

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

**Tuesday November 7, 2023
3:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik, Clay Cannon, Josh Edwards

Staff Present: Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

Staff Absent: Mayor Al Koon

Call to Order: Vice Chair Pozsik called the meeting to order at 3:05 p.m. He then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

The committee reviewed the October 19, 2023 meeting minutes and Member Cannon moved to approve the meeting minutes as presented. Member Edwards seconded the motion. No further discussion, motion passed unanimously.

Chair Rae Davis:	Yes
Member Clay Cannon:	Yes
Vice Chair Caleb Pozsik:	Yes
Member Josh Edwards:	Yes

Discussion Items

UDO Draft Report: Mr. Gianni began the discussion by giving a brief overview of changes to articles 3, 4, 5, and 10. The UDO Committee discussed acreage as it relates to lot sizes in rural districts, amenity and open space requirements, appeals and variance processes and how those rules are applied, and application requirements. The committee expressed their concern that the amenity requirements were not clear how they would be applied to a development. The committee suggested including language to ensure the planning commission has the level of review to include amenities that make sense for each proposed development. The committee also suggested clarifying language to include “net area” in the calculation of open spaces.

Zoning Map Discussion

The committee discussed the draft zoning map. Discussion centered around making sure the zoning that is proposed will be compatible to properties currently in town limits and surrounding properties. The committee also discussed different parcels to determine which zoning would be most appropriate for each parcel.

Administrator Burroughs briefly updated the committee on progress of the Architectural Review Board review of article 6 and the timeline of upcoming meetings. She instructed the committee to provide examples to make sure the document can be applied consistently.

Adjournment: Vice Chair Pozsik moved to adjourn the meeting. Member Cannon seconded the motion. Meeting was adjourned at 5:13 p.m.

UDO COMMITTEE APPROVED (Date): December 5, 2023