

**CHAPIN PLANNING COMMISSION
REGULAR MEETING
Electronic Meeting**

**March 23, 2021
4:00 P.M.**

AGENDA

1. CALL TO ORDER AND DETERMINE QUORUM
2. STATEMENT OF FREEDOM OF INFORMATION ACT COMPLIANCE
3. APPROVAL OF MINUTES
 - a. February 23, 2021 Meeting Minutes
4. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
5. OLD BUSINESS
 - a. Zoning ordinance Article 7: Landscaping, Buffer, and Open Space - Tree list discussion and approval
6. NEW BUSINESS
7. OPEN TIME FOR PLANNING COMMISSION AND STAFF
8. ADJOURN

*** Procedures for Electronic Meetings (See Chapin Town Ordinance No.: 009-08-2020)**

In an abundance of caution related to the COVID-19 State of Emergency, this meeting is being conducted via Zoom video conference call. Those wishing to listen or participate may call in using the information below.

Planning Commission March Meeting

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJYsce-uj0uGNUyVV9RNvioq6LtKrE4VOph>

(Link to the meeting will be automatically generated upon completion of registration)

Direct questions about the call-in procedure to Town Hall at (803) 345-2444
Meeting Moderator: Shannon Bowers, Town Clerk (shannon@chapinsc.com)

**** Procedures for Public Comments during Electronic Meetings:**

Written public comments or written requests to the moderator to make a public comment during the public comment section of the Agenda, must be received by the moderator no later than 3:45 PM on March 23, 2021, and must also comply with the Public Comment Policy attached to this Agenda.

CHAPIN TOWN COUNCIL MEETING

PUBLIC COMMENT POLICY

PROCEDURE:

Persons wishing to make public comments concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

**CHAPIN PLANNING
COMMISSION
MEETING MINUTES**

**Tuesday February 23, 2021
4:00 P.M.**

Electronic Meeting

Members Present: Chairman Zack Haney, Vice Chairman Rae Davis, Member Jerry Shealy, Member Jeff Grover (joined at 4:20), and Member Karalyn Miskie

Members Absent: none

Staff Present: Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

Guests: None

Call to Order: Chairman Haney called the meeting to order at 4:10 p.m. Municipal Clerk Bowers did a roll call to determine attendance. Chairman Haney 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 Shealy made a motion to approve the January 26, 2020 meeting minutes. Chairman Haney seconded the motion. Discussion followed. Vice Chairman Davis and Member Grover both wished to clarify points in the minutes before approving. Chairman Haney made the motion to withdraw original motion. Member Shealy seconded that motion. Chairman Haney made a new motion to approve the January 26, 2021 minutes as amended per discussion. Member Miskie seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Haney: Yes

Member Miskie: Yes

Vice Chairman Davis: Yes

Member Shealy: Yes

Public Comments:

There were no public comments.

Old Business

Approve Recommendation to Council – Amending Article 6 of the Subdivision Regulations to include amenities: Chairman Haney noted that there have been several discussions regarding amenities in past meetings and that Zoning Administrator (ZA) Ashford has submitted a document for amenities as it will appear in the subdivision regulations. ZA Ashford stated that Member Grover, prior to the meeting, submitted a request to add ponds to the list of amenities. ZA Ashford classified ponds under standard amenities and will read as follows: Ponds – a visually or recreationally used pond with a minimum of 2,000 square feet in area. Member Miskie made the motion to approve the recommendation to Council to amend Article 6 of the Subdivision Regulations to include amenities, with the addition of ponds to the amenity list. Vice Chairman Davis seconded the motion. All in favor, motion carried.

Chairman Haney: Yes

Vice Chairman Davis: Yes

Member Grover: Yes

Member Miskie: Yes

Member Shealy: Yes

New Business

Recommendation to Council – Amending Article 5, section 518, subsection D of the Zoning Ordinances to include NAICS code for permitted uses: ZA Ashford provided an overview of a recent inquiry for a new pool supply business that has approached the Town about locating to a property off of Columbia Ave. Pool supply stores are currently allowed in Neighborhood Commercial. Staff recommends that pool supply sales are more appropriate in General Commercial than in Neighborhood Commercial, therefore, rather than require the property owner to rezone the property, it was recommended to the Planning Commission (PC) to add NAICS code 453998 to only permit pool supply store to the Zoning Ordinances, Article 5, Section 518 (d) under permitted uses for General Commercial.

A concern was raised that there was another code that pool supply sales were classified under and could cause problems at future meetings if parts of a business' model are excluded. ZA Ashford noted that typically only one NAICS code is assigned for what that business is registered for. He gave the example of convenience stores that sells many different things like alcohol, tobacco, and food products, but, is only classified as one thing: convenience store.

