

**CHAPIN PLANNING COMMISSION
REGULAR MEETING
Town Hall**

**June 7, 2021
4:00 P.M.**

AGENDA

1. CALL TO ORDER AND DETERMINE QUORUM
2. STATEMENT OF FREEDOM OF INFORMATION ACT COMPLIANCE
3. APPROVAL OF MINUTES
 - a. May 3, 2022 Work Session Minutes
 - b. May 3, 2022 Meeting Minutes
4. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
5. NEW BUSINESS
 - a. Zoning Ordinance Recommendation – Amending Article 5, section 518 (e) and 518(i) of the Zoning Ordinances regarding self-storage
 - b. Zoning Ordinance and Subdivision Recommendation – Amending Article 5 of the Zoning Ordinances and Article 8 of the subdivision regulations regarding planned developments
6. ADJOURN

PUBLIC COMMENT POLICY

PROCEDURE:

Persons wishing to make public comments concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

**PLANNING COMMISSION
WORK SESSION MINUTES**

**Tuesday May 3, 2022
3:00 P.M.**

Town Hall

Members Present: Member Jeff Grover, Chair Zack Haney, Member Charlie Banks

Members Absent: Vice Chair Rae Davis, Member William Lynch

Staff Present: Zoning Administrator (ZA) Kevin Singletary and Town Clerk Shannon Bowers

Call to Order: Chair Haney called the meeting to order at 3:04 p.m., and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Discussion

Capital Investment Projects: ZA Singletary provided his thoughts on the capital investments projects and asked the Planning Commission (PC) to provide their input on listing projects out in terms of importance. General discussion included grouping goals from the comprehensive plan by category (planning/zoning, communications, etc.), creating an avenue for community engagement, coordination with Lexington County on planning issues, and updating density numbers based on current projections from Lexington County. Further discussion included a list of high priorities from PC members: updating the zoning ordinances and zoning maps, coordination with Lexington County, coordination with school district to acquire property located in the Town, housing study, develop standards for town center, village, and the tech park, update standards to facilitate high quality residential development, regulations of open spaces and nature preservation, revitalization of the downtown area, and re-development of vacant commercial buildings. ZA Singletary agreed to compile the lists for ranking at a future meeting.

Cooperative and Communications with Lexington County discussion: ZA Singletary suggested that Public Affairs Director Nicholle Burroughs be invited to the next PC meeting to speak on updates to some of the coordination efforts and receive feedback from the PC for facilitating meetings with the County.

Comprehensive Plan Discussion: ZA Singletary had no major updates on changes to the comprehensive plan to date. He noted that the most obvious change to this would be the description of the General Commercial zoning district.

Open time for PC and Staff: There were no comments by staff or PC members.

Adjournment: Chairman Haney adjourned the work session at 3:55 p.m.

PC APPROVED (Date): _____

Zack Haney, PC Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

**PLANNING COMMISSION
MEETING MINUTES**

**Tuesday May 3, 2022
4:00 P.M.**

Town Hall

Members Present: Member Jeff Grover, Chair Zack Haney, Member Charlie Banks, Member William Lynch

Members Absent: Vice Chair Rae Davis

Staff Present: Zoning Administrator (ZA) Kevin Singletary and Town Clerk Shannon Bowers

Call to Order: Chair Haney called the meeting to order at 4:03 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes: Member Grover made the motion to approve the April 5, 2022 Regular Meeting minutes and April 5, 2022 work session minutes as presented. Member Banks seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Zack Haney:	Yes	Member William Lynch:	Yes
Member Jeff Grover:	Yes		
Member Charlie Banks:	Yes		

Public Comments related to agenda items:

There were no public comments.

New Business

Unified Zoning and Development Ordinance (UDO) Update: The selection committee unanimously selected a firm to be recommended to Council for the UDO. Council unanimously approved the mayor to enter contract negotiations from this firm. The firm selected could not meet the budget requirements to complete the UDO, so the selection committee met again to recommend the second-place firm. Council approved that recommendation and staff is currently in the contract negotiation phase. ZA Singletary anticipates that to be completed within 2 to 3 weeks, then work on updating the ordinances can begin. The firm has given the quote to be done within the budgeted amount and a timeline of completion to be December 2022, however staff is planning on completion in one year.

