

**CHAPIN UNIFIED ZONING & DEVELOPMENT ORDINANCE
STEERING COMMITTEE MEETING
Council Chambers, Chapin Town Hall**

**November 7, 2023
3:00 P.M.**

AGENDA

Call to order

Freedom of Information Act Compliance

Approval of Minutes

1. October 19, 2023 Meeting Minutes

Discussion Items

2. UDO Draft Report
3. Unified Zoning and Development Ordinance draft review
 - a. Zoning Map

Adjourn

**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): _____

Rae Davis, PC Chair

ATTEST: _____

DRAFT

October 31, 2023

Nicholle Burroughs
Town Administrator
157 Columbia Avenue
Chapin, SC 29036

**RE: UDO FINAL DRAFT UPDATE
UDO DEVELOPMENT — TOWN OF CHAPIN
MRB GROUP PROJECT No. 3950.220015.000**

Dear Ms. Burroughs:

After a draft UDO was submitted to the Town earlier this year, the Town conducted a full review of the UDO and provided us with valuable feedback, comments, and concerns. A report was drafted earlier this month highlighting the most recent changes. After further discussions with staff, this report will highlight the most significant changes to date.

This section will go through each section in order to highlight the most notable comment. Where applicable, the section number or section will be cited.

General Comments

- There were several tables that were not tied directly to the section, or not labeled correctly. We reviewed the entire draft and corrected or added table references. Additionally, any sections referencing to the subject table have been corrected.
- During the review of the sections, the table of contents was reviewed and updated as necessary.
- In addition to the table of contents, a table of figures have been created to follow the table of contents citing the location of all tables within the UDO.
- Both table of contents and table of figures will be updated with page numbers, once the UDO sections are combined into one document.
- The definitions appendix has been updated and alphabetized.

Article 3

- Added footnote to minimum lot size requirements for RR and RA zoning districts, per Kevin's suggestion. In certain instances, rural zoning districts are allowed to subdivide in 1-acre parcels. A citation has also been added to Article 10 under Minor Subdivisions.
- Changed minimum lot sizes to represent a consistent scaling down of lot sizes based on acreage (Ex: 1ac, .5ac, .25ac, .2ac, etc).

Article 4

- Conditions added for attached single family dwellings (townhomes/rowhomes). No more than 6 units attached with separate, independent entrances. Shall be access by a rear alley or lane, as this type of residential use should be prevalent in denser residential areas that surround or within the Village Commercial (VC) district (VC, TR3, TR2)
- Added condition for detached single family dwellings within the Town Center that they must follow the legal nonconforming use section in 11.7 when undergoing change of ownership, repair, or expansion.
- Added Short Term Rental to the Permitted Use Table, with conditions. Additionally, parking standards are referenced to Article 8.

Article 5

- In the last meeting there was discussion regarding the open space standards. To ensure that the steering committee and the Town understands the current applicability of the open space standards, open space types, and use of amenities, we will offer the following comments:
 - Open space standards related to the size of any (single family, multi-family, commercial subdivisions, etc) development site, and what percentage of that site must be dedicated to open space.
 - When open spaces are required, the Code refers to a table listing and describing the open space types that can be utilized. One or a combination of these open space types can satisfy the open space standards.
 - When a major subdivision is proposed that exceeds 50 lots, the code then requires specific amenities within the development, such as walking trails, sports fields, and gyms. These amenity centers are required for residential developments that create 10 or more lots, and increasingly require more amenities when developments meet the 50 or 150 lot thresholds. However, all developments are required to provide open spaces as defined in this section as indicated by Table 5.5.2.a.

- Another important aspect to consider is that Article 6, Overlay Design Standards will require that buildings have defined entrance types. For multi-family buildings specifically, the code could require that all multifamily utilize a specific entrance type, such as a forecourt or courtyard. Additionally, these entrances must be oriented to the sidewalk, parking area, or public open space as defined Article 8, Parking.