Vice Chairman Davis made the motion to accept the recommendation to Council to add NAICS code 453998 swimming pool supply stores to Article 5, section 518, subsection D under permitted uses to the Zoning ordinance. Chairman Haney seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Haney: Yes

Vice Chairman Davis: Yes

Member Grover: Yes

Member Miskie: Yes

Member Shealy: Yes

Recommendation to Council – Article 10: Overlay District Regulations amendments: ZA Ashford explained that he and Mayor David Knight had been working through updates to the Town's overlay districts. Chairman Haney and Architectural Review Board (ARB) Chairman Harmon Reed met with ZA Ashford for the initial round of edits. Mayor Knight has made further changes to the Overlay District Regulations and directed ZA Ashford to present the changes to the map and district standards to the PC. Chairman Haney noted that he had not seen the changes made prior to receiving them for this meeting, and wondered if other board members on PC or ARB have. ZA Ashford confirmed that neither the PC nor the ARB had seen these changes made by Mayor Knight. He noted that the map previously approved by the PC has not been viewed by Council. ZA Ashford recommended that the PC deny the changes to the Overlay District Regulations until a two-by-two-by-two meeting be scheduled between staff, PC, and ARB members to discuss.

Chairman Haney did not feel comfortable approving these changes at this time and recommended that the PC review the information in ZA Ashford's report regarding the changes. He then directed the PC to send any comments, questions, or concerns to ZA Ashford before proceeding any further.

Vice Chairman Davis made the motion to deny the changes to Article 10: Overlay District Regulations amendments due to a lack adequate time by PC to review extensive changes. Chairman Haney seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Haney: Yes
 Vice Chairman Davis: Yes
 Member Grover: Yes

Member Miskie: no vote recorded due to audio issues
 Member Shealy: Yes

Zoning Ordinance Article 7: Landscaping, Buffer, and Open Space - Tree list discussion:

ZA Ashford began the discussion by stating that Article 7, section 701-2 (b -3) states there is an approved tree list attached with the ordinance. ZA Ashford has researched the topic and has found no such list. ZA Ashford asked Member Grover and the Chapin Beautification committee to compile a list of approved and prohibited tree lists. Member Grover stated that the list provided for the PC came from surrounding municipalities in order to form a complete list of native trees for use in Town. This would only apply to commercial development. It was noted that this list most closely aligns with the tree list for Lexington County. Chairman Haney asked Member Miskie if a tree list from the City of Cayce could be obtained as a reference point. Member Miskie will check in to it and get back with the group. The question was asked if a professional arborist could help with this list. Member Grover stated that he knew of one and would reach out to the individual.

Open Time for Staff and Planning Commission: Town Clerk Bowers gathered input on meeting preferences for continuing education offered by the Municipal Association of South Carolina.

Adjournment: Chairman Haney moved to adjourn the Planning Commission Meeting. Member Grover seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:18 p.m.

PC APPROVED (Date): _____

 Zack Haney, PC Chairman

ATTEST: _____
 Shannon Bowers, Town Clerk

Approved Tree List

<u>Scientific Name</u>	<u>Common Name</u>
<i>Acer barbatum</i>	Florida Maple
<i>Acer buergerianum</i>	Trident Maple
<i>Acer palmatum</i>	Japanese Maple
<i>Acer rubrum</i>	Red Maple
<i>Acer saccharum</i>	Sugar Maple
<i>Acer x freemanii</i>	Autumn Blaze Maple
<i>Amelanchier spp.</i>	Serviceberry
<i>Betula nigra</i>	River Birch
<i>Carpinus betulus</i>	European Hornbeam
<i>Carpinus caroliniana</i>	American Hornbeam
<i>Carya spp.</i>	Hickory
<i>Cedrus atlantica</i>	Atlas Cedar
<i>Cedrus deodara</i>	Deodar Cedar
<i>Cercidiphyllum japonicum</i>	Katsura Tree
<i>Cercis canadensis</i>	Eastern Redbud
<i>Cercis chinensis</i>	Chinese Redbud
<i>Cercis reniformis</i>	Oklahoma Redbud
<i>Chionanthus spp.</i>	Fringetree
<i>Claudastris kentukea</i>	American Yellowwood
<i>Cornus florida</i>	Flowering Dogwood
<i>Cornus kousa</i>	Kousa Dogwood
<i>Cotinus coggygria</i>	Smoke Tree
<i>Crataegus viridis</i>	Winter King Hawthorn
<i>Cryptomeria japonica</i>	Japanese Cryptomeria
<i>Cupressus arizonica</i>	Arizona Cypress
<i>Diospyros virginiana</i>	Common Persimmon (male)
<i>Eriobotrya japonica</i>	Loquat
<i>Fraxinus pennsylvanica</i>	Green Ash
<i>Ginkgo biloba</i>	Ginkgo (male)
<i>Gleditsia triacanthos</i>	Honey-Locust
<i>Gymnocladus dioicus</i>	Kentucky Coffeetree
<i>Halesia caroliniana</i>	Carolina Silverbell
<i>Ilex decidua</i>	Possumhaw
<i>Ilex opaca</i>	American Holly
<i>Ilex vomitoria</i>	Yaupon Holly (standard and weeping)
<i>Ilex x 'Mary Nell'</i>	Mary Nell Holly
<i>Ilex x 'Nellie Stevens'</i>	Nellie Stevens Holly
<i>Ilex x attenuata 'East Palatka'</i>	East Palatka Holly
<i>Ilex x attenuata 'Fosteri'</i>	Foster's Holly
<i>Ilex x attenuata 'Savannah'</i>	Savannah Holly

