

**CHAPIN PLANNING COMMISSION
REGULAR MEETING
Town Hall**

**May 3, 2021
4:00 P.M.**

AGENDA

1. CALL TO ORDER AND DETERMINE QUORUM
2. STATEMENT OF FREEDOM OF INFORMATION ACT COMPLIANCE
3. APPROVAL OF MINUTES
 - a. April 5, 2022 Meeting Minutes
 - b. April 5, 2022 Work Session Minutes
4. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
5. NEW BUSINESS
 - a. UDO Update
6. 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 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 MEETING MINUTES

Tuesday April 5, 2022
4:00 P.M.

Town Hall

Members Present: Chair Zack Haney, Vice Chair Rae Davis (arrived at 4:09 p.m.), Member Jeff Grover, and Member Charlie Banks

Members Absent: Member William Lynch

Staff Present: Zoning Administrator (ZA) Kevin Singletary and Town Clerk Shannon Bowers

Call to Order: Chair Haney called the meeting to order at 4:05 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 Banks made the motion to approve the March 1, 2022 Regular Meeting minutes as presented. Member Grover seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Member Jeff Grover:	Yes		

Member Grover made the motion to approve the March 1, 2022 work session minutes as presented. Member Banks seconded the motion. Discussion followed.

Member Grover moved to amend the minutes under the capital investments discussion, in the section where he commented on infrastructure to read, *“the town should take the recently approved Lexington County Lake District densities into account and revisit the Wood Company sewer system utilization projections before deciding on such expansions.”*. Chair Haney seconded the motion to approve the amendment. Motion to amend passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Member Jeff Grover:	Yes		

No further discussion was had regarding the work session minutes. Chair Haney clarified the motion on the table as a motion to approve as amended. Motion passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Member Jeff Grover:	Yes		

Public Comments related to agenda items:

There were no public comments.

New Business

Zoning Ordinance Recommendation – Amending Articles 2 and 5, sections 201 and 518 of the Zoning Ordinances to include axe throwing venues and cigar stores:

ZA Singletary explained the changes to these articles are not currently included in the zoning ordinances and developed based on the Planning Commission’s (PC) recommendations from the work session in March. These changes will add the definitions of axe throwing venues and cigar stores to article 2 and NAICS codes to the use table for the appropriate zoning in article 5. The

PC directed ZA Singletary to amend the definition of axe throwing venues to include fixed or temporary, and include duplex in the use table under special exception use.

Chair Haney made the motion to approve the recommendation amending articles 2 and 5, sections 201 and 518 of the zoning ordinances with amendments, as presented. Vice Chair Davis seconded the motion. Motion passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Vice Chair Rae Davis	Yes		
Member Jeff Grover:	Yes		

Ordinance Recommendation – Annexation petition #22-02-14-001 of a 5.14 Acre Tract (TMS 000700-01-017) of land including adjacent and abutting rights-of-way to be zoned General Commercial (GC):

ZA Singletary explained this a 5.14-acre tract located in the Boulevard overlay district. Current zoning is GC and he recommends the zoning stay GC. The property is adjacent to Town and needs utilities. He noted that this petition, along with annexation petition #22-03-04-002 are both 100% petitions with the same lot size with a potential shared access in between. He also recommended this and the adjacent property be considered in the Boulevard overlay district. Questions were asked of the preliminary design and ZA Singletary noted that since designs were preliminary in nature, the focus would be on the future land use map and how it applies to the annexation petition.

Chair Haney made the motion approving the recommendation to council for annexation petition #22-02-14-001 of a 5.14 Acre Tract (TMS 000700-01-017) of land including adjacent and abutting rights-of-way to be zoned General Commercial (GC). Member Banks seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Vice Chair Rae Davis	Yes		
Member Jeff Grover:	Yes		

Ordinance Recommendation – Annexation petition # 22-03-04-002 of a 5.14 Acre Tract (TMS 000700-01-004) of Land Including Adjacent and Abutting Rights-of-Way to be Zoned General Commercial (GC):

Chair Haney made the motion approving the recommendation to council for annexation petition #22-03-04-002 of a 5.14 Acre Tract (TMS 000700-01-004) of land including adjacent and abutting rights-of-way to be zoned General Commercial (GC). Member Banks seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Vice Chair Rae Davis	Yes		
Member Jeff Grover:	Yes		

Ordinance Recommendation – Annexation petition # 22-03-23-001 of a .75 Acre Tract (TMS 000723-04-002) of Land Including Adjacent and Abutting Rights-of-Way to be Zoned General Commercial (GC):

ZA Singletary explained this was located at 1611 Chapin Rd. and the property owner plans to renovate the current building for office space. The property is adjacent to Town and needs utilities.

