

## CHAPIN PLANNING COMMISSION MEETING MINUTES

**Tuesday, September 24, 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, Member Doug Barnett, Member Rae Davis, and Member Jerry Shealy

**Members Absent:** None

**Staff Present:** Town Engineer Dan Lambert and Town Clerk Julie Hammond

**Guests:** Joe Cross and Jen Cross

**Call to Order:** Chairman Sheppard called the meeting to order at 4:08 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:** Planning Commission (PC) Members reviewed Regular Meeting Minutes of August 27, 2019. Vice Chairman Dever moved to approve the minutes as presented. PC Member Barnett seconded the motion. All were in favor, motion carried.

### **Reports**

Members received an updated copy of the Chapin Zoning Ordinance (September 2019) to include the following amendments approved by Town Council:

1. Amend Zoning Districts Pertaining to Multi-Family Housing – September 2, 2018;
2. Define & Zone Retail Tobacco & Alternatives Store – September 3, 2019;
3. Allowing for Pervious Paving Materials – September 3, 2019; and
4. Amend Article 10 Architectural Review Standards – September 3, 2019.

The Town of Chapin is hosting a Public Meeting/Drop-In to discuss the possibility of a Hospitality Tax on Thursday, October 3, 2019 from 6:00 to 8:00 p.m.

### **Old Business**

**Ordinance – Amend Article 9 Signs of the Chapin Zoning Ordinance:** Chairman Sheppard moved item 5b. to the first topic of the Old Business. Members previously proposed some changes to the Sign Ordinance “Exhibit A.”

Further discussion identified items they still wanted to accomplish:

1. Luminosity – Illuminated Signs;
2. Clutter Reduction;
3. Update/Clean-up Existing Signage;
4. Readability of Signs;
5. Placement of Signs; and
6. Define (example temporary vs portable).

Architectural Review Board Member Bryson Tucker put the Town in contact with DeeDee Simmons of the Fitts Company. Ms. Simmons would be more than happy to present information during a work session that would assist the Town in cleaning up the sign ordinance and ultimately signage within the Town.

PC Members agreed that a work session would be beneficial prior to making sign recommendations to Town Council. Proposed dates in October would be sent out to accommodate a work session.

**Capital Improvements List Discussion:** Members agreed the next step in the Capital Improvements Discussion would be the ranking process. They indicated the ranking should be feasible, realistic, and include a time element.

Vice Chairman Dever proposed the four easiest projects within Chapin: Crosswalks at Zorba's; China Wok; Sonic; and Wells Fargo that were identified in the Capital Improvement Project List "Exhibit B." He indicated the Town may be able to get assistance from the South Carolina Department of Transportation (SCDOT). He also felt the sidewalk on Lexington Ave from Columbia Ave to Crooked Creek Park was a priority project as noted in the Chapin, Swansea, Batesburg-Leesville Bike and Pedestrian Master Plan "Exhibit C."

Also included was the Town of Chapin Utilities Capital Improvement Project List "Exhibit D" for reference.

Town Engineer Lambert noted additional signalization at Columbia Ave, Amick's Ferry, and Chapin Rd to help alleviate the traffic stacking.

Next month, the Planning Commission would rank the projects from a priority stand point in a multi-year format (annual, 3-4 year, and longer) and prepare to present to Town Council in a work session.

PC Member Davis moved to accept information as presented under Old Business, items 5a. and 5b. PC Member Barnett seconded the motion. All were in favor, motion carried.

### **New Business**

Chairman Sheppard announced his resignation effective immediately due to health concerns and provided a written resignation "Exhibit E."

PC Member Barnett moved to commend Ms. Hammond for her service to the Planning Commission. PC Member Davis seconded the motion. All were in favor, motion carried. Clerk Hammond was relocating and her last day is October 4, 2019.

**Adjournment:** Vice Chairman Dever moved to adjourn the Planning Commission Meeting. PC Member Barnett seconded the motion. All were in favor, motion carried. Meeting adjourned at 4:48 p.m.

PC APPROVED: \_\_\_\_\_ November 26, 2019