

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

**Wednesday August 6, 2025
6:00 P.M.**

Town Hall

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

Members Absent: Member Daniel Powell

Staff Present: Municipal Clerk Shannon Bowers, Planning & Zoning Manager Reid Radtke, Town Administrator Nicholle Burroughs

Guests: Brittany Youngblood – McAdams Engineering, Tom Canerella – CES Engineers, Wade Bozeman – Owner, Carolina Wings, and Dan Sherer – Sherer & Associates LLC, Chad Lindler – Chapin Commercial Construction, Lukas Braun – Keith Corporation

Call to Order: Chair King called the meeting to order at 6:07 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Before continuing, Administrator Burroughs requested the chair to consider re-ordering the agenda for efficiency and clarification of agenda items. She suggested the agenda be amended to review the preliminary items first, beginning with the Clark Street Medical Office, Carolina Wings, and Express Oil, and ending with the full application for the Publix Outparcel 3. Vice Chair Reed moved to amend the agenda as requested. Member Tucker seconded the motion. Motion passed unanimously.

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

Approval of minutes: Member Meetze moved to approve the June 11, 2025 meeting minutes as presented. Member Tucker seconded the motion. No further discussion, motion passed unanimously.

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

Public Comments Related to Agenda Items

There were no public comments

Discussion Items

Preliminary Review - Collo Rosso Dermatology: Before beginning, Member Tucker and Vice Chair Reed had professional conflict with this development and recused themselves from discussion.

Chad Lindler with Chapin Commercial Construction began the discussion by stating that the digital copy provided in the agenda packet was not complete and did not reflect the most current information. He provided a copy of the most up-to-date plans to the Architectural Review Board (ARB) at the meeting. He then explained the changes that were noted from the staff report which included colors of the building were chosen from the approved color palette (Reliable White and Urbane Bronze), window sizes and setbacks confirmed on updated copy, exterior screenings to match the building materials, open space requirements met at 5%, and pitched roof elements as the building is less than 10,000 square feet.

The ARB then reviewed the updated information and indicated they wanted to see the retaining fence around the retention pond removed and include more landscaping around pond, including a sidewalk entrance to Lexington Avenue, and would prefer a gable as an architectural element on the front entrance. Staff indicated that a full lighting plan to include pole heights, exterior lighting specs, and photometrics would be required for full submittal 21 days in advance of the next scheduled meeting.

Applicant indicated that solar panels were an option they were exploring and inquired whether that would be required as well. Staff indicated that if solar panels were included in the plans at full submittal they would be reviewed for compliance at that time, otherwise could be reviewed by staff at a later date.

Preliminary Review – Carolina Wings: Dan Sherer with Sherer & Associates, LLC began the discussion by stating a new version of the plans have been updated to reflect the most recent changes, and provided a copy of those changes to the ARB at the meeting. He explained that the building design had been updated to include more brick elements, with an all brick base around the building, adjusted window glazing to meet the 30% UDO requirement, updated exterior colors to ones on the approved color palette, removed aluminum caps and changed roof height along the front facade, updated dumpster screening to be block enclosure with brick and landscaping, adjusted landscaping plan and pedestrian walkways based on Planning Commission comments, and adjusted the exterior ladder access to include interior gutters and down spouts with landscaping to conceal ladder access.

The ARB then reviewed the updated information and indicated that they would need to see building mounted equipment specs, property lighting, and photometrics and would like the metal panels to be coordinated with approved colors, possibly brown in color. The applicant asked about the roof height and if the ARB had a preference from the original design to new design. The ARB indicated they would accept either option for roof height.

Staff then indicated that new building colors would be verified for compliance and all package documents, including a full lighting plan would be required for a full submittal to the ARB 21 days in advance of the next meeting. Administrator Burroughs concluded the discussion by stating that the property owners of these parcels have been very communicative regarding interconnectivity, and the Planning Commission would be following up with the full site plan to confirm entrances and access points are consistent across the development.

Preliminary Review – Express Oil: Brittany Youngblood with McAdams Engineering began the discussion by stating the Express Oil would consist of two buildings, full service building closest to Columbia Avenue and an express service building in the rear of the property. The first building is designed to fit the zoning ordinances that prioritizes the view from Columbia Avenue and resembles an entrance, while the function entrance will be on the back side of the building. Administrator Burroughs also commended the Express Oil and Brittany for taking the time to sit down with staff to design the building to address the site constraints in conjunction with the code. Ms. Youngblood noted that the plans have been updated, and provided a copy for review to the ARB at the meeting. This plan included updates to all mechanical equipment will be ground mounted and screened using the same as the principal building, parking spaces are three short, but business does not require much parking, window glazing has been updated to be code compliant, and sidewalks have been added connecting building one and two.

The ARB then reviewed the information with the updated renderings and indicated they would like to see an agreement with other property owners for shared overflow parking, change the color of the metal slats in the garage bay doors to an urban bronze or similar color to match the darker brick, would prefer a shingled roof in the same color as renderings, and coordinated site lighting with the rest of the development, not to include wall packs.

Staff indicated that a full lighting plan with spec sheets for building lighting and site lighting, pole heights, and photometrics will be required for full submittal, 21 days in advance of the next scheduled meeting.

Action Items

Architectural Application Review - Publix Outparcel 3: Lucas Braun with the Keith Corporation presented this project on behalf of the owners and provided an updated copy of the renderings to the ARB at the meeting. He then began the presentation by stating the window glass has not been selected at this time, but believes it to be at least 40% glazing and would be transparent, extended pedestrian sidewalk along the Mavis Tire side with a crosswalk connecting the two, provided specs on the open space requirements, provided depth information on the building columns and brick samples to indicate different materials.

The ARB then reviewed the information with the updated renderings and indicated they would need to see more concise drawings of the columns to confirm bump out depths, glass metal frames to match darker brick color, landscape front drainage to match side landscaping and dumpster area, confirmation of colors to be compliant with approved color palette, and a full lighting plan to include wall sconce cut sheets, photometrics, and updated materials to parking lot poles with confirmation on height to match the current development.

Member Meetze made the motion to table the decision until the next meeting. Member Tucker seconded the motion. No further discussion, motion to table decision passed unanimously.

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

Staff Updates

Mr. Radtke indicated the Planning Commission has requested clarification on the amendments to the UDO regarding roof parapets and when they are allowed. Administrator Burroughs continued by stating this was discussed at length at the last meeting and instructed the ARB to provide options and specific recommendations for review at the next meeting.

Staff then gave updates on the site plans for development of the McAllister’s property and recently completed development projects.

Adjournment: Member Meetze moved to adjourn the meeting. Member Tucker seconded the motion. Meeting adjourned at 7:52 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Jason King, ARB Chair