Member Banks made the motion approving the recommendation to council for annexation petition #22-03-23-001 of a .75 Acre Tract (TMS 000723-04-002) of land including adjacent and abutting rights-of-way to be zoned General Commercial (GC). Member Grover seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Vice Chair Rae Davis	Yes		
Member Jeff Grover:	Yes		

Ordinance Recommendation – Annexation petition # 22-03-28-001 of a 5.08 Acre Tract (TMS 000700-09-12) of Land Including Adjacent and Abutting Rights-of-Way to be Zoned Neighborhood Commercial (NC):

ZA Singletary explained this was located at the intersection of Amicks Ferry Road and Broomstraw Road. This property is adjacent to Town and needs utilities. The future land use map shows this property as NC and he recommends this zoning designation.

Chair Haney made the motion approving the recommendation to council for annexation petition #22-03-28-001 of a 5.08 Acre Tract (TMS 000700-09-12) of land including adjacent and abutting rights-of-way to be zoned Neighborhood Commercial (NC). Vice Chair Davis seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Zack Haney	Yes	Member Charlie Banks:	Yes
Vice Chair Rae Davis	Yes		
Member Jeff Grover:	Yes		

Adjournment: Chair Haney made the motion to adjourn the meeting. Member Grover seconded the motion. The meeting was adjourned at 4:53 p.m.

PC APPROVED (Date): _____

Zack Haney, PC Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

PLANNING COMMISSION WORK SESSION MINUTES

Tuesday April 5, 2022
3:00 P.M.

Town Hall

Members Present: Chair Zack Haney, Member Jeff Grover, Member Charlie Banks

Members Absent: Member William Lynch and Vice Chair Rae Davis

Staff Present: Zoning Administrator (ZA) Kevin Singletary, Director of Public Affairs Nicholle Burroughs, and Town Clerk Shannon Bowers

Call to Order: Chair Haney called the meeting to order at 3:07 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Discussion

Potential Zoning Changes; Storage Buildings: ZA Singletary began the discussion by explaining that there have been a lot of interest for property in and around town for some type of storage (open storage, warehouse storage, storage building, etc.). The current zoning ordinances reference NAICS code 531130 to address storage and the zoning ordinance further defines storage in town limits as “mini warehouses” as a permitted use. ZA Singletary was unable to find a reference to open storage as a permitted use in the zoning ordinances. Any storage that is referenced must meet landscaping/screening requirements and overlay district requirements. The Planning Commission (PC) discussed and directed ZA Singletary to update the ordinances to limit the use of storage on the main throughfare, include the term “multi-story building” in the definition, and clearly define the storage terms for: open storage, warehouse, and storage building.

Unified Zoning and Development Ordinance (UDO) Update: The selection committee unanimously selected a firm to be recommended to Council for the UDO. Council unanimously approved the mayor to enter contract negotiations from this firm and the Town is currently in that process for a budget schedule. The selected company provided a quote higher than the budgeted amount and the second-place firm has been contacted to provide a budget schedule as well. This has delayed the project by approximately one month. Once a contract is signed, it will be recommended to Council that the PC be the steering committee for the UDO. Recommendations will be submitted by the Architectural Review Board (ARB) to the PC regarding overlays and design standards.

Comprehensive Plan Discussion: ZA Singletary had no updates on changes to the comprehensive plan to date. He noted that most changes would be seen when going through updating the zoning ordinances in the UDO process, which has been delayed due to contract negotiations.

Capital Investment Projects: ZA Singletary explained that he has only received input from one commissioner regarding capital investment projects. If any other commissioner wished to provide input, ZA Singletary requested that input by April 19 to compile information for a discussion.

Open time for PC and Staff: PC inquired into a joint meeting with Lexington County planning officials and Town of Chapin Planning Commission. ZA Singletary noted that attempts have been made to set up a meeting, but have been unsuccessful to date. Director Burroughs commented that staff had made a request to the County Administrator and it was communicated that one individual would come to speak to the PC, but the Town has not received notice of that meeting. The PC was generally in favor to any correspondence opportunity being offered by the County.

Adjournment: Chairman Haney adjourned the work session at 3:55 p.m.

PC APPROVED (Date): _____
Zack Haney, PC Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

DRAFT