

HISTORIC PRESERVATION COMMISSION



STAFF REPORT

Department of Growth Management

MEETING DATE:	June 11, 2025
PROJECT:	COFA-02-25-019576 82 Pritchard Street Renovation of an Existing Carriage House
APPLICANT:	Keith Martelli (Martelli Architects)
PROPERTY OWNERS:	Kim and Mark Driscoll
PROJECT MANAGER:	Charlotte Moore, AICP, Principal Planner

APPLICATION REQUEST: The Applicant requests that the Historic Preservation Commission approve the following:

A Certificate of Appropriateness-HD (COFA-HD) to renovate an existing 2-story garage (Carriage House) of approximately 1,198 enclosed square feet located at 82 Pritchard Street, in Old Town Bluffton Historic district and zoned Neighborhood Conservation- HD zoning District.

BACKGROUND: The existing garage (Carriage House) is a two-story structure under a front-facing gable with a second floor “bonus area” over a double-car garage. The garage is proposed to be converted into a single car garage and a partial living space (bedroom/ and bathroom). The second-floor bonus space would be converted into a kitchen and living space connected to the ground floor by new interior stairs.

New windows are proposed on the front, left and rear elevations. An entry door will be added to the front elevation. French doors are proposed on the ground floor rear elevation and would open onto a proposed patio slab that would extend the length of the rear wall and have a depth of 10 feet. Patio pavers are proposed to match existing pavers used at the main residence. The existing stairwell would remain but have treads and railings replaced; additionally, the stairs leading to the first landing are proposed to be replaced and to be reoriented to the new patio. The existing vinyl wall siding will remain. The proposed changes are consistent with the main residence.

This project was presented to the Historic Preservation Review Committee (HPRC) for conceptual review at the February 24, 2025 meeting. HPRC comments are provided as Attachment 6.

REVIEW CRITERIA & ANALYSIS: In its review of this COFA-HD application, Town Staff and the Historic Preservation Commission are required to consider the criteria set forth in Unified Development Ordinance (UDO) Section 3.18.3 (COFA-HD, Application Review Criteria), applying the standards and guidelines of UDO Sec. 5.15, Old Town Bluffton Historic District. The intent of the standards and guidelines is, in part, to provide guidance and ensure consistent development without discouraging creativity or forcing the replication of historic models.

The applicable criteria of UDO Sec.3.18.3 are provided below followed by a Staff Finding based upon review of the application submittals to date.

1. Section 3.18.3.B. Consistency with the principles set forth in the Old Town Master Plan.

- a. *Finding.* The application is consistent with the principles set forth in the Old Town Master Plan. The Old Town Master Plan states that “The built environment, in particular the historic structures scattered throughout Old Town, should be protected and enhanced. While it is of great importance to save and restore historic structures, it is just as important to add to the built environment in a way that makes Old Town more complete.”

Old Town Bluffton Historic District is a locally designated historic district. The alterations to the existing Carriage House have been designed to be sympathetic to the architectural character of the neighboring structures and will enhance the neighborhood by adding architectural variety.

- b. *Finding.* The Old Town Master Plan initiatives also include the adoption of a form-based code that included architectural standards for structures located within the Old Town Bluffton Historic District. These standards are included in Article 5 of the UDO. The proposed alterations as part of this request will be in conformance with those standards if the conditions noted in #2 of this Section are met.
- c. *Finding.* The Old Town Master Plan initiatives also promote preservation and protection of the legacy of the Old Town Bluffton Historic District through additions to the built environment which make Old Town more complete. As this is an alteration to an existing structure, this criterion does not apply.

2. Section 3.18.3.C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards.

- a. *Finding.* Town Staff finds that if the conditions noted below are met, the proposed addition will be in conformance with applicable provisions provided in Article 5:

- 1) **Windows:** Window materials and operations were not provided. Compliance with UDO Sec. 5.15.6.I.2.a. and 3.b. is required.
- 2) **Doors:** Door material was not provided for the French doors and the new front entry door; a metal door will be used for the single-car garage door. Compliance with UDO Sec. 5.15.6.I.2.b. is required.
- 3) **Exterior Staircase:** New pressure treated wood treads and railings are proposed for the staircase, and the stairs leading to the first landing will be re-constructed for access from the porch. A porch detail must be provided to ensure that posts and railings comply with UDO Sec. 5.15.6.H.
- 4) **Patio Foundation:** A slab addition is proposed for the patio addition. Because of the grade, the foundation will have partially exposed walls that appear to be Concrete Monument Units (CMU). As CMU alone is not a permitted material, the foundation should match the brick foundation of the main residence.

3. **Section 3.18.3.D. Consistency with the nature and character of the surrounding area and consistency of the structure with the scale, form and building proportions of the surrounding neighborhood.**

Finding. Town Staff finds the nature and character of the new construction to be consistent and harmonious with that of the surrounding neighborhood. The mass and scale of the structure is appropriate for its location and the architectural detailing, with revisions to address the items in #2 above, will be sensitive to the neighboring properties.

4. **Section 3.18.3.F. The historic, architectural, and aesthetic features of the structure, including the extent to which its alteration or removal would be detrimental to the public interest.**

Finding. If the conditions #2 of this report are met, the proposed plans are sympathetic in design to the neighboring historic and non-historic resources; therefore, the structure, with the recommended revisions, will have no adverse effect on the public interest.

5. **Section 3.18.3.H. The application must comply with applicable requirements in the Applications Manual.**

Finding. The Certificate of Appropriateness Application has been reviewed by Town Staff and has been determined to be complete except for the applicable items in #2.

STAFF RECOMMENDATION: It is the charge of the HPC to assess and interpret the standards and guidelines set forth in the UDO as they pertain to applications using the review criteria established in the UDO and to take appropriate action as granted by the powers and duties set forth in Section 2.2.6.E.2. Town Staff finds that with the conditions

noted below, the requirements of Section 3.18.3 of the Unified Development Ordinance have been met and recommends that the Historic Preservation Commission approve the application with the following conditions:

1. Provide window materials and operations to show compliance with UDO Sec. 5.15.6.I.2.a. and 3.b.
2. Provide door material for the entry door and French doors to show compliance with UDO Sec. 5.15.6.I.2.b.
3. Provide a stair and railing detail to show compliance with UDO Sec. 5.15.6.H.
4. Show the exposed patio foundation with a brick veneer in a bond pattern to match the foundation of the main residence to comply with UDO Sec. 5.15.6.G.1.

HISTORIC PRESERVATION COMMISSION ACTIONS: As granted by the powers and duties set forth in Section 2.2.6.E.2, the Historic Preservation Commission has the authority to take the following actions with respect to this application:

1. Approve the application as submitted by the Applicant;
2. Approve the application with conditions; or
3. Deny the application as submitted by the Applicant.

ATTACHMENTS:

1. Location and Zoning Map
2. Application
3. Site Photos
4. Survey
5. Final Plan
6. HPRC Comments (02.24.2025)