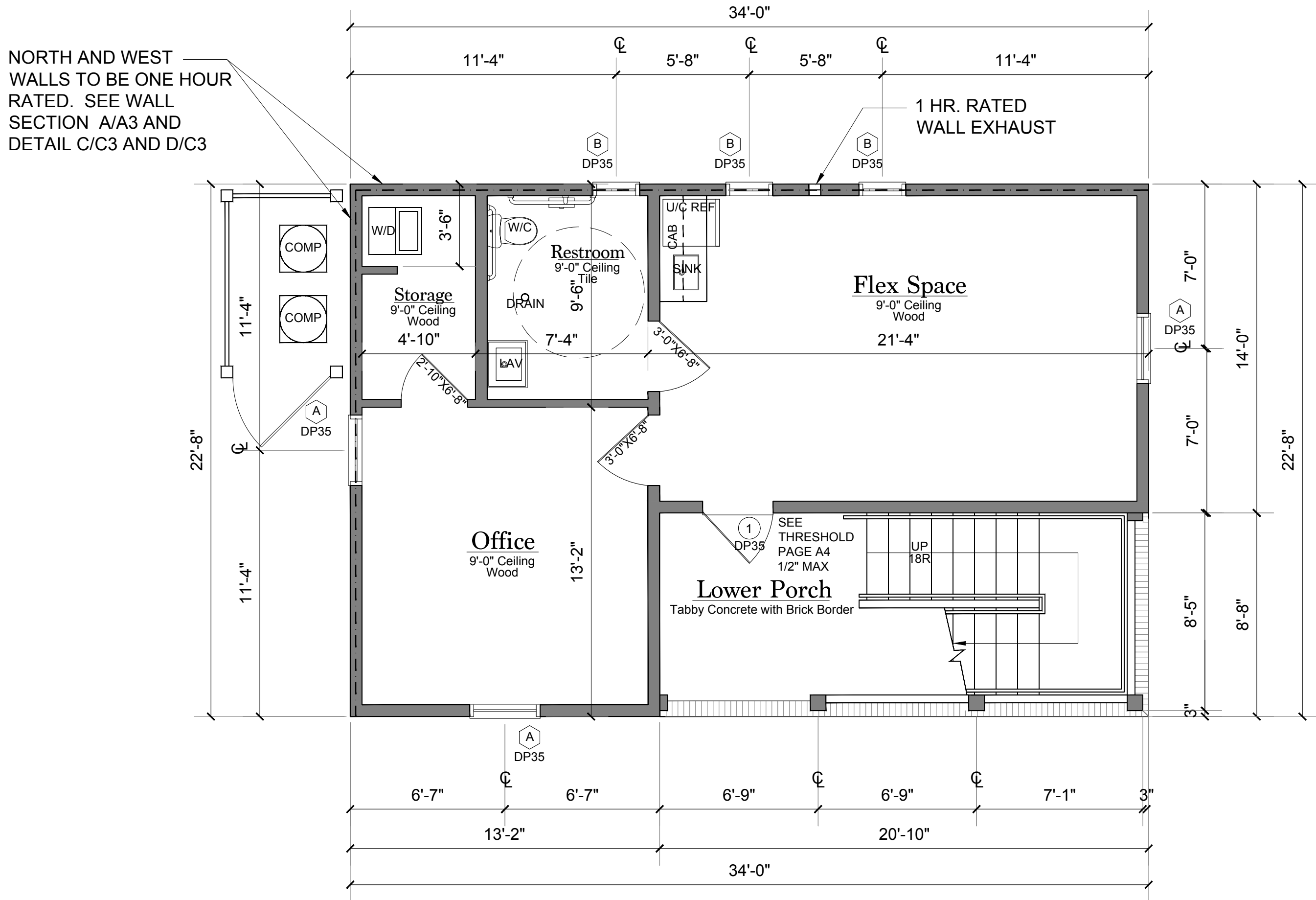


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Jeffcoat's Commercial Carriage House
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LIFE SAFETY PLANS

SHEET
C3



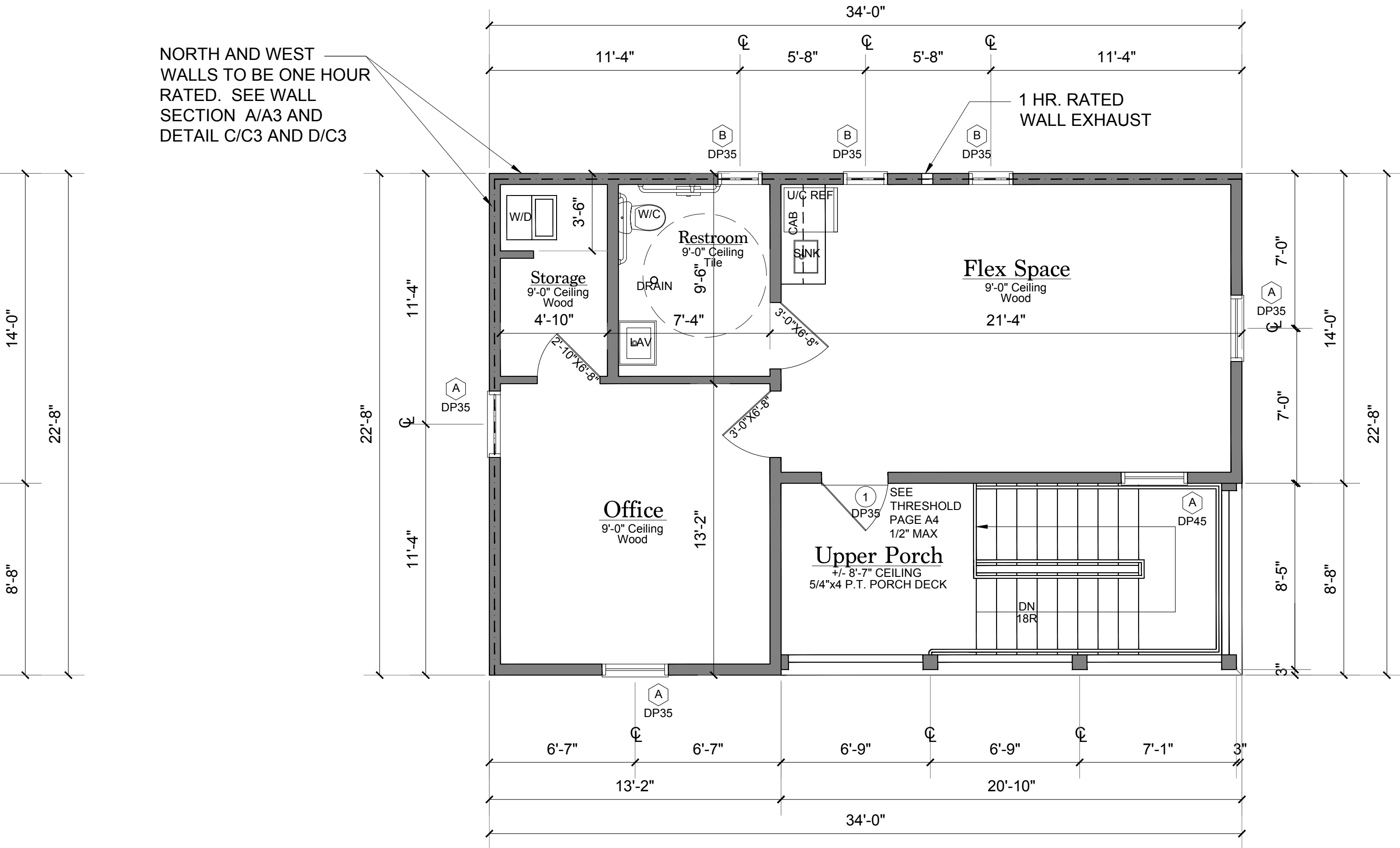
A FIRST FLOOR PLAN
A1 SCALE: 1/4"=1'-0"

DOOR SCHEDULE				
DOOR #	WIDTH & HEIGHT	STYLE	REMARKS	LITES
1	3'-0" X 7'-0"	HALF GLASS	OUTSWING	4

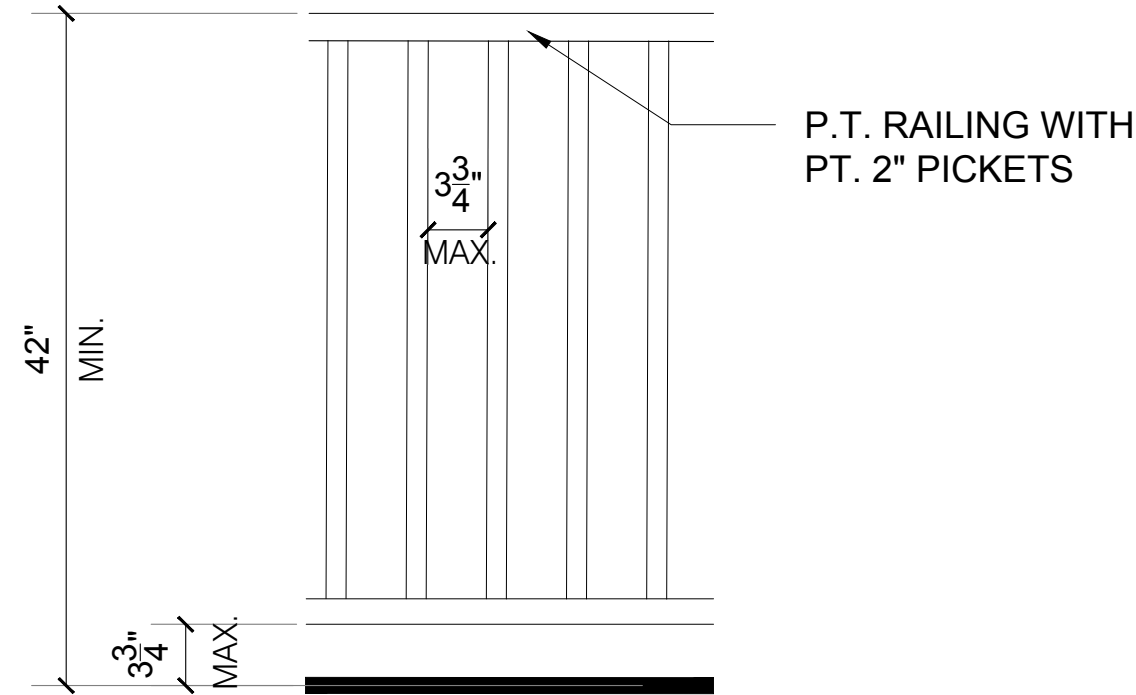
ALL EXTERIOR DOORS TO BE METAL UNLESS OTHERWISE NOTED.
ALL INTERIOR DOORS TO BE 5 PANEL COMPOSITE MATERIAL, MDF PREFERRED, UNLESS OTHERWISE NOTED.
ALL GLASS TO BE IMPACT RESISTANT.

