

**TOWN OF CHAPIN
ARCHITECTURAL REVIEW BOARD
REGULAR MEETING
August 16, 2023
6:00 PM**

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Review and acceptance of minutes

1. July 12, 2023 Meeting Minutes

Public comments related to agenda items

Discussion Items

1. Draft Review of Unified Zoning & Development Ordinance:
 - a. Article 6: Overlay District Design Standards
 - b. Overlay District Map

Adjourn

PUBLIC COMMENT POLICY

PROCEDURE:

Persons wishing to make public comments concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two (2) minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

**TOWN OF CHAPIN
ARCHITECTURAL REVIEW BOARD
REGULAR MEETING MINUTES**

**Wednesday July 12, 2023
6:00 P.M.**

Town Hall

Members Present: Chair Harmon Reed, Member Bryson Tucker, Member Jason King

Members Absent: Vice Chair Gerald Meetze, Member Dan Smith

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: Chair Reed called the meeting to order at 6:02 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of minutes: Member Tucker moved to accept the June 7, 2023 meeting minutes as presented. Member King seconded the motion. No further discussion. Motion passed unanimously.

Chair Harmon Reed:	Yes
Member Jason King:	Yes
Member Bryson Tucker:	Yes

Public Comments Related to Agenda Items

There were no public comments

Discussion Items

Preliminary Review: Scooter's Coffee: Mr. Singletary opened the discussion by stating this was a preliminary review for a Scooter's Coffee. He stated this is to allow comments to the applicant from the board before an official application is submitted. This property is located at the intersection of Columbia Avenue and Woodthrush, with access from Columbia Avenue with a right in, right out, is zoned for General Commercial, and is in the Gateway overlay district. Mr. Singletary noted that the site plan reflects the SCDOT S-48 project specifications and includes changes as reviewed by himself, Chair Reed, and Vice Chair Meetze.

Mr. Patrick Hopper with Scooter's Coffee explained the concept of a drive-thru, fast service coffee shop, with this location having 604 square foot building on about one acre. He noted that the lot size here is larger than what they typically use. He also explained they own several Scooter's Coffee shops in the Columbia and Sumter areas.

The Architectural Review Board (ARB) discussed the location of windows on the Columbia Avenue side and how many would be needed, window transparency, location of a monument sign on the property, signage on the building, and the mechanical equipment location and

screening. Mr. Singletary noted that the location is typical of this business model as it is located near the interstate and lends to the natural flow of outgoing traffic. He stated there is a potential control point with the future installation of a stoplight at this intersection due to the S-48 project and he has reviewed the preliminary plan for compliance with the zoning ordinances. The ARB was generally in favor of the preliminary plans, with instruction to Mr. Hopper to submit lighting plans, mechanical equipment locations and appropriate screening, and window requirements with their official application.

Open Comments for ARB and staff: Mr. Singletary discussed a potential for future Unified Zoning and Development Ordinance review (UDO) meetings with the ARB. The ARB considered the possibility of having UDO work session before the regularly scheduled ARB meetings. He also updated the ARB on the completion status of the Chapin Commons development.

Adjournment: Chair Reed moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 7:13 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Harmon Reed, Chairman, ARB

Article 6 – Overlay District Design Standards

6.0 Overlay District Design Standards

6.1 Purpose and Intent

The standards for the architectural review overlay districts are based on the vision statement and land use element of the comprehensive plan. The intent of these standards is to develop design criteria that, produce aesthetically desirable buildings, produce buildings that provide a sense of character and identity, promote the pedestrian orientation of downtown, promote the preexisting look and character of areas throughout the Town, encourage individuality, harmony, and character in the design of new developments, redevelopments, and adaptive reuse of existing buildings.

6.2 Boundaries

The standards in this Article are applicable all properties located within an Architectural Review Overlay District (Figure 6.2.1). Every property within the Town is within one of the three overlay districts established by this ordinance. For the purposes of this section, the front of lots shall be defined as frontage along a public right-of-way or sidewalk.

Figure 6.2.1 Architectural Review Overlay Districts
(INSERT MAP)

6.3 Conflicts With Other Regulations

In the case of conflict between the standards set forth in this Article and any other regulation within the Unified Development Ordinance (UDO), the more stringent standard shall apply, as determined by the applicable review body.

