

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

**Thursday April 4, 2023  
3:00 P.M.**

**Town Hall**

**Members Present:** Planning Commission Members Rae Davis, Caleb Pozsik, Laura Cannon, Clay Cannon, Yvonne Hudson

**Staff Present:** Planning and Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

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

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

**Call to Order:** Chair Davis called the meeting to order at 3:5 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**New Business**

**Draft Review – Article 2:** Mr. Singletary began the discussions by stating Mr. Gianni noted that language in this article was standard language setting up the procedures and powers of the Town boards.

The Unified Zoning and Development Ordinance (UDO) Committee members reviewed the article and submitted any changes/comments to Mr. Singletary to include in the discussions. They briefly reviewed each section in Article 2 and discussed potential changes to each section. Most changes to this article were grammatical in nature or format related. The committee discussed including annexations and architectural overlay districts in section 2.1, including capital improvements and state law references, where applicable in section 2.2, and memberships, terms, compensation, and rules of proceedings.

Based on these discussions, Mr. Singletary suggested adding definitions for Administrator, Administrative Official, and Town Staff to better clarify each title throughout the document. He also suggested moving section 2.4 : Building Official to the end of the article and moving section 2.6: Architectural Review Board closer to the sections on the Planning Commission and Board of Zoning Appeals for ease of reference.

Before adjourning, Chair Davis suggested that all members should review Articles 10, 11, and 12 for the next meeting, but prioritize specific articles for review by individual members. Chair Davis and Vice Chair Pozsik volunteered to prioritize the review of Articles 10, 11, and 12. Member C. Cannon volunteered to prioritize the review of Article 10, Member Hudson volunteered to prioritize the review of Article 11, and Member L. Cannon volunteered to prioritize the review of Article 12. Mr. Singletary reminded the committee members to send any notes or comments to him to include in the draft reviews. The next UDO committee meeting is scheduled for April 20, 2023 at 2:00 p.m.

**Adjournment:** Member L. Cannon moved to adjourn the meeting. Vice Chair Pozsik seconded the motion. Meeting was adjourned at 4:40 p.m.

UDO COMMITTEE APPROVED (Date): April 20, 2023