

Historic Preservation Commission Meeting

Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers, 20
Bridge Street, Bluffton, SC

February 05, 2025

I. CALL TO ORDER

Vice Chairman DePauw called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Vice Chairman Joe DePauw
Commissioner Carletha Frazier
Commissioner Jim Hess
Commissioner Tim Probst
Commissioner Debbie Wunder

ABSENT

Chairman Evan Goodwin

III. ADOPTION OF MINUTES

1. January 8, 2025 Minutes

Commissioner Hess made the motion to adopt the minutes as written.

Seconded by Commissioner Frazier.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed.

IV. ELECTION OF OFFICERS

1. Election of Historic Preservation Commission Chair

Commissioner Frazier made a motion to elect Evan Goodwin as Chairman.

Seconded by Commissioner Wunder.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed.

2. Election of Historic Preservation Commission Vice Chair

Commissioner Hess made a motion to elect Joe DePauw as Vice Chairman.

Seconded by Commissioner Wunder.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed.

3. Election of Two Historic Preservation Review Committee members

Vice Chairman DePauw made the motion to elect Tim Probst and Jim Hess to the Historic Preservation Review Committee.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed.

V. PUBLIC COMMENT

VI. OLD BUSINESS

1. **Certificate of Appropriateness:** A request by Clear Cut Construction, on behalf of the owner, William Glover, for the review of a Certificate of Appropriateness-HD to allow the construction of a new 2-story Single Family Residential Structure of approximately 2,325 SF and Carriage House structure of approximately 1,174 SF, located at 34 Tabby Shell Road, Lot 18 in the Tabby Roads Development, in the Old Town Bluffton Historic District, within the Neighborhood General-HD zoning district. (COFA-03-24-019047) (Staff – Charlotte Moore)

Staff presented. The applicant was present. There was discussion regarding the railing details, the material used for the garage door, and the need for a window schedule.

Commissioner Probst made the motion to approve the application with the following conditions:

1. Provide a window schedule to show compliance with permitted materials (wood aluminum, copper, steel, vinyl, clad wood, fiberglass). (UDO Sec. 5.15.6.I.2.a.)
2. Provide a door schedule, including garage doors, to show compliance with permitted materials (wood, metal and metal-clad). (UDO Sec. 5.15.6.I.2.b.)
3. Identify the type of standing seam metal to be used for the roof. (UDO Sec. 5.15.5.J.2.a.)
4. Identify the type of material to be used for the gutters and show consistent materials for the downspouts. (UDO Sec. 5.15.5.J.2.c.)
5. Show location of electric panels. (UDO Sec. 5.15.5.F.10)
6. Demonstrate that 75% tree canopy coverage will be provided. (UDO Sec. 5.3.3.G.)
7. Provide a Tree Removal Permit per the Applications Manual.
8. Eliminate weep holes, pulling out top fascia trim one-half inch for drainage.

And, the following determinations:

1. The use of powder-coated steel for the second-floor porch railing (top rail and balusters); and,
2. The use of wood composite as an alternate material for garage doors.

Seconded by Commissioner Frazier.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed.

VII. NEW BUSINESS

1. **Certificate of Appropriateness:** A request by Christopher Epps (Incircle Architecture), on behalf of owners, Jay and Lori Sofianek, for review of a Certificate of Appropriateness - HD to allow the construction of a 2-story Carriage House of approximately 1199 SF located at 17 Lawrence Street in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. (COFA-11-24-019458)(Staff - Charlotte Moore)

Staff presented. The applicant was present. There was discussion regarding the Live Oak tree that could be affected by the driveway. The commissioners discussed the railing requirements per the UDO. The Commission requested a bracket detail as well.

Vice Chairman DePauw made the motion to approve the application with the following conditions:

1. Show how the driveway will be reconfigured for access to the left bay of the Carriage House.
2. Provide trim mold for the corner boards that will match the existing trim mold used for the house.
3. Identify the soffit material and configuration. (UDO Sec. 5.15.6.P.5.).
4. Show all building materials indicated in the project analysis on the plan set, to include door and window materials.
5. Provide bracket details.

Seconded by Commissioner Frazier.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed.

2. **Public Project:** A request by Meadors, Inc. on behalf of the Town of Bluffton for a recommendation to the UDO Administrator to allow the reconstruction of the Sarah Riley Hooks Cottage, a Contributing Resource, located at 76 Bridge Street, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD (DP-10-24-019422) (Staff - Glen Umberger)

Staff presented. The commissioners shared concerns with how much material from the current structure will be used for reconstruction and the type of exterior door being used.

Commissioner Hess made the motion to forward the UDO Administrator a recommendation of approval of the reconstruction of the Sarah Riley Hooks Cottage with the following condition:

1. The plan be modified to replace the proposed exterior door to the public restroom with an exterior door more in keeping with the historic aesthetic of the structure.

Seconded by Commissioner Frazier.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed.

VIII. DISCUSSION

1. Historic District Monthly Update. (Staff)

Staff reviewed the monthly report. The Commissioners had no questions.

IX. ADJOURNMENT

Commissioner Frazier made the motion to adjourn.

Seconded by Commissioner Wunder.

Voting Yea: Vice Chairman DePauw, Commissioner Frazier, Commissioner Hess, Commissioner Probst, Commissioner Wunder

All were in favor and the motion passed. The meeting adjourned at 7:12 pm.