



CHAPIN TOWN COUNCIL WORK SESSION

**Wednesday March 24, 2021
2:00 p.m.**

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

Members Present: Mayor Pro Tempore Al Koon, Member Mike Clonts, Member Kay Hollis, and Member Leland Teal

Members Absent: Mayor David Knight

Staff Present: Finance Director Laura Culler, Utility Director Andy Metts, Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

Guests: Joel Wood, Alan Childers, and Dad Goldston

Call to Order: Mayor Pro Tem Al Koon called the meeting to order at 2:01 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Mayor Pro Tem Koon requested that item 3(b): Discussion – Town of Chapin Radio Center to be moved to the beginning of the meeting to allow Mr. Dan Goldston the opportunity to present his information to Council so he could leave. Member Teal made the motion to move agenda item 3(b) to the beginning of the meeting. Member Clonts seconded the motion. All in favor, motion carried.

Items of Discussion

Town of Chapin Radio Center: Mayor Pro Tem Koon introduced Mr. Dan Goldston and asked him to present his information. Mr. Goldston provided Council with the background information regarding an emergency radio center that is set up and maintained by amateur radio operators as a service provided to the Town and surrounding areas in the event of an emergency. In the event of a natural disaster or other emergency where supplies or resources are needed, they could communicate on non-encrypted frequencies with state and local authorities to communicate those needs. This group of volunteers sets the system up, maintains, and attends yearly training to operate this system. They meet once per month to go over protocols and check in with the Chief of Police for emergency communications. He did note that a few years ago during the floods, this group worked with the Sherriff's office to provide dispatching information for area conditions. Additionally, he stated the system is rarely used, due to lack of emergency situations. Currently, the volunteers have been financially responsible for this system.

Around 2013 to 2016 the Town of Chapin provided funds for equipment that is housed in a closet space at 102 Lexington Avenue, which is currently occupied by the American Legion. They are looking to upgrade the system with a new battery back-up system and new computer, estimating the cost to be around \$700 for the computer and \$350 per battery. Mr. Goldston expressed the group is interested in an agreement with the Town where a budgeted item of around \$500 per year

be allocated for the maintenance of this system, to be rolled over each year if possible, taking the burden of financial upkeep off of the volunteers.

The question was posed to Mr. Goldston in the eventuality of the American Legion moving out of 102 Lexington Avenue and into their own building, what the long-term plans for this system were. Mr. Goldston stated that he was unsure long-term what the plans were, but if water and power were supplied to the current building, it could stay there. He did note there are plans to house the system in a walk-in closet, costing approximately \$150 per square foot in the new American Legion building but a new tower would need to be built to accommodate the radio transmissions, costing an additional amount. The question was then asked how the previous system was purchased with Town funds. Director Culler stated that this group purchased the equipment needed and the Town reimbursed the funds. A similar arrangement could be set up, but would need further discussion as to how that would be handled.

Water and Sewer Master Plan Presentation: Director Metts introduced Joel Wood and Alan Childers with Joel Wood and Associates. They have been contracted to provide the Town with a Water and Sewer Master Plan to address issue with the existing system and to identify future potential for water and sewer expansion. Mr. Wood and Mr. Childers only presented on the water portion of the presentation at this meeting. They will present the sewer portion at a later date.

The purpose of this report is to be a working document for staff to develop budget items, manage growth, and distribution. Recommendations and estimates are based on projected buildout population growth and development for the year 2050. Proposed water main would be constructed within the SCDOT, private, and Town owned rights-of way and constructed in large sections to utilize economies of scale. Cost includes: material cost for each line size, labor, placement of line values every 2,000 linear feet, excavation, backfilling, and miscellaneous items.

Potential future water sources include: The City of Columbia (current source of Town's water), the Newberry County Water and Sewer Authority (possible connection to be determined upon receipt of cost estimate), a new water plant on the Broad River (location to be determined), and a new water plant on Lake Murray (location to be determined).

They recommend continuing to purchase water from the City of Columbia until the Town's usage goes up. The Newberry County Water and Sewer Authority expressed interest in providing water to the Town of Chapin, but has not, to date, provided cost estimates for water service. The size of the lines will stay the same regardless. Funding for the system will be developer driven, but the Town would be responsible for funding storage requirements based on SCDHEC standards at that time.

