



**ATTACHMENT 6**  
**PLAN REVIEW COMMENTS FOR COFA-02-25-019576**

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:** 02/03/2025  
**Plan Status:** Active **Plan Address:** 82 Pritchard St Street  
BLUFFTON, SC 29910  
**Case Manager:** Charlotte Moore **Plan PIN #:** R610 039 00A 0051 0000  
**Plan Description:** A request by Keith Martelli (Martelli Architects), on behalf of the Owners, Mark and Kim Driscoll, for a review of a Certificate of Appropriateness - HD to alter an existing 2-story Carriage House of approximately 1198 square feet located at 82 Pritchard Street, in the Old Town Bluffton Historic district and zoned Neighborhood General HD zoning District. The Carriage House is presently a garage and second-story bonus floor. The double car garage will be converted into a single car garage with a partial living space (bedroom and bathroom). The second floor bonus space will be converted into a kitchen and living space. A rear patio will be added, and the existing stairwell will have treads and railings replaced.  
**STATUS (02.04.2025):** Scheduled for February 24, HPRC meeting.

### Staff Review (HD)

**Submission #: 1**      Received: 02/03/2025      Completed: 02/21/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	02/21/2025	Charlotte Moore	Approved with Conditions

**Comments:**

1. Identify the site work that is proposed. It appears that "walkways" have been or will be removed, and some "walkways" will be replaced.
2. Show existing and proposed Carriage House materials. Information shown on the project analysis sheet must be included with the drawings. Note whether any exterior changes are proposed for the main house.
3. With the expansion of the window opening over the garage, identify how the existing wall material will be affected, and identify replacement materials. This also applies to the left and rear elevations. If existing siding is to remain, new siding must match.
4. A new garage door, front door and rear French doors are proposed. Details of these doors must be provided and show consistency with the requirements of UDO Sec. 5.15.6.I.
5. Four new windows are proposed on the front(east), left(south) and rear(west) elevations. Details of these windows must be provided, including operation, and show consistency with the requirements of UDO Sec. 5.15.6.I. Provide head, jamb and sill details.
6. Shutters proposed over the garage are not sized to match the opening. When shutters are used, they must be sized to match their opening, hinged, operable, include a shutter dog in a configuration that is typical of Old Town Bluffton (e.g., "S" hook or rat-tail). Identify shutter materials, existing and proposed. (UDO Sec. 5.15.6.M.).
7. Stair treads and railings are indicated to be replaced but details have not been provided. Provide details to shown compliance with applicable section of UDO Sec. 5.15.6.H.2. and 3.)
8. An 80sf patio is proposed but no other information is provided. Provide patio details, including material to be used.

HPRC Review	02/21/2025	Charlotte Moore	Approved with Conditions
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**Comments:**

1. It is difficult to determine what the scope of work is from the current drawings. Clearly indicate the scope of work and any demolition items on the existing plans for Final Plan submission to HPC.
2. For the Final Plan submission, show existing and proposed elevations next to each other to aid review and expedite the meeting. All proposed work should be clearly identified.
3. Are modifications to the main house proposed?
4. The shutters on the pair of double hung windows should be noted as double-hinged bi-fold shutters with hardware or removed.
5. The beam of the porch roof over the garage door should return to the wall on the ends to match the front porch. Provide a detail of this roof for HPC review.
6. The house appears to be vinyl siding. How will this be modified to support the new work?

Beaufort Jasper Water and Sewer      02/21/2025      Matthew Michaels      Approved  
Review

**Comments:**

No comments provided; comments may be provided at time of Final Plan

Watershed Management Review      02/21/2025      William Baugher      Approved

**Comments:**

No comments per Sam Crotty (Watershed) email to C. Moore.

Transportation Department      02/04/2025      Mark Maxwell      Approved  
Review - HD

**Comments:**

No comments

**Plan Review Case Notes:**