

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

**Thursday, March 4, 2021  
6:00 P.M.**

**Electronic Meeting**

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

**Members Absent:** none

**Staff Present:** Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

**Guests:** Jeff Grover

**Call to Order:** Chairman Reed called the meeting to order at 6:06 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 December 3, 2020 meeting minutes as presented. Member Tucker seconded the motion. No further discussion on the minutes. All in favor, motion carried.

Chairman Harmon Reed: Yes  
Vice Chairman Gerald Meetze: Yes  
Member Dan Smith: Yes

Member Alison Allen: Yes  
Member Bryson Tucker: Yes

**Public Comments**

None to report

**Old Business**

None to report

**New Business**

**Nominations and vote for Chairman and Vice Chairman:** Boards and Commissions are required to elect a chairman and vice chairman for a term of one year. Member Smith nominated Harmon Reed to serve as Chairman of the Architectural Review Board (ARB). Gerald Meetze seconded the nomination. Vote was as follows:

Vice Chairman Gerald Meetze: Yes  
Member Bryson Tucker: Yes  
Member Alison Allen: Yes  
Member Dan Smith: Yes

Member Smith nominated Gerald Meetze to serve as Vice Chairman of the ARB. Member Tucker seconded the nomination. Vote was as follows:

Chairman Harmon Reed: Yes

Member Bryson Tucker: Yes

Member Alison Allen: Yes

Member Dan Smith: Yes

**Landscape amendment request for Chapin Commons Plan:** Zoning Administrator (ZA) Ashford reported that the developers of the Chapin Commons shopping center, across from Chapin High School, have requested two separate landscaping changes for this development. The first request is for the landscaping to be approved in phases. This is due to the fact they plan on opening some businesses while continuing work on others. Lexington County will not issue a Certificate of Occupancy until the Town has signed off on the landscaping. It is the staff's recommendation to approve the proposed request to allow landscaping for this development in phases.

Vice Chairman Meetze made the motion to deny the proposed request to allow landscaping for this development in phases. Member Smith seconded the motion. Discussion followed.

There was concern over the remaining phases of the plan not being landscaped within a reasonable time and there be nothing left but dirt. Member Smith stated that Lexington County Stormwater management will not allow for dirt to remain uncovered. They will have to do a certain amount of landscaping to satisfy the County requirements. The question was raised why there was a landscaping phase 4 when there was no building there. ZA Ashford stated that plans have recently been submitted and the ARB will be reviewing those plans at the next meeting. Director Burroughs reiterated the point that Lexington County will not issue a Certificate of Occupancy until the Town has signed off on the landscaping. Vice Chairman Meetze withdrew his original motion to deny the phased landscaping request. Based on the discussion, Vice Chairman Meetze made the motion to approve the phased landscaping request. Member Smith seconded the motion. All in favor, motion carried.

Chairman Harmon Reed: Yes

Vice Chairman Gerald Meetze: Yes

Member Bryson Tucker: Yes

Member Dan Smith: Yes

Member Alison Allen: Yes

The second request was a change the frontage trees from Willow Oaks to Subal Palmetto trees. The developer has requested this change because they felt Willow Oak canopy would be large and dense when mature and growth may have a negative impact on the sightline of the business from the road. The second reason for this request is the developer stated the root system for Willow Oaks spreads further than the Sabal Palmetto and that could directly affect the underground utilities along that side of Columbia Avenue. It is the staff's recommendation to approve this request given that Subal Palmetto Trees are already an approved species in the original plans along the entryway and parking lot islands.

Vice Chairman Meetze made a motion to reject the staff recommendation as presented. Member Smith seconded the motion. Discussion followed.

ZA Ashford noted that this change would require them to plant 20 to 21 Palmetto Trees to satisfy the parameters of the zoning ordinance. Whereas, if they planted the Willow Oaks as originally submitted, they would only need around 7 to 8 trees planted. There was concern that the use of the Palmetto Tree in that quantity would be excessive along Columbia Ave. The group agreed this would not be desirable. ZA Ashford stated that he and Jeff Grover, along with the Chapin Beautification Committee, have been working on an approved and prohibited tree species list, but nothing has been officially approved yet. Mr. Grover confirmed that the Palmetto Tree would be on the list of prohibited trees due to the fact they are not native to this area.

Motion to deny staff's recommendation to change from Willow Oak to Subal Palmetto tree stands. All in favor, motion carried.

Chairman Harmon Reed: Yes  
Vice Chairman Gerald Meetze: Yes  
Member Dan Smith: Yes

Member Bryson Tucker: Yes  
Member Alison Allen: Yes

**Discussion for Architectural Standards:** ZA Ashford reported to the ARB that the Planning Commission has approved an overlay map to make the district lines follow property lines, not the road. If a portion of a property touches an overlay district, the entire property would now be in that district. Town Council will have a work session to discuss.

ZA Ashford also reported that the Mayor has made edits to the overlay district standards and requested a review by the Planning Commission. The Planning Commission voted to deny the changes until further review of the edits could be made.

ZA Ashford recommended that the ARB nominate two members to participate in a 2 by 2 by 2 meeting with members of staff and the Planning Commission to discuss the overlay district changes. Chairman Reed and Vice Chairman Meetze both agreed to attend.

**Open Comments:** ZA Ashford stated again that the ARB would be reviewing the plans for building 4 of the Chapin Commons developments at the next meeting. Vice Chairman Meetze inquired on the status of the S-48 project. Director Burroughs stated they are currently in the process of acquiring right of ways and would take about 2 years to complete. The construction of the new bridge at the Chapin exit will happen before S-48 and is currently underway, with construction taking about 2 ½ to 3 years.

**Adjournment:** Member Smith moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 7:28 p.m.

ARB APPROVED (Date): April 8, 2021