

**CHAPIN PLANNING COMMISSION
REGULAR MEETING
Town Hall**

**August 24, 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. June 22, 2021 Meeting Minutes
4. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
5. OLD BUSINESS
 - a. Recommendation to Council – Amending Article 7, section 703.8, table 2 of the Zoning Ordinance
 - b. Recommendation to Council – Amending Article 7, section 702.1 of the Zoning Ordinance
6. NEW BUSINESS
 - a. Recommendation to Council – Amending Article 10, Section 1008.2 (A)
 - b. Recommendation to Council – Amending Article 2, Section 201 and Article 5, Section 518 (d) of the Zoning Ordinance
 - c. Recommendation to Council – Amending Article 5, Sections 502, 502, 508, and 509 of the Zoning Ordinances
7. OPEN TIME FOR PLANNING COMMISSION AND STAFF
 - a. Updates to tree list
8. ADJOURN

PLEASE NOTE: Those wishing to attend this meeting are encouraged to wear a face mask/covering.

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 June 22, 2021
4:00 P.M.**

Town Hall Community Room

Members Present: Member Jeff Grover, Member Jerry Shealy, and Member Karalyn Miskie, Chairman Zack Haney

Members Absent: Vice Chairman Rae Davis

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

Guests: Kimberley Swygert, Civil Engineering of Columbia

Call to Order: Chairman Haney called the meeting to order at 4:08 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 Shealy made the motion to approve the May 25, 2021 meeting minutes as presented. Member Miskie seconded the motion. All in favor, motion carried.

Member Miskie: Yes
Member Grover: Yes
Member Shealy: Yes

Chairman Haney: Yes

Public Comments:

There were no public comments

Director Burroughs introduced Kevin Singletary as the new Zoning Administrator (ZA) to the Planning Commission (PC). She stated that she has worked with him at a staff level in order to move forward on items the PC has been discussing. Kevin comes to the Town from Edgefield County, is a graduate of Chapin High School and the College of Charleston.

Old Business

Recommendation to Council – Amending Article 7, section 703.8 of the Zoning Ordinance:

ZA Singletary stated in his review of article 7, section 703.8, he understood there is a conflict of interpretation with buffer yard requirements and a lack of consistency in the chart. He changed the table to clarify buffer yard requirements allowing for proposed use to be clear on the buffers for adjacent properties. ZA Singletary stated that this is not a permanent solution, but this change is a more appropriate and direct approach for use today.

PC members expressed concern over the accuracy of the chart, if more detail needed to be added to reflect more specific use categories, and the compatibility of the chart with the Comprehensive Plan.

The PC felt like more discussion was needed before any changes could be decided on. Chairman Haney made the motion to table the recommendation to amend article 7 to the next PC meeting. Member Grover seconded the motion. All in favor, motion carried.

Member Miskie: Yes
Member Grover: Yes

Member Shealy: Yes
Chairman Haney: Yes

Recommendation to Council – Amending Article 10, sections 1008.2 (k) and 1009.2 (12(d)) of the Zoning Ordinance:

ZA Singletary stated the Town was in the process of adopting a referenced color palette that would achieve two things: (1) Make the process easier for property owners to maintain their building and (2) Give a baseline aesthetic for the Town in order to create a cohesive look.

Director Burroughs reported the Architectural Review Board (ARB) has seen the palette and liked the idea overall. ZA Singletary explained this process would still allow the ARB to approve or deny colors not already on the list. It also allows the ZA to approve upgrades for property owners wanting to maintain their buildings by giving it a fresh color of paint. ZA Singletary also stated this change gives the ARB the tool to make new developments use approved colors for the Town. The color palette will be referenced in the Zoning Ordinances and used as an administrative document to guide development.

The PC agreed with the changes overall, but requested an additional item be added that the ARB would approve specific colors to only be used as accent colors and not included on the approved color palette.

Chairman Haney made the motion to approve changes with the amendment from discussion.

Member Miskie seconded the motion. Motion passed; vote was as follows:

Member Miskie: Yes

Member Shealy: Yes

Member Grover: No vote recorded

Chairman Haney: Yes

Member Grover questioned the use or prohibition of patterns. ZA Singletary explained the language stating “colors use shall be harmonious and compatible with one another as determined by the ARB” would be sufficient to cover those instances. ZA Singletary clarified that if language could be found in current ordinances, he would present any changes to include prohibiting patterns to the PC at the next meeting, should the PC wish to include that language.

Chairman Haney made the motion to authorize the ZA, if unable to locate restrictions on patterns in the Town ordinances, to add “and patterns” in line-item C in section 12, in order to move for Council approval. Member Grover seconded the motion. All in favor, motion carried.

Member Miskie: Yes

Member Shealy: Yes

Member Grover: Yes

Chairman Haney: Yes

New Business

Boykin Hills Review: Tree Survey – Preliminary Plat Conditional Approval: ZA Singletary began the presentation by noting what was being presented as this meeting is an amended tree plan for the Boykin Hills subdivision. Most of the trees along the creek bed would not affect this development, so trees in this area are being preserved. Utilities would have identified any major problems with trees that would need to be removed. ZA Singletary noted that many trees that were observed when staff walked the property were located in several lots, and the developers believe they cannot be preserved.

Kimberley Swygert, with Civil Engineering of Columbia gave a small presentation regarding their plan to strategically plant trees in this development. She referenced the Saluda River Club and the different areas within that development that showed trees that were saved vs. trees that were strategically planted to add high aesthetic value. She noted that on the survey, there were many trees that looked like they could be kept, but most fell in the drip lines and would need to be removed. Town ordinances state trees should be completely out of the drip lines. Trees in the buffer areas, common areas, and amenity areas are not being removed. They plan to plant 272 trees in the front of the lots along the roadways, to be maintained by the homeowners/property owners. Examples of the type of planting were included in the presentation. The PC was generally not in favor of using River Birch as the trees to be planted and requested another species of small variety oak tree or blossoming tree be selected.

Chairman Haney made the motion to approve the revised preliminary plat with conditional approval with the exception of the species list to be updated and reviewed by staff to meet the conditions of approval. Member Grover seconded the motion. All in favor, motion carried.