WINDOW SCHEDULE				
WINDOW	WIDTH & HEIGHT	STYLE	REMARKS	LITES
A	3'-0" X 5'-0"	DOUBLE HUNG		4/4
B	2'-0" X 3'-8"	DOUBLEHUNG		4/4

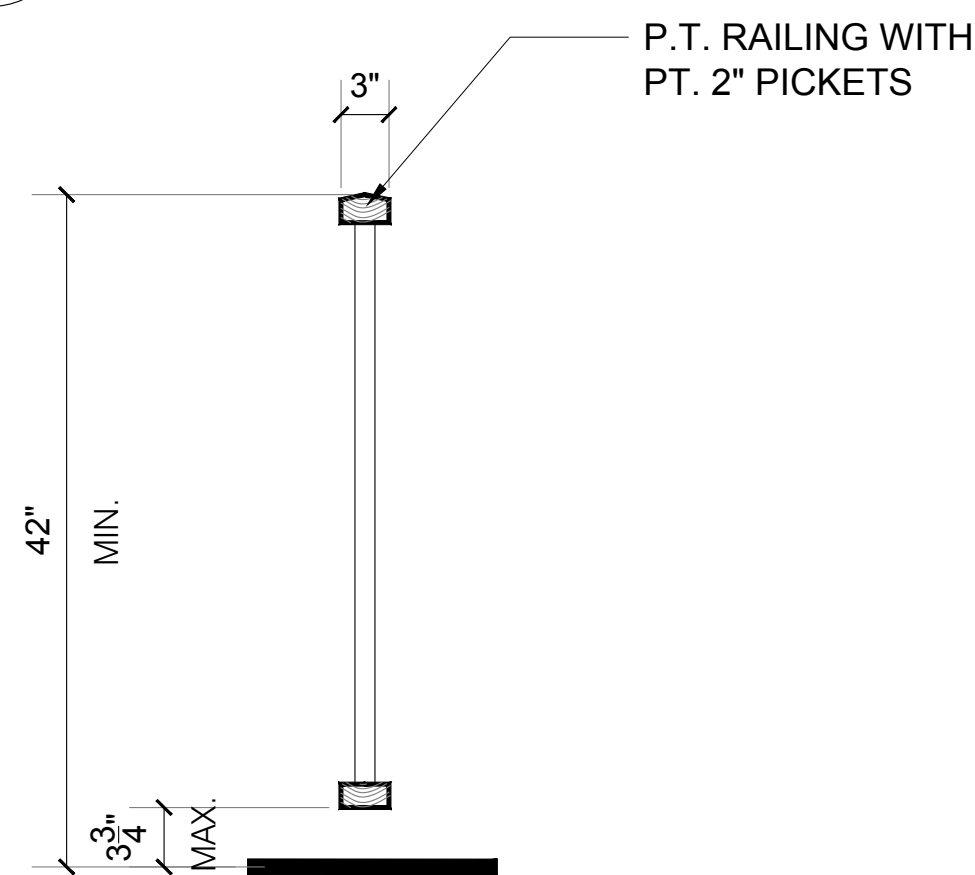
ALL WINDOWS ARE ALUMINUM CLAD EXTERIOR / WOOD INTERIOR.
ALL GLASS TO BE IMPACT RESISTANT.
DP RATINGS ARE 35 IF MORE THAN 4' FROM CORNER & 45 IF WITHIN 4' FROM CORNER
7/8" MUNTIN WIDTH AND SIMULATED DIVIDED LITE.



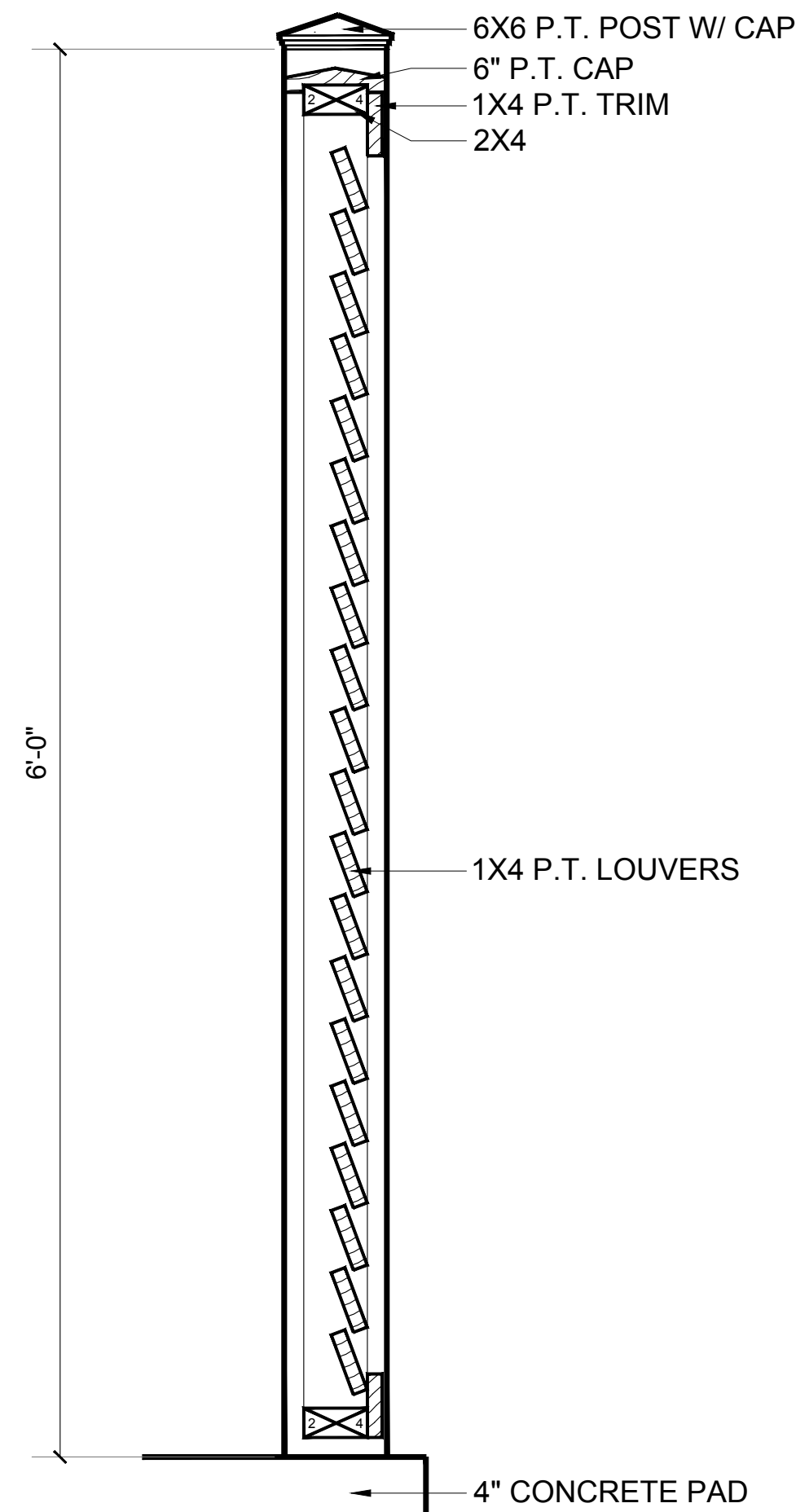
B SECOND FLOOR PLAN
A1 SCALE: 1/4"=1'-0"



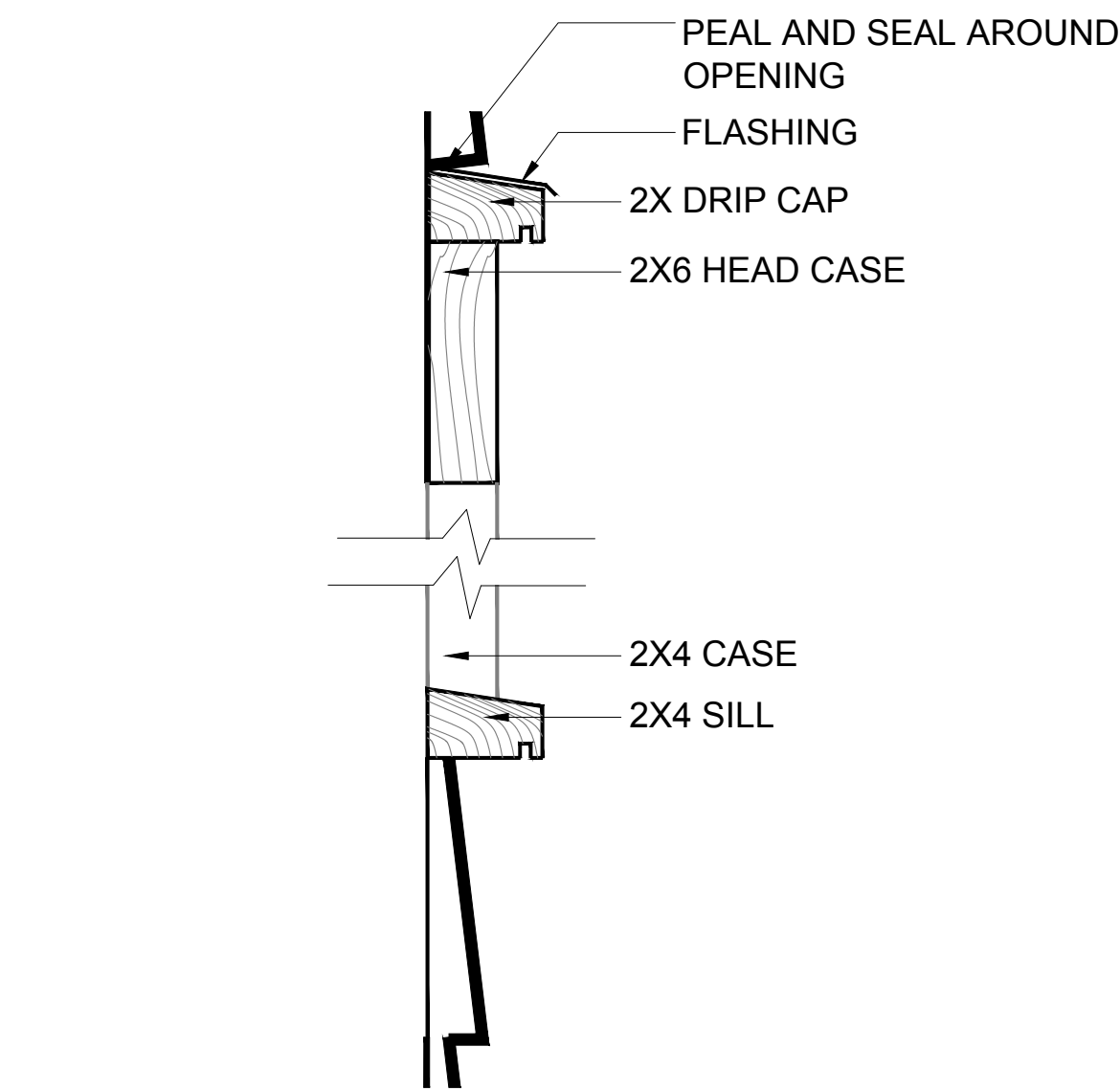
E GUARD RAIL ELEVATION
A1 SCALE: 1"=1'-0"



