



## **Beaufort County Historic Preservation Review Board Meeting**

### **Chairman**

Natalie Harvey

### **Vice Chairman**

Katrina Epps

### **Board Members**

Kathryn Mixon

Sally Murphy

Cheryl Steele

Katherine Pringle

Aileen LeBlanc

### **County Administrator**

MICHAEL MOORE

### **Staff Support**

ROBERT MERCHANT

KRISTEN FORBUS

### **Administration Building**

Beaufort County Government Robert

Smalls Complex

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# **Historic Preservation Review Board Agenda**

**Thursday, July 17, 2025 at 1:00 PM**

Bluffton Branch Small Conference Room 2

120 Palmetto Way Bluffton, SC 29910

1. CALL TO ORDER
  2. PLEDGE OF ALLEGIANCE
  3. FOIA – PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT 4.
  4. APPROVAL OF MINUTES - March 21, 2024, January 16, 2025, and April 17, 2025
  5. CITIZEN COMMENTS (Comments are limited to 3 minutes.)
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6. DISCUSSION OF FUTURE HISTORICAL DESIGNATIONS AND PROCEDURE
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7. ADJOURNMENT
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**Minutes**  
**Historic Preservation Review Board**  
**March 21, 2024, 1:00 p.m.**  
**Executive Conference Room, Administration Building**

***CALL TO ORDER:***

Ms. Katrina Epps, Vice Chairman, called the meeting to order at 1:04 p.m.

***MEMBERS PRESENT:***

Katrina Epps, Vice Chairman  
Aileen LeBlanc  
Kathryn Mixon  
Sally Murphy  
Katherine Pringle

***MEMBERS ABSENT:***

Natalie Harvey, Chairman  
Cheryl Steele

***STAFF PRESENT:***

Kristen Forbus, Beaufort County Planning and Zoning Long Range Planner

***PUBLIC COMMENT (non-agenda items):***

Councilman York Glover discussed broadband issues that would limit the documentation of the Historic Preservation Resources survey and the need for oral documentation.

Elayne Scott discussed historic structures and distributed her book Small Treasures.

***MINUTES:***

Ms. Kathryn Mixon asked to have the January 18, 2024 meeting minutes approved. Ms. Sally Murphy seconded. The Board members unanimously approved the minutes as submitted.

***Consideration of Castle Hill Plantation Alterations***

Mr. Michael Frederick went over the changes that were made to the plans since the January 2024 meeting in which changes to the pavilion and new porch were recommended. Ms. Pringle felt the addition was now top heavy and stated issues with siding instead of brick and a longer window. Ms. LeBlanc and Ms. Murphy discussed the columns and their concerns; Ms. Mixon stated she saw no problems with the columns. There was then further discussion of the historic status of the structure. Ms. Mixon motioned to approve as is with the condition that the cornice was simplified and material was light. Ms. Pringle seconded. The motion passed unanimously.

### ***Historic Resource presentation- Stantec***

Stantec presented a powerpoint explaining the project to update the Historic Resources Survey for South of the Broad and St. Helena.

There was then discussion amongst Stantec, the Board, and the public that a meeting be held on St. Helena Island. This should be posted in the Island News and flyers are to be made. The survey deadline should also be extended.

Ms. Mixon motioned to adjourn. Ms. Murphy seconded the motion. The motion passed unanimously. Ms. Epps adjourned the meeting at 1:59 PM.

**Minutes**  
**Historic Preservation Review Board**  
**January 16, 2025, 1:00 p.m.**  
**Executive Conference Room, Administration Building**

***CALL TO ORDER:***

Ms. Harvey, Chairman, called the meeting to order at 1:07 p.m.

***MEMBERS PRESENT:***

Katrina Epps, Vice Chairman  
Natalie Harvey, Chairman  
Sally Murphy  
Cheryl Steele

***MEMBERS ABSENT:***

Aileen LeBlanc  
Kathryn Mixon  
Katherine Pringle

***STAFF PRESENT:***

Kristen Forbus, Beaufort County Planning and Zoning Long Range Planner

***PUBLIC COMMENT (non-agenda items):***

There were no public comments.

***MINUTES:***

The March 2024 minutes were not approved due to lack of present members being at this meeting.

***Historic Resource presentation- Stantec***

Ms. Sandy Shannon and Ms. Althea Wunderler- Selby of Stantec presented a PowerPoint giving the final update of the Historic Resources Survey for South of the Broad and St. Helena.

Ms. Harvey asked which resources were no longer eligible. Ms. Shannon stated that the Lightsey Cottage and Pritchard Primate Center were noted as no longer eligible for National Register.

Ms. Murphy asked if new development disrupts a district's eligibility, i.e. gas station in Corner's Community. Ms. Shannon stated that as long as there are still enough physical themes, it can keep its historic integrity as a district.

Ms. Murphy asked about the Pritchardville Primate Center losing eligibility. It was stated that the center closed down after the Polio vaccine was founded.

Ms. Harvey asked about Moss Creek and if it required the neighborhood's support for National Register. Ms. Shannon stated that even in the instance of a gated community, majority consent of only the owners of the historic structures is needed.

Ms. Steele motioned to adjourn. Ms. Murphy seconded the motion. The motion passed unanimously. Ms. Harvey adjourned the meeting at 1:38 PM.

**Minutes**  
**Historic Preservation Review Board**  
**April 17, 2025, 1:00 p.m.**  
**Port Royal Library**

***CALL TO ORDER:***

Ms. Epps, Vice Chairman, called the meeting to order at 1:05 p.m.

***MEMBERS PRESENT:***

Katrina Epps, Vice Chairman  
Kathryn Mixon  
Sally Murphy  
Katherine Pringle  
Cheryl Steele

***MEMBERS ABSENT:***

Natalie Harvey, Chairman  
Aileen LeBlanc

***STAFF PRESENT:***

Kristen Forbus, Beaufort County Planning and Zoning Long Range Planner

***PUBLIC COMMENT (non-agenda items):***

There were no public comments.

***MINUTES:***

The January 2025 minutes were not approved due to lack of present members being at this meeting.

***Historic Code Rewrite***

There was discussion regarding changes to the Historic ordinances in the Community Development Code. This will update the ordinance to soon help Beaufort County qualify as a Certified Local Government.

The proposed updates were reviewed.

There was discussion regarding adding the definition of “Director” in the list of definitions. Staff stated that it was already in the CDC and it is preferred if there are no duplications in the CDC. It was recommended by the Board members that the “Bluffton Historic Preservation Organization” mentioned in 7.5.40.C be revised to “Historic Bluffton Foundation”.

Ms. Murphy motioned to recommend approval of the ordinance changes. Ms. Epps seconded. The motion passed 5-0.

Ms. Epps adjourned the meeting at 1:44 PM.