



**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING**

**Thursday, February 21, 2019
3:00 p.m.**

**Town Hall - Community Room
157 NW Columbia Ave, Chapin**

Members Present: Mayor David W. Knight, Mayor Pro Tempore Mike Clonts, Member Kay Hollis, Member Al Koon, and Member Leland Teal

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Director of Public Affairs Nicholle Burroughs, Planning & Zoning Director Nathan Powell, Sanitary Sewer Engineer Dan Lambert, and Town Clerk Julie Hammond

Guests: Jeff Shacker, MASC Field Services Manager

Call to Order: Mayor Knight called the meeting to order at 3:03 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Items of Discussion

Strategic Planning Retreat Discussion: Jeff Shacker, MASC Field Services Manager, provided information regarding the goals and benefits of strategic planning and recommended a process to move forward.

He would facilitate a Strategic Planning Retreat for Council. Council would come prepared with their goals for the Town and through discussion would identify a hierarchy of priorities for Chapin including: Must Do's; Should Do's; and Could Do's.

These priorities would be brought to Town Director's during a separate retreat to identify tasks including: Responsible Party; Quantifiable (feasible or not-feasible at this time); and Provide a Completion/Milestone Deadline.

The Strategic Plan would be finalized and brought back to Council for approval in the form of a resolution. The plan would be used as an accountability tool and be available on the Town's website.

The proposed Council Strategic Planning Retreat date is Wednesday, March 20, 2019.

I-26/S-48 Road Widening Projects Discussion: Council reviewed utility relocation handouts from the February 5, 2019 Town Council Meeting. Estimated utility relocation costs for widening projects included: \$150,000 for the I-26 Road Widening Project; \$920,525 for the S-48 Corridor Improvement Project; \$214,105 for a 20% Contingency on both projects; and \$128,463 for Engineering Design on both projects. The total estimated utility relocation project was \$1,413,093.

The Town of Chapin is responsible to pay for these costs. As a small town, this would pose an extreme hardship. Mayor Knight has reached out to Representative Chip Huggins in support of Bill S 0401 which would require the owner of any project to pay for utility relocation costs. In this case, South Carolina Department of Transportation (SCDOT).

At this time, the Town is working with SCDOT to finalize the Municipal Agreement on the I-26 Road Widening Project and will include an attachment to the agreement addressing reimbursement of utility relocation costs.

The Town is also moving forward with Mead & Hunt to provide professional services, construction cost estimates, and renderings for proposed improvements on the I-26 Widening Design Build and the S-48 Corridor Improvement Project. Confirmation of the items being addressed in the Mead & Hunt Professional Services Contract are separate from the SCDOT contract and will not be double billed.

Zoning Ordinance – Sign Ordinance Discussion: Mayor Knight proposed changes to Article 9 Signs of the Zoning Ordinance “Exhibit A.” The Chapin Planning Commission would review the suggested changes and provide additional modifications for recommendation to Council.

Zoning Ordinance – Architectural Review Overlay District Standards Discussion: Mayor Knight brought forward his concerns regarding the Overlay Districts (Map “Exhibit B”) not being addressed in the Comprehensive Plan. He pointed out that the Zoning Ordinance should align with the Comp Plan and it currently does not.

Overlay District Zoning is identified as a tool that can be used in the Zoning Ordinance under the South Carolina Local Government Comprehensive Planning Enabling Act of 1994. Overlay Districts may create a style or plan for a certain area (Example – Craftsman Style or Historic District). The Planning Commission will review and address concerns.

Lexington County Animal Control Ordinance #18-21 Discussion: After further review and background discussion, Town Council will hold 1st Reading to adopt by reference the proposed amendments to Lexington County Animal Control Ordinance #18-21.

March 5, 2019 Town Council Agenda Items Discussion

Wastewater Treatment Plant Odor Complaint: Director Metts would provide an update of the Wastewater Treatment Plant (WWTP) odor complaints at the March 5, 2019 Town Council Meeting. The Department of Health & Environmental Control (DHEC) has been involved and the Utilities Department has provided for the removal of sludge, additional aerators, and additional chemical to try to eliminate odors.

Adjournment: Mayor Pro Tem Clonts moved to adjourn the Special Called Town Council Meeting. Council Member Teal seconded the motion. The meeting was adjourned at 5:13 p.m.

COUNCIL APPROVED: March 5, 2019