Member Miskie: Yes
Member Grover: Yes

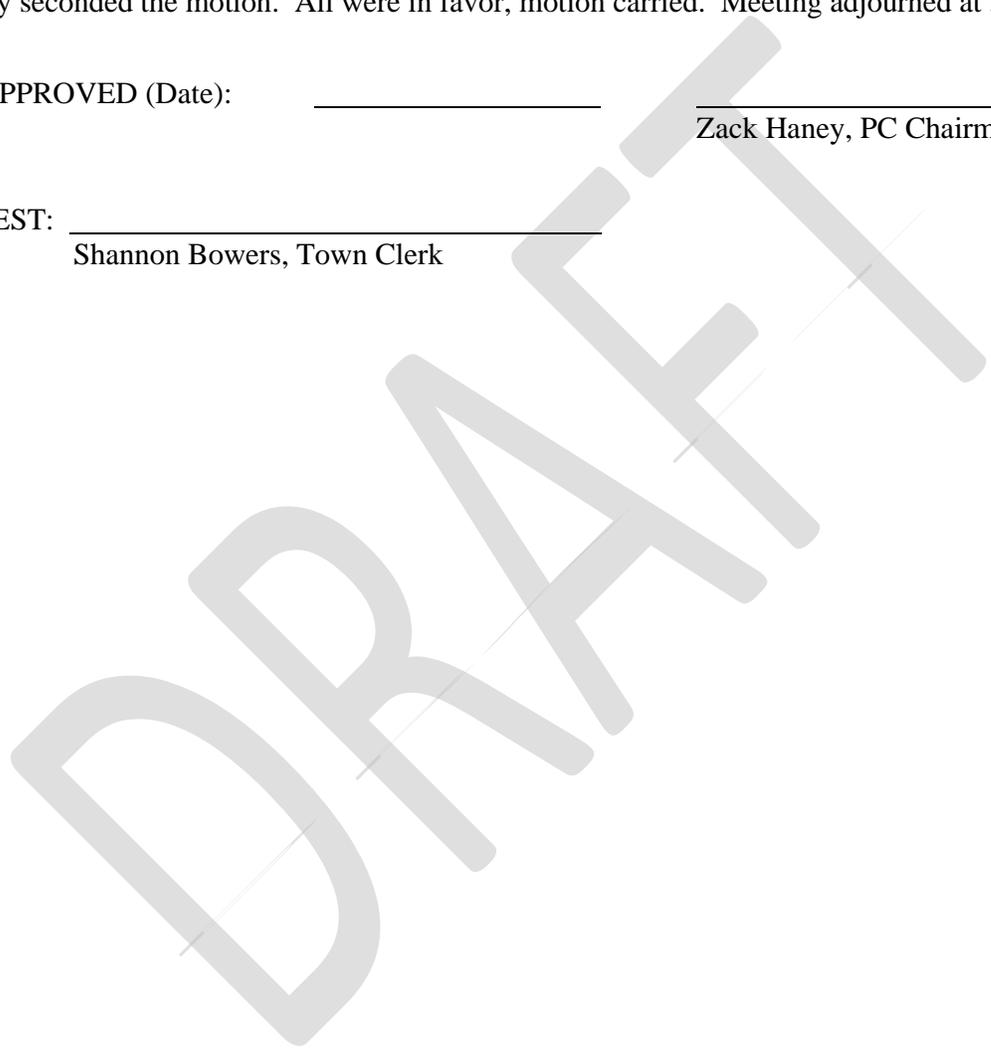
Member Shealy: Yes
Chairman Haney: Yes

Open time for PC and Staff: ZA Singletary stated he was aware of a few issues that were discussed by the PC at previous meetings: (1) Outlining specific requirements for conditional approval of palm/palmetto trees and (2) off street parking in residential developments. He plans on working on these issues next, and would hopefully have something for the PC to review at the next meeting.

Adjournment: Member Shealy moved to adjourn the Planning Commission Meeting. Chairman Haney seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:48 p.m.

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

ATTEST: _____
Shannon Bowers, Town Clerk



MEMORANDUM

To: Planning Commission
From: Kevin Singletary, Zoning Administrator
Date: August 24, 2021
Re: Amendment to Ordinance 703.8 Table 2.

Background: There has been confusion and difficulty in reading and understanding the Table 2 Buffer requirements. The current table also has inconsistent requirements. This creates issues for property owners, developers, Town staff, and the Planning Commission. There has been discussion on resolving this issue. This draft amendment was reviewed at the last Planning Commission meeting on June 22, 2021 and was tabled for further review and so that descriptions of some uses could be provided.

Amendment to Ordinance 703.8 Table 2

Current Ordinance:

Table 2: Property Buffer by Adjacent Use									
Proposed Adjacent Land Uses		RS-1 and RS-2	RS-3 and RG	Multi-Family	Mobile Homes	Mixed Uses	Religious, Educational, Recreational, Institutional, NC and OC	GC and IC	LM
RS-1 and RS-2		N/A	N/A	B	B	C	C	E	E
RS-3 and RG		N/A	N/A	B	B	B	B	D	E
Multi-family		C	B	A	A	B	B	C	E
Mobile Homes		B	B	B	N/A	C	C	C	E
Mixed Uses		C	B	A	B	A	B	B	D
Religious, Educational, Recreational, Institutional, NC and OC		C	B	B	B	B	A	C	D
GC and IC		E	E	D	C	C	C/D	A/B	C/D
LM		E	E	E	D	D/E	D/E	C/D	A/B

Amended Ordinance:

