

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

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

Town Hall

Members Present: Planning Commission Members Rae Davis (arrived at 3:05 p.m.), Caleb Pozsik, Yvonne Hudson (via Zoom), Clay Cannon, Josh Edwards

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: Vice Chair Pozsik called the meeting to order at 3:01 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. Administrator Burroughs noted that the packet link to the full UDO document originally did not work and that the problem was fixed within the twenty-four-hour notice period.

Approval of Minutes: Member Cannon moved to approve the August 1, 2023 and August 16, 2023 meeting minutes as presented. Vice Chair Pozsik seconded the motion. No further discussion, motion passed unanimously.

Vice Chair Caleb Pozsik:	Yes
Member Clay Cannon:	Yes
Member Josh Edwards:	Yes
Member Yvonne Hudson:	Yes

New Business

Full Draft Review – Unified Zoning and Development Ordinance: Mr. Singletary began by stating the path forward would be to note any major notes on the document, leaving out grammatical/format related notes. The committee then discussed the following notes: defining “Administrator” throughout the document, making language clear that applicant is responsible for determining any other convenances/deeds/restrictions, placement of zoning district map, descriptions, quorum requirements, and member criteria for town boards, open space requirements, indicating which zoning districts allow for conservation subdivisions are to be encouraged, density table as it relates to conservation subdivisions, multifamily in mixed use, removing maximum density, including calculation to accurately reflect open spaces, setback requirements, and making sure uses (such as garden centers, short term rentals, tobacco stores) were clearly defined in the permitted use table.

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): September 21, 2023