

**TOWN OF CHAPIN
ARCHITECTURAL REVIEW BOARD
SPECIAL CALLED MEETING MINUTES**

**Wednesday May 17, 2023
6:00 P.M.**

Town Hall

Members Present: Chair Harmon Reed (via Zoom), Member Bryson Tucker, Vice Chair Gerald Meetze

Members Absent: Member Dan Smith, Member Alex Fisher

Staff Present: Planning & Zoning Manager Kevin Singletary (via Zoom), Town Administrator Nicholle Burroughs and Town Clerk Shannon Bowers

Guests: Ricco Gianni, MRB Group (via Zoom)

Call to Order: Chair Reed called the meeting to order at 6:04 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Draft Review of Unified Zoning & Development Ordinance – Article 6, Overlay District

Design Standards: Mr. Singletary began the discussion by stating he and Mr. Gianni have made slight modifications to the overlay district design standards and updated the formatting to fit the new Unified Zoning and Development Ordinance (UDO) format. Mr. Gianni then explained this article was a consolidation of the existing ordinances and breaks out into standards for the three existing overlay districts. Mr. Singletary noted that the focus for this meeting would be on the general standards that could apply to all overlay districts and then apply any further changes to the existing overlay districts or any new ones that may get added. Administrator Burroughs added that there has been a more concerted effort to move some elements back into zoning requirements, such as drive-thru, lighting, parking, etc. The board expressed their desire to have those general standards to be reviewed in the process to ensure it did not get overlooked. The board then went section by section in article 6 to discuss.

Sections 6.1 – 6.2: Most edits to these sections were grammatical in nature or format related. The board considered adding “all buildings” to this section to be included in all overlay districts.

Section 6.4: Most edits to this section were grammatical in nature or format related. The board considered adding “evaluations conducted by the zoning manager” in addition to the design standards set in this article and “existing structures” to this section for clarity.

Section 6.5: The board expressed concerns over having the standards for setbacks in the zoning requirements. Mr. Gianni stated the intent was to be consistent throughout the document for these requirements. The board discussed pavers/patio sections, building materials, color palette

and its usage, rooftops, parking and driveways, and service areas. Considerations for most elements in this section are to be included in articles 7, 8, and 9, but will include language to enforce within each overlay districts' standards.

Sections 6.7 – 6.10: Discussions by the board for these sections included buffers, signs, front setbacks, and design standards for parapets. They also discussed combining the current Gateway and Boulevard overlay districts into one overlay, and renaming the Town Center overlay district to minimize confusion between the Town Center Zoning district and the current overlay district. Administrator Burroughs noted that vehicular oriented businesses were removed from the Town Center overlay regulations so that it would not be in direct conflict with the zoning regulations. The board expressed a desire to have parking lot lighting review included in section 6.7 and to make sure that these standards capture on street parking in the Town Center overlay, and to specify matching existing development where it is appropriate. The board also discussed signs in general, and then possibilities for sign design standards that is reflective of each overlay district.

Mr. Singletary noted that at the next Architectural Review Board meeting on June 7, 2023 at 6:00 p.m.

Adjournment: Member Tucker moved to adjourn the ARB Meeting. Vice Chair Meetze seconded the motion. Meeting adjourned at 7:39 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Harmon Reed, Chairman, ARB