

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

**Tuesday October 3, 2023  
3:00 P.M.**

**Town Hall**

**Members Present:** Planning Commission Members Rae Davis, Caleb Pozsik (arrived at 3:11 p.m.), Clay Cannon, Josh Edwards

**Members Absent:** Yvonne Hudson

**Staff Present:** Planning and Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs (arrived at 3:12 p.m.)

**Staff Absent:** Mayor Al Koon

**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.

**Approval of Minutes:** Member Cannon moved to approve the September 21, 2023 meeting minutes as presented. Member Edwards seconded the motion. No further discussion, motion passed unanimously.

Chair Rae Davis:	Yes
Member Clay Cannon:	Yes
Member Josh Edwards:	Yes

**Discussion Items**

**Outstanding items from UDO Committee Meeting, September 21, 2023:**

The UDO Committee addressed several outstanding items from the previous meeting, which included articles 5, 7, and part of 8: where to allow above ground utilities, crosswalks (materials and PC review), street section table (to include Lexington County/SCDOT standards in addition to what the Town requires), separating requirements for multi-family developments for clarity, access points and spacing to reflect authority holding jurisdiction standards, open space percentages in each zoning district, and traffic analysis language to set groundwork for future planning mechanisms. Mr. Singletary, Administrator Burroughs, and Mr. Gianni will discuss specific details and bring back to the UDO Committee for review.

**Unified Zoning and Development Ordinance Review: Article 8: Parking and Loading:**

The UDO Committee then continued discussion on article 8. Items discussed were: off street parking, language to allow Town to review on street parking, internal connections, and administrator authority.

**Article 9: Signs:**

The UDO Committee discussed making sign requirements more restrictive; sign materials (removing cabinet signs and internal illumination), including external illumination, and permitting for temporary signs/banners, and violations for unauthorized signs.

**Article 12: Violations and Enforcement:**

The UDO Committee discussed amending language in article 12 to be clear and consistent throughout the document. Administrator Burroughs suggested an attorney review for correct language of this article.

Before adjournment, Mr. Singletary noted that the next UDO Committee meeting would be on October 19, 2023 and that he will be leaving employment with the Town by the end of the month. Administrator Burroughs stated that the next steps forward would include a full review and recommendation to the Planning Commission.

**Adjournment:** Member Cannon moved to adjourn the meeting. Vice Chair Pozsik seconded the motion. Meeting was adjourned at 5:02 p.m.

UDO COMMITTEE APPROVED (Date): October 19, 2023