

**TOWN OF CHAPIN  
ARCHITECTURAL REVIEW BOARD  
RE-SCHEDULED REGULAR MEETING MINUTES**

**Wednesday September 14, 2022  
6:00 P.M.**

**Town Hall**

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

**Members Absent:** Member Alex Fisher

**Staff Present:** Planning & Zoning Manager Kevin Singletary, Director of Public Affairs & Economic Development Nicholle Burroughs, and Town Clerk Shannon Bowers

**Guests:** Marie and Joe Keeton, David Brandez – EL Robinson Engineering, Bill Wiseman – McNeil Properties, Tommy Burris

**Call to Order:** Chair Reed called the meeting to order at 6:00 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 August 3, 2022 meeting minutes as presented. Vice Chair Meetze seconded the motion. No further discussion. Motion passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Yes

**Public Comments**

There were no public comments.

**New Business**

**Architectural Review Application - Aquarius Spa:** Member Tucker developed the lighting plan for this project and was recused from voting as a member of the Architectural Review Board (ARB). He was able to answer questions from the ARB about the lighting.

Planning and Zoning Manger Singletary explained that the owners of Aquarius Spa are looking to build a 5,650 square foot structure on the same lot as the existing spa. The use for this building will be the same as the current use, with the new building built to match the existing historical structure. Mr. Singletary also noted that the owners were granted a variance request by the Board of Zoning Appeals due to the historical nature of the property and the presence of significant trees on the property. It is staff's recommendation that the application be approved on condition that the trees on the landscaping plan be replaced with a species from the approved species list and the screening for mechanical equipment wrap all the way around the units.

Member Smith moved to accept staff recommendation to approve as presented. Vice Chair Meetze seconded the motion. ARB Members then discussed lighting, landscaping, screening of mechanical units, and parking materials. No further discussion was had. Motion to approve passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Recused

**Architectural Review Application – Caliber Collison:** Mr. Singletary explained that Caliber Collision is part of a group development on Columbia Avenue. It will have a 14,600 square foot facility. This development was approved by the Planning Commission on 9/13/2022 with the condition that future connection be shown on the plan, allowing for the potential of future connection between the Access Road and adjacent properties to the west (at this time TM#000700-01-015), to be done by means such as a bonded plat, developers agreement, or the like.

It is staff's recommendation that the ARB approve the plan on the condition that the landscaping plan updated to show approved species and review of the photometrics.

Vice Chair Meetze moved to accept staff's recommendation as presented. Member Smith seconded the motion. Discussion followed.

ARB members discussed sign requirements in relation to building façade, shared retention pond access, and landscaping. Concerns were raised about the lack of landscaping on the main entrance, back property line landscaping in anticipation of future development (the potential being for residential development), and building wall mounted lighting. Mr. Singletary did note that natural vegetation would take up most of the landscaping for the Caliber Collision site.

Vice Chair Meetze moved to amend the motion to resubmit the landscaping plan to include approved species and more natural variety and updated photometrics plan showing mounting height of wall packs to match the elevation. Member Smith seconded the motion. Motion to amend passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Yes

No further discussion was had for Caliber Collision. Motion to approved as amended passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Yes

**Architectural Review Application – Shoppes at Chapin:** Mr. Singletary explained the PC approved this development on 9/13/2022 with the condition stated during the Caliber Collision discussion. This development will be a three-tenant development consisting of a 2,400 square foot restaurant, 2,300 square foot commercial space, and 2,340 square foot commercial space. He noted that one space does have a drive-thru lane and one space does have a pick-up window. It is staff's recommendation to approve on condition that a landscape plan showing approved species and updated lighting plan to bring lighting up to 22ft to match what is on the Caliber plan. Vice Chair Meetze moved to approve staff's recommendation as presented. Member Smith seconded the motion. Discussion followed.

Concerns were raised over the drop in elevation from Columbia Avenue facing the building and how that would affect screening of mechanical equipment on top of the building. There were also concerns over lighting spilling over to existing/adjacent properties. The ARB further discussed lighting, landscaping, and modifications to elevations as they relate to the pick-up window and level of planes.

Chair Harmon moved amend the original motion to reject staff's recommendation and ask the applicant to resubmit plans addressing the following: landscape plan to show more variety and approved species, lighting plan updated to include a 22ft match to the Caliber plan, screening of mechanical equipment to not be visible from Columbia Avenue, modification to elevation (pick-up window and break in planes along the side and rear), updated photometrics to address lighting spillover on adjacent properties, and wall sconce selections. Vice Chair Meetze seconded the motion. No further discussion. Motion to amend passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Yes

With no further discussion on the plans, Chair Reed called for a vote on the original motion as amended. Motion to approve as amended passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Yes

**Open Comments:**

Mr. Singletary updated the ARB on the planned development that was to be reviewed by the PC. He stated that it was a planned development with mixed use, apartments and commercial. The developer of the planned development withdrew their application citing construction costs. He noted that there is a definite interest from developers in development in the Chapin area and anticipates more planned developments in the future.

He also updated the ARB on the unified development ordinance steering committee meetings. They hope to begin the public engagement portion soon and will set up a meeting with the ARB following that.

ARB members questioned the construction of the Chapin Commons and what steps the Town could take to prevent construction to stall for long periods of time. Mr. Singletary commented that could be addressed in the unified development ordinance for future developments, such as bond plats, developer agreements, grandfathering, etc.

Chairman Reed also suggested that those wishing to make presentations to the boards should identify themselves before presenting, leading to a discussion of formalities during meetings.

**Adjournment:** Member Tucker moved to adjourn the ARB Meeting. Vice Chair Meetze seconded the motion. Meeting adjourned at 7:31 p.m.

ARB APPROVED (Date): October 5, 2022