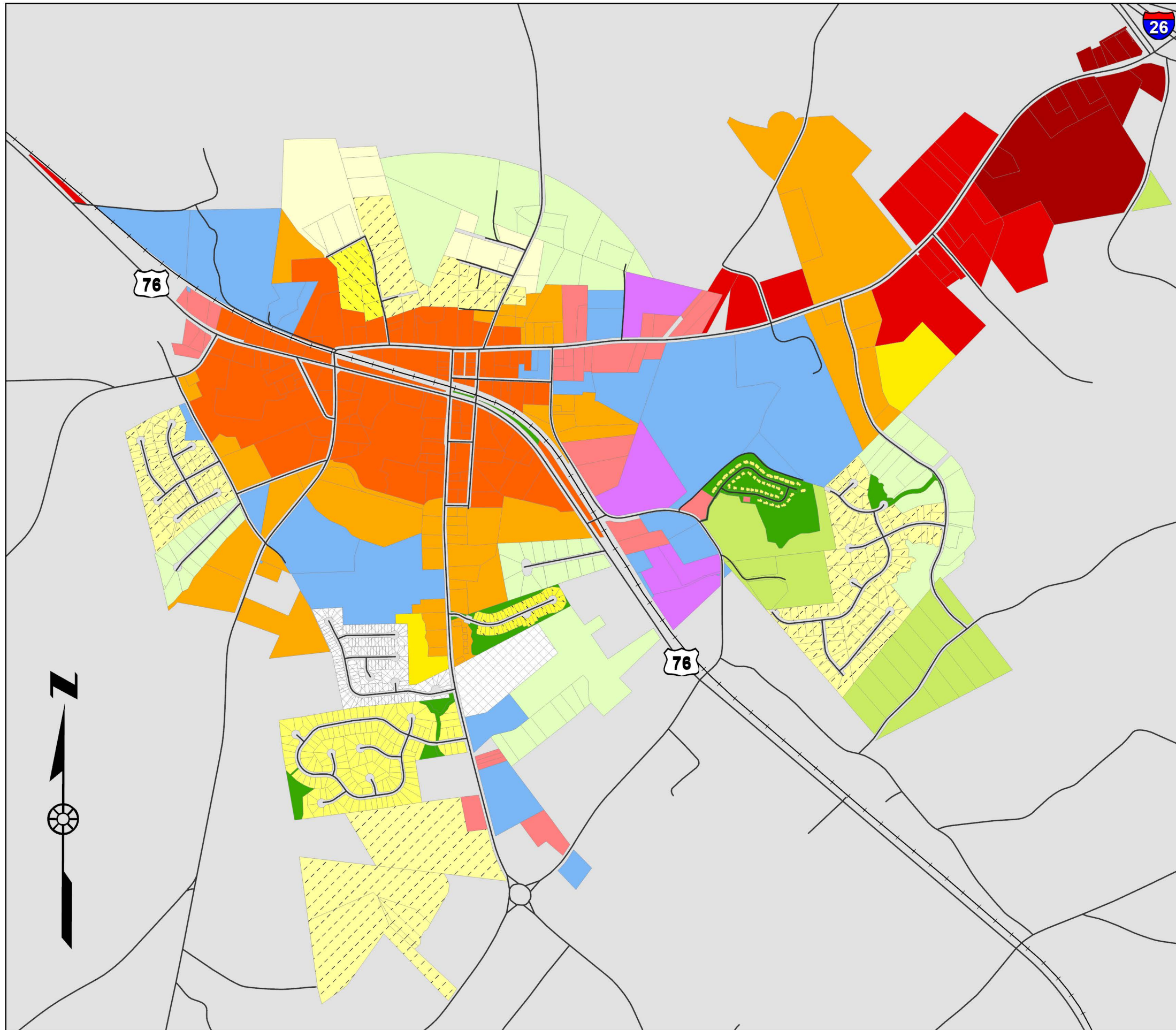
Article 10

- At the last meeting, there were concerns regarding clear language as it pertained to the appeal of different decisions. To ensure that the appeal process is clear, and that the appeals process would not be used to circumvent the requirements of another board, or regulations within the UDO, the following revisions were implemented:
 - COA Appeals: A certificate of appropriateness is issued once a Major or Minor Architectural Review application satisfies the requirements of the ordinance, as well as any conditions placed by the review entity. When an applicant is appealing a decision regarding a Minor Architectural Review Application, then the application goes to the ARB for final determination. If the applicant is not satisfied at that stage, then the applicant can appeal the ARB's decision to the Lexington County Circuit Court. In addition, the Circuit Court is used for appeal to Major Architectural Review applications.
 - Changes to COA: Within each of the Minor and Major Architectural Review procedure sections, a new paragraph has been added that all changes to COAs after issuance, must submit the changes back to the applicable review entity prior to proceeding with the permit. This section also references Article 12, Violations if COAs are not carried out with the original terms of approval.
 - Subdivision Appeals: Similar to the COA process, appeals to administrative decisions for minor subdivision applications go to the Planning Commission. Appeals to Major Subdivision applications go the Lexington County Circuit Court.
 - Variances: New language has been added to the variance section requiring PC or ARB recommendation, when a variance is requested involving an application that needs major subdivision or major architectural review. This is to ensure that an applicant cannot request a variance to a design requirement or development standards, without input from the review board that it directly affects.

These comments and revisions are reflected in the documents and have been provided to the Town so that the final draft can continue move towards the Planning Commission review, and the eventual adoption by Town Council. We hope that these revisions are clear and understandable so that the community can work to achieve the goals within the Comprehensive Plan.

Sincerely,

Riccardo Giani
Senior Planning Associate



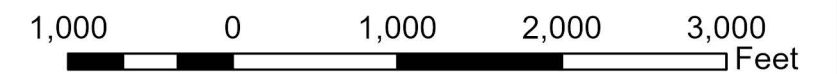
Legend

- | | |
|------------------------------|----------------------------|
| RA - Rural Agriculture | TC - Town Center |
| RR - Rural Residential | OC - Office Commercial |
| SR1 - Suburban Residential 1 | CC - Corridor Commercial |
| SR2 - Suburban Residential 2 | IC - Interstate Commercial |
| SR3 - Suburban Residential 3 | LI - Light Industrial |
| TR1 - Town Residential 1 | PI - Public Institutional |
| TR2 - Town Residential 2 | PO - Parks & Open Space |
| TR3 - Town Residential 3 | PD - Planned Development |
| VC - Village Commercial | |

Note:
 Areas shown in grey are not zoned by the Town of Chapin and may be subject to the zoning rules of Lexington County or another authority having jurisdiction.

ZONING MAP

TOWN OF CHAPIN LEXINGTON COUNTY, SC



Date: September 2023
 MRB Project #3950.22015.000

Mapping Prepared By:



DISCLAIMER:
 MRB Group disclaims responsibility for damages or liability that may arise from the use of this information. All reasonable efforts have been made to ensure accuracy.