Adjournment: Member Lynch made the motion to adjourn the meeting. Chair Haney seconded the motion. The meeting was adjourned at 4:30 p.m.

PC APPROVED (Date): _____

Zack Haney, PC Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

MEMORANDUM

To: Planning Commission
From: Kevin Singletary, Zoning Administrator
Date: June 7, 2022
Re: Amendment to Zoning Ordinance 518

Background: At the April 5, 2022 Planning Commission Work Session the Commission and Staff discussed the interpretation of the Zoning Ordinance regarding storage/mini-warehouses, and identified some possible changes. On May 9, 2022 the Mayor provided direction to the Zoning Administrator to prepare an ordinance to exclude storage as a principal use in the municipality. This memo reflects such a draft change.

Amendment to Zoning Ordinance:

Current Zoning Ordinance:

518. General Commercial District Uses

The following regulations apply to all uses in RG Districts:

GC PERMITTED USES	NAICS CODE	NAICS DESCRIPTION	PARKING SPACES REQUIRED
e. <u>Finance, insurance, and real estate</u>	52 531 55	Finance and insurance Real estate Management of companies and enterprises	One (1) per 300 square feet of gross floor area
i. <u>Miniwarehouses</u>	4225	Warehouses & storage	One (1) per 200 sq. ft. of office space

Amended Zoning Ordinance:

518. General Commercial District Uses

The following regulations apply to all uses in RG Districts:

GC PERMITTED USES	NAICS CODE	NAICS DESCRIPTION	PARKING SPACES REQUIRED
e. <u>Finance, insurance, and real estate</u>	52 531 55	Finance and insurance Real estate <u>(excluding miniwarehouses and/or open storage)</u> Management of companies and enterprises	One (1) per 300 square feet of gross floor area

i. <u>Miniwarehouses</u>	4225	Warehouses & storage	One (1) per 200 sq. ft. of office space
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Staff Recommendation: Based upon previous discussion with the Planning Commission it is the recommendation of the Zoning Administrator that this draft be amended in addition to the above, so as to add miniwarehouses as a permitted, or conditional, or special exception use in the LM (Light Manufacturing) zoning category. It is also recommended that a definition for “storage buildings” and “open storage” be produced and added to the Zoning Ordinance Definitions section. The following displays these recommendations:

201. Definitions

82. **OPEN SPACE:** Unless otherwise defined in this Ordinance, open space is any parcel or area of land or water essentially unimproved and set aside, dedicated, designated, or reserved for public or private use or enjoyment or for the use and enjoyment of owners, occupants, and their guests of land adjoining or neighboring such open space.

83. **OPEN STORAGE:** An area dedicated to the principal use of storing vehicles, equipment, or the like, for an extended period of time, for the purpose of self-storage.

84. **OUTPARCEL:** A parcel of land designed on an approved commercial group development site plan or determined as such by the Zoning Administrator. An outparcel shall be secondary in nature to the primary commercial development. It shall contain one or two buildings, and be independent of the total development in that its parking requirement shall meet the standard of the zoning district in which the outparcel is located, and its driveways, walkways, landscaping, and lighting are also unique to the building on the site.

...

125. **SPECIAL EXCEPTION:** A use permitted in a particular zoning district upon showing to the Board of Appeals that such use in a specified location will comply with all the conditions and standards for the location or operation of the use as specified in this Ordinance and authorized by the Board of Appeals.

126. **STORAGE BUILDING:** A building used for the purpose of self-storage, in which all storage units are contained. The building must be entered in order to access any individual storage unit.

127. **STREET:** A public thoroughfare designed to provide the principal means of access to abutting property, or designed to serve as a roadway for vehicular travel, or both, but excluding alleys.

520. LM Light Manufacturing District Uses

The following regulations apply to all uses in RG Districts:

LM PERMITTED USES	NAICS CODE	NAICS DESCRIPTION	PARKING SPACES REQUIRED
j. <u>Government building or facility, including postal facility</u>	491, 92	Postal Service, Public administration	One (1) for each 200 square feet of floor area.

