



PLAN REVIEW COMMENTS FOR COFA-08-25-019913

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:	08/29/2025
Plan Status:	Active	Plan Address:	28 Wharf St Street BLUFFTON, SC 29910
Case Manager:	Charlotte Moore	Plan PIN #:	R610 039 00A 0182 0000
Plan Description:	A request by Malcolm Claxton (Applicant), on behalf of David Meeder (Owner), for review of a Certificate of Appropriateness-Historic District, to allow the renovation and minor expansion of an existing 1-story house c 1,157 SF and construction of a new detached Carriage House of approximately 538 SF located at 28 Wharf Street (Parcel R610 039 00A 0093 0000). The property is located in the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD). STATUS(09.10.2025): The Concept Plan is scheduled for review by the HPRC on September 29, 2025.		

Staff Review (HD)

Submission #: 1 Recieved: 08/29/2025 Completed:

Reviewing Dept.	Complete Date	Reviewer	Status
HPRC Review	09/22/2025	Charlotte Moore	Revisions Required

Comments:

- 1. Include a plan that shows the existing structure and the addition so that it is clear what is changing. Also, provide existing elevations and an elevation of both the main structure and carriage house to view the relationship.
- 2. The house roof form should be consistent front and rear. If the front elevation is changed to have a gable form, the rear should be a gable as well.
- 3. Clarify the intent of the gable vent on the main structure. Architectural details in the historic district should be functional or have the appearance of full functionality. A false vent made of lap siding is not an acceptable detail.
- 4. The existing structure has small vents—will the foundation wall be removed to create piers and add hogboard?
- 5. The carriage house is both out of scale with the house and of a significantly more complex architecture, including roof lines. Restudy the design with a steeper pitched roof and a low bearing to create 1 ½ story massing with dormers. The tiered nature of the cart parking and the cantilevered bay above is visually uncomfortable and too busy given the simple nature of the home.
- 6. The bottom of the bay comes through the shed roof on the carriage house. Consider adding a beam and wall at the end to hide this.

Growth Management Dept Review (HD)	Charlotte Moore	Revisions Required
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Comments:

1. Overall, the Concept Plan lacks sufficient detail to ensure full compliance with the Unified Development Ordinance (UDO). As such, the Concept Plan must be revised for a second review by the HPRC before the Final Plan will be scheduled for Historic Preservation Commission review. The designer must reference UDO Sec. 5.15.5 and 5.15.6. Please submit the plan as one PDF instead of multiple pages and include floor and roof plans for both structures, as well as elevations with existing and finished grades. Provide a response to all applicable comments.
2. Utilities: The power pole and telephone utilities will need to be relocated for the proposed driveway.
3. Setbacks: The carriage house, which includes the cart parking, must be at least 5'-0" from property lines. The rear setback is shown as 3'-2" from the property line and cannot be approved with a variance from the Zoning Appeals Board.
4. Landscape Plan: Landscaping must comply with UDO Sec. 5.3. This includes but is not limited to: 1) A foundation planting area at least 8 feet wide shall be maintained along the front elevation, incorporating a mixture of trees, shrubs, and ground covers in order to soften the building façade (UDO Sec. 5.3.7.E.1.); 2) A street canopy tree must be provided every 50 feet (UDO Sec. 5.3.7.A.1.); and, 3) A tree canopy with a minimum of 75% lot coverage, not including roof tops, shall be provided where land disturbance is proposed for sites less than one (1) acre. Tree canopy is the mature canopy of any existing trees to be saved, including trees located within a required buffer, together with the mature canopy of proposed replacement trees (UDO Sec. 5.3.7.G.1.). This can be provided with the Final Plan.
5. Service Yard: Show the service yards for both the carriage house and the main house. Service yards must be screened as required by UDO Sec. 5.15.5.F.9.
6. Windows: Fixed windows are not permitted (shown on right and rear elevations) (UDO Sec. 5.15.5.6.I.). The rear window should be double hung to match the adjacent window. Provide a window schedule. Consider the addition of shutters to provide visual interest.
7. Doors: Identify the door material for the main house and the garage door. The application states "fir wood" for all doors and the garage door is not identified. The front door shows as a 6-panel door—is this correct?
8. Provide Details: Additional details are needed for both the main structure and the carriage house to ensure compliance with UDO requirements, including: corner board (UDO Sec. 5.15.6.N.), wall section through the eave depicting material configuration and dimension, main structure foundation (application indicates piers/tabby for main structure but hog board is also shown—it isn't clear how this will be done, UDO Sec. 5.15.6.O.); stair, railing (UDO Sec. 5.15.6.O) and bracket details.

Beaufort Jasper Water and Sewer 09/22/2025 Matthew Michaels Approved with Conditions
Review

Comments:

Comments may be provided at time of building permit.

Watershed Management Review 09/22/2025 Samantha Crotty Approved with Conditions

Comments:

Comments may be provided at time of building permit submittal/stormwater permit submittal.

Transportation Department 08/29/2025 Mark Maxwell Approved
Review - HD

Comments:

No comments

Plan Review Case Notes: