

Historic Preservation Commission Meeting

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

June 11, 2025

I. CALL TO ORDER

Chairman Goodwin called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Chairman Evan Goodwin

Vice Chairman Joe DePauw

Commissioner Carletha Frazier

Commissioner Tim Probst

Commissioner Debbie Wunder

Commissioner Lisa Sulka

ABSENT

Commissioner Jim Hess

III. ADOPTION OF MINUTES

1. May 7, 2025 Minutes

Commissioner Frazier made a motion to adopt the minutes as written.

Seconded by Vice Chairman DePauw.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder

Voting Abstaining: Commissioner Sulka

All were in favor and the motion passed.

2. May 19, 2025 Special Meeting Minutes

Commissioner Frazier made a motion to adopt the minutes as written.

Seconded by Vice Chairman DePauw.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder

Voting Abstaining: Commissioner Sulka

All were in favor and the motion passed.

IV. PUBLIC COMMENT

Lori Guscio, 75 Pritchard St, Bluffton - Ms. Guscio spoke about the concerns over the project located at 71 Bridge St and how it could affect her property.

V. OLD BUSINESS

VI. NEW BUSINESS

1. **82 Pritchard Street:** A request by Keith Martelli (Martelli Architects), on behalf of the Owners, Mark and Kim Driscoll, for approval of a Certificate of Appropriateness-HD to alter an existing 2-story garage (Carriage House) of approximately 1198 square feet located at 82 Pritchard Street, in Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD District. (COFA-02-25-019576) (Staff - Charlotte Moore)

Staff presented. The applicant was present. The Commission asked for clarification on what window and door materials would be used.

Vice Chairman DePauw made a motion to approve the application with the following conditions:

1. Provide window materials and operations to show compliance with UDO Sec. 5.15.6.I.2.a. and 3.b.
2. Provide door material for the entry door and French doors to show compliance with UDO Sec. 5.15.6.I.2.b.
3. Provide a stair and railing detail to show compliance with UDO Sec. 5.15.6.H.
4. Show the exposed patio foundation with a brick veneer in a bond pattern to match the foundation of the main residence to comply with UDO Sec. 5.15.6.G.1.

Seconded by Commissioner Frazier.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

2. **32 Tabby Shell:** A request by Drew Vann (Palmetto Star Construction), on behalf of owner, Scott Ready, for review of a Certificate of Appropriateness-Historic District, to allow the construction of a new 2-story Carriage House of approximately 1,162 enclosed square feet at 32 Tabby Shell Road (Lot 17) in the Tabby Roads Development. The property is zoned Neighborhood General-HD (NG-HD) and is in Old Town Bluffton Historic District. (COFA-03-25-019654) (Staff - Charlotte Moore)

Staff presented. The applicant was present. The commission had questions regarding the soffit material being used and what kind of trees would be removed.

Commissioner Probst made a motion to approve the application with the following conditions:

1. The service yard must be relocated from underneath the stairs and screened in compliance with UDO Sec. 5.15.5.F.
2. Provide the material to be used for the horizontal boards underneath the staircase and comply with the configuration requirements of Tabby Roads HARB, to include placement of boards at least 1" behind posts and spacing no greater than 0.5" between boards.
3. Remove the notation "Final Stair Design To Be Determined On-site."

4. An exposed foundation must match the tabby shell foundation of the main residence and must be mixed shell size (UDO Sec. 5.15.6.G.1).
5. Change entry doors from fiberglass to wood, metal and/or metal-clad to comply with UDO Sec. 5.15.6.I.2.b.
6. Update the window schedule to indicate that vinyl windows are proposed.
7. Provide the soffit configuration to beaded or v-groove tongue and groove per UDO Sec. 5.15.6.P.5.
8. Revise the roof overhang to 18" and the frieze board to 2x10 trim per the requirements of the Tabby Roads HARB.
9. Show that a minimum of 75% tree canopy coverage at maturity will be provided for the entire lot not to include roofs (UDO Sec. 5.5.3.G.1.).
10. Submit a Tree Removal Permit application to remove trees that are 14" or greater in diameter at breast height (UDO Sec. 3.22.2.B.3.).
11. Proof of final approval by Tabby Roads HARB will be required.
12. Update the Bracket detail to change the separate from one (1') foot to four (4") inches.

