

CHAPIN PLANNING COMMISSION MEETING MINUTES

**Tuesday, March 26, 2019
4:00 P.M.**

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

Members Present: Chairman Kevin Sheppard, Member Rae Davis, Member Joe Dever, and Member Jerry Shealy

Members Absent: Member Doug Barnett

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

Guests: Mike Clonts

Call to Order: 4:05 p.m.

Introduce Newly Appointed Members: Chairman Sheppard welcomed newly appointed Planning Commission Members Rae Davis and Jerry Shealy.

Approval of Minutes: Planning Commission (PC) Members reviewed the minutes of January 22, 2019 and February 26, 2019. PC Member Dever moved to approve the minutes as presented. PC Member Davis seconded the motion. All were in favor, motion carried.

Reports

Director Powell reported the following development in Chapin:

1. 105 Ellett Rd – Property has been sold and will annex prior to development;
2. 945 Chapin Rd – Property is under contract to O’Reilly’s Auto Parts; and
3. 1200 Chapin Rd – Variance Request for Mobile Food Vending was approved by the Zoning Board of Appeals and a 2nd Variance Request for Signs is scheduled for April 25, 2019.

Old Business

Zoning Ordinance – Article 9 Signs Ordinance Discussion: During the March 19, 2019 PC Work Session, Members reviewed revisions to Article 9 Signs of the Zoning Ordinance to streamline, clarify, eliminate redundancy, and identify potential future uses within the ordinance.

PC Members agreed to most of the proposed changes and suggested a few additional changes as tracked in “Exhibit A,” as well as, a possible restructuring of the ordinance which would be discussed/reviewed prior to recommendation to Council.

Director Powell suggested moving forward with the noted changes and incorporating future/further updates at another time by:

1. Regulating Signs by Land Use Type;
2. Time, Place, and Manner; and
3. Physical Characteristic of Area.

Zoning Ordinance – Article 10 Architectural Review Standards – Overlay Districts

Discussion: Director Powell provided revised Overlay District Maps “Exhibit B” for Town Center, Boulevard, and Gateway Overlay Districts.

PC Members discussed extra-territorial jurisdiction and the use of overlay districts to support Chapin’s Zoning Districts in areas bordering Town limits. Council Member Clonts brought forward concerns of the Mayor regarding the Overlay Districts and their use. He noted current overlays do not allow parking in the front of businesses. He asked the Planning Commission to think about how they want the Town to look and clarify the confusion of the overlay districts.

Capital Improvements List Discussion: PC Member Dever provided an all-encompassing Capital Improvement List “Exhibit C” for discussion. Through the Zoning Ordinance and Comprehensive Plan, the Planning Commission is tasked to identify capital improvements throughout the Town Departments for recommendation to Town Council for prioritization.

In January PC Members were sent the following documents to help with the process:

1. Capital Improvement Plan – Implementation Tools;
2. Utilities Department – 2018 Capital Improvement Plan (Example);
3. Town Council Minutes – Goal Setting Session; and
4. 2018 Zoning - Open Project List.

This information would be forwarded to new PC Members Davis and Shealy.

New Business

Subdivision Request – Ray O. Carter at 113 Virginia St, TMS #000723-02-002(P): Director Powell asked for PC approval of a parcel split at 113 Virginia St “Exhibit D.” He indicated that the owner/tenant of Aquarius Spa, Marie Keeton, would like to purchase a portion of the parcel that the spa currently sits on.

PC Member Dever moved to approve the Subdivision Request for Ray O. Carter at 113 Virginia St, TMS #000723-02-002(P). PC Member Shealy seconded the motion. All were in favor, motion carried.

Election of Vice Chairman: Election of PC Chairman was postponed until the April PC Meeting.

Adjournment: PC Member Davis moved to adjourn the Planning Commission Meeting. Chairman Sheppard adjourned the meeting at 4:55 p.m.

PC APPROVED: _____ April 23, 2019