

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

**Wednesday March 5, 2025  
6:00 P.M.**

**Town Hall**

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

**Staff Present:** Town Clerk Shannon Bowers, Planning & Zoning Manager Reid Radtke

**Guests:** Lucas Braun and Sam Walker – Keith Port Company

**Call to Order:** Chair King 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 Meetze moved to amend the February 5, 2025 meeting minutes as presented. Member Powell seconded the motion. Member Meetze indicated that during the discussion of landscaping around the front and left sides of the Wendy’s property, he suggested “a variety of shrubbery be used” not “holly”. Would like to amend the minutes to reflect that statement. No further discussion, motion passed unanimously.

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

**Public Comments Related to Agenda Items**

There were no public comments

**Discuss Items**

**Preliminary Review: Publix Outparcel:** The applicant, Mr. Braun, began the discussion by stating the reason for coming before the board. He noted they had been before the Architectural Review Board (ARB) months before, but wanted to revisit with a preliminary review to ensure they were on the correct path for design guidelines. He then described the preliminary plans for the parcel which included: main entrance “sail” made of composite siding, multiple brick colors for contrast and variety, broken up roofline with a mix of materials to allow for a break in plane, mechanical units on roof with screening on all sides, and two locations for signage.

Staff then gave a report on the preliminary design and noted the following would need to be addressed for an official application:

- Main entrance “sail” gives the building a more modern look, while use of brick and design of building is more in line with architectural standards
- Confirmation on dimensions of façade
- Windows – materials and size – need clarification on
- Will need more details on the parapet to ensure compliance with code
- Aluminum cap not allowed
- Mechanical equipment screening – location and screening materials will need to be clarified (must be shielded from line of sight).
- Will need materials for dumpster screening
- Clarification of location of open space – preliminary plan indicates 12%
- Plan updated to reflect property buffer
- Clarification on landscaping plan – preliminary plan currently shows an invasive species and would not be allowed
- Will need to show lighting plan
- Will need to show interconnectivity – to include connectivity to Publix shopping center and pedestrian connections

The ARB then discussed possible options for the design which included: main entrance “sail” too contemporary for the area and does not match other buildings in the area – would like it to be more “main street” in design, ensuring mechanical equipment was screened from roadway view, dumpster screening materials to be the same as the principal building, lighting plan to ensure lighting is contained to the property with no spillover, interconnectivity shown on plan, making the maximum setback from Lexington Avenue 10ft, landscaping around the dumpster area and along the south elevation toward the parking lot. Mr. Braun followed up, stating that the “sail” is a part of their logo for branding, but worked with staff to bring the building more in compliance. Applicants ended by thanking the ARB for their time and allowing them to get better information to present a full application.

**Staff Updates**

Mr. Radtke informed the ARB that preliminary discussions with adjacent properties to this parcel have been taking place, and he anticipates the ARB will see more preliminary reviews in the coming months. He also updated the board on properties adjacent to the McAlister’s Deli, who are also working through the process for development.

**Adjournment:** Member Meetze moved to adjourn the meeting. Vice Chair Reed seconded the motion. Meeting adjourned at 6:52 p.m.

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

Attest:

\_\_\_\_\_  
Shannon Bowers, Town Clerk

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Jason King, ARB Chair