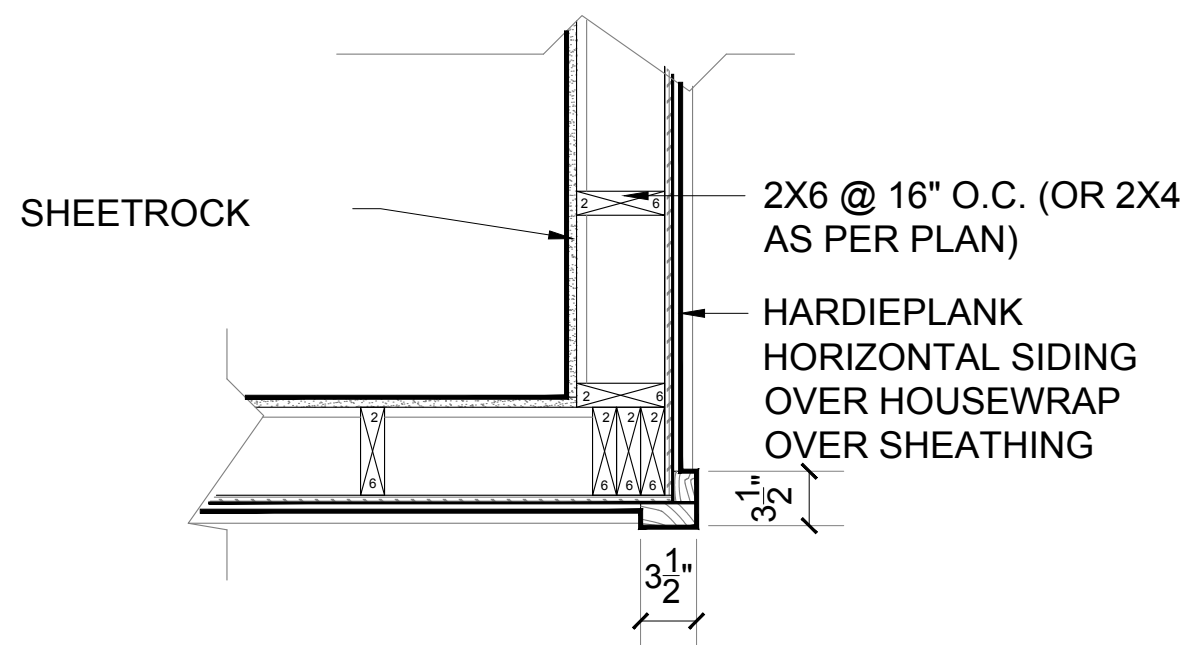
F GUARD RAIL DETAIL
A1 SCALE: 1"=1'-0"



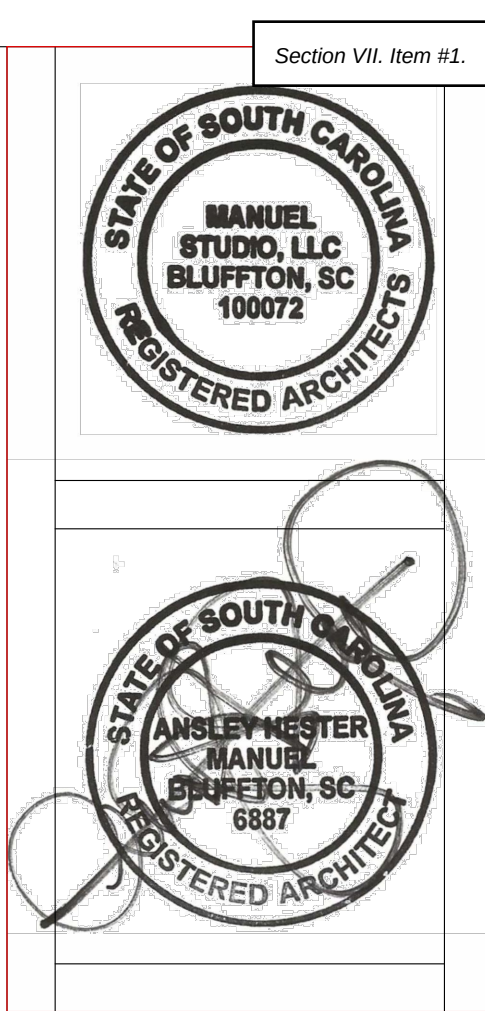
G LOUVERED SERVICE YARD
A1 SCALE: 3"=1'-0"



C WINDOW TRIM DETAIL
A1 SCALE: 3"=1'-0"



D TYPICAL CORNER PLAN DETAIL
A1 SCALE: 1"=1'-0"



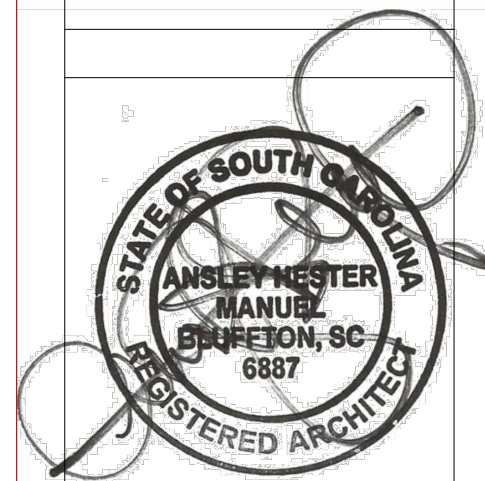
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FIRST & SECOND FLOOR PLANS, SCHEDULES & DETAILS