Seconded by Commissioner Frazier.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

- 3. 68 Pritchard Street:** A request by Tony and Alyssa Pressley, Applicants and Owners, for approval of a Certificate of Appropriateness - HD to construct a new 2-story Carriage House of approximately 800 SF at 68 Pritchard Street in Old Town Bluffton Historic District and zoned Neighborhood General-HD. (COFA-05-24-019155) (Staff – Charlotte Moore)

Staff presented. The applicant was present. The commissioners asked for clarification regarding what trees are being removed and what window grid pattern is being used. The Commission questioned where the applicant was considering moving the service yard. There was discussion regarding methods to break up the first and second floor.

Commissioner Probst made a motion to approve the application with the following conditions:

1. The service yard must be relocated from underneath the stairs and screened in compliance with UDO Sec. 5.15.5.F.

2. An exposed foundation must match the tabby shell foundation of the existing house and must be mixed shell size (UDO Sec. 5.15.6.G.1).
3. Provide a door and window schedule on the plans.
4. The standing seam metal roof should be galvanized to match the existing house.
5. Identify the corner board material and revise the water table and drip cap to be fiber cement board to match the existing house.
6. Provide bracket details, including dimensions and material.
7. Provide a band board along the front elevation (garage door elevation) between the first and second floors.

Seconded by Commissioner Sulka.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

4. **41 Stock Farm Road:** A request by Dylan and Amanda Mingard, Applicants and Owners, for approval of a Certificate of Appropriateness-HD to allow the construction of a 1-story carport or Carriage House of approximately 396 square feet and a Breezeway of approximately 301 square feet which will connect the Carriage House to the existing main structure located at 41 Stock Farm Road in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. (COFA-02-25-019610) (Staff - Sam Barrow)

Staff presented. The applicant was present. There was discussion about the spacing of the posts in the carport.

Vice Chairman DePauw made a motion to approve the application with the following conditions:

1. Per UDO Sec. 5.15.6.H.1.a, adjust spacing of applicable breezeway posts so that the distance is no greater than the posts are tall.
2. Provide vent, louver, and board and batten screening and wall materials to show compliance with UDO Sec. 5.15.6.G.3.
3. Provide exposed carport foundation material to show compliance with UDO Sec. 5.15.6.G.1.
4. Provide a wall section through eave detail to show that fascia, soffits, water tables and corner boards are in compliance with UDO Sections 5.15.6.N. and P.

Seconded by Commissioner Frazier.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

5. **15 Meriwether Court:** A request by BFL Builders, Owner and Applicant, for review of a Certificate of Appropriateness-Historic District, to allow construction of a 2-story single-family residence of approximately 1,637 square feet and an attached 2-story Carriage House of approximately 840 square feet located at 15 Meriwether Court (Lot 1) in the Landon Oaks Development. The property is in Old Town Historic District and is zoned Neighborhood General-Historic District. (COFA-01-25-019522)(Staff - Sam Barrow)

Staff presented. The applicant was present. There was discussion regarding the use of the hog fence railing details. The commissioners had questions regarding the placement of the service yard and what material is being used for the service yard. The Commission asked for clarification regarding the doors being used for the carriage house, the details of the beams, and the windows being used.

The applicant requested to table the item.

Commissioner Sulka made a motion to table the application.

Seconded by Commissioner Frazier.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed. The item was tabled.

6. **71 Bridge Street:** A request by Ed Johns, Jr. (LowCountry Custom Built Homes), Applicant, on behalf Jim and Julie Lewellyn, Owners, for approval of a Certificate of Appropriateness - HD to allow the construction of a 2-story main residence of approximately 3,168 square feet and a 2-story Carriage House of approximately 1,196 square feet located at 71 Bridge Street in Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. (COFA-11-24-019447)(Staff - Charlotte Moore)

Staff presented. The applicant was present. The Commission asked for clarification on the square footage and the height of the posts being used on the brick wall. There was discussion about the use of the possible shared road and the maintenance. The commissioners questioned how the slope of the site would be addressed and if the doors on the rear elevation could be changed to appear more proportional. There was discussion regarding the window placement on the left side elevation of the Carriage house.

Commissioner Sulka made a motion to approve the application with the following conditions:

1. The service yard for the main structure must be included. Both service yards must be screened in compliance with UDO Sec. 5.15.5.F. (Note: The Carriage House service yard can remain in the proposed location.)
2. If any porch is to be screened, all architectural expression (columns, railings, etc.), must

be on the outside of the screen (UDO Sec. 5.15.6.E.5.f.).

3. Change the column material to a material that is permitted by UDO Sec. 5.15.6.H.2.a.
4. Provide the material to be used for the railings, balusters and handrails and show the dimensions for the top rail (2- $\frac{3}{4}$ "), as well as the spacing between balusters (4" to 5" on-center) as required by UDO Sec. 5.15.5.H.3.d.
5. Label all exterior doors on the plans to confirm proposed material and operation shown in the door schedule and identify the material for the French doors. (UDO Sec. 5.15.6.I.2.b.)
6. Label all windows on the plans to confirm proposed material and operation. If fixed windows are proposed for the Carriage House dormer windows, they will need to be changed to an operable window type permitted by UDO Sec. 5.15.6.I.3.b.
7. Identify the roof metal to be used to show compliance with UDO Sec. 5.15.5.J.2.a.
8. Provide a fence detail that includes scale and dimensions to show that front yard fence will be no taller than 42 inches.(UDO Sec. 5.15.6.K.2.). Consider additional piercing or openings for the brick panel between the piers.
9. Show the shutter material to be used on the plans.
10. Provide an updated wall section through the eave detail for the main structure that matches the elevations. All details must be consistent and comply with UDO Sections 5.15.6.N., O. and P.
11. Update the Landscape Plan to match the most recent plans.
12. Show updated tree canopy calculation to show that a minimum of 75% canopy coverage at tree maturity will be provided (UDO Sec. 5.3.3.G.).
13. A Tree Permit will be required to remove trees that are 14 or more inches in diameter at breast height (UDO Sec. 3.22.2.B.3.).
14. Update the rake detail.
15. The proposed access must be legal. Construction-related vehicles and equipment must access the property from Bridge Street.
16. Remove the transoms on the first-floor rear doors to have eight-foot tall doors.
17. For the second-floor rear doors, change from four to six lites.

18. Reduce the foundation of the main house by two feet.

19. Lower the plate height on the Carriage House.

20. Shift the stairs on the Left elevation to align with the window behind it.

Seconded by Commissioner Frazier.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

- 7. 22 Bruin Road:** A request by Greg Harrold, Applicant, on behalf of Bertha Wooten, Owner, for approval of a Certificate of Appropriateness - HD to construct a new 1-story single family residence of approximately 1,695 square feet with an attached Carriage House of approximately 697 square feet, to be located at 22 Bruin Road, in Old Town Bluffton Historic district and zoned Neighborhood General- HD District. (COFA-01-24-018816) (Staff - Charlotte Moore)

Staff presented. The applicant was present. The commissioners discussed the need for more windows on the right and left elevations. There was discussion on ways to simplify the roof form.

Chairman Goodwin made a motion to approve the application with the following conditions:

1. Revise the main roof form to be entirely a hip roof.
2. Provide additional windows on the Right and Left Elevations of the main structure to comply with UDO Sec. 5.15.5.F.2.B.
3. Eliminate the corner window on the Rear Elevation or reconsider window placement to space the rear bathroom windows in a logical manner to comply with UDO Sec. 5.15.5.F.4.c.
4. If electric meters are to be placed in the service yard, the gate must be removed. If electric meters are located elsewhere in public view, they shall be screened.
5. Provide a chimney detail to ensure compliance with UDO Sec. 5.15.6.E.8.d.
6. Revise rear porch post spacing to comply with UDO Sec. 5.15.6.H.1.a.
7. Provide material to be used for the porch posts to comply with UDO Sec. 5.15.6.H.2.a.
8. Change window in the porch gable to an operable window or a window with an appearance of an operable window to comply with UDO Sec. 5.15.6.I.3.b.
9. Change the material of the rear porch French doors to be wood, metal or metal-clad to comply with UDO Sec. 5.15.6.I.2.b.

10. Provide details for water tables and corner boards (UDO Sec. 5.15.6.N.).

11. Provide frieze material and change the soffit to beaded or v-groove tongue and groove to comply with UDO Sec. 5.15.6.

12. Demonstrate that 75% tree canopy coverage will be provided (UDO Sec. 5.3.3.G.).

13. Provide a list of trees to be removed from the lot and their diameter at breast height (UDO Table 5.3.3.G.). A Tree Removal Permit will be required for any tree that is 14-inches or more in diameter at breast height (DBH).

Seconded by Commissioner Frazier.

Vice Chairman DePauw made a motion to amend the motion to include the following condition:

14. Revise porch columns to ensure that the neck of the columns aligns with the beam.

Seconded by Commissioner Sulka.

