

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

**Tuesday December 5, 2023  
3:00 P.M.**

**Town Hall**

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

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

**Staff Absent:** Mayor Al Koon

**Call to Order:** Chair Davis called the meeting to order at 3:07 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.

Chair Davis welcomed new member Erin Wessinger and the committee held brief introductions to get the meeting started.

The committee reviewed the November 7, 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
Member Erin Wessinger:	Yes

**Discussion Items**

**UDO Draft Discussion:** Mr. Gianni began the discussion by highlighting changes from previous meeting discussions, which included the process for variances (requiring administrator recommendation for variance requests), zoning map changes (making the Town Center smaller), open space and amenities (putting it in a table for, and signs. The committee brought forward some recommended language additions in support of sign standards as discussed in the meeting. Mr. Gianni noted that two new sections were included addressing internal and external illumination requirements. The committee expressed their desire to clarify that cabinet lettering or internally illuminated would be prohibited except in the interstate commercial area, but wanted to add language for materials that did not conflict with article 6: Overlay Design Standards. Suggested materials were metal and composite materials. Mr. Gianni noted that the Architectural Review Board would be reviewing sign materials as a part of the article 6 discussion.

The committee then discussed scenarios likely to come under review under this draft document to determine any major concerns or edits needed. Items discussed during this exercise were related to the location and size of multifamily options, calculation of usable land (to reflect net area to be developed), buffer requirements, and clarifying language in the violations and enforcements article.

The next UDO committee meeting will be on December 12.

**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): December 14, 2023