

**CHAPIN UNIFIED ZONING & DEVELOPMENT ORDINANCE  
STEERING COMMITTEE MEETING  
Town Hall**

**January 26, 2023  
2:00 P.M.**

**AGENDA**

**Call to order**

**Freedom of Information Act Compliance**

**Approval of Minutes**

1. October 27, 2022 Meeting minutes
2. December 15, 2022 Meeting Minutes

**Old Business**

3. Review of permitted use table
4. Review of UDO Project schedule

**Adjourn**

**TOWN OF CHAPIN  
UNIFIED DEVELOPMENT ORDINANCE COMMITTEE  
MEETING MINUTES**

**Thursday October 27, 2022  
2:00 P.M.**

**Town Hall**

**Members Present:** Planning Commission Members Rae Davis, Yvonne Hudson, Charlie Banks, and Caleb Pozsik

**Members Absent:** William Lynch

**Staff Present:** Mayor Al Koon, Planning & Zoning Manager Kevin Singletary

**Staff Absent:** Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

**Guests:** Riccardo Giani - MRB Group (through Zoom)

**Call to Order:** Chair Davis called the meeting to order at 2:06 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** Member Hudson moved to accept the September 15, 2022 and August 18, 2022 minutes as presented. Member Pozsik seconded the motion. No further discussion. Motion passed unanimously.

Chair Rae Davis: Yes

Vice Chair Charlie Banks: Yes

Member Caleb Pozsik: Yes

Member Yvonne Hudson: Yes

**Review of Community Engagement Session:** Mr. Gianni summarized the review of the community engagement session. He will compile the results from the session and highlight the areas or themes that are reoccurring from the public engagement and use that data to guide the appropriate sections of the zoning code. A second public engagement session is scheduled for early November to gather more data to be included in this report.

**Review and discussion of use table:** Mr. Singletary explained his example of a permitted use table. Previous conversations centered around zoning districts and how they fit onto a use table. Mr. Gianni recommended consolidating uses into one category (ex: agricultural uses, personal service establishments, financial institutions, office uses – non-medical and medical) to prevent defining every single use that could be included in the table. Mr. Singletary recommended that MRB Group prepare a draft that is more consolidated to use in conjunction with the zoning district discussion in order to decide which use categories would need to be further defined. Committee members expressed concerns over having broad categories that may cause future issues, potential length of the use table, overall organization of use categories, using NAICS code descriptions vs. individual definitions for descriptions, and including supplemental standards for the uses.

**Review and discussion of zoning districts:** Mr. Singletary explained his view on how the zoning districts should be developed. He expressed his desire to update and repurpose existing districts and add/create districts where appropriate. He developed a preliminary list of zoning districts based off the comprehensive plan and what currently exists in the town. Committee members discussed and expressed their desire to include the need for more overlay districts.

**Update to project schedule:** Mr. Gianni explained that due to the delay in scheduling the public engagement, the timeline has been pushed back to adjust but noted that things are still on target for completion. He explained that the schedule could shift again, but he will continue work on the zoning code, and will prepare drafts of the zoning districts and uses for the next meeting.

**Adjournment:** Vice Chair Banks moved to adjourn the meeting. Member Hudson seconded the motion. Meeting was adjourned at 2:54 p.m.

UDO COMMITTEE APPROVED (Date): \_\_\_\_\_  
Rae Davis, PC Chair

ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk

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**TOWN OF CHAPIN  
UNIFIED DEVELOPMENT ORDINANCE COMMITTEE  
MEETING MINUTES**

**Thursday December 15, 2022  
2:00 P.M.**

**Town Hall**

**Members Present:** Planning Commission Members Rae Davis and Caleb Pozsik

**Members Absent:** Yvonne Hudson and Charlie Banks

**Staff Present:** Planning & Zoning Manager Kevin Singletary (through Zoom), Town Clerk Shannon Bowers

**Staff Absent:** Town Administrator Nicholle Burroughs, Mayor Al Koon

**Guests:** Riccardo Giani - MRB Group (through Zoom)

**Call to Order:** Chair Davis called the meeting to order at 2:10 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** There was not a quorum of the committee present to approve the minutes from the October 27, 2022 meeting.

**Review of Community Engagement Sessions:** Mr. Giani explained the purpose of the community engagement sessions that MRB Group held on October 19 and that the Town held in November. He explained the main goal of the sessions was to gauge the improvement of the town and drafted a report highlighting the most common agreements and disagreements. He noted two main themes that emerged from these sessions: more interconnectivity throughout town and tree preservation. The Unified Zoning and Development (UDO) Committee reviewed the elements of the report. Several items that were highlighted in the report were: large portion of the workforce of Chapin does not live in Chapin, lack of interconnectivity, desire for consistent character as it relates to building materials, and the development of a town center to promote a walkable business district and green spaces.

**Review and discussion of zoning districts:** Mr. Giani worked with Mr. Singletary to develop the zoning districts based on the land use maps and future land use maps from the comprehensive plan. He explained the design of the zoning districts and descriptions of each district and how they relate to state law and the town's comprehensive plan. UDO members discussed each district and how the density requirements for each would impact each zoning district and expressed their desire to include density limits. Mr. Giani noted that each residential zoning district density was designed to be transitional in nature, becoming denser the closer to the center of town. Mr. Singletary explained the benefits of including density requirements while addressing housing diversity and quality developments. Mr. Singletary instructed the committee to submit any further questions in preparation for the next meeting. Mr. Giani stated he would develop a zoning map to help the committee visualize the districts as discussed.

