

## TOWN OF CHAPIN ARCHITECTURAL REVIEW BOARD MEETING MINUTES

Thursday, April 5, 2018  
6:00 P.M.

Town Council Chambers  
157 NW Columbia Ave, Chapin

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**Members Present:** Chairman Ken Loveless, Co-Chairman Harmon Reed, and Member Jason Mack

**Members Absent:** Member Gerald Meetze and Member Bryson Tucker

**Staff Present:** Town Clerk Julie Hammond

**Guests:** Wes Taylor, LTC Associates and Walt Shealy, Springhill Construction

**Call to Order:** Chairman Loveless 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:** The Architectural Review Board (ARB) reviewed the minutes. Co-Chairman Reed moved to approve the February 20, 2018 Special Called Meeting Minutes as presented. Member Mack seconded the motion. All were in favor, motion carried.

Member Mack moved to approve the March 1, 2018 Regular Meeting/Public Hearing Minutes as presented. Co-Chairman Reed seconded the motion. All were in favor, motion carried.

Co-Chairman Reed moved to approve the March 15, 2018 Special Called Meeting Minutes as presented. Member Mack seconded the motion. All were in favor, motion carried.

### **Old Business**

**Proposed Chapin Crossing Outparcel Development:** The Architectural Review Board (ARB) had postponed the decision on the Chapin Crossing Outparcel Development during the March 1, 2018 Public Hearing to allow for revision of submittals to meet the guidelines for the Town Center Overlay District.

The ARB requested clarification on the following items per the Compliance Review “Exhibit A” provided by Gregory Sprouse, Council of Governments.

1. 3H & 5D – Contrasting paving materials in pedestrian paths within the parking lot containing over 10 parking spaces - contractor had meet this requirement with stamped brick asphalt paths;
2. 4A – Loading, outdoor storage, and service areas facing the public right-of-way would require an earthen berm to conceal the area (1009.2);
3. 6D – Fencing and screening design – the rendering indicated masonry “brick” with a roll-off cap which would be in compliance;

4. 7A – Lighting detail was not provided on the elevations;
5. 11B & 11F – Exterior building walls appeared to be mainly masonry with stucco finish on parapets – the contractor increased brick and stone to decrease the amount of stucco accents;
6. 13E – Exterior secondary building façade should replicate the primary façade (4 façade building) – the change in vertical wall building material and fenestration was not indicated- windows should be added to the ends of the building (Zoning Ordinance 1008.2 Design Objectives M. Primary and Secondary Façade Standards and 1009.2 Standards Table 1 Architectural District Standards 2. Building Frontage Requirements were cited);
7. 15D – Exterior building rooftop elements – clarification required on actual pitch would need to be provided on plans.

Discussion of the correct elevation fronting Chapin Rd followed. Co-Chairman Reed moved to require additional site plans be presented to the Architectural Review Board and the Certificate of Appropriateness be denied at this point. Member Mack seconded the motion. All were in favor, motion carried.

### **New Business**

**Discussion of Signage for Exxon - 650 Columbia Ave:** ARB Members reviewed the sign permit application “Exhibit B” of the Exxon Station because it included structural design. Co-Chairman Reed moved to accept as submitted. Member Mack seconded the motion. All were in favor, motion carried.

Chairman Loveless noted the ARB would like to have the Sign and Landscape Articles of the Zoning Ordinance under ARB purview instead of the Planning Commission.

**Adjournment:** Member Mack moved to adjourn the ARB Meeting. Co-Chairman Reed seconded the motion. Meeting adjourned at 7:10 p.m.

ARB APPROVED: \_\_\_\_\_ June 7, 2018 \_\_\_\_\_