



# PLAN REVIEW COMMENTS FOR COFA-03-26-020160

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:** 03/05/2026  
**Plan Status:** Active **Plan Address:** 33 Guerrard Avenue  
BLUFFTON, SC 29910  
**Case Manager:** Charlotte Moore **Plan PIN #:** R610 039 00A 0425 0000  
**Plan Description:** A request by Chris Epps (InCircle Architecture), on behalf of the owner, Webbdean Dev, LLC, for a review of a Certificate of Appropriateness - HD to construct a new 2-story Side Yard House of approximately 2,269 SF and a 2-story detached Carriage House of approximately 996 SF, to be located at 33 Guerrard Avenue in Old Town Bluffton Historic District and zoned Neighborhood General - HD zoning District. STATUS (03.24.2026): Concept Plan to be reviewed by HPRC on March 30, 2026.

## Staff Review (HD)

**Submission #: 1** Recieved: 03/05/2026 Completed:

| <i>Reviewing Dept.</i>                 | <i>Complete Date</i> | <i>Reviewer</i>  | <i>Status</i>            |
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| Beaufort Jasper Water and Sewer Review | 03/27/2026           | Matthew Michaels | Approved with Conditions |

**Comments:**  
Comments may be provided at time of building permit application.

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| Growth Management Dept Review (HD) | 03/27/2026 | Charlotte Moore | Approved with Conditions |
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**Comments:**

1. Lot Coverage: Per UDO Sec. 5.15.5.C., the maximum lot coverage permitted in the NG-HD district for a Side-yard House is 60% (as of January 13, 2026 UDO text amendment). Per UDO Sec. 9.3.D.2., lot coverage is the “portion of the lot covered by any structure or constructed element that impedes infiltration of stormwater into the ground or disrupts vegetated surfaces. For purposes of lot coverage standards, structures or constructed elements that allow some infiltration, such as decks, patios and driveways, porous pavers or concrete, or other elements that disturb ground cover shall be counted towards the total surface coverage unless they demonstrate they are a functional and integral part of a stormwater system and best management practice in Article 5, Design Standards.” The driveway is shown as “permeable” on the survey but may be impermeable unless the stormwater requirements can be met. For assistance, contact Sam Crotty (Town Stormwater Permit Administrator) at [scrotty@townofbluffton.com](mailto:scrotty@townofbluffton.com).
2. Building Orientation: The main structure is not parallel to the street. UDO Sec. 5.15.5.F.5.a. requires that the front principal façade of a building must be built parallel to the street that it faces.
3. Side Yard: The placement of a Sideyard House in the center of the lot is contrary to the usual location of a Sideyard House, which would be closer to one of the property lines. UDO Sec. 5.15.8.K. allows the structure to be placed a minimum of five (5) feet from the property line; the plan shows a side yard of 10’-8”, most of which is a driveway that is located on the property line, thus preventing the possibility of landscaping or a screening fence.
4. First Floor Height: The first-floor height of the main structure is 2’-10”. Residential structures must have a first finished floor height raised a minimum of three (3) feet above average adjacent sidewalk grade (UDO Sec. 5.15.5.F.1.c.).
5. Service Yards: The service yard for the main structure may be undersized, and the gate must be removed for utility access if electric meters are within this area (likewise for carriage house service yard).
6. Foundation: Provide a foundation detail. Per UDO Sec. 5.15.6.O., underpinning must be a minimum of 1-inch behind the face of piers.
7. Chimney: Provide a chimney cap detail, with material to be used, and consider a more traditional cap, such as a bishop’s arch. A double bishop’s arch is suggested.
8. Windows: a) There are multiple fixed windows, which is not an operation permitted per UDO Sec. 5.15.6.I.3.b. (single/double hung, casement, awning/tilt are permitted). b) Per UDO Sec. 5.15.6.I.1.b., window openings should be oriented vertically, and vertical rhythm should be established (UDO Sec. 5.15.5.F.4.e.) Multiple windows are oriented horizontally, and vertical rhythm is lacking on the left elevation. Restudy these window configurations. Label window types.
9. Doors: a) Reconsider the lite pattern on the Carriage House door as it does not match the door or window patterns on the main structure; b) The door headers on the second-story porch differ from the door headers on the ground floor; and, c) Label door types. Carriage house door does not show as a door type.
10. Roof: The Project Analysis sheet indicates a “metal” roof of unknown configuration is proposed; the plans show architectural shingles. Provide correct roof type; if metal, identify the metal type and whether the roof will be standing-seam or 5-V crimp as required by UDO Sec. 5.15.6.J. Show porch ceiling material and configuration (e.g., beaded, tongue & groove).
11. Materials, Configurations and Dimensions: Label all materials on the Final Plan (in addition to the Project Analysis sheet) and ensure that they comply with UDO Sec. 5.15., as applicable. Any materials, configurations and dimensions not in compliance with the UDO must be identified in a narrative with an explanation for consideration by the HPC. Include vent, soffit (UDO Sec. 5.15.6.P.), porch ceiling details. The Final Plan will not be scheduled for an HPC agenda if information is missing.
12. Landscape Plan: Provide a Landscape Plan that shows 75% tree canopy coverage at maturity (UDO Sec. 5.3.3.G.1.); provide a street tree (UDO Sec. 5.3.7.A.); provide 8’-0” foundation planting at front elevation (UDO Sec. 5.3.7.E.2.). Landscaping may be used to screen meters.
13. At time of Final Plan submission, provide a written response to these HPRC comments.

HPRC Review

03/27/2026

Charlotte Moore

Approved with Conditions

**Comments:**

1. While a Sideyard House is a permitted building type in this district, Guerrard Avenue is mostly 1 to 1.5 story homes with the Medium House building type the most common building type for new construction. This type would fit within the small lot much better and fit well among the other homes.
2. The site plan is missing the service yards and chimney. The carriage house ground floor window and door configurations do not match the elevations.
3. Provide a section of the porch and paneled portion.
4. Consider use of a finished material like cement board for the trim instead of pressure treated grade wood.
5. Consider adding a trim piece where the wall meets the soffit.
6. The diagonal bracket member is unclear and appears too skinny on the elevations.
7. The left and rear elevations of the house rely too heavily on transom windows. Revisit these elevations to include windows to break up the facade and balance with the remainder of the architecture.
8. Revisit the panel detail on the stair hall to remove the skinny row at the top of the first floor and make the bottom panels the same height on both floors

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| Watershed Management Review | 03/19/2026 | Samantha Crotty | Approved with Conditions |
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**Comments:**

All development exceeding 5,000 sq. ft. of land disturbance will have to meet SoLoCo Standards and retain the first 1.95" of stormwater onsite using approved BMPs (example: rain gardens or rain barrels). Additional comments may be provided at time of building permit submittal/stormwater permit review.

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| Transportation Department<br>Review - HD | 03/06/2026 | Mark Maxwell | Approved |
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**Comments:**

No comments

**Plan Review Case Notes:**