



Historic Preservation Review Committee Meeting

Monday, December 22, 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. 28 Wharf Street:** A request by Malcolm Claxton (Applicant), on behalf of David Meeder (Owner), for review of a Certificate of Appropriateness-Historic District to allow the renovation and expansion of an existing 1-story house of 1,157 SF and construction of a new 2-story detached Carriage House of approximately 538 SF located at 28 Wharf Street (Parcel R610 039 00A 0093 0000). The property is located in the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD). (COFA-08-25-019913) (Staff-Charlotte Moore)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, December 29, 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.



PLAN REVIEW COMMENTS FOR COFA-08-25-019913

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:** 08/29/2025

Plan Status: Active **Plan Address:** 28 Wharf St Street
BLUFFTON, SC 29910

Case Manager: Charlotte Moore **Plan PIN #:** R610 039 00A 0182 0000

Plan Description: A request by Malcolm Claxton (Applicant), on behalf of David Meeder (Owner), for review of a Certificate of Appropriateness-Historic District, to allow the renovation and minor expansion of an existing 1-story house o 1,157 SF and construction of a new 2-story detached Carriage House of approximately 538 SF located at 28 Wharf Street (Parcel R610 039 00A 0093 0000). The property is located in the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD).
STATUS(09.10.2025): The Concept Plan is scheduled for review by the HPRC on September 29, 2025.
STATUS (09.29.2025): HPRC meeting held. A second Concept Plan submission will be required.
STATUS (12.02.2025): Second Concept Plan submitted. HPRC meeting to be held December 8, 2025.

Staff Review (HD)

Submission #: 2 Recieved: 12/05/2025 Completed: 12/05/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	12/05/2025	Charlotte Moore	Approved with Conditions

Comments:

- On the site plan, show the area of the proposed expansion.
- The electric meter must be screened from public view. (UDO Sec. 5.15.5.F.9.)
- Identify materials to be used for the stairs.
- The window material is identified on the application as vinyl but is not included on the Concept Plan. Show the material on Final Plan.
- The door material is identified on the application as wood (fir) but is not included on the Concept Plan. Show the material on Final Plan.
- The shutter material is not identified. Shutters must be wood. Alternatively, a wood composite material may be possible if it is demonstrated that the shutter material is equal or better quality than traditional building materials (UDO Sec. 5.15.6.M.).
- Cornerboard and water table details are inadequate. Conerboards must be beaded or ¼ round inset trim and have a 5/4 back-banding (UDO Sec. 5.15.6.N.3. and 5.).
- Revisit the wall section to show UDO compliance with details to include the soffit (configuration must be beaded or v-grooved per UDO Sec. 5.15.6.P.5. and), frieze board (must project beyond the siding per UDO Sec. 5.15.6.P.8.), drip board material (copper or a material that is painted to match the water table trim per UDO Sec.5.15.6.N.7.).
- Provide foundation vent details to show compliance with UDO Sec. 5.15.6.O. Vents should be aligned with window and door openings where possible.
- The carriage house balcony has a clearance of 8'-6"; the requirement is 10'-0" (UDO Sec. 5.15.6.E.1.b.)
- Provide a bracket detail that includes material to be used and dimensions.
- For the Final Plan, provide an updated COFA application that includes all required Final Plan items identified in the checklist. Additionally, provide a written response to these HPRC comments. The Final Plan will not be scheduled for Historic Preservation Commission review until all required items are received, and are complete.

HPRC Review	12/05/2025	Charlotte Moore	Approved with Conditions
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Comments:

1. Foundation: Consider piers under the new porch instead of solid foundation wall. For the foundation wall, identify the material to be used.
2. Porch Columns: Restudy the porch columns; if the ratio works, eliminate one of the columns.
3. Porch: The porch floor needs trim banding finish over the floor beam to provide scale.
4. Windows: Add a sill and drip cap to the window casing detail.
5. Windows and Doors: Window and door grid patterns must match the drawings for final install.
6. Material Sizes: Details must show the sizes of materials; most items are labeled "1x" or "2x". Provide the width of the boards as well, such as "1x6" or 2x8.
7. Vents: Add gable vents to the garage to match the house.

