

**TOWN OF CHAPIN
PLANNING COMMISSION
WORK SESSION MEETING MINUTES**

**Tuesday, March 19, 2019
4:00 P.M.**

**Town Council Chambers
157 NW Columbia Ave, Chapin**

Members Present: Chairman Kevin Sheppard, Member Rae Davis, Member Joe Dever (via phone), and Member Jerry Shealy

Members Absent: Member Doug Barnett

Staff Present: Director of Planning & Zoning Nathan Powell and Town Clerk Julie Hammond

Guests: None

Call to Order: 4:02 p.m.

Approval of Minutes: Chairman Sheppard called the meeting to order, 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

Zoning Ordinance – Article 9 Signs Ordinance Discussion: Director Powell presented a PowerPoint explaining the purpose of signs and bringing forward items to think about in addressing the needs of the Town in regards to signage, such as: temporary signs vs temporary messages, billboards, and sample guidelines for temporary signage including pictures.

Planning Commission Members were tasked with review of a “draft” revision to Article 9 Signs of the Zoning Ordinance “Exhibit A” and to streamline, clarify, eliminate redundancy, and identify potential future uses within the ordinance.

All proposed changes were agreed upon except for a provision of automatic approval of sign permits (no response - sign permits shall be deemed accepted within two weeks upon payment of fee).

Additional proposed changes included:

1. 900.1 Statement of Purpose and Intent - Add requirement for type of signs;
2. 900.2 District Classifications A. Residential shall include the following districts: - Add Single Family Residential RS-3 Zoning District;
3. 900.4 Sign Illumination – Add specific luminosity allowed;
4. 201 Definitions/901 Prohibited Signs I. Portable Signs – Review definition of portable signs;
5. 902 Signs Not Requiring Permit H. Temporary Special Event Signs and Banners: - Change to requiring a permit (fee/no fee);

Concerns regarding placement, definition, and validity of banners, flags, and signs were discussed, as well as, authorization of holiday and special event signs for the Town. PC Members felt a possible restructuring of the ordinance should be addressed as it relates to non-profit and commercial entities – noting that they should be treated the same. Further discussion/review would need to occur prior to a recommendation being presented.

Adjournment: PC Member Davis moved to adjourn the Planning Commission Work Session. PC Member Shealy seconded the motion. The meeting adjourned at 5:22 p.m.

PC APPROVED: _____ April 23, 2019