

**BOARD OF ZONING APPEALS
MEETING MINUTES**

**Thursday, January 20, 2022
4:00 P.M.**

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

Members Present: Member Walt Shealy, Member Margo Seddon, Member Pat Lewandowski, Member Yvonne Hudson

Staff Present: Zoning Administrator (ZA) Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: ZA Singletary called the meeting to order at 4:05 p.m., determined there was a quorum. Town Clerk Bowers acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

With the resignation of several members of the BZA, ZA Singletary opened the floor for nominations to elect a chair for the BZA. Member Hudson moved to nominate Walt Shealy for chair. Member Lewandowski seconded the motion. No further discussion was had. Walt Shealy was elected chair for the BZA. Vote was as follows:

Member Margo Seddon: Yes
Member Yvonne Hudson: Yes
Member Pat Lewandowski: Yes

ZA Singletary turned the remainder of the meeting over to Chair Shealy.

Approval of Minutes: Chair Shealy requested the board review the meeting minutes from September 23, 2021 and moved to accept the meeting minutes as submitted. Member Hudson seconded the motion. All were in favor. Motion passed unanimously.

Chair Walt Shealy: Yes
Member Margo Seddon: Yes
Member Yvonne Hudson: Yes
Member Pat Lewandowski: Yes

New Business

Election of Chair and Vice Chair: Chair Shealy opened the floor for nominations for vice chair of the BZA. Member Hudson volunteered for the vice chair position. Chair Shealy moved to accept the nomination. Member Lewandowski seconded the motion. Yvonne Hudson was elected vice chair of the BZA. Vote was as follows

Chair Walt Shealy: Yes
Member Margo Seddon: Yes
Member Pat Lewandowski: Yes

Approval of 2022 Meeting schedule: ZA Singletary explained the changes to the terms of the BZA Meeting schedule. He stated it was more appropriate to note that this board would meet based on need, but when possible, would meet on the fourth Thursday of the month at 4:00 p.m. He explained this would be preferable, rather than scheduling and in turn, cancelling when no applications have been received.

Member Lewandoski moved to accept the 2022 meeting schedule as presented. Member Sedon seconded the motion. No further discussion was had. Motion passed unanimously.

- Chair Walt Shealy: Yes
- Member Margo Seddon: Yes
- Member Yvonne Hudson: Yes
- Member Pat Lewandowski: Yes

Update to BZA polices and procedures: ZA Singletary explained the changes to the BZA policies and procedures, which included: Update to the time and place to reflect adoption in January of the calendar year, the addition of Chair/Vice chair where appropriate in the text, and minor grammatical changes. Vice Chair Hudson moved to accept the update to the BZA polices and procedures as presented. Member Seddon seconded the motion. No further discussion was had. Motion passed unanimously.

- Chair Walt Shealy: Yes
- Member Margo Seddon: Yes
- Member Yvonne Hudson: Yes
- Member Pat Lewandowski: Yes

Open Time for Staff and BZA: ZA Singletary informed the BZA on projects staff have been and will be working on. Those included: The comprehensive plan was adopted in December 2021 to be a guiding document for future development, staff is currently working on a unified zoning and development ordinance to update the Town’s planning and zoning ordinances, following the comprehensive plan. The BZA will be consulted throughout the process. A steering committee for this update is being formed, but will mostly be comprised of the planning commission. The BZA and Architectural Review Board may work on sections related to each group respectively and make recommendations to the planning commission.

Adjournment: Member Lewandowski moved to adjourn the meeting. Member Seddon seconded the motion. Meeting was adjourned at 4:25 p.m.

BZA APPROVED: _____

Walt Shealy, BZA Chairman

ATTEST:

Shannon Bowers, Town Clerk