

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

**Wednesday January 4, 2023
6:00 P.M.**

Town Hall

Members Present: Chair Harmon Reed, Member Bryson Tucker, Member Alex Fisher

Members Absent: Member Dan Smith, Vice Chair Gerald Meetze

Staff Present: Planning & Zoning Manager Kevin Singletary and Town Clerk Shannon Bowers

Call to Order: Chair Reed 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.

Approval of Minutes: Member Tucker made the motion to approve the October 5, 2022 meeting minutes as presented. Chair Reed seconded the motion. No further discussion. Motion passed unanimously.

Chair Harmon Reed:	Yes
Member Bryson Tucker:	Yes
Member Alex Fisher:	Yes

Public Comments

There were no public comments.

New Business

Elections: Member Tucker moved that Harmon Reed and Gerald Meetze to continue serving as Chair and Vice Chair, respectively. Member Fisher seconded the motion. No further discussion. Motion passed unanimously.

2023 Calendar Review: Member Tucker moved to accept the 2023 calendar, with the amendment to move the July meeting to July 12, 2023. Member Fisher seconded the motion. Motion approved unanimously.

Harmon Reed:	Yes
Bryson Tucker:	Yes
Alex Fisher:	Yes

ARB By-laws & Procedures review: Mr. Singletary had no recommended changes to the ARB By-laws at this meeting.

Open Comments: Mr. Singletary stated that the consultant schedule for the Unified Zoning and Development Ordinance (UDO) has been delayed about three weeks. Zoning districts and use tables are currently in development to be reviewed by the UDO committee at the next meeting on January 26, 2023. Once the zoning districts have been incorporated into the draft UDO document, a meeting with the Architectural Review Board (ARB) will be scheduled to discuss design element changes. He anticipates that to be scheduled for February. Mr. Singletary anticipates the Planning Commission's recommendation to Council in April/May and a final document for Council review in June/July. Chair Reed expressed his desire to address vacant or dilapidated buildings in the UDO. Mr. Singletary noted that he and the consultants have identified elements to address this concern.

Adjournment: Member Fisher moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 6:27 p.m.

ARB APPROVED (Date): April 19, 2023