

# PLANNING COMMISSION MEETING MINUTES

Tuesday August 24, 2021  
4:00 P.M.

Town Hall

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**Members Present:** Chairman Zack Haney and Vice Chairman Rae Davis

**Members Absent:** Member Jeff Grover and Member Jerry Shealy

**Staff Present:** Zoning Administrator Kevin Singletary and Town Clerk Shannon Bowers

**Call to Order:** Chairman Haney called the meeting to order at 4:05 p.m., determined there was not a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** Due to a lack of a quorum, meeting minutes for June 22, 2021 were not approved at this meeting.

**Public Comments:**

There were no public comments

**Old Business**

**Recommendation to Council – Amending Article 7, section 703.8 table 2 of the Zoning Ordinance:**

Due to a lack of a quorum, a motion for this amendment could not be taken at this meeting. Zoning Administrator (ZA) Singletary noted that he added descriptions to the bottom of the table, per the Planning Commission's (PC) recommendation.

**Recommendation to Council – Amending Article 7, section 702.1 of the Zoning Ordinance:**

Due to a lack of a quorum, a motion for this amendment could not be taken at this meeting. ZA Singletary noted he received a comment from Member Grover stating the language in this section could be interpreted as palm trees would not be allowed in specific areas, but could be allowed in areas outside of those locations. Vice Chair Davis questioned whether existing trees would be grandfathered in. ZA Singletary stated he would make amendments to further define these conditions.

**New Business**

**Recommendation to Council – Amending Article 10, section 1008.2 (A) of the Zoning Ordinance:**

Due to a lack of a quorum, a motion for this amendment could not be taken at this meeting. ZA Singletary stated the amendment to this section specifically refers to paint patterns or paint schemes. He and Town Clerk Bowers researched the zoning ordinances, and ZA Singletary felt that the architectural detail was the most appropriate place for this amendment. He informed PC members that Town Council recently approved the amendments to include the approved paint color palette and changes to the architectural design standards related to paint colors.

A concern was raised at having just the Zoning Administrator review paint color changes, if a property owner wanted to completely change the color of their building. The recommendation was made to have another person review in those instances, to avoid having a color scheme that did not fit the surrounding properties. ZA Singletary stated that he would review sections 1008.2 (k) and 1009.2 (12) have a discussion regarding updating the language to what would be appropriate.

**Recommendation to Council – Amending Article 2, section 201 and Article 5, section 518 (d) of the Zoning Ordinance:**

Due to a lack of a quorum, a motion for this amendment could not be taken at this meeting. ZA Singletary noted there were no new changes from what was previously discussed. There were no questions from the PC.

**Recommendation to Council – Amending Article 5, sections 502,504,508, and 509 of the Zoning Ordinances:**

Due to a lack of a quorum, a motion for this amendment could not be taken at this meeting. ZA Singletary stated these changes were based off of a PC conversation prior to his tenure with the Town to mainly address off street parking. Lexington County recently updated their requirements to include increasing garage frontage. ZA Singletary’s recommendation is to increase the Town’s front setback requirements, therefore increasing the driveway and resolving the issue. He acknowledged this was a short-term solution to address an immediate problem, and a long-term solution may present itself over time.

**Open time for PC and Staff:** ZA Singletary informed the PC that he updated the approved species list, with help from Vance Ulmer with Lexington County. He is in the process of setting up interviews with potential candidates for the open PC position. He also acknowledged the difficulty in getting a quorum present for the PC to conduct business, and suggested potentially adding more members to the group, or changing the date and time of the meetings to help accommodate. He noted this could be added to a discussion regarding policies and procedures for the PC.

**Adjournment:** Chairman Haney adjourned the meeting at 4:36 p.m.

PC APPROVED (Date): \_\_\_\_\_  
 \_\_\_\_\_  
 Zack Haney, PC Chairman

ATTEST: \_\_\_\_\_  
 Shannon Bowers, Town Clerk