

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

**Wednesday June 11, 2025
6:00 P.M.**

Town Hall

Members Present: Member Daniel Powell (arrived at 6:11 p.m.), Member Gerald Meetze, Chair Jason King, Vice Chair Harmon Reed

Members Absent: Member Bryson Tucker

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

Guests: Mike Ray – HB Engineering and Charlie Lucas and Chase Lucas – Lucas Built Construction, Dr. Ralph Warnock – Lake Murray Pediatric Dentistry

Call to Order: Chair King called the meeting to order at 6:02 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 May 14, 2025 meeting minutes as presented. Vice Chair Reed 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

Public Comments Related to Agenda Items

There were no public comments

Action Items

Architectural Application Review: Lake Murray Pediatric Dentistry: The Architectural Review Board (ARB) reviewed an application for Lake Murray Pediatric Dentistry, located at 740 Old Lexington Highway. Mr. Radtke noted the applicant supplied all necessary documents for compliance, with exception of lighting plans, specific to cut sheets of lighting fixtures for the property, sidewalk lighting along front of building, and min/max ratio appears to be exceeded for parking, and parking lot pole height. Mike Ray with HB Engineering stated that architect would get with electrical engineer to be in compliance to what UDO requires for lighting and requested clarification on what the Town considers aesthetically pleasing for landscaping purposes. Mr. Radtke suggested that the applicant add landscaping to the existing building to match new building for purposes of blending the two sites together. The ARB discussed and recommended staggering the front landscaping to be more natural in appearance and add more landscaping to

hide the retention pond from view. The ARB also noted that a sidewalk was not indicated on the plans. Administrator Burroughs indicated to the applicant that the Town will work with the applicant to provide for a sidewalk in areas where it may be difficult to install, per the zoning code.

Member Meetze moved to approve the plans for a Certificate of Appropriate with the following conditions:

1. Electrical lighting plan updated with required cut sheets for other exterior fixtures, sidewalk lighting at front of building facing Old Lexington, and separate lighting zones to comply with 8.7 of the UDO, to be reviewed by electrical engineer and approved by staff.
2. Revised landscaping plan to include landscaping for entire property (between the old and new building, front landscaping, and retention pond landscaping to be reviewed by Member Meetze and approved by staff.
3. Sidewalk plan shown to be coordinated with staff

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

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

Discussion Items

UDO Amendments: Mr. Radtke provided the ARB with staff notes on UDO comments on UDO amendments to section 6.11.4.c.1.a., which reads:

Parapet roofs shall not be permitted for buildings less than 10,000 sq. ft. Parapet roofs are discouraged, but may be considered by the ARB if the parapet has appropriate cornice design, caps, and periodic roof line interruptions.

Administrator Burroughs noted that historically, flat roofed buildings in Chapin were allowed through the use of parapets and other elements to conceal mechanical equipment, but were not held to the pitched roof requirement. The ARB also noted that the construction of the Chapin Commons development set the precedent for the pitched roof elements. Administrator Burroughs then clarified that the ARB could be as restrictive as they want to be, but pitched roof designs would stand out from other buildings in the area, since most buildings in the downtown area have pitched roof elements.

The ARB then discussed the changes, and suggested amendments are:

- Add definition of roof line to the terms to be: Roof line is defined where the roof meets the wall
- 6.11.4.c.1.a: *“Buildings less than 10,000 sq. ft should not have flat roofs. If applicant plans to place mechanical or electrical equipment on the building roof, parapets can be used to conceal the roof mounted equipment from the line of sight of any adjacent major roadway at the discretion of the Administrator. Parapets may be considered by the ARB*

*if the parapet has appropriate cornice design, caps, and periodic roof line interruptions.
Parapets shall continue on all sides of the building.*

- Remove “parapet roofs” from other instances in Article 6, sections 6.12.4.c.1.a and 6.13.4.c.1.a

Before moving to the next agenda item, Vice Chair Reed wished to make the motion to require the developers of the Publix outparcels to match the parking lot lighting fixtures and landscaping of the existing property. Administrator Burroughs and Municipal Clerk Bowers noted that motions could not be taken on items not already on the agenda or projects not currently before the board. Vice Chair Reed withdrew the motion. He requested that Mr. Radtke communicate to the developers that the Town wishes to have the lighting and landscaping match what currently exists in the Publix development. Mr. Radtke noted that he has already spoken to the developers of those parcels and that coordination between them is taking place.

Staff Updates

There were no staff updates.

Adjournment: Member Meetze moved to adjourn the meeting. Member Powell seconded the motion. Meeting adjourned at 6:53 p.m.

ARB APPROVED (Date): August 6, 2025