



Historic Preservation Review Committee Meeting

Monday, October 27, 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 Garfields Way:** A request by Scott Middleton (Southern Coastal Homes), Applicant, on behalf of Paula Stewart, Owner, for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story 2,621 SF main house and a 264 SF carriage house at 5 Garfields Way. The property is located in the Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-10-25-019966) (Charlotte Moore - Staff)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, November 3rd, 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-10-25-019966

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:** 10/02/2025
Plan Status: Active **Plan Address:** 5 Garfields Way Way
BLUFFTON, SC 29910
Case Manager: Charlotte Moore **Plan PIN #:** R610 039 00A 0407 0000
Plan Description: A request by Scott Middleton of Southern Coastal Homes (Applicant) on behalf of Paula Stewart (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story 2,621 SF main house and a 264 SF carriage house at 5 Garfield's Way. The property is located in the Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). STATUS (10.06.2025): Concept Plan scheduled for 10.27.2025 HPRC meeting.

Staff Review (HD)

Submission #: 1 Recieved: 10/02/2025 Completed: 10/24/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Beaufort Jasper Water and Sewer Review	10/24/2025	Matthew Michaels	Approved with Conditions

Comments:

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

Growth Management Dept Review (HD)	10/24/2025	Charlotte Moore	Approved with Conditions
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Comments:

1. Owner Authorization: As the owner of the property is 5 Garfields Way, LLC, authorization to allow Southern Coastal Homes to act as the applicant is required.
2. It appears that the UDO was not referenced in the development of the drawings as the building is not character building types permitted in the NG-HD zoning district and various elements are inconsistent as noted herein.
3. Front Walkway: The portion of the walkway located off-site encroaches onto private property and will require an easement.
4. Foundation: The main structure foundation height is approximately 2'-3/4"; the foundation must have a first finished floor height raised a minimum of 3'-0" above the average adjacent sidewalk grade (UDO Sec. 5.15.5F.1.c.). Building height is measured from grade.
5. Service Yard: If electric meters are to be located in the service yard, the gate will need to be removed. Will garbage/recycling be stored in this service yard? If not, provide second service yard location and details.
6. Shutters and Window Trim: The use of shutters and trim appears somewhat indiscriminate—both used on the first-floor elevation at the porch but not the second story. Shutter material must be wood (UDO Sec. 5.15.6.M.) and shutters sized to match openings (UDO Sec. 5.15.6.M.a.). The shutters on the ground floor right elevation are slightly undersized.
7. Porches: A portion of the front porch has a depth of only 4'-0"; the minimum required depth is 6'-0" (UDO Sec. 5.15.6.E.5.a.). The stoop that extends across the rear elevation is not a traditional configuration for Old Town nor does it have the depth required of a porch.
8. Walls: The panels used at the windows under the front elevation gable do not have a material identified. The use of shutters for these windows would be more in keeping with the character of Old Town.
9. Windows: Window operations have not been identified. The two horizontal windows on the first floor right elevation are inconsistent with the vertical window and have not been identified by operation. Slider windows are not permitted. See UDO Sec. 5.15.6.I.3. for permitted window types and operations.
10. Roof: What is the roof material of the shed roof over the rear doors?
11. Fence: With a pool, will a fence be provided? If so, compliance with UDO Sec. 5.15.6.K. is required.
12. Details: Provide all required details to ensure the materials, configurations and operations comply with the UDO, including but not limited to a window and door schedule (UDO Sec. 5.15.6.I.), columns and railings (UDO Sec. 5.15.6.H.), corner and water table details (UDO Sec. 5.15.6.N), and a wall section through the eave to show compliance with applicable UDO sections, including UDO Sec. 5.15.6.P (cornices, soffits and friezes). Provide information regarding the hardscape, pergolas, and brick.
13. For the Final Plan, a Landscape Plan will be required that shows 75% tree canopy coverage (not including rooftops) as well as a eight-foot-wide landscaped area along the front foundation that includes a mixture of trees, shrubs and ground cover (UDO Sec. 5.3).
14. Second Concept Plan Review: Given the number of comments, a second Concept Plan review by the HPRC will be required.

HPRC Review

10/24/2025

Charlotte Moore

Approved with Conditions

Comments:

1. Foundation: The front stucco foundation is long and should be restudied.
2. Chimney: The chimney is too wide and should transition to become square above the lower roof.
3. Siding: Second floor siding is lap in the rear and board and batten on the sides. A similar pattern also occurs on the ground floor master bedroom elevations. Siding should be consistent on all elevations.
4. Porch: Porch bays should be of vertical proportions. The heavy horizontal elements in the screened porch create a horizontal aesthetic which is inconsistent with the Historic District and the intent of the UDO. Additionally, the columns should be tight against the wall to avoid the small sliver of screen.
5. Windows: There are several windows with horizontal lite configurations that are inconsistent with the UDO, specifically the bottom sash of the shorter double hung windows. Window proportions must be more consistent, including making the windows on the front gable end taller than the windows on the first floor.
6. Water Table: The excessively tall and double staked water table skirt boards are inconsistent with Old Town architecture and the UDO.
7. Corner Boards: The 8" wide corner boards are very heavy and inconsistent with historic board and batten applications where the corner boards would be smaller (more similar to the battens) than exaggeratedly wider.
8. Vents: Decorate vents must be detailed to have the appearance of a functional wood louver vents.
9. Railing: Cable rail railings are not consistent with the UDO.
10. Trellis: Show trellis in garage elevation.
11. Brackets: Increase the size of the brackets at the rear doors of the main structure as they are too small. Provide a detail of the brackets at the garage and consider adding them to the main house so that they are not foreign.

Watershed Management Review

10/24/2025

Andrea Moreno

Approved with Conditions

Comments:

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

Transportation Department
Review - HD

10/03/2025

Mark Maxwell

Approved

Comments:

No comments

Plan Review Case Notes: