

## CHAPIN PLANNING COMMISSION MEETING MINUTES

Tuesday, January 23, 2018  
3:30 P.M.

Town Council Chambers  
157 NW Columbia Ave, Chapin

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**Members Present:** Chairman Kevin Sheppard, Member Doug Barnett, Member Joe Dever, Member Kenneth King, and Member Jim Palassis

**Members Absent:** None

**Staff Present:** Town Clerk Julie Hammond

**Guests:** Mayor David Knight and Council Member Al Koon

**Call to Order:** 3:30 p.m.

**Approval of Minutes:** Planning Commission (PC) Members reviewed the minutes. Member King moved to approve the minutes from the November 28, 2017 meeting as presented. Member Barnett seconded the motion. All were in favor, motion carried.

### Reports

Zoning Administrator Clauson had taken another position outside of the Town of Chapin and the Town would be contracting with the Central Midlands Council of Governments (COG) for planning and zoning services.

### Old Business

**Discussion of Historic Preservation Ordinance:** Town Council deferred the Historic Preservation Ordinance so Chapin's Newly Elected Officials could further educate themselves on the subject. Member King attended a Town Council Work Session to explain the Planning Commission's reasoning behind recommending the rejection of the Historic Preservation Ordinance.

### New Business

**Election of PC Vice Chairman:** Chairman Sheppard nominated Member Jim Polassis as Vice Chairman of the Planning Commission. Member Barnett seconded the motion. All were in favor, motion carried.

**Planning Commission Goals and Objectives:** Chairman Sheppard reviewed the goals and functions of the Planning Commission.

He noted the specific planning activities as follows:

1. Prepare/revise the Comprehensive Plan;
2. Recommend revisions to the Zoning Ordinances including district maps;
3. Oversee the administration of land development regulations;
4. Prepare/revise an official map for existing/proposed public streets, highways, utility rights-of-way, and building sites with regulations and procedures;

5. Provide requirements for the Landscaping Ordinance;
6. Prepare a list of priority projects for consideration for annual capital budgets;
7. Prepare policies and procedures to implement adopted comprehensive plan elements;

Chairman Sheppard thought the best approach to goals and objectives would be by breaking it down into quarters or six-month time frames.

The Planning Commission has been working on the five-year review of the Comprehensive Plan. Chapter 3 – Economic Development is the only chapter of the plan that has not been reviewed to date. Chairman Sheppard recommended review and discussion of any updates to Chapter 3 at the next Planning Commission meeting.

Member Dever suggested looking at other areas of the Comprehensive Plan besides Chapter 3 in regards to the impact of the S-48 Project to the Town Center. Mayor Knight invited Planning Commission Members to an informational meeting on the S-48 Project at Town Hall on January 26, 2018 at 11:00 a.m.

An Extraterritorial Jurisdictional Agreement with Lexington County was discussed. It would allow the Planning Commission to exercise planning authority outside the corporate limits of the municipality. An effort to strengthen ties with Lexington County was suggested.

Member Barnett noted that the Planning Commission may request annual appropriations from the local government creating it. As an example, the Planning Commission could have had a more hands on approach with the Economic Development Strategic Plan using appropriated funds.

Next month's review of the Planning Commission Goals and Objectives included:

1. Chapter 3 of the Comprehensive Plan
2. Extraterritorial Jurisdiction
3. Financing
4. S-48 Project in relation to Chapin Town Center and sidewalk connectivity
5. Building Permits in regards to individual housing
6. Subdivision ingress/egress points (more than one)

Member Barnett suggested the Planning Commission meet at 4:00 p.m. instead of 3:30 p.m. Meeting time change would be added to next month's agenda.

**Adjournment:** Member King moved to adjourn the Planning Commission Meeting. Member Dever seconded the motion. All were in favor, motion carried. Meeting adjourned at 4:36 p.m.

PC APPROVED: \_\_\_\_\_ February 27, 2018