

**BOARD OF ZONING APPEALS  
MEETING MINUTES**

**Thursday, January 25, 2024  
4:00 P.M.**

**Town Hall  
157 NW Columbia Ave, Chapin**

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**Members Present:** Members Margo Seddon, Pat Lewandowski, Brain Harbison, and Vice Chair Rosie Husbands (via Zoom)

**Members Absent:** John Cybart

**Staff Present:** Town Clerk Shannon Bowers

**Call to Order:** Vice Chair Husbands called the meeting to order at 4:06 p.m., determined a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** Vice Chair Husbands moved to accept the Board of Zoning Appeals (BZA) meeting minutes of February 23, 2023 as submitted. Member Harbison seconded the motion. Motion passed unanimously.

Vice Chair Rosie Husbands: Yes  
Member Pat Lewandowski: Yes  
Member Margo Seddon: Yes  
Member Brian Harbison: Yes

**Action Items**

**Elections:** Member Harbison moved to nominate Rosie Husbands as Chair of the Board of Zoning Appeals (BZA). Member Seddon seconded the motion. No further discussion, motion to approve passed unanimously.

Vice Chair Rosie Husbands: Yes  
Member Pat Lewandowski: Yes  
Member Margo Seddon: Yes  
Member Brian Harbison: Yes

Member Seddon moved to nominate John Cybart as Vice Chair of the BZA. Chair Husbands seconded the motion. No further discussion, motion passed unanimously.

Vice Chair Rosie Husbands: Yes  
Member Pat Lewandowski: Yes  
Member Margo Seddon: Yes  
Member Brian Harbison: Yes

**BZA By-Laws and Procedures:** Member Seddon moved to accept the by-laws and procedures as submitted. Member Lewandowski seconded the motion. Motion to approved passed unanimously.

Chair Rosie Husbands: Yes  
Member Pat Lewandowski: Yes  
Member Margo Seddon: Yes  
Member Brian Harbison: Yes

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**2024 Calendar:** Town Clerk Bowers noted that the May date was typed incorrectly and that the correct date for May will be May 23. Member Lewandowski moved to accept the 2024 calendar as discussed. Member Seddon seconded the motion. Motion to approved passed unanimously.

Chair Rosie Husbands: Yes  
Member Pat Lewandowski: Yes  
Member Margo Seddon: Yes  
Member Brian Harbison: Yes

**Open Time for Staff and BZA:** Member Seddon asked about the cigar store that the BZA discussed at the last meeting. Town Clerk Bowers informed the BZA that if they had any questions regarding the status of that business, they could contact the Town Administrator to discuss. Town Clerk Bowers informed the BZA that the Town Council would be reviewing the Unified Zoning and Development Ordinance in the coming months. This would be setting new zoning and development regulations for the Town.

**Adjournment:** Member Seddon moved to adjourn the meeting. Member Lewandowski seconded the motion. Meeting adjourned at 4:24 p.m.

BZA APPROVED: \_\_\_\_\_

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Rosie Husbands, BZA Chairman

ATTEST:

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Shannon Bowers, Town Clerk