

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

**Wednesday January 10, 2024
5:00 P.M.**

Town Hall

Members Present: Member Dan Smith, Member Bryson Tucker, Chair Harmon Reed (arrived at 5:42 p.m.), Vice Chair Gerald Meetze, Member Jason King

Members Absent: Member Bryson Tucker

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

Call to Order: Vice Chair Meetze called the meeting to order at 5:11 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 Smith moved to approve the December 6, 2023 meeting minutes as presented. Member King seconded the motion. No further discussion, motion passed unanimously.

Vice Chair Gerald Meetze: Yes
Member Dan Smith: Yes
Member Jason King: Yes

Public Comments Related to Agenda Items

There were no public comments

Discussion Items

Elections: Member Smith moved that Harmon Reed serve as chair of the ARB. Gerald Meetze seconded the motion. No further discussion. Motion passed unanimously.

Vice Chair Gerald Meetze: Yes
Member Dan Smith: Yes
Member Jason King: Yes

Member Smith moved that Gerald Meetze serve as Vice Chair of the ARB. Member King seconded the motion. No further discussion. Motion passed unanimously.

Member Dan Smith: Yes
Member Jason King: Yes

2023 Calendar Review: The ARB discussed the 2024 calendar. Suggestions were made to move the following dates due to scheduling conflicts and holidays: April 3, 2024 to April 10, 2024, July 3, 2024 to July 10, 2024, and September 4, 2024 to September 11, 2024. With no

further discussion, Member Smith moved to accept the 2024 calendar as amended. Vice Chair Meetze seconded the motion. Motion approved unanimously.

Vice Chair Gerald Meetze: Yes
Member Dan Smith: Yes
Member Jason King: Yes

ARB By-laws & Procedures review: Member King moved to accept the by-laws and procedures as presented. Member Smith seconded the motion. No further discussion, motion passed unanimously.

Vice Chair Gerald Meetze: Yes
Member Dan Smith: Yes
Member Jason King: Yes

Open time for staff and ARB

Administrator Burroughs provided an update on the overlay district maps as discussed at the last meeting, stating that this final draft version would be submitted to Council. The ARB questioned what the annexation process would look like under the new code and the relationship between overlay districts. Administrator Burroughs stated that plan is to target specific areas as a part of an annexation study, which would require a consultant. She also noted that the proposed changes to the County zoning is making it difficult for properties to develop, but that staff would continue to monitor these changes and adjust accordingly. She also updated them on projects currently in progress. She then updated the ARB on the zoning administrator search and briefed the ARB on board best practices and policies moving forward. She encouraged the ARB if they had any concerns about development, to make an appointment with her to discuss.

Adjournment: Member King moved to adjourn the meeting. Member Smith seconded the motion. Meeting adjourned at _____ p.m.

ARB APPROVED (Date): _____

Attest:

Shannon Bowers, Town Clerk

Harmon Reed, ARB Chair