

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

**Tuesday December 14, 2023
3:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik (arrived at 3:16), Josh Edwards (joined at 4:10 via zoom), Erin Wessinger (left at 4:40)

Members Absent: Clay Cannon

Staff Present: Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs, Mayor Al Koon

Call to Order: Chair Davis called the meeting to order at 3:09 p.m. She then determined there was not a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Since there was not a quorum at the beginning of the meeting, the committee began discussion on the Unified Zoning and Development Ordinance draft article 6.

Discussion Items

UDO Draft Discussion: Article 6 discussion: Administrator Burroughs began by discussing the main differences in the “downtown” and “corridor” overlay districts. The committee discussed each overlay district. Administrator Burroughs expressed her concern with the provision allowing “pick-up” windows in the downtown overlay district, as developers tend to use that as an alternative to “drive-thru” windows in their designs. She stated that the language in that section either needed to be very clear that those are prohibited or the guidelines need to be removed completely.

The committee reviewed brick exterior materials, standards to encourage more outdoor areas (including in landscaping or encourage more landscaping to accommodate), street trees provisions, screening requirements for patio/outdoor areas and staff outdoor areas, residential design standards (after initial ARB review, give authority to the zoning administrator to approve, if conditions are set and met), allowing language to require residential multifamily developments located in a commercial corridor to conform to the aesthetic of the specific overlay it is located in, and clarifying language on siding materials, roof materials, and the use of stucco.

The committee then reviewed the draft overlay district map. Discussion included adjusting the “interstate” overlay district boundary, include the “downtown” overlay in areas on both sides of highway 76, setbacks, and including areas down Old Lexington Highway/Chapin Road in the “corridor” overlay district. Further discussion about allowing vinyl siding in residential/single family attached/detached and included language for the ARB to determine compatibility with the appropriate overlay district. At the conclusion to the discussion, Chair Davis moved to approve the Unified Zoning and Development Ordinance as drafted and recommend to the Planning Commission. Vice Chair Pozsik seconded the motion. No further discussion, motion passed unanimously.

Chair Rae Davis:	Yes
Vice Chair Caleb Pozsik:	Yes
Member Josh Edwards:	Yes
Member Erin Wessinger:	Yes

Upon achieving a quorum, the committee reviewed the December 5, 2023 meeting minutes. Chair Davis recommended amending the minutes to reflect the sentence: The committee brought forward some recommended language additions in support of sign standards as discussed in the meeting. Vice Chair Pozsik moved to approve the meeting minutes as amended. Member Edwards seconded the motion. No further discussion, motion passed unanimously.

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

Adjournment: Vice Chair Pozsik moved to adjourn the meeting. Member Edwards seconded the motion. Meeting was adjourned at 5:00 p.m.

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

ATTEST: _____

Shannon Bowers, Town Clerk