SHEET
A1



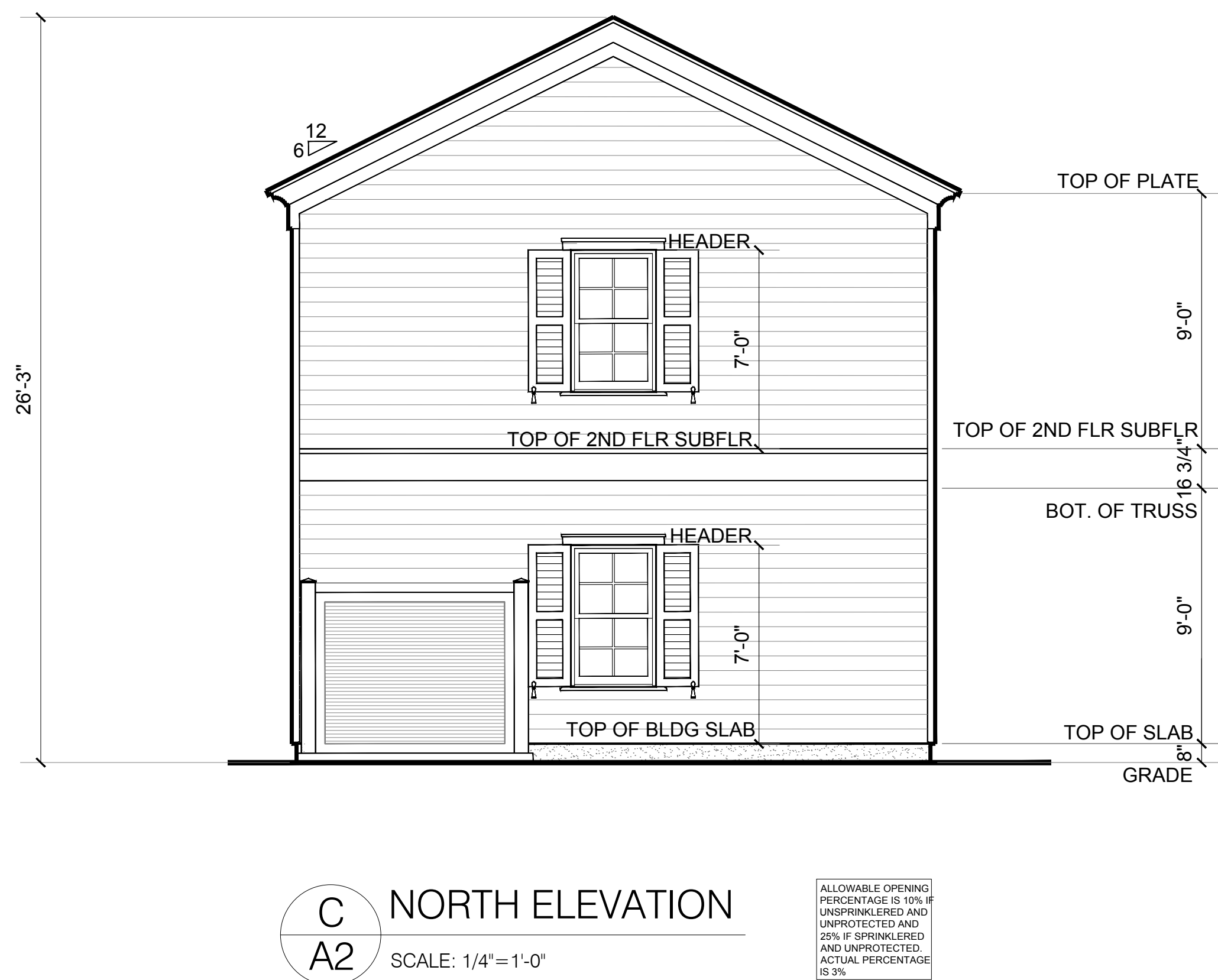
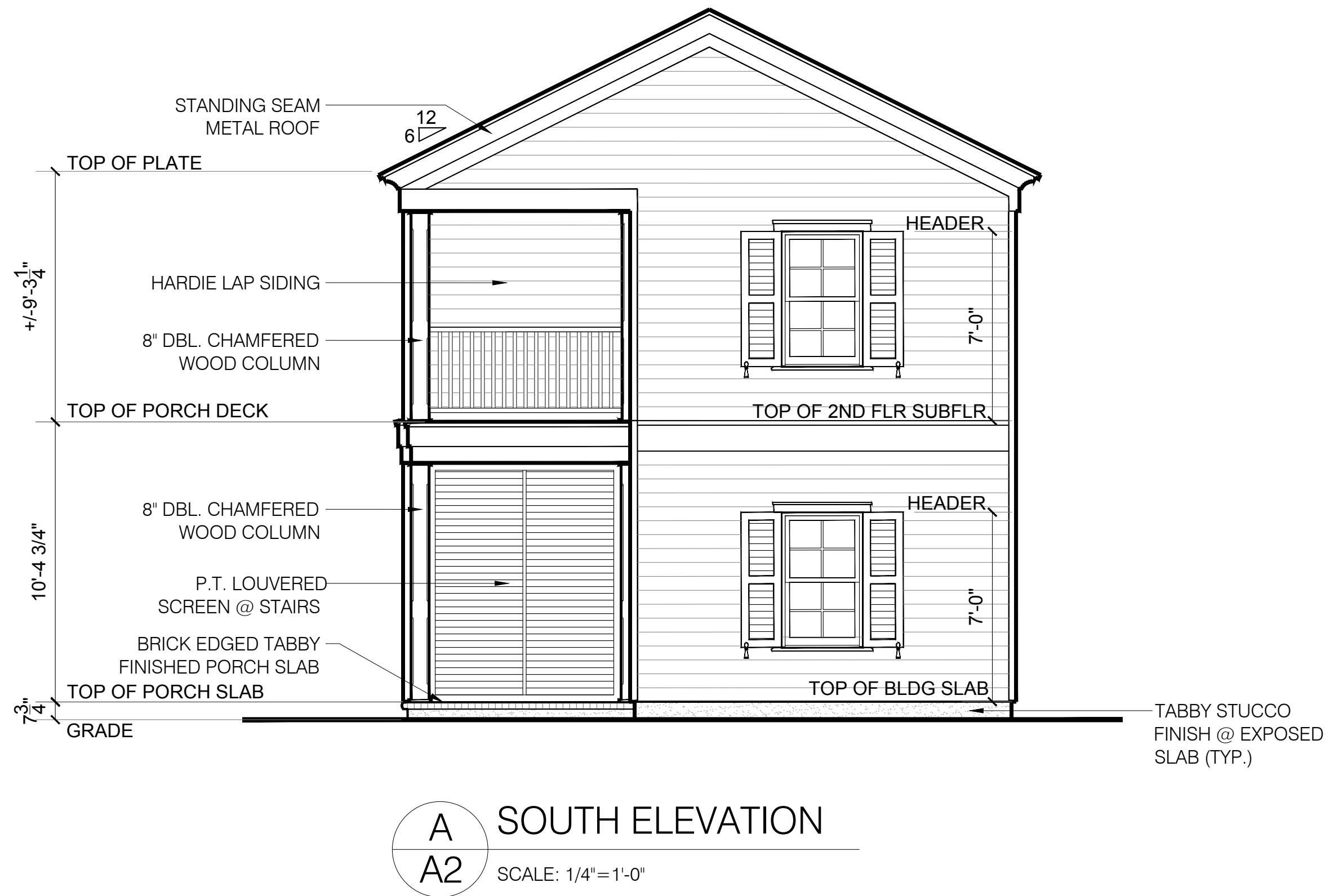
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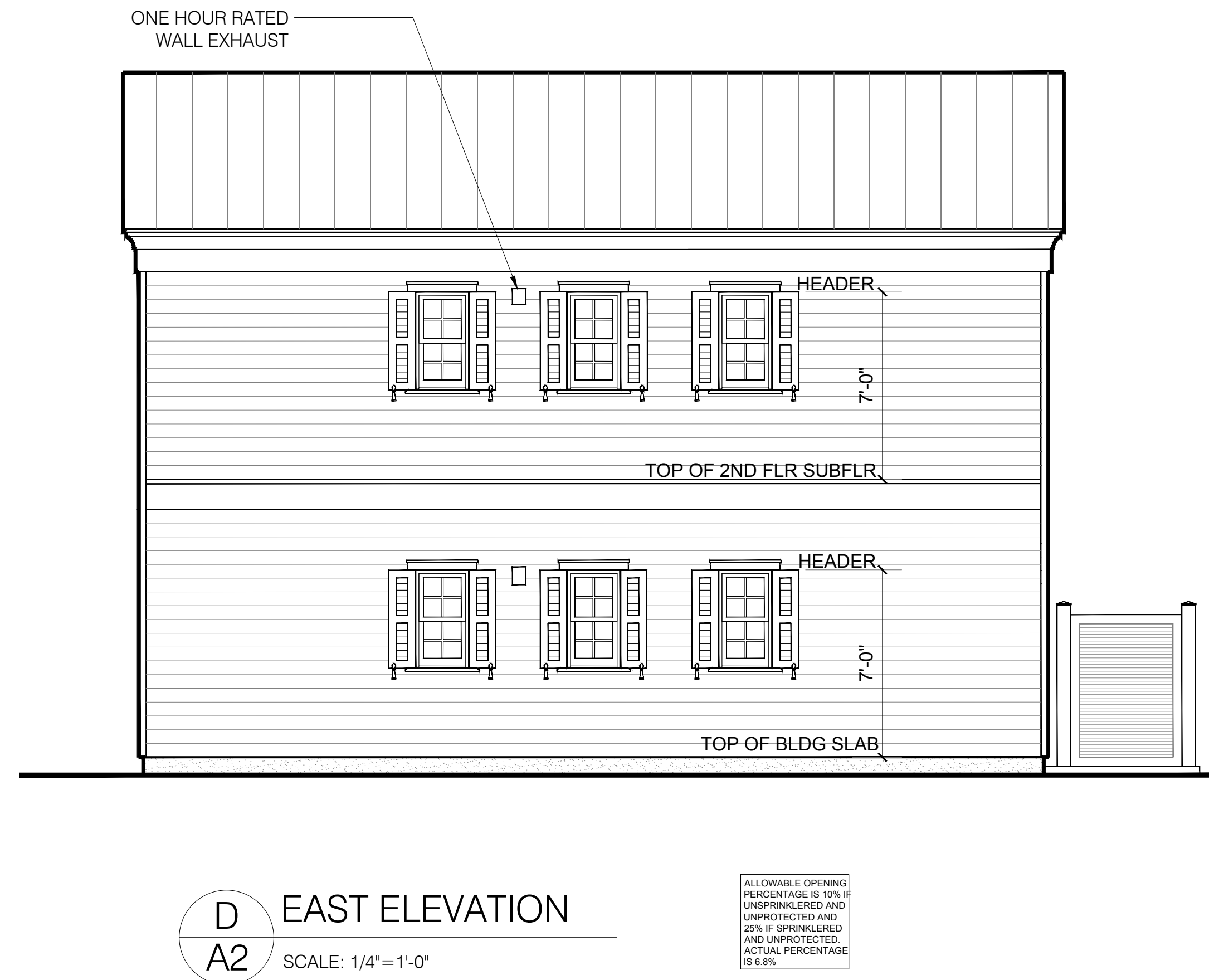
Jeffcoat's Commercial Carriage House
5 LAWTON ST.
BLUFFTON, SC 29910
BUILDING ELEVATIONS

SHEET

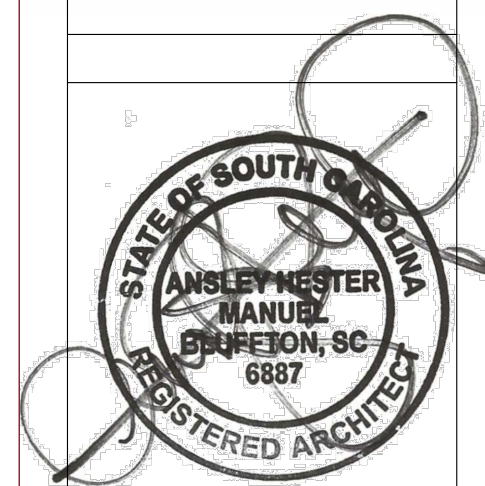
A2



ALLOWABLE OPENING PERCENTAGE IS 10% IF UNSPRINKLERED AND UNPROTECTED AND 25% IF SPRINKLERED AND UNPROTECTED. ACTUAL PERCENTAGE IS 3%.



ALLOWABLE OPENING PERCENTAGE IS 10% IF UNSPRINKLERED AND UNPROTECTED AND 25% IF SPRINKLERED AND UNPROTECTED. ACTUAL PERCENTAGE IS 6.8%.



