

# PLANNING COMMISSION MEETING MINUTES

Tuesday June 7, 2022  
4:00 P.M.

Town Hall

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**Members Present:** Member Jeff Grover, Vice Chair Rae Davis, Member William Lynch

**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 4:02 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 May 3, 2022 Regular Meeting minutes and May 3, 2022 work session minutes as presented. Member Lynch seconded the motion. No further discussion was had. Motion passed unanimously.

Vice Chair Rae Davis:	Yes	Member William Lynch:	Yes
Member Jeff Grover:	Yes		

**Public Comments related to agenda items:**

There were no public comments.

**New Business**

**Zoning Ordinance Recommendation – Amending Article 5, section 518 (e) and 518(i) of the Zoning Ordinances regarding self-storage:** ZA Singletary explained that the Planning Commission (PC) discussed storage in the April 2022 meeting and the Mayor directed ZA Singletary to draft an amendment to the ordinances excluding storage as a principal use in the Town. ZA Singletary recommended that in addition to this amendment, that storage be included as a permitted use in the Light Manufacturing zoning district, create a definition for “storage building” and “open storage”, and explained how storage is addressed in the zoning ordinances. Questions were raised over clearly defining “storage building” and “self-storage”. ZA Singletary noted that this amendment would only pertain to the principal use of the property, and would not apply to accessory structures.

Vice Chair Davis made the motion to accept the staff recommendation amending Article 5, sections 518 (e) and 518 (i) as presented. Member Lynch seconded the motion. Discussion followed. The PC recommended adding screening requirements for outdoor/open storage. ZA Singletary noted that “open storage” was not a permitted use and the definition was included in this amendment for clarity. Member Lynch motioned to remove “outdoor space” from “mini warehouse” requirements in section 520 (k). Member Grover seconded the motion. Motion to amend passed unanimously.

Vice Chair Rae Davis:	Yes	Member William Lynch:	Yes
Member Jeff Grover:	Yes		

Motion to approve recommendation as amended passed unanimously.

Vice Chair Rae Davis: Yes  
 Member Jeff Grover: Yes  
 Member William Lynch: Yes

**Zoning Ordinance Recommendation – Amending Article 5 of the Zoning Ordinances and Article 8 of the subdivision regulations regarding planned developments:** ZA Singletary explained that several developers have expressed interest in planned developments (PD). Upon review, staff has discovered conflicts between the zoning ordinances and subdivision regulations pertaining to planned developments. ZA Singletary amended Article 8 in the subdivision regulations to remove the requirements and move them to Article 5 in the PD section in the zoning ordinances. A brief description of PD’s remains in Article 8, since subdivision regulations would still apply should a developer wish to subdivide a property.

- ZA Singletary also addressed Member Grover’s written concerns which include:  
 Signs – ZA Singletary explained signage for PD’s would be included/designed/approved in the PD plan, at the time it is submitted, by the PC and Town Council,
- Provision for PC involvement - the ZA would bring the proposed plan to the appropriate town body (PC or Architectural Review) once the ZA has determined the application process is complete,
- Zoning and building permits – ZA Singletary explained the zoning ordinances would dictate the need for building permits from Lexington County for PD’s, which would then determine compliance for a zoning permit with the Town,
- Clarification on site development plans in relation to zoning districts – ZA Singletary explained that a property would default to the appropriate Town zoning in accordance with the comprehensive plan if a PD does not move forward with development. Otherwise, PD’s get their own zoning district, and
- Traffic impact study standards – ZA Singletary noted that standards from SCDOT would be more appropriate for traffic impact studies rather than criteria being adopted by the Town of Chapin.

Member Grover made the motion to accept the staff recommendation amending Article 5 of the Zoning Ordinances and Article 8 of the subdivision regulations as presented. Member Lynch seconded the motion. Discussion followed.

The PC suggested changes to section 812 to change planning staff to Town staff review, include in the intent in section 8-1 to include “to provide a cohesive combination of live, work, shop, and play environments to promote a high quality of life without overburdening the local traffic infrastructure”, section 524 to follow the SCDOT guidelines for traffic impact studies under the PD district application section, and in number 2 of the application requirements in the description of how development, include the statement “a description of how this proposed plan and it’s configuration, residential/commercial, and public areas are beneficial to the overall vision of the Town and is in compliance with the comprehensive plan”.

Vice Chair Davis moved to amend the recommendation as discussed. Member Grover seconded the motion to amend. Motion passed unanimously.

Vice Chair Rae Davis: Yes  
 Member Jeff Grover: Yes  
 Member William Lynch: Yes

No further discussion on the original motion. Motion with amendments passed unanimously.  
 Vice Chair Rae Davis: Yes

Member Jeff Grover:                    Yes

Member William Lynch:            Yes

**Adjournment:** Member Lynch made the motion to adjourn the meeting-. Member Grover seconded the motion. The meeting was adjourned at 4:53 p.m.

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

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Rae Davis, PC Vice Chairman

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

DRAFT