<i>Juniperus chinensis 'Blue Point'</i>	Blue Point Juniper
<i>Juniperus chinensis 'Torulosa'</i>	Torulosa Juniper
<i>Juniperus siliciola</i>	Brodie Juniper
<i>Juniperus virginiana</i>	Eastern Redcedar
<i>Juniperus virginiana</i>	Burkii Redcedar
<i>Koelreuteria paniculata</i>	Goldenrain Tree
<i>Ligustrum japonicum 'Recurvifolium'</i>	Recurve Ligustrum
<i>Liquidambar acalycina</i>	Burgundy Flush Sweetgum
<i>Liquidambar styraciflua 'Rotundiloba'</i>	Sweetgum (sterile)
<i>Liriodendron tulipifera</i>	Yellow-Poplar
<i>Loropetalum chinense rubrum</i>	Burgundy Loropetalum (large varieties)
<i>Magnolia grandiflora</i>	Southern Magnolia
<i>Magnolia grandiflora 'Little Gem'</i>	Little Gem Magnolia
<i>Magnolia spp.</i>	Japanese Magnolia
<i>Magnolia virginiana</i>	Sweetbay Magnolia
<i>Malus hybrida</i>	Flowering Crabapple
<i>Metasequoia glyptostroboides</i>	Dawn Redwood
<i>Nyssa sinensis</i>	Chinese Tupelo
<i>Nyssa sylvatica</i>	Blackgum
<i>Osmanthus spp.</i>	Tea Olive
<i>Ostrya virginiana</i>	Eastern Hophornbeam
<i>Oxydendrum arboreum</i>	Sourwood
<i>Parrotia persica</i>	Persian Parrotia
<i>Pinus palustris</i>	Longleaf Pine
<i>Pistacia chinensis</i>	Chinese Pistache
<i>Plantanus x acerifolia</i>	London Planetree
<i>Platanus occidentalis</i>	Sycamore
<i>Prunus caroliniana</i>	Carolina Laurel Cherry
<i>Prunus cerasifera</i>	Purple Leaf Plum
<i>Prunus mume</i>	Flowering Apricot
<i>Prunus serrulata</i>	Kwanzan and Snow Goose Cherry
<i>Prunus subhirtella</i>	Autumnalis Cherry
<i>Prunus x incamp 'Okame'</i>	Okame Cherry
<i>Prunus x yedoensis</i>	Yoshino Cherry
<i>Quercus acutissima</i>	Sawtooth Oak
<i>Quercus alba</i>	White Oak
<i>Quercus bicolor</i>	Swamp White Oak
<i>Quercus coccinea</i>	Scarlet Oak
<i>Quercus falcate</i>	Southern Red Oak
<i>Quercus hemisphaerica</i>	Darlington Oak
<i>Quercus laurifolia</i>	Laurel Oak
<i>Quercus lyrata</i>	Overcup Oak
<i>Quercus michauxii</i>	Swamp Chestnut Oak
<i>Quercus myrsinifolia</i>	Chinese Evergreen Oak

<i>Quercus nigra</i>	Water Oak
<i>Quercus nuttallii</i>	Nuttall Oak
<i>Quercus pagoda</i>	Cherrybark Oak
<i>Quercus palustris</i>	Pin Oak
<i>Quercus phellos</i>	Willow Oak
<i>Quercus rubra</i>	Northern Red Oak
<i>Quercus shumardii</i>	Shumard Oak
<i>Quercus virginiana</i>	Live Oak
<i>Salix babylonica</i>	Weeping Willow
<i>Salix matsundana var. tortuosa</i>	Corkscrew Willow
<i>Styrax japonica</i>	Japanese Snowbell
<i>Taxodium ascendens</i>	Pond-Cypress
<i>Taxodium distichum</i>	Baldcypress
<i>Thuja occidentalis 'Emerald'</i>	Emerald Arborvitae
<i>Thuja x 'Green Giant'</i>	Green Giant Arborvitae
<i>Tilia cordata</i>	Greenspire Linden
<i>Ulmus americana 'Princeton'</i>	Princeton Elm
<i>Ulmus parvifolia</i>	Lacebark Elm
<i>Viburnum awabuki</i>	Chindo Viburnum
<i>Vitex agnus-castus</i>	Chastetree
<i>Zelkova serrata</i>	Japanese Zelkova