



**ATTACHMENT 6**  
**PLAN REVIEW COMMENTS FOR COFA-03-25-019649**

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:** 03/14/2025  
**Plan Status:** Pending **Plan Address:** 4 Tabby Shell Road  
BLUFFTON, SC 29910  
**Case Manager:** Charlotte Moore **Plan PIN #:** R610 039 000 1184 0000  
**Plan Description:** A request by Joseph DePauw (DePauw Architects), on behalf of the owners, Steve and Jill Duncan, for review of a Certificate of Appropriateness-Historic District, to allow enclosure of a screen porch to create a Carolina Room of approximately 204 SF on the Main Residence located at 4 Tabby Shell Road (Parcel R610 039 000 1184 0000) in the Tabby Roads Development. The property is located in the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD).  
**STATUS:** Scheduled for HPRC review on April 7, 2025.

**Staff Review (HD)**

**Submission #: 1**      Recieved: 03/14/2025      Completed: 04/03/2025

<i>Reviewing Dept.</i>	<i>Complete Date</i>	<i>Reviewer</i>	<i>Status</i>
HPRC Review	04/03/2025	Charlotte Moore	Approved with Conditions

**Comments:**

1. Suggest changing the 3' x 8' instead of 6'-8" plus transom above to match existing conditions
2. The new door is called out as a sliding door in the renovation plan but shown as a swinging door in the same drawing and elevation. The door is also called out as 3'x8' in the plan but shown in the elevation and schedule at 6'x8' with transom. Suggest that the door be 3'x8' to match existing conditions.
3. The infill framing detail has a callout for hardiplank lap siding; only panel and trim are shown in the elevation.
4. The plan identifies casement windows; however, the elevation and narrative show double hung windows "to match existing windows." The existing windows shown in the same elevation have hinge markers, suggesting casement function. Clarification needed.
5. The window head detail calls out hardie panel above the head trim; the elevation shows trim instead of panel.
6. In the plan, elevations, and details, 1x4 hardie trim is specified, but the elevations show a smaller vertical mull trim between windows.

Watershed Management Review	04/03/2025	Samantha Crotty	Approved with Conditions
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**Comments:**

Comments may be provided at time of building permit submittal.

Beaufort Jasper Water and Sewer Review	04/03/2025	Matthew Michaels	Approved
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**Comments:**

Comments may be provided at time of Final Plan.

Growth Management Dept Review (HD)	04/03/2025	Charlotte Moore	Approved
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**Comments:**

No comments.

Transportation Department Review - HD	03/19/2025	Mark Maxwell	Approved
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**Comments:**

No comments

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**Plan Review Case Notes:**