



## Historic Preservation Review Committee Meeting

Monday, August 18, 2025 at 4:00 PM

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

### AGENDA

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENT**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

1. **5 Lawton Street:** 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). (COFA-07-25-019856) (Staff - Charlotte Moore)

**VI. DISCUSSION**

**VII. ADJOURNMENT**

**NEXT MEETING DATE: Monday, August 25, 2025**

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

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

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

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

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

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



# PLAN REVIEW COMMENTS FOR COFA-07-25-019856

Section V. Item # 1.

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

**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 |
|-------------|------------|-----------------|--------------------------|

### 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.

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

Comments may be provided at time of Final Plan.

Section V. Item # 1.

Transportation Department      07/25/2025      Mark Maxwell      Approved  
Review - HD

**Comments:**

No comments

**Plan Review Case Notes:**