**Review and discussion of use table:** Mr. Giani explained the use table at this stage of the process. He noted that this was to gauge initial reactions for the defined uses and modernized the types of uses included on the table. He described common uses to those in other towns about the same size as Chapin and where they fall in the zoning districts to help develop these tables. UDO members discussed uses that were not desirable in each commercial category. Mr. Singletary noted that he would like to see more delineations between agricultural uses and define them separately to show that a particular use would not be allowed. The committee expressed

their desire to include tiny homes/temporary RV use/RV park to the use table. Mr. Singletary instructed the committee to go through the table and definitions and submit any comments, questions, or concerns to him.

**Adjournment:** Chair Davis adjourned the meeting at 3:43 p.m.

UDO COMMITTEE APPROVED (Date): \_\_\_\_\_

\_\_\_\_\_  
Rae Davis, PC Chair

ATTEST: \_\_\_\_\_

Shannon Bowers, Town Clerk

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### 3.3 Establishment of Zoning Districts

The following zoning districts are hereby established:

**(RA) Rural Agricultural District:** (.2 du/acre) The intent of the RA district is to establish and preserve areas primarily for agriculture and rural dwellings, forest management and various other low density uses on large sites, and to encourage preservation of natural resources and guard against the premature or unreasonable alteration of land resources. This district may be utilized for areas annexed by the Town to preserve the existing rural characteristics, and to prevent urban sprawl.



**RR, Rural Residential District:** RR districts are intended to limit high density development (.5 du/acre), and to protect forest and agricultural areas by limiting and regulating commercial development. Use regulations allow single-family residential uses, and agricultural development..



**SR1, Suburban Residential District 1:** SR1 districts are intended to be single family residential areas with detached units and low population densities (1 du/acre).. The district would also allow for mobile home parks.



**SR2, Suburban Family Residential District 2:** SR2 districts are intended to be single family residential areas with detached units and low population densities (2 du/acre). Use regulations allow limited nonresidential uses which are compatible with the character of the district. Certain uses to serve governmental, recreational and religious needs are permitted.



**SR3, Suburban Family Residential District 3:** SFR3 districts are intended to be the medium density (4 du/acre) single family residential areas with detached units. The district is intended to allow cottage style homes that allow for limited setback and large common areas.



**TR1, Town Residential District 1:** TFR districts are intended for medium density (6 du/acre) residential purposes, including single family detached units, duplexes, and triplexes. Certain uses to serve governmental, recreational and religious needs are permitted.



**TR2, Town Residential District 2:** The purpose of this district is to provide for a mixture of single-family, two-family, triplexes, and other residential uses except multifamily, on smaller lots with a variety of setbacks as well as the location of higher density dwellings (8 du/acre) such as zero lot line homes and rowhome developments.



**TR3, Town Residential District 3:** The purpose of the TR3 (12 du/acre) district is to establish and preserve multifamily residential uses designed to encourage and continue a stable and healthy environment for residential uses and to exclude uses which are not compatible with such residential uses.



**VC, Village Commercial District:** (12 du/acre) VC districts are intended for commercial and service uses oriented primarily to serving needs of persons who live or work in nearby areas. A variety of mixed-density residential uses are permitted when paired with commercial uses. Commercial uses permitted are intended to be relatively small in size and service area.



**TC, Town Center District:** (16 du/acre) The intent of the Town Center (TC) zoning district is to provide an area for development of an attractive, compact, walkable, mixed-use town center that creates a live/work/play environment for the community.



**PI, Public/Institutional District:** The PI district supports generally non-residential institutions and employment areas that are designed in a campus-like setting, such as hospitals, universities, research facilities, and offices. It is intended to ensure that these unique institutions are designed to be compatible with their surroundings and the rest of the Town.



**CC, Corridor Commercial:** It is the intent of this section that the CC zoning district be developed and reserved primarily as a retail service and commercial area, serving surrounding neighborhoods and larger community or citywide clientele with a wide range of commercial services, including retail, offices and business support services located in areas which are well served by collector and arterial street facilities as well as pedestrian access facilities where appropriate.



**IC, Interstate Commercial District:** IC districts are intended to provide businesses that serve the traveling public along I-26 such as restaurants, gas stations and hotels/motels, as well as large scale retail and service establishments.



**OC, Office Commercial:** OC districts are intended to accommodate a variety of commercial and nonresidential uses characterized primarily by retail, wholesale, office and service establishments not in the central business area. Single-Family and Two-Family Dwellings are permitted.



**LI, Light Industrial District:** LI districts are intended to permit light manufacturing, industrial, wholesale commercial uses which do not create nuisances by noise or emissions beyond the premises. Limited conditional residential use is allowed for a Single-Family Dwelling for a watchman or caretaker.



**PD, Planned Development District:** PD districts designate an area for which an approved development plan constitutes the district regulations. It is intended to utilize the factors of efficiency, economy, flexibility, creative site design, improved appearance, compatibility of mixed uses, maximum benefits from open space, safe and efficient vehicular and pedestrian access for a development characterized by a unified site design for mixed uses. A planned development district may be predominately residential or predominately commercial.

**PO, Parks/Open Space District:** The open space district is established as a district in which the primary use of the land is predominantly reserved for flood control, future thoroughfare right-of-way, public recreation, community facility sites, airport approaches, natural or man-made bodies of water, forests, and other similar open space uses.



