

**CHAPIN UNIFIED ZONING & DEVELOPMENT ORDINANCE
STEERING COMMITTEE MEETING
Council Chambers, Chapin Town Hall**

**August 24, 2023
3:00 P.M.**

AGENDA

Call to order

Freedom of Information Act Compliance

Approval of Minutes

1. August 1, 2023 Meeting Minutes
2. August 16, 2023 Meeting Minutes

New Business

3. Full Draft Review: [Unified Zoning & Development Ordinance](#)

Adjourn

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

**Thursday August 1, 2023
3:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik, Yvonne Hudson (arrived at 3:13) Clay Cannon

Staff Present: Planning and Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

Staff Absent: Mayor Al Koon

Guests: Riccardo Giani - MRB Group (via Zoom, arrived at 3:30 p.m.)

Call to Order: Chair Davis called the meeting to order at 3:06 p.m. She then 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

Vice Chair Pozsik moved to approve the June 6, 2023 meeting minutes as presented. Member Cannon seconded the motion. No further discussion. Motion passed unanimously.

Chair Rae Davis: Yes
Member Clay Cannon: Yes
Vice Chair Caleb Pozsik: Yes

Vice Chair Pozsik moved to approve the June 15, 2023 meeting minutes as presented. Member Cannon seconded the motion. No further discussion. Motion passed unanimously.

Chair Rae Davis: Yes
Member Clay Cannon: Yes
Vice Chair Caleb Pozsik: Yes

Chair Davis moved to approve the July 11, 2023 meeting minutes as presented. Vice Chair Pozsik seconded the motion. No further discussion. Motion passed unanimously.

Chair Rae Davis: Yes
Member Clay Cannon: Yes
Vice Chair Caleb Pozsik: Yes

New Business

Draft Review – Article 5: Land Development Standards: Mr. Singletary began the discussion by stating they would be going through each section for notes. He stated that most of his notes have been given to Mr. Gianni but those changes have not been incorporated into the draft under review.

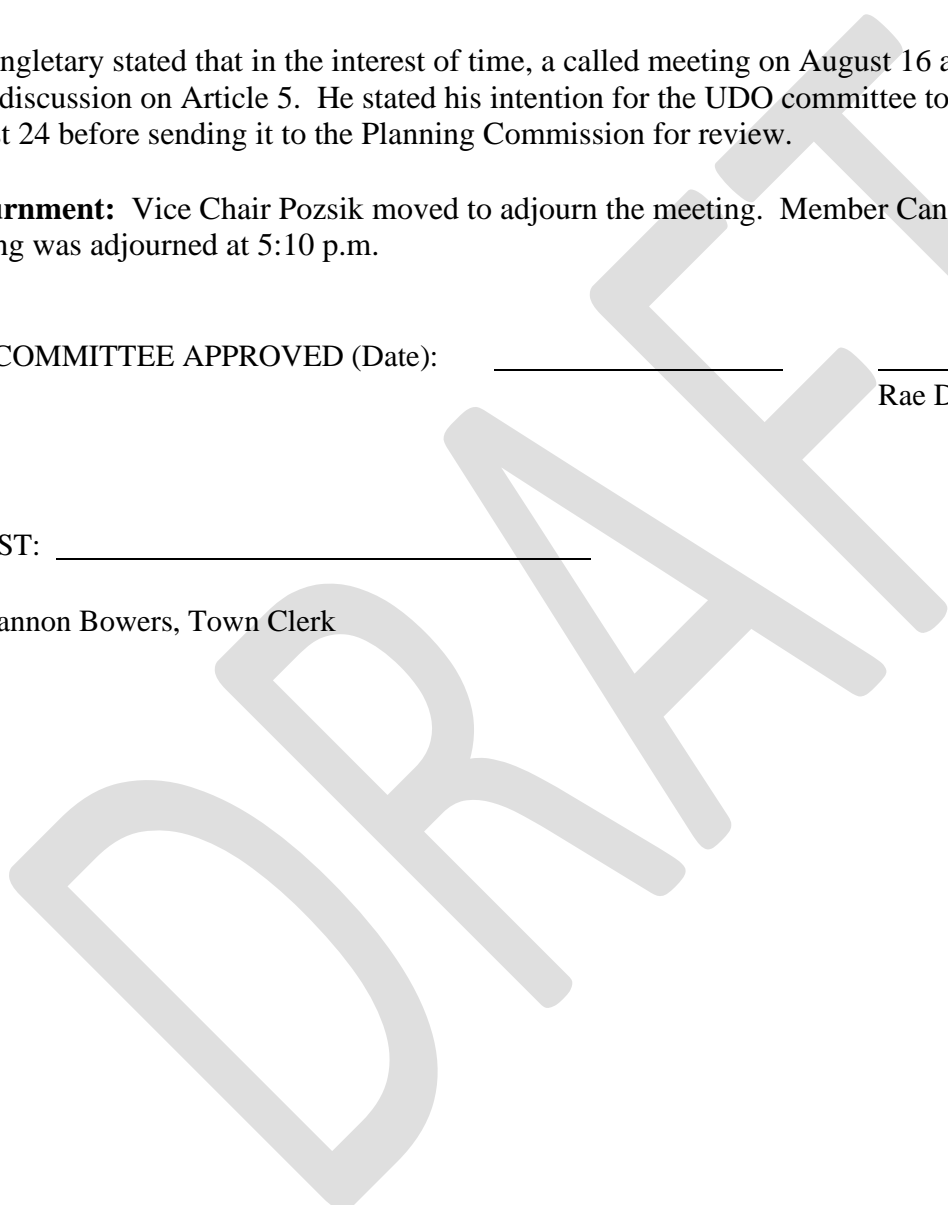
Most edits to the article were grammatical in nature or format related. The committee discussed removing the table of required improvements but including a statement about compliance with the rules of the authority holding jurisdiction (road/street/sidewalks/etc.), including language referencing planning documents, block sizes in subdivisions, cul-de-sac and dead end street regulations to promote interconnectivity in developments (more specific to the center of town), making sure street design standards reflect Lexington County standards (until such time as a Town transportation plan is adopted), road classification tables matching to Lexington County road classifications, sidewalk sizes for a “downtown” area versus rural, requiring sidewalks on both sides of a street, regulations for street trees to not damage sidewalks, and open space definitions and requirements.

