

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

**Thursday September 21, 2023
3:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik, Clay Cannon

Members Absent: Yvonne Hudson, Josh Edwards

Staff Present: Planning and Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

Staff Absent: Mayor Al Koon

Call to Order: Chair Davis called the meeting to order at 3:02 p.m. She then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes: Member Cannon moved to approve the August 24, 2023 meeting minutes as presented. Vice Chair Pozsik seconded the motion. No further discussion, motion passed unanimously.

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

New Business

Unified Zoning and Development Ordinance Draft Review, Article 5: Land Development Standards: The committee discussed including language to give the Town authority to require further planning infrastructure, including the ability for the Town to grant approval for utility lines, reference instances where Lexington County policies are adopted by the town or where Lexington County is the entity responsible, materials for development of crosswalks, including specifications to allow emergency vehicles a turnaround area (such as a cul de sac) in subdivisions, making sure there is an appropriate amount of open space for multi-family developments within corresponding zoning districts, changes to the amenity requirements (minimum amenities required), density requirements, and including town required infrastructure upgrades in addition to a traffic impact study.

7: Landscaping, Buffers, and Tree Preservation: The committee discussed requiring landscaping provisions, buffer requirements as they pertain to natural vegetation vs. landscaped buffers, and street buffers (subdivision entry as it relates to street buffers and location of street buffers).

8: Parking and Loading: The committee discussed including language for special event permit, language for pervious parking materials (limiting to parking areas/spaces), and parking space requirements as it relates to short term rentals/multifamily options.

Before adjournment, Administrator Burroughs went over the items that will need more review to be briefly discussed at the next meeting. Items included applicability of land development standards, where to allow

ground utilities, street improvements, street classification table, sidewalks in commercial and multifamily districts, open space requirements for multifamily developments, and town required infrastructure upgrades.

Adjournment: Vice Chair Pozsik moved to adjourn the meeting. Member Cannon seconded the motion. Meeting was adjourned at 5:17 p.m.

UDO COMMITTEE APPROVED (Date): October 3, 2023