



PLAN REVIEW COMMENTS FOR COFA-12-25-020066

Town of Bluffton
Department of Growth Management
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910
Telephone 843-706-4522
STOCK FARM

Plan Type: Historic District **Apply Date:** 12/22/2025
Plan Status: Active **Plan Address:** 5746 Guilford PI Place
BLUFFTON, SC 29910
Case Manager: Charlotte Moore **Plan PIN #:** R610 039 000 1527 0000
Plan Description: 5746 Guilford Place (Lot 3): A request by Ansley Manuel (Manuel Studio), Applicant, on behalf of Michael Winston, Owner, for review of a Certificate of Appropriateness-HD to allow the construction of a 2-story 3,116 SF Main Street Building and an detached 1,152 SF carriage house at 5746 Guilford Place (Lot 3). The property is in the Stock Farm development in Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD).
STATUS (01.12.2026): Concept Plan will be reviewed at January 20, 2026 HPRC meeting. [Note: Potential sale of property delayed this meeting to June 1].
STATUS (05.07.2026): Applicant wants to re-initiate the Concept Plan. HPRC will be notified.
STATUS(05.22.2026): HPRC meeting scheduled for June 1.

Staff Review (HD)

Submission #: 1 Received: 12/22/2025 Completed: 05/29/2026

Reviewing Dept.	Complete Date	Reviewer	Status
Beaufort Jasper Water and Sewer Review	05/29/2026	Matthew Michaels	Approved with Conditions

Comments:

Comments may be provided at time of Final Plan or Building Permit submission

Growth Management Dept Review (HD)	05/29/2026	Charlotte Moore	Approved with Conditions
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Comments:

1. With the Final Plan submission, provide written approval from the Stock Farm ARC to proceed with the plan. This will allow the Town to ensure a coordinated review effort, including parking required, as Stock Farm has its own CCRs.
2. The lot coverage percentage does not apply to the project as it was submitted in December 2025, prior to the UDO amendment in January 2026.
3. While the narrative indicates that the building is a Main Street Building Type, Main Street Buildings are not permitted within NG-HD district. Staff would classify the building as an Additional Building Type as it does not fit a specific building form but does possess architectural elements and materials that are characteristic of Old Town Bluffton.
4. A pyramid roof is not a permitted roof type per UDO Sec. 5.15.6.J.1.a. Gabled, hipped and shed roofs are allowed.
5. Access into the main structure is not shown on the elevations. Stairs are shown on the site plan. How will ADA accessibility be provided?
6. Composite shutters will require approval by the HPC. Provide a cut sheet with the Final Plan submission.
7. Are the square windows on the main structure and carriage house operable? The Final Plan must include a window and door schedule.
8. Shutters on the main structure and carriage house have differing styles (board & batten/louver). Consider a consistent style for consistency (board & batten breaks up the horizontal siding).
9. For the carriage house: As an internal staircase is proposed behind ground floor windows, are the windows that are shown correct?
10. At time of submission, please provide a written response to the HPRC comments for June 1, 2026. Ensure that Final Plan includes are required items and that conformance with UDO requirements is demonstrated on the site, architectural and landscape plan. Any items that do not conform must be identified and include an explanation. Items identified on the project analysis sheet of the COFA application must be consistent with the architectural plans. Label all materials, windows, doors, configurations and provide dimensions, where applicable, to show compliance with the UDO.

Watershed Management Review

01/16/2026

Samantha Crotty

Approved with Conditions

Comments:

If the project's Disturbed Area is greater than or equal to 5000 sq. ft. (0.11 ac), the "Appendix T - Stormwater Retention Calculation Worksheet" (<http://stormwaterworksheet.createandsolve.com>), identifying applicable BMPs, if any, necessary to retain the first 1.95" of rainfall on-site per SoLoCo standards must be provided at time of stormwater permit submittal.

Additional comments may be provided at time of building permit/stormwater permit submittal.

[For more information, please reach out to Christina Hurd (churd@townofbluffton.com).]

Transportation Department
Review - HD

12/22/2025

Mark Maxwell

Approved

Comments:

No comments

Technical Review

Submission #: 1

Received: 05/29/2026

Completed: 05/29/2026

Reviewing Dept.

Complete Date

Reviewer

Status

Planning Review - Senior

05/29/2026

Charlotte Moore

Approved with Conditions

Comments:

The following are HPRC Comments:

1. Identify a finish for the stucco (oyster shell, fine sand, etc.). The UDO only allows stucco over CMU and concrete. Windows should be set back in the wall for a historic appearance. The wood casings on the stucco masing seem foreign. A masonry-type header and sill would be more appropriate.
2. The frieze band is not a successful use of board and batten, which traditionally has a very strong vertical proportion. A panel detail would be better suited to span between the lower banding and frieze boards. The roof plate may be too tall and could be lowered.
3. On the front and rear elevations, the drawing of the roof is missing a fold line where the main roof projects from the elevator/stair roof. This is not one large roof plan on either elevation. Provide a roof plan to help understand the roof mass.
4. On the right elevation of the main structure, the window on the first floor appears too small and should be consistent with the second-floor window above
5. Window lites should have a vertical proportion. The windows on the right elevation of the carriage house are very square.
6. The carriage house right elevation is quite sparse and faces directly to Guilford Place. As the street facing side of the structure, this elevation needs to be equally considered to the other sides of the structure. The other buildings have really attractive fronts facing both roads.
7. The carriage house entrance faces the neighboring property and there is no sidewalk to get to the front door. Consider placing the front door on the Guilford Place elevation.
8. Is there enough parking for the main structure and the carriage house uses?

Plan Review Case Notes: