

MINUTES MEETING OF THE PLANNING COMMISSION

Tuesday, January 24, 2017
3:30 P.M.

Town Council Chambers
157 NW Columbia Ave, Chapin

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

Members Absent: None

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

Guests: Economic Development Director Karen Owens and Mayor Skip Wilson

Call to Order: 3:33 p.m.

Approval of Minutes: Planning Commission (PC) Members reviewed the minutes. Member Barnett moved to approve the minutes from the December 27, 2016 meeting as presented. Member King seconded the motion. All were in favor, motion carried.

Reports

Discussion – Economic Development/Strategic Plan: Director Owens presented the Request for Proposal (RFP) “Exhibit A” on the Economic Development Strategic Plan (EDSP). The Service Plan Provider is expected to develop a comprehensive economic development strategy for the Town that will be the product of the local planning process and designed to guide the Town toward economic growth.

The plan should include:

1. Detailed market analysis of the area to identify commercial and industrial opportunities, including regional retail leakages;
2. Peer town review of economic development activities in communities (in-state/out-of-state) with similar socio-economic, growth, and development characteristics;
3. Commercial building stock survey to assess the status of condition, building tenure, and ownership;
4. Inventory of redevelopment opportunities with the Town center and mixed-use districts;
5. Direction for best methods and implementation of annexation to grow the Town’s borders and tax base;
6. Recommendation for the Town’s branding and marketing efforts as it relates to economic development;
7. Action plan for coordinating with Lexington County on recruitment for businesses to the Chapin Business and Technology Park at Brighton;

8. Viability of creating a local Community Development Corporation (CDC) or Downtown Development District (DDD) to help implement goals and strategies identified in the EDSP;
9. Recommendations and renderings of what future development should look like in conjunction with the Town's newly developed overlay districts as detailed in the Zoning Ordinance.

Director Owens indicated that a committee was being established in order to evaluate all submitted proposals and asked whether a member of the Planning Commission wanted to serve on the committee. Member Sheppard volunteered. Bids are due February 17, 2017, presentations are the week of March 6, 2017, contractor selection is March 21, 2017, and project completion is July 31, 2017.

Comments and questions included:

1. Data had already been presented on retail leakages – the two-year-old information would be considered and updated;
2. Did the Town have an idea of the cost for the project – the amount was included in the 2017 Budget and is only 10% of the selection process;
3. Does the Comprehensive Plan reflect the RFP action – it is represented in different areas of the plan.

Any additional comments or concerns could be e-mailed to Director Owens at karen@chapinsc.com.

Old Business

Review of the Comprehensive Plan: Administrator Clauson presented answers to the Planning Commission's December review of updates to Chapters 2, 4, 5, 6, and 7. The updates included the 2014 Census estimates.

Chapter 2 – Population: Recommendations/concerns included:

1. Blank pages in the document were from formatting issues in red-lined copies and would be removed once changes are accepted.
2. Section 2.3 – Racial Characteristics: The word “drastically” has been changed to “significantly.”
3. Section 2.4 – Population by Age: Generations, an assisted living facility, has a slight skewing factor in regards to the data of the elderly population in Chapin as mentioned in the text “Lexington County as a whole reflects these same trends in age distribution, but current 2014 estimates show a slightly smaller percentage of people 65 and older (13.2%), much larger percentage of people 20-64 (60.5%), and a lower median age of 38.2.”

Chapter 4 – Natural Resources: No significant changes.

Chapter 5 – Historic and Cultural Resources: Recommendations/concerns included:

1. The following text has been added to reference the Chapin Historical Society: “In 2016 the Chapin Historical Society was formed by local activists who will be working with the Town staff on several initiatives. Firstly, the Downtown Commercial Center is being

inventoried and will seek a designation as a Historical District. Second, a comprehensive listing of historic structures will be compiled for the Town. Third, preservation guidelines are going to be developed to preserve, promote and protect the Town's historically significant structures. Lastly, the Society wants to host historic harvest events to collect significant items to be placed in a museum which is planned to be situated in the new Town park." The Historical Society does not have a website to reference.

2. Although the Planning Commission felt there was no need to reference the Chapin Town Theatre Building because it is unsuitable for use, it is significant to the history of Chapin and needs to be restored. A suggestion to rename the theatre was "Former Community Theatre."

Chapter 6 – Community Facilities: Recommendations/concerns included:

1. Section 2.1 – Water System: Water services which were originally supplied by water tanks on East Boundary, near the intersection of Old Lexington Highway and Sid Bickley Rd, and outside of Town at the intersection of Amicks Ferry Rd and Shady Acres Lane (tank supplied by a well) have been phased out; do they still have water in them? The Town still owns several wells that draw water. One well in the Oaks subdivision is currently being reviewed for closure.
2. Section 2.2 – Sanitary Sewer System: The word "treated" has been added before effluent in the 1st paragraph, 3rd sentence.
3. Section 2.2 – Sanitary Sewer System: Additional information was added regarding the WWTP as follows: "As of January 2017, construction plans for the new WWTP expansion from 1.2 MGD to 2.4 MGD were being finalized. The WWTP will utilize carousel technology thereby minimizing the new footprint and the existing lagoon will be abandoned. The project should be complete in 2019."
4. Section 2.6 – Recreation: Irmo-Chapin Recreations (ICRC) Facilities 2nd paragraph, last sentence has been re-phrased: "Construction is scheduled to be complete in March 2017."
5. Facilities: Resource facilities, such as churches, for large meetings/gatherings could be referenced.

Chapter 7 – Housing: Recommendations/concerns included:

1. Brighton Hills and Brighton Falls, two planned subdivisions, should be referenced in this chapter.

New Business

Review/Recommendation of Ordinance for 100% Annexation of a 1.04 Acre Tract: An ordinance for 100% annexation of a 1.04-acre tract of land "Exhibit B," located at (approximately) 649 Columbia Ave, into the Town of Chapin was presented. Once the sale of the land is final, the 1.04-acre tract will be subdivided from a 95-acre parcel and zoned General Commercial (GC). All other properties in the vicinity are zoned GC with the exception of Chapin Furniture which is zoned Interstate Commercial (IC). GC met the criteria of the development and IC is a recent addition with guidelines that still need to be spelled out. Administrator Clauson asked for a zoning recommendation.

Chairman Duke moved to recommend Council approve the 100% Annexation zoned GC as presented. Member Sheppard seconded the motion. All were in favor, motion carried.

Adjournment: Chairman Duke moved to adjourn the Planning Commission Meeting. Member King seconded the motion. All were in favor, motion carried. Meeting adjourned at 4:10 p.m.

PC APPROVED: February 28, 2017