

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

**Wednesday October 1, 2025
6:00 P.M.**

Town Hall

Members Present: Member Gerald Meetze (arrived at 6:05 p.m.), Chair Jason King, Vice Chair Harmon Reed, Member Bryson Tucker, Member Daniel Powell

Staff Present: Municipal Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

Guests: Dan Sherer – Sherer and Associates, Brittany Youngblood – McAdams Engineering

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: Before approving the minutes, Chair King noted that Vice Chair Reed and Member Tucker were recused from the discussion of the dermatology office, and the minutes needed to be amended to reflect. With that note, Chair King motioned to approve the minutes as amended. Member Powell seconded the motion. No further discussion, motion to approve amended minutes passed unanimously.

Chair Jason King:	Yes
Vice Chair Harmon Reed:	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: TMS # 000700-01-017, 519 Columbia Avenue – Carolina Wings: Mr. Dan Sherer began the discussion by explaining the changes to the Carolina Wings property. He noted that it was an all-brick building in colors that were compatible with the approved color palette, added more glass to the building, and faux wood paneling at the entrance. He noted that the mechanical equipment would be screened with the same faux wood paneling. Administrator Burroughs then explained the landscaping plan, parking, and tree mitigation and the changes that resulted from the Planning Commission (PC) meeting on September 29. She noted the existing site trees could not be saved, and that the McAlister’s development would be increasing landscaping in the open space area. She also noted that two of the parking spaces would be moved to the opposite side of the open space and there is a shared parking agreement with all three developments to allow for adequate parking. The open space area would be extended to be closer to the intersection. The landscaping around the retention pond was previously approved with the McAlister’s property.

The Architectural Review Board (ARB) then reviewed the landscaping, interconnectivity, photometrics, and sidewalks for the site. The ARB could not determine from the photometric plan where the wall mounted lights and the back sidewalk light calculations were located. The developer noted that the lighting plan was submitted to Mr. Radtke prior to the meeting. Chair King moved to approve the plan for a Certificate of Appropriateness with the following conditions:

1. Review and confirmation of wall packs and sidewalk lighting on photometric plan

Member Powell seconded the motion. No further discussion, motion to approve COA 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: TMS # 000700-01-017, 515 Columbia Avenue – Express Oil: Brittany Youngblood with McAdams engineering explained the changes to the design from the last meeting. She noted that the bay doors had been changed to the brown color and added an extra panel of glass at the top of the doors and kept the standing seam metal roof as it was standard for the Express Oil models. She concluded by stating that the photometric plan indicated wall packs and their locations.

Administrator Burroughs then noted the items that were addressed and all are code compliant, with the exception of the parking lot lighting. Ms. Youngblood indicated that there are two light poles on the infrastructure that will spill over on the property. The ARB requested the Express Oil demonstrate the existing foot candle lighting on their photometric plan. It was noted that photometrics for the McAlister’s plan indicated a site lighting pole in this area. Administrator Burroughs will look for that documentation for clarification.

The ARB then discussed the landscaping and photometrics of the plan and indicated that a mix of landscaping would need to be provided on the plan on the eastern and western sides of the development, and the photometrics will need to demonstrate foot candles from the existing site lighting will be adequate.

Member Meetze moved to approve the plan for a Certificate of Appropriateness with the following conditions:

1. The photometric plan be updated to reflect adequate sight lighting and demonstration of compliance with section 8.7 of the UDO.
2. Landscaping plan to be updated to include a mix of landscaping on the eastern and western sides of the property at building 2.

Member Powell seconded the motion. No further discussion, motion to approve COA 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

Discussions

UDO Amendment Recommendation discussion: Administrator Burroughs began the discussion by stating that the report included in the packet was an effort to clear up the requests for changes made by the ARB. She noted that changes need to be made to ensure that the language is consistent across all applications. She then asked for clarity on the direction the board wanted to go with roof materials, mill finish for windows and doors, accent parapet walls, and consistency language among development.

The ARB was generally not in favor of metal as a roof material in the downtown overlay district (UDO code section 6.11.4.a), but use of metal as an accent would be acceptable. They also removed standing seam metal from downtown overlay district (UDO code section 6.11.4.c.1.a), included phrase in section 6.11.4.a to read “Aesthetic features can be considered by the ARB and must be cohesive with the building design”, changing roof materials “shall be architectural grade asphalt shingles”, and removed the phrase “buildings with parapets are discouraged but may be considered by the ARB if the parapet has appropriate cornice, design caps, and periodic line interruptions” and requested change to be “parapet roof should have appropriate cornice, design caps, and periodic interruptions”. The ARB also were generally in favor of reducing the square footage from “buildings less than 10,000 square feet shall” to “buildings less than 4,000 square feet” in the corridor and interstate overlay districts only.

The ARB then discussed mill finish for windows and doors and were generally in favor of allowing architecture to dictate colors that are similar to the buildings design.

Administrator Burroughs then explained the consistency language that Mr. Radtke developed in preparation for this meeting, to ensure new development is consistent with existing development. They then discussed interconnectivity and design consistency with properties that contained shared access. The ARB determined that a definition of “shared access” for the purposes of the is section should be included for clarity. Administrator Burroughs concluded the discussion by stating that staff will update the language as discussed and send to the PC for review.

Staff Updates

There were staff updates at this meeting.

Adjournment: Member Meetze moved to adjourn the meeting. Member Powell seconded the motion. Meeting adjourned at 7:33 p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Jason King, ARB Chair

DRAFT