Table 2: Required Property Buffer Yard Types by Adjacent Use

Proposed Adjacent Land Uses	Existing Adjacent Use									
	Vacant Land	Agricultural Land	RS-1 and RS-2 Single family Detached	RS-3 and RG Two Family Detached, Duplex, Patio Home	Multi-Family	Mobile Homes, Manufactured Housing	Mixed Uses Commercial	Religious, Educational, Recreation, Institutional, NC and OC	GC and IC Non-Effluent Industrial	LM Effluent Industrial
RS-1 and RS-2 Single family Detached	A	A	N/A	N/A	BA	BA	C	C	E	E
RS-3 and RG Two Family Detached, Duplex, Patio Home	A	A	N/A	N/A	BA	BA	B	B	DE	E
Multi-Family	A	A	C	B	A N/A	A	B N/A	B	CE	E
Mobile Homes, Manufactured Housing	A	A	B	B	B	N/A	C	C	CE	E
Mixed Uses Commercial	A	A	C	B	A	BA	A N/A	B	BD	D
Religious, Educational, Recreational, Institutional, NC and OC	A	A	C	B	BA	BA	B	A N/A	CD	D
GC and IC Non-Effluent Industrial	C	D	E	E	DE	CD	CD	C/D	A/B N/A	C/D
LM Effluent Industrial	D	E	E	E	E	DE	D/E	D/E	C/D	A/B N/A

Use Descriptions: (Uses not defined in Article 2 Definitions are defined below)

<u>Vacant Land:</u>	<u>Property with no buildings on it, that is not used, or contains unoccupied structures that are no longer habitable.</u>
<u>Agricultural Land:</u>	<u>Property that is used for the production of crops, timber, or the rearing of livestock.</u>
<u>Commercial:</u>	<u>Property that is used for the purposes of engaging in commerce (goods or services), or provision of workspace. This does not include home occupations.</u>
<u>Non-Effluent Industrial:</u>	<u>The processing or manufacturing of raw materials or goods.</u>
<u>Effluent Industrial:</u>	<u>The processing or manufacturing of raw materials or goods that results in an offput liquid or gas of organic or inorganic nature, that must be treated before being discharged.</u>

Amended Ordinance without shown changes:

Table 2: Required Buffer Yard Types

Proposed Use	Existing Adjacent Use									
	Vacant Land	Agricultural Land	Single family Detached	Two Family Detached, Duplex, Patio Home	Multi-Family	Mobile Homes, Manufactured Housing	Commercial	Religious, Educational, Recreation, Institutional	Non-Effluent Industrial	Effluent Industrial
Single family Detached	A	A	N/A	N/A	A	A	C	C	E	E
Two Family Detached, Duplex, Patio Home	A	A	N/A	N/A	A	A	B	B	E	E
Multi-Family	A	A	C	B	N/A	A	N/A	B	E	E
Mobile Homes, Manufactured Housing	A	A	B	B	B	N/A	C	C	E	E
Commercial	A	A	C	B	A	A	N/A	B	D	D
Religious, Educational, Recreational, Institutional	A	A	C	B	A	A	B	N/A	D	D
Non-Effluent Industrial	C	D	E	E	E	D	D	D	N/A	C
Effluent Industrial	D	E	E	E	E	E	E	E	C	N/A

Use Descriptions: (Uses not defined in Article 2 Definitions are defined below)

Vacant Land:	Property with no buildings on it, that is not used, or contains unoccupied structures that are no longer habitable.
Agricultural Land:	Property that is used for the production of crops, timber, or the rearing of livestock.
Commercial:	Property that is used for the purposes of engaging in commerce (goods or services), or provision of workspace. This does not include home occupations.
Non-Effluent Industrial:	The processing or manufacturing of raw materials or goods.
Effluent Industrial:	The processing or manufacturing of raw materials or goods that results in an offput liquid or gas of organic or inorganic nature, that must be treated before being discharged.

Staff Recommendation: The amended ordinance's major change is solely the emphases of property use. The table is established to have two measurable values, the proposed use for a property, and its existing adjacent use. This makes reading the chart simple and straight forward, identify the proposed use in the leftmost column, and then go across the row to identify what buffer type is required per the use on adjacent property. Uses were identified by assessing what is currently present in the Town's Ordinance, broad use categories, and transitions in use that have meaningful impact to adjacent property. Two uses are shown as existing adjacent uses, but not as proposed uses, vacant land and agricultural land. For vacant land this is due to the fact that undeveloped land is not an active use, and therefore cannot be proposed. For non-industrial agricultural uses there is no developmental review. There are two secondary changes. The first is that a proposed use that is the same as an adjacent use does not require a buffer. The second is that the buffer requirement for a proposed use and an adjacent use are typically consistent to the reverse situation, however not always. In some cases when a proposed use is less dense and impactful to an adjacent use, its required buffer is less than it would be in the inverse situation. A description of use categories not already defined in Article 2 of the ordinance is at the bottom of the table. Staff believe the adoption of these changes will resolve the confusion and difficulty with the buffer table that is currently present. Staff also sees this as an interim solution, and that more time and thought should be put into development standards to improve the retention, health, and appearance of natural and landscaped areas in the Town. Staff recommends that the Planning Commission recommend that Town Council adopt the above ordinances change.

Planning Commission Actions: Following its review, the Planning Commission may recommend that Town Council adopt the proposed changes to ordinance 703.8 Table 2, recommend that Town Council adopt said changes as amended, or recommend that Town Council not adopt said changes.

MEMORANDUM

To: Planning Commission
From: Kevin Singletary, Zoning Administrator
Date: August 24, 2021
Re: Amendment to Ordinance 702.1

Background: At the May 25, 2021 Planning Commission Meeting the PC adopted an Approved Tree Species List. The PC also discussed the use of palmetto trees, specifically concern over limiting its use given its cultural significance, and it's current presents in the Town. A draft ordinance change to 702.1 B prohibiting a list of palmetto and palm trees was produced but not recommended on to Town Council. A new draft has been prepared to make modifications to the ordinance to provide clarity on the status of the Approved Tree Species List and create appropriate conditions for palm and palmetto trees.

Amendment to Ordinance 702.1

Current Ordinance:

702.1 General Standards

A. Commercial outparcels shall be vegetated and maintained by the property owner while vacant to maintain an attractive appearance. Vegetation shall consist of turf grass, shrubs, trees, live ground cover, annuals, perennials, ornamental grasses or other vegetative cover that will secure the soil and create an attractive appearance. **B.** All required plantings installed shall be:

1. Nursery grown stock that is free from pests or growth problems, and
2. Installed and maintained according to best management practices and standards set forth by the American Nursery and Landscape Association, ANSI Z60.1-2004, as amended; and
3. Selected from the List of Approved Plant Species for the Town of Chapin and List of Approved Tree Species for the Town of Chapin as provided by the Zoning Administrator.

C. All required landscaping shall be included in the required site plan

D. All required plantings shall be installed in a manner that ensures the availability of sufficient soil and water for healthy growth and that is not intrusive to above and below ground utilities.

E. Only landscaping and approved fences, berms and walls shall be permitted within a required buffer or street buffer area, except that sidewalks and other pedestrian walkways, bicycle paths, aboveground utilities, drainage ways, and approved signs shall be permitted where they do not comprise of more than twenty percent of the total area of the required buffer or street buffer or compromise the ability of the site to meet the intent and planting requirements herein. Underground utilities are permitted wherever they do not interfere with the ability to provide the required buffer or street buffer area and landscaping.

F. Clustering and/or random spacing of plants and trees is encouraged to produce a natural appearance in the landscape, except where uniformity is required for opaque screening.

G. Landscaping, including berms, shall be installed and maintained so as not to interfere with the sight distance requirements of this ordinance or the sight distance needs of vehicular traffic in parking areas and at entrance and exit locations.

H. Small maturing trees are required to be substituted for required large maturing trees whenever overhead utility lines are present or planned. **I.** Native species and related cultivars are encouraged.

J. Monocultures shall be avoided in formally designed parks, buffers, and screens.

K. Shrubs and trees shall be installed no closer than two feet to a curb, gutter, sidewalk or building. Small maturing trees shall be planted no closer than 10 feet to a building, medium maturing trees no closer than 20 feet to a building, and large maturing trees no closer than 25 feet to a building, unless otherwise required. **L.** Shrubs shall not be planted within six feet of tree trunks.

M. In landscaped areas adjacent to parking spaces or street curbs, no plant material with the potential to reach over six inches in height may be located within twelve inches of the curb or other protective barrier. This is intended to protect planted materials from damage by car bumpers and car doors.

N. The Zoning Administrator will conduct inspections as needed to determine that required landscaping is properly installed and maintained as provided in this Article.

O. The Zoning Administrator may require changes to any planting schedule or plant size requirement and may require plant substitution when, in their opinion, the size, nature, and/or spacing of plantings will compromise the safety and security of the public.

P. The Zoning Administrator may approve revisions to landscaping in an approved site plan in order to accommodate seasonal planting problems or a lack of plant availability as long as:

1. There is no significant reduction in the quantity of plant material.
2. There is no significant change in the size or location of plant materials.
3. The plant substitutions are of the same general category and have the same general design characteristics as the materials being replaced.

Amended Ordinance: Noted: The entire formatting of 702.1 had to be amended, however this is not reflective in the highlighted and lined edits. The nature of the formatting edits were of such significant that nearly the entirety of the section would need to be highlighted, making it difficult to identify language changes. As such formatting changes per say have not been highlighted. Section "C" has been added, and thus the previous section "C" is now "D" and so forth successively down the line.

702.1 General Standards

A. Commercial outparcels shall be vegetated and maintained by the property owner while vacant to maintain an attractive appearance. Vegetation shall consist of turf grass, shrubs, trees, live ground cover, annuals, perennials, ornamental grasses or other vegetative cover that will secure the soil and create an attractive appearance.

B. All required plantings installed shall be:

1. Nursery grown stock that is free from pests or growth problems, and

2. Installed and maintained according to best management practices and standards set forth by the American Nursery and Landscape Association, ANSI Z60.1-2004, as amended; and
3. Selected from the ~~List of Approved Plant Species for the Town of Chapin and List of Approved Tree Species~~ List for the Town of Chapin as provided maintained by the Zoning Administrator.

C. Conditions for palm and palmetto trees shall be:

1. The palm or palmetto tree(s) shall be of the following species:

<u>Common Name</u>	<u>Botanical Name</u>
<u>Needle palm</u>	<u>Rhapidophyllum hystrix</u>
<u>Dwarf or Bush Palmetto</u>	<u>Sabal minor</u>
<u>Cabbage Palm or Palmetto</u>	<u>Sabal palmetto</u>
<u>Saw Palmetto or Scrub Palm</u>	<u>Serenoa repens</u>

2. Only one palm or palmetto tree may be located at an entrance of the principal building, adjacent to a landscaped property entrance or sign, or part of a landscaped area featuring a flagpole(s).
3. Any palm or palmetto tree shall be planted at the surface and properly supported per ANSI300 standards.
4. No palm or palmetto tree may be used as a shade tree, street tree, or as part of a buffer or landscaping requirements.

D. All required landscaping shall be included in the required site plan

E. All required plantings shall be installed in a manner that ensures the availability of sufficient soil and water for healthy growth and that is not intrusive to above and below ground utilities.

F. Only landscaping and approved fences, berms and walls shall be permitted within a required buffer or street buffer area, except that sidewalks and other pedestrian walkways, bicycle paths, aboveground utilities, drainage ways, and approved signs shall be permitted where they do not comprise of more than twenty percent of the total area of the required buffer or street buffer or compromise the ability of the site to meet the intent and planting requirements herein. Underground utilities are permitted wherever they do not interfere with the ability to provide the required buffer or street buffer area and landscaping.

G. Clustering and/or random spacing of plants and trees is encouraged to produce a natural appearance in the landscape, except where uniformity is required for opaque screening.

H. Landscaping, including berms, shall be installed and maintained so as not to interfere with the sight distance requirements of this ordinance or the sight distance needs of vehicular traffic in parking areas and at entrance and exit locations.

I. Small maturing trees are required to be substituted for required large maturing trees whenever overhead utility lines are present or planned.

J. Native species and related cultivars are encouraged.

K. Monocultures shall be avoided in formally designed parks, buffers, and screens.

L. Shrubs and trees shall be installed no closer than two feet to a curb, gutter, sidewalk or building. Small maturing trees shall be planted no closer than 10 feet to a building,

medium maturing trees no closer than 20 feet to a building, and large maturing trees no closer than 25 feet to a building, unless otherwise required.

M. Shrubs shall not be planted within six feet of tree trunks.

N. In landscaped areas adjacent to parking spaces or street curbs, no plant material with the potential to reach over six inches in height may be located within twelve inches of the curb or other protective barrier. This is intended to protect planted materials from damage by car bumpers and car doors.

O. The Zoning Administrator will conduct inspections as needed to determine that required landscaping is properly installed and maintained as provided in this Article.

P. The Zoning Administrator may require changes to any planting schedule or plant size requirement and may require plant substitution when, in their opinion, the size, nature, and/or spacing of plantings will compromise the safety and security of the public.

Q. The Zoning Administrator may approve revisions to landscaping in an approved site plan in order to accommodate seasonal planting problems or a lack of plant availability as long as:

1. There is no significant reduction in the quantity of plant material.
2. There is no significant change in the size or location of plant materials.
3. The plant substitutions are of the same general category and have the same general design characteristics as the materials being replaced.

Staff Recommendation: The reorganization and reformatting of this ordinance section makes it easier to read, and understand. The change in language also makes it more apparent that the Approved Tree Species List is an administrative document maintained and updated by the Zoning Administrator, and specifically identifies that document alone, where as before it could be interpreted that there are two documents. The conditions for palmetto trees allow for a business to, at most, have a palmetto tree adjacent to their street sign, adjacent to any front entrances, and adjacent to any landscaped areas where they have erected a flag pole or poles. This recognizes the cultural relevance palmetto trees have in our state, and allows for their expression, without implementing landscaping that is not indicative to our native species and functional in all the ways that landscaping trees are meant to be. These conditions should also enforce the proper instillation of palmetto trees. Staff recommends that the Planning Commission recommend Town Council to adopt these changes to Ordinance 702.1.

Planning Commission Action: Following its review, the Planning Commission may recommend that Town Council adopt the proposed changes to ordinance 702.1, recommend that Town Council adopt said changes as amended, or recommend that Town Council not adopt said changes.

MEMORANDUM

To: Planning Commission
From: Kevin Singletary, Zoning Administrator
Date: August 24, 2021
Re: Amendment to Ordinance 1008.2 A.

Background: It has been brought to the attention, and observed by members of Council and Town Staff that some business owners within the Town have not updated the façade of their buildings, specifically, repainting them. A recurring reason for this is that the process of receiving approval to do so is more complex and time-consuming than many feel it should be, and thus creates a barrier for moving forward with the needed update. A possible solution to this situation that has been identified is the adoption of an approved paint color palette. The adoption of an approved paint color palette is a common practice employed by many jurisdictions.

Amendment to Ordinance 1008.2 A

Current Ordinance:

1008.2 Design Objectives

The following objectives, in addition to any standards prescribed in Section 1009.2 Standards and elsewhere in applicable laws, shall be utilized by the Town of Chapin during its architectural review process. These objectives, intended to provide specific guidelines for the Town of Chapin and the applicant, are listed as follows:

- A. Architectural Details.** Architectural details of new buildings and additions, textures of wall and roof materials, should be harmonious with the building's overall architectural style and should preserve and enhance the character of the surrounding area.

Amended Ordinance:

1008.2 Design Objectives

The following objectives, in addition to any standards prescribed in Section 1009.2 Standards and elsewhere in applicable laws, shall be utilized by the Town of Chapin during its architectural review process. These objectives, intended to provide specific guidelines for the Town of Chapin and the applicant, are listed as follows:

- A. Architectural Details.** Architectural details of new buildings, ~~and~~ additions, updates, and modifications; textures of wall and roof materials, exterior paint patterns and designs, ~~should~~ shall be harmonious with the building's overall architectural style and ~~should~~ shall preserve and enhance the character of the surrounding area. When an applicant is only proposing improvement or updates to the exterior paint, harmony shall be reviewed and determined by the Zoning Administrator.

Staff Recommendation: The proposed change would, in the case of new construction or substantial additions and modifications, allow the ARB to review paint patterns and designs on the exterior of the building and possibly withhold issuance of a COA if what is proposed is not appropriate or desirable for the Town of Chapin. In the case of general maintenance or repainting of existing exteriors this review would be done by the Zoning Administrator. Staff recommends that the Planning Commission recommend that Town Council adopt the above ordinances changes.

Planning Commission Actions: Following its review, the Planning Commission may recommend that Town Council adopt the proposed changes to ordinance 1008.2 A., recommend that Town Council adopt said changes as amended, or recommend that Town Council not adopt said changes.

MEMORANDUM

To: Planning Commission
From: Kevin Singletary, Zoning Administrator
Date: August 24, 2021
Re: Amendment to Ordinance 201 and 518 (d)

Background: Kevin Rekiel is seeking to locate within the Town of Chapin a property to open a brewery, that would produce beer on site for consumption on site and for distribution. In colloquial terms this would be a microbrewery. 271 Columbia Ave. is the location Mr. Rekiel believes is best suited for his business venture. This property is zoned GC. The Town of Chapin's Zoning Ordinance does not identify breweries of any sort as permitted within GC, or any other zoning district. This memo provides draft changes to the Zoning Ordinance regarding the definition of brewery types, and the permitting of microbreweries in the GC zoning district.

Amendment to Ordinance 201

Current Ordinance:

10. **BOARDING HOUSES:** Same as "Rooming and Boarding Houses."

11. **BUFFER:** Open spaces, landscaped areas, fences, walls, berms, or any combination thereof used to physically separate or screen one use or property from another so as to visually shield or block noise, lights, or other nuisances.

...

69. **MANUFACTURED HOME PARK:** A lot providing rented parking space for five or more manufactured homes used for dwelling units, including service buildings and facilities. Manufactured home sale or storage lots for unoccupied units are not manufactured home parks.

70. **MINIWAREHOUSE** (See NAICS Code 531130) A building or group of buildings on a fenced, controlled access lot which contain individual locked compartments for storage of personal property.

