

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

**Thursday September 15, 2022  
2:00 P.M.**

**Town Hall**

**Members Present:** Planning Commission Members Rae Davis and William Lynch

**Members Absent:** Yvonne Hudson, Charlie Banks and Caleb Pozsik

**Staff Present:** Mayor Al Koon, Planning & Zoning Manager Kevin Singletary, Public Affairs & Economic Development Director Nicholle Burroughs

**Staff Absent:** Town Clerk Shannon Bowers

**Guests:** Riccardo Giani - MRB Group (through Zoom)

**Call to Order:** Chair Davis called the meeting to order at 2:10 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** There was no a quorum present to approve the minutes. Chair Davis stated that a vote would be withheld until the next meeting.

**Constraints and Issues Report:** Mr. Gianni explained the purpose of the constraints and issues report. It highlights the main areas that would need to be the biggest priorities in the zoning code. This report is to be used with the zoning audit to further develop the zoning code. Planning & Zoning Manager Singletary agreed with and supported the order and summary of the report, noting that having multiple documents causes issues and creates challenges with the zoning standards. Director Burroughs also complimented the examples listed in the general commercial category to be addressed, since those areas are a particular area of concern that the committee will want to spend time on. Mr. Gianni made note that the current zoning is set up for single family residential, and by including a mix of options in the report (duplexes, triplexes, etc.), it would help alleviate some of the traffic concerns identified in the comprehensive plan. Further conversation centered on greenspaces vs. open spaces, detention ponds, road connections to infrastructure, and strengthening language in the zoning ordinance for road creation and maintenance.

**Zoning Audit:** Mr. Gianni reviewed the main observations and recommendations in the zoning audit. Conversation centered around the tree preservation process, tree protection in relation to development, buffer requirements, design standards elements, non-conforming issue standards (grandfathering, non-conforming uses vs. non-conforming structures), and standards for developers' agreements.

**Review of Permitted Uses:** Mr. Singletary explained his example of a permitted use table. He provided a draft copy of a use table that was broken down by zoning district, NAICS code, and types of uses. Discussion focused on uses to include on the table that would be used the most for Chapin and which uses can be put in more broad categories. Mr. Singletary suggested that the group look at the table and decide on permitted uses that are most important to the town, and send recommendations to Mr. Gianni to organize in a draft table. He also suggested that a separate accessory use table be developed. Director Burroughs also noted that breaking down uses by zoning district would be more helpful in organizing the table for future use.

Before adjournment, the group discussed what to expect for the upcoming public engagement session. Director Burroughs suggested stations be set up for the public to interact with. She suggested having information for the public to provide for a fundamental understanding of what staff and the planning commission can legally do, for the public to understand and accept this document.

**Adjournment:** Chair Davis adjourned the meeting at 3:44 p.m.

UDO COMMITTEE APPROVED (Date): \_\_\_\_\_

\_\_\_\_\_  
Rae Davis, PC Chair

ATTEST: \_\_\_\_\_

Shannon Bowers, Town Clerk

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