<u>k. Miniwarehouses</u>	<u>531130</u>	<u>This industry comprises establishments primarily engaged in renting or leasing space for self-storage. These establishments provide secure space (i.e., rooms, compartments, lockers, containers, or outdoor space) where clients can store and retrieve their goods.</u>	<u>One (1) per 200 sq. ft. of office space</u>
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Planning Commission Actions: Following its review, the Planning Commission may recommend that Town Council adopt the proposed changes to ordinance 518, recommend that Town Council adopt the Zoning Administrator recommended changes to Ordinance 201, 518, and 520, recommend any changes as amended, or recommend that Town Council not adopt said changes.

MEMORANDUM

To: Planning Commission

From: Kevin Singletary, Zoning Administrator

Date: June 7, 2022

Re: Amendment to Zoning Ordinance Article 5 & Subdivision Regulations Article 8

Background: In discussion with potential developers looking at doing Planned Developments in the Town of Chapin, a review of the Subdivision Regulations showed inconsistency with the Zoning Ordinance, both in regards to Planned Developments. In order to provide clear guidance to potential developers and clear direction to Town Staff, it is necessary to amend both of these documents. Given current interest in using this form of review by developers in the Town, and the benefits it provides Planning Commission and Town Council to have more input into the final product of a development, The Town Council has had a work session discussion on the matter, and has scheduled a special called meeting to have first reading following Planning Commission recommendation.

Approach: In this memo the relevant sections of the Zoning Ordinance, and Subdivision Regulations are provided, followed by a comparison between the two. Lastly staff has provided recommended changes.

Current Zoning Ordinance & Subdivision Regulation:

Current Zoning Ordinance:

522. PD Planned Development District Uses

Planned Development Districts may permit a mixture of different types of housing with compatible commercial uses, shopping centers, office parks and other mixed used developments. Flexibility in design, character and quality of development and preservation of natural and scenic features are made possible through the approval of a plan which describes the specific uses, densities, setbacks, and other requirements for a planned development. The approved plan constitutes the district regulations for a particular planned development.

523. PD Planned Development Districts Regulations

The following regulations shall apply to all uses in PD districts, other provisions in this Ordinance to the contrary withstanding:

Minimum site area	Four (4) acres
Minimum lot area for structure	Set in approved plan
Minimum lot width, yards, setbacks	Set in approved plan
Maximum lot coverage:	Set in approved plan
Maximum structure height	Sixty (60) feet when permitted by fire regulations (not applicable to church spires, belfries, cupolas, domes, utility and communication towers, chimneys, flag poles, antenna)

Off street parking and loading requirements	Set in approved plan
Screening	Set in approved plan, but not less than landscaping required Article 7
Signs	Set in approved plan, but not greater than signs allowed in Article 9
Subdivision regulations	Applicable regulations must be met
Supplemental regulations	See Article 6
Site Design Standards	Any commercial development must meet the design guidelines listed Land Development Plan

524. PD Planned Development District Application and Review Procedures

The following procedures shall apply to establishment of a PD district, other provisions in this Ordinance to the contrary notwithstanding.

Zoning amendment required:	PD districts are established by amendment to the Zoning Ordinance in the manner prescribed for rezoning
b. District regulations	The applicable regulations in § 517, Article 6, and those in an approved plan and descriptive statement shall constitute the PD district regulations for the site.

Application conference optional	An applicant for PD zoning is encouraged, but not required, to contact the Planning Commission prior to submission of the application for information and review of the regulations and procedures applicable to the proposed plan and descriptive statement.
Amendment application required	Initiation of a PD amendment shall be by submission of an application form provided by the Zoning Administrator with required attachments.
Development plan required	A site development plan is a required attachment to application for PD amendment. The site development plan shall be prepared according to the Town of Chapin Land Development Regulations
Descriptive statement required	<p>A descriptive statement is a required attachment to the application for PD amendment. The descriptive statement shall indicate the characteristics and standards to be used for development of the site, and shall include at least the following items:</p> <p>Legal description of site boundaries, and total area of the site;</p> <p>(2). Area and location of each type of use;</p> <p>(3). Number and density of dwelling units by type;</p> <p>(4). Description of open space location, uses and proposed dedication for public use;</p>

	<p>(5). Ownership and maintenance of streets, and proposed dedication to public;</p> <p>(6). Methods of dealing with parking and the impact of projected traffic on the uses on the site and adjacent streets;</p> <p>(7). Steps proposed to comply with sediment control and storm drainage regulations;</p> <p>(8). Steps proposed to comply with landscaping regulations;</p> <p>(9). Details of association or organization involved in ownership and maintenance, including procedures and methods of operation;</p> <p>(10). Outline for development phasing with anticipated time frames;</p> <p>(11). Design standards, procedures and methods demonstrating that development will result in integrated use district, functional and compatible with the area & Article 10 architectural review</p> <p>(12). Proposed restrictive covenants to be recorded to assure future compliance with the standards in the plan; and</p> <p>(13). Such other information as may be appropriate for Planning Commission review.</p>
Planning Commission review	Upon determination that the application meets above requirements, the Zoning Administrator shall forward the application to the Planning Commission for review and recommendation to Town Council as required for zoning amendments.
h. Town Council action	Upon receipt of the Planning Commission recommendation, Town Council shall, conduct a public hearing as required for zoning amendments, and may approve, or approve with modifications accepted by applicant, or disapprove the proposed amendment.
i. Zoning and building permits	Zoning and building permits shall not be issued until the zoning is approved by Town Council, and approved plats, the approved descriptive statement and all required restrictive covenants are filed for record with the Municipal Clerk and the Clerk of Court for Lexington County, and all required bounds are posted with the Municipal Clerk.
j. District map	The site development plan approve by Town Council shall be the zoning district map for the PD and shall be the basis for issuance for zoning and building permits.

<p>k. Changes to plan:</p>	<p>Minor changes: Changes proposed in writing by the applicant which do not alter district boundaries and which involve revision of minor characteristics of the PD such as relocation of driveways, revision of floor plans, facades, landscaping, relocation of required parking, drainage structures, and features which do not materially affect the approve plan concept or violate any applicable regulations may be approved by the Zoning Administrator. Approval or rejection of the change is subject to review and final determination by the Planning Commission if the applicant or any party whose property is adversely affected files a written objection with the Planning Commission within ten (10) days after action by the Zoning Administrator. An applicant may submit a rejected change as an amendment to the plan under the normal zoning amendment procedures.</p> <p>Major changes: Changes proposed in writing by the applicant which alter district boundaries or which materially affect the characteristics of the PD shall be submitted under normal zoning amendment procedures applicable to the establishment of the PD.</p> <p>Permits: No zoning or building permits involving a minor or major change of the PD descriptive statement or map shall be issued until the written change is filed with the Municipal Clerk and recorded in the office of the Clerk of Court for Lexington County.</p>
<p>l. Failure to begin; failure to progress; failure to complete</p>	<p>If the responsible party fails to begin, fails to progress, or fails to complete development as agreed in the descriptive statement, Town Council may charge the developer with violation of the Zoning Ordinance, may rezone the property, or may take any combination of these actions. In any event, if the planned development is not initiated within two years of its establishment, the Planning Commission shall initiate the rezoning of the property to an appropriate district classification in conformity with the comprehensive plan.</p>

Current Subdivision Regulations:

ARTICLE 8

PLANNED DEVELOPMENTS

8-1 Intent

The intent of the Planned Development is to better bridge the inherent difference between residential and nonresidential uses; and to better accommodate change within those areas of the Town of Chapin where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.

Through the Planned Development advocated by this Article, it is possible to ameliorate differences between potentially incompatible uses by exacting concessions and conditions as necessary to achieve "land use compatibility."

- 8-2 Minimum Site Requirements:** Minimum area requirements for a Planned Development shall be 2 acres.
- 8-3 Permitted Principal Uses:** Any use proposed by the developer and considered by the planning commission as being compatible to other nearby uses within and beyond the district may be permitted in such district, upon approval by the Planning Commission and Town Council.
- 8-4 Residential Density Permitted:** Residential density shall not exceed the average of 16 dwelling units per acre. The acreage devoted to residential use shall be used to determine density.
- 8-5 Minimum Lot Area:** The minimum lot area for any portion of the Planned Development shall conform to the requirements of the applicable zoning district standards for the density approved in the general development plan.
- 8-6 Minimum Lot Width, Minimum Setback Requirements, Maximum Lot Coverage, Maximum Height of Structures:** The minimum lot width, minimum setback requirements, maximum lot coverage and maximum height of structures for all or any one portion of the Planned Development shall conform to the requirements of the applicable zoning district standards for the density approved in the general development plan.
- 8-7 Minimum Off-Street Parking and Loading Requirements:** Off-street parking and loading requirements as set forth in the Zoning Ordinance shall be met for each specified use.
- 8-8 Signs:** Signs permitted in Planned Developments only in accordance with provision of the Sign Ordinance.
- 8-9 Landscaping and Buffer Yard Requirements:** A minimum screen which meets the requirements of the Landscape Ordinance must be provided. The planning commission may require additional screening between uses and densities of development as a condition of plat approval.
- 8-10 Procedures**
The following procedures shall be followed in the submission, review, and action upon all Planned Development plats:
- 8-10.1 Traffic Impact Study Requirement Evaluation:** Prior to the submission of any TIS and/or general development plan, the applicant shall complete and submit a Traffic Impact Study Requirement Evaluation form obtained from the Administrative Official's office. The Town's Transportation Engineer will evaluate the request and determine whether a TIS is required. A written response will be issued to the applicant within seven working (7) days of receipt of the TISRE. If a TIS is required, a copy of the Town's Traffic Impact Study Guidelines and a list of qualified consulting firms will be included in the Developer's Packet.

8-10.2 Traffic Impact Study: An impact study shall be required if a proposed project:

- (1) produces 50 peak hour (AM, PM, or Midday) two-way trips or more; or
- (2) produces 500 daily (24 hour) two-way trips or more; or
- (3) is an expansion of an existing project. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered “produced” by the project.

A TIS shall be completed and submitted for review, if required, as the second step of the project approval process. The TIS is the responsibility of the applicant. The TIS shall be prepared in accordance with the Traffic Impact Study Guidelines adopted by the Town of Chapin and obtained from the Administrative Official’s office. All traffic studies must be prepared under the supervision of, and signed, stamped and dated by, a professional Civil Engineer registered in South Carolina. The applicant will be required to use a Town approved firm to complete the TIS. A list of approved consulting firms will be provided upon the determination that a TIS is required.

8-10.3 General Development Plan Requirements: A general development plan shall contain the following information:

- (1) The proposed title of the project and the name of the engineer, architect, designer, or a landscape architect, and the developer;
- (2) The northpoint scale and date. The scale of the site plan shall be not more than 50 feet to 1 inch for projects less than 100 acres or 100 feet to 1 inch for those over 100 acres;
- (3) Existing zoning and zoning district boundaries and proposed changes in zoning, if any;
- (4) The boundaries of the property involved, the location of all existing easements, property lines, existing streets, buildings and other existing physical features on and immediately adjacent to the project;
- (5) The location and dimensions of proposed streets, alleys, driveways, curb cuts, entrances and exits, parking and loading areas (including number of parking spaces);
- (6) The location of proposed lots, setback lines, easements and land use;
- (7) The proposed location and approximate heights of all multifamily and nonresidential buildings and dimensions of structures drawn to scale;
- (8) The proposed location and description of all fences, walls, screens, buffers, plantings, and landscaping;
- (9) The proposed location and number of dwelling units (by bedroom type) for multifamily project;
- (10) The proposed location, character, size and height of all signs;
- (11) A location map showing the position of the proposed development in relation to the community;
- (12) A tabulation of total number of acres in the project to be devoted to public and/or private reservation;
- (13) The planning commission may establish additional requirements for site plan approval, and in cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper assessment of the project.

8-11 Actions by Planning Commission and Town Council

Actions by the Planning Commission and Town Council shall be as provided for zoning amendments, generally. Said bodies may approve the application, may include specific modifications of the proposal or other applicable regulations or may deny the application.

If the amendment is granted, Town Council shall, in its amending action, approve the application as it may have been changed during earlier procedures, or indicate required modifications, and be binding on the applicant. If modifications are required, council shall officially state its reasons for the record.

If the amendment is granted, the developer shall be required to proceed in accord with the approved planned development, as supplemental or modified by council in the particular case, and shall conform to any time or prior limitations established by council for initiation and/or completing the development in whole or in specific stages.

In taking action to amend the zoning map to establish the approved Planned Development, council shall pass upon the adequacy of the application, in form and substance relative to any agreements, contract, sureties, or other instruments involved, and before development may proceed, such instruments shall be approved by appropriate officers and agencies.

8-12 Preliminary Plats, Construction Plans, and Final Plats

The developer of a Planned Development is required to submit six (6) copies of a Preliminary Plat, Construction Plans, and Final Plat for each phase to be approved by the Planning Commission staff. Preliminary Plats, Construction Plans and Final Plats shall meet all requirements as defined in Article 4.

8-13 Administrative Action on Approved Planned Development

Once a Planned Development is established on the official zoning map, no zoning or building permit shall be issued therein, unless in compliance with the general development plan and other documents approved by council, and approval of preliminary plat and construction drawings by the Planning Commission staff. Except as provided below, all plans and reports approved by council shall be binding on the applicant and any successors in title so long as the planned development district zoning is applicable.

8-14 Changes in Approved Plans

Changes in approved final plans and reports may be approved by the planning commission only upon findings that such changes will not increase the density of the project, amount of traffic generated, reduce screening or off-street parking requirements, or substantially alter the composition of the project. Any such change to the contrary shall be approved subject to further study by the planning commission and amendatory action by Town Council in regards to zoning.

Staff Comparison: The Zoning Ordinance and Subdivision Regulation both provide language for the purpose, process, and limitation of Planned Developments. Both are written as though the other does not exist, and cover the same material. Inherent to this is contradiction and inconsistency. However, taken as a whole there are not many direct contradictions, and a limited number of instances where one provides direction on a subject that another does not. The primary differences are as follows;

The zoning ordinance excludes properties smaller than 4 acres from being able to be considered for a PD, in the subdivision regulations it is 2 acres. The subdivision regulation states residential density “shall not exceed the average of 16 dwelling units per acre” and the zoning ordinance has no such limitation. Lastly the subdivision regulation requires an evaluation for traffic impact study, and possible requirement of submittal of traffic impact study, whereas the zoning ordinance has no such requirements.

This is not a list of all differences in totality, as the two documents share no language even though covering the same subject, and in very similar ways. This list does represent the major irreconcilable differences.

Amended Zoning Ordinance & Subdivision Regulation:

Language taken directly from the current Zoning Ordinance is shown in blue, language taken directly from the current Subdivision Regulation is shown in green, and any new language or language that is the same in both is shown as normal black text. Typically, strikethroughs and underlines with highlights would be used to show removed language and added language, however given the extent of the changes that is not shown.

Amended Zoning Ordinance:

522. PD Planned Development District Uses

Planned Development Districts may permit a mixture of different types of housing with compatible commercial uses, shopping centers, office parks and other mixed used developments. Flexibility in design, character and quality of development and preservation of natural and scenic features are made possible through the approval of a plan which describes the specific uses, densities, setbacks, and other requirements for a planned development. The approved plan constitutes the district regulations for a particular planned development.

523. PD Planned Development Districts Regulations

The following regulations shall apply to all uses in PD districts, other provisions in this Ordinance to the contrary withstanding:

Minimum site area	Two (2) acres
Minimum lot area for structure	Set in approved plan
Minimum lot width, yards, setbacks	Set in approved plan
Maximum lot coverage:	Set in approved plan

Maximum structure height	Sixty (60) feet when permitted by fire regulations (not applicable to church spires, belfries, cupolas, domes, utility and communication towers, chimneys, flag poles, antenna)
Off street parking and loading requirements	Set in approved plan
Screening	Set in approved plan
Signs	Set in approved plan, but all signs must be cohesive with the overall plan
Subdivision regulations	Applicable regulations must be met
Supplemental regulations	See Article 6
Site Design Standards	Set in approved plan

524. PD Planned Development District Application and Review Procedures

The following procedures shall apply to establishment of a PD district, other provisions in this Ordinance to the contrary notwithstanding.

Traffic Impact Study Requirement Evaluation: Prior to the submission of any TIS and/or general development plan, the applicant shall complete and submit a Traffic Impact Study Requirement Evaluation in the form of a letter from a third-party traffic engineer approved by the Zoning Administrator. The Zoning Administrator will evaluate the request and determine whether a TIS is required. A written response will be issued to the applicant within ten working (10) days of receipt of the TIS notifying the applicant of the Zoning Administrator’s evaluation. A TIS may be required, even in instances where the Zoning Administrator has evaluated that one is not necessary, if required by Town Council. The Planning Commission, for its recommendation to Town Council, may recommend the requirement of the submission of a TIS.