DATE : 7/24/25
8/28/25

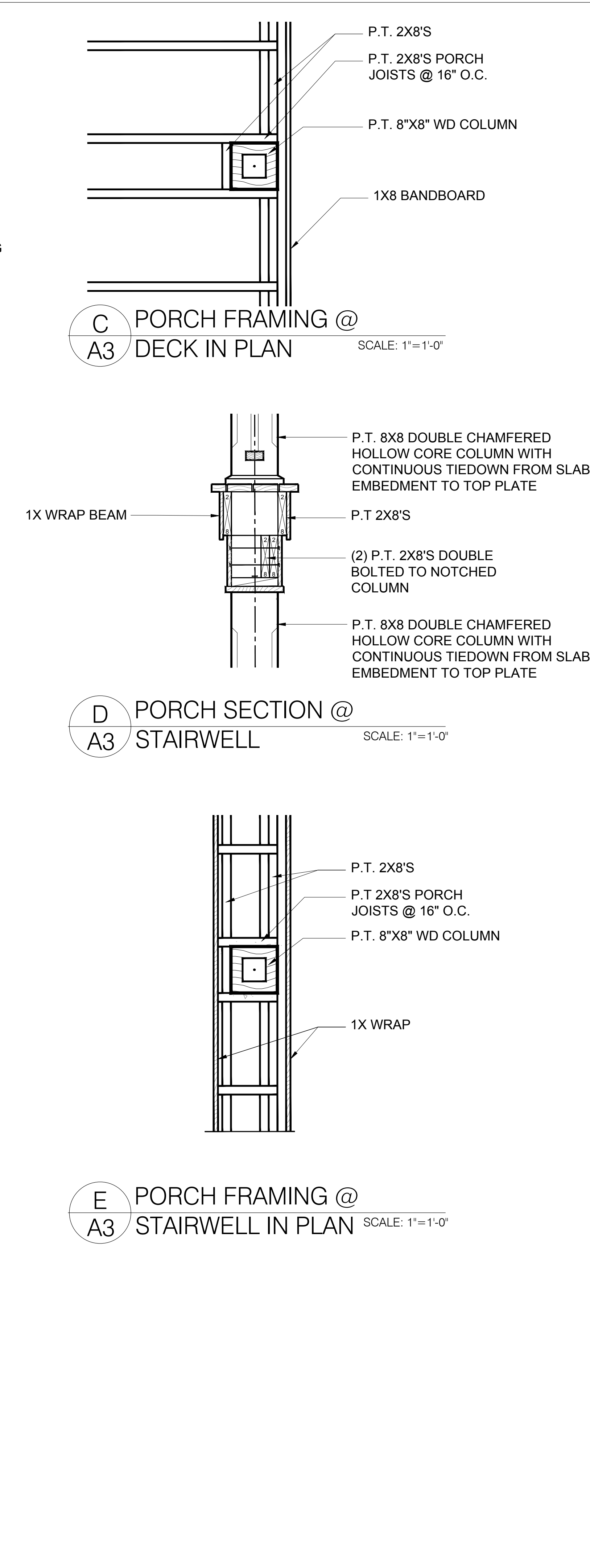
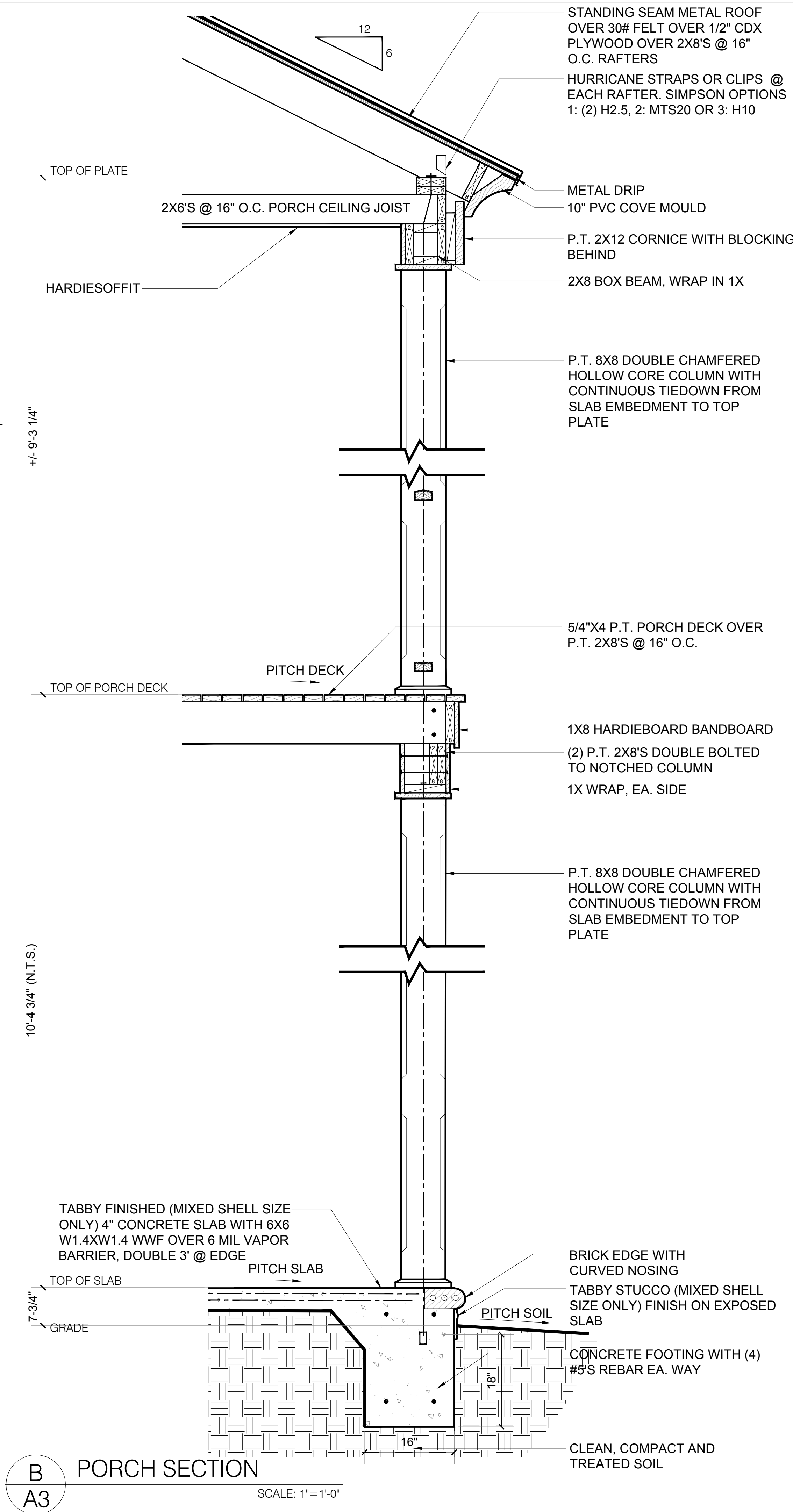
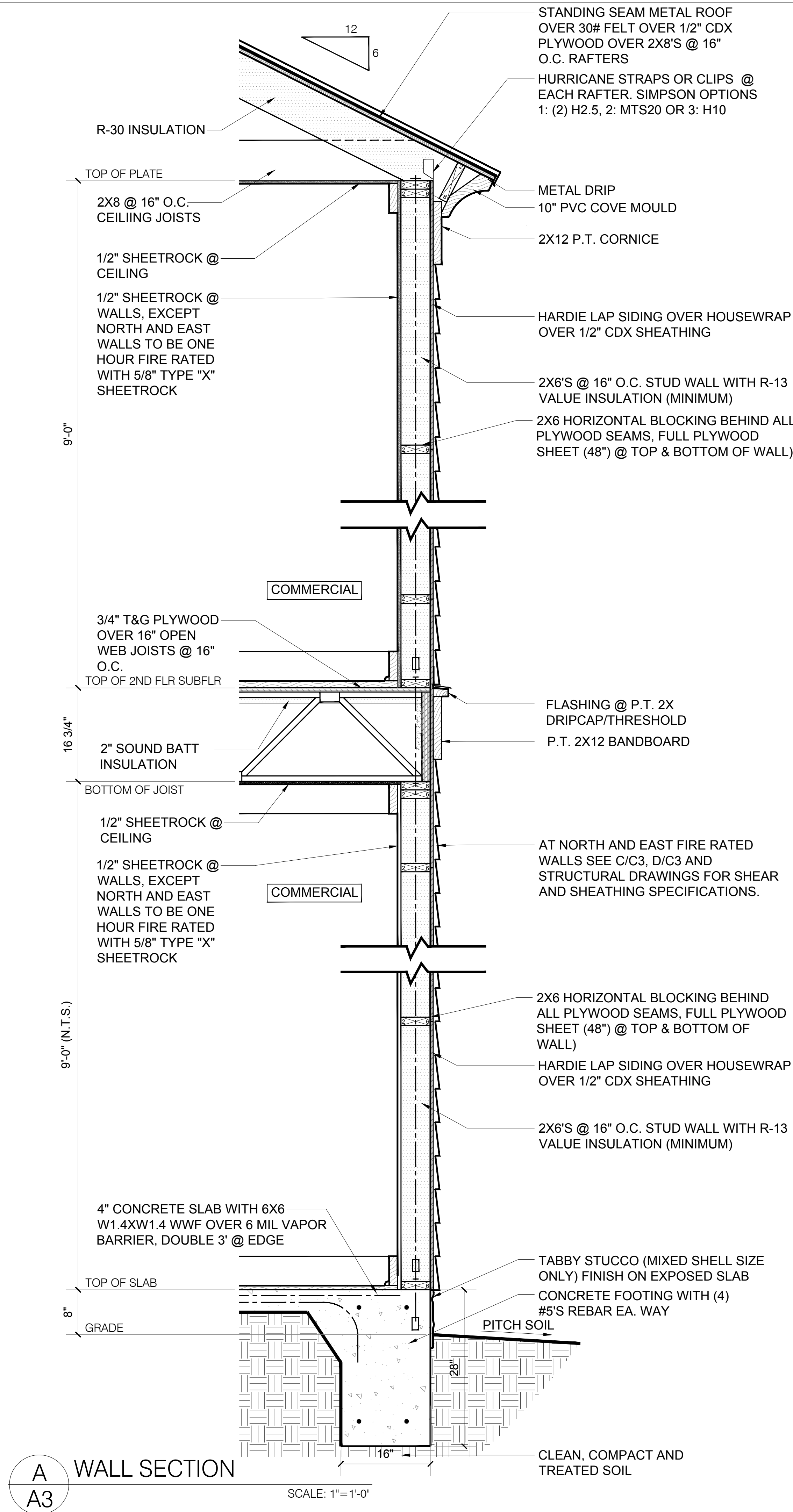
MANUEL STUDIO, LLC
Ansley Hester Manuel, Architect
104 Pritchard Street, Bluffton, South Carolina 29910
843.338.8932 cell manuel.studio@aol.com

