

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

**Wednesday January 5, 2022
5:30 P.M.**

Town Hall

Members Present: Member Bryson Tucker, Chairman Harmon Reed, and Vice Chair Gerald Meetze

Members Absent: Member Dan Smith

Staff Present: Zoning Administrator Kevin Singletary and Town Clerk Shannon Bowers

Call to Order: Chairman Reed called the meeting to order at 5:33 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: Vice Chair Meetze made the motion to approve the September 20, 2021 meeting minutes as presented. Member Tucker seconded the motion. No further discussion on the minutes. All in favor, motion carried.

Chairman Reed: Yes
Member Bryson Tucker: Yes
Vice Chair Meetze: Yes

Public Comments

There were no public comments.

New Business

ARB election of Chair and Vice Chair: Member Meetze moved to nominate Harmon Reed as Chair. Member Tucker seconded the motion. Harmon Reed was elected Chair for 2022. Member Tucker moved to nominate Gerald Meetze to serve as Vice Chair. Member Reed seconded the nomination. Gerald Meetze was elected Vice Chair for 2022.

ARB 2022 Meeting Schedule: Member Tucker made the motion to accept the 2022 ARB Meeting schedule as presented. Vice Chair Meetze seconded the motion. Motion passed unanimously. The 2022 ARB Meeting schedule was adopted with meetings on the first Wednesday of the month at 6:00 p.m. and noted that scheduled meetings will be cancelled if there are no items to be reviewed.

ARB Rules of procedure: ZA Singletary noted the change to the policies and procedures reflect the change that the ARB will adopt a regular meeting schedule for the year at the January meeting of the calendar year.

Vice Chair Meetze made the motion to adopt the rules and procedures as presented. Member Tucker seconded the motion. No further discussion. All in favor, motion carried.

Chairman Reed: Yes
Member Bryson Tucker: Yes
Vice Chair Meetze: Yes

Open Comments: Vice Chair Meetze volunteered to contact individuals for the real estate professional open seat on the ARB. ZA Singletary informed the board that the Town would like to pursue bids for a unified zoning and development ordinance that would update the Town's current zoning ordinances and subdivision

regulations and combine them in one document for consistency, as referenced in the ordinances and comprehensive plan. ZA Singletary stated this is typical for municipalities to do following the adoption of a comprehensive plan. Chairman Reed noted that there are several inconsistencies between decisions of the boards, and he would like to see those eliminated in the updated process.

Adjournment: Vice Chair Meetze moved to adjourn the ARB Meeting. Member Tucker seconded the motion. Meeting adjourned at 6:00 p.m.

ARB APPROVED (Date): April 6, 2022