

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

**Wednesday September 13, 2023
6:00 P.M.**

Town Hall

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

Members Absent: Vice Chair Gerald Meetze

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

Guests: Ricco Gianni, MRB Group (via zoom), Megan Dow – ArcVision, Inc. (via Zoom), Patrick Hopper – Scooter’s Coffee

Call to Order: Chair Reed called the meeting to order at 6:00 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 King moved to approve the July 12, 2023 meeting minutes as presented. Member Tucker seconded the motion. No further discussion, motion passed unanimously.

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

Member King moved to approve the August 16, 2023 meeting minutes as presented. Member Smith seconded the motion. No further discussion, motion passed unanimously.

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

Public Comments Related to Agenda Items

There were no public comments

Action Items

Architectural Review application – Scooter’s Coffee: The applicant is proposing the construction of Scooter’s Coffee: The property is located at the intersection of Columbia Ave. and Woodthrush Rd. There are two points of access proposed, a right-in right-out access point on Columbia Ave. and full access on Woodthrush Rd. The proposed structure is 735 sq. ft. and is entirely brick, has windows on all façades. The drive thru is located on the rear of the building,

with no elements along the Columbia Ave. and Woodthrush Rd. sides of the building. Six parking spaces and one ADA parking space are at the rear of the building across and large landscape island. The dumpster is located on the back corner of the property and is screen by a brick wall.

Upon review of the application, the windows do not comply with 1009.214 B, which were discussed at a previous meeting. Staff recommends the application of Scooter’s Coffee be approved for a Certificate of Appropriateness. Chair Reed wanted to clarify that the ARB had the authority to approve an application that did not fully meet the zoning requirements. Mr. Singletary stated his understanding was the ARB is given that authority under the ordinances to review and make determinations on specific cases where necessary. He also noted that during preliminary review, the ARB identified appropriate mitigation efforts for those windows, which are reflected in the drawings to accommodate.

Member Smith moved to accept staff’s recommendation. Member King seconded the motion. Discussion followed. The ARB expressed concerns over site lighting, adjustable lighting fixtures, and lighting crossing over property lines.

From the discussion, Member Tucker amended the motion to approve recommendation on the condition that applicant submit adequate lighting plans that are compliant with the zoning ordinances. Member Smith seconded the motion. Motion to amend passed unanimously.

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

No further discussion was held, motion to accept staff’s recommendation as amended passed unanimously.

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

After the vote, the applicants asked about awning/canopy requirements, since the preliminary plans included them, but the plans submitted for this meeting did not. Mr. Singletary provided that the designs submitted have been approved, and any further additions to those plans would have to be submitted for review by himself or the ARB, as appropriate.

Discussion Items

Draft Review of Unified Zoning & Development Ordinance: Project Schedule and deliverables, Overlay Ordinance Review, and Overlay districts: Mr. Gianni began the discussion by presenting the ARB with a proposed schedule for the review of the overlay districts. He also gave a brief overview of the format, how the article would be organized to work with the Unified Zoning and Development Ordinance (UDO) as a whole, and the process for his consultant audit to begin discussion on the overlay district standards. He instructed the ARB to look over the format and research Municode for other municipalities that have

regulations on overlay designs. Mr. Singletary noted that more meetings of the board may need to be scheduled to achieve the results necessary for adoption, and that the town administrator has authorized the board to utilize virtual platforms to accommodate.

Adjournment: Member King moved to adjourn the meeting. Member Tucker Seconded the motion. Meeting adjourned at 7:13 p.m.

ARB APPROVED (Date): October 4, 2023