6.4 Applicability of Design Standards

All properties within the Town fall within one of the three architectural overlay districts. Any project that requires a Major Architectural Review as defined in Section 10.6.1.

6.5 Architectural District Standards

6.5.1 Applicable to all overlay districts

The standards within this section are shall be applied to all overlay districts (Town Center, Boulevard, and Gateway) as designated by the Town. In addition to and following this section, other regulations specific to each overlay shall be met.

a. Building Design

1. Unified Design: If there are multiple buildings within a single, or phased development, a unified architectural design shall be incorporated into each building or development.

2. Accessory buildings shall use the same building materials and color schemes as the principal structure.
3. Paver and Patio Materials: Pavers and outdoor surface materials for accessory uses such as porches, patios, or other areas shall be distinct from those on public sidewalks or use a different pattern, color or material.
4. Building Materials: Exterior building design shall be coordinated with regard to color, types of materials, architectural form, and detailing. Development within the overlay districts shall adhere to the following provisions:
 - a. Buildings are required to have different materials for foundation, building wall, and roof top elements, with a maximum of three different types of materials to be used. Acceptable materials may include stucco, brick, stone, wood, or substitute materials that are designed to replicate one of the stated materials.
5. Color of Building Materials:
6. Building Entrances: Primary Entrances shall accommodate pedestrian access from the street(s) and parking lots. Secondary public entrances, if provided, shall be designed in a manner consistent with primary entrances if facing public streets, parking lots, or property owned by the Town of Chapin.
7. Specific to Windows and Doors: Mill finished aluminum metal windows or doorframes are not permitted
8. Paint Colors: Colors used shall be harmonious and compatible with one another. All colors shall be from the approved paint color palette list or approved by the Architectural Review Board. Colors of paint and materials shall be subject to the following:
 - a. Color schemes shall include a maximum of four colors.
 - b. Frequent changes in material or color should be avoided.
9. Rooftop Elements: No flat or parapet roofs for buildings under 20,000 sq. ft.?. Minimum roof pitch shall be 4:12. All rooftop amenities shall have a direct relationship to the principal building or complex regarding building materials, barriers, and other amenities. Skylights, solar panels, satellite dishes, antennas, or other attachments, determined by the Administrator, shall be placed so that they are screened from view at the eye level of the pedestrians on the sidewalk along the street right-of-way.
 - a. Ductwork, plumbing or other mechanical additions installed to the sides of the buildings that are visible from the sidewalk or public right-of-way shall be integrated into the overall architectural style of the structure by the use of similar materials and color schemes.
10. Awnings and Canopies: Awnings shall be an accessory to the building's design, and shall not be the predominant element of the façade. Ground level awnings may display the business name and logo provided

they do not cover more than 25 percent of the surface area of the awning. Awnings shall not be internally lit. Awnings should not span across more than one window or door opening, unless otherwise permitted by the Architectural Review Board.

11. Drive-through windows: Drive-through uses shall adhere to the following design requirements:
 - a. Drive-through elements shall be architecturally integrated into the side or rear of the of the principal building.
 - b. Drive-through elements shall be constructed of materials and finishes which are consistent with the principal building.
12. Automobile Service Stations
 - a. All structures, including canopies over gasoline pumps, and car wash structures, shall be compatible in scale, proportion, detail, materials, color, site planning and landscaping.
 - b. Canopies designed as dominant architectural features are not permitted.
- b. Parking
 1. Driveways: The maximum width of curb cuts shall be 12 feet for one-way drives and 24 feet for two-way drives. Additional width may be provided, at the discretion of the Administrator, to allow for safe turn radii at the point of intersection between driveway and the public street.
 2. Shared Driveways: Driveways that serve more than one property may be provided, and should be encouraged. Parking areas that are constructed within the same development or project shall be connected.
 3. Exceptions: Wider curb cuts for driveways containing a landscaped median may be allowed with the following provisions:
 - a. The combined width of the landscaped median and the drives shall not exceed 55 feet.
 - b. Lanes shall be clearly marked and striped.
 - c. The landscaped median shall be a minimum of five feet, planted with groundcover and low-growing shrubs.
 - d. Ornamental trees may be placed within a landscaped median provided they do not impede the sight lines for traffic.
 - e. Mulch will not be allowed as an acceptable ground cover, but may be used under the plant material.
- c. Fences and Walls