Mr. Singletary stated that in the interest of time, a called meeting on August 16 at 3:00 p.m. would be needed to finish discussion on Article 5. He stated his intention for the UDO committee to have its final meeting on August 24 before sending it to the Planning Commission for review.

Adjournment: Vice Chair Pozsik moved to adjourn the meeting. Member Cannon seconded the motion. Meeting was adjourned at 5:10 p.m.

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

ATTEST: _____
Shannon Bowers, Town Clerk



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

**Thursday August 16, 2023
3:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik, Yvonne Hudson, Clay Cannon

Staff Present: Planning and Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

Staff Absent: Mayor Al Koon

Guests: Riccardo Giani - MRB Group (via Zoom)

Call to Order: Chair Davis called the meeting to order at 3:04 p.m. She then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

New Business

Draft Review – Article 5: Land Development Standards: Mr. Singletary began the discussion by briefly updating what had been discussed at the last meeting, and picked up the discussion on open space requirements. Mr. Gianni also acknowledged that previously discussed edits were incorporated into this draft, and any references to “Lexington County Standards” were also incorporated where applicable.

Most edits to the article were grammatical in nature or format related. Discussion centered around location, size, and quantity of amenities in subdivisions, exemptions from open space requirements, and amending language to reflect open space requirements in zoning allowing multi-family options. They discussed including more specific language for land development in village commercial, town center, and commercial to include open space requirements where residential components are included. They also discussed conservation subdivisions (conditions and requirements to encourage that development to preserve undeveloped areas, the process for review, and adding requirements for low impact amenities). Discussion on manufactured home parks centered on making sure requirements were in place to ensure a high-quality product. Mr. Singletary suggested separating residential components from group developments into commercial subdivisions (without residential components) and mixed-use subdivisions (with residential components).

Member Hudson moved to recess. Vice Chair Pozsik seconded the motion. Committee recessed at 4:31 p.m. Chair Davis called the meeting back at 4:39 p.m.

After the break, planned developments were discussed. The committee discussed minimum lot sizes, including language that specifically calls out examples of uses in the area, and approval process for a phased approach to developing planned developments. Requirements for traffic impact studies included adding language to review recently approved developments within the prior 12 months.

Discussion on Article 3 was tabled until the next meeting, scheduled for August 24 at 3:00 p.m. Mr. Singletary noted that a full draft review would take place at this meeting.

Adjournment: Vice Chair Pozsik moved to adjourn the meeting. Member Cannon seconded the motion. Meeting was adjourned at 5:10 p.m.

UDO COMMITTEE APPROVED (Date): _____

Rae Davis, PC Chair

ATTEST: _____

Shannon Bowers, Town Clerk

DRAFT