Submission #: 1 Recieved: 08/29/2025 Completed: 09/25/2025

<i>Reviewing Dept.</i>	<i>Complete Date</i>	<i>Reviewer</i>	<i>Status</i>
Growth Management Dept Review (HD)	09/25/2025	Charlotte Moore	Revisions Required

Comments:

1. Overall, the Concept Plan lacks sufficient detail to ensure full compliance with the Unified Development Ordinance (UDO). As such, the Concept Plan must be revised for a second review by the HPRC before the Final Plan will be scheduled for Historic Preservation Commission review. The designer must reference UDO Sec. 5.15.5 and 5.15.6. Please submit the plan as one PDF instead of multiple pages and include floor and roof plans for both structures, as well as elevations with existing and finished grades. Provide a response to all applicable comments.
2. Utilities: The power pole and telephone utilities will need to be relocated for the proposed driveway.
3. Setbacks: The carriage house, which includes the cart parking, must be at least 5'-0" from property lines. The rear setback is shown as 3'-2" from the property line and cannot be approved with a variance from the Zoning Appeals Board.
4. Landscape Plan: Landscaping must comply with UDO Sec. 5.3. This includes but is not limited to: 1) A foundation planting area at least 8 feet wide shall be maintained along the front elevation, incorporating a mixture of trees, shrubs, and ground covers in order to soften the building façade (UDO Sec. 5.3.7.E.1.); 2) A street canopy tree must be provided every 50 feet (UDO Sec. 5.3.7.A.1.); and, 3) A tree canopy with a minimum of 75% lot coverage, not including roof tops, shall be provided where land disturbance is proposed for sites less than one (1) acre. Tree canopy is the mature canopy of any existing trees to be saved, including trees located within a required buffer, together with the mature canopy of proposed replacement trees (UDO Sec. 5.3.7.G.1.). This can be provided with the Final Plan.
5. Service Yard: Show the service yards for both the carriage house and the main house. Service yards must be screened as required by UDO Sec. 5.15.5.F.9.
6. Windows: Fixed windows are not permitted (shown on right and rear elevations) (UDO Sec. 5.15.5.6.I.). The rear window should be double hung to match the adjacent window. Provide a window schedule. Consider the addition of shutters to provide visual interest.
7. Doors: Identify the door material for the main house and the garage door. The application states "fir wood" for all doors and the garage door is not identified. The front door shows as a 6-panel door—is this correct?
8. Provide Details: Additional details are needed for both the main structure and the carriage house to ensure compliance with UDO requirements, including: corner board (UDO Sec. 5.15.6.N.), wall section through the eave depicting material configuration and dimension, main structure foundation (application indicates piers/tabby for main structure but hog board is also shown—it isn't clear how this will be done, UDO Sec. 5.15.6.O.); stair, railing (UDO Sec. 5.15.6.O) and bracket details.

HPRC Review	09/22/2025	Charlotte Moore	Revisions Required
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Comments:

1. Include a plan that shows the existing structure and the addition so that it is clear what is changing. Also, provide existing elevations and an elevation of both the main structure and carriage house to view the relationship.
2. The house roof form should be consistent front and rear. If the front elevation is changed to have a gable form, the rear elevation should be a gable as well.
3. Clarify the intent of the gable vent on the main structure. Architectural details in the historic district should be functional or have the appearance of full functionality. A false vent made of lap siding is not an acceptable detail.
4. The existing structure has small vents—will the foundation wall be removed to create piers and add hogboard?
5. The carriage house is both out of scale with the house and of a significantly more complex architecture, including roof lines. Restudy the design with a steeper pitched roof and a low bearing to create 1 ½ story massing with dormers. The tiered nature of the cart parking and the cantilevered bay above is visually uncomfortable and too busy given the simple nature of the home.
6. The bottom of the bay comes through the shed roof on the carriage house. Consider adding a beam and wall at the end to hide this.

Beaufort Jasper Water and Sewer Review 09/22/2025 Matthew Michaels Approved with Conditions

Comments:
Comments may be provided at time of building permit.

Watershed Management Review 09/22/2025 Samantha Crotty Approved with Conditions

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

Transportation Department Review - HD 08/29/2025 Mark Maxwell Approved

Comments:
No comments

Plan Review Case Notes: