

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

**Wednesday January 8, 2025  
6:00 P.M.**

**Town Hall**

**Members Present:** Member Daniel Powell, Member Bryson Tucker, Chair Harmon Reed, Vice Chair Gerald Meetze, Member Jason King

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

**Call to Order:** Chair Reed called the meeting to order at 6:06 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 King moved to amend the December 4, 2024 minutes to correct that Chair Reed opened the December 4 meeting and update to one of the names on the guests from that meeting. Member Tucker seconded the amendment. No further discussion, motion to amend passed unanimously. Member King moved to approve the December 4, 2024 meeting minutes as amended. Member Tucker seconded the motion. No further discussion, motion passed unanimously.

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

**Public Comments Related to Agenda Items**

There were no public comments

**Action Items**

**Elections:** Member Meetze moved to nominate Jason King to serve as chair of the ARB. Member Tucker seconded the motion. No further discussion. Motion passed unanimously.

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

Member Meetze moved to nominate Harmon Reed to serve as Vice Chair of the ARB. Member Tucker seconded the motion. No further discussion. Motion passed unanimously.

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

**Staff Updates**

Mr. Radtke introduced new member, Daniel Powell. Mr. Powell has lived in Chapin for the past 11 years, and the board welcomed him to the ARB. Mr. Radtke then updated the ARB on the preliminary applications from the December meeting, stating that it is likely that the Publix outparcel and the Wendy's projects will be ready for presenting at the February ARB meeting. He noted that it may be March before the dentist office is ready to present. He also noted that there are several other projects that potentially may come before the board for preliminary review, and staff would keep the ARB posted on the status of those projects. The ARB requested more time to review application packets to help meetings move more efficiently. Administrator Burroughs also reported that the Town now contracts with CC&I for building permitting, which has allowed for better coordination for final approvals, though historically the Town has issued conditional COA's as a part of the approval process.

**Adjournment:** Member Tucker moved to adjourn the meeting. Member King seconded the motion. Meeting adjourned at 6:26 p.m.

ARB APPROVED (Date): February 5, 2025