

**TOWN OF CHAPIN**  
**Planning Commission Regular Meeting Agenda**  
**Council Chambers, Chapin Town Hall**  
**January 3, 2023**  
**4:00 PM**

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Approval of Minutes

1. November 1, 2022 Work Session Minutes
2. November 1, 2022 Regular Meeting Minutes

Public Comments related to agenda items

New Business

3. Elections
  - a. Chair
  - b. Vice Chair
4. 2023 Meeting Calendar Review
5. 2023 UDO Meeting Schedule
6. Planning Commission By-Laws & Procedures Review

Open Comments for PC members and staff

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 (2) 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 November 1, 2022  
3:00 P.M.**

**Town Hall**

**Members Present:** Member Caleb Pozsik, Member Yvonne Hudson, Vice Chair Charlie Banks, Chair Rae Davis

**Members Absent:** Member William Lynch

**Staff Present:** Planning & Zoning Manager Kevin Singletary, Town Administrator Nicholle Burroughs

**Call to Order:** Chair Davis called the meeting to order at 3:10 p.m., determined there was not a quorum, and confirmed the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Discussion:** Mr. Singletary gave a brief synopsis of the capital investment list process and explained that the list before the Planning Commission (PC) was a compilation of comments by PC members from the Town of Chapin comprehensive plan as well as a previous list created by the PC. This list is an effort add, remove, and finalize priorities that the PC wishes to send to council approval. Mr. Singletary then explained that this list would give Council the tool moving forward to identify how to allocate funds. Administrator Burroughs also noted that this will be a working document that can be updated as the year goes on when funding becomes available for these priorities. Throughout the discussion, PC members identified changes to the items on list, changed priorities of projects based on what they felt was more important (ex: development of a downtown master plan, housing study, annexation strategy, acquire property to develop former school property, ) versus what they felt was a lower priority, identified the capital investments desired, added items to the list, and removed items.

**Open discussion for PC and Staff:**

Mr. Singletary noted that the second public engagement session for the unified zoning and development ordinance will be held on November 3, 2022 from 4:00 p.m. to 6:30 p.m. and encouraged the PC members to attend.

**Adjournment:** The meeting was adjourned at 4:21 p.m.

PC APPROVED (Date): \_\_\_\_\_

\_\_\_\_\_  
Rae Davis, PC Vice Chairman

ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk

## PLANNING COMMISSION REGULAR MEETING MINUTES

**Tuesday November 1, 2022  
4:00 P.M.**

**Town Hall**

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**Members Present:** Chair Rae Davis, Vice Chair Charlie Banks, Member Caleb Pozsik, Member Yvonne Hudson

**Members Absent:** Member William Lynch

**Staff Present:** Planning & Zoning Manager Kevin Singletary, Public Affairs Director Nicholle Burroughs

**Call to Order:** Chair Davis called the meeting to order at 4:26 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:** Vice Chair Banks made the motion to approve the September 15, 2022 work session minutes as presented. Member Hudson seconded the motion. Motion passed unanimously.

Chair Rae Davis:	Yes	Vice Chair Charlie Banks:	Yes
Member Yvonne Hudson:	Yes	Member Pozsik:	Yes

Member Pozsik moved to approve the October 4, 2022 regular meeting minutes as presented. Member Hudson seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Rae Davis:	Yes	Vice Chair Charlie Banks:	Yes
Member Yvonne Hudson:	Yes	Member Pozsik:	Yes

**Public Comments related to agenda items:**

A member of the public, Jeff Grover, commented on the return on investment for funding on projects in the town. (See notes/video)

**New Business**

**2022 Capital Investments List:** The discussion for the Capital Investments list continued from the work session. Further discussion included façade improvements/requirements, and vacant building policy priorities in the list. Discussion also focused on the priorities in the utility list and how they would rank on this capital investment list. They also added a note to the list to recommend the utility director give a presentation on the projects for future discussions on the capital investments list. They also discussed items related to traffic items on the capital investment list, added a note about having presentations on road updates, and prioritized bicycle/pedestrian paths. Based on PC discussion regarding sidewalks/bike paths/pedestrian paths, it was determined that further discussion would be needed before passing the capital investment list on to Council. Administrator Burroughs recommended including in the note section to say that a high priority for sidewalk projects exists, but individually projects will have different priorities. Mr. Singletary summarized the changes from the work session and the discussion at this meeting.

Chair Davis moved to pass this list on to Town Council with the changes as discussed. Member Pozsik seconded the motion. No further discussion. Motion passed unanimously.

Chair Rae Davis:	Yes	Vice Chair Charlie Banks:	Yes
Member Yvonne Hudson:	Yes	Member Caleb Pozsik:	Yes

**Adjournment:** Vice Chair Banks moved the adjourn the meeting. Member Pozsik seconded the motion. The meeting was adjourned at 5:18 p.m.

PC APPROVED (Date): \_\_\_\_\_

\_\_\_\_\_  
Rae Davis, PC Vice Chairman

ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk

DRAFT



## PLANNING COMMISSION

THE PLANNING COMMISSION MEETS THE FIRST TUESDAY OF EACH MONTH AT 4:00 P.M. AT TOWN HALL LOCATED AT 157 NW COLUMBIA AVE. A WORK SESSION IS SCHEDULED FOR 3:00 P.M. BEFORE EACH SCHEDULED MEETING.

