

**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): March 23, 2021