

Historic Preservation Commission

Theodore D. Washington Municipal Building, 20 Bridge Street, Henry "Emmett" McCracken Jr.
Council Chambers
January 03, 2024

I. CALL TO ORDER

Chairman Goodwin called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Chairman Evan Goodwin
Vice Chairwoman Carletha Frazier
Commissioner Joe DePauw
Commissioner Will Guenther
Commissioner Kerri Schmelter

ABSENT

Commissioner Jim Hess
Commissioner Debbie Wunder

III. ADOPTION OF THE AGENDA

Commissioner Schmelter made a motion to adopt the agenda as written.

Seconded by Vice Chairwoman Frazier.

Voting Yea: Chairman Goodwin, Vice Chairwoman Frazier, Commissioner DePauw, Commissioner Guenther, Commissioner Schmelter

All were in favor and the motion passed.

IV. ADOPTION OF MINUTES

1. December 6, 2023 Minutes

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

Seconded by Vice Chairwoman Frazier.

Voting Yea: Chairman Goodwin, Vice Chairwoman Frazier, Commissioner DePauw, Commissioner Guenther, Commissioner Schmelter

All were in favor and the motion passed.

V. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VI. OLD BUSINESS

VII. NEW BUSINESS

- Certificate of Appropriateness:** A request by DePauw Architects, on behalf of the owners, Jill and Steve Duncan, for approval of a Certificate of Appropriateness - HD to construct a new 1-story Carriage House of approximately 754 SF, to be located at 4 Tabby Shell Road, Lot ,4 in

the Tabby Roads Development, in the Old Town Bluffton Historic district and zoned Neighborhood General- HD zoning District. (COFA-11-23-018622) (Staff - Katie Peterson)

Commissioner DePauw recused himself. Staff presented. The applicant was in attendance. There was discussion about the brackets and the panel under the window.

Commissioner Schmelter made a motion to approve with the following conditions:

1. Per Section 5.15.6.F. of the UDO, provide a better relationship between the proposed Carriage House and primary structure through consistency in the detailing by removing the panel below the windows.
2. Update Slat Application Concept to indicate left elevation, as reflected on elevations.

Seconded by Vice Chairwoman Frazier.

Voting Yea: Chairman Goodwin, Vice Chairwoman Frazier, Commissioner Guenther, Commissioner Schmelter

All were in favor and the motion passed.

- 2. Certificate of Appropriateness:** A request by Nicki Jacoby on behalf of the owner, King Tide Custom Homes, for approval of a Certificate of Appropriateness - HD to construct a new 2-story mixed-use building of approximately 2,894 SF for office use on the first floor and one dwelling unit above, to be located at 10 Carroll Court, in the Old Town Bluffton Historic district and zoned Neighborhood Core - HD zoning District. (COFA-09-23-018484) (Staff - Katie Peterson)

Commissioner DePauw returned to the dais. Staff presented. The applicant was in attendance. There was discussion about the louvers, shutters, and materials being used.

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

1. Provided updated Site Coverage calculations to include impervious and porch area calculations on the application.
2. Per the Applications Manual, no signage may be displayed without a Site Feature – HD approval.
3. A Certificate of Construction Compliance must be issued to ensure infrastructure related to the approved Development Plan has been adequately installed prior to issuance of a Final- HD inspection approval.
4. Per UDO Section 5.3.3., indicate the Tree Protection Zone surrounding the two large trees at the rear of the lot on the Landscape Plan, and indicate fence installation practices which will most effectively protect the root systems of the protected trees.
5. Per UDO Section 5.3.7.A., revise the Sassafras trees to a large canopy overstory tree for the required street tree and include minimum height at time of planting.
6. Per UDO Section 5.15.6.G., the louvered wall must be revised to a permitted wall material or boral, with even proportions on both elevations.
7. The HPC determined the use of Powder Coated Aluminum was an appropriate substitute for those materials listed in Section 5.15.6.H. of the UDO, with traditional finials, traditionally profiled top rail, and enclosed base, or the railing, balusters and handrails may be revised to a permitted material to be reviewed by Staff.

8. Per UDO Section 5.15.6.J., provide additional information on the location and profile of the gutters to ensure compliance.
9. Per UDO Section 5.15.6.K., the Low Brick Wall must be increased to meet the 24" minimum height requirement, and the Brick Column Detail revised to meet the height requirement and be consistent across all portions of the plan.
10. Update the porch section to either be an 8x10 and 10x10 at the box beam or add a third trim board so it sits in front of the beam.

Seconded by Commissioner Guenther.