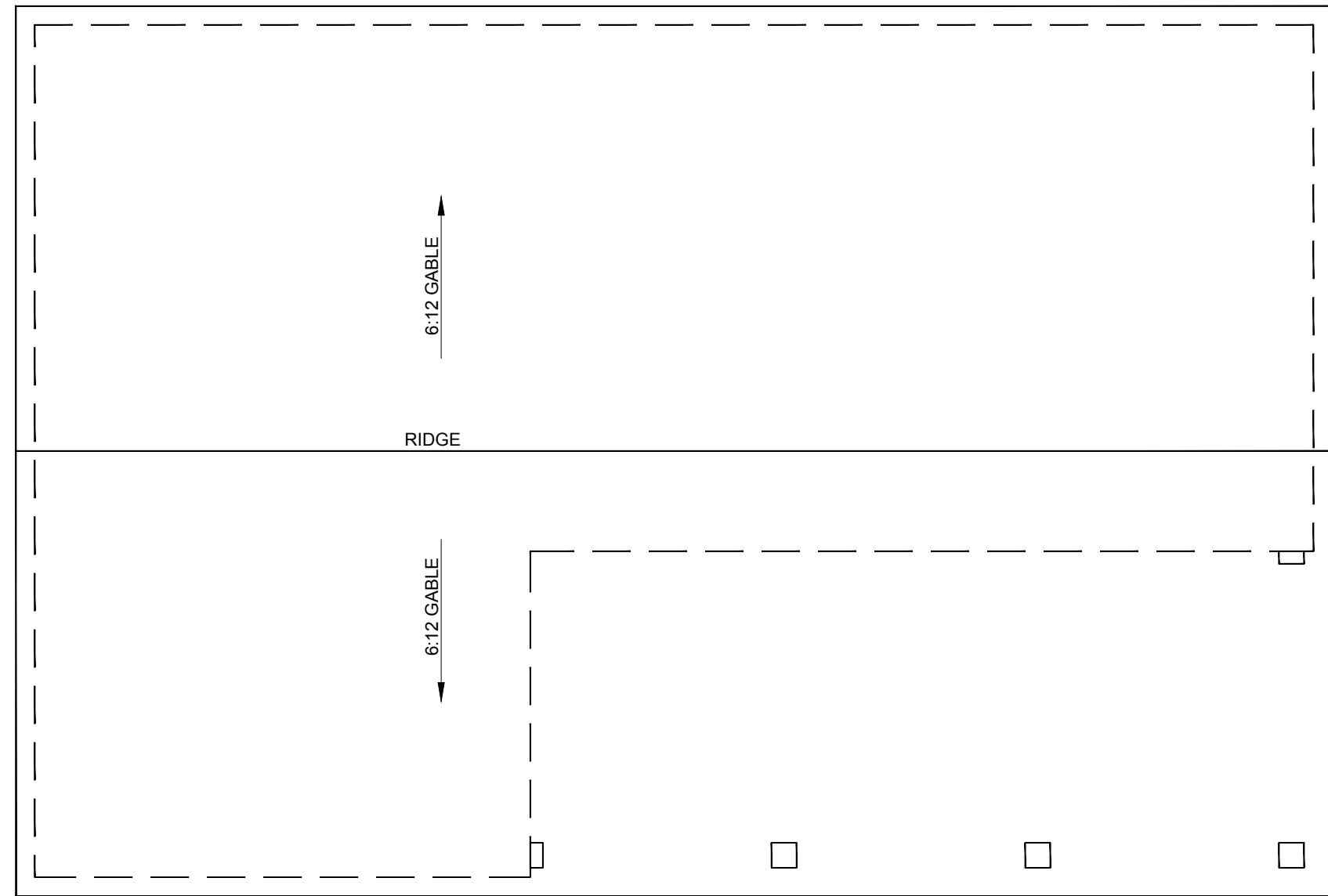
Jeffcoat's Commercial Carriage House
5 LAWTON ST.
BLUFFTON, SC 29910

WALL & PORCH SECTIONS

SHEET

A3

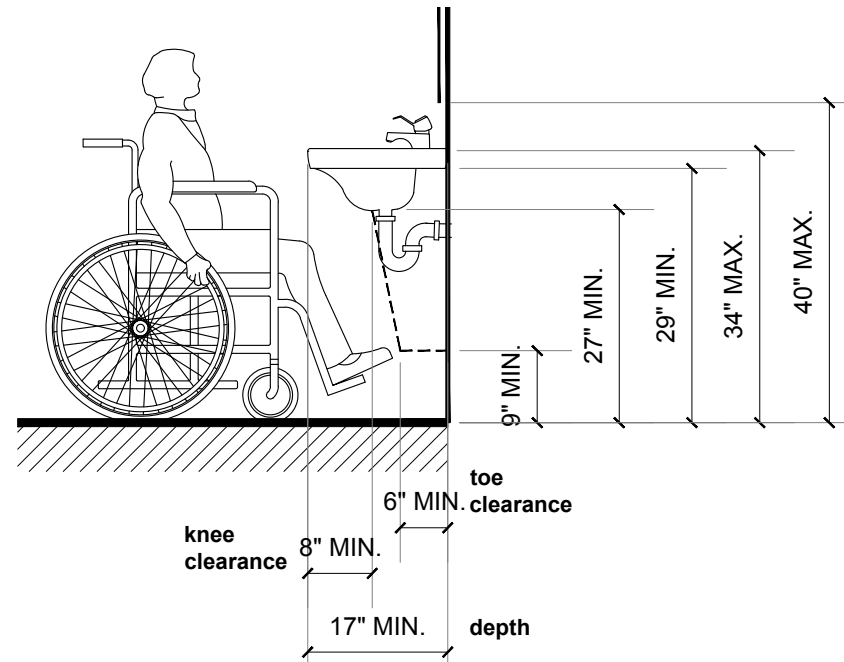




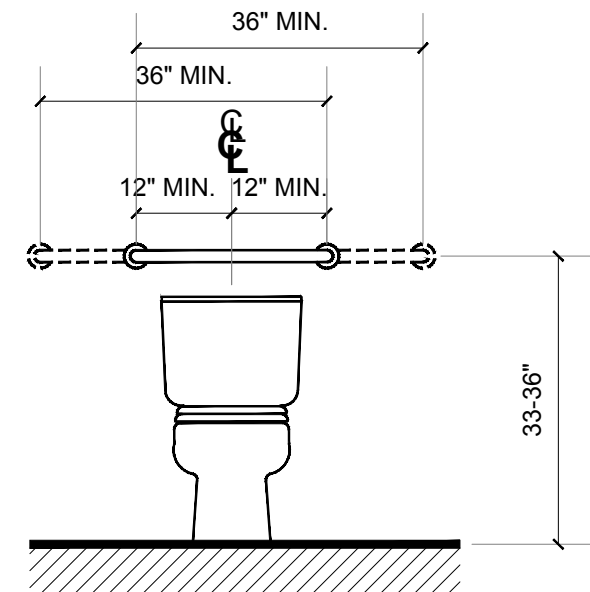
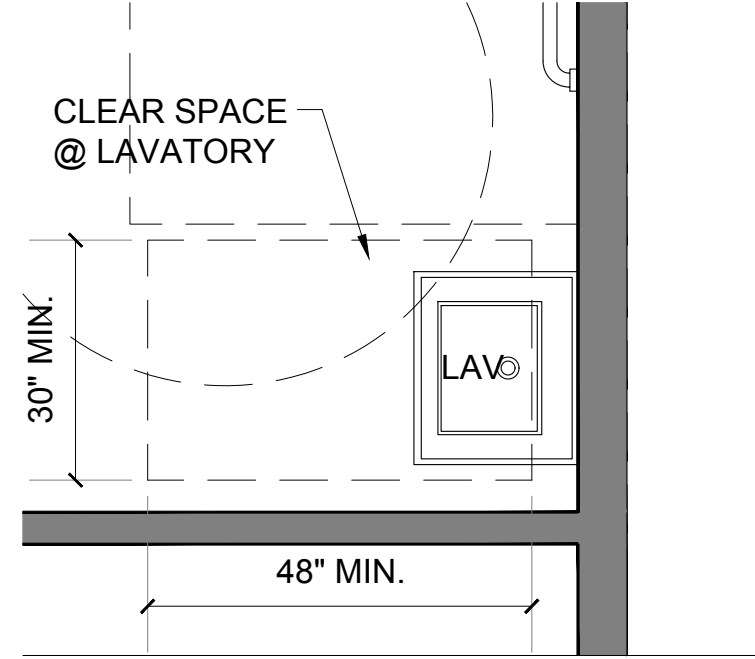
A ROOF PLAN
A4 SCALE: 1/4" = 1'-0"

