



ATTACHMENT 8
PLAN REVIEW COMMENTS FOR COFA-09-25-019941

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:	09/16/2025
Plan Status:	Active	Plan Address:	1 Garfields Way Way BLUFFTON, SC 29910
Case Manager:	Charlotte Moore	Plan PIN #:	R610 039 00A 0406 0000
Plan Description:	<p>A request by Ansley Manuel of Manuel Studio (Applicant) on behalf of Samuel Kopotic (Owner), for review of Certificate of Appropriateness-Historic District to allow the construction of a new 2-story 2,487 SF main house and an attached 1,188 SF carriage house at 1 Garfield’s Way. The property is located in the Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). STATUS (09.24.2025): Concept Plan scheduled for 10.20.2025 HPRC meeting.</p>		

Staff Review (HD)

Submission #: 1	Recieved: 09/16/2025	Completed: 10/17/2025	
<i>Reviewing Dept.</i>	<i>Complete Date</i>	<i>Reviewer</i>	<i>Status</i>
Beaufort Jasper Water and Sewer Review	10/17/2025	Matthew Michaels	Approved with Conditions
Comments:			
1. Comments may be provided at time of building permit/stormwater permit submittal.			
Growth Management Dept Review (HD)	10/17/2025	Charlotte Moore	Approved with Conditions
Comments:			
1. Site Plan: Provide a label for the site plan. Identify the main structure, carriage house, service yards, and driveway; provide lot, main structure and carriage house dimensions; provide a scale; better distinguish the improvements from the survey data; and provide other information as required by the Application (p. 4). 2. Building Type: The specific building type is not identified on the application. Identify the building type, which must be one that is permitted in the NG-HD District (UDO Sec.5.15.5.C.). The specific building types established by district for the Old Town Bluffton are intended to “perpetuate the character that makes Bluffton distinctive” (UDO Sec. 5.15.1.C.). If an Additional Building Type is selected, identify why. (Applications Manual) 3. Building Footprint: Provide building footprints of the main structure and of the carriage house. 4. Photos: Provide photos of the site (Application – p.5). 5. Elevations: Provide all required elevation information (Application – p.5) 6. Service Yard: Service yards are not shown on the drawings. Include with Final Plan and provide materials and dimensions. (UDO Sec. 5.15.5.F.9.) 7. Carriage House: The second floor does not appear to be a true half-story and does not meet the minimum height of 8.5 feet to be a true story. A half-story is a “space under a sloping roof that has the line of intersection of the roof and the exterior wall supporting the roof not more than 3 feet above the floor level, and in which space the possible floor area with head room of 5 feet or more occupies between 30 and 70 percent of the total floor area of the story directly beneath.” (UDO Sec. 9.3.E.3. and 5.). 8. Shutters: Shutters do not include shutterdogs, which are required per UDO Sec. 5.15.6.M. 9. Landscape Plan: At the time of Final Plan submission, provide a landscape plan showing foundation plantings and 75% tree canopy coverage at maturity (UDO Sec. 5.3.). The 14-inch live oak should be retained, if possible; otherwise, a tree removal permit will be required. 10. Details: Provide details for all applicable architectural elements, including materials, dimensions and operations to show compliance with UDO 5.15.5 and 5.15.6 and the Applications Manual. This includes but is not limited to details related to all trim, railings, shutters, windows and doors. Provide wall section through the eave depicting the material and dimensions for main structure and carriage house. 11. Provide a response to all Concept Plan comments with Final Plan submission.			
HPRC Review	10/17/2025	Charlotte Moore	Approved with Conditions

ATTACHMENT 8

Comments:

1. The roof pitches seem low.
2. To break up the verticality of the front elevation of the carriage house, provide something over the garage door.
3. To break up the rear ground floor elevation of the carriage house, provide a window.
4. The rear elevation of the main structures needs some variation in the roof mass and second floor.
5. The foundation could use something to break it up, especially at the front.
6. Consider shutters for the single windows on the rear elevation as they are used on all other single windows.