Zoning District

District	Description	Existing
Rural Agricultural (RA)	Agricultural activities, farms, rural commercial, extremely low density residential (single family, two family, manufactured homes) [.2 du/acre]	
Rural Residential (RR)	Agricultural activities, farms, some rural commercial, very low density residential (single family, manufactured homes) [.5 du/acre]	
Suburban Residential 1 (SR1)	Low density residential (single family, manufactured homes, manufactured home parks) [1 du/acre]	RD
Suburban Residential 2 (SR2)	Low density residential (single family) [2 du/acre]	
Suburban Residential 3 (SR3)	Medium density residential (single family) [4 du/acre]	
Town Residential 1 (TR1)	Medium density residential (single family, two family) [6 du/acre]	
Town Residential 2 (TR2)	High density residential (single family, two family, triplex, rowhomes) [8 du/acre]	
Town Residential 3 (TR3)	High density residential (triplex, rowhomes, apartments) [12 du/acre]	
Village Commercial (VC)	Mixed-use commercial buildings, commercial uses (personel service, convenience stores, small offices) [12 du/acre]	NC
Town Center (TC)	Mixed-use commercial buildings, commercial uses (personel service, convenience stores, offices, restaurants, bars) [16 du/acre]	TC
Public/Institutional (PI)	Areas designated for schools, hospitals, medical centers, government complexes	
Interstate Commercial (IC)	Commercial uses (Auto-centric, drive thrus, personal storage)	IC
Corridor Commercial (CC)	Commercial uses (personel service, convenience store, office parks, restaurants, food stores, box stores)	GC
Office Commercial (OC)	Commercial uses (small offices)	OC
Light Industrial (LI)	Manufacturing or production of materials, warehouse storage	LM
Parks/Open Space (PO)	Parks, recreational facilities, nature preserves, and other undeveloped green spaces.	OS
Planned Development (PD)	Development of a mixture of residential and commercial uses, minimum land area of 2 acres	PD

AGRICULTURAL, FORESTRY, AND LIVESTOCK

Zoning District	RA	RR	SR1	SR2	SR3	TR1	TR2	TR3	VC	TC	PI	CC	IC	OC	LI	PO	Code Section
Horticultural nursery	P	P	C														C
Agricultural Uses or Animal Production	P	C															
Cabin, Hunting and Fishing	P	P															C
CAFO	SE																

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Commercial																	
Type of Use	RA	RR	SR1	SR2	SR3	TR1	TR2	TR3	VC	TC	PI	CC	IC	OC	LI	PO	Code Section
Automobile Service Station, Major												C	P				
Automobile Service Station, Minor												P	P				
Automobile, ATV, Motorcycle, or Boat Sales												C	P		P		
Automotive Parts Stores												P	P				
Car Wash												C	P				
Catering Service									C	C		P		C			
Check Cashing												SE					
Commercial Day Care Center	C	C	SE	SE	SE				SE	SE		P		P			
Convenience Store	C								C	C		P	P				
Drive-thru facility												C	P				
Dry Cleaning										C		P	P				
Financial Institutions									C	P		P	P	P			
Full-Service Restaurant	C	C							P	P		P	P				
Funeral Homes	C								C			P					
Garden Centers									SE			P	P				
General Retail									C	C		P	P				
Hardware Stores									C			P	P				
Hotels/Motels	C								C	P		P	P				
Indoor Storage													P		P		
Liquor Stores									C	C		P	P				
Microbrewery, Micro-Distillery, Micro-Winery	C								C	C		P	P		C		
Miniature Golf												C					
Mixed-Use Building									P	P							
Office Building	C								SE	SE		C	C	P			
Office, Medical	C								P	P		P	P	P			
Office, Non-medical	C								P	P		P	P	P			
Outside Display/Sales	C	C										P	P				
Parking Lots									C	C		C	C	C			
Personal Service	C								P	P		P	P	C			
Pet Boarding	C								SE	SE		P	P				
Sexually Oriented Businesses												SE	SE				
Specialty Retail	C								P	P		P	P				
Tattoo Parlor										SE		P	P				
Tobacco Stores									P	P		P	P				
Vape, E-Cig, store and lounges										SE		SE	SE				
Veterinarian	C								C	C		P	P	P			

**RESIDENTIAL USES**

Type of Use	RA	RR	SR1	SR2	SR3	TR1	TR2	TR3	VC	TC	PI	CC	IC	OC	PO	Code Section
Accessory Dwelling Unit	C	C	C	C	C	C	C									
Assisted Living Facility							C	C	C			P		P		
Cluster Single Family Development	C	C	C	C	C											
Day Care Home, Large 6 to 10	SE	SE	SE	SE	SE	SE	SE					P	P	P		
Day Care Home, Small 5 or less	SE	SE	P	P	P	P	P		SE	SE		C	C	C		
Dwelling, Detached Single Family	P	P	P	P	P	P	P	E	C	E						
Dwelling, Two-Family	P					P	P	E	C	E						
Dwelling, Three-Family						P	P	P	C	C						
Dwelling, Multi-Family							P	P	C	C						
Rowhome						P	P	P	C	C						
Group Home, Large more than 8	SE			P	P	P	P	P								
Group Home, Small less than 8	P	P	P	P	P	P	P	P								
Home Occupation, Major	P	P	P	P	P	C	C	C	C	C						
Home Occupation, Minor	P	P	P	P	P	C	C	C	C	C						
Manufactured Home	P	P	P													
Manufactured Home Park			P													
Nursing Homes	SE	SE			P	P	P	P				P	P			
Short Term Rental	P	P	C	C	C	C	C	C	C	C						

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**Institutional, Public, Government, or Civic Uses**

Zoning District	RA	RR	SR1	SR2	SR3	TR1	TR2	TR3	VC	TC	PI	CC	OC	IC	LI	PO	Codd Section
Ampitheaters									SE	C	P	C		C		C	
Cemetery and Mausoleums	P	P							C		P	SE	SE	SE		SE	
Civic and Social Organizations	C				SE	SE	SE	SE	P	P	P	P	P	P			
Colleges, Universities, and Vocational Schools	C								SE	SE	P	P		P	C		
Elementary Schools	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE			
Fairgrounds	C	C									P				C	SE	
Farmers Market, Indoor	C	C							C	C	P	P		P	C		
Farmers Market, Outdoor	C	C			C	C	C	C	C	C	P	P	P	P	C	P	
Golf Course	P	P	SE	SE	SE						SE					SE	
Government Building or Facility	C	C	C						P	P	P	P	P	P	P		
Hospital	C									SE	P	P	P	P			
Kindergarten or Pre-school	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE			
Parks and Open Space	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public Utility Stations	P	P	P	P	SE	SE	SE	SE	SE	SE	P	P	P	P	P	SE	
Recreational Facilities	P	P							SE		P	P		P			
Religious Assembly	P	P	P	C	C	C	C		C	C	P	P	C	P			
Secondary Schools	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE			
Sports Stadium	SE								SE		P	P		P			
Theater									C	C	P	P		P			
Transportation Terminal (Bus and Rail)	SE	SE							SE	SE	P	P	SE	P	SE		

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**Institutional, Public, Government, or Civic Uses**

Zoning District	RA	RR	SR1	SR2	SR3	TR1	TR2	TR3	VC	TC	PI	CC	OC	IC	LI	PO	Codd Section
Ampitheaters									SE	C	P	C		C		C	
Cemetery and Mausoleums	P	P							C		P	SE	SE	SE		SE	
Civic and Social Organizations	C				SE	SE	SE	SE	P	P	P	P	P	P			
Colleges, Universities, and Vocational Schools	C								SE	SE	P	P		P	C		
Elementary Schools	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE			
Fairgrounds	C	C									P				C	SE	
Farmers Market, Indoor	C	C							C	C	P	P		P	C		
Farmers Market, Outdoor	C	C			C	C	C	C	C	C	P	P	P	P	C	P	
Golf Course	P	P	SE	SE	SE						SE					SE	
Government Building or Facility	C	C	C						P	P	P	P	P	P	P		
Hospital	C									SE	P	P	P	P			
Kindergarten or Pre-school	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE			
Parks and Open Space	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public Utility Stations	P	P	P	P	SE	SE	SE	SE	SE	SE	P	P	P	P	P	SE	
Recreational Facilities	P	P							SE		P	P		P			
Religious Assembly	P	P	P	C	C	C	C		C	C	P	P	C	P			
Secondary Schools	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE			
Sports Stadium	SE								SE		P	P		P			
Theater									C	C	P	P		P			
Transportation Terminal (Bus and Rail)	SE	SE							SE	SE	P	P	SE	P	SE		

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**Industrial**

Zoning District	RA	RR	SR1	SR2	SR3	TR1	TR2	TR3	VC	TC	PI	CC	IC	OC	LI	PO	Code Section
Animal Shelters	P	P							SE		SE	P	P				
Correctional Facility	SE	SE									SE		SE		SE		
Crematory	SE	SE									SE						P
Heavy Equipment Rental	SE											C	C				P
Indoor Shooting Range	SE	SE										SE	SE				SE
Junk Yard or Scap yard	SE																SE
Manufacturing or Production Facility																	P
Outdoor Shooting Range	SE	SE															SE
Outdoor Storage	SE											SE	SE				C
Repossession Services												C	C				P
RV Park	P	SE															
Telecommunication Tower	SE	SE									SE	SE	SE				SE
Truck Sales and Service												SE	C				P
Warehouse	SE												C				P
Wholesale Trade	SE												P				P

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Uses	Definition
Accessory Dwelling Unit	A separate living unit including separate kitchen, sleeping, and bathroom facilities, attached or detached from the primary residential unit on a lot. ADU's are subordinate in size, location and appearance to the primary unit. May also be known as garage apartment, accessory apartments, or in-law apartments.
Agricultural Uses or Animal Production	The raising of domesticated farm animals when, in the case of dairy cows, beef cattle, horse, ponies, mules, llamas, goats, and sheep, their primary source of food, other than during the winter months, is from grazing in the pasture where they are kept.
Ampitheaters	An open, partially enclosed, or fully enclosed facility used or intended to be used for the gathering of people as an audience to hear music, lectures, plays, and other presentations.
Animal Shelters	A facility used to house or contain stray, homeless, abandoned, or unwanted animals and that is owned, operated, or maintained by a public body, an established humane society, animal welfare society, society for the prevention of cruelty to animals, or other nonprofit organization devoted to the welfare, protection, and humane treatment of animals
Automobile Service Station, major	General repair, rebuilding or reconditioning of engines, motor vehicles or trailers; collision service including body or frame, straightening or repair, overall painting, or paint shop
Automobile Service Station, minor	Any building, structure or land used primarily for the dispersal or offering for sale of automotive fuels, oils, and replacement or installation of minor parts and accessories. This shall not include major repair work, such as motor replacement or rebuilding, body and fender repair, or painting. May also include electrical vehicle charging stations.
Automobile, ATV, Motorcycle, or Boat Sales	The use of any building, premises, or portion thereof for the display, sale, rental, or lease of new or used automobiles, ATV's, Motorcycles, or motorboats and any warranty repair work and other customary repair service conducted as an accessory use.
Electric Vehicle Charging Station	An accessory use, usually in the form of a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy by conductive or inductive means to a battery or other energy storage device in an electric vehicle. This does not include charging stations for private vehicles for a single dwelling units.
Assisted Living Facility	A special combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of those who need help with activities of daily living. A facility with a central or private kitchen, dining, recreational, and other facilities, with separate bedrooms or living quarters, where the emphasis of the facility remains residential.
Automotive Parts Stores	Sales of new automobile parts, tires, and accessories. May also include minor parts installation. Shall not include tire recapping establishments. or businesses dealing primarily in used parts.
Cabin, Hunting and Fishing	Buildings or land used only during hunting and fishing seasons as a base for hunting, fishing and outdoor recreation.
Car Wash	The use of a site for washing and cleaning of passenger vehicles, recreational vehicles, or other light duty equipment. <b>Car washes are considered accessory structures to automobile service stations. (Accessory Use Table)</b>
Catering Service	An establishment in which the principal use is the preparation of food and meals on the premises, and where such food and meals are delivered to another location for consumption. <b>Major Home Occupation?</b>
Combined Animal Feeding Operation (CAFO)	The feeding of livestock, poultry, or small animals for commercial purposes usually in lots, pens, ponds, sheds or buildings where food is supplied primarily by means other than grazing, foraging, or other natural means. Also referred to as a feedlot.
Cemetery and Mausoleums	Land used for internment of the dead in the ground or in mausoleums
Check Cashing	A person or business that for compensation engages, in whole or in part, in the business of cashing checks, warrants, drafts, money orders, or other commercial paper serving the same purpose. <b>Includes payday lending services, title loan services, and other similar enterprises</b>

