

Historic Preservation Commission Meeting

Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers, 20
Bridge Street, Bluffton, SC

May 06, 2026

I. CALL TO ORDER

Chairman DePauw called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Chairman Joe DePauw
Vice Chair Carletha Frazier
Commissioner Jim Hess
Commissioner Tim Probst
Commissioner Lisa Sulka
Commissioner Michael Sutcliffe

ABSENT

Commissioner Debbie Wunder

III. ADOPTION OF MINUTES

1. March 4, 2026 Minutes

Commissioner Sulka made a motion to adopt the minutes as written.

Seconded by Vice Chair Frazier.

Voting Yea: Chairman DePauw, Vice Chair Frazier, Commissioner Hess, Commissioner Probst,
Commissioner Sulka, Commissioner Sutcliffe

All were in favor and the motion passed.

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

- Certificate of Appropriateness (204 Bluffton Road):** A request by Thomas Michaels, Jr. (SM7 Design, LLC), Applicant, on behalf of 204 Bluffton Road, LLC, Owner, for approval of a Certificate of Appropriateness to allow the construction of a 3-story 3,978 SF Main Street Building at 204 Bluffton Road. The property is in the Promenade development in Old Town Historic District and zoned Neighborhood Core-Historic District (NC-HD). (COFA-12-25-020072) (Staff-Charlotte Moore)

Staff presented. The applicant was present. The commissioners had questions regarding column spacing on the front porch, which the UDO requires to be wider than tall. The commissioners discussed window placement on the side elevations, transom window operability, door configurations on upper floors, and windowsill details. There was discussion regarding the service yard door, brick material selection, and electric meter screening.

Motion made by Commissioner Sulka made a motion to approve the application with the following conditions:

1. Show all windows by type (i.e., label windows).
2. Show all doors by type (i.e., label doors).
3. Identify the roof configuration (mentioned to be standing seam metal at the HPC meeting).
4. Revise plan to show porch ceilings with pressure-treated wood or cementitious board.
5. Provide railing details (for porches and the staircase).
6. Identify the brick to be used for the front porch columns and ground-floor wall cladding (mentioned to be Savannah Grey at the HPC meeting).
7. If electric meters must be relocated, they must be screened with landscaping or another screening method as determined by the HPRC.
8. Provide proof of a Right-of-Way encroachment permit for South Carolina Department of Transportation for any work within Bluffton Road right-of-way.
9. The columns and posts must be redesigned and reviewed by the Historic Preservation Review Committee (HPRC) for approval.

and the following were determined to be appropriate:

1. The use of powder-coated aluminum for the porch railings, balusters and handrails.
2. The use of Glazra material for windows and doors.
3. The placement of windows on the right and left elevations.

Seconded by Commissioner Hess.

Chairman DePauw made a motion to amend the motion to include the following conditions:

1. For all porch doors with a panel door, install door hardware to give the appearance of an operable door.
2. Provide sills for all window casings.

and include that the following is determined to be appropriate:

1. The use of fixed transom windows on the right and left elevations.

Seconded by Commissioner Sulka.

Voting Yea to amend the motion: Chairman DePauw, Vice Chair Frazier, Commissioner Hess, Commissioner Probst, Commissioner Sulka, Commissioner Sutcliffe

All were in favor and the motion passed.

Voting Yea to the amended motion: Chairman DePauw, Vice Chair Frazier, Commissioner Hess, Commissioner Probst, Commissioner Sulka, Commissioner Sutcliffe

All were in favor and the motion passed.

VII. DISCUSSION

1. Historic District Monthly Update. (Staff)

Staff reviewed the monthly report. The Commissioners had no questions.

VIII. ADJOURNMENT

Commissioner Hess made a motion to adjourn.

Seconded by Commissioner Sulka.

Voting Yea: Chairman DePauw, Vice Chair Frazier, Commissioner Hess, Commissioner Probst, Commissioner Sulka, Commissioner Sutcliffe

All were in favor and the motion passed. The meeting adjourned at 6:46pm.