

**CHAPIN PLANNING COMMISSION
REGULAR MEETING
Town Hall**

**July 12, 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. June 7, 2022 Meeting Minutes
 - b. June 7, 2022 Work Session Minutes
4. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
5. NEW BUSINESS
 - a. Election of Chair/Vice Chair
6. ADJOURN

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.

PLANNING COMMISSION WORK SESSION MINUTES

Tuesday June 7, 2022
3:00 P.M.

Town Hall

Members Present: Member Jeff Grover, Vice Chair Rae Davis, Member William Lynch (arrived at 3:30 p.m.)

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 3:05 p.m., and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Discussion

Capital Investment Projects: ZA Singletary compiled the Planning Commission (PC) member lists for capital investment projects in order to rank them by priority. Member Grover requested to add community involvement and traffic concerns to the list of items to prioritize. Director Burroughs then directed the PC to think of capital investment items that have actions that Council can take. From the discussion, one potential action item for the PC to add was to establish a fund for professional services. The PC will develop a prioritization matrix into a 1-year, 5-year, and 5-year and up plan, taking each action item into consideration for urgency, cost, community impact, growth, safety, and importance to rank action items by priority for the next meeting.

Cooperative and Communications with Lexington County discussion: Director Burroughs updated the PC on communications with Lexington County. The county council and county administration recommended that Robbie Derrick come and make a presentation to the PC on things happening with the County. Director Burroughs asked the PC how they wished for staff to proceed. PC would like to share the vision for Chapin with the county to continue a cooperative relationship. The PC will consider items for discussion to send to Robbie Derrick in preparation for this presentation.

UDO Schedule discussion: The PC was asked to consider another day in the month to meet to discuss the unified development ordinance. The PC requested the third Thursday of each month at 2:00 p.m., and to possibly meet over Zoom.

Open time for PC and Staff: ZA Singletary noted that a contract has been entered into with the group developing the UDO and he hopes to have more information at a future meeting. Vice Chair Davis commented that the PC was a great group to be a part of and going forward they will all need to work together to achieve the goals of the PC.

Adjournment: Chairman Haney adjourned the work session at 4:01 p.m.

PC APPROVED (Date): _____

Rae Davis, PC Vice Chair

ATTEST: _____
Shannon Bowers, Town Clerk

PLANNING COMMISSION MEETING MINUTES

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

Town Hall

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): _____

Rae Davis, PC Vice Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

DRAFT