

**MINUTES
MEETING OF THE
PLANNING COMMISSION**

**Thursday, August 25, 2016
6:00 P.M.**

**Town Hall Conference Room
157 NW Columbia Ave, Chapin**

Members Present: Chairman George Duke, Member Kenneth King, Member Jim Palassis, Member Kevin Sheppard, and Member Doug Barnett.

Members Absent: None.

Staff Present: Zoning Administrator Chris Clauson and Town Clerk Julie Hammond.

Guests: None.

A meeting of the Town of Chapin, Planning Commission (PC), was held at Chapin Town Hall on August 25, 2016 at 6:00 p.m.

Call to Order: 6:02 p.m.

Approval of Minutes: Planning Commission members reviewed the minutes. Member King moved to approve the minutes of July 26, 2016. Member Palassis seconded the motion. All were in favor, motion carried.

Old Business

Land Use Discussion: The Planning Commission inquired about the status of the design standards for residential buildings. Administrator Clauson explained that the Architectural Review Board (ARB) didn't want to dictate residential standards. He suggested a separate set of design standards could be provided. He went on to say that Article 10 of the Zoning Ordinance allows for review, under certain circumstances, to be conducted by Town staff alone. Administrator Clauson would research other towns for sample standards for the PC to review before moving forward with residential standards for individual homes.

Review of Chapter 8 (Land Use) of the Comprehensive Plan: Administrator Clauson presented Chapter 8 of the Comprehensive Plan "Exhibit A". He explained the yellow, highlighted text needed modification; noting Chapin's acreage increase and amount/percentage of current land use.

Member Barnett asked to have confirmed that the General Commercial Zoning District allowed for multi-family. Member King suggested labeling land use maps to include streets, larger subdivisions, and schools. Administrator Clauson explained the purpose of the existing land use map was to show the relationship of uses. He explained that on the zoning map some parcels had been split or re-zonings had occurred.

Member Palassis asked if there was input on traffic signals. He stressed that traffic control would need to be addressed with growth. Administrator Clauson indicated that whether a Traffic Impact Study was warranted would be determined during the subdivision review process. The study, if required, would clarify what transportation improvements need to be provided.

Member King asked for guidance on the information or comments needed in regards to the Future Land Use map. The Commission would need to decide what kind of land uses would be most appropriate in light of recent or planned development that has been identified within the past five years.

Member Barnett reported on a Lexington County meeting, that was held two months ago, which projected higher growth rates were expected. He asked if it were possible to report on previously stated outcomes found in the tables at the end of each chapter. Administrator Clauson explained that the Comprehensive Plan was ongoing and continuous but status and timelines could be added to the strategy tables.

Chairman Duke indicated the importance of working with Lexington County for the growth of Chapin. One option may be an Extra Jurisdictional Agreement with Lexington County indicating the area where the town would plan to annex and desire to have jurisdiction over any future development in the area depicted.

Review of Chapter 10 (Priority Investment) of the Comprehensive Plan: The Commission reviewed Chapter 10 of the Comprehensive Plan "Exhibit B."

Chairman Duke suggested clean-up of the third sentence (multi-modal) of 10.1 Introduction for comprehension purposes. Administrator Clauson indicated that multi-modal transportation encompasses all forms of transportation to get someone or something from point A to point B. The transportation element (Chapter 9) of the Comprehensive Plan details the state of the Town's transportation network and describes the capital improvement programs needed in ten years. An example of this would be the Department of Transportation Lexington Ave Sidewalk Project.

New Business

Review of Update to Article 7 (Landscaping) of the Zoning Ordinance: Administrator Clauson presented amendments, suggested by the Architectural Review Board and Lil Mood of the Arbor Day Committee, to Article 7 (Landscape Installation Standards and Buffer Yard Requirements) of the Zoning Ordinance "Exhibit C." The amendments addressed the caliper of trees at installation, allowance of a bond at 1 ½ times the amount of landscape installation during inclement weather, and increased buffer requirements.

Member King moved to recommend to Council approval of Article 7 of the Zoning Ordinance. Member Sheppard seconded the motion. All were in favor, motion carried.

Discussion of the Community Survey Results: The Planning Commission briefly reviewed the 2016 Chapin Community Survey. Chairman Duke asked that everyone look at the responses and be prepared to discuss at next month's meeting.

Adjournment: Chairman Duke moved to adjourn the Planning Commission meeting. Member King seconded the motion. All were in favor, motion carried. Meeting adjourned at 7:28 p.m.

PC APPROVED: September 27, 2016