

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

**Thursday October 27, 2022
2:00 P.M.**

Town Hall

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

Members Absent: William Lynch

Staff Present: Mayor Al Koon, Planning & Zoning Manager Kevin Singletary

Staff Absent: Town Clerk Shannon Bowers, Town Administrator 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 Hudson moved to accept the September 15, 2022 and August 18, 2022 minutes as presented. Member Pozsik seconded the motion. No further discussion. Motion passed unanimously.

Chair Rae Davis: Yes

Vice Chair Charlie Banks: Yes

Member Caleb Pozsik: Yes

Member Yvonne Hudson: Yes

Review of Community Engagement Session: Mr. Gianni summarized the review of the community engagement session. He will compile the results from the session and highlight the areas or themes that are reoccurring from the public engagement and use that data to guide the appropriate sections of the zoning code. A second public engagement session is scheduled for early November to gather more data to be included in this report.

Review and discussion of use table: Mr. Singletary explained his example of a permitted use table. Previous conversations centered around zoning districts and how they fit onto a use table. Mr. Gianni recommended consolidating uses into one category (ex: agricultural uses, personal service establishments, financial institutions, office uses – non-medical and medical) to prevent defining every single use that could be included in the table. Mr. Singletary recommended that MRB Group prepare a draft that is more consolidated to use in conjunction with the zoning district discussion in order to decide which use categories would need to be further defined. Committee members expressed concerns over having broad categories that may cause future issues, potential length of the use table, overall organization of use categories, using NAICS code descriptions vs. individual definitions for descriptions, and including supplemental standards for the uses.

Review and discussion of zoning districts: Mr. Singletary explained his view on how the zoning districts should be developed. He expressed his desire to update and repurpose existing districts and add/create districts where appropriate. He developed a preliminary list of zoning districts based off the comprehensive plan and what currently exists in the town. Committee members discussed and expressed their desire to include the need for more overlay districts.

Update to project schedule: Mr. Gianni explained that due to the delay in scheduling the public engagement, the timeline has been pushed back to adjust but noted that things are still on target for completion. He explained that the schedule could shift again, but he will continue work on the zoning code, and will prepare drafts of the zoning districts and uses for the next meeting.

Adjournment: Vice Chair Banks moved to adjourn the meeting. Member Hudson seconded the motion. Meeting was adjourned at 2:54 p.m.

UDO COMMITTEE APPROVED (Date): _____
Rae Davis, PC Chair

ATTEST: _____
Shannon Bowers, Town Clerk

DRAFT