



PLAN REVIEW COMMENTS FOR COFA-05-25-019747

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:** 05/13/2025
Plan Status: Active **Plan Address:** 4 Head Of The Tide
BLUFFTON, SC 29910
Case Manager: Charlotte Moore **Plan PIN #:** R610 039 000 0295 0000
Plan Description: A request by Andrew Brown, Applicant, on behalf of Henry Savage, Owner, for review of a Certificate of Appropriateness - HD to expand the existing kitchen of a main residence by enclosing a 126 square foot portion of an existing side porch at 4 Head of the Tide, in Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. (COFA-05-25-019747)
STATUS (06.01.2025): Concept Plan to be reviewed by HPRC on 06.09.2025.

Staff Review (HD)

Submission #: 1 Recieved: 05/13/2025 Completed: 06/06/2025

Reviewing Dept.	Complete Date	Reviewer	Status
Growth Management Dept Review (HD)	06/06/2025	Charlotte Moore	Approved with Conditions
Comments: 1. Fiberglass is not a permitted door material. UDO Sec. 5.15.6.G.2.b. allows wood, metal or metal-clad. 2. Fixed windows are not a permitted operation. Consider casement or tilt windows to comply with UDO Sec. 5.15.6.G. 3. The hood vent must be painted to match the color of the shingles. 4. Provide the window and door schedules with the Final Plan. 5. Exterior materials are proposed to match the existing house. Provide those materials on the plans. 6. Provide all information indicated on the COFA-HD application for the Final Plan submission. Incomplete submissions will not be scheduled for an HPC meeting until all required items are received. The next HPC submission deadline is July 9 for the August 6 meeting.			
Watershed Management Review	06/06/2025	Samantha Crotty	Approved with Conditions
Comments: Comments may be provided at time of building permit/stormwater permit review.			
Beaufort Jasper Water and Sewer Review	06/06/2025	Matthew Michaels	Approved
Comments: No Comments			
HPRC Review	06/06/2025	Charlotte Moore	Approved
Comments: No comments.			
Transportation Department Review - HD	05/13/2025	Mark Maxwell	Approved
Comments: No comments			

Plan Review Case Notes: