

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

**Wednesday July 12, 2023
6:00 P.M.**

Town Hall

Members Present: Chair Harmon Reed, Member Bryson Tucker, Member Jason King

Members Absent: Vice Chair Gerald Meetze, Member Dan Smith

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: Chair Reed called the meeting to order at 6:02 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 Tucker moved to accept the June 7, 2023 meeting minutes as presented. Member King seconded the motion. No further discussion. Motion passed unanimously.

Chair Harmon Reed:	Yes
Member Jason King:	Yes
Member Bryson Tucker:	Yes

Public Comments Related to Agenda Items

There were no public comments

Discussion Items

Preliminary Review: Scooter's Coffee: Mr. Singletary opened the discussion by stating this was a preliminary review for a Scooter's Coffee. He stated this is to allow comments to the applicant from the board before an official application is submitted. This property is located at the intersection of Columbia Avenue and Woodthrush, with access from Columbia Avenue with a right in, right out, is zoned for General Commercial, and is in the Gateway overlay district. Mr. Singletary noted that the site plan reflects the SCDOT S-48 project specifications and includes changes as reviewed by himself, Chair Reed, and Vice Chair Meetze.

Mr. Patrick Hopper with Scooter's Coffee explained the concept of a drive-thru, fast service coffee shop, with this location having 604 square foot building on about one acre. He noted that the lot size here is larger than what they typically use. He also explained they own several Scooter's Coffee shops in the Columbia and Sumter areas.

The Architectural Review Board (ARB) discussed the location of windows on the Columbia Avenue side and how many would be needed, window transparency, location of a monument sign on the property, signage on the building, and the mechanical equipment location and

screening. Mr. Singletary noted that the location is typical of this business model as it is located near the interstate and lends to the natural flow of outgoing traffic. He stated there is a potential control point with the future installation of a stoplight at this intersection due to the S-48 project and he has reviewed the preliminary plan for compliance with the zoning ordinances. The ARB was generally in favor of the preliminary plans, with instruction to Mr. Hopper to submit lighting plans, mechanical equipment locations and appropriate screening, and window requirements with their official application.

Open Comments for ARB and staff: Mr. Singletary discussed a potential for future Unified Zoning and Development Ordinance review (UDO) meetings with the ARB. The ARB considered the possibility of having UDO work session before the regularly scheduled ARB meetings. He also updated the ARB on the completion status of the Chapin Commons development.

Adjournment: Chair Reed moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 7:13 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Harmon Reed, Chairman, ARB