

# PLANNING COMMISSION MEETING MINUTES

Tuesday January 11, 2021  
4:00 P.M.

Town Hall

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**Members Present:** Vice Chair Rae Davis, Member Jeff Grover, Chair Zack Haney, Member William Lynch, and Member Charlie Banks

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

**Call to Order:** Chair Haney called the meeting to order at 4:05 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:** Before the approval of the minutes, Town Clerk Bowers noted that items 6 and 7 of the October 26, 2021 minutes were missing as a part of the packet for this meeting. A separate page was provided to the Planning Commission (PC) reflecting the addition of those two sections. Chairman Haney made the motion to approve the October 26, 2021 meeting minutes, including the addition by Town Clerk Bowers, as presented Vice Chair Davis seconded the motion. Minutes were passed, with amendments, unanimously.

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

## **Public Comments:**

There were no public comments.

## **New Business**

**Election of Chair and Vice Chair:** Member Lynch moved to nominate Zack Haney to remain the chair of the PC. Vice Chair Davis seconded the motion. Motion passed unanimously.

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

Chair Haney moved to nominate Rae Davis to remain as the vice chair of the PC. Member Banks seconded the motion. Motion passed unanimously.

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

**Approval of 2022 Planning Commission Meeting Schedule:** Chair Haney made the motion to approve the 2022 meeting schedule as presented. Member Banks seconded the motion. Discussion included amending the schedule to move the July and September meetings to the 2<sup>nd</sup> Tuesday due to the holidays. Chair Haney also requested that the January meeting be listed for record keeping purposes. Motion to approve the 2022 meeting schedule, with amendments, was passed unanimously.

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

**Update to the Planning Commission policies and procedures:** Chair Haney made the motion to approve the update to the planning commission policies and procedures as presented. Member Lynch seconded the motion. Discussion followed. ZA Singletary noted that he made updates to the officer information to reflect officer elections and schedule adoptions in January of the calendar year, the Town Clerk to serve as secretary, updated the processes of the PC, and removed article 6 referencing finances, since the PC does not have any control over finances. Other suggestions included minor grammatical changes, updates to record keeping in regards to digital copies, and changing Chair and Vice Chair to Chairperson and Vice Chairperson. Motion to amend the PC policies and procedures as discussed and amended passed unanimously.

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

**Discussion: Capital Investment Projects:** ZA Singletary presented the capital investment project list as it appears in the comprehensive plan to the PC. He explained that staff anticipates the opportunity for funding of capital investment projects to present in the coming year, and would like the PC to review this list for any priority projects the PC wishes to pursue or for any additional items that can be added to this list. A point was clarified about an item on the list designating staff resources to coordinate with Lexington County. It was not intended to imply the Town hire a person to facilitate that, only to encourage and enable staff to coordinate with the County. It was suggested that a work session be held to discuss projects the PC identifies as important in more detail. It was also suggested that a joint meeting of the Town boards be held to discuss those priorities.

**Open time for PC and Staff:** ZA Singletary informed the PC that a request for action is being put before council to begin the process of putting out requests for proposals to create a unified zoning and development ordinance. He explained the process is a typical response to the adoption of a new comprehensive plan, and would combine our zoning regulations, development regulations, and subdivision regulations together in one document. Having them updated and combined will bring them more in line with what was laid out in the comprehensive plan. He informed the PC that they will be involved with this update process as it develops. It was generally agreed by the PC that separate meeting be held to discuss this update, but they would also defer to the Chair and staff if and when it can be an additional item on a regular PC meeting or if a separate meeting would need to be scheduled. ZA Singletary stated that it is anticipated that completion of this UDO will be in April of 2023. ZA Singletary encouraged the PC to continue to reviewing the comprehensive plan and keeping notes to help the UDO process as it develops.

ZA Singletary also noted that the update to the Lexington County comprehensive plan is currently underway, and suggested the PC review that, with the section on land development being the most relevant to the Chapin area.

Chair Haney wanted the PC to be aware that with the road construction projects set to take place in Chapin, there will be two new roads developed that the PC will need to name. He would like to make this discussion an agenda item at the next meeting.

**Adjournment:** Chair Haney made the motion to adjourn the meeting. Member Vice Chair Davis seconded the motion. The meeting was adjourned at 5:22 p.m

PC APPROVED (Date): February 1, 2022