

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

**Thursday, August 5, 2021
6:00 P.M.**

Town Hall

Members Present: Member Dan Smith, Member Alison Allen, Member Bryson Tucker, and Chairman Harmon Reed

Members Absent: Vice Chairman Gerald Meetze

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

Guests: Mark Curtis and Kim Eargle– Prisma Health, Doug Fraser and Kim Long - JHS Architecture

Call to Order: Chairman Reed called the meeting to order at 6:03 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 July 8, 2021 meeting minutes as presented. Member Tucker seconded the motion. No further discussion on the minutes. All in favor, motion carried.

Chairman Reed: Yes
Member Dan Smith: Yes

Member Bryson Tucker: Yes
Member Alison Allen: Yes

Public Comments

None

New Business

Architectural Review: Prisma Health: ZA Singletary began the discussion by stating that Prisma Health is proposing 4,050 square foot modular building to accommodate a medical facility located at the corner of Columbia Avenue and Woodthrush. The property is in the Gateway overlay district and is zoned general commercial.

Mr. Doug Fraser with JHS Architecture explained that the plans for the modular building are unchanged from the previous Architectural Review Board (ARB) meeting. The long-term goal for this project is a 14,000 square foot medical facility. He stated they are aware of issues with zoning for the modular building and hopes to have those addressed. The plan presented has a permanent foundation, with plans to pave and landscape that area once it is removed. Mr. Fraser stated the estimated time frame from this project is 18 to 24 months and would like to have this modular building in place by the fall. Mr. Fraser also understood they will have to present plans for the permanent structure to the ARB, but are not ready to do so at this time. Mr. Mark Curtis with Prisma Health stated the reason for the urgency of this modular building is the market research done for the area suggested a shortfall of primary care physicians for this area. They have a primary care physician in the Prisma Health system that currently sees many patients from the Chapin area, and would like to establish a practice to bring care to those patients in this area as quickly as possible. Mr. Curtis also noted that other projects like this established in other municipalities typically took no longer than 15 months to complete a permanent structure.

ZA Singletary noted in his report that the plans meet all of the zoning requirements except off street parking (number of spaces is correct, but size of spaces cannot be determined from plans), screening (not stated on the

plan and buffer and landscaping must be compliant and include a tree survey), and overlay district design standards (elements were not provided and could not confirm compliance). ZA Singletary recommended that the board require the items to be addressed and/or brought into compliance before issuing a certificate of appropriateness. Members of the board also noted that lighting elements and landscaping for the permanent structure included in the temporary building plan would need to be addressed as well.

Further questions and concerns were presented. Members of the board noted that lighting elements and landscaping for the permanent structure included in the temporary building plan would need to be addressed. Concerns over parking spaces, the legality of a temporary non-conforming building, defining what "temporary" means in this case, and any assurances that would need to be discussed in removing the temporary structure once the principal building is completed.

Member Tucker made the motion for ZA Singletary to seek a legal opinion from the Town attorney whether or not the ARB can approve a structure that is temporary in nature, temporary to be defined, that is non-compliant with permanent elements of architectural requirement of article 10 of the zoning ordinances. Member Allen seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Reed: Yes
Member Dan Smith: Yes

Member Bryson Tucker: Yes
Member Alison Allen: Yes

Member Tucker then made the motion to table the application until legal opinion has been obtained. Member Smith seconded the motion. All in favor, motion carried.

Chairman Reed: Yes
Member Dan Smith: Yes

Member Bryson Tucker: Yes
Member Alison Allen: Yes

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. He noted this would help the boards conform to a more legal process. Chairman Reed stated that he would like to approve at the next ARB meeting when all members can be present to vote.

Open Comments: ZA Singletary stated he was working on several changes to the zoning ordinances. He informed the board that Town Council approved changes to article 10 addressing paint colors and an approved paint color palette. The ARB will still have the approval over new projects. His next update to this section of the ordinances will address paint patterns.

Adjournment: Member Tucker moved to adjourn the ARB Meeting. Member Smith seconded the motion. Meeting adjourned at 7:24 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Chairman Harmon Reed