Traffic Impact Study: An impact study shall be required if a proposed project:

- (1) produces 50 peak hour (AM, PM, or Midday) two-way trips or more; or
- (2) produces 500 daily (24 hour) two-way trips or more; or
- (3) is an expansion of an existing project. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered “produced” by the project.

A TIS shall be completed and submitted for review, if required, as the second step of the project approval process. The TIS is the responsibility of the applicant. The TIS shall be prepared in accordance with the Traffic Impact Study Guidelines adopted by the Town of Chapin and obtained from the Administrative Official’s office. All traffic studies must be prepared under the supervision of, and signed, stamped and dated by, a professional Civil Engineer registered in South Carolina. The applicant will be required to use a Town approved firm to complete the TIS. A list of approved consulting firms will be provided upon the determination that a TIS is required.

General Development Plan Requirements: A general development plan shall contain the following information:

- (1) The proposed title of the project and the name of the engineer, architect, designer, or a landscape architect, and the developer;
- (2) The northpoint scale and date. The scale of the site plan shall be not more than 50 feet to 1 inch for projects less than 100 acres or 100 feet to 1 inch for those over 100 acres;
- (3) Existing zoning and zoning district boundaries and proposed changes in zoning, if any;
- (4) The boundaries of the property involved, the location of all existing easements, property lines, existing streets, buildings and other existing physical features on and immediately adjacent to the project;
- (5) The location and dimensions of proposed streets, alleys, driveways, curb cuts, entrances and exits, parking and loading areas (including number of parking spaces);
- (6) The location of proposed lots, setback lines, easements and land use;
- (7) The proposed location and approximate heights of all multifamily and nonresidential buildings and dimensions of structures drawn to scale;
- (8) The proposed location and description of all fences, walls, screens, buffers, plantings, and landscaping;
- (9) The proposed location and number of dwelling units (by bedroom type) for multifamily project;
- (10) The proposed location, character, size and height of all signs;
- (11) A location map showing the position of the proposed development in relation to the community;
- (12) A tabulation of total number of acres in the project to be devoted to public and/or private reservation;
- (13) The planning commission, for its recommendation to Town Council, may establish additional requirements for site plan approval, and in cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper assessment of the project

Application Requirements: All materials and information that must be submitted to the Zoning Administrator in order to proceed with Planning Commission review.

- (1) [Zoning Map Amendment](#) application and fee.
- (2) A "Planned Development Narrative" which is [a descriptive statement that shall indicate the characteristics and standards to be used for the development of the site](#). The General Development Plan, in part or whole, may be incorporated into the Planned Development Narrative. The Planned Development Narrative [shall include at least the following items:](#)
 - [Area and location of each type of use;](#)
 - [Number and density of dwelling units by type;](#)
 - [Description of open space location, uses and proposed dedication for public use;](#)
 - [Ownership and maintenance of streets, and proposed dedication to public;](#)
 - [Methods of dealing with parking and the impact of projected traffic on the uses on the site and adjacent distorts, and streets;](#)
 - [Steps proposed to comply with sediment control and storm drainage regulations;](#)
 - [Steps proposed to comply with landscaping regulations;](#)
 - [Details of association or organization involved in ownership and maintenance, including procedures and methods of operation;](#)
 - [Outline for development phasing with anticipated time frames;](#)
 - [Design standards, procedures and methods demonstrating that development will result in integrated use district, functional and compatible with the area & Article 10 architectural review;](#)
 - [Proposed restrictive covenants to be recorded to assure future compliance with the standards in the plan; and](#)
 - [Such other information as may be appropriate for Planning Commission review.](#)

- (3) A letter addressed to the Zoning Administrator detailing that all items required by this ordinance are included in the application package, noting any two or more required items satisfied by a single document in the submittal package, and if an item is contained in the Planned Development Narrative, Zoning Map Amendment application, or is a separate attachment.

Planning Commission Review: Upon determination that the application meets above requirements, the Zoning Administrator shall provide the application to the Planning Commission for review and recommendation to Town Council as required for zoning amendments.

Town Council Action: Upon receipt of the Planning Commission recommendation, Town Council shall, conduct a public hearing as required for zoning amendments, and may approve, or approve with modifications accepted by applicant, or disapprove the proposed amendment.

