

HISTORIC PRESERVATION COMMISSION



STAFF REPORT

Department of Growth Management

MEETING DATE:	June 3, 2026
PROJECT:	COFA-08-24-019275 95 Green Street – New Construction of Single-family House
APPLICANT:	Glenda Mikulak Roberts
PROPERTY OWNER:	Glenda Mukulak Roberts
PROJECT MANAGER:	Charlotte Moore, AICP, Principal Planner

APPLICATION REQUEST: The Applicant and Property Owner, Glenda Mikulak Roberts, requests that the Historic Preservation Commission (HPC) approve the following application:

A Certificate of Appropriateness to construct a 1.5-story single-family residence of approximately 2,342 SF at 95 Green Street in Old Town Bluffton Historic District, and within the Neighborhood General-HD (NG-HD) zoning district.

INTRODUCTION: The house will be located at 95 Green Street, an unpaved road without sidewalks, on a 0.33-acre double-frontage lot that includes an existing carriage house that was constructed about 2014. The house will front Green Street and the rear yard will be adjacent to Hickory Trace, also an unpaved road. A 36-inch live oak tree is located in the middle of the lot and will be preserved.

The existing 1.5-story carriage house features a side-gable 5-V metal roof, inset balcony, 2/2 window configurations, square wood columns with bases and capitals, fiber cementitious horizontal lap siding with board and batten siding underneath the gables, and operable wood shutters (Attachment 10).

The proposed main structure has characteristics of a Vernacular House Building Type with a roof ridge that is parallel to the front façade, includes side-facing gables, and a full-façade front porch. However, the footprint is larger than is permitted by the Unified Development Ordinance (1,800SF maximum vs. 1,912SF proposed) and the massing is inconsistent with this building type, particularly the middle block that extends above the Green Street-facing block. As the structure is not characteristic of other building types permitted in the NG-HD District, it is reviewed as an Additional Building Type in accordance with UDO Sec. 5.15.5.C.

The main structure has similar characteristics to the carriage house with some variations. The structure will be located on a raised concrete slab with tabby stucco coating. The front

porch and rear stoop will be located on CMU piers with unspecified brick veneer that will be inset with pressure-treated wood horizontal boards. Wall cladding, including the gables, will be Hardie board and batten (12" o.c.). A full-façade front porch on the Green Street elevation features square wood columns with bases and capitals and a wood balustrade, as does the inset porch on the left elevation. All windows are 2/2 fiberglass double-hung except for shed dormer casement windows in the middle block and one in the rear elevation. Exterior doors are a combination of metal clad, mahogany wood with a $\frac{3}{4}$ glass inset, and fiberglass (which is not a permitted material).

In addition to the main structure, a swimming pool, pool deck with pavers, and living and privacy fences are proposed.

A Concept Plan was reviewed twice for this project. The Historic Preservation Review Committee dates are September 3, 2024 and February 23, 2026. A response to the more recent HPRC comments is provided in Attachment 9.

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 main structure has been designed to be sympathetic to the architectural character of neighboring structures and will enhance the neighborhood by adding architectural variety provided that the conditions noted in #2 of this Section are met and determinations by HPC made. However, the massing of the middle block is of concern as it is taller than the block facing Green Street.

- 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 new construction will be in conformance with those standards if the conditions noted in #2 of this Section are met and determinations by HPC made.
- 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. The addition of new buildings contributes to the district as well as helps to provide completeness to the neighborhood and overall district.

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

- a. *Findings.* Town Staff finds that if the conditions noted below are met and/or approved by the HPC, the proposed structure will be in conformance with applicable provisions provided in Article 5:

(1) Service Yard (UDO Sec. 5.15.5.F.9.): Utility meters must be screened from public view per the UDO; however, the electric utility requires that the screening enclosure not include a gate. Therefore, the gate must be removed or, alternatively, landscaping may be used to screen the meter.

