



# PLAN REVIEW COMMENTS FOR COFA-09-24-019336

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:** 09/13/2024  
**Plan Status:** Active **Plan Address:** 5812 Guilford Place  
BLUFFTON, SC 29910  
**Case Manager:** Charlotte Moore **Plan PIN #:** R610 039 000 1487 0000  
**Plan Description:** Project Description

The Alair Homes Office is a proposed 2 Story Building with a connected 2 Story Carriage House in the Neighborhood General Historic District in Bluffton, located in the Stock Farm development.

### Existing Conditions

Currently, 5812 Guilford Place is an empty lot with trees and foliage. There is a 2 Story building to the East an an empty lot to the West, with residential construction on the other side of Guilford Place.

### Proposed Building Construction

The proposed architectural program for the project is a 2 story main structure with a 1170 SF tenant space on the first floor and the 1250 SF Alair Homes office on the second floor. The adjacent connected carriage house has a 525 SF tenant space on each floor. The expected occupancy for each space is Business. There are two exterior stairs, one off of May River Road and the other between the structures.

There are two tabby parapet walls, similar in character to the adjacent Hair and So On Salon and nearby Kelly Caron Designs. Trellises wrap the two-story entry porch off of May River Road, allowing plants to climb the building.

The architectural massing of the building includes simple roof forms with standing seam and asphalt shingle roofing. The exterior materials for the building will be cementitious fiber siding (horizontal and vertical). The porch railing will be metal.

STATUS (10.04.2024): To be reviewed by HPRC October 7. Plans have changed since pre-application meeting

## Staff Review (HD)

**Submission #: 1** Received: 09/13/2024 Completed: 10/04/2024

<i>Reviewing Dept.</i>	<i>Complete Date</i>	<i>Reviewer</i>	<i>Status</i>
Growth Management Dept Review (HD)		Charlotte Moore	Pending Review

### Comments:

1. The proposed main building is reviewed as an Additional Building Type based on size (footprint and overall square footage), as well as architectural characteristics that are not distinctly one of the permitted building types in the NG-HD district. The NG-HD district requires that [a]ll commercial or mixed-use development within this zoning district...maintain a predominantly residential character," which this building does not. (UDO Sec. 5.15.5.C.) While the two-story connection/breeze way between the buildings isn't included in the building square footage, it gives the appearance of one large building, especially the ground level includes bays with ground to ceiling louvered panels. Additionally, there are two exterior stairwells, including one at the front of the building and one that is not directly attached to either building.
2. Provide accurate square footages. Drawings Sheet 2 square footages do not match square footage Sheets 3 and 4. Sheet 2 shows the first floor as 1,180sf and second floor as 1,220sf, and Sheets 3 and 4 show 1,170sf and 1,250sf, respectively. The Carriage House square footage also varies. Sheet 2 shows the first floor as 525sf and the second floor as 356sf; sheets 3 and 4 show 525sf and 525sf, respectively. Also, correct the following discrepancy: Sheet A2.0 (First Floor Plan) shows a door adjacent to stairwell as an entrance from the courtyard and Sheet A3.1 (Exterior Elevations) does not show a door in this location.
3. Building fronts for commercial structures must have at least one of the following: an arcade, colonnade, marquee, porch or awning. None of these has been provided. (UDO Sec. 5.15.6.C.2.) Further, the primary entrance is located behind the parapet wall which does not comply with the requirement that it be located on the exterior wall facing the frontage street. (UDO Sec. 5.15.6.I.a.)
4. With the Final Plan, provide materials for the service yard screening. The area must be large enough to include HVAC units, utilities and receptacles for both residences. Utility meters must be screened from public view. (UDO Sec. 5.15.5.F.10.)
5. For the main building, it seems that the balcony is a decorative feature only, and not accessible, which is atypical of Old Town. The balcony depth must be four feet, or a depth proportionate to height and width of the building, and the width must be at least 25% of the building's frontage (which is not limited to the tabby parapet wall). (UDO Sec. 5.15.6.E.2.)
6. Expression lines are lacking on the front façade, portion of the right/west façade, and portion of the left/east façade. The parapet walls and the rear elevation of the Carriage House do not include cornices. An expression line must delineate the division between first and second stories, and cornices must delineate the top of facades. (UDO Sec. 5.15.6.G.2.a.) The material used for the louvered screening wall on the breezeway ground floor must be identified and consistent with permitted materials (UDO Sec. 5.15.6.G.3). Not all elevations are visible (i.e, those interior to the breezeway and the garden/front porch area) and more information must be provided. Identify material to be use for foundation wall, which must be consistent with one of the permitted types (brick in a bond pattern, painted brick, tabby stucco or stucco that is sand finished, or steel troweled per UDO Sec. 5.15.6.G.1.a.).
7. Provide column detail to show material and configuration that complies with UDO Sec. 5.15.6.H.2).
8. The proposed railings used on the are aluminum material, which is not a UDO permitted material (i.e., wood, painted/natural-wrought or cast iron). Revise with a permitted material. Provide railing information for the ramp. (UDO Sec. 5.15.6.H.2.d.)
9. Identify window and door operations for all windows and doors. If fixed-frame windows are proposed, they can be no greater than 36 square feet. (UDO Sec. 5.15.6.I.) Provide window and door schedules.
10. On Final Plan, provide corner and water table trim details to show compliance with UDO Sec. 5.15.6.N. Any material changes must occur at interior corners.
11. Per the Applications Manual, a site plan (survey) indicating location, species, and caliper of existing trees and trees to be removed must be provided. (Applications Manual and UDO Section 3.22.2. A.). Replacement trees will be required as specified in UDO Sec. 5.3.7.F.4. Additionally, a tree canopy of 75% lot coverage, not including roof tops, must be provided for sites less than one (1) acre. Provide canopy coverage calculations. (UDO Sec. 5.3.7.G.) UDO Sec. 5.3.7.A. requires at least one large canopy street tree. A foundation planting area at least 8 feet wide shall be maintained around all structures. The foundation planting shall incorporate a mixture of trees, shrubs, and ground covers per UDO Sec. 5.3.7.E.
12. Landscaping and hardscaping encroachments into State-owned right-of-way (SC 46) requires approval from the State.
13. The proposed parking spaces are partially on the subject property and extends into Stock Farm private right-of-way and would require approval from the Stock Farm POA.
14. Provide approval letter from Stock Farm POA.
15. Signage is not reviewed as a portion of this application. All signs must be reviewed through the Site Feature-HD process and meet the requirements found in Section 5.15.6.Q of the UDO.
16. For the final application provide architectural details of the railings; typical window and door details; corner board trim detail; sections through the eave and wall showing materials, configuration and dimensions; service yard depicting the material, configuration and dimensions. Use call outs to identify all materials on the plans. A complete submittal package will help expedite review by the Historic Preservation Commission. (Applications Manual)
17. Given the nature of the changes to the building since the pre-application meeting, discussion is needed with the applicant, and additional comments may be provided by Town Staff.

Watershed Management Review	10/04/2024	Samantha Crotty	Approved with Conditions
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**Comments:**

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

Beaufort Jasper Water and Sewer Review	10/04/2024	Matthew Michaels	Approved
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**Comments:**

Comments may be forthcoming.

HPRC Review

10/04/2024

Charlotte Moore

Approved

**Comments:**

No comments received by October 4.

Transportation Department  
Review - HD

09/13/2024

Megan James

Approved

**Comments:**

No comments

**Plan Review Case Notes:**