Voting Yea: Chairman Goodwin, Vice Chairwoman Frazier, Commissioner DePauw, Commissioner Guenther, Commissioner Schmelter

All were in favor and the motion passed.

3. **Certificate of Appropriateness:** A request by Court Atkins Architects, Inc. on behalf of the owner, Tidal Creek Investments, LLC for approval of a Certificate of Appropriateness - HD to construct a new 2.5-story mixed-use building of approximately 3,717 SF for office use on the first floor and one dwelling unit above, to be located at 213 Goethe Road, in the Old Town Bluffton Historic district and zoned Neighborhood Core - HD zoning District. (COFA-09-23-018463) (Staff - Katie Peterson)

Staff presented. The applicant was in attendance. There was discussion about the Architectural Review Board condition.

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

1. Update floor plans to specifically indicate residential use only for the Cart Garage, as the square footage is indicated, but not which portions of the floor plan it incorporates. This will ensure it is maintained after the drawings have been separated from the narrative for construction.
2. Per the Applications Manual, a letter of approval from the May River Road subdivision Architectural Review Board is required, or as the ARB has been non-responsive, upon receipt of attempted correspondence from the Applicant, the material may be brought before the UDO Administrator for the request of a determination on the ability to waive this condition.
3. Per the Applications Manual, a Town of Bluffton Tree Removal Permit is required.
4. Per the Applications Manual, no signage may be displayed without a Site Feature – HD approval.
5. Per UDO Section 5.3.3.G. a canopy coverage plan, including required street tree, must be provided showing the minimum 75% canopy lot coverage has been provided.
6. Live Oak must be relocated outside of the Access Easement.
7. Per UDO Section 5.15.6.M., shutter material must be revised to durable wood.
8. Per UDO Section 5.15.6.M., a shutter dog detail must be provided to ensure the profile is appropriate.

Seconded by Vice Chairwoman Frazier.

Voting Yea: Chairman Goodwin, Vice Chairwoman Frazier, Commissioner DePauw, Commissioner Guenther, Commissioner Schmelter

All were in favor and the motion passed.

- 4. Certificate of Appropriateness:** A request by William Court, on behalf of the owners, David and Susan Sewell, for approval of a Certificate of Appropriateness - HD for the construction of a new 2-story single-family residential structure of approximately 2,477 SF and a new 2-story Carriage House of approximately 905 SF to be located at 26 Tabby Shell Road, Lot 14 in the Tabby Roads development, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. (COFA-10-23-018547)(Staff - Katie Peterson)

Staff presented. The applicant was in attendance. There was discussion about the dormers, porch detail, and shutter material.

Commissioner Schmelter made a motion to approve with the following conditions:

1. Update floor plans to specifically indicate residential use only for the Cart Garage, as the square footage is indicated, but not which portions of the floor plan it incorporates. This will ensure it is maintained after the drawings have been separated from the narrative for construction.
2. Per the Applications Manual, a letter of approval from the May River Road subdivision Architectural Review Board is required, or as the ARB has been non-responsive, upon receipt of attempted correspondence from the Applicant, the material may be brought before the UDO Administrator for the request of a determination on the ability to waive this condition.
3. Per the Applications Manual, a Town of Bluffton Tree Removal Permit is required.
4. Per the Applications Manual, no signage may be displayed without a Site Feature – HD approval.
5. Per UDO Section 5.3.3.G. a canopy coverage plan, including required street tree, must be provided showing the minimum 75% canopy lot coverage has been provided.
6. Live Oak must be relocated outside of the Access Easement.
7. Per UDO Section 5.15.6.M., shutter material must be revised to durable wood.
8. Per UDO Section 5.15.6.M., a shutter dog detail must be provided to ensure the profile is appropriate.

Seconded by Vice Chairwoman Frazier.

Voting Yea: Chairman Goodwin, Vice Chairwoman Frazier, Commissioner DePauw, Commissioner Guenther, Commissioner Schmelter

All were in favor and the motion passed.

VIII. DISCUSSION

1. Discussion Regarding Potential Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 - Unified Development Ordinance (UDO) Relating to Contributing Resources and Architectural Standards in Old Town Bluffton Historic District (Staff - Charlotte Moore)

There was discussion about the proposed amendments and Staff clarified points for the Commission. Next steps were reviewed.

IX. ADJOURNMENT

Commissioner Schmelter made a motion to adjourn.

Seconded by Commissioner Guenther.

Voting Yea: Chairman Goodwin, Vice Chairwoman Frazier, Commissioner DePauw, Commissioner Guenther, Commissioner Schmelter

All were in favor and the motion passed. The meeting adjourned at 7:50pm.

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