

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

**Thursday May 18, 2023
2:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik, Yvonne Hudson (arrived at 2:32 p.m.)

Members Absent: Clay Cannon

Staff Present: Planning and Zoning Manager Kevin Singletary (via Zoom), 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 2:05 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes

Member Pozsik moved to accept the April 20, 2023 meeting minutes as presented. Member L. Cannon seconded the motion. No further discussion was held, motion to approve passed unanimously.

Chair Rae Davis:	Yes
Member Laura Cannon:	Yes
Vice Chair Caleb Pozsik:	Yes

New Business

Draft Review – Article 7: Landscaping, Buffer, & Tree Preservation: 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 7 and Mr. Gianni supplied information on classification of the different types of protected trees that he and Mr. Singletary discussed. Those classifications were: Approved trees list, historic trees, significant trees, and iconic trees. Mr. Singletary stated he would like to include a definition for iconic trees. These trees would be identified by the Planning Commission (PC) and the removal of said trees would need to have expressed permission from the PC to remove and the town would maintain that list. Mr. Singletary noted that he included restrictive mitigation language to this section, but noted that it may be more appropriate in another section.

Sections 7.1 and 7.2: Most edits to these sections were grammatical in nature or format related. The committee agreed that the opening paragraph for 7.1 needed to be written in a way to accurately reflect the intent of the article. The committee also discussed landscaping to be including in new lots as they develop as well as existing lots and landscaping for parking lots. The committee expressed its desire to further define the tree survey and associated requirements.

Section 7.3: The UDO committee discussed general landscape standards, species of trees and plants that are compatible with the area, buffers in regards to perimeters street buffers, berms, and environmental features, criteria for tree removals, and removal standards for significant/historical trees.

Vice Chair Pozsik moved to recess. Member L. Cannon seconded. The UDO committee recessed at 3:52 p.m.

Chair Davis resumed the meeting at 3.:59 p.m.

Section 7.4: Most edits in this section were grammatical in nature or format related. The UDO Committee continued to discuss tree mitigation. The committee expressed concerns over preventing clear cutting, but decided that more research would be needed to determine a proper fee schedule and tree replacements. Mr. Singletary noted that the most important aspect of the mitigation section is the replacement of trees that have been removed, and finding the right balance in the mitigation fee schedule.

Mr. Singletary noted that UDO Committee will be reviewing articles 8 and 9 at the next committee meeting. He will provide an updated draft copy of the UDO for members to have on hand. He stated that the group will likely have a called UDO meeting in lieu of the regular PC meeting, which will be on June 6 at 3:00 p.m.

Adjournment: Member Hudson moved to adjourn the meeting. Member L. Cannon seconded the motion. Meeting was adjourned at 4:21 p.m.

UDO COMMITTEE APPROVED (Date): _____

Rae Davis, PC Chair

ATTEST: _____

Shannon Bowers, Town Clerk