Voting Yea to amend the motion: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

Voting Yea to the amended motion: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

8. **42 Wharf Street:** A request by John Montgomery, Applicant and Property Owner, for approval of a Certificate of Appropriateness-Historic District, to allow construction of a new 2-story Single Family structure of approximately 2,120 square feet and 2-story Carriage House of approximately 1,120 square feet located at 42 Wharf Street. The property is within Old Town Historic District and is zoned Neighborhood General-Historic District. (COFA-04-24-019070) (Staff - Sam Barrow)

Staff presented. The applicant was present. The commissioners shared concerns over the height of the main structure versus the surrounding structures and the height of the carriage house in relation to the main structure. There was discussion regarding the trees being remove and how the trees remaining would be protected.

Commissioner Sulka made a motion to approve the application with the following conditions:

1. Provide service yard details to show compliance with UDO Sec. 5.15.5.F.
2. Revise the chimney to comply with UDO Sec. 5.15.6.E.8.
3. Identify the hogs pen material to be used on the Carriage House to show compliance with UDO Sec. 5.15.6.G.3.

4. Identify the material for doors to be used on the ground floor front façade of the Carriage House that complies with UDO Sec. 5.15.6.I.2.b.). These doors must match the door schedule. Change slider doors to a permitted door operation in UDO Sec. 5.15.6.I.3.b.
5. If the window schedule is to include aluminum windows instead of vinyl, update the window schedule.
6. Identify the gauge of the gutters to show compliance with UDO Sec. 5.15.6.J.
7. Identify the material for the fence proposed on the rear property line to show compliance with UDO Sec. 5.15.6.K.3.
8. Remove the closed shutter from the Left elevation of the main house and shift the house to locate the chimney in the setback so that landscaping can be planted to break up the blank wall.
9. Provide materials to be used for the fascia and soffits, and ensure soffit configuration complies with the UDO Sec. 5.15.6.P.5. and provide a crow or bed and cove mold at the frieze (UDO Sec. 5.15.6.P.6.).
10. Provide a detail to show that louvered skirting will be placed a minimum of 1" behind the foundation wall to comply with UDO Sec. 5.15.6.O.
11. Update the Landscape Plan to match the most recent site plan and footprints of both the main house and Carriage House.
12. Confirm that a tree canopy of 75% lot coverage, not including roof tops, is provided to comply with UDO Sec. 5.3.7.G.
13. A Tree Removal Permit will be required to remove any tree with a diameter of 14" or more at breast height.
14. Remove the transom windows in the Carriage House and lower the height of the building.
15. Remove the piers on the Right elevation of the main house.
16. Provide a foundation for the rear lean-to portion of the main house that is consistent with remainder of the house.

Seconded by Commissioner Frazier.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Probst, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

9. **135 Bridge Street:** A request by Tom Parker, Jr.(PDG | Architects), Applicant, on behalf of Brenda Dunaway, Owner, for approval of a Certificate of Appropriateness-Historic District, to allow construction of a new Center Hall House of approximately 5,240 SF and two Carriage Houses of 800 SF and 1,198 SF located at 135 Bridge Street. The property is within Old Town Historic District and is zoned Riverfront Edge Historic District. (COFA-04-25-019700) (Staff - Sam Barrow)

Commissioner Probst recused himself. Staff presented. The applicant was present. There was discussion about the roof being proposed for the breezeway. The commissioners shared their thoughts on the use of an oval window shaped on the front elevation.

Vice Chairman DePauw made a motion to approve the application with the following conditions:

1. Show roof material to show compliance with UDO Sec. 5.15.6.J.2.a.
2. Revise the Landscape Plan to show compliance with UDO Secs. 5.3.3.A. and 5.5.3.B.
3. Revise the windows labeled "L" in Bridge Street dormer of the main house to have a casement operation.

And, the following determinations:

1. A pitch of ½:12 for the breezeway.
2. The use of powder-coated aluminum for handrails.
3. The use of wood composite shutters (identified as a flat-panel with a bead).
4. The use of brick (identified as Old Carolina).
5. The use of fixed windows (labeled "K") on the May River elevation of the main house.
6. The use of a fixed oval window on the Bridge Street elevation of the main house.

Seconded by Commissioner Sulka.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed.

VII. DISCUSSION

1. Historic District Monthly Update. (Staff)

Staff presented. The Commission did not have any questions about the report submitted.

VIII. ADJOURNMENT

Commissioner Frazier made a motion to adjourn.

Seconded by Commissioner Wunder.

Voting Yea: Chairman Goodwin, Vice Chairman DePauw, Commissioner Frazier, Commissioner Wunder, Commissioner Sulka

All were in favor and the motion passed. The meeting adjourned at 8:49 pm.

DRAFT