



Historic Preservation Review Committee Meeting

Monday, June 09, 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. **4 Head of the Tide:** A request by Andrew Brown, Applicant, on behalf of Henry Savage, Owner, for review of a Certificate of Appropriateness - HD to expand the existing kitchen of a main residence by enclosing a 126 square foot portion of an existing side porch at 4 Head of the Tide, in Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD.(COFA-05-25-019747) (Staff - Sam Barrow)
2. **43 Thomas Heyward Street:** A request by GTH Construction, Applicant, on behalf of Megan C. Beach, Owner, for review of a Certificate of Appropriateness - HD to convert a portion of the attic space of an existing main residence into an additional bedroom and bathroom of approximately 240 square feet at 43 Thomas Heyward Street, in Old Town Bluffton Historic District and zoned Neighborhood General-HD.(COFA-05-25-019752) (Staff - Sam Barrow)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, June 16, 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-05-25-019747

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:** 05/13/2025
Plan Status: Active **Plan Address:** 4 Head Of The Tide
BLUFFTON, SC 29910
Case Manager: Charlotte Moore **Plan PIN #:** R610 039 000 0295 0000
Plan Description: A request by Andrew Brown, Applicant, on behalf of Henry Savage, Owner, for review of a Certificate of Appropriateness - HD to expand the existing kitchen of a main residence by enclosing a 126 square foot portion of an existing side porch at 4 Head of the Tide, in Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. (COFA-05-25-019747)
STATUS (06.01.2025): Concept Plan to be reviewed by HPRC on 06.09.2025.

Staff Review (HD)

Submission #: 1 Recieved: 05/13/2025 Completed: 06/06/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	06/06/2025	Charlotte Moore	Approved with Conditions
Comments: 1. Fiberglass is not a permitted door material. UDO Sec. 5.15.6.G.2.b. allows wood, metal or metal-clad. 2. Fixed windows are not a permitted operation. Consider casement or tilt windows to comply with UDO Sec. 5.15.6.G. 3. The hood vent must be painted to match the color of the shingles. 4. Provide the window and door schedules with the Final Plan. 5. Exterior materials are proposed to match the existing house. Provide those materials on the plans. 6. Provide all information indicated on the COFA-HD application for the Final Plan submission. Incomplete submissions will not be scheduled for an HPC meeting until all required items are received. The next HPC submission deadline is July 9 for the August 6 meeting.			
Watershed Management Review	06/06/2025	Samantha Crotty	Approved with Conditions
Comments: Comments may be provided at time of building permit/stormwater permit review.			
Beaufort Jasper Water and Sewer Review	06/06/2025	Matthew Michaels	Approved
Comments: No Comments			
HPRC Review	06/06/2025	Charlotte Moore	Approved
Comments: No comments.			
Transportation Department Review - HD	05/13/2025	Mark Maxwell	Approved
Comments: No comments			

Plan Review Case Notes:



PLAN REVIEW COMMENTS FOR COFA-05-25-019752

Section V. Item # 2.

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

Plan Type: Historic District **Apply Date:** 05/14/2025
Plan Status: Active **Plan Address:** 43 Thomas Heyward St Street
BLUFFTON, SC 29910
Case Manager: Sam Barrow **Plan PIN #:** R610 039 00A 0398 0000
Plan Description: Current attic space to be remodeled as 1 bedroom and 1 bathroom.

Staff Review (HD)

Submission #: 1 Received: 05/14/2025 Completed: 06/09/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	06/09/2025	Sam Barrow	Approved with Conditions

Comments:

1. Per UDO Sec. 5.15.5.F.1.d and UDO Sec. 5.15.5.F.1.e, the minimum ceiling height should be at least 8'. Submitted plans indicate 7' maximum ceiling height decreasing to 5'6" at the window. HPC will need to determine if this is permissible. South Carolina Building Code may permit a lower ceiling height depending on the percentage of livable space and purpose of the room. Revise the building elevations to reflect room dimensions and height not including window seat, closet and recessed fixture. Recommend Applicant consult directly with Town of Bluffton Building Safety to ensure enough space is available prior to continuing with tis application.

2. All materials must match the materials used for the existing house (roof, wall cladding, trim, windows). Show all materials with the Final Plan.

HPRC Review	06/09/2025	Charlotte Moore	Approved with Conditions
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Comments:

1. The windows in the bay lack a relationship to the windows beneath. Consider aligning them and, perhaps, remove one of the windows and move the double windows over.

2. Change the windows to double hung to match the windows below.

Watershed Management Review	06/06/2025	Samantha Crotty	Approved with Conditions
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Comments:

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

Beaufort Jasper Water and Sewer Review	06/09/2025	Matthew Michaels	Approved
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Comments:

No Comments.

Transportation Department Review - HD	05/15/2025	Mark Maxwell	Approved
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Comments:

No comments

Plan Review Case Notes: