

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

**Thursday December 15, 2022  
2:00 P.M.**

**Town Hall**

**Members Present:** Planning Commission Members Rae Davis and Caleb Pozsik

**Members Absent:** Yvonne Hudson and Charlie Banks

**Staff Present:** Planning & Zoning Manager Kevin Singletary (through Zoom), Town Clerk Shannon Bowers

**Staff Absent:** Town Administrator Nicholle Burroughs, Mayor Al Koon

**Guests:** Riccardo Giani - MRB Group (through Zoom)

**Call to Order:** Chair Davis called the meeting to order at 2:10 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** There was not a quorum of the committee present to approve the minutes from the October 27, 2022 meeting.

**Review of Community Engagement Sessions:** Mr. Giani explained the purpose of the community engagement sessions that MRB Group held on October 19 and that the Town held in November. He explained the main goal of the sessions was to gauge the improvement of the town and drafted a report highlighting the most common agreements and disagreements. He noted two main themes that emerged from these sessions: more interconnectivity throughout town and tree preservation. The Unified Zoning and Development (UDO) Committee reviewed the elements of the report. Several items that were highlighted in the report were: large portion of the workforce of Chapin does not live in Chapin, lack of interconnectivity, desire for consistent character as it relates to building materials, and the development of a town center to promote a walkable business district and green spaces.

**Review and discussion of zoning districts:** Mr. Giani worked with Mr. Singletary to develop the zoning districts based on the land use maps and future land use maps from the comprehensive plan. He explained the design of the zoning districts and descriptions of each district and how they relate to state law and the town's comprehensive plan. UDO members discussed each district and how the density requirements for each would impact each zoning district and expressed their desire to include density limits. Mr. Giani noted that each residential zoning district density was designed to be transitional in nature, becoming denser the closer to the center of town. Mr. Singletary explained the benefits of including density requirements while addressing housing diversity and quality developments. Mr. Singletary instructed the committee to submit any further questions in preparation for the next meeting. Mr. Giani stated he would develop a zoning map to help the committee visualize the districts as discussed.

**Review and discussion of use table:** Mr. Giani explained the use table at this stage of the process. He noted that this was to gauge initial reactions for the defined uses and modernized the types of uses included on the table. He described common uses to those in other towns about the same size as Chapin and where they fall in the zoning districts to help develop these tables. UDO members discussed uses that were not desirable in each commercial category. Mr. Singletary noted that he would like to see more delineations between agricultural uses and define them separately to show that a particular use would not be allowed. The committee expressed

their desire to include tiny homes/temporary RV use/RV park to the use table. Mr. Singletary instructed the committee to go through the table and definitions and submit any comments, questions, or concerns to him.

**Adjournment:** Chair Davis adjourned the meeting at 3:43 p.m.

UDO COMMITTEE APPROVED (Date): \_\_\_\_\_

\_\_\_\_\_  
Rae Davis, PC Chair

ATTEST: \_\_\_\_\_

Shannon Bowers, Town Clerk

DRAFT