SEE WALL & PORCH
SECTIONS FOR EAVE AND
RAKE OVERHANGS

Examples of Accessible Door Hardware			
Handle	Pull	Bar	Lever



NOTE: equipment permitted in dashed area



(a) Back Wall

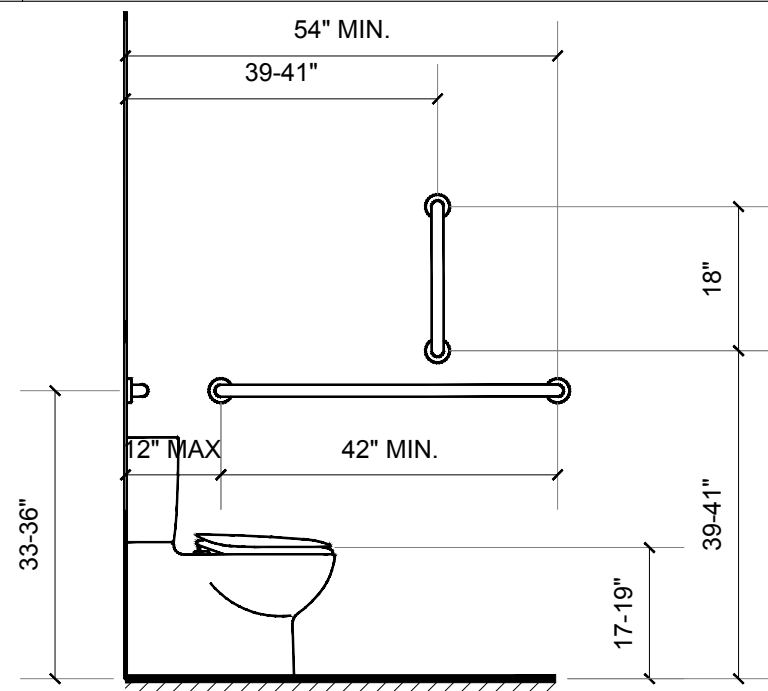


Fig. 12a Seat Height and Grab Bar Locations

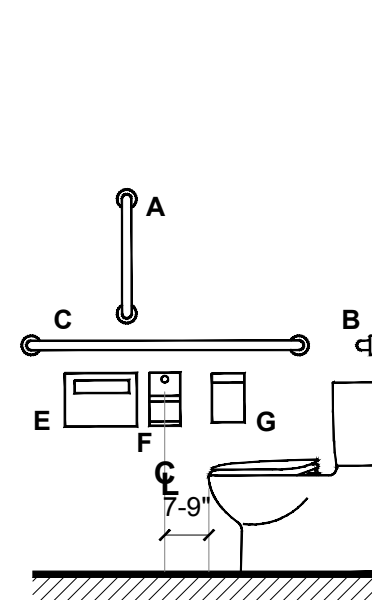


Fig. 12d Surface Mounted Dispensers

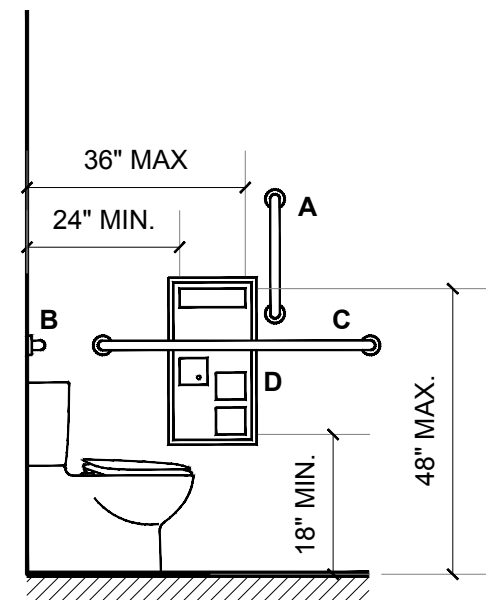
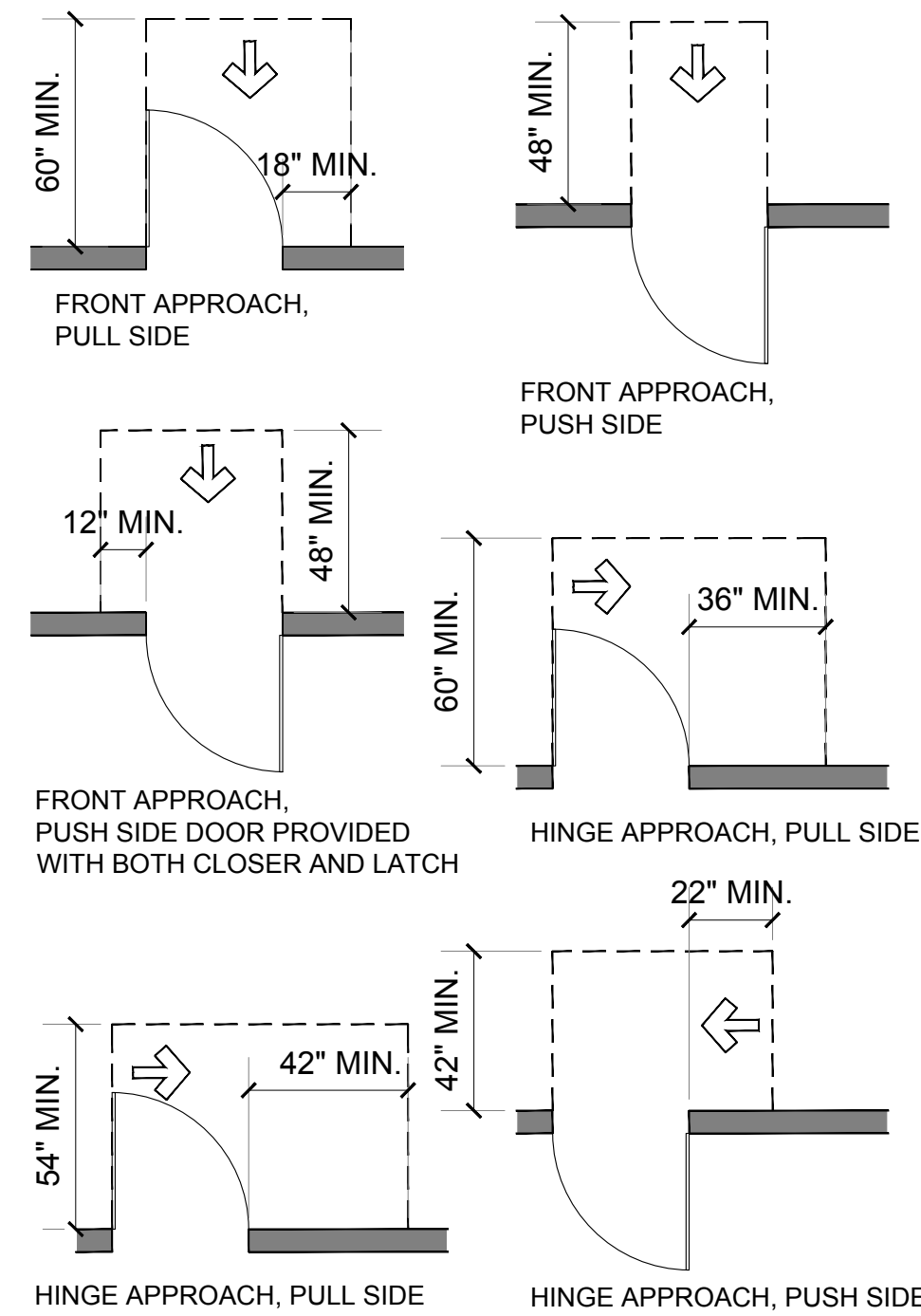
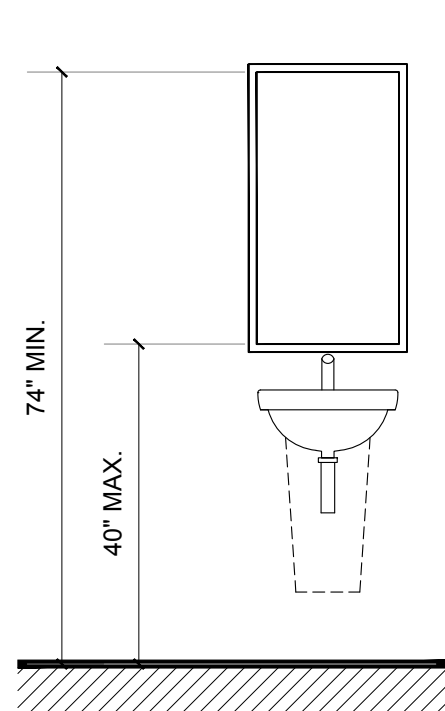
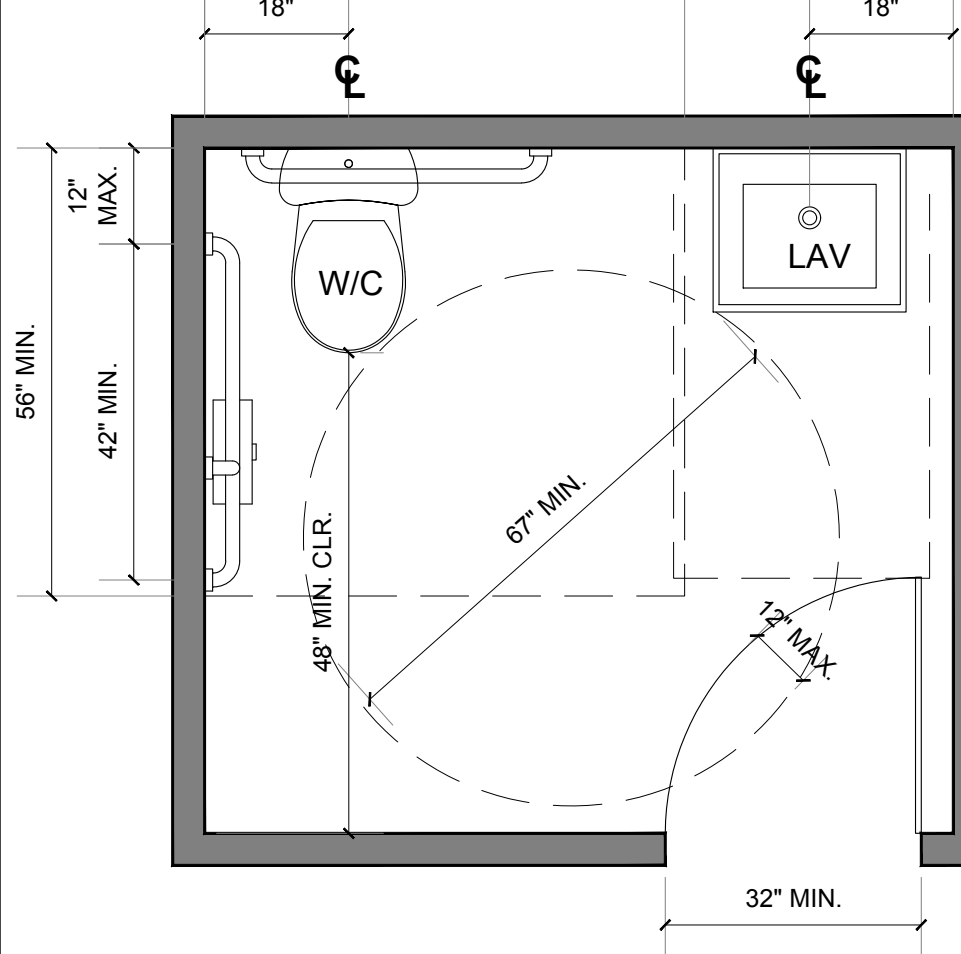


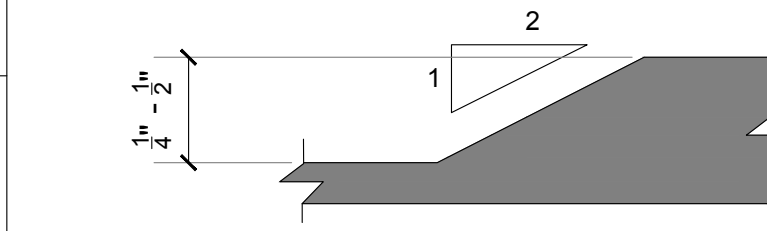
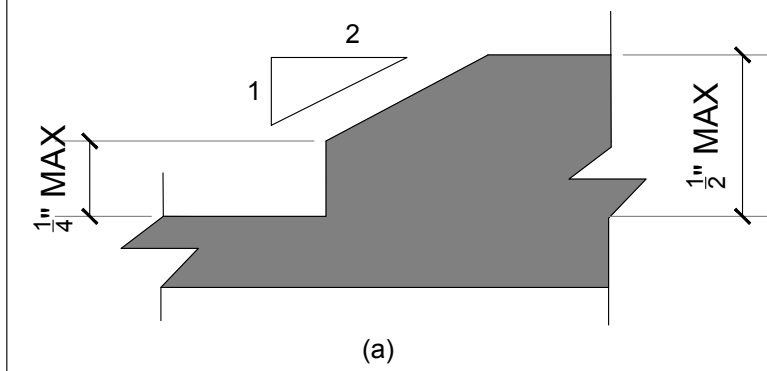
Fig. 12e Recessed Dispensers

