

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

**Wednesday May 4, 2022
6:00 P.M.**

Town Hall

Members Present: Member Bryson Tucker, Chairman Harmon Reed, Member Alex Fisher, and Vice Chair Gerald Meetze

Members Absent: Member Dan Smith

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

Guests: Michael Edwards, representative for Lowe's Foods outparcel, Joe and Marie Keeton, Aquarius Spa

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 Tucker made the motion to approve the April 6, 2022 meeting minutes as presented. Vice Chair Meetze seconded the motion. No further discussion. All in favor, motion carried.

Chairman Harmon Reed: Yes

Member Bryson Tucker: Yes

Vice Chair Gerald Meetze: Yes

Member Alex Fisher: Yes

Public Comments

There were no public comments.

Old Business

Preliminary review of:

Lowes outparcel retail building: ZA Singletary began by stating that since the last Architectural Review Board (ARB) Meeting, the applicant submitted new plans based on the recommendations from the board. Michal Edwards, representing the interested party for the Lowes Food outparcel, explained the changes to the site plan. He did note the difficulties in moving the proposed building on the lot due to topography. ZA Singletary noted that he explained to Mr. Edwards he did not feel this update was sufficient to satisfy the boards' recommendations. ZA Singletary also noted that if the official submitted design could not meet the ordinances the ARB may not approve a certificate of appropriateness.

The ARB commented that the plans for official submission will have to comply with the ordinances and recommended the architect for the project meet with ZA Singletary to make sure all is in compliance. They also noted issues with the elevation on the proposed building that would need to be addressed for the Town Center overlay. Chairman Reed suggested that ZA Singletary review the second submission and determine the road frontage for the project in order to bring the plan into compliance with the zoning ordinances.

New Business

Preliminary Review of:

Aquarius Spa Expansion: ZA Singletary began by explaining the owners of Aquarius Spa, Joe and Marie Keeton, are considering construction of an approximately 5,000 square foot facility. He noted that the applicants may seek a variance from the Town Center overlay requirements due to issues with the road frontage and he noted that the ARB would need to consider any significant trees in the review process. He did note that he did not review the proposed landscaping plan for approved species at this time.

Marie Keeton addressed the board, stating that they are trying to keep the look of the proposed new building cohesive to the current historical house, the building would not be able to be built next to the road because it would impede the parking lot for the current business, and they would make sure to keep any significant trees on the property.

The ARB commented that any significant trees located on the property would need to be labeled on the landscaping plan, as well as any existing vegetation to differentiate between what is currently there and what is to be added and to make sure they have met with ZA Singletary to make sure plans are in compliance with the ordinances.

Open Comments: ZA Singletary updated the ARB on the status of the unified zoning and development ordinance (UDO). He stated the committee provided a recommendation to Council, which Council approved for the Mayor to request and sign a contract. The first selected firm could not complete the project in the set budget amount, therefore the selection committee met again and recommended to Council the selection of the second-place firm. Staff is currently in the process of contract negotiations with the second-place firm and once completed, work updating the ordinances can begin. The plan will be for the PC to be the steering committee with input from the ARB in regards to design standards and overlay districts.

Adjournment: Vice Chair Meetze moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 7:45 p.m.

ARB APPROVED (Date): June 8, 2022