

CHAPIN PLANNING COMMISSION RESCHEDULED MEETING MINUTES

**Tuesday, February 27, 2018
4:00 P.M.**

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

Members Present: Chairman Kevin Sheppard, Vice Chairman Jim Palassis, Member Joe Dever, and Member Kenneth King

Members Absent: Member Doug Barnett

Staff Present: Town Clerk Julie Hammond

Guests: Central Midlands Council of Governments (COG) Contractor John Newman and Utilities Director Andy Metts

Call to Order: 4:09 p.m.

Approval of Minutes: Planning Commission (PC) Members reviewed the minutes. Vice Chairman Palassis moved to approve the minutes from the January 23, 2018 meeting as presented. Member King seconded the motion. All were in favor, motion carried.

Reports

None

Old Business

Planning Commission Goals and Objectives: Chairman Sheppard gave background information regarding the Planning Commission Goals and Objectives. There were no additions or changes to the six items to be addressed: Chapter 3 of the Comprehensive Plan; Extraterritorial Jurisdiction; Financing; S-48 Project in relation to Chapin Town Center and Sidewalk Connectivity; Building Permits in regards to individual housing; and Subdivision ingress/egress points (more than one).

New Business

Approval of Meeting Time Change: Member Dever moved to approve the Planning Commission meeting time change from 3:30 p.m. to 4:00 p.m. Vice Chairman Palassis seconded the motion. All were in favor, motion carried.

Review - Pelican's Snoballs Submittals: Pelican's Snoballs Zoning Permit application was withdrawn by the owner "Exhibit A."

S-48 Columbia Ave Rd Widening Project Discussion: Review of Chapin Crossing Submittals was skipped in anticipation of Mr. Newman's arrival.

Town Maintained 2' Grass Buffer: Member Dever noted the S-48 Corridor with a 2' grass buffer as being identified in the 2011 Comprehensive Plan. The S-48 Corridor is the gateway into Chapin and the buffer allows a graceful approach into Town, as well as, aiding in the protection of pedestrians along the sidewalk.

Maintenance costs were also discussed. The South Carolina Department of Transportation maintains the Town's right-of-way from Chapin High School to the interstate four times a year. It was estimated that maintenance of the 2' grass buffer would cost \$40,000, however, Utilities Director Metts pointed out that the Town currently maintains this right-of-way and with the sidewalks it would actually be less than what they currently maintain.

Member King moved to recommend to Town Council the 2' grass buffer included on the S-48 Road Widening Project to run along present Road 48 between the sidewalk and curbing end and the sidewalk become contiguous right before the turn is made on E. Boundary. Vice Chairman Palassis seconded the motion. All were in favor, motion carried.

12' Lanes vs 10' Lanes: 12' Lanes with a 2' grass buffer are in the current design of the S-48 Road Widening Project from the interstate to E. Boundary at this point the sidewalk converges with the road. It was suggested that the lanes be reduced to 10' to slow the traffic coming into Town and reduce the possibility of pedestrian fatalities. Any deviation of the design will require additional expense for the design engineer.

Member Dever moved to recommend to Town Council to pursue the redesign of 10' Lanes instead of the current 12' Lane design in the S-48 Columbia Ave Road Widening Project. Member King seconded the motion. All were in favor, motion carried.

Review – Chapin Crossing Submittals: John Newman, COG Contractor, reviewed the site plans for the Chapin Crossing Outparcel "Exhibit B" and indicated the plans met with the Town of Chapin's zoning and land development criteria. The Architectural Review Board (ARB) will be reviewing revised submittals on March 1, 2018 but the changes should not impact site approval from the Planning Commission.

Member Dever moved for conditional approval of the Chapin Crossing Outparcel site plan based on ARB approval subject to modifications not affecting the foot print of the building. Vice Chairman Palassis seconded the motion. All were in favor, motion carried.

Town of Chapin Construction Approvals Discussion: Member King brought forward the discussion of ARB review of individual houses built on lots not included in subdivisions because there are not standards in place. Without criteria in place, someone could build a tiny home or windmill on their property.

Member King moved to recommend to Town Council an update to the Architectural Review Standards, Article 10 of the Zoning Ordinance, to develop standards for individual houses on individual lots. Member Dever seconded the motion. All were in favor, motion carried.

Work Force Housing Discussion: The Morrow Companies out of Tuscaloosa, Alabama requested and provided a zoning letter and city support letter "Exhibit C" from the Town of Chapin for property located off of Virginia St. to develop a workforce housing community. They asked for the letters to be put on the Town's letterhead and signed by Mayor Knight.

The Planning Commission discussed both letters appropriateness. Mr. Newman, COG Contractor suggested a standard zoning verification letter "Exhibit D." Planning Commission Members felt the Comprehensive Plan addressed affordable housing and didn't see the need for a city support letter.

Member Dever moved to recommend a Zoning Permit Application and the applicable \$25 fee be filed with the Town of Chapin for a zoning verification letter. Member King seconded the motion. All were in favor, motion carried.

Adjournment: Member King moved to adjourn the Planning Commission Meeting. Vice Chairman Palassis seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:15 p.m.

PC APPROVED: _____ March 27, 2018