LEGEND
A 18" VERTICAL GRAB BAR
B 36" HORIZONTAL GRAB BAR
C 42" HORIZONTAL GRAB BAR
D RECESSED TOILET SEAT
DISPENSER, SANITARY NAPKIN
DISPOSAL, TOILET TISSUE
DISPENSER

E SURFACE MOUNTED TOILET SEAT
COVER DISPENSER (MOUNTS
BELOW GRAB BAR)
F SURFACE MOUNTED MULTI-ROLL
TOILET TISSUE DISPENSER
(MOUNTS BELOW GRAB BAR)
G SURFACE MOUNTED SANITARY
NAPKIN DISPOSAL (MOUNTS
BELOW GRAB BAR)



DOOR APPROACH



DOOR THRESHOLD

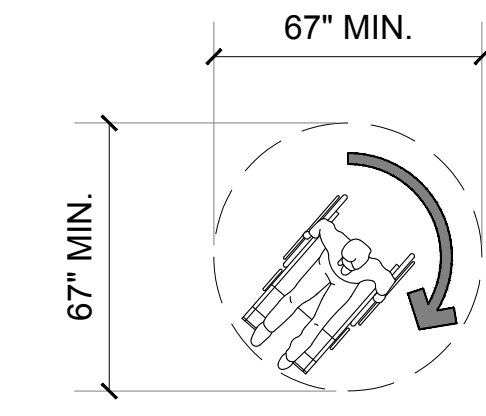
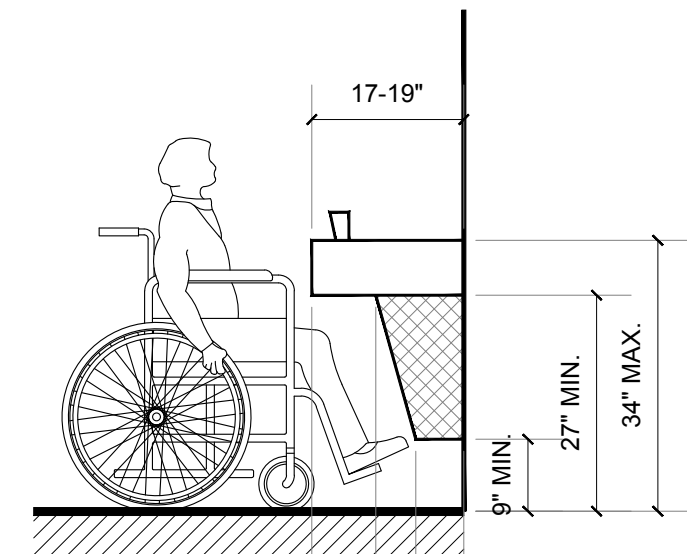
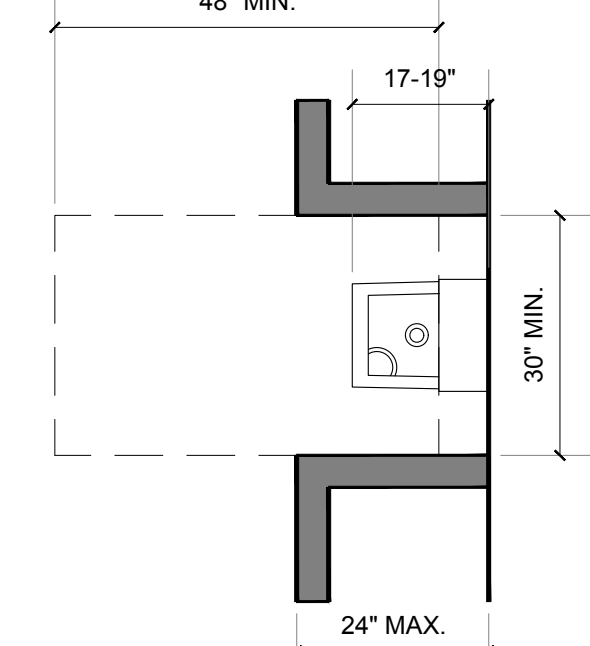


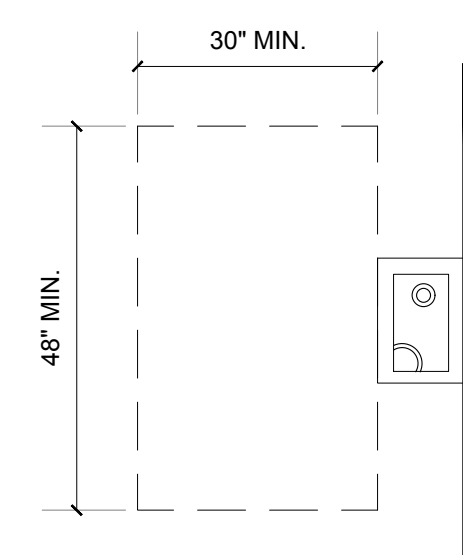
Fig. 2a 60 inch (1525 mm) Diameter Turning Space



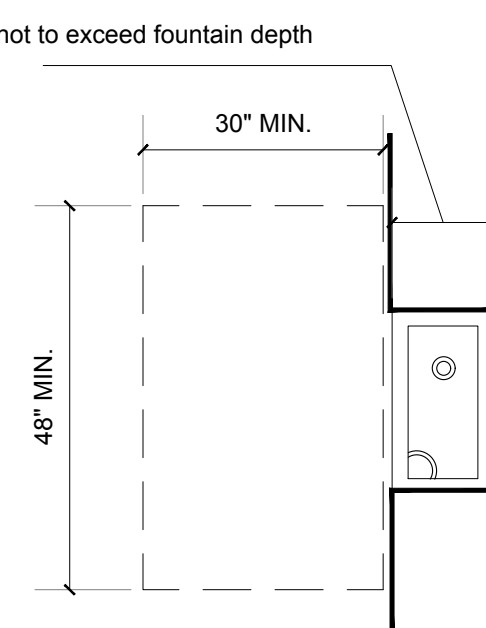
NOTE: equipment permitted in shaded area
(a) Spout Height and Knee Clearance



(b) Clear Floor Space



(c) Free Standing Fountain or Cooler



(d) Built-In Fountain or Cooler



DATE : 7/24/25
8/28/25

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Jeffcoat's Commercial Carriage House
5 LAWTON ST.
BLUFFTON, SC 29910

ROOF PLAN & ANSI ILLUSTRATIONS

SHEET

A-4



PLAN REVIEW COMMENTS FOR COFA-07-25-019856

Section VII. 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

Plan Type: Historic District **Apply Date:** 07/25/2025
Plan Status: Active **Plan Address:** 5 Lawton St Street
BLUFFTON, SC 29910
Case Manager: Charlotte Moore **Plan PIN #:** R610 039 00A 0093 0000
Plan Description: A request by Ansley Manuel (Manuel Studio), Applicant, on behalf James W. Jeffcoat Revocable Trust (Owner) for review of a Certificate of Appropriateness-Historic District, to allow construction of a detached Carriage House of approximately 1,180 SF located at 5 Lawton Street (Parcel R610 039 00A 0093 0000). The property is located in the Old Town Historic District and is zoned Neighborhood Center-Historic District (NG-HD). STATUS (08.04.2025): Concept Plan to be reviewed by HPRC on August 18, 2025.

Staff Review (HD)

Submission #: 1 Recieved: 07/25/2025 Completed: 08/15/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	08/15/2025	Charlotte Moore	Approved with Conditions

Comments:

1. Service Yard: The two compressors on the north side of the building are the service yard, which must be screened and be located no closer than 3'-0" from the property line. Provide a detail to show compliance with UDO Sec. 5.15.5.F.9.
2. Building Height: Show the building height as measured from grade to roof ridge.
3. Foundation: Exposed foundation walls must be finished with brick (bond pattern), tabby stucco (mixed shell size only), or stucco over block or concrete (sand-finished or steel trowel only) per UDO Sec. 5.15.6.G.1.a.
4. Shutterdogs: Provide a shutterdog detail to show compliance with UDO Sec. 5.15.6.M.1.d.
5. Trim Material: Identify the material to be used for the cove mould and the porch bandboard.
6. ADA Compliance: The ADA accessible parking space is located on Lawrence Street—how will ADA access to the Carriage House be provided? Can that space be moved to a more central location on the property for access to the main building and Carriage House?
7. Future Signage: A Site Feature-HD permit will be required for signage (UDO Sec. 3.19 and 5.15.6.Q.)

HPRC Review	08/15/2025	Charlotte Moore	Approved with Conditions
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Comments:

1. Without photos or drawings of the existing main building, it is difficult to ascertain the scale of the new building.
2. The windows on the north and east side appear very small in comparison to the windows on the south and west elevations.
3. The south elevation louver should have a vertical divide like the west elevation.

Beaufort Jasper Water and Sewer Review	08/15/2025	Matthew Michaels	Approved
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Comments:

Comments may be provided with submission of the building permit.

Watershed Management Review	08/15/2025	Andrea Moreno	Approved
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Comments:

Comments may be provided at time of Final Plan.

Section VII. Item #1.

Transportation Department
Review - HD

07/25/2025

Mark Maxwell

Approved

Comments:

No comments

Plan Review Case Notes:



MEMORANDUM

TO: Historic Preservation Commissioners

FROM: Town of Bluffton Growth Management Staff

RE: Site Feature Permits from August 17, 2025 to September 16, 2025

DATE: October 1, 2025

SUMMARY: Town Staff will be updating the Historic Preservation Commission (HPC) monthly on all site feature permits that have been applied for, approved, denied, withdrawn, put on hold, or issued. These permits are reviewed at Staff level.

Address	Description of Application	Staff	Status
6 Promenade St Unit 1005	Doma Architecture & Tribus Interior Design - Signage	Angie Castrillon	Approved
116 Bridge St	Residential Remodel	Charlotte Moore	Applied
1250 May River Rd	Howard Hanna – Signage	Angie Castrillon	Withdrawn
113 Bridge St	Residential - Brick Wall	Angie Castrillon	Applied
6 Promenade St Unit 202	Dillard Jones – Signage	Angie Castrillon	Applied
14 Promenade St Unit 307	Jean Pierre Kilfa – Signage	Angie Castrillon	Applied
48 Lawrence St	Residential Remodel	Angie Castrillon	Approved
216 Bluffton Rd	Hilton Head – Bluffton Chamber of Commerce - Signage	Angie Castrillon	Applied