

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

**Thursday June 15, 2023
2:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis (via Zoom, and left the meeting at 4:39 p.m.), Caleb Pozsik, Yvonne Hudson, Clay Cannon (arrived at 2:43 p.m.)

Staff Present: Planning and Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers (via Zoom)

Staff Absent: Town Administrator Nicholle Burroughs, Mayor Al Koon

Guests: Riccardo Giani - MRB Group (via Zoom)

Call to Order: Chair Davis called the meeting to order at 2:13 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 approve the May 18, 2023 meeting minutes as presented. Vice Chair Pozsik seconded the motion. No further discussion. Motion passed unanimously.

Chair Rae Davis:	Yes
Member Yvonne Hudson:	Yes
Vice Chair Caleb Pozsik:	Yes

New Business

Draft Review – Article 9: Signs: Mr. Gianni began the discussion by stating that the drafts for review included notes and comments from the committee, Architectural Review Board (ARB), and staff. He then went through the document, highlighting sections that he felt the committee would need to discuss further. Most edits to this article were grammatical in nature or format related.

Mr. Singletary noted that having general language for sign regulations in the zoning ordinances benefits the process so that the ARB does not have to review for compliance. He noted that different overlay districts could have different regulations that the ARB would review as necessary.

The committee then discussed the purpose and intent, placement, general requirements for materials, internally illuminated signs (LED standards to manage brightness – allow in certain districts and color temperature), where signs should be located, sign shielding, height, and construction. They then discussed the sign chart in Section 9.4. Discussion centered around types of signs and where they are in each zoning district. Other discussions also included awnings, transparent window screens, pole mounted signs, and wall mounted signs.

The committee recessed at 3:56 and resumed the meeting at 4:01 p.m.

The committee continued to discuss directional signs, regulations for promotional signs, non-permanent signs (construction signs, real estate signs, new home signs, etc.), special event signs, prohibited signs, and exempt signs.

Adjournment: Member Hudson moved to adjourn the meeting. Member Cannon seconded the motion. Meeting was adjourned at 4:55 p.m.

UDO COMMITTEE APPROVED (Date): August 1, 2023