

CHAPIN ARCHITECTURAL REVIEW BOARD SPECIAL CALLED MEETING - WORK SESSION MINUTES

Thursday, February 20, 2018
6:00 P.M.

Town Council Chambers
157 NW Columbia Ave, Chapin

Members Present: Chairman Ken Loveless, Co-Chairman Harmon Reed, Member Jason Mack, Member Gerald Meetze, and Member Bryson Tucker

Members Absent: None

Staff Present: Town Clerk Julie Hammond

Guests: None

Call to Order: 6:00 p.m.

Items of Discussion

Discussion of Pelican’s Snoballs: Pelican’s Snoballs withdrew their Zoning Permit Application per letter dated February 13, 2018 “Exhibit A.”

Discussion of Chapin Crossing Outparcels: Chapin Crossing’s Outparcels had been reviewed in 2014, the two-year vested rights period had expired and new submittals were required. The Architectural Review Board (ARB) discussed several items that were not compliant but would wait for the new submittals and the staff report prior to further discussion.

Discussion of Article 10 – Architectural Review Standards: History of the Architectural Review Standards was given including review of the overlay districts.

Discussion of Article 10 – Architectural Review Standards included but were not limited to: Addition of sign permits reviewed by ARB; Vehicular and Pedestrian Access; Loading, Outdoor Storage, and Service Areas; Fencing and Screening Design; Exterior Building Design-Rooftop Elements (decrease sq ft for pitched roofs); Exterior Building Materials (include percentage for HardiPlank and Stucco); Outdoor Lighting; and Excessive Illumination. ARB Members suggested waiting for a new Zoning Administrator prior to moving forward with updates to Article 10.

Action items included:

1. Add existing Zoning Map on Town website;
2. Set meeting with Mayor Knight, Chairman Loveless, and Co-Chairman Reed

Adjournment: Meeting adjourned at 7:40 p.m.

ARB APPROVED: _____ April 5, 2018