

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

**Wednesday August 16, 2023
6:00 P.M.**

Town Hall

Members Present: Member Jason King, Vice Chair Gerald Meetze

Members Absent: Member Dan Smith Chair Harmon Reed, Member Bryson Tucker

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

Guests: Ricco Gianni, MRB Group (via zoom)

Call to Order: Vice Chair Meetze called the meeting to order at 6:17 p.m., determined there was not a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of minutes: There was not a quorum present for this meeting. Approval of minutes will be moved to the next ARB Meeting.

Public Comments Related to Agenda Items

There were no public comments

Discussion Items

Draft Review of Unified Zoning & Development Ordinance: Article 6: Overlay District Design

Standards: Mr. Singletary began by stating the process for Article 6 review would be to begin discussing the most restrictive architectural overlay district and their standards, and work out from there. He stated the name of the current “Town Center” overlay would need to change to avoid confusing with the town center zoning district. Discussed names were: main street or central business district. The Architectural Review Board (ARB) then discussed design elements for the proposed “main street” overlay district. Elements discussed included principle building material, accent materials, architectural façade details, building minimum and maximum height and square footage requirements, roof pitch, roof materials, and window glass transparency.

Due to time constraints, Mr. Singletary instructed ARB members to submit any additional requirements or changes to the “main street” architectural overlay district to him to be included in the article.

Adjournment: Vice Chair Meetze adjourned the meeting at 6:51 p.m.

ARB APPROVED (Date): September 13, 2023