

PLANNING COMMISSION WORK SESSION MINUTES

Tuesday June 7, 2022
3:00 P.M.

Town Hall

Members Present: Member Jeff Grover, Vice Chair Rae Davis, Member William Lynch (arrived at 3:30 p.m.)

Members Absent: Member Charlie Banks

Staff Present: Zoning Administrator (ZA) Kevin Singletary, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

Call to Order: Vice Chair Davis called the meeting to order at 3:05 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 compiled the Planning Commission (PC) member lists for capital investment projects in order to rank them by priority. Member Grover requested to add community involvement and traffic concerns to the list of items to prioritize. Director Burroughs then directed the PC to think of capital investment items that have actions that Council can take. From the discussion, one potential action item for the PC to add was to establish a fund for professional services. The PC will develop a prioritization matrix into a 1-year, 5-year, and 5-year and up plan, taking each action item into consideration for urgency, cost, community impact, growth, safety, and importance to rank action items by priority for the next meeting.

Cooperative and Communications with Lexington County discussion: Director Burroughs updated the PC on communications with Lexington County. The county council and county administration recommended that Robbie Derrick come and make a presentation to the PC on things happening with the County. Director Burroughs asked the PC how they wished for staff to proceed. PC would like to share the vision for Chapin with the county to continue a cooperative relationship. The PC will consider items for discussion to send to Robbie Derrick in preparation for this presentation.

UDO Schedule discussion: The PC was asked to consider another day in the month to meet to discuss the unified development ordinance. The PC requested the third Thursday of each month at 2:00 p.m., and to possibly meet over Zoom.

Open time for PC and Staff: ZA Singletary noted that a contract has been entered into with the group developing the UDO and he hopes to have more information at a future meeting. Vice Chair Davis commented that the PC was a great group to be a part of and going forward they will all need to work together to achieve the goals of the PC.

Adjournment: Chairman Haney adjourned the work session at 4:01 p.m.

PC APPROVED (Date): _____

Rae Davis, PC Vice Chair

ATTEST: _____
Shannon Bowers, Town Clerk