

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

**Thursday April 20, 2023
2:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik (arrived at 2:16 p.m.), Clay Cannon, Yvonne Hudson

Members Absent: Laura Cannon

Staff Present: Planning and Zoning Manager Kevin Singletary, Town Administrator Nicholle Burroughs, Mayor Al Koon

Staff Absent: Town Clerk Shannon Bowers

Guests: Riccardo Giani - MRB Group (via Zoom)

Call to Order: Chair Davis called the meeting to order at 2:11 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes

Member Hudson moved to accept the March 16, 2023 meeting minutes as presented. Member C. Cannon seconded the motion. No further discussion was held, motion to approve passed unanimously.

Chair Rae Davis: Yes
Member Clay Cannon: Yes
Member Yvonne Hudson: Yes

Member Hudson moved to accept the March 29, 2023 meeting minutes as presented. Member C. Cannon seconded the motion. No further discussion was held, motion to approve passed unanimously.

Chair Rae Davis: Yes
Member Clay Cannon: Yes
Member Yvonne Hudson: Yes

Member C. Cannon moved to accept the April 4, 2023 meeting minutes as presented. Member Hudson seconded the motion. Minor change to update the time the meeting began from 3:5 to 3:50 p.m. No further discussion was held, motion to approve passed unanimously.

Chair Rae Davis: Yes
Member Clay Cannon: Yes
Member Yvonne Hudson: Yes

New Business

Draft Review – Article10: Development Review Procedures: The Unified Zoning and Development Ordinance (UDO) Committee reviewed the article. Members submitted any changes/comments to Mr. Singletary to include in the discussions. They briefly reviewed each section in Article 10 and discussed

potential changes to each section. Most changes to this article were grammatical in nature or format related, mostly pertaining to making sure that all “city” references are changed to “town” and the first instance in the article referencing the Board of Zoning Appeals is stated in full, and subsequent references to be listed as “BZA,” including “the authority having jurisdiction” where appropriate, and the formatting of the numbering in the article. The committee discussed Member Pozsik’s edits to section 10.2 and 10.3 and agreed on the formatting changes discussed, to include requirements for pre-application meetings with the Zoning Administrator, application standards and requirements, and elements required for a site analysis. The UDO Committee also discussed items to remove from this article as they were more appropriate in the zoning regulations article.

Member Hudson moved to recess. Member C. Cannon seconded. The UDO committee recessed at 4:02 p.m.

Vice Chair Pozsik resumed the meeting at 4:10 p.m. Chair Davis returned at 4:27 p.m. Mayor Koon returned at 4:28 p.m. Member Hudson stepped out at 4:29 p.m. and returned at 4:39 p.m.

The UDO Committee continued to discuss the procedures for plat/plan reviews. They discussed section 10.8, which set the administrative adjustments for reviews, and included the language “on matters on which the administrator has the authority to approve.”

Draft Review: Article 11: Nonconformities: The UDO Committee reviewed the draft of Article 11. Most changes were grammatical in nature or format related. Mr. Singletary suggested adding a list of non-conforming entities in the appendices for notification use when the UDO is adopted.

Draft Review: Article 12: Violations and Enforcement: The UDO Committee reviewed the draft of Article 12. Most changes were grammatical in nature or format related.

Mr. Singletary noted that UDO Committee will be reviewing articles 7, 8, and 9 at the next committee meeting. All members are encouraged to review all articles, with Member Hudson covering article 7, Member C. Cannon covering article 8, and Vice Chair Pozsik covering article 9. The next UDO committee meeting is scheduled for May 2, 2023 at 3:00 p.m. in place of the regular Planning Commission meeting.

Adjournment: Member C. Cannon moved to adjourn the meeting. Vice Chair Pozsik seconded the motion. Meeting was adjourned at 5:03 p.m.

UDO COMMITTEE APPROVED (Date): _____

Rae Davis, PC Chair

ATTEST: _____

Shannon Bowers, Town Clerk