Amended Ordinance:

10. **BOARDING HOUSES:** Same as "Rooming and Boarding Houses."

11. **BREWERY:** A brewery that produces more than 15,000 Barrels of beer a year, and/or sells at 100% of it's beer off site.

12. **BUFFER:** Open spaces, landscaped areas, fences, walls, berms, or any combination thereof used to physically separate or screen one use or property from another so as to visually shield or block noise, lights, or other nuisances.

Successive numbers updated to reflect addition of Brewery as number 11.

70. **MANUFACTURED HOME PARK:** A lot providing rented parking space for five or more manufactured homes used for dwelling units, including service buildings

and facilities. Manufactured home sale or storage lots for unoccupied units are not manufactured home parks.

71. MICRO-BREWERY: A brewery that produces 15,000 Barrels or less of beer a year, and sells at least 25% of it's beer on site. May include a restaurant and/or taproom.

72. MINIWAREHOUSE (See NAICS Code 531130) A building or group of buildings on a fenced, controlled access lot which contain individual locked compartments for storage of personal property.

Successive number updated to reflect addition of Brewery as number 11 and Micro-brewery as number 71.

Amendment to Ordinance 518 (d)

Current Ordinance:

GC PERMITTED USES	NAICS CODE	NAICS DESCRIPTION	PARKING SPACES REQUIRED
d. <u>Retail trade</u> , no limit in square footage per store, including shopping centers, involving sale of merchandise on premises except: NAICS 447110 automobile service station - see conditional uses NAICS 453930 Mobile home dealers not permitted	444 452 445 4411/ 441222 448 442 7221 7222 44611 445310 453310	Building material and garden equipment and supplies dealers General merchandise Food and beverage Motor vehicle & boat dealers (except 447110); Clothing and clothing accessories Furniture and home furnishing stores Full-service restaurants Limited-service eating places Pharmacies and drug stores Beer, wine and liquor stores Used merchandise	One (1) per 200 square feet of retail floor area

Amended Ordinance:

GC PERMITTED USES	NAICS CODE	NAICS DESCRIPTION	PARKING SPACES REQUIRED
<p>d. <u>Retail trade</u>, no limit in square footage per store, including shopping centers, involving sale of merchandise on premises except: NAICS 447110 automobile service station - see conditional uses</p> <p>NAICS 453930 Mobile home dealers not permitted</p>	<p>312120 444 452 445 4411/ 441222 448 442 7221 7222 44611 445310 453310</p>	<p>Micro-Breweries Building material and garden equipment and supplies dealers General merchandise Food and beverage Motor vehicle & boat dealers (except 447110); Clothing and clothing accessories Furniture and home furnishing stores Full-service restaurants Limited-service eating places Pharmacies and drug stores Beer, wine and liquor stores Used merchandise</p>	<p>One (1) per 200 square feet of retail floor area</p>

Staff Recommendation: The NAICS Codes do not differentiate between what is referred to colloquially as breweries, micro-breweries, brewpubs, and taproom brewery. In the brewing industry these definitions are semi defined, and are expanded more than the list provided above. For the purposes of the Town the four above should suffice in making zoning decisions. To define them; A brewery is an industrial use where beer is produced, packaged, and 100% is distributed to off-site locations. A microbrewery is a brewery that produces 15,000 barrels or less of beer per year and sells 75% or more of that beer in off-site locations and may contain a tasting room or bar. A brewpub is a hybrid between a restaurant and brewery that sells at least 25% of its beer on-site in combination with food. A taproom brewery is the same as a brewpub, however little to no food is sold on site.

Microbreweries that sell at least a quarter of their product on site, whether it be in the form of a brewpub, tap room, or both, can be appropriate uses in our GC zoning district. The use should not differ greatly from any typical bar or full-service restaurant. Staff recommends the Planning Commission recommend the adoption of these changes to Town Council; defining breweries and microbreweries, with the subsuming of brewpubs and taprooms into microbreweries, and the permitting of microbreweries in the GC zoning district.

Planning Commission Actions: Following its review, the Planning Commission may recommend that Town Council adopt the proposed changes to ordinance 201 & 518 (d), recommend that Town Council adopt said changes as amended, or recommend that Town Council not adopt said changes.

MEMORANDUM

To: Planning Commission
From: Kevin Singletary, Zoning Administrator
Date: August 24, 2021
Re: Amendment to Ordinance 502, 504, 508, & 5509.

Background: On street parking has been identified as an issue in Chapin area residential neighborhoods. Lexington County has addressed this by increasing the requirement of off-street parking spaces from 2 to 3 in residential zonings. This was brought up at the May 2021 Planning Commission meeting. At the June 2021 Planning Commission meeting the Commission and Staff discussed this again, and staff identified a different possible short-term solution for on street parking for the Town of Chapin, increasing required minimum front yard depth.

Amendment to Ordinance

Current Ordinances: *Note: The information for existing ordinances show below are part of a table that does not contain identified numbers or letters. As such rather than show the whole table, just the relevant row is show.*

502. RS-1 Low Density Residential District Regulations

The following regulations apply to all uses in the RS-1 districts:

Minimum front yard depth:	Lots fronting on S-48: 30 feet All other lots: Twenty-five (25) feet, or average of existing setbacks from same street in same block in district, but not less than twenty (20) feet.
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504. RS-2 Medium Density Residential District Regulations

The following regulations apply to all uses in RS-2 districts:

Minimum front yard depth:	Lots fronting on S-48: thirty (30) feet All other lots: Twenty-five (25) feet or average of existing setbacks from same street in same block in district, but not less than 20 feet
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508. RG General Residential District Regulations

The following regulations apply to all uses in RG Districts:

Minimum front yard depth:	Lots on S-48: Thirty (30) feet All other lots: Twenty-five (25) feet from street right of way line or average of adjacent parcels, but no less than twenty (20) feet.
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5509 Rural District

Minimum front yard depth:	Lots fronting on S-48: thirty (30) feet All other lots: Twenty-five (25) feet or average of existing setbacks from same street in same block in district, but not less than 20 feet
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Amended Ordinances:

