

TOWN OF CHAPIN
Architectural Review Board Regular Meeting
Council Chambers, Chapin Town Hall
January 10, 2024
5:00 PM

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Approval of Minutes

1. December 6, 2023 Regular Meeting Minutes

Public Comments related to agenda items

Action Items

2. Elections
 - a. Chair
 - b. Vice Chair
3. 2024 Meeting Calendar
4. ARB By-laws and Procedures Review

Open Comments for ARB members and staff

Adjourn

PUBLIC COMMENT POLICY

PROCEDURE:

Persons wishing to make public comments concerning items related to the current meeting agenda, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to three (3) minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

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

**Wednesday December 6, 2023
6:00 P.M.**

Town Hall

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

Members Absent: Member Jason King

Staff Present: Town Clerk Shannon Bowers

Guests: Ricco Gianni, MRB Group (via zoom)

Call to Order: Chair Reed called the meeting to order at 6:10 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 moved to approve the November 1, 2023 meeting minutes as presented. Member Tucker seconded the motion. No further discussion, motion passed unanimously.

Chair Harmon Reed:	Yes
Vice Chair Gerald Meetze:	Yes
Member Bryson Tucker:	Yes
Member Dan Smith:	Yes

Public Comments Related to Agenda Items

There were no public comments

Discussion Items

Unified Zoning & Development Ordinance: Article 6 Discussion: Mr. Gianni began the discussion by explaining he has been taking the comments provided to him by Chair Reed and Member Tucker and fine-tuning areas in article 6 to help it fit into the UDO document as whole. Comments centered around signage, lighting, site lighting, and landscape lighting.

He then gave a brief overview of the purpose and intent, how the UDO relates to the Town's comprehensive plan, and what the Town is looking for in development applications. He also explained the design descriptions, terminology, applicability, boundaries and overlay district map, conflicts, infill compatibility, and modifications.

The Architectural Review Board (ARB) then discussed the general design standards and standards for each proposed overlay district. The ARB was generally in favor of the proposed

district names: Downtown Overlay, Corridor Overlay, Interstate Overlay, and Craftsman Overlay. The ARB expressed their desire to reflect ARB’s review of signage, landscaping, and lighting by referencing the articles at the beginning of article 6 or in each overlay district as appropriate to prevent oversight of those items. Mr. Gianni further clarified that the ARB would have the purview to review developments that fall within the public realm (sidewalks, porches) and have the ARB review residential design standards (major and minor developments). The ARB then discussed light pole height and was generally in favor of 12ft height in the Downtown Overlay district and evaluating the height of poles in all other districts based off lot size. They also discussed materials, location of signs, and appropriate areas to allow for EV charging stations and the rules regulating them. The ARB also expressed their desire to review a draft overlay district map.

Mr. Gianni stated that he would incorporate the changes discussed to article 6 and prepare a draft overlay district map for the ARB to review.

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

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Harmon Reed, Chairman, ARB

ARCHITECTURAL REVIEW BOARD MEETING SCHEDULE

THE ARCHITECTUAL REVIEW BOARD MEETS THE
FIRST WEDNESDAY OF EACH MONTH AT 6:00 P.M. AT
TOWN HALL LOCATED AT 157 NW COLUMBIA AVE.

***2024 SCHEDULE AS FOLLOWS:**

January 10, 2024

February 7, 2024

March 6, 2024

April 3, 2024

May 1, 2024

June 5, 2024

July 3, 2024

August 7, 2024

September 4, 2024

October 2, 2024

November 6, 2024

December 4, 2024

***Scheduled meetings will be cancelled if there are not items to be reviewed.**

Town of Chapin Architectural Review Board Rules of Procedures

Article I Organization

Section 1. Rules

These rules of procedure are adopted pursuant to S.C. Code § 6-29-870 for the Town of Chapin Architectural Review Board which consists of 5 members appointed by Town Council.

Section 2. Officers

The officers of the board shall be a chair and vice-chair elected for one-year terms at the January meeting of the board each calendar year. The town clerk, or other member of staff when designated by town council, shall serve as secretary of the board.

Section 3. Chair

The chair shall be a voting member of the board and shall:

- a. Call meetings of the board;
- b. Preside at meetings and hearings;
- c. Act as spokesperson for the board;
- d. Sign documents for the board;
- e. Have orders of the board served on parties, and
- f. Perform other duties approved by the board.

Section 4. Vice-Chair

The vice-chair shall exercise the duties of the chair in the absence, disability, or disqualification of the chair. In the absence of the chair and vice-chair, an acting chair shall be elected by the members present.