Civic and Social Organizations	Establishments primarily engaged in promoting civic and social interests to which membership is required for participation, and not primarily operated for profit nor to render a service that is customarily carried on as a business
Cluster Single Family Development	A form of planned residential development that concentrates Single Family Dwellings on a part of the site (the cluster area) to allow the remaining land (the open space) to be used for recreation, common open space, or preservation of environmentally sensitive areas.
Colleges, Universities, and Vocational Schools	An institution for post-secondary education, public or private, offering courses in general, technical, or religious education. It operates buildings owned or leased by the institution for administrative and faculty offices, classrooms, laboratories, chapels, auditoriums, lecture halls, libraries, student and faculty centers, athletic facilities, dormitories, fraternities, and sororities.
Commercial Day Care Center	A licensed day care facility licensed that provides non-medical care and supervision to more than 12 adult clients or minor children for periods of less than 24 hours per day for any client. Facilities include, but are not limited to: infant centers, nursery schools, preschools, after-school or extended day care, and school age child care centers.
Contractor Office (Temporary Uses?)	An office on an active construction site, including steel cargo storage containers on a temporary basis, provided a Project Permit has been issued for construction on the site, and such facilities are placed on the property to which it is appurtenant
Convenience Store	Any retail establishment offering for sale a limited line of groceries and household items intended for the convenience of the neighborhood.
Correctional Facility	A facility housing persons awaiting trial or persons serving a sentence after being found guilty of a criminal offense.
Crematory	A location containing properly installed, certified apparatus intended for use in the act of cremation.
Day Care Home, Large (6 to 11)	A licensed day care facility that provides non-medical care and supervision to 7-12 adult clients or minor children for periods of less than 24 hours per day for any client. Facilities include but are not limited to: infant centers, nursery schools, after-school or extended day care, and school age child care centers. (Major Home Occupation?No) related to Building Code/DSS
Day Care Home, Small (less than 6)	A licensed facility in a private home where an occupant of the residence provides family day care for up to 6 adult clients or minor children for periods of less than 24 hours per day for any client. (Minor Home Occupation?Maybe) related to Building Code/DSS
Drive-through facility	Facilities where food or other products may be purchased or services may be obtained by motorists without leaving their vehicles and by maneuvering around or beside the building in a dedicated lane.
Dry Cleaning	An establishment primarily engaged in cleaning and/or laundering garments and clothing.
Dwelling, Multi-family	A structure containing four or more dwelling units on a single lot. A building or portion thereof containing four or more dwelling units on a single lot where each unit has a separate entrance from the outside or through a common vestibule. A multifamily structure where dwelling units are available for lease or rent for less than one month shall be considered lodging.
Dwelling, Single Family	A building containing not more than one (1) dwelling unit, not physically attached to any other principal structure, and specifically excluding mobile homes and manufactured homes.
Dwelling, Triplex	A structure containing three dwelling units on a single lot. A building or portion thereof containing three dwelling units on a single lot where each unit has a separate entrance from the outside or through a common vestibule.
Dwelling, Two-Family	A structure containing two dwelling units on a single lot. A building or portion thereof containing two dwelling units on a single lot where each unit has a separate entrance from the outside.
Elementary Schools	A public, private, or parochial school offering instruction at the elementary school level in the branches of learning and study required to be taught in schools within the state.
Fairgrounds	An area wherein buildings, structures, and land are used for the exhibition of livestock, farm products, etc., and/or for carnival-like entertainment.

Farmers Market, Indoor	A building or structure where one or more farmers, growers of fruits and vegetables sell their fresh or processed products or related products.
Farmers Market, Outdoor	A temporary or semi-permanent outdoor location where one or more farmers, growers of fruits and vegetables sell their fresh or processed products or related products.
Financial Institutions	Establishments that engage in financial transactions that create, liquidate, or change ownership of financial services. Banks, credit unions, and savings institutions may perform central banking functions, accept deposits, and lend funds from these deposits. In addition to banks and credit unions, financial services institutions may include: credit agencies, trust companies, holding companies, savings and loan institutions, securities/commodity contract brokers and dealers, security and commodity exchanges, vehicle finance (equity) leasing agencies, and investment companies
Full-Service Restaurant	An establishment where food and drink are prepared, served, and consumed primarily within the principal building. This excludes drive-through restaurants.
Funeral Homes	Establishments for preparing the dead for burial or interment and conducting funerals. Does not include a crematorium.
Garden Centers	The retail handling of any article, substance, or commodity related to the planting, maintenance, or harvesting of garden plants, shrubs, trees, packaged fertilizers, soils, chemicals, or other nursery goods and related products to the consumer.
General Retail	Stores and shops intended to serve as destination retail, convenience shopping, and provision of general services. Examples of these stores, lines of merchandise, and services include: Art galleries; art supplies; books, magazines, and newspapers; cameras and photographic supplies; clothing, shoes, and accessories; collectibles (cards, coins, comics, stamps, etc.); drug stores and pharmacies; dry goods; fabrics and sewing supplies; furniture and appliance stores; hobby materials; home and office electronics; jewelry; luggage and leather goods; musical instruments; neighborhood markets; small wares; grocery store; specialty shops; sporting goods and equipment; stationery; toys and games; variety stores; videos, DVD's, records, and CD's, including rental stores
Golf Course	A facility providing a private or public golf recreation area designed for executive or regulation play along with accessory golf support facilities but excluding miniature golf.
Government Building or Facility	Facilities operated by a unit of government to serve public needs, such as police, fire service, ambulance, judicial court, or government offices, but not including public utility stations or maintenance facilities.
Group Home, Large	A home serving more than nine mentally or physically handicapped persons provided the home provides care on a twenty-four hour basis and is approved or licensed by a state agency or department or under contract with the agency or department for that purpose.
Group Home, Small	A home serving nine or fewer mentally or physically handicapped persons provided the home provides care on a twenty-four hour basis and is approved or licensed by a state agency or department or under contract with the agency or department for that purpose. This use shall be considered a single-family dwelling in terms of applicable building standards. The number listed does not include the operator, members of the operator's family, or persons employed by the operator as staff, except that the total number of persons living in a group home shall not exceed 10.
Hardware Stores	Retail stores where items such as plumbing, heating, and electrical supplies, sporting goods, and paints are sold for the purposes of home improvement.
Heavy Equipment Rental	The temporary leasing of tools, materials, or construction equipment, excluding equipment used for excavation, grading, or similar tasks or processes.
Home Occupation, Major (some customer visits)	Residential premises used for the transaction of business or the supply of professional services. Major Home Occupations shall be limited to salons, doctor's offices, day care homes, and other similar occupations which have a low volume of visits to the residence. This home occupation use shall not disrupt the general character of the neighborhood. <b>Include section that states that restaurants, tattoo parlors, etc do not qualify as Home Occupations.</b> <b>Need to look closely at what uses this means. Should be captured in accessory use table.</b>

Home Occupation, Minor (no customer visits)	Residential premises used for the transaction of business or the supply of professional services. Home Offices shall be limited to the following: agent, architect, artist, broker, consultant, draftsman, dressmaker, engineer, interior decorator, and other similar occupations as determined by the Administrator. Such use shall not employ more than 1 person in addition to the residents of the dwelling. The home office shall not disrupt the generally residential character of the neighborhood. <a href="#">Should be captured in accessory use table.</a>
Horticulture	The use of land for tree farming or growing or producing field crops, livestock, and livestock products for the production of income, excluding feedlots. Field crops include, among others, barley, soy beans, corn, hay, oats, potatoes, rye, sorghum, and sunflowers.
Hospital	An institution, licensed by the state department of health, providing primary health services and medical or surgical care to persons, primarily inpatients, suffering from illness, disease, injury, deformity, and other abnormal physical or mental conditions. This definition shall not include drug rehabilitation facilities, halfway houses, nursing homes, institutions for mentally ill individuals, or other similar facilities.
Hotels/Motels	A building in which lodging for pay is offered to public, with or without meals, for transient or permanent guests, including motels.
Indoor Shooting Range	A facility designed or used for shooting at targets with rifles, pistols, or shotguns, and which is completely enclosed within a building or structure.
indoor storage	Structures containing generally small, individual, compartmentalized stalls or lockers offered for rent or lease to the general public as individual storage spaces and characterized by low parking demand. Premises may include retail or wholesale sales related to storage (e.g. boxes, locks, tape, protective material, etc.)
Junk Yard or Scap yard	Any use involving storage or processing of inoperable, disused, dismantled, or wrecked vehicles, equipment, or machinery or the storage or processing of scrap metal, waste paper, rags, food processing wastes, construction wastes, manufacturing wastes, secondhand building materials, or other scrap, salvage, waste, or junk materials.
Kindergarten or Pre-school	A school for children primarily between the ages of three and five, providing preparation for elementary school.
Liquor Stores	Any business selling general alcoholic beverages, also known as sale of distilled spirits or hard liquor, for off-premises consumption.
Manufactured Home	Factory-built, single-family structures that meets the National Manufactured Housing Construction and Safety Standard Act. (42 U.S.C. Section 5401), commonly known as the HUD Code.
Manufactured Home Park	A lot providing rented parking space for five or more manufactured homes used for dwelling units, including service buildings and facilities. Manufactured home sale or storage lots for unoccupied units are not manufactured home parks.
Manufacturing & Production Facility	A facility within which materials are mechanically or chemically transformed into new products, including the assembling of component parts, the creation of products, and the blending of materials including but not limited to oils, plastics, resins, etc.
Microbrewery, Micro-Distillery, Micro-Winery	A production facility for alcohol beverages that includes a taproom for on-site tasting and consumption of its product. May also include a restaurant or food service.
Minature Golf	A theme-oriented recreational facility, typically comprised of nine or 18 putting greens, each with a hole where patrons in groups pay a fee to move in consecutive order from the first hole to the last.
Mixed-Use Building	A building which contains dwellings located above the ground floor of an institutional, civic, office, commercial, or retail use. Mixed-use buildings are a common feature of traditional town centers where shop owners lived above ground-floor businesses, and are sometimes referred to as "live-work units." Where a mixed-use dwelling is permitted by this ordinance within a particular district, the ground-floor retail uses are also permitted. <b>When the number of dwelling units exceed are greater or equal to 4 units, the primary use will be considered multi-family.</b>
Mobile Home	A dwelling unit that is constructed and assembled at a factory with a permanently attached chassis that is transported to the building's site and placed on a pre-built foundation.

