

**CHAPIN PLANNING  
COMMISSION  
MEETING MINUTES**

**Tuesday January 26, 2021  
4:00 P.M.**

**Electronic Meeting**

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**Members Present:** Chairman Zack Haney, Vice Chairman Rae Davis, Member Jeff Grover and Member Karalyn Miskie

**Members Absent:** Member Jerry Shealy

**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 4:02 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 Miskie made a motion to approve the December 15, 2020 meeting minutes. Vice Chairman Davis seconded the motion. Discussion followed. Member Grover asked that “boat storage” be removed from the discussion as he was not referencing Revelstone subdivision when referring to boat storage as an amenity. All in favor of approving minutes with that amendment, motion carried.

Chairman Haney: Yes

Member Grover: Yes

Vice Chairman Davis: Yes

Member Miskie: Yes

**Public Comments:**

There were no public comments.

**Old Business**

**Amenities Discussion:** Zoning Administrator (ZA) Ashford began the discussion by noting that he added to the original list of amenities the Planning Commission (PC) has been working on developing. He felt that adding a gated boat storage to the standard amenities list was appropriate. He put requirements of a minimum of 10ft buffer to adjoining residential lots and landscaping around the gated area.

The PC agreed that they could not regulate what materials developers used in constructing such amenities, but could control where they are located and how they are buffered. Developers could present plans for amenities to the PC and would build them to the PC’s specifications.

ZA Ashford then asked the PC about which amenities should be built based on how many lots in the development. Vice Chairman Davis noted that it is hard to predict because most amenities are based on demand, location, and area driven. She also noted that most amenities are developer driven and will be added based on what they think will work. Member Miskie also

noted that she sees developers are unlikely to build neighborhoods with less than 50 lots and feels that is a good minimum.

Member Grover also mentioned the discussion about were there a pond, other than a detention pond, on the development, would the PC allow for a credit towards an amenity. ZA Ashford noted that he could include language in the standard amenities section to preserving natural resources. Member Miskie also suggested adding language to add other amenities not listed at the discretion of the PC. ZA Ashford also stated that he felt good about where this document is and could have a final version ready for the next PC meeting.

ZA Ashford had other topics of discussion for this section of the ordinance including entrances, landscaping, and signage. He had another section to discuss parking, but would like to table this discussion to allow him more time to develop a good plan for subdivision parking. The landscaping and signage are also referenced in the zoning ordinances and ZA Ashford noted that he can reference those requirements in the subdivision regulations, but will need more time to develop.

### **New Business**

**Overlay District Map Discussion:** ZA Ashford explained that the most pressing issue with the overlay districts to date is the overlay map in the zoning ordinances. Currently the map shows the overlay districts 100 ft from the center of the road. This means that a building on a property might not be in the overlay zone, but a small corner piece of the lot may be. He is proposing changing the map to reflect properties in overlay districts to go by parcel/property line. This would eliminate confusion as to whether a property is or is not inside of an overlay district. ZA Ashford noted that this does not take care of any of the specific details in each overlay district, but only addresses the map issue. The PC agreed that changing the map to reflect overlay district lines to be by parcel instead of by the road clears up any confusion about whether a lot is in an overlay district or not. Director Burroughs stated that this would help keep this problem from happening again and will better reflect how the Town is operating today.

Vice Chairman Davis made the motion to accept the Overlay District Map by parcel as presented. Member Miskie seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Haney: Yes

Member Grover: Yes

Vice Chairman Davis: Yes

Member Miskie: Yes

**Election of Chairman and Vice Chairman:** Vice Chairman Davis nominated Zack Haney to continue to serve as Chairman of the Planning Commission. Chairman Haney nominated Rae Davis to continue to serve as Vice Chairman of the Planning Commission. No other nominations were presented. Votes were as follows:

Accepting Zack Haney as the Chairman of the Planning Commission:

Vice Chairman Davis: Yes

Member Grover: Yes

Member Miskie: Yes

Accepting Rae Davis as the Vice Chairman of the Planning Commission:



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Chairman Haney: Yes

Member Grover: Yes

Member Miskie: Yes

**Term dates discussion:** Director Burroughs stated that tracking term start and end dates has been difficult due to turn overs that have happened multiple times in the same year. Staff has shifted the term dates for the ease of following the calendar year. This will help staff manage all of the boards and commissions going forward.

Member Miskie made the motion to approve the new term dates to follow as discussed. Member Grover seconded the motion. No further discussion. All in favor, motion carried.

Chairman Haney: Yes

Member Grover: Yes

Vice Chairman Davis: Yes

Member Miskie: Yes

**Open Time for Staff and Planning Commission:** ZA Ashford updated the PC on a few things happening in Town. Terri's Treasures has closed, but another re-sale/antique type business is looking to lease the space. Lowes Foods will begin their renovations in February. Goodwill has broken ground and hopes to be completed by July. Another business is in discussion about the outparcel at Chapin Commons, across from Chapin High School, but nothing has been decided yet and a outparcel in the Publix shopping center has been purchased. The Comprehensive Planning committee has met with Benchmark, LLC about the updates to the Town's comprehensive plan. A draft copy of a community survey will be coming to that group in February. Items regarding the comprehensive plan update will be added to the PC's agendas as they are happening as the PC is the approving body for the comprehensive plan.

Member Grover recognized that Goodwill spared a few trees on the lot they are clearing. He also brought to the PC's attention an LED sign on a business just outside of Town limits. He stated that efforts be made to coordinate with Lexington County to try and control this issue since it is so close to town. Director Burroughs is currently coordinating with newly elected County Council woman Charli Wessinger to begin the discussion to work on these types of issues.

**Adjournment:** Chairman Haney moved to adjourn the Planning Commission Meeting. Vice Chairman Davis seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:11 p.m.

PC APPROVED (Date): \_\_\_\_\_

\_\_\_\_\_  
Zack Haney, PC Chairman

ATTEST: \_\_\_\_\_

Shannon Bowers, Town Clerk