Fencing and wall materials, colors, and design shall be consistent with the site and architectural design and predominant materials of the principal structure. In addition, fences or walls shall adhere to the following provisions:

1. Shall be composed of masonry, ornamental metal, wood, stucco or a combination of these materials and constructed with the finished side facing the exterior property line.
 2. Fences and walls greater than 50 feet in length or six feet in height shall have a change in plane, height, material or material texture or significant landscape massing.
- d. Building Lighting: The style of light fixtures shall be in keeping with the architectural style of the building and shall not impact surrounding or adjacent properties.
1. Low intensity architectural trim lighting intended to highlight specific features of the principal structure(s) façade is permitted provided it meets all of the following conditions:
 - a. It is comprised of no more than two colors
 - b. It is not a dominant feature on the building façade
 - c. It does not move and is not animated.
- e. Outdoor Areas and Seating
1. Decorative features, including water features/fountains, benches, and art, may be permitted on a case-by-case basis by the Architectural Review Board.
 2. No permanent storage of containers or utility carts for food and/or beverage service shall be permitted.
 3. Furniture shall be of durable material such as wood or metal, designed specifically for outdoor use.
 4. Furnishings not in use may not be stacked or stored on the exterior of the building within view of the public right-of-way or sidewalk.
 5. The use of umbrellas is permitted subject to all of the following conditions:
 - a. They do not exceed 10 square feet in diameter.
 - b. No more than 20 percent of the total exterior surface of the umbrella is covered in commercial copy, corporate trademark or business logos.
 - c. They are constructed of color-fast, flame retardant fabric.
 - d. They do not encroach over the pedestrian barrier or onto any right-of-way
 6. Outdoor dining must be separated from the right-of-way and sidewalk by a pedestrian barrier meeting all of the following conditions:
 - a. Pedestrian barriers must be constructed of a sturdy, secured, stable and weatherproof material and may include plant material.
 - b. Pedestrian barriers must be at least 36 inches in height, but shall not exceed six feet in height. If the barrier exceeds four feet in

height, the upper two feet must be designed to allow clear line of sight from the sidewalk into a seating area to promote the public safety.

- c. Painted surfaces must be kept free of fading, chip, and rust.
 - d. Barriers using chain or rope are prohibited.
7. Planters may be permitted subject to all of the following conditions:
- a. Planters may not exceed a maximum height of 36 inches above the level of the sidewalk not including the plant material.
 - b. Plants that are planted in the ground and that are situated around a perimeter of a building or outdoor dining area may not exceed a height of four feet above the level of the sidewalk
 - c. Plants must be maintained in a healthy condition.
 - d. Empty planters or planters containing only bare dirt, mulch, straw, wood chips or non-living material and planters containing plants considered hazardous, or otherwise unsuitable for close urban areas are not permitted.

6.5.2 Town Center Overlay District

The standards within this section shall apply to all properties located within the Town Center Overlay District.

a. Building Façade Design

- 1. The façade step-back area may be used to provide upper story patios or other useable outdoor areas with rails and safety barriers to integrate into the overall architectural style of the structure.
- 2. Principal entrance facades shall have at least one change of plan or significant architectural detail for each 50 feet of unbroken horizontal plane.
- 3. Secondary facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length.
- 4. Ground floor facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length.
- 5. Secondary facades shall be designed with detailing similar to the principal facades.
- 6. Balconies shall be compatible with the scale, location, and use of the structure

b. Windows, Transparency and Fenestration

- 1. A minimum of 30 percent of the grade level façade abutting the public right-of-way or sidewalk or which fronts a parking lot shall be window surface area.
- 2. Glazing must be at least 70 percent transparent for windows abutting the sidewalk or public right-of-way.
- 3. The maximum height of the sill above the sidewalk shall be 36 inches.

