



PLAN REVIEW COMMENTS FOR COFA-08-26-020466

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:** 08/27/2026
Plan Status: Pending **Plan Address:** 1207 May River Road
BLUFFTON, SC 29910
Case Manager: Charlotte Moore **Plan PIN #:** R610 039 000 0096 0000
Plan Description: A request by Amanda Denmark of Pearce Scott Architects (Applicant), on behalf of ERB Enterprises LLC (Owner), for the review of a Certificate of Appropriateness-HD to allow the construction of a new 2-story Office Building of approximately 4,024 SF to be located at 1207 May River Road in the Old Town Bluffton Historic District, within the Neighborhood General - HD zoning district.
STATUS (09.01.2026): Concept Plan to be reviewed by HPRC September 21, 2026.

Staff Review (HD)

Submission #: 1 Recieved: 08/27/2026 Completed: 09/17/2026

<i>Reviewing Dept.</i>	<i>Complete Date</i>	<i>Reviewer</i>	<i>Status</i>
Beaufort Jasper Water and Sewer Review	09/17/2026	Matthew Michaels	Approved with Conditions

Comments:

Comments may be provided at time of Final Plan.

Growth Management Dept Review (HD)	09/17/2026	Charlotte Moore	Approved with Conditions
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Comments:

1. **Missing Concept Plan Items:** The following should have been provided with the Concept Plan submission: Property Owner Consent (ERB Enterprises, LLC), Deed, a sealed Property Survey and a scaled Site Plan. They must be provided with the Final Plan submission.
2. **Development Plan:** The Preliminary Development Plan will be reviewed by the Development Review Committee on October 21, 2026. A Final COFA Plan cannot be scheduled for Historic Preservation Commission review before the Final Development Plan is approved by the Planning Commission.
3. **Building Type:** There is no explanation why the building is identified as an Additional Building type on the application. The proposed building form is similar to a Main Street Building, which is not a permitted building type in the NG-HD; this district requires buildings to be residential in form and scale. The setbacks are based on the building type. Height from finished grade to the roof ridge is tall (37'-5½"). There are approximately 3,900 interior SF and a footprint of 1,989 SF, which exceeds all building types in the NG-HD district except the Center Hall type.
4. **Use:** The NG-HD district requires a residential component for new construction located on SC 46/May River Rd have unless waived by the UDO Administrator (UDO Sec. 5.15.5.C). The plans show a 2-story office building, but the title page references "Mixed-Use Building," and the project analysis shows "merchandise and residential (work-force housing)". The project description on the same page shows a 2-story office building, which is reflected in the floor plans.
5. **Lot Coverage:** The impervious coverage calculation is not accurate on the project analysis sheet (it does not include the area under the porches, and the hardscape surface area appears not to include the parking area at only 1,000 SF). Per UDO Sec. 5.15.5.C., the maximum lot coverage permitted in the NG-HD district for an Additional Building Type is 70% (as of January 13, 2026 UDO text amendment). Per UDO Sec. 9.3.D.2., lot coverage is the "portion of the lot covered by any structure or constructed element that impedes infiltration of stormwater into the ground or disrupts vegetated surfaces. For purposes of lot coverage standards, structures or constructed elements that allow some infiltration, such as decks, patios and driveways, porous pavers or concrete, or other elements that disturb ground cover shall be counted towards the total surface coverage unless they demonstrate they are a functional and integral part of a stormwater system and best management practice in Article 5, Design Standards." The driveway may be impermeable unless the stormwater requirements can be met. For assistance, contact Christina Hurd (Town Stormwater Coordinator) at churd@townofbluffton.com.
6. **Elevator:** Consider adding an elevator as the second-floor offices will limit accessibility.
7. **Windows:** Two fixed windows are shown at the front elevation of the second floor. UDO Sec. 5.15.6.I.3.b. does not allow fixed windows outside of a storefront setting.
8. **Materials, Configurations and Dimensions:** Label all materials on the Final Plan (in addition to the Project Analysis sheet) and ensure that they comply with UDO Sec. 5.15., as applicable. Any materials, configurations and dimensions not in compliance with the UDO must be identified in a narrative with an explanation, which will be considered by the HPC in its review of the Final Plan. Be certain that materials shown on the project analysis sheet and the plan set match. Provide a wall section through the eave depicting the material configuration and dimensions. Include a response to the Concept Plan comments.

HPRC Review

09/17/2026

Charlotte Moore

Approved with Conditions

Comments:

1. **Right Elevation:** This elevation is not sufficiently articulated. There are too few windows to create an intentional rhythm along that length of façade and there are large areas of unbroken space
2. **Fascia:** Provide a fascia design that is not one piece. If gutters are to be installed, they must be shown in both plan and elevation, including downspouts.
3. **Screen:** Consider a screening detail that isn't horizontal slats.
4. **Gable Vents:** Faux gable vents should be recessed into the wall and have fixed wood louvers. A trim application will not meet the intent of the UDO.
5. **Chimney:** Is the herringbone in the chimney recessed? Eliminate the jamb trim (has the appearance of wood). Also, verify that maintenance platforms will not be required to the top of the chimney. The location exceeds the allowable height to not have one if one is necessitated by the IMC.
6. **Service Area:** Where do the utilities, equipment, and trash go? If these cannot be screened at grade, they must be thoughtfully integrated into the design and not feel like ad hoc additions.
7. **Tree Protection:** What are the tree protection distances shown on the site plan and why do the hardscapes encroach upon them? How does the sitework comply with best practices for construction within the TPZ of these large trees?
8. **Tree Removal:** Indicate tree removals on the site plan.
9. **Porch Area:** Provide separation between the walk and porch for landscaping to break up the hardscapes.
10. **Parking Lot:** Is the paving in the back left corner of the property for a dumpster pad? If this is a backout, how does it not become blocked by parked cars? How do people back out if they find all of the spots at the back are taken and the backout is also full?

Watershed Management Review

09/17/2026

William Baugher

Approved with Conditions

Comments:

Comments will be provided at time of Development Plan review.

Transportation Department
Review - HD

09/15/2026

Mark Maxwell

Approved

Comments:

No comments

Plan Review Case Notes: