

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

**Thursday June 30, 2022  
2:00 P.M.**

**Town Hall**

**Members Present:** Planning Commission Members Rae Davis, Charlie Banks, William Lynch, Caleb Pozsik,

**Staff Present:** Public Affairs Director Nicholle Burroughs, Mayor Al Koon, Zoning Administrator Kevin Singletary

**Guests:** Riccardo Giani and Jordan Everhart, MRB Group (through Zoom)

**Call to Order:** Acting Chair Davis called the meeting to order at 2:03 p.m. and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Introductions:** Staff and members of the Planning Commission (PC) were introduced to Riccardo Giani and Jordan Everhart with the MRB Group. A regular schedule for the UDO meeting had been previously identified for the third Thursday of the month at 2:00 p.m., but may need to be adjusted to accommodate holidays.

**Schedule:** Mr. Giani explained the schedule of how meetings moving forward will be scheduled, including further meetings with this group and the Architectural Review Board (ARB) to gain local insight into the development code. The first deliverable will be in a Planning Foundations Report that MRB Group will use to compile the thoughts, comments, concerns of the group, tied together with the current zoning ordinances to develop a land use audit to guide the process moving forward. He anticipates the schedule to be as follows:

- Planning Foundation Report and land use audit – complete by the end of July
- Strengths and issues report – complete by the end of August
- Public Hearings and listening session for key stakeholders – anticipated mid to late September
- Compilation of Public Comments Report and input analysis – anticipated mid to late October
- First draft of code recommendations – anticipated mid to late December (usually takes about 30-45 days)
- Second draft of code recommendations – anticipated mid-February 2023
- Anticipated draft for PC review for recommendation to Town Council – March 2023

Mr. Giani noted that an approximate timeline for completion would be in 8-10 months, but more time may be needed to address comments/concerns in forming this document. Agendas will be set each month based on objectives to complete for this process.

**General Themes:** Mr. Giani began by stating the overall goal for this document comes from the comprehensive plan (maintain small town identity, input quality development, maintain responsible growth, focus on town center area, and prioritize Lake Murray as an important natural resource). He recognizes this document would accomplish the goals of the comprehensive plan, but influence responsible development for Chapin.

Member Banks asked Mr. Giani if this group were benchmarking ideas from other communities or were they starting from scratch. Mr. Giani explained that looking at examples from other cities and towns that share similar demographics and geographical similarities is good for getting ideas, but he is weary of focusing too much on that because each community is unique in its needs. ZA Singletary suggested the group look at Towns in South Carolina for ideas (Summerville, North Augusta). He noted that zoning and land use regulations

would need to be specific to the Town, but language could be pulled from other areas. He encouraged the group to think about “what do we want the Town to look like”. Director Burroughs commented that this document would dictate what level of authority would be given to the boards and commissions on how strict or relaxed the regulations are going to be.

General themes that were discussed for the MRB Group to focus on were:

- Walkability (taking into account parking and infrastructure)
- Signage
- Paint colors
- Interpretation of language
- Adjustment of ordinances for new road projects
- Corridor zoning
- Overuse of General Commercial (with land use as a broad theme, number of architectural districts, characteristics)
- Addressing non-conformities (grandfathering, protection periods)
- Identifying problematic properties
- Mitigation – change in use, change in occupancy (special exemptions/major renovations)
- Infrastructure requirement to share
- Businesses that are not appropriate
- Do not maintain or control roads (permissibility of street trees and right of way)
- Important to relate to Lexington County Development standards
- Responsible growth
- Strong Arts District
- Residential Standards and Rural zoning

Mr. Giani encouraged the group to look at the development code for repetitive, verbose language, starting with the table of contents as a goal to reorganize it. He also encouraged the group to look at current business and evaluate if they are appropriate, if it develops what could it develop as, and if the business is not in an appropriate area, where would it be appropriate.

The next meeting is tentatively scheduled for July 21, 2022 at 2:00 p.m.

**Adjournment:** Meeting adjourned at 3:11 p.m.

UDO COMMITTEE APPROVED (Date): July 20, 2022