

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING MINUTES**

**Monday June 13, 2022
4:00 p.m.**

Town Hall

Members Present: Mayor Al Koon, Mayor Pro Tempore Mike Clonts, Council Member Kay Hollis, Council Member Gregg White

Members Absent: Council Member Leland Teal

Staff Present: Public Affairs Director Nicholle Burroughs, Zoning Administrator (ZA) Kevin Singletary, Police Chief Thomas Griffin, Director of Finance Laura Culler, Utility Director Karalyn Miskie, and Town Clerk Shannon Bowers

Call to Order: Mayor Koon called the meeting to order at 4:00 p.m. Mayor Koon then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

New Business

Zoning Ordinance: Recommendation from Planning Commission: Amending Article 5 of the Zoning Ordinances regarding planned developments – 1st Reading:

ZA Singletary explained changes to the zoning ordinances regarding planned developments. There were contradictions regarding planned developments between the zoning ordinances and the subdivision regulations. The amendment primarily focuses the regulations within the zoning ordinance. Town council reviewed this information at the last council work session and the Planning Commission (PC) reviewed the staff recommendations and made the following changes: a traffic impact study would be prepared in accordance with guidelines adopted by SCDOT, and “a description of how this proposed plan and its configuration, residential/commercial, and public areas is beneficial with the overall vision of the Town and is in compliance with the comprehensive plan;” to be included in the requirements for the planned development narrative.

Mayor Pro Tem Clonts made the motion to approve 1st reading of PC recommendation amending Article 5 of the zoning ordinances regarding planned developments. Council Member White seconded the motion. Discussion followed.

Council raised questions regarding requiring more detailed descriptions of the developments from developers and listing out restrictions from the Town in this process. ZA Singletary explained that each planned development would be different and it would depend on the type of development submitted. ZA Singletary would communicate with the developer on what the Town would like to see and use the comprehensive plan as the guide to that process. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes

Subdivision Regulations: Recommendation from Planning Commission: Article 8 of the subdivision regulations regarding planned developments – 1st Reading

ZA Singletary explained the changes to the subdivision regulations regarding planned developments. The language detailing the planned development process was removed from the subdivision regulations. The intent description remains and was updated to read: “The intent of the Planned

Development is 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.” Plat review requirements were kept in this section since those regulations would apply should a property/development wish to subdivide and would be reviewed by Town staff. Elements that were removed from the subdivision regulations are maintained in the zoning ordinances.

Council Member White made the motion to approve 1st reading of Planning Commission recommendation amending Article 8 of the subdivision regulations regarding planned developments. Mayor Pro Tem Clonts seconded the motion. Discussion followed.

Council inquired why the acreage for planned developments went from 4 acres down to 2 acres. ZA Singletary explained that properties currently in the Town limits typically don't exceed 4 acres, by reducing the acreage it increases the likelihood of more planned developments to be negotiated between the Town and potential developers. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes

Ordinance: FY 2022 Budget amendment establishing a fund and providing appropriation for the sewer line installation on a portion of Indian Cove Road – 1st reading:

Mayor Koon explained the budget amendment by stating that funds have been collected from the residents along a portion of Indian Cove Road and the process has been started to spend money on the construction of the sewer line along that portion of the road. This amendment is establishing a fund budget for this money and to appropriate those funds for the construction of a sewer line along a portion of Indian Cove Road.

Mayor Pro Tem Clonts made the motion to approve 1st reading amending the FY 2022 Budget to establish a fund and providing appropriation for the sewer line installation on a portion of Indian Cove Road. Council Member White seconded the motion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes

Request for Action: Construction Contract for Indian Cove Sewer Force Main: Mayor Pro Tem Clonts made the motion to award and authorize the mayor to sign the construction contract to Metts Construction for the construction of the sewer line installation on a portion of Indian Cove Road. Council Member White seconded the motion.

Council inquired about the wide range of bid prices received. Director Miskie explained that some of the contractors were asked to submit by the residents of the Indian Cove area. The lower quoted bids were from local companies. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes

Adjournment: Council Member White made the motion to adjourn the meeting. Mayor Pro Tem Clonts seconded the motion. Meeting was adjourned at 4:21 p.m.

COUNCIL APPROVED: June 21, 2022