Section 5. Secretary

The secretary shall:

- a. Provide and publish notice of appeals and meetings;
- b. Assist the chair in preparation of the agenda;
- c. Keep recording and minutes of meetings and hearings;
- d. Maintain board records as public records;
- e. Serve board decisions on parties;
- f. Attend to board correspondence; and
- g. Perform other duties normally carried out by a secretary.

Article II Meetings

Section 1. Time and Place

At the January meeting of the board each calendar year, the board shall adopt a regular meeting schedule for that calendar year. Regular meetings of the board shall be held according with the annual schedule adopted by the board. The board may reschedule a meeting one month in advance by a majority vote. Special meetings may be called by the chair upon 24 hours' notice, posted and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.

Section 2. Agenda

A written agenda shall be furnished by the secretary to each member of the board and the news media, and shall be posted at least 24 hours prior to each regular meeting, and at least 24 hours prior to a special meeting. Items may be removed from the agenda or postponed at a meeting by majority vote.

Section 3. Quorum

A majority of the members of the board shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

Section 4. Rules of Order

Robert's Rules of Order Newly Revised, 12th Edition, shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

Section 5. Voting

A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the chair in writing, have it placed in the minutes, and refrain from deliberating and voting on the question.

Section 6. Conduct

Except for public hearing, no person shall speak at a board meeting unless invited to do so by the chair. If a person continues to speak without permission, the board may recess the meeting until the person ceases, or may have the person removed from the meeting.

Article III Hearing Procedure

Section 1. Appearances

The applicant or any party in interest may appear in person or by agent or attorney. The board may postpone or proceed to dispose of a matter on the records before it, in the absence of an appearance on behalf of an applicant.

Section 2. Witnesses.

Parties in interest may present testimony under oath, but are not obligated or required to do so. Each witness shall be sworn or affirmed by the secretary and are subject to examination.

Section 3. Cross-examination.

No person shall be subject to cross examination; however, the opportunity to examine opposing witnesses may be freely extended when conducted in an orderly manner. Intimidation of witnesses will not be allowed.

Section 4. Evidence

Relevant documents, photographs, maps, plans, drawings, etc., will be received in the record without authentication in the form of legible copies. Relevant testimony which is not cumulative or hearsay will be received. The chair will rule on all evidentiary matters. Evidence may be placed in the record with an objection noted.

Section 5. Conduct of Hearing

The normal order of hearing, subject to modification by the chair, shall be:

- a. The Secretary shall give a brief opening statement describing the nature of the proceeding and of the matter to be heard.
- b. The chair shall establish any time restrictions imposed for presentations. If not specified restrictions are assumed to be (5) minutes for the applicant and staff.
- c. Presentation by the applicant.
- d. Presentation by staff.
- e. Applicant last right to reply or rebuttal.
- f. The board may question participants at any point in the hearing;
- g. Additional time may be granted to speakers by the chair for the purposes of questioning, or accounting for time spent listening to and answering questioning.

Section 6. Disposition

The board may deliberate and make a final disposition of a matter by majority vote of members present at the hearing and qualified to vote; provided that not less than a quorum are qualified to vote. The vote may be taken at the same or a subsequent meeting. A member may not vote on a matter which the member has not heard. Deliberations shall be conducted and votes taken in public.

Section 7. Order

An order shall be issued disposing of a matter by affirming or reversing the granting or denying of a Certificate of Appropriateness with such conditions as may be deemed necessary. A matter may be dismissed for lack of jurisdiction or prosecution. Findings of fact and conclusions of law shall be separately stated in an order.

Section 8. Service of Order

The secretary shall deliver a copy of an order to the applicant digitally or physically/certified mail, per the applicant's request upon execution of the order by the chair. Other parties in interest may be delivered a copy of an order digitally by the secretary in a timely manner upon request.

Article IV Records

Section 1. Minutes

The secretary shall record all meetings and hearings of the Board digitally. The secretary shall prepare minutes of each meeting for approval by the board at the next regular meeting. Minutes shall be maintained as public record.

Section 2. Order and Documents

The secretary shall assist in the preparation and forwarding of all orders of the board in appropriate form. Copies of all notices, correspondence, documentary evidence, orders, and forms, shall be maintained as public records.

Section 3. Attendance

The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The board shall recommend to the governing body the removal for cause of any member who is absent from 3 consecutive meetings without adequate reason.

**Article V
Adoption and Amendment**

Section 1. Amendment

These rules may be amended at any regular meeting of the board by a majority vote of the members of the board at 7 days after the written amendment is delivered to all members.

Section 2. Adoption.

These rules were adopted by a vote of a majority of the board at a regular public meeting on:

_____ .

Attest: _____
Secretary

Chair