

**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