Watershed Management Review	09/30/2025	Samantha Crotty	Approved with Conditions
-----------------------------	------------	-----------------	--------------------------

Comments:

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

Transportation Department Review - HD	09/23/2025	Mark Maxwell	Approved
--	------------	--------------	----------

Comments:

No comments

Plan Review Case Notes:

Response to HPRC Comments: 1 Garfields Way

Ansley Manuel (Manuel Studio)

HPRC

1. The roof pitches seem low.
 - a. Changed main gable from 6:12 to 8:12. Changed front shed dormer from 3:12 to 5:12.
2. To break up the verticality of the front elevation of the carriage house, provide something over the garage door.
 - a. The band board breaks up verticality. Adding an awning roof will not work with kitchen window.
3. To break up the rear ground floor elevation of the carriage house, provide a window.
 - a. Adding a window is difficult due to stairwell directly against rear wall.
4. The rear elevation of the main structures needs some variation in the roof mass and second floor.
 - a. Further discussion needed. Rear elevation has a gabled master bedroom extension, then screened porch, next the laundry and powder wall followed by the carriage house wall.
5. The foundation could use something to break it up, especially at the front.
 - a. Added faux louvers at master bath and dining extensions.
6. Consider shutters for the single windows on the rear elevation as they are used on all other single windows.
 - a. Shutters placed at all single windows.

Charlotte Moore

1. Site Plan: Provide a label for the site plan. Identify the main structure, carriage house, service yards, and driveway; provide lot, main structure and carriage house dimensions; provide a scale; better distinguish the improvements from the survey data; and provide other information as required by the Application (p. 4).
 - a. Site plan labeled.
2. Building Type: The specific building type is not identified on the application. Identify the building type, which must be one that is permitted in the NG-HD District (UDO Sec.5.15.5.C.). The specific building types established by district for the Old Town Bluffton are intended to “perpetuate the character that makes Bluffton distinctive”

(UDO Sec. 5.15.1.C.). If an Additional Building Type is selected, identify why.
(Applications Manual)

- a. The building type is Additional Building Type. See second paragraph of narrative. I overlooked it on the application. Can you fill it in or do I need to resend?
3. Building Footprint: Provide building footprints of the main structure and of the carriage house.
 - a. ?
4. Photos: Provide photos of the site (Application – p.5).
 - a. Photos provided. Do I need to resend?
5. Elevations: Provide all required elevation information (Application – p.5)
 - a. Provided elevation info.
6. Service Yard: Service yards are not shown on the drawings. Include with Final Plan and provide materials and dimensions. (UDO Sec. 5.15.5.F.9.)
 - a. 2 service yards on drawings. One for main house and one for carriage house.
7. Carriage House: The second floor does not appear to be a true half-story and does not meet the minimum height of 8.5 feet to be a true story. A half-story is a “space under a sloping roof that has the line of intersection of the roof and the exterior wall supporting the roof not more than 3 feet above the floor level, and in which space the possible floor area with head room of 5 feet or more occupies between 30 and 70 percent of the total floor area of the story directly beneath.” (UDO Sec. 9.3.E.3. and 5.).
 - a. Carriage house is a two story.
8. Shutters: Shutters do not include shutterdogs, which are required per UDO Sec. 5.15.6.M.
 - a. Shutterdogs added.
9. Landscape Plan: At the time of Final Plan submission, provide a landscape plan showing foundation plantings and 75% tree canopy coverage at maturity (UDO Sec. 5.3.). The 14-inch live oak should be retained, if possible; otherwise, a tree removal permit will be required.
 - a. Landscape plan submitted.
10. Details: Provide details for all applicable architectural elements, including materials, dimensions and operations to show compliance with UDO 5.15.5 and 5.15.6 and the Applications Manual. This includes but is not limited to details related to all trim, railings, shutters, windows and doors. Provide wall section through the eave depicting the material and dimensions for main structure and carriage house.
 - a. Details submitted.

11. Provide a response to all Concept Plan comments with Final Plan submission.