

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

**Wednesday April 19, 2023  
6:00 P.M.**

**Town Hall**

**Members Present:** Chair Harmon Reed, Member Alex Fisher, Member Dan Smith, Vice Chair Gerald Meetze

**Members Absent:** Member Bryson Tucker

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

**Guests:** Ricco Giani, MRB Group (via Zoom)

**Call to Order:** Chair Reed called the meeting to order at 6:01 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 Smith made the motion to approve the January 4, 2023 meeting minutes as presented. Member Fisher seconded the motion. No further discussion. Motion passed unanimously.

Chair Harmon Reed:	Yes
Member Dan Smith:	Yes
Member Alex Fisher:	Yes
Vice Chair Gerald Meetze:	Yes

**Public Comments**

There were no public comments.

**New Business**

**Introduction to the Unified Zoning & Development Ordinance:** Mr. Singletary opened the discussion by stating the unified zoning and development ordinance (UDO) is an effort by the town staff and planning boards to combine the subdivision regulations and zoning ordinances into one cohesive document. The updates and changes to the regulations will reflect the comprehensive plan. He introduced Ricco Giani to the architectural review board (ARB) and explained what will come up for discussion for the ARB in regards to architectural design standards and overlay districts.

Mr. Singletary explained that the UDO will improve the regulations for the town, which will include all aspects of zoning – commercial and residential. The UDO steering committee, made up of members of the planning commission (PC), the mayor, Mr. Singletary, and the town

administrator, have been reviewing draft versions of the UDO chapter by chapter. He stated that the ARB will be reviewing the sections on overlay districts to be recommended to the steering committee, steering committee to PC, and PC to town council. Changes will separate gaps/contradictions present in the current zoning ordinances and clean up language.

**Architectural Review Board in the Unified Zoning & Development Ordinance:** Mr. Giani noted contradictions in the current zoning ordinance and stated that the draft versions have been crafted to clean up the language and charts for better readability. Mr. Singletary provided the draft article 2 for this meeting as an example of the kind of draft article the ARB would be reviewing. The language in the draft article 2 describes responsibilities of the ARB and that he would like to capture the language identifying within the ordinance, the board member that would be the subject matter expert to improve the process for better application review. He then stated that ARB will receive a working draft of the overlay article and will send changes/comments to him in preparation of the next meeting. The ARB will then do a line-by-line review of the draft article to make any necessary changes.

**Architectural Overlay Districts:** The ARB made suggestions they would like to see in the UDO, which included: images to better help descriptions, clean up language between zoning districts and overlays so that one does not contradict the other, naming/renaming of overlay and zoning districts, addition of new overlay districts and criteria for development, including criteria for residential properties, requirement of more procedures to aid the process, and height and square footage restrictions with maximums.

**Open Comments:** Mr. Singletary stated the next ARB meeting will be May 3, 2023 at 6:00 p.m. and may review article on design standards. He noted that he anticipates two work sessions to discuss drafts and hopes to have a complete UDO by late summer, early fall.

**Adjournment:** Vice Chair Meetze moved to adjourn the ARB Meeting. Member Fisher seconded the motion. Meeting adjourned at 7:08 p.m.

ARB APPROVED (Date): \_\_\_\_\_

Attest:

\_\_\_\_\_  
Shannon Bowers, Town Clerk

\_\_\_\_\_  
Harmon Reed, Chairman, ARB