

TOWN OF CHAPIN
Planning Commission Regular Meeting Agenda
Council Chambers, Chapin Town Hall
March 7, 2023
4:00 PM

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Approval of Minutes

1. February 7, 2023 Work Session Minutes
2. February 7, 2023 Regular Meeting Minutes

Public Comments related to agenda items

New Business

3. Road naming in association with the S-48 project

Open Comments for PC members and staff

Adjourn

PUBLIC COMMENT POLICY

PROCEDURE:

Persons wishing to make public comments concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two (2) minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

PLANNING COMMISSION WORK SESSION MINUTES

Tuesday February 7, 2023
3:00 P.M.

Town Hall

Members Present: Member Caleb Pozsik, Member Yvonne Hudson, Chair Rae Davis, Member Clay Cannon, Member Laura Cannon

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: Chair Davis called the meeting to order at 3:03 p.m., determined there was not a quorum, and confirmed the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Discussions:

Road naming in association with the S-48 Project: Mr. Singletary explained that the Planning Commission (PC) would need to come up with a list of road names for the S-48 project (New Road 1, New Road 2, Iceway, Columbia Ave connector). He explained that any names decided on by the PC would then be submitted to Lexington County and SCDOT for final approval. He explained Lexington County's criteria for naming roads, road names that are not allowed for use, approved suffixes, and size restrictions for signs. He also provided suggestions to the PC to help with the discussion. Possible names discussed by the PC were: Heritage (Drive, Pass, Road, etc.), Purple Martins Crossing – New Road 1, Arches Trail – Columbia Avenue Connector, Bucks Bend and White Tail Trail – Iceway. Mr. Singletary noted that through conversations with Lexington County, he also suggested making the 1300 block, nearest the new traffic circle, a continuation of Crooked Creed Road. He also suggested, if East Boundary Street needed to be renamed, that the Boundary Street area be renamed to North and South Boundary. Mr. Singletary noted that he would compile the list of potential names.

Interpretation of measurement to be used for cigar stores, tattoo parlors, and unlighted, regulation-size, or par 3 golf courses: Mr. Singletary explained there are three uses in the zoning ordinance that identify a distance requirement that these business must be from other business types to be in compliance. The current ordinance does not specify a means by which this distance is to be measured. An application for a special exception use for a cigar store had recently applied with a different interpretation of measurement than that of Mr. Singletary's interpretation. He explained the means by which his professional experience would measure this distance and asked the PC to deliberate. He did note that this would be an element that could be included in the UDO process, but wanted the PC's interpretation of the current conditions for the record. Mr. Singletary cautioned against making the regulations impossible for anything to develop.

Open discussion for PC and Staff:

Adjournment: The meeting was adjourned at 4:21 p.m.

PC APPROVED (Date): _____

Rae Davis, PC Vice Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

PLANNING COMMISSION REGULAR MEETING MINUTES

Tuesday February 7, 2023
4:00 P.M.

Town Hall

Members Present: Chair Rae Davis, Member Caleb Pozsik, Member Yvonne Hudson, Member Laura Cannon, Member Clay Cannon

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: Chair Davis called the meeting to order at 4:00 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes: Member Hudson made the motion to approve the January 3, 2023 minutes as presented. Member Pozsik seconded the motion. Motion passed unanimously.

Chair Rae Davis:	Yes
Member Yvonne Hudson:	Yes
Member Laura Cannon:	Yes
Member Caleb Pozsik:	Yes
Member Clay Cannon:	Yes

Public Comments related to agenda items:

There were no public comments.

New Business

Elections: Mr. Singletary explained the process on electing a Chair and Vice Chair. Member Pozsik nominated Rae Davis to serve as chair. Member Hudson nominated Caleb Pozsik to serve as vice chair. Member Clay Cannon seconded the nominations. Motions to elect Rae Davis as chair and Caleb Pozsik as vice chair passed unanimously.

Action Items

Planning Commission interpretation of means of measurement to be used for cigar stores, tattoo parlors, and unlighted, regulations-size, or par 3 golf courses: Continuing with the conversation from the work session, Mr. Singletary explained the regulations for measurement for golf courses. He asked the PC for direction on how to interpret the measurements and if staff should proceed with an update to the language in the current ordinance to reflect this interpretation. PC generally agreed to defer to staff's lead on how to address for day-to-day use. Mr. Singletary gave the following interpretations based off current zoning language and his professional experience:

1. Cigar Stores: 300ft from the nearest property line of the location of cigar store, as the crow flies, to nearest property line of a church, public/private school, and any pre-existing single family residence, except when used in a multi-tenant, to which it would be measured from the nearest entrance point of cigar store to nearest property line of a church, public/private school, and any pre-existing single family residence
2. Tattoo parlor: 1000ft from the nearest property line of the location of tattoo parlor, as the crow flies, to nearest property line of a church, public/private school, and any pre-existing single family residence, except when used in a multi-tenant, to which it would be

measured from the nearest entrance point of tattoo parlor to nearest property line of a church, public/private school, and any pre-existing single family residence

Chair Davis moved to accept staff’s interpretations for measurements in regards to cigar stores and tattoo parlors. Member Clay Cannon seconded the motion. No further discussion, motion passed unanimously.

- Chair Rae Davis: Yes
- Member Yvonne Hudson: Yes
- Member Laura Cannon: Yes
- Member Caleb Pozsik: Yes
- Member Clay Cannon: Yes

3. Golf Courses: no building (unless permitted as listed in current ordinance) will be 300ft to nearest dwelling (nearest point of building to nearest point of dwelling unit)

Chair Davis moved to accept staff’s interpretations for measurements in regards to golf courses. Member Clay Cannon seconded the motion. No further discussion, motion passed unanimously.

- Chair Rae Davis: Yes
- Member Yvonne Hudson: Yes
- Member Laura Cannon: Yes
- Member Caleb Pozsik: Yes
- Member Clay Cannon: Yes

The PC generally agreed to have staff provide an ordinance amendment to update the language to provide clarity.

Open Comments for PC Members and staff: Mr. Singletary noted that there are two Unified Zoning and Development (UDO) committee meetings coming up on February 14 and February 16 to complete the discussion of the use table. He asked the PC to identify elements they wished to address and provide comments to him in preparation for those meetings.

Adjournment: Member Hudson moved the adjourn the meeting. Member Clay Cannon seconded the motion. The meeting was adjourned at 4:49 p.m.

PC APPROVED (Date): _____

Rae Davis, PC Chair

ATTEST: _____
Shannon Bowers, Town Clerk

MEMORANDUM

To: Town Council

From: Kevin Singletary, Planning & Zoning Manager

Date: March 7, 2023

Re: SCDOT Interstate Improvements, S48 Widening, and New Roads Project Road Naming

Background: The improvements that SCDOT is making to the road network in the Town of Chapin will result in the creation of 4 new roads. These 4 new roads will need names. A portion of existing road will need to change in name. At the February 7, 2023 Planning Commission Work Session the Planning Commission and Planning & Zoning Manager considered potential road names. The Planning & Zoning Manager has reviewed these potential names with the Lexington County GIS manager.

Provided in this memo is the Lexington County Road Name Reservation Request, slightly edited for the purposes of the Town of Chapin Planning Commission.

Also Provided in this memo are identifications of new roads that will need naming, and a road that will need renaming. Potential names that were identified during the February 7, 2023 Planning Commission Work Session, and not identified to be an issue are shown first, followed by potential names that need slight alteration, and potential name that were identified to be an issue. There are also provided road names for reservation that may not be used, but would be reserved for at least 4 years by Lexington County, should they be needed. The Planning & Zoning Manager has provided recommendations for the Planning Commissions consideration.



Lexington County Road Name Reservation Request

Below is a summarized list of requirements for new street names; for a complete guide please review the Lexington County Addressing and Road Naming Ordinances.

- Duplication of names shall not be permitted regardless of the suffix.
- Names with the same or similar pronunciation as existing or reserved road names shall not be allowed.
- Due to overuse within the county road network please do not try to request any new names that include the following words.

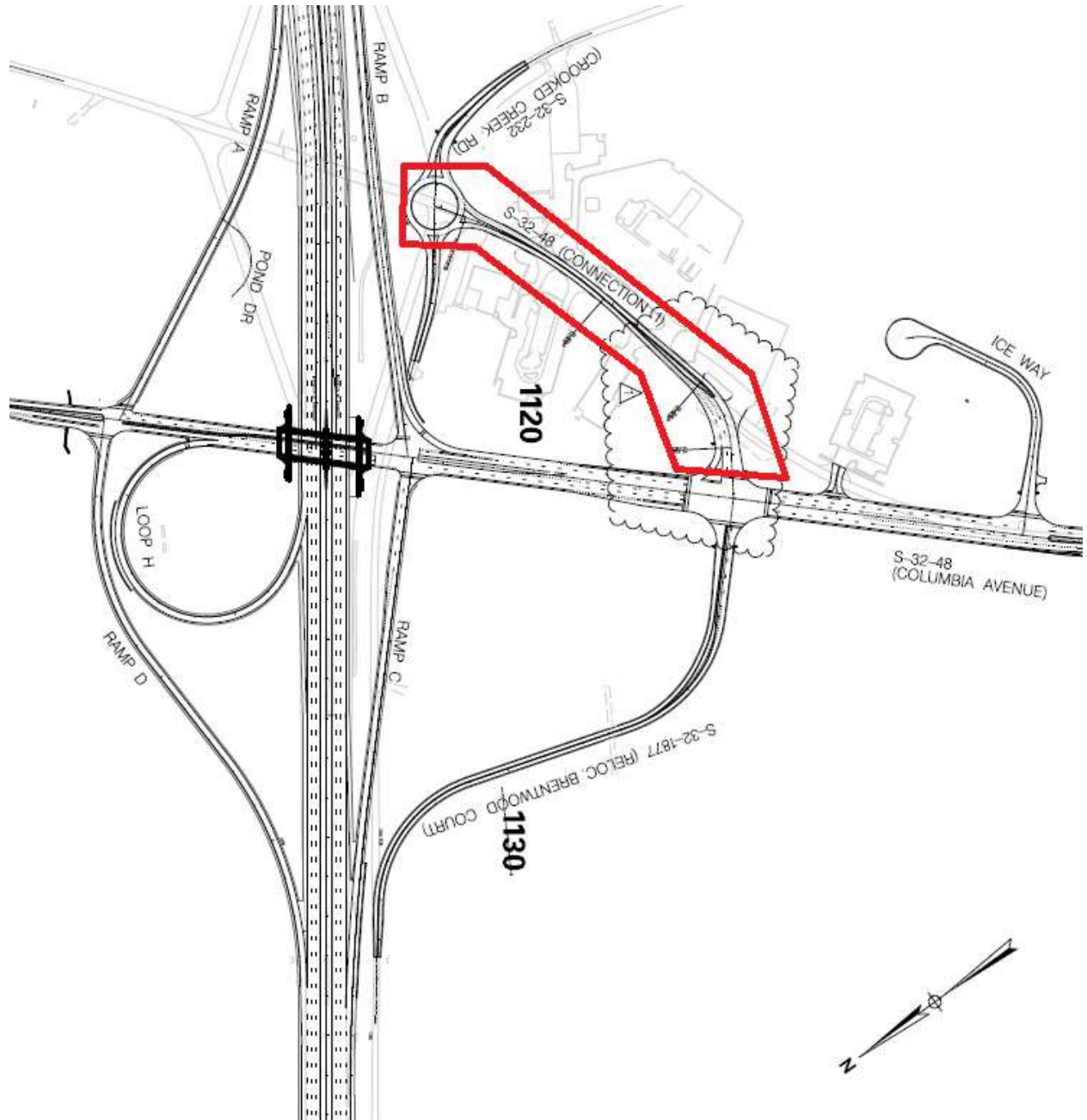
Berry	Crest	Hall	Park	Ridge	View
Branch	Dale	Hill	Pine	River	Water
Brook	End	Lake	Point	Spring	Weed
Church	Field	Mill	Pond	Springs	Wood
Cove	Glen	Oak	Ridge	Stone	
Creek	Green	Old	River	Tree	

- All road name submissions must have a suffix.
- Abbreviations will not be allowed in street names.
- Names which contain obscene, derogatory, or other offensive words will not be permitted.
- Street names cannot contain numbers.
- Directionals such as North, South, East or West are no longer allowed.
- Street name length is limited to 13 characters, not counting the suffix.
- Road segments that flow in diverging directions from through roads must have different names.
- Roads consisting of segments in basically the same direction must have one continuous name.
- Road segments that self-intersect must have two road names.
- Roads with only one outlet must have suffixes such as “Place”, “Court”, or “Lane”. Only roads with two outlets and not other intersections shall have the suffix “Circle”. Suffixes such as “Parkway”, “Drive”, or “Boulevard” are to be reserved for major or through roads. The suffix “Pointe” will no longer be approved on road names since it is not recognized by the USPS. “Point” will be approvable.
- If a street name is approved, it is only approved as it was spelled in the submission and with the suffix that was approved with it. Any variation will require the name to be approved again. However, once a plat is submitted for review, if the Planning and GIS Department determines that a suffix was used on a segment of road that does not meet the above guidelines, a modification to the suffix may be required.
- Street names are only reserved for a period of 4 years. After that the street name must be reviewed and then reserved again to be used.

Suffix Options				
Avenue	Crossing	Loop	Point	Street
Boulevard	Court	Pass	Road	Terrace
Bend	Drive	Path	Row	Trace
Circle	End	Parkway	Run	Trail
Crescent	Lane	Place	Square	Way

Road Names:

Existing Portion of Columbia Avenue to be Renamed



Suggested name – Crooked Creek Road

Detail – Existing portion of Columbia Avenue, that will no longer be Columbia Avenue, would become a continuation of the road, Crooked Creek Road, including the new roundabout.

New Road 1



Suggested name- Purple Martins Crossing

Detail- All of New Road 1, from the intersection with Amick Ferry Road, up to the roundabout, would be named Purple Martins Crossing.

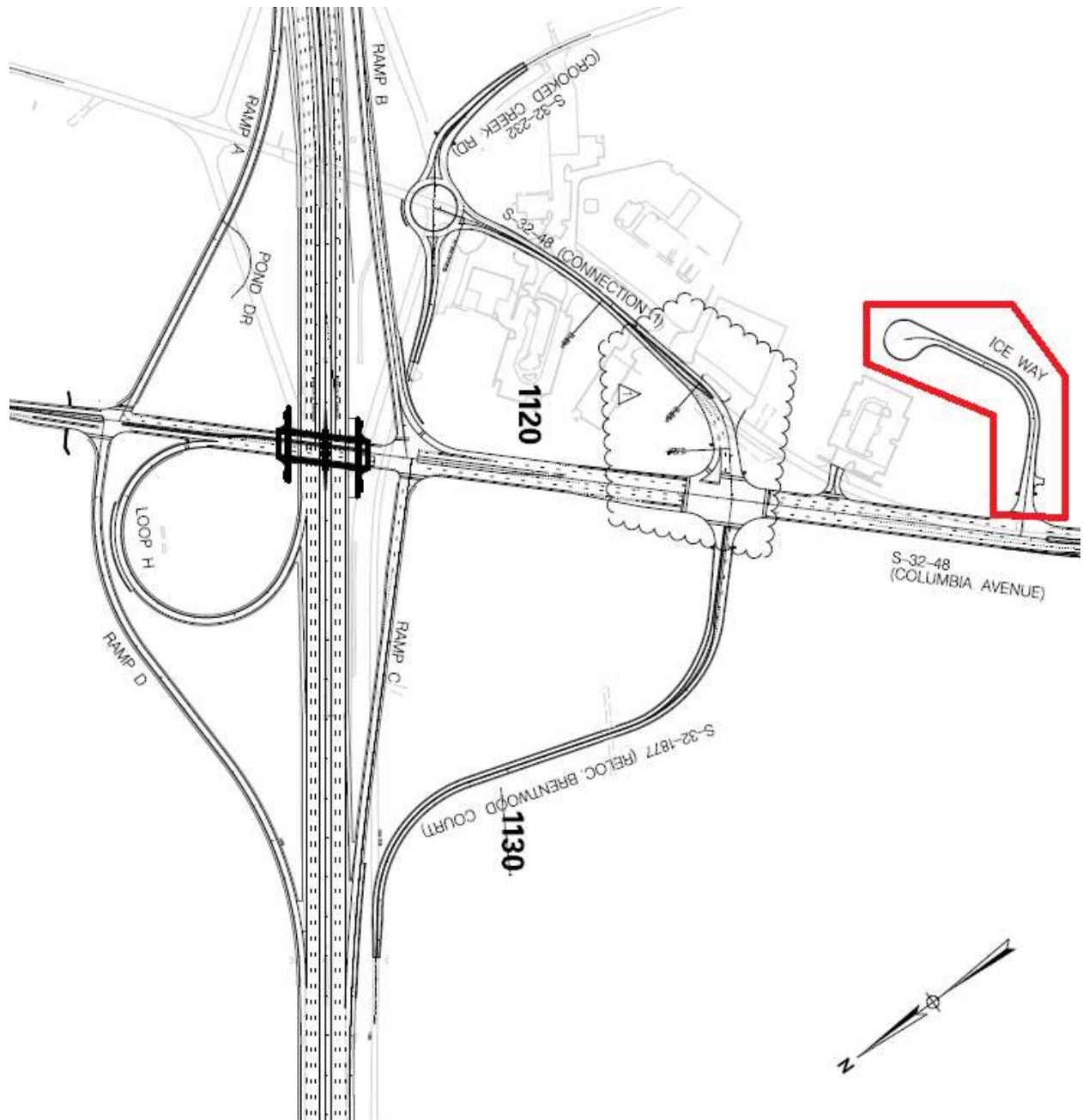
New Road 2



Suggested name – Heelsplitter Boulevard

Detail – All of New Road 2, from the intersection with Columbia Avenue, through the roundabout would be named Heelsplitter Boulevard.

Ice Way

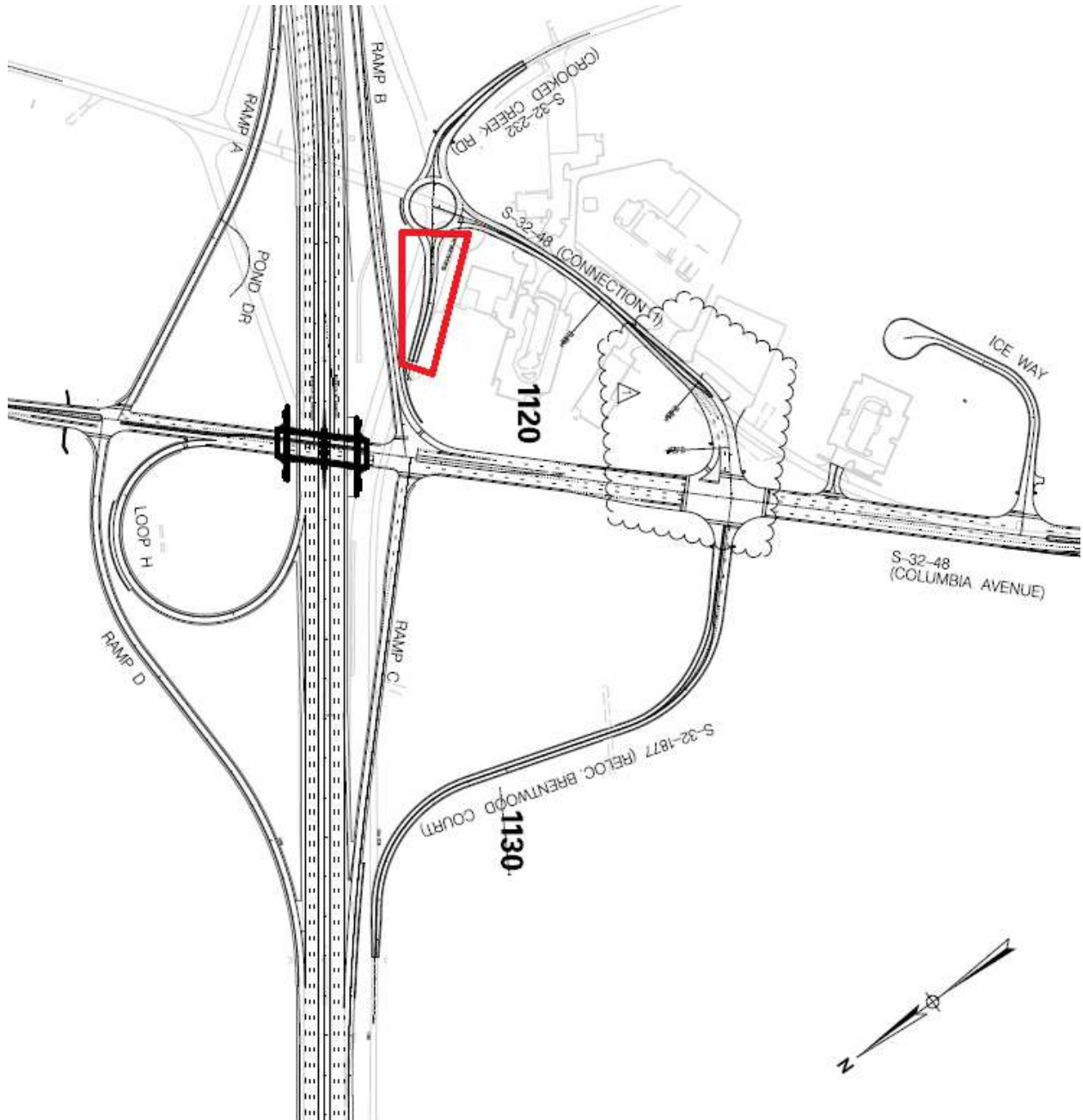


Detail – Bucks Bend had been identified as a potential name for Ice Way during the February 7, 2023 Planning Commission Work Session. Due to the number of “Buck” road names in Lexington County it was identified that the name would need to be slightly altered to make it more distinguishable from others.

