

CHAPIN PLANNING COMMISSION WORK SESSION MEETING MINUTES

**Wednesday January 22, 2020
4:00 P.M.**

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

Members Present: Member Zack Haney, Member Rae Davis, Member Doug Barnett, and Member Jerry Shealy

Members Absent: Chairman Joe Dever (by phone)

Staff Present: Town Zoning Administrator Ian Ashford, Communications Director Nicholle Burroughs, and Town Clerk Shannon Bowers

Guests: Jeff Grover

Call to Order: Chairman Dever 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.

Items of Discussion:

Chairman Dever started the meeting by stating that the main purpose of this meeting was to discuss articles 10 through 12 of the Town of Chapin Zoning Ordinance and the changes that are being proposed. Planning Commission members were tasked with review of a “draft” revision to Articles 10: Architectural Review Standards, Article 11: Administration, and Article 12: Policies and Procedures of the Zoning Ordinance.

Zoning Administrator Ian Ashford stated that the intent for the changes was to clearly define the roles and responsibilities of each the Planning Commission (PC) and the Architectural Review Board (ARB) so there is a clear, set standard for developers and business going forward.

Proposed changes included:

1. 1001 Application of Regulations; Certificate of Appropriateness, Section B– re-defines the approval process by the ARB in meeting with the conditions of the Zoning Ordinance.
2. 1004 Application of Architectural Review Standards, Section B – Outlines the ARB will review new development signage moving forward. Any changes to existing signage will be at the discretion of the Zoning Administrator. Landscaping was removed from this section and moved to Article 11.
3. 1005 Application for Certificate of Appropriateness – changes state that a zoning permit will be issued only after the Certificate of Appropriateness has been issued and the order of the approval process to start with the PC and then move to the ARB.
4. 1007 Appeal of the ARB’s Decision – outlines the appeal process for developers to give them another opportunity to appeal to the board before taking further actions.
5. 1008.1 Structures Exempt from Design Standards – changes define that items are exempt from design standards based on requirements listed in the section.
6. 1008.2 Design Objectives – clearly defines the guidelines for the Town of Chapin and the Applicant.

7. 1100 Zoning Administrator – Clearly defines the roles and responsibilities of the Zoning Administrator and gives them more authority without bringing everything before the PC and the ARB.
8. 1101 Zoning Permits – this was removed from this article and moved to article 12.
9. 1104.1 Planning Commission, Functions and Duties – this section was added because there had been concerns and questions concerning the PC qualifications. This addition clearly defines those qualifications. Member Barnett suggested that the PC prefers to have certain qualifications, or qualified candidates will take preference over other applicants to more clearly define the application process. Chairman Dever agreed, and also noted that engineering, not engineer, to be added as well.
10. 1104.2 Specific Planning Activities – under section B, subsections seven, eight, and nine were added to give authority back to the PC and defines who has authority over what.
11. 1105.4 Power – Clearly defines the role and duties of the ARB. Section 1105.5 was moved to 1106 – Board of Zoning Appeals
12. Article 12 of the current Zoning Ordinance was changed to be included under Article 11 and discusses the appeals process.
13. Article 12 Policies and Procedures – This was added and edited from Article 11 to create its own section.
14. 1204 Authority Matrix Chart – was added to this section to clearly define responsibilities of the Zoning Administrator, PC, and ARB. Added a flow chart to outline the order of steps required for different types of development approvals.

Zoning Administrator Ashford noted at the conclusion of this session, that these proposed changes will go before the PC at the regular meeting set for January 28, 2020 for approval to present to Town Council. A re-zoning request has been submitted and a 100% annexation request has been submitted and will be on the agenda for the next PC regular meeting. Voting for Chair and Vice Chair will also take place at the next PC regular meeting.

Another work session will be planned for next month to discuss articles three through six of the Zoning Ordinance.

No other discussion was had at this time.

Adjournment: Chairman Dever adjourned this meeting at 4:54pm.

PC APPROVED: January 28, 2020