(2) Chimney (UDO Sec. 5.15.6.E.8.c. and d.): The chimney is proposed to have a bishop's cap. While this is a traditional style for Old Town, a single bishop's cap applied to residential dwellings is increasingly disproportionately large. Therefore, it is recommended that at least two bishop's caps be applied to the chimney. Additionally, the spark arrestor must be concealed with the within the chimney.

(3) Building Walls (UDO Sec. 5.15.6.G.3.): Hardie board and batten is proposed for building walls, including underneath the gable. The carriage house has board and batten cladding but horizontal lap siding underneath the gables. For consistency, it is recommended that this pattern also be applied to the main structure. If a metal roof is proposed, this would also break up the verticality of the structure (Note: shingle material is mentioned in the application and the plan set, but a metal roof is shown).

(4) Brick (UDO Sec. 5.15.6.G.3.h.): UDO states that for the use of brick, "[w]herever possible, green building materials...including recycled content sheathing, siding composed of reclaimed or recycled material, salvaged masonry brick or block, and locally produced stone or brick" should be used.

Information regarding the proposed brick has not been provided for the piers. In the recent past, Savannah Grey or similar tumbled brownish-grey brick has been approved by the HPC. It is recommended that a sample brick or cut sheet be provided for Historic Preservation Review Committee approval.

- (5) Doors (UDO Sec. 5.15.5.6.I.2.b.):** The door on the rear elevation is proposed to be fiberglass. The UDO permits only wood, metal or metal-clad.
 - (6) Windows (UDO Sec. 5.15.6.I.3.b.):** For the main house, fixed windows are proposed on the Right and Rear elevations, which is not a permitted configuration. These windows must be changed to a casement operation unless otherwise approved by HPC.
 - (7) Roof (UDO Sec. 5.15.6.J.):** The UDO permits both metal (galvanized, copper, aluminum, zinc-alum) and shingles (metal, dimensional asphalt, slate and composite slate) roofs. The project analysis sheet and the flashing details sheet suggest that asphalt shingles will be used; however, the drawings show a metal roof. The correct roof must be shown and include the specific material and configuration per UDO Sec. 5.15.6.J.).
 - (8) Trim:** Certain trim pieces on the Front Door Elevation and Sill details (Sheet A6.1) show “hardie plan or azek.” Azek is not a UDO permitted material. The inclusion of this material may be an error based on the Applicant’s response to HPRC comments (Attachment 9).
 - (9) Shutters (UDO Sec. 5.15.6.M.):** Shutters are not a requirement, but they are provided on the carriage house. While the structure includes adequate fenestration, there are portions of wall area that lack visual interest and/or spacing between windows is wide (such as the front porch). Therefore, it is recommended that shutters be provided that are consistent with UDO Sec. 5.15.6.M.
- 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. The mass and scale of the main 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. However, the mass and scale of the Carriage House appears disproportionately larger than the main house.
- 4. 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 subject to the following conditions and determinations:

Conditions:

1. Remove the gate for the utility meter screening fence or, alternatively, provide landscaping to screen the meter.
2. Provide two bishop's caps for the chimney cap and conceal the spark arrestor within the chimney.
3. Provide horizontal lap siding underneath the gables to match the cladding of the carriage house.
4. Provide the source and type of brick proposed to be used for review and approval by the HPRC.
5. Provide a rear elevation door that is wood, metal or metal-clad.
6. Change fixed windows to casement windows (or other window configuration that may be approved by HPC).
7. Consistent with UDO Sec. 5.15.6.J., provide the exact roof material and configuration.
8. Remove references to Azek material (unless otherwise approved by the HPC as an alternate material).
9. Provide shutters that are consistent with UDO Sec. 5.15.6.M.

Determination:

A determination from the HPC is needed regarding the appropriateness of the following:

1. The massing of the middle block of the structure, as it is taller than the Green Street front elevation block.

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. Application
2. Location & Zoning Map
3. Photos
4. Survey
5. Site Plan
6. Narrative
7. Architectural Plans
8. Landscape Plan
9. Response to HPRC Comments
10. Carriage House Plans (2013)