



TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS-
OLD TOWN BLUFFTON
HISTORIC DISTRICT (HD) APPLICATION

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Malcolm Claxton	Name: David Meeder		
Phone: 843-469-5201	Phone: 843-384-5028		
Mailing Address: 9 Hidden Lakes Ln Bluffton, S.C 29910	Mailing Address:		
E-mail: claxtons1248@gmail.com	E-mail: dbmeeder@gmail.com		
Town Business License # (if applicable):			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: 28 Wharf St. - Remodel	Conceptual: ☐	Final: ☐	Amendment: ☐
Project Address: 28 Wharf Street	Application for:		
Zoning District: neighborhood General - HD	☐ New Construction		
Acreage: 0.13 acres	☒ Renovation/Rehabilitation/Addition		
Tax Map Number(s): RE1003900A01820000	☐ Relocation		
Project Description: A full exterior and interior renovation of the existing residence, including structural additions and a garage carriage house w/ driveway			
Minimum Requirements for Submittal			
☒ 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal.			
☒ 2. Digital files drawn to scale of the Site Plan(s).			
☒ 3. Digital files of the Architectural Plan(s).			
☒ 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.			
☒ 5. All information required on the attached Application Checklist.			
☐ 6. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature: DB Meeder		Date: 12/10/25	
Applicant Signature: Malcolm Claxton		Date: 12/10/25	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON

HISTORIC DISTRICT (HD) PROJECT ANALYSIS

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Certificate of Appropriateness application submitted for review by the Historic Preservation Commission (HPC) and the Historic Preservation Review Committee. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO.

1. DESIGN REVIEW PHASE		CONCEPTUAL REVIEW ☒		FINAL REVIEW ☐
2. SITE DATA				
Identification of Proposed Building Type (as defined in Article 5): <u>single family home</u>				
Building Setbacks	Front:	Rear:	Rt. Side:	Lt. Side:
3. BUILDING DATA				
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage	
Main Structure	Main House	1157 sqft	1629 sqft	
Ancillary	Carriage House	n/a	538 sqft	
Ancillary				
4. SITE COVERAGE				
Impervious Coverage		Coverage (SF)		
Building Footprint(s)		2167		
Impervious Drive, Walks & Paths		40		
Open/Covered Patios		included in Building footprint		
A. TOTAL IMPERVIOUS COVERAGE		2207		
B. TOTAL SF OF LOT		5759		
% COVERAGE OF LOT (A/B= %)		38%		
5. BUILDING MATERIALS				
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation	
Foundation	foundation walls / tabby CMU piers	Columns	6x6 PT w/ James Hardie trim	
Walls	James Hardie Siding	Windows	YKK - vinyl - SH	
Roof	Architectural Asphalt Shingles	Doors	Hemlock Fir Wood	
Chimney	n/a	Shutters	wood	
Trim	James Hardie trim	Skirting/Underpinning	tabby wall foundation / cmu piers / James Hardie base	
Water table	James Hardie / aluminum flashing	Cornice, Soffit, Frieze	James Hardie	
Corner board	James Hardie	Gutters	none	
Railings	wood PT	Garage Doors	aluminum / steel	
Balusters	wood PT	Green/Recycled Materials	none	
Handrails	wood PT			



TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON

HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

Note: Certificate of Appropriateness application information will vary depending on the activities proposed. At a minimum, the following items (signified by a grayed checkbox) are required, as applicable to the proposed project.

Concept	Final	BACKGROUND INFORMATION
☒	☐	COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information.
☒	☐	PROPERTY OWNER CONSENT: If the applicant is not the property owner, a letter of agency from the property owner is required to authorize the applicant to act on behalf of the property owner.
☒	☐	PROJECT NARRATIVE: A detailed narrative describing the existing site conditions and use, the proposed development intent with proposed uses and activities that will be conducted on the site. Include a description of the proposed building type and proposed building materials as permitted in Article 5.
☒	☐	DEED COVENANTS/RESTRICTIONS: A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site.
☒	☐	ADDITIONAL APPROVALS: A written statement from the Declarant of any deed covenants, conditions, or restrictions and/or the Review Body of any design or architectural standards that the current design has been reviewed for consistency with the established restrictions/design principles and approved.
Concept	Final	SITE ASSESSMENT
☒	☐	LOCATION MAP: Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
☒	☐	PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: • All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s); • Municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the tract, form a part of the boundary of the tract, or are contiguous to such boundary; • All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways; • Existing watercourses, drainage structures, ditches, one-hundred (100) year flood elevation, OCRM critical line, wetlands or riparian corridors top of bank locations, and protected lands on or adjacent to the property; • Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and • North arrow, graphic scale, and legend identifying all symbology.
☒	☐	SITE PLAN: Showing layout and design indicating, but not limited to: • All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s); • Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities; • Pedestrian circulation elements and ensuring design shows ADA accessibility compliance. Location, layout, and number of vehicular and bicycle parking spaces bicycle parking, and ensuring design shows ADA accessibility compliance; and • Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.

N/A

MA



TOWN OF BLUFFTON

CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON

HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

☒	☐	PHOTOS: Labeled comprehensive color photograph documentation of the property, all exterior facades, and the features impacted by the proposed work. If digital, images should be at a minimum of 300 dpi resolution.
Concept	Final	ARCHITECTURAL INFORMATION.
☒	☐	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
☒	☐	FLOOR/ROOF PLANS: Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
☒	☐	ELEVATIONS: Provide scaled and dimensioned drawings to illustrate the exterior appearance of all sides of the building(s). Describe all exterior materials and finishes and include all building height(s) and heights of appurtenance(s) as they relates to adjacent grade, first floor finished floor elevations, floor to ceiling height for all stories, existing and finish grades for each elevation.
☒	☐	ARCHITECTURAL DETAILS: Provide scaled and dimensioned drawings to show the configuration and operation of all doors, windows, shutters as well as the configuration and dimensional information for columns and porch posts, corner boards, water tables, cupolas and roof appurtenances, gutters and downspouts, awnings, marquees, balconies, colonnades, arcades, stairs, porches, stoops and railings.
☒	☐	MANUFACTURER'S CUT SHEET/SPECIFICATIONS: Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
Concept	Final	LANDSCAPE INFORMATION.
☒	☒	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
☒	☐	LANDSCAPE PLAN: Plan must include proposed plant materials including names, quantities, sizes and location, trees to be removed/preserved/relocated, areas of planting, water features, extent of lawns, and areas to be vegetated. Plant key and list to be shown on the landscape plan as well as existing and proposed canopy coverage calculations.
Concept	Final	ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).
☒	☒	FINAL DEVELOPMENT PLAN APPLICATION: A Final Development Plan Application, along with all required submittal items as depicted on the application checklist, must be submitted prior to a Final Certificate of Appropriateness submittal and approved prior to the application being heard by the Historic Preservation Commission.

SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL

By signature below I certify that I have reviewed and provided the submittal items listed above. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

Malcolm Claxton
Signature of Property Owner or Authorized Agent

12/10/25
Date

Malcolm Claxton
Printed Name of Property Owner or Authorized Agent

Malcolm Claxton
Signature of Applicant

12/10/25
Date

malcolm claxton
Printed Name of Applicant

JRA Holdings LLC

1 Estill Beach Lane

Bluffton SC 29910

EIN # 57-107-0562

RE: 28 Wharf. Bluffton SC 29910

To whom it may concern,

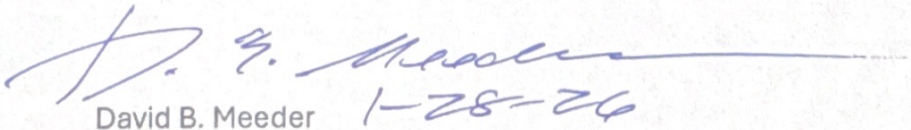
JRA Holdings, LLC is owned and managed by David B. Meeder so he can act as owner for decisions regarding the LLC's property at 28 Wharf St Bluffton SC.

Further Malcolm Claxton has been granted authority to aid with planning and permitting the remodeling of the property with the Town of Bluffton. Malcolm can therefore speak for David Meeder in his absence.

If there are any question or if you need any additional information or documentation please email me dbmeeder@gmail.com

Or my cell is (843) 384-5028

Thanks so much

A handwritten signature in blue ink, appearing to read "D. B. Meeder", followed by a long horizontal flourish.

David B. Meeder

1-28-26

28 Wharf St, Bluffton, S.C 29910

Construction Remodel Narrative

This construction project located at 28 Wharf St involves a full exterior and interior renovation of the existing residence, including structural additions, exterior/interior upgrades, and landscaping enhancements. The scope of work includes the following key components:

1. **Exterior Renovation**

The existing stucco tabby exterior will be fully removed and replaced with new **James Hardie fiber cement siding** to improve both the aesthetic appeal and long-term durability of the home. The new siding will be installed in accordance with manufacturer specifications to ensure weather resistance and proper ventilation.

2. **Addition of Third Bedroom & Porch Extension**

A new addition will be constructed to create a **third bedroom**, increasing the home's livable square footage and functionality. This addition will be integrated seamlessly into the existing structure and will bring the home's footprint forward to match the culture of the street.

3. **Roof Replacement**

The existing roof will be completely removed and replaced with a **new asphalt shingle roof** featuring **30-year architectural shingles**. The new roofing system will include updated underlayment, flashing, and ventilation components to meet current building codes and improve energy efficiency.

4. **New Driveway Installation**

A **new shell driveway** will be constructed on the **right side of the property**, providing additional off-street parking and improved access to the home. Grading and drainage will be addressed to ensure proper water runoff and prevent pooling.

5. **Interior Renovation**

The interior of the home will undergo a comprehensive remodel. This will include updates to flooring, drywall, paint, lighting, and fixtures throughout. Kitchens and bathrooms will be modernized to reflect current design standards and improve functionality.

6. **Landscaping Improvements**

The entire property will be **re-landscaped** to complement the renovated exterior and new construction. This will include new sod (where needed), planting beds, walkways, and potentially updated irrigation systems to create a cohesive and welcoming outdoor environment.

7. **Garage Addition** A new two-story garage carriage house to be built on the back of the property to create covered parking and additional living space. Matching similar garage builds on Wharf St.