

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

**Wednesday October 4, 2023  
6:00 P.M.**

**Town Hall**

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

**Members Absent:** Vice Chair Gerald Meetze

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

**Guests:** Ricco Gianni, MRB Group (via zoom), Tyler Hoorn – Bohler

**Call to Order:** Chair Reed called the meeting to order at 6:03 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 King moved to approve the September 13, 2023 meeting minutes as presented. Member Tucker seconded the motion. No further discussion, motion passed unanimously.

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

**Public Comments Related to Agenda Items**

There were no public comments

**Discussion Items**

**Preliminary Review – Mavis Tire:** Mr. Singletary began the discussion by stating that Mavis Tire and Brakes have submitted items for a preliminary review by the Architectural Review Board (ARB), for the ARB to provide any comments/concerns on the design. Tyler Hoorn, project manager with Bohler, was available for questions. He then explained that the building is proposed off Lexington Avenue in a Publix outparcel and would be in the Gateway overlay district and the General Commercial zoning district.

Mr. Singletary then noted potential zoning compliance issues. The proposed building façade is mainly glass and hardy plank while the Gateway overlay district requires the principal façade to be made of brick or stone. He noted that this façade would be facing Publix. He also noted that the Gateway overlay district does not allow outdoor storage, requires a pitched roof element, and does not allow metal as a use for an accent on the principal façade.

The ARB expressed concerns about used tire storage and the traffic impact of that building in that location and the access to it. Mr. Hoorn stated that used tire storage is contained in the interior of the building, there would be a shared access agreement with the adjacent property, and the traffic impacted by this type of business would only generate about 100 trips per day. He also stated they have been working to satisfy all requirements by the Town and the outparcel requirements by Publix to locate in Chapin.

**Unified Zoning & Development Ordinance: Discussion of “Downtown” Overlay District:**

Mr. Gianni began the discussion by explaining the overlay district article layout and table of contents. The table of contents follows the general formatting of the UDO document and lays out sections for four overlay districts: Residential, Town Center, Gateway, and Boulevard. The purpose and intent of the article is to include both residential and commercial design standards to promote a walkable environment and preserve architectural significance. It also states that the architectural standards would supersede any conflicts with zoning regulations. Mr. Singletary confirmed that it is also stated earlier in the UDO that the stricter of the regulations would govern. The article also includes language to protect potential historical buildings, clearly define major/minor renovations, the addition of town wide residential standards (ARB would review for major renovations and new subdivisions), guidelines for accessory structures, and other regulations for the town center/central business district.

Chairman Reed suggested that the ARB recommend or support the idea of a zoning moratorium in preparation of the UDO being completed. Mr. Singletary stated that the Mayor and staff are considering the possibility of a moratorium.

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

ARB APPROVED (Date): November 1, 2023