

## CHAPIN PLANNING COMMISSION MEETING MINUTES

**Tuesday, June 25, 2019  
4:00 P.M.**

**Town Council Chambers  
157 NW Columbia Ave, Chapin**

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**Members Present:** Chairman Kevin Sheppard, Vice Chairman Joe Dever (via telephone), and Member Jerry Shealy

**Members Absent:** Member Rae Davis and Member Doug Barnett

**Staff Present:** Town Engineer Dan Lambert, Director of Public Affairs Nicholle Burroughs, and Town Clerk Julie Hammond

**Guests:** Lynne Branham, Stan Shealy, and Patrick Chambers

**Call to Order:** 4:00 p.m.

**Approval of Minutes:** Planning Commission (PC) Members reviewed Regular Meeting Minutes of May 28, 2019. PC Member Shealy moved to approve the minutes as presented. Vice Chairman Dever seconded the motion. All were in favor, motion carried.

### **Reports**

Town Engineer Dan Lambert and Director of Public Affairs Nicholle Burroughs were introduced, as well as, Patrick Chambers who represents the O’Reilly Auto Parts development.

### **Old Business**

**Capital Improvements List Discussion:** Chairman Sheppard moved the Capital Improvements List discussion to the last item of business.

### **New Business**

**Site Plan Review – O’Reilly Auto Parts – 945 Chapin Rd:** The Architectural Review Board (ARB) gave preliminary approval on O’Reilly Auto Parts and the Zoning Board of Appeals (ZBA) granted a variance allowing two rows of parking in front of the establishment (GC/Town Center Overlay District indicates a 0-10’ setback).

Town Engineer Dan Lambert indicated the site plan “Exhibit A” had met the Town of Chapin Zoning Ordinance criteria for land development. He noted parking had been met for retail sq footage and a dumpster location was identified.

**Site Plan Review – Cunningham Waters Construction Co – 105 Ellett Rd:** The ARB gave preliminary approval on the Chapin Retail Center development by Cunningham Waters Construction Co. The ZBA granted a variance allowing the use of pervious parking materials (True Grid Parking System – GC/Gateway Overlay District – indicates impervious parking materials in parking areas with 10 or more spaces).

Town Engineer Dan Lambert noted the following items pertaining to Cunningham Waters site plan “Exhibit B:”

1. Parking density had not been analyzed yet;
2. Dumpster locations for the 9 tenants had not been identified;
3. Pump Station for the utilities plan had not been identified;
4. 90° turn radius on the service drive appears to be inadequate;
5. Signage was not addressed and should be kept in mind for the future; and
6. Future buildings are designated and will require a service entrance and dumpster location.

Vice Chairman Dever had additional concerns regarding pedestrian walkways connecting future buildings and bike facilities.

Member Shealy moved to receive the reports on O'Reilly Auto Parts and the Chapin Retail Center as information. Vice Chairman Dever seconded the motion. All were in favor, motion carried.

**Capital Improvements List Discussion:** Vice Chairman Dever provided an expanded version of the Capital Improvements List "Exhibit C" to include the originating source, driving category, priority level, and status. He also included a low and high Rough Order of Magnitude (ROM) which gives the estimated level of effort, in terms of completion time and cost. Projects sourced by the Central Midlands Council of Government (COG) were based on linear foot and did not include the land cost.

Additional Capital Improvements were included in conjunction with the I-26 and S-48 Road Widening Projects for beautification. Estimated costs would be coming from a professional services contract with Mead & Hunt that was approved by Council in February. Director Burroughs pointed out that there was no funding for the beautification/enhancement projects at this time but it made sense to capture these capital improvement projects during the construction process so you are only paying the difference between what is planned and the beautification/enhancement.

The Capital Improvements List is an on-going discussion that may take three to four months to complete. Members were tasked with identifying at least two new recommendations for capital improvements for next month's meeting. The items could be anything from drainage issues, dangerous intersections, or tree cover.

Chairman Sheppard moved to have each Commission Member bring at least two new recommendations to the July 2019 PC Meeting to be added to the discussion for the Capital Improvement List. Member Shealy seconded the motion. All were in favor, motion carried.

**Adjournment:** Chairman Sheppard moved to adjourn the Planning Commission Meeting. Vice Chairman Dever seconded the motion. All were in favor, motion carried. Meeting adjourned at 4:40 p.m.

PC APPROVED: \_\_\_\_\_ July 23, 2019 \_\_\_\_\_