

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

**Thursday March 29, 2023
2:30 P.M.**

Town Hall

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

Members Absent: Yvonne Hudson, Clay Cannon

Staff Present: Planning and Zoning Manager Kevin Singletary, 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 2:36 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

New Business

Draft Reviews: Mr. Singletary began the discussions by stating that the reviews the Unified Zoning and Development Ordinance (UDO) Committee will be doing moving forward will be in sections leading up to a full draft review in the coming months. He stated the discussion today would be on the section that opens the document which include: Article Descriptions, How to Use This Guide, Table of Contents, General Provisions, and Definitions. Mr. Gianni stated this was a technical document, but wrote the descriptions in a way that best describes the purpose and intent for this code.

The UDO Committee members reviewed the articles and submitted any changes/comments to Mr. Singletary to include in the discussions.

Article A – Article Descriptions: Many of the edits discussed by the committee were grammatical in nature or format related. Mr. Singletary noted that he and Mr. Gianni will review this edit to incorporate into the final draft document for the committee to review. The UDO Committee did not have any changes to the content in this section.

Article B – How to Use This Code: Most edits to this section were grammatical in nature or format related. The UDO Committee did not have any changes to the content in this section. Mr. Singletary suggested the addition of a statement explaining that this document is a living document that will change over time.

Article C – Table of Contents: Mr. Singletary noted there were no major changes to this section since this portion of the document will likely change as the document continues to develop.

Article 1: General Provisions: The committee discussed potential changes to the general provisions as it relates to conflicts with covenants (HOA/Neighborhood associations, etc.) and the purpose and intent. Most edits to this section were grammatical in nature or format related.

Definitions: Most edits to this section were grammatical in nature or format related.

Before adjourning, Mr. Singletary stated there were no topics for the Planning Commission to discuss at the next scheduled meeting. He suggested the UDO Committee take that time to review the next section of the document. Hearing no objection, Mr. Singletary stated that the UDO Committee will plan to meet at 3:00 p.m. on April 4, 2023.

Adjournment: Member L. Cannon moved to adjourn the meeting. Vice Chair Pozsik seconded the motion. Meeting was adjourned at 4:05 p.m.

UDO COMMITTEE APPROVED (Date): _____

Rae Davis, PC Chair

ATTEST: _____

Shannon Bowers, Town Clerk