

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

**Wednesday October 5, 2022  
6:00 P.M.**

**Town Hall**

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

**Members Absent:** Member Alex Fisher

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

**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 Smith made the motion to approve the September 14, 2022 rescheduled meeting minutes as presented. Vice Chair Meetze seconded the motion. No further discussion. Motion passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Yes

**Public Comments**

There were no public comments.

**New Business**

**Architectural Review Application Re-submittal – Shoppes at Chapin:** Mr. Singletary explained from the last meeting the Architectural Review Board (ARB) identified several items for the applicant to address which included: height level of the lighting, updated photometrics of lighting at the property line, information on wall sconces, mechanical equipment screening, right elevation to show pick-up window with recommendation for a canopy, and rear and left elevation to provide additional detail for a break in plane. Mr. Singletary reviewed the resubmittal based on these updates and recommends approval.

Vice Chair Meetze moved to accept staff recommendation to approve as presented. Member Smith seconded the motion. Discussion followed.

Member Tucker moved to amend the motion to include moving the up-lighting to 1,000 lumens and including wall cylinders on the sides and front with wall packs on the back. Vice Chair Meetze seconded the motion to amend. No further discussion. Motion to amend passed unanimously.

Chair Harmon Reed: Yes  
Member Dan Smith: Yes

Vice Chair Gerald Meetze: Yes  
Member Bryson Tucker: Yes

No further discussion was had. Motion to approve, as amended passed unanimously.

Chair Harmon Reed: Yes

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

**Open Comments:**

Chair Reed noted to Mr. Singletary that Aquarius Spa may change their plans, and since plans have already been approved for that location, any major changes to the plan would have to come back to the ARB. He also noted that the contractor for that project is also looking to update a building on Beaufort Street and wanted Mr. Singletary to be aware.

Member Tucker informed the ARB that Dominion is switching their lights out, and the color temperature is high, making the color appear blue/violet. He noted that with the current lighting that exists in town, this new switch would look strange and wanted to make the group aware of this change.

Mr. Singletary noted that Member Fisher has been out with his wife and new baby, but anticipates returning for the regular meetings next month. He also informed the ARB of the upcoming unified zoning and development ordinance community engagement session on October 20, 2022 from noon to 6:00 p.m. and encouraged the ARB to attend. He also informed the ARB of potential dates for a continuing education session on October 26 or October 27.

**Adjournment:** Member Tucker moved to adjourn the ARB Meeting. Vice Chair Meetze seconded the motion. Meeting adjourned at 6:25 p.m.

ARB APPROVED (Date): \_\_\_\_\_

Attest:

\_\_\_\_\_  
Shannon Bowers, Town Clerk

\_\_\_\_\_  
Harmon Reed, Chairman, ARB