

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

**Wednesday May 14, 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: Frank Dougherty and Tripp Bradley with Cason Development, Claire Hunter with

Call to Order: Chair King called the meeting to order at 6:01 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 moved to approve the March 5, 2025 meeting minutes as presented. Member Powell seconded the motion. 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 2: Mr. Frank Dougherty and Mr. Tripp Bradley with Cason Development spoke with the Architectural Review Board (ARB) about their design for a Fifth/Third Bank. Mr. Dougherty stated that they have been working closely with staff to present a design based on the Town Code and recommendations of staff. They indicated they wanted a preliminary review to ensure they are on the right track before officially submitting.

Mr. Radtke then went over the items in question from his report, which included

- window glazing: does not meet code: requires 40%, applicant submitted glazing at 30%
- window sizes and materials need clarification
- parapet wall not permitted – applicant is requesting consideration of parapet
- confirming the height of the mechanical screening to be at least 1ft above units
- exterior elements such as downspouts, mechanical equipment, exterior ladder access etc. must be shielded or camouflaged to match building exterior

- making sure the final plan notes details of open space requirements, pedestrian access, and landscaping requirements
- submitting a traffic study and lighting plan for final submission.

The ARB then discussed the following elements that they indicated would need to be shown on final plans to meet town code or as an alternative to what was presented:

- North Elevation needs window to break up blank wall, suggested to the applicant to present several options of architectural elements for approval. Staff noted that per the UDO, spandrel glass is not approved in the Downtown area.
- Mix of sloped or pitched roof elements – does not want to see flat rooftops from ground level
- Landscaping in island and along south elevation
- Up and down lighting on building
- Site lighting to match what has already been established, and lighting plan to ensure no spillage onto surrounding properties.
- Landscaping between parcels to match what has already been established or approved on adjacent properties.

Mr. Radtke concluded the discussion with an overview of the resubmittal process, including necessary revisions and documentation, as well as planning for the next month's meeting.

Staff Updates

Before Mr. Radtke gave staff updates, Chair King suggested moving the June meeting to June 11 to accommodate for vacations and summer travel. ARB agreed that would work better. The ARB then expressed concern over several items from the code that have come up in recent and Mr. Radtke encouraged the ARB to send him their suggestions for possible code changes to be discussed at the next meeting.

Mr. Radtke then updated the ARB on upcoming projects that will be coming before the board in the coming months – several of the applicants are still working through changes, and that he continues to monitor the progress of the Ellet Rd. property at Chapin Commons.

Adjournment: Member Meetze moved to adjourn the meeting. Member Tucker seconded the motion. Meeting adjourned at 6:58 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Jason King, ARB Chair