

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

**Tuesday October 19, 2023
3:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik, Clay Cannon (arrived at 3:40 p.m.)

Members Absent: 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 3:09 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.

A quorum was not present at the beginning of the meeting. The Unified Zoning and Development Ordinance (UDO) Committee began discussion of any outstanding items from the previous meeting. Mr. Gianni briefly explained the UDO report, and changes that were made to the draft UDO document to date. The UDO Committee provided further clarity on providing language for developers to match or conform to what the Town has invested in (any current or future development plans adopted by the Town), open space/amenity requirements (making amenities choices more flexible/buildable), signs, and the development review process.

Upon completion of the consultant report, a quorum was established. The committee reviewed the October 3, 2023 meeting minutes and Vice Chair Pozsik moved to approve the meeting minutes as presented. Member Cannon seconded the motion. No further discussion, motion passed unanimously.

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

Discussion Items

Discussion continued with Article 10: Development Review Procedures. Discussion items included: including language regarding preliminary review (timeclock/time to review criteria), language for the process and approval to be strengthened for zoning permits to ensure proper board is appealed to, clarify language in the Architectural Review Board review process, include language criteria for changes in approval/incomplete projects, clarify language for appeals process as they relate to each board, further defining major and minor developments and what board would review them, and including language for variances based on state code requirements.

Before adjourning, Mr. Singletary noted that the zoning map discussion would be included on the next meeting. He instructed the committee to provide and final notes on Article 11 to Administrator Burroughs. He stated that he would be providing his final notes on the draft document and submitting them to Mr. Gianni for inclusion before the document moves to the Planning Commission for review.

Adjournment: Member Cannon moved to adjourn the meeting. Vice Chair Pozsik seconded the motion. Meeting was adjourned at 5:02 p.m.

UDO COMMITTEE APPROVED (Date): November 7, 2023