

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

**Thursday, June 6, 2019
6:00 P.M.**

**Town Council Chambers
157 NW Columbia Ave, Chapin**

Members Present: Chairman Harmon Reed, Vice Chairman Gerald Meetze, Member Dan Smith, and Member Bryson Tucker

Members Absent: Member Dan Douglas

Staff Present: Town Clerk Julie Hammond

Guests: Dorinda Reed, Wendy Torrey, Gabe Waters, Stan Shealy, Mary Cathryn Joyce, Scott Burriss, and Al Koon

Call to Order: Chairman Reed called the meeting to order at 6:08 p.m., determined there was a quorum (three ARB Members were present – Vice Chairman Meetze arrived at 6:45 p.m.), and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes: The Architectural Review Board (ARB) reviewed the minutes. ARB Member Smith moved to approve the May 2, 2019 Meeting Minutes as presented. ARB Member Tucker seconded the motion. All were in favor, motion carried.

Old Business

Cunningham Waters Construction Co Development – 105 Ellett Rd: Chairman Reed gave background information regarding the 9-tenant development at 105 Ellett Rd. He explained the Zoning Board of Appeals had approved pervious paving that allows drainage and will provide for the stormwater management so retainage ponds will not be present. Plans “Exhibit A” had been submitted but were not finalized. A Certificate of Appropriateness (COA) would not be issued at tonight’s meeting.

New Business

Chapin United Methodist Church Breezeway – 415 Lexington Ave: ARB Members reviewed the Zoning Permit Application, Architectural Review Application, and a complete set of plans “Exhibit B” for the Chapin United Methodist Church Breezeway. The project is a 1,750 sq ft open pavilion with covered walkways from the Fellowship Hall, Fusion Center, and Sanctuary.

ARB Member Smith moved to accept the plans as submitted and give the Town permission to issue a COA. ARB Member Tucker seconded the motion. The COA was approved by unanimous vote:

Chairman Reed: Yes

Member Smith: Yes

Member Tucker: Yes

Core Advisors Ground Mounted Sign – 510 Lexington Hwy Ste 101: ARB Members reviewed Core Advisors’ Sign Permit Application “Exhibit C” including a rendering with dimensions and location for a ground mounted sign. ARB Member Tucker moved to approve the sign permit as presented. ARB Member Smith seconded the motion. All were in favor, motion carried.

Drayer Physical Therapy Wall Front Sign Changeout – 130 Amicks Ferry Rd Ste G: ARB Members reviewed Drayer Physical Therapy’s Sign Permit Application “Exhibit D” including a diagram with dimensions and location for a wall front sign.

ARB Members requested the following information prior to approving the sign permit:

1. How the sign is constructed;
2. Are the dimensional letters individual; and
3. Is the logo the only lit feature or will the entire sign be back lit?

Zaxby’s Signage – 649 Columbia Ave: ARB Members reviewed Zaxby’s Sign Permit Application “Exhibit E” including diagrams with dimensions and location for a monument, wall (front, left, and right elevations), and weathervane. Members discussed the percentage of wall area covered and suspension of the letters. ARB Member Tucker moved to approve the sign permit as presented. ARB Member Smith seconded the motion. All were in favor, motion carried.

LED Signs Discussion: Chairman Reed gave background information “Exhibit F” in regards to signage at the “Old Trucky’s” location 1200 Chapin Rd. A Sign Permit Application was denied by former Director of Planning & Zoning Powell on the basis of Section 901. Prohibited Signs H. Pole Signs and 903.2 NC, OC, and TC Districts Maximum Height 8 ft. (relevant Section 903.3 General Commercial and 1009.2 Standards 20. Signs). The applicant applied for a variance with the Zoning Board of Appeals (ZBA).

The application and staff report did not address an LED sign which is prohibited in the Town Center Overlay District and governed by the ARB; however, it was a part of the Sign Permit Application and ZBA variance request discussion which the ZBA ultimately approved. Chairman Reed feels this was not part of the variance request and has asked Chapin Town Attorney to weigh in on her opinion and suggest the best course of action.

Irmo Chapin Recreation Commission Signboard – 1162 Chapin Rd: Discussion of the Irmo Chapin Recreation Commission (ICRC) Signboard was deferred until the arrival of Vice Chairman Meetze. Vice Chairman Meetze recused himself “Recusal Statement - Exhibit G” because he has a vested interest in the principal and/or property.

The new sign was brought about by the Chapin Beautification Foundation through an agreement between ICRC and the Town of Chapin. Mr. Meetze explained the ICRC Signboard is a message only sign that replaces the existing sign. It would advertise athletic events at Crooked Creek Park and events of the Town. ICRC will control the sign message remotely through fiber optics using coax. The base of the sign will be wrapped in stone, landscaped, and lit.

ARB Member Tucker moved to approve the sign permit as presented. ARB Member Smith seconded the motion. All were in favor, motion carried.

Adjournment: Chairman Reed would not be in attendance for the next scheduled ARB Meeting on July 11, 2019. Vice Chairman Meetze would preside over the meeting.

Vice Chairman Meetze moved to adjourn the ARB Meeting. Member Smith seconded the motion. Meeting adjourned at 7:05 p.m.

ARB APPROVED: _____ July 11, 2019 _____