

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

**Thursday, July 8, 2021  
5:00 P.M.**

**Town Hall Community Room**

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**Members Present:** Member Dan Smith, Member Alison Allen, and Vice Chairman Gerald Meetze

**Members Absent:** Chairman Harmon Reed, Member Bryson Tucker

**Staff Present:** Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

**Guests:** Joe and Marie Keeton, Mark Curtis and Kim Eargle– Prisma Health, Doug Fraser and Kim Long - JHS Architecture, and Bill Flowers – Civil Engineering of Columbia

**Call to Order:** Vice Chairman Meetze called the meeting to order at 5:02 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 June 8, 2021 meeting minutes as presented. Member Allen seconded the motion. No further discussion on the minutes. All in favor, motion carried.

Vice Chairman Meetze: Yes

Member Alison Allen: Yes

Member Dan Smith: Yes

**Public Comments**

None

**New Business**

**Architectural Review Application for Aquarius Spa:** Zoning Administrator (ZA) Singletary began the presentation by explaining that Joe and Marie Keeton are planning to add a 20x24 accessory building for storage behind Aquarius Spa. The only issue ZA Singletary found was the materials to be used to construct the shed do not match the materials on the principal building, per the requirements of the zoning ordinances. Joe Keeton spoke to the ARB regarding this application. He stated he had spoken with previous ZA Ian Ashford about this in November and was told the color scheme had to match the principal building, but materials would be fine since the area where the storage building would be is not in an overlay district and made their decisions accordingly. He also stated that he understood the overlay district lines were changed in May and tried to find building materials to match the principal building, but was not successful. He explained to the ARB the shed would be behind the principal building out of view, would be made of steel, not aluminum, and there would be no electricity or plumbing. The ARB indicated they would be agreeable to hardy board sides on the sides that would be visible. Mr. Keeton stated he would trust the ARB's expertise and would be agreeable to that condition.

Vice Chairman Meetze made the motion to approve, with the condition of hardy board siding, painted to match the principal building, as discussed. Member Allen seconded the motion. No further discussion. All in favor, motion carried.

Vice Chairman Gerald Meetze: Yes

Member Alison Allen: Yes

Member Dan Smith: Yes

**Architectural Review: Prisma Health:** ZA Singletary began the discussion by stating the plans in the meeting packets were for a potential site for a temporary structure. This temporary structure would operate until a principal building could be constructed. Once construction is completed, the temporary structure would be removed. This would be a multi-phase project with a tentative timeline of about 12 months. The engineers and representatives from Prisma Health wanted to present to the ARB these potential plans for feedback before applying and starting the project. ZA Singletary noted that each part of the construction process will be a separate submittal to the ARB for approval.

Concerns were raised over landscaping, colors, lighting, signage, materials for the temporary building and permanent building, the location of mechanical equipment as it relates to Town ordinances, and assurance that once the project is complete, the temporary building would be removed. Mr. Mark Curtis and Kim Eargle with Prisma Health assured the ARB that similar arrangements have been made with other municipalities and have all used this system with great success. ZA Singletary requested more information from those municipalities before moving forward with plans. Mr. Curtis also stated the reason for this approach was they have a physician ready and willing to move to this area but is waiting to have a place to practice. The ARB advised Mr. Doug Fraser and Ms. Kim Long with JHS Architecture that a site plan with the details from earlier in the discussion would need to be submitted to the ARB for approval for the temporary building and permanent building. Mr. Fraser also presented a copy of an alternate plan to the ARB showing a modified design, based on what Town ordinances read. He stated it was not a final plan, but a general direction for the design of the principal building. Mr. Fraser stated the site plans could be available for the next ARB meeting.

**ARB Board policies and procedures:** ZA Singletary informed the ARB that Town Code states that each board and commission shall establish their own policies and procedures for operating. There is not currently a document to reference such policies. He has provided a draft version of the policies and procedures for the ARB to review at the next meeting, when more members could be present. He also provided the ARB with a copy of suggested language from the Municipal Association of South Carolina to reference against the draft document.

**Open Comments:** Vice Chairman Meetze commented that he would like to see more work done to make necessary changes to Article 10 of the zoning ordinances. ZA Singletary agreed, and asked that the ARB submit to him their notes from previous discussions so he can begin work on those changes. ZA Singletary noted that recent changes have been made to buffers, but anticipates more changes to come once the Comprehensive Plan process is complete.

**Adjournment:** Member Smith moved to adjourn the ARB Meeting. Member Allen seconded the motion. Meeting adjourned at 5:56 p.m.

ARB APPROVED (Date): August 5, 2021