

TOWN OF CHAPIN
Planning Commission Regular Meeting Agenda
Council Chambers, Chapin Town Hall
February 7, 2023
4:00 PM

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Approval of Minutes

1. January 3, 2023 Regular Meeting Minutes

Public Comments related to agenda items

New Business

2. Elections
 - a. Chair
 - b. Vice Chair

Action Items

3. Planning Commission interpretation of means of measurement to be use for cigar stores, tattoo parlors, and unlighted, regulation size, or par 3 golf courses.

Open Comments for PC members and staff

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 (2) 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 REGULAR MEETING MINUTES

Tuesday January 3, 2023
4:00 P.M.

Town Hall

Members Present: Chair Rae Davis, Vice Chair Charlie Banks, Member Caleb Pozsik, Member Yvonne Hudson (arrived at 4:12 p.m.)

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: Chair Davis called the meeting to order at 4:10 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Chair Davis moved to amend the agenda to move the election of Chair and Vice Chair to the end of the meeting. Before a second was offered, Member Hudson arrived. Chair Davis withdrew the motion and continued with the meeting.

Approval of Minutes: Member Pozsik made the motion to approve the November 1, 2022 work session minutes as presented. Member Hudson seconded the motion. Motion passed unanimously.

Chair Rae Davis: Yes
Member Yvonne Hudson: Yes
Vice Chair Charlie Banks: Yes
Member Caleb Pozsik: Yes

Vice Chair Banks moved to approve the November 1, 2022 regular meeting minutes as presented. Member Pozsik seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Rae Davis: Yes
Member Yvonne Hudson: Yes
Vice Chair Charlie Banks: Yes
Member Caleb Pozsik: Yes

Public Comments related to agenda items:

There were no public comments.

New Business

Elections: Mr. Singletary explained the process on electing a Chair and Vice Chair. Rae Davis volunteered to continue serving as Chair of the Planning Commission (PC). Member Pozsik nominated Charlie Banks as Chair of the PC. Members cast written ballots for their choice for Chair. The vote was split two to two. The PC agreed to postpone the elections to the next meeting in anticipation of adding the 5th member to the board.

2023 Meeting Calendar: The PC discussed the 2023 schedule and potential issues for the upcoming year. Member Pozsik moved to accept the 2023 meeting calendar as presented. Member Hudson seconded the motion. Motion passed unanimously.

Rae Davis: Yes

Yvonne Hudson: Yes
Charlie Banks: Yes
Caleb Pozsik: Yes

2023 UDO Meeting Schedule: Mr. Singletary explained the dates for the UDO Committee for 2023. Member Hudson moved to accept the 2023 UDO schedule as presented. Vice Chair Banks seconded the motion. Motion passed unanimously.

Rae Davis: Yes
Yvonne Hudson: Yes
Charlie Banks: Yes
Caleb Pozsik: Yes

Planning Commission By-laws & Procedures review: Mr. Singletary explained a few points in the by-laws including meeting attendance, member roles as they pertain to the Chair/Vice Chair, and meeting conduct. PC Members discussed the by-laws and asked questions pertaining to the attendance and potentially increasing the board to seven members. Mr. Singletary noted that if increasing membership were a topic the board would like Council to consider, he encouraged the members to put together a presentation for Council to review. Mr. Singletary did not suggest any changes to the by-laws currently, therefore there were no changes made by the PC to the by-laws and procedures at this meeting.

Open Comments for PC Members and staff: Mr. Singletary noted that he has completed a draft edit of the zoning districts and use table for the UDO committee to review in January. He noted that it would not be beneficial at this time to include a zoning map as a part of this discussion, but he is developing a map to be made available when the topic is ready for the committee to discuss.

Adjournment: Vice Chair Banks moved to adjourn the meeting. Member Hudson seconded the motion. The meeting was adjourned at 4:45 p.m.

PC APPROVED (Date): _____
_____, PC Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

GC SPECIAL EXCEPTIONS

(approved by Board of Zoning Appeals after hearing)

b. Cigar store

Provided the BZA determines:

- 1) Products to be sold and consumed are limited to those as defined by Section 201. 19. Food and beverage may be permissible.
- 2) Building is **at least 300 feet** from the lot of: A church; A public or private school; Any preexisting single-family residence.
- 3) Consumption of goods by customers and/or patrons will not be permitted in front of principal building or adjacent to public right of way.
- 4) All applicable State regulations are met.
- 5) Use is compatible with other uses in the area.

d. Tattoo parlors, provided the Board of Appeals determines:

(1). Building is **at least 1,000 feet** from the lot of:

A church;

A public or private elementary or secondary school;

A boundary of any residential district;

A public park adjacent of any residential use;

A day care center; and

The property line of a lot devoted to residential use.

(2). All applicable state regulations are met;

adequate provisions are made for traffic access and safety; and

use is compatible with the other uses in the area.

RD SPECIAL EXCEPTIONS

(Approved by the Board of Zoning Appeals after hearing)

Unlighted, regulation-size or par three golf course, provided the Board of Zoning Appeals determines;

(1). adequate off-street parking is provided;

no building permitted except maintenance shed, clubhouse (including limited eating facility & pro shop), cart storage, restrooms, rain shelters, & gate house;

no permitted building or parking facility shall be **within 300 feet** of a dwelling;

(4). adequate provisions for access & traffic safety;

(5). the use is compatible with the district

RS-2 SPECIAL EXCEPTIONS

(Approved by Board of Zoning Appeals after hearing)

a. Unlighted, regulation size or par three golf course; provided the Board of Zoning Appeals determines:

(1). adequate off-street parking is provided;

no building permitted except maintenance shed, clubhouse (including limited eating facility & pro shop), cart storage, restrooms, rain shelters, & gate house;

(3). no building or parking facility **within 300 ft.** of a dwelling; **(4).** adequate provisions of access & traffic safety;

(5). the use is compatible with the district.

RS-3 SPECIAL EXCEPTIONS

(approved by Board of Zoning Appeals after hearing)

Unlighted, regulation size or par three golf course; provided the Board of Zoning Appeals determines:

(1). adequate off-street parking is provided;

no building permitted except maintenance shed, clubhouse (including limited eating facility & pro shop), cart storage, restrooms, rain shelters, & gate house;

no building or parking facility **within 300 ft.** of a dwelling;

(4). adequate provisions of access & traffic safety;

(5). the use is compatible with the district.