Zoning and Building Permits: Zoning and building permits shall not be issued until the zoning is approved by Town Council, and approved plats, the approved descriptive statement and all required restrictive covenants are filed for record with the Municipal Clerk and the Clerk of Court for Lexington County, and all required bounds are posted with the Municipal Clerk.

District Map: The site development plan approved by Town Council shall be the zoning district map for the PD and shall be the basis for issuance for zoning and building permits.

Changes to plan:

- (1) Minor changes: Changes proposed in writing by the applicant which do not alter district boundaries and which involve revision of minor characteristics of the PD such as relocation of driveways, revision of floor plans, facades, landscaping, relocation of required parking, drainage structures, and features which do not materially affect the approved plan concept or violate any applicable regulations may be approved by the Zoning Administrator. Approval or rejection of the change is subject to review and final determination by the Board of Zoning Appeals if the applicant or any party whose property is adversely affected submits an appeal with the Board of Zoning Appeals within ten (10) days after action by the Zoning Administrator. An applicant may submit a rejected change as an amendment to the plan under the normal zoning amendment procedures.
- (2) Major changes: Changes proposed in writing by the applicant which alter district boundaries or which materially affect the characteristics of the PD shall be submitted under normal zoning amendment procedures applicable to the establishment of the PD.
- (3) Permits: No zoning or building permits involving a minor or major change of the PD descriptive statement or map shall be issued until the written change is filed with the Municipal Clerk and recorded in the office of the Clerk of Court for Lexington County.

Failure to begin; failure to progress; failure to complete: If the responsible party fails to begin, fails to progress, or fails to complete development as agreed in the descriptive statement, Town Council may charge the developer with violation of the Zoning Ordinance, may rezone the property, or may take any combination of these actions. In any event, if the planned development is not initiated within two years of its establishment, the Planning Commission shall initiate the rezoning of the property to an appropriate district classification in conformity with the comprehensive plan.

Actions by Planning Commission and Town Council

Actions by the Planning Commission and Town Council shall be as provided for zoning amendments, generally. Said bodies may approve the application, may include specific modifications of the proposal or other applicable regulations or may deny the application.

If the amendment is granted, Town Council shall, in its amending action, approve the application as it may have been changed during earlier procedures, or indicate required modifications, and be binding on the applicant. If modifications are required, council shall officially state its reasons for the record.

If the amendment is granted, the developer shall be required to proceed in accord with the approved planned development, as supplemental or modified by council in the particular case, and shall conform to any time or prior limitations established by council for initiation and/or completing the development in whole or in specific stages.

In taking action to amend the zoning map to establish the approved Planned Development, council shall pass upon the adequacy of the application, in form and substance relative to any agreements, contract, sureties, or other instruments involved, and before development may proceed, such instruments shall be approved by appropriate officers and agencies.

Amended Subdivision Regulation:

ARTICLE 8

PLANNED DEVELOPMENTS

8-1 Intent

The intent of the Planned Development is to better bridge the inherent difference between residential and nonresidential uses; and to better accommodate change within those areas of the Town of Chapin where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.

Through the Planned Development advocated by this Article, and regulated in the Town of Chapin Zoning Ordinance, it is possible to ameliorate differences between potentially incompatible uses by exacting concessions and conditions as necessary to achieve "land use compatibility."

8-12 Preliminary Plats, Construction Plans, and Final Plats

In order to proceed with the subdivision of property in an approved Planned Development, the developer of a Planned Development is required to submit six (6) copies of a Preliminary Plat, Construction Plans, and Final Plat for each phase to be approved by the Planning Commission staff. Preliminary Plats, Construction Plans and Final Plats shall meet all requirements as defined in Article 4.

Staff Recommendation: In the pursuit of removing contradictory language, making limited alterations and additions, and providing clear requirements for developers to pursue and PD, these two amendments have been written. Staff recommends the Planning Commission recommend the adoption of these changes to Town Council.

Planning Commission Actions: Following its review, the Planning Commission may recommend that Town Council adopt the proposed changes to Zoning Ordinance Article 5 and Subdivision Regulations Article 8, recommend that Town Council adopt said changes as amended, or recommend that Town Council not adopt said changes.