

CHAPIN PLANNING COMMISSION MEETING MINUTES

Tuesday, April 23, 2019
4:00 P.M.

Town Council Chambers
157 NW Columbia Ave, Chapin

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

Members Absent: None

Staff Present: Town Clerk Julie Hammond

Guests: Harmon Reed

Call to Order: 4:05 p.m.

Approval of Minutes: Planning Commission (PC) Members reviewed the Work Session Minutes of March 19, 2019 and the Regular Meeting Minutes of March 26, 2019. PC Member Davis moved to approve the minutes as presented with a correction to the spelling of Ellett Rd on the March 26, 2019 Minutes. PC Member Shealy seconded the motion. All were in favor, motion carried.

Reports

None

Old Business

Zoning Ordinance – Update to Article 10 Architectural Review Standards: Architectural Review Board (ARB) Chairman Harmon Reed gave background information and presented updates to Article 10 Architectural Review Standards “Exhibit A.”

He indicated minor corrections were made to Article 10 with the biggest modifications in Section 1008.4 Lighting Standards which were taken from Richland County’s Ordinance and adapted/edited to fit the Town of Chapin, mainly to prevent the cast of light off a property and the restriction of pole heights.

Zoning Ordinance – Update to Article 1009 Architectural Review Overlay District Standards (Map): ARB Chairman Reed also provided information regarding an update to Article 1009, the Architectural Review Overlay District Map “Exhibit B.”

He explained that Zoning Districts provide for the occupants and use of property while Overlay Districts provide for the color, shape, height, roof types, etc. ARB Chairman Reed indicated there are three Overlay Districts (Boulevard, Gateway, and Town Center) but they do not follow parcels, making it difficult if a parcel is in two different overlays.

He also noted that the Town Center Overlay District was proposed to be renamed to “Uptown” because it conflicted with the Town Center Zoning District. PC Members discussed other possible names, such as “Market Center.” The Town Center Overlay (proposed Uptown) has been expanded slightly to the east and west to incorporate the vision of the Town and follows property lines. ARB Chairman Reed pointed out the Overlay District Map will be in transition as the Town grows and changes.

PC Member Dever moved to recommend to Council approval of the Overlay District Map and updates to Article 10 Architectural Review Standards as presented. PC Member Davis seconded the motion. All were in favor, motion carried

Capital Improvements List Discussion: PC Members were provided minutes of Chapin Town Council's Strategic Planning Session "Exhibit C" representing a list of approximately forty proposed goals with a prioritization of the top ten.

Chairman Sheppard asked PC Members to review a preliminary Capital Improvements List provided by Member Dever last month and come prepared next month to narrow the list to provide to Town Council.

Election of Vice Chairman: PC Member Barnett nominated PC Member Dever for Vice Chairman. Member Dever accepted the nomination. Chairman Sheppard moved to accept Member Dever to serve as Vice Chairman for this term of the Chapin SC Planning Commission. All were in favor, motion carried.

New Business

Zoning Ordinance – Update to Article 1105.5 Appeals: ARB Chairman Reed presented an update to Article 1105.5 Appeals "Exhibit D" of the Zoning Ordinance. He explained that Article 1007 Appeal of the ARB's Decision indicates the decisions of the ARB may be appealed to the Circuit Court and 1105.5 Appeals indicates a person or party who is disputing the action or recommendations of the ARB may file an appeal with the Board of Zoning Appeals, making these two Articles in conflict with one another.

Chairman Reed indicated ARB Members are qualified professionals with distinct experience in design and construction. ZBA Members are good people who volunteer to serve the Town. He added the ARB does not want the Zoning Board of Appeals (ZBA) to act as judge and jury of ARB decisions. This would not negate other responsibilities of the ZBA for example a zoning decision of the PC that a person or party was disputing would go to the ZBA or decisions of the Zoning Administrator.

Article 1105.5 decisions of the ARB being appealed to Circuit Court or the Chapin ZBA was still under review by Town Attorney Lisa Smith. PC Members discussed options including a stop gap between ARB and Circuit Court and interaction between the ARB and ZBA.

PC Members postponed a recommendation pending further review.

Adjournment: PC Member Shealy moved to adjourn the Planning Commission Meeting. PC Member Barnett seconded the motion. All were in favor, motion carried. Meeting adjourned at 4:52 p.m.

PC APPROVED: _____ May 28, 2019