Existing “Buck” road names – Buckstone Trail, Buckthorne Drive, Buckhaven Way, Buck Smith Road, Buckeye Drive, Buckeye Court, Buckskin Court, Buckhead Court, Buckhorn Trail, Buck Corley Road, Buckboard Road, Buck Drive, King Buck Drive.

Potential names – Buckshot Bend, Grey Buck Bend, Auburn Buck Bend, Mad Buck Bend, Raiders Court, Hornet Lane, Whitetail Bend.

Unlabeled Dead End

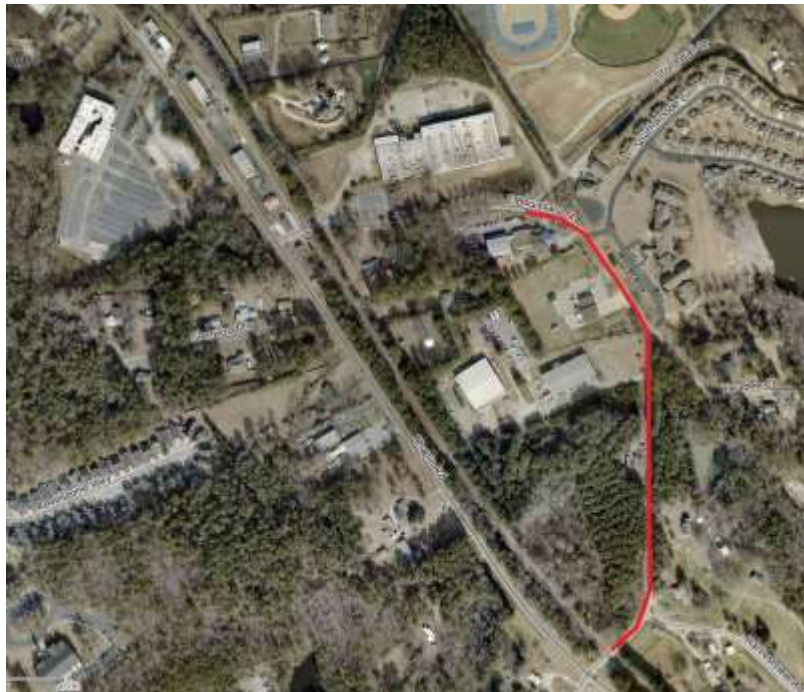


Detail – Arches Trail had been identified as a potential name for the unlabeled dead end during the February 7, 2023 Planning Commission Work Session. Due to the similarity to Archers Lane in Irmo it was identified as a name that would be altered or changed.

Potential names – Raiders Way, Raiders Trail, Hornet Lane, Grimace Trail, Grimace Way, Grimace End.

Additional Road Names to Reserve:

Existing East Boundary Street



Detail – East Boundary Street will be split into two portions upon the construction of New Road 1 and New Road 2. If keeping both named East Boundary Street prove to be an issue, having names reserved to be used would be advisable.

Suggested Names – North Boundary Street and South Boundary Street.

Old School Property Road



Detail – There is the possibility of future development at the old school property located on Columbia Ave. If development permits/requires the addition of a new road, it would be advisable to potential reserve a name at this time.

Suggested Names – Bickley House Street, Bickley House Drive.

Staff Recommendation: The Planning & Zoning Manager recommend the Planning Commission adopt the following names to the corresponding new and existing roads:

Existing portion of Columbia Ave. to be renamed	– Crooked Creek Road
New Road 1	– Purple Martins Crossing
New Road 2	– Heelsplitter Boulevard
Ice Way	– Buckshot Bend
Unlabeled Dead End	– Grimace Trail

And that the following road names be reserved, for potential naming/renaming by the Planning Commission in future should it be deemed necessary, to the corresponding new and existing roads:

East Boundary Street (North of New Road 1)	– North Boundary Street
East Boundary Street (South of New Road 1)	– South Boundary Street
Road on Old School Property	– Bickley House Street