c. Roofs

1. Buildings less than 20,000 square feet must have a minimum 6:12 pitched roof.

d. Awnings and Canopies

1. The size, scale, color and materials of the awnings shall be compatible with the rest of the building.
2. Awnings on the ground level shall be a minimum of nine feet and maximum of 12 feet above the finished grade and may project over the public sidewalk.
3. If the awning runs the entire length of the ground floor, it shall be on the same plan as any awning that abuts it on neighboring buildings.
4. Awnings over any windows on the second or above floors, shall be centered over the window.

e. Decorative Features

1. All decorative features shall be shown on the building elevations provided by the applicant to the ARB, detailing height, location, and type of installation(s) proposed

f. Connectivity

1. Sidewalks: Along facades with a customer entrance and along any façade abutting public parking areas, sidewalks at least five feet in width shall be provided along the full length of the façade.
2. Walkways shall incorporate at least two of the following features:
 - a. Landscaped areas along at least 30 percent of their length.
 - b. Use of smaller scale pavement (pavers or scoring).
 - c. Pedestrian scale lighting.
 - d. Rain protection such as an awning or arcade.
3. Cross access easements shall be provided for abutting, compatible uses

g. Outdoor Seating

1. Outdoor seating serving an eating establishment or other permitted use may be permitted between the front building line and the right-of-way provided any service areas such as bars and waitress stations are located on the side or rear of the building inside the main structure.

6.5.3 Boulevard Overlay District

- a. For sites with multiple buildings, service routes shall be separated from primary customer circulation.

b. Building Design

1. Building Frontage: Single Buildings: For single buildings, a minimum of forty (40) percent of the front façade shall be located within eight (8) and thirty-five (35) feet of the front setback.

- a. Sites with Multiple Buildings: For multiple buildings, a minimum of 40 percent of the linear frontage of parcel (property) shall be occupied by a building façade within front setbacks
 - b. Rooftop Elements: Flat roofs meeting all other exterior standards are permitted
2. Outdoor Seating
- a. Outdoor seating areas supporting a drinking place shall only be permitted in the side or rear yard behind the front building line, unless the outdoor seating area is directly adjacent, or a part of, the building's primary entrance

6.5.4 Gateway Overlay District

- a. Sites with Multiple Buildings
 1. For sites with multiple buildings, service routes shall be separated from primary customer circulation.
- b.
- c. Building Façade Design
 1. Sites with Multiple Buildings: Buildings shall be compatible with the scale of adjacent structures and the pattern of the surrounding area.
 2. Façade Design
 - a. The façade step-back area may be used to provide upper story patios or other useable outdoor areas with rails and safety barriers to integrate into the overall architectural style of the structure.
 - b. Principal entrance facades shall have at least one change of plan or significant architectural detail for each 50 feet of unbroken horizontal plane
 - c. Secondary facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length.
 - d. Ground floor facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length.
 - e. Secondary facades shall be designed with detailing similar to the principal facades.
 - f. Balconies shall be compatible with the scale, location, and use of the structure
 3. Windows, Transparency and Fenestration
 - a. A minimum of 30 percent of the grade level façade abutting the public right-of-way or sidewalk or which fronts a parking lot shall be window surface area.
 - b. Glazing must be at least 70 percent transparent for windows abutting the sidewalk or public right-of-way.
 - c. The maximum height of the sill above the sidewalk shall be 36 inches.

4. Roofs
 - a. Buildings less than 20,000 square feet must have a minimum 6:12 pitched roof.
5. Awnings and Canopies
 - a. The size, scale, color and materials of the awnings shall be compatible with the rest of the building
 - b. Awnings on the ground level shall be a minimum of nine feet and maximum of 12 feet above the finished grade and may project over the public sidewalk.
 - c. If the awning runs the entire length of the ground floor, it shall be on the same plan as any awning that abuts it on neighboring buildings.
 - d. Awnings over any windows on the second or above floors, shall be centered over the window.
6. Outdoor Seating
 - a. Outdoor seating areas supporting a drinking place shall only be permitted in the side or rear yard behind the front building line, unless the outdoor seating area is directly adjacent, or a part of, the building's primary entrance.