

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING**

**Thursday, August 15, 2019
3:00 p.m.**

**Town Hall - Community Room
157 NW Columbia Ave, Chapin**

Members Present: Mayor David W. Knight, Mayor Pro Tempore Mike Clonts, Member Kay Hollis, Member Al Koon, and Member Leland Teal

Members Absent: None

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Public Affairs Director Nicholle Burroughs, Chief Seth Zeigler, and Town Clerk Julie Hammond

Guests: Bryson Tucker, Zack Haney, and Lisa Lee Smith

Call to Order: Mayor Knight called the meeting to order at 3:00 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met. Mayor Pro Tem Clonts offered the prayer.

Items of Discussion

Architectural Review Standards Discussion – Article 10 of the Zoning Ordinance: ARB Member Bryson Tucker, P.E., LEED AP presented the lighting standards amendment in Article 10 Architectural Review Standards “Exhibit A” of the Chapin Zoning Ordinance. He explained the current standards were subjective and the changes provided guidelines, balance, and uniformity. Attorney Lisa Lee Smith identified each change brought forward in the amendment.

Article 10 changes included:

1. 1001 A 1: Includes mixed use or multi-family for a Certificate of Appropriateness (COA);
2. 1001 A 5: Adds any color change to the exterior of the building requires a COA;
3. 1004 A 5: Adds and/or dumpster to the screening requirements;
4. 1005 D: Amends the number of renderings to be submitted;
5. 1005 F: Includes the approval of the Architectural Review Board (ARB) on all applicable architectural standards being met;
6. 1005 H: Adds COA and Zoning Permit expire two years from signed approval (to match the vested right allowed in Section 1402. C of Article 14 Vested Rights);
7. 1008: Renames “All Non-Residential Design Standards” Subsection to “Design Standards” and includes mixed use and multi- family;
8. 1008.2: Removes “by-law” and replaces with “applicable laws;”
9. 1008.3 Subsections Q. R. S. T. were renamed A. B. C. D.;
10. 1008.4 Removes “Excessive Illumination” Subsection and replaces with “Lighting Standards” Subsection which includes but is not limited to the following: prevents light spill onto neighboring properties; requires photometric plan with point spacing (maximum/minimum light calculation to avoid bright or dim spots); provisions for light fixtures including height.

Subsection 1005 F. of the Application for Certificate of Appropriateness was discussed, noting that the Zoning Administrator may issue the COA and the last sentence of F. should be removed due to redundancy in process.

Enhanced Lighting, Signals, and Landscaping for the S-48 Corridor Project: Zack Haney with Mead & Hunt was contracted through the Town to provide professional services and cost estimates in regards to the S-48 Corridor Project. Mr. Haney presented the following estimates on enhancements “Exhibit B” based on the Town initiating the project, not the difference in the cost of the South Carolina Department of Transportation (SCDOT) project that is underway:

S-48 Corridor Project Enhancements

1. Conceptual Design Cost Estimate - Landscaping (2019)	\$1,326,457
2. Conceptual Design Cost Estimate – Mast Arms & Foundations (2019)	\$3,158,644
3. Conceptual Design Cost Estimate – Lighting & Electrical (2019)	
a. Town Center	\$4,222,902
b. Gateway	\$5,199,351
c. Boulevard	<u>\$1,698,554</u>
4. Total	\$15,605,908

Hospitality Tax Discussion: Director Burroughs felt that capitalizing on the S-48 Corridor Project was in the best interest of the Town in regards to cost and timing. She explained the need for an additional revenue source to accomplish the enhancements and identified the Hospitality Tax (H-Tax) as the best source. The H-Tax could generate roughly \$330,000 to \$400,000 for the Town allowing access to matching funds for grants and revenue bonds.

Director Burroughs indicated the project is time sensitive due to demonstrating stability with banking institutions. The H-Tax is a two percent pass-through tax on prepared foods and drink. She felt business owners would see the value and support the efforts of the Town.

If Council supported the idea, she recommended an H-Tax Public Meeting in September followed by 1st Reading by Council in October and 2nd Reading in November. This would allow small business owners time to be educated on the collection and remittance process prior to implementing the tax.

Other projects identified could include sidewalks, greenway space, trails, and wayfinding signage.

Retail Tobacco Store Definition Discussion – Chapter 14 of Town Code: The Retail Tobacco Store Ordinance “Exhibit C” of Chapin Town Code broadened the current definition to include alternative nicotine products, electronic smoking devices, e-liquid, and vapor products.

Retail Tobacco Store Zoning District Discussion – Articles 2 & 5 of the Zoning Ordinance: The Retail Tobacco Store Ordinance “Exhibit D” of the Zoning Ordinance also broadens the definition of alternative tobacco and identifies the retail sale as not incidental but in totality and restricts the entry of persons under the age of eighteen. The ordinance also designates Interstate Commercial (IC) as the allowed zoning district.

August 27, 2019 Boards & Commission Training Discussion: Council was reminded of the Boards & Commission Training scheduled for August 27, 2019 from 4:00 to 7:00 p.m. in the Community Room. Training would be facilitated by Jeff Shacker of the Municipal Association South Carolina (MASC).

September, 2019 Town Council Agenda Items Discussion: Council Member Teal requested vaping be included in the Smoking in Public Places Ordinance.

Adjournment: Mayor Pro Tem Clonts moved to adjourn the Special Called Town Council Meeting. Council Member Teal seconded the motion. The meeting was adjourned at 5:00 p.m.

COUNCIL APPROVED: September 3, 2019