

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

**Thursday August 18, 2022  
2:00 P.M.**

**Town Hall**

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

**Members Absent:** Charlie Banks and William Lynch

**Staff Present:** Mayor Al Koon, Zoning Administrator Kevin Singletary, Town Clerk Shannon Bowers

**Staff Absent:** Public Affairs Director 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 Pozsik moved to accept the July 20, 2022 minutes as presented. Member Hudson seconded the motion. Minutes were approved unanimously.

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

**Planning Foundations Report:** Mr. Gianni stated that the planning foundations report is a summation of the long range planning documents (comprehensive plan, economic development strategic plan, Lexington County Comprehensive Plan, SCDOT statewide transportation improvement plan, Irmo-Chapin Recreation commission strategic master plan, Chapin/Swansea/Batesburg-Leesville bike and pedestrian master plan, Lexington County’s Stormwater management ordinance, and water master plan) and how they affect the zoning ordinance.

**Draft Table of Contents:** Mr. Gianni explained that committee and staff comments are incorporated into this version of the draft table of contents. ZA Singletary noted that this version did capture everything that had previously been discussed. ZA Singletary noted that more detail will be included as the process continues. Discussion centered around adding categories for use tables, special exception uses and where they would be most appropriate, and subcategories onto the table of contents.

**Definitions:**

Mr. Gianni presented the definitions discussion to the group. He noted that through this process, he recognized that not all definitions are captured from terms used in the use tables. ZA Singletary recommended putting the definitions in the appendix of the zoning ordinance and adding the statement “if not listed in definitions, the accepted Miriam-Webster definition will apply”. He also recommended putting definitions for specific items that cannot be captured solely in the definitions (ex: tobacco store, where the NAICS code can mean many different types) in the article which it specifically applies. Further discussion centered around citing state code reference in the definitions where appropriate (i.e., special exceptions, etc.), including prevision for regulations that the Town has established above or in addition to what state code defines, defining street types, and any further definitions to include that would help clear up any confusion in the ordinances (including administrative documents not captured in the zoning ordinances).

Mr. Giani explained the next steps in the process to include: review of permitted uses in comparison to the definitions, the review of the MRB Group's constraints and issues report, the MRB Group's zoning audit, identify an outline for reviewing ordinances (ZA Singletary recommended beginning with a review of Articles 3 and 4), and a final review of the draft table of contents.

Chair Davis recommended items to include on future agendas: items for upcoming tasks/status check, MRB Group update, and project schedule

**Adjournment:** Member Pozsik moved to adjourn the meeting. Member Hudson seconded the motion. Meeting adjourned at 3:16 p.m.

UDO COMMITTEE APPROVED (Date): October 27, 2022