Nursing Homes	A home licensed by the [state] for the aged or chronically or incurably ill persons in which five or more such persons not of the immediate family are provided with food and shelter or care for compensation, but not including hospitals, clinics, or similar institutions devoted primarily to the diagnosis and treatment of the sick or injured
Office Building	A building used primarily for offices that may include ancillary services for office workers, such as a restaurant, coffee shop, or convenience store.
Office, Medical	A facility other than a hospital where medical, dental, mental health, surgical, and/or other personal health care services are provided on an outpatient basis that does not include overnight stay or care.
Office, Non-medical	A room or group of rooms used for conducting the affairs of a business, profession, service industry, or government.
Outdoor Shooting Range	The use of land for archery and/or the discharging of firearms for the purposes of target practice, skeet and trap shooting, or temporary competitions. Excluded from this use type shall be general hunting and unstructured and nonrecurring discharging of firearms on private property with the property owner's permission
Outdoor Storage	A building or group of buildings on a fenced, controlled access lot which contain individual locked compartments for storage of personal property.
Outside Display/Sales	The display and/or sale of goods and products outside of a permanent structure that are clearly related to the function contained in that structure. This includes, but is not limited to, landscape materials, lawn and garden supplies, and plants.
Parking Lots	A public or private open lot, not within a building, for the temporary, daily, or overnight off-street parking of motor vehicles as a principal use.
Parks and Open Space	Those areas developed either for passive or active recreational activities. The development may include but shall not be limited to walkways, benches, open fields, multi-use courts, swimming and wading pools, amphitheaters, etc. The term "park" shall not include zoos, travel trailer parks, amusement parks, or vehicle, equestrian, or dog racing facilities.
Personal Service	Establishments primarily engaged in providing services involving the care of a person or his or her personal goods or apparel. These include but are not limited to the following: beauty and barber shops, shoe repair, telephone repair, radio and television services, and health clubs
Pet Boarding	A commercial establishment in which dogs or domesticated animals are housed, groomed, bred, boarded, trained, or sold, all for a fee or compensation.
Public Utility Stations	A facility, other than a telecommunication facility, used for the provision of public utility services, including facilities constructed, altered or maintained by utility corporations, either public or privately owned, or government agencies, necessary for the provision of electricity, gas, steam, heat, communication, water, sewage collection, or other such service to the general public. Such facilities shall include poles, wires, mains, drains, sewers, pipes, conduits, cables, alarms and call boxes and other similar equipment, but shall not include office or administration buildings.
Recreational Facilities	A facility dedicated to the pursuit of leisure-time activities through forms of play, amusement, or relaxation. The recreational experience may be active, such as field sports, boating, fishing, and swimming.
Religious Assembly	Any facility such as a church, temple, monastery, synagogues, or mosque used for worship by a non-profit organization and their customary related uses for education (pre-schools, religious education, etc.), recreation (gymnasiums, activity rooms, ball fields, etc.), housing (rectory, parsonage, elderly or disabled housing, etc.) and accessory uses such as cemeteries, mausoleums, offices, soup kitchens, and bookstores.
<b>Repossession Services</b>	
Rowhome (Townhouse) Attached, Detached	A building or portion thereof containing 2 or more attached dwelling units horizontally arranged where each unit has a separate entrance from the outside and at least one wall is shared.
RV Park	A lot or parcel of land occupied or intended for occupancy by recreational vehicles or tents for travel, recreational, or vacation usage for short periods of stay subject to the provisions of this title.

