

## CHAPIN PLANNING COMMISSION MEETING MINUTES

**Tuesday, January 28, 2020  
4:00 P.M.**

**Town Council Chambers  
157 NW Columbia Ave, Chapin**

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**Members Present:** Interim Chairman Joe Dever, Member Zack Haney, Member Rae Davis, Member Doug Barnett, and Member Jerry Shealy

**Members Absent:** None

**Staff Present:** Town Zoning Administrator Ian Ashford and Town Clerk Shannon Bowers

**Guests:** Harmon Reed and Jeff Grover

**Call to Order:** Interim Chairman Dever called the meeting to order at 4:02 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** Planning Commission (PC) Members reviewed Regular Meeting Minutes of November 26, 2019 and the January 22, 2020 work session minutes. PC Member Davis moved to approve the minutes as presented. PC Member Shealy seconded the motion. All were in favor, motion carried.

### **Old Business**

None at this time.

### **New Business**

**Recommendation to approve Zoning Map Amendment (rezoning) application:** A discussion was had about a request to rezone 408 Lexington Ave from residential to office commercial. Zoning Administrator (ZA) Ashford began discussion. Jessie and Janie Frick who currently own the property across from daycare center and across from Douglas and Cannon Real Estate on Lexington Avenue are requesting to rezone their property. Properties surrounding this parcel and across Lexington Avenue are all zoned office commercial except the parcel to the east which is zoned general residential. Comprehensive plan states this area to be a mixed-use zone and keeps with the town ordinance. He noted that it is the opinion of the staff to recommend this rezone. Interim Chair Dever asked if the sale of the property was contingent on the rezone request, he was unsure as there is no for sale sign up to date. ZA Ashford noted that he was approached by a real estate agent about the property. ZA Ashford asked to speak to the owner of the property about it. After speaking with the Frick's, they decided to move forward with rezoning the property as everything else around them is zoned that way, for potential sale of the property in the future. Member Barnett posed the question of does it change the property tax. ZA Ashford noted that the comprehensive plan does not dictate taxes only what the property is used for, and currently it is residential. Interim Chair Dever asked if the proposed use of the property would be consistent with mixed use zone. ZA Ashford noted that yes, it does keep with town code, regardless of whether they sell, or keep the property as is. Member Barnett motioned to approve the rezone. Member Shealy seconded the motion. D. Barnett noted a traffic concern on that road and Member Shealy asked would there be plans to expand road. Member Haney noted plans to widen road go from Clark Street to Lex. Ave, but tapers off at the proposed parcel. No further discussion was had. Motion passed unanimously.

Interim Chair Dever:	Yes	Member Doug Barnett:	Yes
Member Rae Davis:	Yes	Member Jerry Shealy:	Yes
Member Zack Haney:	Yes		

**Recommendation to approve 100 Percent Petition Form:** A discussion was had for Town of Chapin to annex 1.14 ac parcel adjacent to and east of the Lexington Medical Center Urgent Care along Columbia Ave. ZA Ashford stated that Lexington Medical center, which currently houses the urgent care and women’s care facility, wishes to expand to a 2-story office building, family practice, and expand women’s healthcare. To do so, they purchased 1.14 acres adjacent to their property. The new property has already been purchased and deeded and Lexington county has already joined it to their current lot, but the new parcel has not been annexed into the Town of Chapin. Lexington Medical Center would like to bring all of their property into the town before proceeding. Staff recommends annexing to be general commercial as all lots in the surrounding area are zoned general commercial. Member Davis made a motion to accept recommendation for annexation to general commercial. Member Haney seconded the motion. No further discussion was had. Motion passed unanimously.