502. RS-1 Low Density Residential District Regulations

The following regulations apply to all uses in the RS-1 districts:

Minimum front yard depth:	Lots fronting on S-48: Thirty (30) feet All other lots: Twenty-five Thirty (25 30) feet, or average of existing setbacks from same street in same block in district, but not less than twenty (20) feet.
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504. RS-2 Medium Density Residential District Regulations

The following regulations apply to all uses in RS-2 districts:

Minimum front yard depth:	Lots fronting on S-48: Twenty-five Thirty (30) feet All other lots: Twenty-five Thirty (25 30) feet, or average of existing setbacks from same street in same block in district, but not less than 20 feet
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508. RG General Residential District Regulations

The following regulations apply to all uses in RG Districts:

Minimum front yard depth:	Lots on S-48: Twenty-five Thirty (30) feet All other lots: Twenty-five Thirty (25 30) feet, from street right of way line or average of adjacent parcels, but no less than twenty (20) feet.
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509. RD Rural District Regulations ~~5509 Rural District~~

Minimum front yard depth:	Lots fronting on S-48: Twenty-five Thirty (30) feet All other lots: Twenty-five Thirty (25 30) feet, or average of existing setbacks from same street in same block in district, but not less than 20 feet
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Staff Recommendation: The proposed changes would add an additional 5 feet in minimum front yard depth in the residential zonings excluding R-3. The benefit of extending minimum front yard depth is that it increases driveway length, and thus the area for parking in driveways. Moreover, it does not impose an increased to required off street parking which might result in larger garages, especially the percentage of front façade that is garage. The average vehicle length is approximately 14 ft. An assured minimum of 30 ft. is better suited to ensure all vehicles can be parked off of the street.

Planning Commission Actions: Following its review, the Planning Commission may recommend that Town Council adopt the proposed changes to ordinances 502, 504, 508, & 5509, recommend that Town Council adopt said changes as amended, or recommend that Town Council not adopt said changes.

MEMORANDUM

To: Planning Commission
From: Kevin Singletary, Zoning Administrator
Date: August 24, 2021
Re: Update to Approved Tree Species List

Update: Staff has updated the “Chapin Tree List” both in form and in detail. The first alteration is that the name has been changed to the “Approved Tree Species List”. The other significant change to the document itself has been to the formatting. The layout is unaltered but with a different appearance, as seen below. All the other changes have been in regards to the trees themselves. Following the new list below is an indemnification of these changes. These changes were made due to detailed review and discussion with Vance Vollmer, The Lexington County Landscape Planner.

APPROVED TREE SPECIES LIST – TOWN OF CHAPIN, SC

Canopy Trees (Typically > 30 ft. in height)	
Common Name	Botanical Name
Florida Maple	<i>Acer barbatum</i>
Trident Maple	<i>Acer buergerianum</i>
Sugar Maple	<i>Acer saccharum</i>
Autumn Blaze Maple	<i>Acer x freemanii</i>
Bottlebrush Buckeye	<i>Aesculus parviflora</i>
Red Buckeye	<i>Aesculus pavia</i>
River Birch	<i>Betula nigra</i>
European Hornbeam	<i>Carpinus betulus</i>
American Hornbeam	<i>Carpinus caroliniana</i>
Hickory	<i>Carya</i> spp.
Chinese Chestnut	<i>Castanea mollissima</i>
Atlas Cedar	<i>Cedrus atlantica</i>
Deodar Cedar	<i>Cedrus deodara</i>
Katsura Tree	<i>Cercidiphyllum japonicum</i>
Sawara Cypress	<i>Chamaecyparis pisifera filifera</i>
Fringetree	<i>Chionanthus virginicus</i>
Fringetree	<i>Chionanthus virginicus</i>
Japanese Cryptomeria	<i>Cryptomeria japonica</i>
Common Persimmon (male)	<i>Diospyros virginiana</i>
American Beech	<i>Fagus grandifolia</i>
Ginkgo (male)	<i>Ginkgo biloba</i>
Honey-Locust	<i>Gleditsia triacanthos</i>
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Carolina Silverbell	<i>Halesia caroliniana</i>
Ozark White Cedar or Ashe	<i>Juniperus ashei</i>
Eastern Redcedar	<i>Juniperus virginiana</i>
Burgundy Flush Sweetgum	<i>Liquidambar acalycina</i>
Sweetgum (sterile)	<i>Liquidambar styraciflua</i> ‘Rotundiloba’
Yellow-Poplar	<i>Liriodendron tulipifera</i>
Southern Magnolia	<i>Magnolia grandiflora</i>

Sweetbay Magnolia	Magnolia virginiana
Dawn Redwood	Metasequoia glyptostroboides
Chinese Tupelo	Nyssa sinensi
Blackgum	Nyssa sylvatica
Eastern Hophornbeam	Ostrya virginiana
Sourwood	Oxydendrum arboreum
Parrotia	Parrotia persica
Longleaf Pine	Pinus palustris
Chinese Pistache	Pistacia chinensis
London Planetree	Plantanus x acerifolia
American Sycamore	Platanus occidentali
Black Cherry	Prunus serotina
White Oak	Quercus alba
Swamp White Oak	Quercus bicolo
Common Name	Botanical Name
Scarlet Oak	Quercus coccinea
Southern Red Oak	Quercus falcate
Darlington Oak	Quercus hemisphaerica
Laurel Oak	Quercus laurifolia
Overcup Oak	Quercus lyrata
Swamp Chestnut Oak	Quercus michauxii
Chinese Evergreen Oak	Quercus myrsinifolia
Water Oak	Quercus nigra
Nuttall Oak	Quercus nuttalli
Cherrybark Oak	Quercus pagoda
Pin Oak	Quercus palustris
Willow Oak	Quercus phellos
Northern Red Oak	Quercus rubra
Shumard Oak	Quercus shumardii
Black Oak	Quercus velutina
Live Oak	Quercus virginiana
Pond-Cypress	Taxodium ascendens
Baldcypress	Taxodium distichum
Green Giant Arborvitae	Thuja x 'Green Giant'
Princeton Elm	Ulmus americana 'Princeton'
Understory Trees (Typically < 30 ft. in height)	
Common Name	Botanical Name
Florida Maple	Acer floridanum
Amur Maple	Acer ginnala
Paperbark Maple	Acer griseum
Chaulk Maple	Acer leucoderme
Japanese Maple	Acer palmatum
Serviceberry	Amelanchier spp.
Eastern Redbud	Cercis canadensis
Chinese Redbud	Cercis chinensis
Oklahoma Redbud	Cercis reniformis
Fringetree	Chionanthus spp.

