



Historic Preservation Review Committee Meeting

Monday, February 23, 2026 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. 95 Green Street (COFA-08-24-019275):** A request Glenda Mikulak Roberts (Applicant and Owner) for review of a Certificate of Appropriateness - HD to construct a new 2-story house of approximately 1,987 SF at 95 Green Street, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. This is a second Concept Plan review. (Staff - Charlotte Moore)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, March 2 , 2026

“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-08-24-019275

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:	08/09/2024
Plan Status:	Active	Plan Address:	95 Green St Street BLUFFTON, SC 29910
Case Manager:	Charlotte Moore	Plan PIN #:	R610 039 00A 0347 0000
Plan Description:	A request by Glenda Mikulak Roberts (Applicant and Owner), for review of a Certificate of Appropriateness - HD to construct a new 2-story house of approximately 1,987 SF at 95 Green Street, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. Status: Application is being reviewed and has been placed on the September 3, 2024 HPRC Agenda. Status (9/4): Awaiting Final Plan submission. STATUS (02.20.2026): Second Concept Plan to be reviewed by HPRC on February 23, 2026.		

Growth Management Comments

- 1) **Square Footage:** The main house is shown as 1,987SF. This does not include the half-story square footage which is identified as an unfinished loft. The loft square footage must be included in the overall square footage even if it is not heated.
- 2) **Sections:** Label all materials and dimensions on all wall sections.
- 3) **First Floor and Porch Height:** Finished floor height must be a minimum of 3'-0" above the average adjacent sidewalk grade (UDO Sec. 5.15.5.F.1.c.) and the porch must be at least 30'-0" above the average grade (UDO Sec. 5.15.6.E.5). Because they are lower (2'-0" and 1'-7", respectively), the Green Street elevation seems awkward. Piers are just 1'-2" in height. Railings and handrails are unnecessary at this height; consider removing.
- 4) **Front Porch Columns:** Six columns seem excessive, especially with a width of one foot.
- 5) **Chimney:** The chimney is disproportionately large for the scale of the main residence. Decrease the width and consider applying two smaller bishop's caps instead of a single, large bishop cap. the chimney cap must not be visible from the street. (UDO Sec. 5.15.6.E.8)
- 6) **Building Walls:** Gables on left elevation show the rear gable with board and batten and the right gable with horizontal lap siding. Change the left gable to match the right gable.
- 7) **Trim:** Some trim details are identified as Azek and others are "Hardie Plank or Azek". Azek is not an approved material in the UDO and will require a determination by HPC (UDO Sec. 5.15.6.G.3). Where details state "Hardie Plank or Azek", specify one material.

- 8) **Windows:** Window material has not been identified. The application references “clad.” The window schedule includes the manufacturer’s name and window names, but materials aren’t identified (UDO Sec. 5.15.6.I.) Additionally, certain windows are fixed, which is not a permitted configuration (e.g., middle dormer window on the front elevation; the window above the living plant wall is unclear). There are also two long windows on both sides of the French door on the left elevation which are fixed.
- 9) **Doors:** Doors are identified as “clad” but material is not provided. Update door schedule to reflect a material permitted by UDO 5.15.6.I.2.b.
- 10) **Roof:** Roofing materials are currently labelled as “varies”. The application notes that “fiberglass shingles” are proposed, yet standing seam metal is also proposed for the shed roof at the porch and the dormers. Revise to accurately reflect roofing material based on a permitted material in UDO Section 5.15.6.J.2.
- 11) **Skirting & Underpinning:** Skirting is proposed but the application shows “n/a” for material, configuration, and dimensions. Label materials and dimensions on plans and update application when resubmitting. Material and placement must be consistent with UDO Sec. 5.15.6.O.
- 12) **Soffit:** Add soffit configuration on wall section (sheet 1/A4.2). Soffits should be beaded or v-groove tongue & groove (UDO Sec. 5.15.6.P.5). Preliminary application states “n/a” for soffit details.
- 13) **Pavers:** Provide manufacturer cut sheet for proposed tabby pavers.
- 14) **Final Submission:** The drawings must be revised for the Final Plan submission to the HPC. With the Final Plan, provide a written response to these comments, as well as all items noted in the COFA application checklist. Include dimensions and materials for all building elements. Systems information is unnecessary. The Final Plan will not be scheduled for the HPC until such time as a complete application is provided.

HPRC Comments

- 1) **Sections:** Clarify which part of the main residence is being depicted in Typical Wall Section 2.
- 2) **Porches:** On the front elevation, bring the header on the right side of the porch down to be even with the left elevation header or bring the entire porch roof down. The current conformation makes it look too tall.
- 3) **Walls:** The rear elevation wall is too flat and should have some relief, rather than one long, straight wall.
- 4) **Windows:** a) Elongate the front elevation window (pantry window) to match the dimensions of the laundry/entry room window. b) The windows underneath the gables on the front elevation are too small for the space. Consider adding shutters or

replacing them with double windows; and, c) Consider adding another window on the rear elevation to break up blank wall.