

**TOWN OF CHAPIN
ARCHITECTURAL REVIEW BOARD
RE-SCHEDULED MEETING MINUTES**

**Thursday, April 8, 2021
6:00 P.M.**

Town Hall Community Room

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

Members Absent: none

Staff Present: Public Affairs Director Nicholle Burroughs and Town Clerk Shannon Bowers

Guests: Jeff Grover and Nick McKenzie

Call to Order: Chairman 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 Tucker made the motion to approve the March 4, 2021 meeting minutes as presented. Member Smith seconded the motion. No further discussion on the minutes. All in favor, motion carried.

Chairman Harmon Reed: Yes

Member Alison Allen: Yes

Vice Chairman Gerald Meetze: Yes

Member Bryson Tucker: Yes

Member Dan Smith: Yes

Chairman Reed commented on the discussion from the previous month's minutes regarding the overlay districts. He would like to make sure that the ARB is involved in the process since they will be the approving body for architectural design. Director Burroughs noted that Council voted to amend the overlay district map to reflect each overlay district by parcel line. A two-by-two meeting will be set up between staff, ARB, and Planning Commission to discuss not only architectural designs, but planning for the town.

Public Comments

Mr. Jeff Grover addressed the ARB. He stated that he likes the plans for building four, especially with it having the appearance of two fronts because it allows for more vegetation. He was concerned there would not be enough building screening for the drive thru feature, the placement of the dumpster and how that would be screened, a loading dock area for deliveries, and the palm trees that are still in the plans. He encouraged the ARB to review those items when discussing the plans for building four at Chapin Commons later in the meeting.

Old Business

None to report

New Business

Architectural Review Application for Chapin Commons Plans, Phase 2: Director Burroughs stated that Zoning Administrator (ZA) Ian Ashford accepted a job in Pennsylvania and has left his position with the Town. He conducted a preliminary report prior to this meeting. She stated that it was the staff's recommendation to deny the Architectural Review application until changes could be made, however, changes have been made to the plans since ZA Ashford's report was written.

Director Burroughs reported the plans that have been submitted meet requirements for parking, landscaping, and building materials. The updated plans include more native vegetation and additional landscaping to accommodate the drive thru feature on the backside of the building. The setback requirement will need to be 35ft from the current roadway to accommodate the road widening. The dumpster and screening will include one dumpster for all the facilities there, and is not located at building four. The district standards for this location require a pitched roof, but none were previously approved and this building was designed to match. It is staff's recommendation to approve the plans as submitted.

Mr. Nick McKenzie stated that the updated plans he has provided for the ARB at this meeting show the road setback to currently be 65ft from the road, but it will be 35ft once the road is widened.

Chairman Reed suggested they approve the plans in two parts: landscaping and building.

Mr. McKenzie explained the plans from 2019 were what was used to get phase 1 completed. The updated plans submitted show at least the minimum required oak trees, but there are plans to include more oak trees along Columbia Avenue. They have removed the palms trees from the landscaping plan. He also explained the rear of the building facing Ellet Road will mirror what the front of the building looks like with the same amount of glass and signage. This meets the zoning ordinance requirements. He also stated that the drive thru feature will be screened by a line of juniper trees, stretching approximately 190 feet along the back of the building, spaced every 2ft so they will grow together to provide a screen for the drive thru. Concerns were raised over planting in a straight line versus staggering and replacing trees that die off to avoid having holes in the tree screen. The ARB agreed that a variety of vegetation to include crepe myrtle, holly, and juniper would be a preferable screening rather than a straight line of juniper trees.

Vice Chairman Meetze made the motion for a landscaping plan to be resubmitted, based on the recommendations of the ARB to create variety in the line of vegetation to include crepe myrtle, holly, and juniper, and approval by staff and Vice Chairman Meetze on behalf of the ARB. Member Tucker seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Harmon Reed: Yes

Member Alison Allen: Yes

Vice Chairman Gerald Meetze: Yes

Member Bryson Tucker: Yes

Member Dan Smith: Yes

The ARB continued the review of the building plans. Mr. McKenzie explained the design of this building was in line with buildings one, two, and three with the facia being the large white stone, with metal accents that are matte black. Director Burroughs stated that staff recommends approval of the roof line based on what was previously approved for the other buildings.

Member Smith made the motion to accept the building plans as presented. Member Allen seconded the motion. Discussion followed.

Member Tucker noted that the original site plans took care of the lighting on the front side of the building, but current plans did not show how the rear of the building facing Ellet road would be illuminated. Mr. McKenzie stated lighting on the rear of the building would be a dual LED vertical sconce, which will match what is on the front of the building, but will increase the lumens to light that side. A concern was raised as to how the mechanical equipment would be screened. Mr. McKenzie stated this was already addressed with the other buildings in that the roof line goes about 4ft above the actual building line, allowing the roof line to screen the equipment. He stated they could increase the roofline to conceal if it is visible from the road, or paint the equipment to make it less visible.

Member Smith rescinded the original motion. Member Smith then made the motion to accept staff's recommendation contingent on the following:

- a. Photometrics are submitted and approved by staff and Member Tucker on behalf of the ARB

- b. Rooftop equipment to be screened/painted to conceal mechanical equipment
- c. End brick insets on the rear left to be the chocolate brown to match the front

Vice Chairman Meetze seconded the motion. No further discussion. 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

Member Tucker made the motion to approve Chairman Reed to sign the Certificate of Appropriateness upon completion of and the approval of the landscaping and building plans. Member Smith seconded the motion. No further discussion. 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

Open Comments: None

Adjournment: Member Smith moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 7:17 p.m.

ARB APPROVED (Date): June 3, 2021