

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

**Wednesday September 10, 2025
6:00 P.M.**

Town Hall

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

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

Guests: Chad Lindler – Chapin Commercial Construction, Sam Walker – The Keith Corporation, Claire Hunter – HGP Architects

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 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
Member Daniel Powell:	Yes

Public Comments Related to Agenda Items

There were no public comments

Action Items

Architectural Application Review – 133 Clark Street – Collo Rosso Dermatology: Mr. Chad Lindler with Chapin Commercial Construction began the presentation by stating that all changes as discussed from the previous meeting were completed. Mr. Radtke indicated on the staff report that all items are in compliance with the Unified Zoning and Development Ordinance (UDO). The Architectural Review Board (ARB) reviewed the application and Member Meetze moved to approve the application for a certificate of appropriateness with the condition that an additional tree be added on the west elevation. Member Powell seconded the motion. No further discussion, motion to approve with conditions passed unanimously.

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

Member Bryson Tucker: Yes
Member Daniel Powell: Yes

Architectural Application Review – 207 Lexington Avenue – Medical Office: Mr. Sam Walker with the Keith Corporation began the presentation by stating that all changes as discussed from the previous meeting were completed. He then provided updated brick samples for the ARB to review and noted that they matched the brick colors as closely as possible to colors on the approved color palette. Administrator Burroughs indicated on the staff report that all elements are in compliance with the UDO and recommends for approval.

The ARB then discussed the windows and store front color, parking lot lighting fixtures not matching the existing fixtures, and light spilling from wall packs onto Lexington Avenue. Mr. Walker noted that the silver mullion color presented is consistent with other buildings in the area and the parking lot fixtures are the same style fixture that is being used by the Mavis Tire.

Member Meetze moved to approve the application for a certificate of appropriateness with the following conditions:

1. Adjustment to wall pack distribution to reduce light off of Lexington Avenue
2. Wall pack color to be black
3. Storefront and window mullions – consideration to be made for a medium bronze color
4. Pole lights to match existing pole colors (bronze) and height (24ft)

Vice Chair Reed seconded the motion. No further discussion, motion to approve with conditions passed unanimously.

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

Architectural Application Review – 203 Lexington Avenue – Fifth-Third Bank: Clair Hunter with HGP Architects began the presentation by stating that all changes as discussed from the previous meeting were completed. She indicated that consideration for the Mavis Tire colors was used in the selection of the slate gray/white/stone colors used. The building now has a sloped roof design, with match mixed roof designs, as previously discussed. She also indicated that the window glazing has been increased to meet the 40% requirement. Mr. Radtke indicated on the staff report that all items are in compliance with the UDO.

The ARB then discussed the parking lot light poles – need to match adjacent properties in height and color, and update the lighting plan to show the sidewalk on Lexington Avenue side for lighting compliance.

Member Meetze moved to approve the application for a certificate of appropriateness with the following conditions:

1. Update light poles to match adjacent properties in height and color

2. Updated lighting plan to show sidewalks for light compliance
3. Wall pack color to compliment building, but match adjacent properties
4. Adjustment to wall pack distribution to reduce light off of Lexington Avenue

Member Tucker seconded the motion. No further discussion, motion to approve with conditions passed unanimously.

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

Staff Updates

Mr. Radtke gave an update to the ARB on the UDO amendments. The PC reviewed the recommended changes and approved the recommendation to Council for approval. The ARB expressed their desire to make further UDO changes to include use of metal roofs, mill finish for windows and doors, accent parapet walls, and language to ensure consistency among developments. Administrator Burroughs noted that the PC makes changes to the UDO, and that considerations made by the ARB would be presented to the PC for recommendation. This would require further discussion, to which she noted topics could be added to an agenda for a future meeting.

Adjournment: Member Tucker moved to adjourn the meeting. Member Meetze seconded the motion. Meeting adjourned at 7:34 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Jason King, ARB Chair