Flowering Dogwood	<i>Cornus florida</i>
Kousa Dogwood	<i>Cornus kousa</i>
Cornelian Cherry Dogwood	<i>Cornus mas</i>
Smoke Tree	<i>Cotinus coggygria</i>
Winter King Hawthorn	<i>Crataegus viridis</i>
Arizona Cypress	<i>Cupressus arizonica</i>
Loquat	<i>Eriobotrya japonica</i>
Witch-Hazel	<i>Hamamelis</i>
Possumhaw	<i>Ilex decidua</i>
American Holly	<i>Ilex opaca</i>
Lusterleaf Holly	<i>Ilex latifolia</i>
Yaupon Holly (standard and weeping)	<i>Ilex vomitoria</i>
Foster Holly	<i>Ilex</i> × <i>attenuata</i>
Mary Nell Holly	<i>Ilex</i> x ‘Mary Nell’
Nellie Stevens Holly	<i>Ilex</i> x ‘Nellie Stevens’
East Palatka Holly	<i>Ilex</i> x <i>attenuata</i> ‘East Palatka’
Foster’s Holly	<i>Ilex</i> x <i>attenuata</i> ‘Fosteri’
Savannah Holly	<i>Ilex</i> x <i>attenuata</i> ‘Savannah’
Blue Point Juniper	<i>Juniperus chinensis</i>
Torulosa Juniper	<i>Juniperus chinensis</i> ‘Torulosa’
Brodie Juniper	<i>Juniperus siliciola</i>
Burkii Redcedar	<i>Juniperus virginiana</i>
Crape Myrtle (Japan)	<i>Lagerstroemia fauriei</i>
Crape Myrtle	<i>Lagerstroemia indica</i> or <i>fauriei</i>
Burgundy Loropetalum (large varieties)	<i>Loropetalum chinense rubrum</i>
Little Gem Magnolia	<i>Magnolia grandiflora</i> ‘Little Gem’
Japanese Magnolia	<i>Magnolia</i> spp.
Star Magnolia	<i>Magnolia stellata</i>
Saucer Magnolia	<i>Magnolia</i> x <i>soulangiana</i>
Japanese Flowering Crabapple	<i>Malus floribunda</i>
Tea Crabapple	<i>Malus hupehensis</i>
Flowering Crabapple	<i>Malus hybrida</i>
Sargent Crabapple	<i>Malus sargentii</i>
Wax Myrtle	<i>Myrica cerifera</i>
Tea Olive	<i>Osmanthus</i> spp.
American Plum	<i>Prunus americana</i>
Chickasaw Plum	<i>Prunus angustifolia</i>
Taiwan Cherry	<i>Prunus campanulata</i>
Carolina Laurel Cherry	<i>Prunus caroliniana</i>
Purple Leaf Plum	<i>Prunus cerasifera</i>
Dwarf Flowering Almond	<i>Prunus glandulosa</i>
Mexican Plum	<i>Prunus mexicana</i>
Flowering Apricot	<i>Prunus mume</i>
Kwanzan and Snow Goose Cherry	<i>Prunus serrulata</i>
Autumnalis Cherry	<i>Prunus subhirtella</i>
Purple Leaf Sand Cherry	<i>Prunus</i> x <i>cistena</i>
Okame Cherry	<i>Prunus</i> x <i>incamp</i> ‘Okame’

Yoshino Cherry	<i>Prunus x yedoensis</i>
Corkscrew Willow	<i>Salix matsundana</i> var. <i>tortuosa</i>
Japanese Snowbell	<i>Styrax japonica</i>
Emerald Arborvitae	<i>Thuja occidentalis</i> 'Emerald'
Chindo Viburnum	<i>Viburnum awabuki</i>
Chastetree	<i>Vitex agnus-castus</i>

Specific Changes:

Red Maple (removed) – “Poor urban tolerance”. This tree does better in wooded conditions, and does not perform well in isolation, especially in the heat. October Glory and Summer Red varieties have done better.

American Yellowwood (removed) – “Too far South”. This area is outside it’s range and does not perform well.

Leyland Cypress (removed) – “Disease Prone”. For the first 10 -15 years these trees do well, but will eventually decline and develop a canker. Lexington County allows for their use if treatment is being documented. Was in both parts of the list.

Green Ash (removed) – “Pest Problems”. The emerald ashborn pest has been spreading from the North East and is present here, killing these trees. Once tree is identifiable for infection, it is too late for it to be saved.

Persian (name change) – The correct name to use for common identification is “Persian Parrotia”.

American Linden & Greenspire Linden (removed) – “Poor Results”. These trees have done poorly in our area and have not shown good longevity, especially in isolation.

Lacebark Elm (removed) – Aggressively drops seeds and its spread is hard to control, which adversely affects surrounding shrubbery. It does better in isolation, especially where around the base can be mowed.

Japanese Zelkova (removed) – “Poor Performance”. This tree takes a long time to recover from the shock of being transplanted.

Goldenrain Tree (removed) – “Invasive”. This tree is not native and is identified as invasive.

Recurve Ligustrum (removed) – “Invasive”. This tree is not native and is identified as invasive. It has been popular since it is cheap and is good at screening, but is an aggressive spreader.

Wax Myrtle & Bayberry (combined) – “Same”. These are two different common names for the same tree, “*Myrica cerifera*”. Botanical name was also incorrect.

Black Cherry (moved to Canopy) – This tree was in the understory section, but is more appropriate in the canopy section.