

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

**Thursday July 20, 2022
2:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, William Lynch, Caleb Pozsik, and Yvonne Hudson

Members Absent: Charlie Banks

Staff Present: Public Affairs Director Nicholle Burroughs, Zoning Administrator Kevin Singletary

Staff Absent: Mayor Al Koon

Guests: Riccardo Giani - MRB Group (through Zoom)

Call to Order: Chair Davis called the meeting to order at 2:04 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes: Member Lynch moved to accept the June 30, 2022 minutes as presented. Member Pozsik seconded the motion. Minutes were approved unanimously.

Chair Rae Davis: Yes

Member Caleb Pozsik: Yes

Member Willam Lynch: Yes

Member Yvonne Hudson: Yes

Discussion on committee’s “windshield survey”: Mr. Giani briefly explained the purpose of the “windshield study” was to look at the surroundings in Town and notice elements that are good or bad. Members noted issues with the “lack of town center”, no cohesive look especially in the main corridor through town, a mix of old and new buildings along major roads in and out of town, mix of residential and commercial, lack of public parking, and the inconsistency of site setbacks. Members noted a few positives with consistent architectural elements in pockets of development throughout town, opportunity for continuation of architectural elements, and areas where the design promotes a walkable community.

Draft Table of Contents: Mr. Giani explained to the group that this draft table of contents was developed to provide a point of reference when talking about zoning and where each element would be most appropriate. General discussion by members of the UDO committee resulted in a re-organization of the table of contents to better follow the land development process. Special attention was given to proposed article 4 and proposed article 10 and what order they are most appropriate in. The Director of Utilities also submitted comments for the group regarding incorporating infrastructure review in the process. Some categories were removed, while others were added. ZA Singletary noted several instances where elements in the ordinances would be changed by Town Council through resolutions to avoid having to change the ordinances with two readings and a public hearing every time. Mr. Giani provided input into the rationale behind what he developed and took input from the committee on what would work best for Chapin. Discussion also included where home business would be most appropriate in regard to rural zoning categories.

Discussion on Article 100 of the current zoning ordinance:

Mr. Giani presented this discussion to the group in order to determine whether the items in that article in the draft table of contents made sense. The group compared the draft table of contents with the current ordinances’

table of contents and determined that where those elements are placed in the draft table made sense for the document moving forward.

Mr. Giani stated that updating regulatory language, modernizing the ordinance language, and capturing definitions not in the current ordinance would be discussed at the next meeting. He stated that he will have a zoning planning report complete for review at the next meeting as well. The next meeting is tentatively scheduled for August 18, 2022 at 2:00 p.m.

Adjournment: Member Pozsik moved to adjourn the meeting. Member Hudson seconded the motion. Meeting adjourned at 3:42 p.m.

UDO COMMITTEE APPROVED (Date): August 18, 2022