

**TOWN OF CHAPIN**  
**Architectural Review Board Regular Meeting**  
**Council Chambers, Chapin Town Hall**  
**January 8, 2025**  
**6:00 PM**

**AGENDA**

**Call to Order and Determine Quorum**

**Statement of Freedom of Information Act Compliance**

**Approval of Minutes**

1. December 4, 2024 Regular Meeting Minutes

**Public Comments related to agenda items**

**Action Items**

2. Elections
  - a. Chair
  - b. Vice Chair

**Staff Updates**

**Adjourn**

## **PUBLIC COMMENT POLICY**

### **PROCEDURE:**

Persons wishing to make public comments concerning items related to the current meeting agenda, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to three (3) minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

### **DEFINITIONS:**

**Chapin Resident:** Reside in Town limits.

**Chapin Water/Sewer Customer:** Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

**Reside in Chapin Water/Sewer District:** Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

## **APPEARANCE OF CITIZENS**

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

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

**Wednesday December 4, 2024  
6:00 P.M.**

**Town Hall**

**Members Present:** Chair Harmon Reed, Member Bryson Tucker, Vice Chair Gerald Meetze, Member Jason King.

**Members Absent:** Member Dan Smith

**Staff Present:** Planning and Zoning Manager Reid Radtke, John Hansen – Central Midlands Council of Government,

**Guests:** Tige Darner, Tad Dolbier, John Goss, Lukas Braun – The Keith Corporation, Sam Walker – The Keith Corporation, Megan Smith – Cranston Engineering, Ryan Barkes – LS3, Ralph Warnock, DMD, Lake Murray Pediatric Dentistry (Owner), Charlie Lucas, Lucas Built Construction, Chase Lucas, Lucas Built Construction, Mike Ray, HB Engineering, Inc., Craig Otto, Craig A. Otto, Architect, Inc.

**Call to Order:** Vice Chair Meetze 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 King moved to approve the November 6, 2024 meeting minutes as presented. Member Tucker seconded the motion. No further discussion, motion passed unanimously.

Chair Harmon Reed:	Yes
Member Jason King:	Yes
Member Bryson Tucker:	Yes
Vice Chair Gerald Meetze:	Yes

**Public Comments Related to Agenda Items**

There were no public comments

**Discussion Items**

**Preliminary Review – Wendy’s:** Applicants Tige Darner, Tad Dolbier, and Joss Goss began the discussion by giving an overview of the Wendy’s locations they own and operate (86 across Georgia, North Carolina, and South Carolina) and that the Chapin location would bring approximately 40-50 jobs to the area. Mr. Radtke then gave a staff review of the plans, which included:

- Needs parking lot lighting plan for official submission
- Clearer plan for interconnectivity – Mr. Radtke noted that a meeting with SCDOT is forthcoming to discuss design changes and how they will affect interconnectivity
- Front façade – red blade exceeds the requirement that signage cannot exceed 25% of the building and red blade extends above the roof line. Staff recommends increasing the width and height of the gable and placing Wendy’s signage under gable and above the door. ARB generally approve of the color, but request that the accent be reduced to conform to the 25% requirement.
- Trash enclosure materials must be similar to building materials. ARB suggested brick.
- Brick color of building to match as closely as possible to colors on the approved color palette

- Noted a potential concern with location of the handicap parking as it may hinder access should the drive-thru line back up
- Landscaping plan should include a variety of vegetation oriented in a natural way (staggered), include more front landscaping to enhance buffer
- Pedestrian crosswalks should be made of different materials for visibility – ex: stamped concrete

Mr. Radtke concluded the preliminary review by stating that staff has worked with the Wendy's for the last several months to create this plan for submission, and commended them on their willingness to make changes.

**Preliminary Review – Publix Outparcel:** Applicants Sam Walker, Megan Smith, and Ryan Barks began the discussion by giving an overview of the proposed development in the Publix outparcel. This plan is set to have a 12,000 square foot medical building. Applicants stated that they followed the Unified Zoning and Development Ordinance (UDO) closely to maximize the access off of Lexington Avenue and connect through the Publix. The primary use for this medical building would be for non-emergency primary care. Mr. Radtke then gave a staff review of the plans, which included:

- Matching brick to other colors in the area
- Include more pitched roof elements – building is designed to be more modern than the surrounding buildings. ARB suggested including elements to make it more closely related to a traditional or craftsman style to be harmonious with surrounding properties.
- 75% of the building to be brick or stone – staff requests dimensions of the windows to ensure they meet the 25% accent element.
- Confirm the height of the parapet – will require to be 1 foot above the highest rooftop mechanical equipment.
- Confirmation of parking spaces – required to have minimum of 30 spaces (5 per every 1000 square feet for a medical office to total 54)
- Confirmation of open space element
- Establish a property buffer with a minimum of 5ft
- Provide exterior lighting elements, landscaping, and photometric plan for official submission

**Preliminary Review – Lake Murray Pediatric Dentistry:** Applicants Ralph Warnock – owner, Charlie Lucas, Chase Lucas, Mike Ray, and Craig Otto began the discussion by giving an overview of the proposed new building design for Lake Murray Pediatric Dentistry. Dr. Warnock currently operates a Lake Murray Pediatric Dentistry and is looking to expand. Applicant supplied the most recent designs at the meeting, which showed a 5,000 to 6,000 square foot building designed to fit the craftsman overlay district of the area. Design colors and brick colors all met colors from the approved color palette. Mr. Radtke then gave a staff review of the plans, which included:

- Need to make a clearer determination of the rear setback for buffer requirements
- Confirmation on the open space and its location
- Provide a copy of the most recent tree survey
- Submission of landscaping plan, exterior lighting, photometric plan, and tree mitigation

### Action Items

**2025 Meeting Calendar:** Clerk Bowers noted the 2025 Meeting calendar, and asked for any changes that needed to be made. It was suggested to move the July meeting to July 9 to accommodate for the 4<sup>th</sup> of July holiday. Hearing no further discussion, Member Tucker moved to approve the 2025 Meeting calendar, with the discussed change of July 2 to July 9. Member King seconded the motion. Motion to approve passed unanimously.

Chair Harmon Reed: Yes  
 Member Jason King: Yes

Member Bryson Tucker: Yes  
Vice Chair Gerald Meetze: Yes

**ARB Policies and Procedures Review:** The ARB review the board policies and procedures and made no changes.

**Open time for ARB and staff:** Mr. Radtke noted that Member Smith will resign from the board at the conclusion of his term in December. Applications have been received and reviewed by staff, and a recommendation will be made to Town Council at their next meeting. Chair Reed requested that a change to the Downtown Overlay district, section 6.11.4.b – change “pitched roof is encouraged” to “shall have a pitched roof” and include a percentage for a slope requirement, to be made to the Planning Commission for consideration.

**Adjournment:** Member King moved to adjourn the meeting. Member Tucker seconded the motion. Meeting adjourned at 7:53 p.m.

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

ATTEST:

\_\_\_\_\_  
Shannon Bowers, Municipal Clerk