

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

**Thursday, June 7, 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, Member Gerald Meetze, and Member Bryson Tucker

**Members Absent:** Member Jason Mack

**Staff Present:** Director of Planning & Zoning Nathan Powell and Town Clerk Julie Hammond

**Guests:** Walt Shealy - Springhill Construction, Wes Taylor - LTC Associates, and Steve Goodman - Project Development Group

**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 April 5, 2018 Regular Meeting Minutes as presented. Member Tucker seconded the motion. All were in favor, motion carried.

Member Tucker moved to approve the April 11, 2018 Special Called Meeting Minutes as presented. Member Meetze seconded the motion. All were in favor, motion carried.

Nathan Powell, the new Director of Planning & Zoning was introduced and welcomed by the ARB.

**Old Business**

**Proposed Chapin Crossing Outparcel Development Final Approval:** The Architectural Review Board (ARB) requested building elevations w/modifications, landscaping and irrigation design, and lighting design prior to issuing final approval/Certificate of Appropriateness.

1. Building Elevations w/Modifications were reviewed noting placement of big and small cylinder lighting. All signs should be uniform in length and height and will require ARB approval. Meters/disconnects are near dumpster screening with pvc going under the meter bank to each individual space. Heating, Ventilating, and Air Conditioning units will be rooftop units only – no ground units. Lexington County reviewed the storm drainage plans and had issued the land disturbance permit.

Co-Chairman Reed moved to accept the building elevations as submitted. Member Tucker seconded the motion. All were in favor, motion carried.

2. Landscaping and Irrigation Designs were reviewed noting deletion of the sidewalk and addition of plantings on the east elevation.

Member Meetze moved to approve the landscaping design with the revision of adding 3 more street trees along 76 and landscaping on the east elevation with final approval upon resubmittal. Member Tucker seconded the motion. All were in favor, motion carried. Mark-up landscape drawings would be brought back for Director Powell's approval.

3. Lighting Design was reviewed with discussion of 2 existing dual head fixtures/poles, height of additional fixtures/poles, and distribution of light on Chapin Road and the Publix side.

Member Meetze moved to postpone approval of the lighting design as submitted until the ARB receives a cut sheet of the proposed lighting and a second cut sheet on a smaller/lower, less lumens design with an updated photometric plan. Co-Chairman Reed seconded the motion. All were in favor, motion carried.

Member Meetze moved to issue a provisional Certificate of Appropriateness (COA) permit based on elevations with final COA upon receipt and approval by ARB of the revised lighting and landscape plans. Co-Chairman Reed seconded the motion. All were in favor, motion carried.

### **New Business**

**Communication Protocol By/Between ARB, Town Hall Staff, and Business Owners/Contractors/Developers:** Chairman Loveless wanted to make sure there was a clear channel of command with the ARB. Director Powell would disseminate information to Chairman Loveless who in turn would disseminate the information to the ARB Members. All information needed to go through the Chairman.

Discussion commenced regarding Zoning Ordinance updates, scheduling of the next joint meeting between 2 Members of Town Council, 2 Members of the ARB, and 2 Members of the Planning Commission, and training sessions for required 3 hours of continuing education.

Co-Chairman Reed suggested rescheduling the July 5, 2018 ARB Meeting to July 12, 2018 if there were items to be reviewed.

**Adjournment:** Co-Chairman Reed moved to adjourn the ARB Meeting. Member Meetze seconded the motion. Meeting adjourned at 7:25 p.m.

ARB APPROVED: \_\_\_\_\_ July 12, 2018