

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

**Wednesday June 7, 2023
6:00 P.M.**

Town Hall

Members Present: Chair Harmon Reed (arrived at 6:35 p.m.), Member Bryson Tucker, Member Dan Smith, Vice Chair Gerald Meetze (via Zoom, arrived at 6:35 p.m.)

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Administrator Nicholle Burroughs

Guests: Ricco Gianni, MRB Group (via Zoom)

As there was no quorum to begin the meeting, Mr. Singletary began the discussion at 6:15 p.m. on the draft overlay district map. He gave a brief update on the status of the document and where the Architectural Review Board (ARB) would come into that process. He stated that anything that could be addressed in zoning ordinances will be, so that it did not contradict the overlays. A contract is being finalized with MRB Group to expand the overlay district regulations that the ARB will review.

Mr. Gianni stated the purpose of these meetings is for the ARB to discuss and thinking about how the town would look and the characteristics of each overlay districts. He then gave a brief description of each article in the unified zoning and development ordinance (UDO) and where the architectural review fits into the document.

Mr. Singletary then explained the draft overlay map and the standards of potential districts that could be developed, which include: avenue (combination of current gateway and boulevard, main street (currently Town Center), plaza, craftsman, and estate.

Call to Order: Upon the arrival of Chair Reed and Vice Chair Meetze, Chair Reed called the meeting to order at 6:40 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 April 19, 2023 and the May 17, 2023 meeting minutes as presented. Member Smith seconded the motion. No further discussion. Motion passed unanimously.

Chair Reed:	Yes
Vice Chair Meetze:	Yes
Member Bryson Tucker:	Yes
Member Dan Smith:	Yes

Draft Review of Unified Zoning & Development Ordinance - Overlay Districts map: The ARB continued the discussion on the draft overlay district map. Discussion centered around design standards, overlay district classifications, building materials, and the different commercial/residential zones as they relate to design aesthetics for each overlay district. They also discussed the potential for residential design standards. Staff expressed that the options presented were not concrete, and could change based on input from the ARB. Mr. Gianni instructed the ARB to look at architectural designs that currently exist in the Town and decide what elements would need to be incorporated into the document. Mr. Singletary noted that the Unified Zoning and Development Ordinance will move forward as a whole. The MRB Group is being contracted to further expand on the Architectural Design Standards to be reviewed by the ARB.

Adjournment: Member Smith moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 7:30 p.m.

ARB APPROVED (Date): July 12, 2023