Interim Chair Dever:	Yes	Member Doug Barnett:	Yes
Member Rae Davis:	Yes	Member Jerry Shealy:	Yes
Member Zack Haney:	Yes		

**Recommendation to Approve Amendments to Town of Chapin Zoning Ordinance:** A discussion was had regarding amendments to articles 10, 11, and 12 of the Town of Chapin Zoning Ordinance. ZA Ashford noted that everything is the same from the working session except section (b) in article 10 which was re-worded to commissions suggestions. He also spoke with Town Attorney Lisa Smith regarding section 1007, appeals to the Architectural Review Board (ARB) Decision. He removed his addition because the process for a petition to ARB decisions does not exist. Section 1106-4, section D - Appeals from ARB, was removed from section 12 as it now exists in section 11. Removed major and minor subdivision discussion and excluded that portion on the flow chart in that section until further discussion can be had at a later date.

Harmon Reed, chairman of the Architectural Review Board, asked to speak to the Planning Commission. Mr. Reed noted two items on the authority matrix chart that he asked be moved to the ARB: the lighting plan and landscaping plan. He stated that there are members on the ARB that are qualified to review those two areas before issuing a certificate of appropriateness. Mr. Reed also noted that Dan Lambert would need to review plans before the ARB. Mr. Reed also noted a conflict with the appeals process for section 1106-4 and 1107. Section 1106-4 states that an appeal can go before the circuit court and section 1107 states that an appeal can go before the ZBA. He asked the PC to take these comments under consideration. ZA Ashford did not change the ZBA appeals process. Interim Chair Dever noted that his understanding from Municipal Association of South Carolina (MASC) is that any appeal to these types of decisions would go to circuit court. ZA Ashford noted the conflict and would remove this from 1107 and move the appeals process back to circuit court to make page 26 consistent with that process. Planning Commission agreed with this change.

Interim Chair Dever asked to have a brief discussion about the authority matrix to lead the PC to this point. His understanding is that the most recent zoning ordinance changes they have made have tried to align the Town Ordinance to what MASC guidelines are for municipalities and boards. He also understands the site layouts fall under the PC and should be responsible for site

layout and ARB is responsible for approving building designs based on MASC recommendations.

Interim Chair Dever made a motion to approve changes to the Zoning ordinance, with the additional change to page 26 to be consistent with the appeals process. Member Davis seconded the motion. No further discussion was had. Motion passed unanimously.

Interim Chair Dever:	Yes	Member Doug Barnett:	Yes
Member Rae Davis:	Yes	Member Jerry Shealy:	Yes
Member Zack Haney:	Yes		

**Election of Chair and Vice Chair of the Planning Commission:**

Interim Chair Dever informed the PC that he will be resigning due to a move related to his work. He thanked everyone for their work in keeping projects on tasks, and encouraged members to strive to make Chapin a better town. He opened the floor for nominations. Member Shealy nominated Rae Davis. She thanked him for the nomination, but does not feel she can take on the role this year and does not feel she could adequately devote the time needed to perform the Chair role. Member Shealy then nominated Rae Davis for the Vice Chair. Member Shealy then nominated Zack Haney as chairman. Member Barnett made motion to elect Zack Haney as the Chair of the Planning Commission. Member Davis seconded the motion. Member Dever made a motion to elect Rae Davis as the Vice Chair of the Planning Commission. Member Shealy seconded the motion. No further discussion was had. Motions passed unanimously.

Interim Chair Dever:	Yes	Member Doug Barnett:	Yes
Member Rae Davis:	Yes	Member Jerry Shealy:	Yes
Member Zack Haney:	Yes		

**Open Time for Commission Comments for other topics:**

ZA Ashford noted that the ARB will be reviewing lighting, landscaping, and architectural style on February 6, 2020. The annexation and rezone will be presented to Town Council on February 4, 2020 and public hearings for the rezone and annexation will be in March. 1<sup>st</sup> reading for Ordinance changes will be in March as well.

**Adjournment:** Member Dever moved to adjourn the Planning Commission Meeting. PC Member Haney seconded the motion. All were in favor, motion carried. Meeting adjourned at 4:42 p.m.

PC APPROVED: \_\_\_\_\_ February 25, 2020 \_\_\_\_\_