Director Metts stated that the Town is currently at 300,000 gallons of water per month, which totals \$51,000 per month charged to the Town by the City of Columbia. He stated the Town is approaching 400,000 gallons per month. He also noted that a previous rate structure was set up that the more usage equaled less cost. As of a few years ago, the current rate structure is a fixed rate.

Questions about this plan can be sent to Director Metts and he can submit them to Joel Wood and Associates for answers.

Amendments to Article 6 of the Subdivision Regulations: Zoning Administrator (ZA) Ashford reported to Council that the Planning Commission (PC) had been developing and has approved a list of amenities that the Town would require for future subdivisions in the Town of Chapin. The PC had researched subdivisions in areas surrounding Chapin and looked at the different amenities that each of them offered. Different lot sizes would require certain types of amenities, with considerations given to maintaining green spaces.

A concern was raised over the maintainability of some of the larger amenities once they have been constructed. ZA Ashford noted that this list gives a wide variety of options for developers to include more community areas and green spaces in their developments, and allows for the flexibility of several smaller amenities, like playgrounds or picnic areas, over one larger amenity like tennis courts or a pool. He also noted that the Town already has an open space requirement in new developments and hopes the addition of this list of required amenities will encourage walkability.

Recommendation from Planning Commission to approve Overlay Map Amendment: ZA Ashford reported to Council that the PC voted in favor of an Overlay Map amendment in the Zoning Ordinances. The current overlay districts are: Gateway, Boulevard, Town Center. The zoning ordinances currently determines whether a property is in a certain overlay district by measuring 100ft from the center of the road. This creates a problem when certain lots are in more than one district. ZA Ashford has updated the map to determine overlay districts by parcel line. This means that even if a portion of your property is in an overlay district, it would now be fully in that district. It also clears up any confusion of a lot in two districts, by making that lot follow the standards in the most restrictive of the two. Director Burroughs did note that this is not the final product, but an effort to make each overlay district line clear for anyone looking at the map for the first time.

Amendments to Chapter 14, Article X of the Town Code: Town Clerk Bowers reported to Council a potential amendment to Chapter 14, article X of the Town Code regarding public demonstration permit applications. There has been an increase in public demonstration permit applications with groups in the area. Current Town Code requires each applicant to get permission from the Mayor and Council before proceeding, no less than 24 hours in advance of the date requested. The issue that Town Clerk Bowers noticed with this, is that Council only meets once per month, with special called meetings and work sessions being held as needed. A special called meeting would have to be called in order to approve or deny these requests. The solution she presented to Council, would be to allow the Mayor approve or deny the applications and require him to inform Council that applications have been submitted. She explained that if Council wished to discuss them further, then a meeting could be called at that time. Town Clerk Bowers also recommended changing the time frame of submissions to be at least 14 days prior to the event, to allow staff time to process the request and get the proper approvals.

A suggestion was made to include language that in the event the Mayor is unavailable, the Mayor Pro Tem would be authorized to approve. It was also brought up that 14 days might be a bit excessive. Director Burroughs stated that the process for special events (like a parade or other community event) requires a 14-day notice. The changes being requested here would be a more standard process, not a 24-hour process, and allowing staff to treat each public demonstration request equally. She noted that as the Town has grown and evolved, there has become a distinct

difference between a parade and public demonstration as they are treated differently in terms of how they are processed at a staff level, and wants to make the approval process for both more consistent.

Items for discussion for next Council Meeting: Items to include on the next Council meeting, set for April 6, 2021 are: Town of Chapin Radio Center, Amendments to Article 6 of the Subdivision Regulations, Recommendation from Planning Commission to approve Overlay Map Amendment, and Amendments to Chapter 14, Article X of the Town Code.

Public Comments:

A member of the public, John Campbell, addressed council concerning development in the John's Creek area. He stated there seems to be uncoordinated subdivision development coming into these areas. They affect emergency response, school growth, environment, and roads. He stated that the uncontrolled growth has negatively impacted their neighborhoods. He also stated that he has learned through this meeting, that this growth can be controlled through sewer taps and urges Council to address the growth.

A member of the public, Kim Murphy, addressed council concerning controlling development through sewer agreements. She stated that a good growth management plan using sewer agreement could help regulate growth outside of Town limits.

Adjournment: Member Teal moved to adjourn the Work Session. Member Clonts seconded the motion. The meeting was adjourned at 3:58 p.m.

COUNCIL APPROVED: April 6, 2021