Secondary Schools	A site that is operated as a primary or secondary school and which contains all improvements required by local, state, or federal regulations necessary for general primary or secondary academic instruction.
Sexually Oriented Businesses	Any business venture and/ or commercial establishment in which a person appears in a state of sexually explicit nudity which is defined as: the showing of: (a) uncovered, or less than opaquely covered human genitals, pubic area, or buttocks, or the nipple or any portion of the areola of the human female breast; or (b) covered human male genitals in a discernibly turgid state. Any business venture and/or commercial establishment where more than 10% of any goods sold and/ or displayed (whether by video, still photography, drawings, live display or animated) are considered sexually-oriented by depicting sexually explicit nudity (showing uncovered, or less than opaquely covered human genitals, pubic area, or buttocks, or the nipple or any portion of the areola of the human female breast; or (b) covered human male genitals in a discernibly turgid state) and/or depicting persons engaging in sexual activity (any of the following acts or simulations thereof:(a) masturbation, whether done alone or with another human or animal;(b) vaginal, anal, or oral intercourse, whether done with another human or an animal;(c) touching, in an act of apparent sexual stimulation or sexual abuse, of the clothed or unclothed genitals, pubic area, or buttocks of another person or the clothed or unclothed breasts of a human female;(d) an act or condition that depicts bestiality, sado-masochistic abuse, meaning flagellation or torture by or upon a person who is nude or clad in undergarments or in a costume which reveals the pubic hair, anus, vulva, genitals, or female breast nipples, or the condition of being fettered, bound, or otherwise physically restrained on the part of the one so clothed;(e) excretory functions;(f) the insertion of any part of a person's body, other than the male sexual organ, or of any object into another person's anus or vagina, except when done as part of a recognized medical procedure.). These business ventures and/ or commercial establishments include but are not limited to: bookstores, adult mini-motion picture theaters, motion picture theaters, night clubs, clubs, bar restaurants, motels, theaters, drive-in theaters, car washes, massage parlors, health clubs, bath houses, sexual encounter centers or assembly of people without regard to assembly size or location.
Short Term Rental	A transient vacation rental or use in which overnight accommodations are provided in dwelling units to guests for compensation, for periods of less than 30 days.
Specialty Retail	Retail operations that specialize in one type or line of merchandise. Such stores may include but are not limited to apparel stores, jewelry stores, bookstores, shoe stores, stationary stores, antique stores, and similar establishments. Excludes tobacco, liquor, tobacco, and e-cigarette shops.
Sports Stadium	A large open or enclosed space used for games or major events, and partly or completely surrounded by tiers of seats for spectators. Considered an accessory use to universities or high schools.
Tattoo Parlor	A commercial use involving the marking of skin of persons with a design by a process of pricking or ingraining an indelible pigment or by raising scars, or similar method.
Telcommunications Tower	A structure, facility or location designed, or intended to be used as, or used to support antennas or other transmitting or receiving devices. This includes without limit, towers of all types, kinds and structures, including, but not limited to buildings, church steeples, silos, water towers, signs or other structures that can be used as a support structure for antennas or the functional equivalent of such. It further includes all related facilities and equipment, including but not limited to cabling, equipment shelters and other structures associated with the site.
Theater	A structure used for dramatic, operatic, motion pictures, or other performance, for admission to which entrance money is received.
Tobacco Stores	Premises used primarily for the sale or dispensing of tobacco products, such as; cigars, pipe tobacco, and shisha, that permits onsite consumption of purchased products. Vapes, vaporizers, vape pens, electronic cigarettes, CBD products, non-tobacco smoking products, and smoking paraphernalia and accessories, are excluded from this definition
Tranportational Terminals, bus and railroad	A place where the transfer of people between modes of transportation takes place except this shall not include air or water transportation and shall not include terminals for freight

Truck Sales and Service	Premises for new and used vehicles are stored and displayed for the purpose of sale, lease or hire and shall include the storage and sale of parts accessory to such vehicles, together with the repair and service of the vehicle. For the purpose of this definition, trucks and vehicles shall be restricted to motorized construction equipment, truck bodies, truck tractors, tractor trailers, trains, buses, farm equipment, commercial vehicles, recreational vehicles, all terrain vehicles, personal water craft, snowmobiles, motorcycles, and dirt bikes; and shall not include automobiles, passenger trucks, or passenger vans
Vape, E-Cig, store and lounges	Premises used primarily for the sale of vapes, vaporizers, vape pens, electronic cigarettes, CBD products, non-tobacco smoking products, and smoking paraphernalia and accessories.
Veterinarian	Establishments that include services by licensed practitioners of veterinary medicine, dentistry, or surgery for animals; indoor boarding services for pets; and grooming.
Warehouse	A use engaged in storage, wholesale, and distribution of manufactured products, supplies, and equipment,
Wholesale Trade	An establishment engaged in selling or distributing merchandise to retailers; to contractors, industrial, commercial, institutional, farm, or professional business users; to other wholesalers; acting as agents or brokers in buying merchandise for or selling merchandise to such persons or companies; or otherwise distributing merchandise via tractor trailer to customers.

Draft

Project Step	Description	Deliverable(s)	Tentative Dates*
Project Chartering/Kick off	Virtual meeting with TS	Virtual Meeting	Meeting: 6/13
Gaining Local Insights	Virtual meeting with PSC and TS	Planning Foundations Report	Meeting: 6/22 Deliverable: 7/22
Inventory and Analysis	**Call with TS and PSC	- Land Use Zoning Audit - Constraints and Issues Report	Deliverables: 8/26
Initial Public Engagement	Visit to Chapin	Public Hearing/Charrette	Deliverable: 10/20
Analysis of Public Hearing and Charette Sessions	**Call with TS and PSC after public hearing	- Public Hearing Report - Code Recommendations	Deliverable: 11/30**
Initial Draft Development	**Call with TS and PSC	First Draft of Code	2/28
Sharing Our Efforts	Posting to website and social media (1/9/23)	- Discuss comments received after 2-3 weeks**	**Call with PSC and TS 3/16/23
Refining Plan Elements	Code Draft Revision	Second Ordinance Draft	4/20/23
Code Delivery and Adoption Support	Visit to Chapin	Code approval by Planning Commission; Adoption by Council	May 2023, dependent on Council and Commission meeting schedule

\*Tentative are subject to change as project progresses. MRB Group Project Manager and Project Steering Committee will mutually agree on project changes, if necessary.

\*\*Calls with PSC and TS - Monthly check in calls with the steering committee is preferred, third Thursday of every month.

Red indicates updated dates as of January 18, 2023.

Abbreviations: PSC - Project Steering Committee; TS – Town Staff