



PLANNING COMMISSION MEETING MINUTES

**Tuesday March 23, 2021
4:00 P.M.**

Electronic Meeting

Members Present: Chairman Zack Haney, Vice Chairman Rae Davis, Member Jeff Grover, and Member Karalyn Miskie (joined at 4:15)

Members Absent: Member Jerry Shealy (listening in, but had no audio or video)

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 4:06 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 Davis made a motion to approve the February 23, 2020 meeting minutes. Member Grover seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Haney: Yes

Vice Chairman Davis: Yes

Member Grover: Yes

Public Comments:

There were no public comments

Old Business

Zoning Ordinance Article 7: Landscaping, Buffer, and Open Space - Tree list discussion and approval: Chairman Haney made the motion to accept the approved tree list as presented. Vice Chairman Davis seconded the motion. Discussion followed. Zoning Administrator (ZA) Ashford stated Article 7 of the zoning ordinances references an approved species list, but upon further investigation, found that no approved species list exists. He then asked Member Grover, as the head of the Chapin Beautification Committee, to formulate a list of approved species for use in Town. ZA Ashford asked Member Grover to explain the approved species list. Member Grover explained that he recommended using a species list from Newberry as a starting point, noting differences in both Lexington County and Newberry. Based on the climate for each area, the species list from Newberry would be better suited for our area. He stated that he would like more time to develop the list into a more final version before approving. He would like more feedback from the group within a week or two to prepare for the next meeting. The Planning Commission agreed to revisit this discussion for a later meeting. Vote was taken to accept the approved tree list as presented. Motion was denied.

Chairman Haney: No
Vice Chairman Davis: No

Member Grover: No
Member Miskie: No

Vice Chairman Davis made the motion to revisit the tree list for the next meeting. Chairman Haney seconded the motion. No further discussion. All in favor, motion carried.

Chairman Haney: Yes
Vice Chairman Davis: Yes

Member Grover: Yes
Member Miskie: Yes

Open Time for Staff and Planning Commission: ZA Ashford noted that the only new development currently proposed is a fourth building for the Chapin Commons development, which the Architectural Review Board would be reviewing at their next meeting on April 8, 2021.

Director Burroughs reminded the Planning Commission to take the survey for the Comprehensive Plan, which will close at the end of the month. She encouraged them to share the survey to get more feedback. The survey can be found on the Town's social media and website at www.chapinc.com.

Vice Chairman Davis asked if a list could be compiled, just for their reference so that they are aware of things that are happening in the community in case they are asked about it while out and about. Director Burroughs stated that she gives Council an economic development update for the Council meetings, but she would be happy to provide that update to the Planning Commission on a regular basis. She proceeded to give the Planning Commission a current economic development update.

Member Miskie asked about the status of the overlay map that the Planning Commission passed several weeks ago. Director Burroughs stated that the Mayor was not prepared to present that information to Council at the last meeting. He moved the discussion to a work session, which was cancelled. Staff is prepared to present the overlay map amendment at the Council work session scheduled for March 24, 2021, and hopes to have it on the agenda for Council to make a decision on at the April 6, 2021 meeting.

Adjournment: Chairman Haney moved to adjourn the Planning Commission Meeting. Member Grover seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:00 p.m.

PC APPROVED (Date): April 27, 2021