### **\*2023 SCHEDULE AS FOLLOWS:**

January 3, 2023	**July 11, 2023
February 7, 2023	August 1, 2023
March 7, 2023	September 5, 2023
April 4, 2023	October 3, 2023
May 2, 2023	November 7, 2023
June 6, 2023	December 5, 2023

**\*Scheduled meetings will be cancelled if there are no items to be reviewed.**

**\*\* Meeting moved to the 2<sup>nd</sup> Tuesday due to the 4<sup>th</sup> of July Holiday**



157 NW Columbia Avenue • P.O. Box 183 • Chapin, SC 29036

# **Unified Zoning and Development Ordinance Committee**

## **2023 SCHEDULE AS FOLLOWS:**

January 26, 2023  
February 16, 2023  
March 16, 2023  
April 20, 2023  
May 18, 2023  
June 15, 2023

## Town of Chapin Planning Commission By-Laws & Procedures

### Article I Organization

#### Section 1. Rules

These rules of procedure are adopted pursuant to S.C. Code § 6-29-360 for the Town of Chapin Planning Commission which consists of five (5) members appointed by Town Council.

#### Section 2. Officers

The officers of the Commission shall be a Chairperson and vice-Chairperson elected for one-year terms at the January meeting of the Commission each calendar year. The town clerk, or other member of staff when designated by town council, shall serve as secretary of the Commission.

#### Section 3. Chairperson

The Chairperson shall be a voting member of the Commission and shall:

- a. Call meetings of the Commission;
- b. Preside at meetings and hearings;
- c. Act as spokesperson for the Commission;
- d. Sign document for the Commission;
- e. Transmit reports and recommendations to Council, and
- f. Perform other duties approved by the Commission.

#### Section 4. Vice-Chairperson

The vice-Chairperson shall exercise the duties of the Chairperson in the absence, disability, or disqualification of the Chairperson. In the absence of the Chairperson and vice-Chairperson, an acting Chairperson shall be elected by the members present.

#### Section 5. Secretary

The secretary shall:

- a. Provide notice of meetings;
- b. Assist the Chairperson in preparation of the agenda;
- c. Keep minutes of meetings and hearings;
- d. Maintain Commission records as public records;
- e. Attend to Commission correspondence; and
- f. Perform other duties normally carried out by a secretary.

### Article II Meetings

#### Section 1. Time and Place

At the January meeting of the Commission each calendar year, the Commission shall adopt a regular meeting schedule for that calendar year. Regular meetings of the Commission shall be held in accordance with the annual schedule adopted by the Commission. The Commission may reschedule a meeting one month in advance by a majority vote. Special meetings may be called by the Chairperson upon 24 hours' notice, posted and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.



**Section 2. Agenda**

A written agenda shall be furnished by the secretary to each member of the Commission and the news media, and shall be posted at least 24 hours prior to each meeting, and at least twenty-four (24) hours prior to a special meeting. Items may be removed from the agenda or postponed at a meeting by majority vote.

**Section 3. Quorum**

A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

**Section 4. Rules of Order**

Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

**Section 5. Voting**

A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the Chairperson in writing, have it placed in the minutes, and refrain from deliberating and voting on the question. A member may recuse themselves from deliberating and voting on an agenda item in which they have interest that may represent a conflict of interest. The member will notify the Chairperson and secretary of recusal in writing 24 hours prior to the meeting. The member will excuse themselves from the chamber when the relevant agenda item comes up, and will return upon the items conclusion.

**Section 6. Conduct**

Except for public hearing, no person shall speak at a Commission meeting unless invited to do so by the Chairperson. If a person continues to speak without permission, the Planning Commission may recess the meeting until the person ceases, or may have the person removed from the meeting.

**Article III  
Public Hearings****Section 1. Notice**

The secretary shall give notice required by statute or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall give written notice to the secretary prior to commencement of the hearing.

**Section 2. Procedure**

In matters brought before the Commission for public hearing which were initiated by an applicant, the applicant, his agent or attorney shall be heard before members of the public. Next Staff shall have an option to be heard after members of the public. The applicant shall have the right to reply last. No person may speak for more than five (5) minutes without consent of the Chairperson. No person speaking at a public hearing shall be subject to cross examination. All questions shall be posed by the member of the Commission. In matters not initiated by an applicant, members of the public shall speak in the order in which the requests were received, or in such order as the Chairperson shall determine.

## **Article IV Records**

### **Section 1. Minutes**

The secretary shall record all meetings and hearings of the Commission digitally, which shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public record.

### **Section 2. Reports**

The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence, reports and forms shall be maintained as public records.

### **Section 3. Attendance**

The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The Commission shall recommend to the governing body the removal for cause of any member who is absent from three (3) consecutive meetings without adequate reason.

## **Article V Review Procedure**

### **Section 1. Zoning Amendments**

Proposed zoning text and district amendment shall be considered and recommendations shall be forwarded to the governing body within thirty (30) days after receipts of the proposed amendments, unless additional time is given by the governing body. When so authorized, the Planning Commission shall conduct any required public hearing prior to making a recommendation.

### **Section 2. Plats**

Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may then approve for recording plats for existing lots of record, minor subdivision of land which meet all zoning requirements, and subdivisions which are exempt from regulation pursuant to S.C. Code § 6-29-1110(2). The Commission shall be informed in writing of all staff approvals at the next regular meeting, and public record of such actions shall be maintained. All other plats shall be subject to review and approval by the Commission.

### **Section 3. Comprehensive Plan**

All zoning and land development regulation amendments shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission meeting the requirements of S.C. Code § 6-29-510(E).

**Section 4. Reconsideration**

The Commission may reconsider any review when so requested by the governing body, or when an applicant brings to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review.

**Article VI  
Adoption and Amendment**

**Section 1. Amendment**

These rules may be amended at any regular meeting of the Commission by a majority vote of the members of the Commission at least seven (7) days after the written amendment is delivered to all members.

**Section 2. Adoption.**

These rules were adopted by a vote of a majority of the board at a regular public meeting on:

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Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson