

# PLANNING COMMISSION WORK SESSION MINUTES

Tuesday April 5, 2022  
3:00 P.M.

Town Hall

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**Members Present:** Chair Zack Haney, Member Jeff Grover, Member Charlie Banks

**Members Absent:** Member William Lynch and Vice Chair Rae Davis

**Staff Present:** Zoning Administrator (ZA) Kevin Singletary, Director of Public Affairs Nicholle Burroughs, and Town Clerk Shannon Bowers

**Call to Order:** Chair Haney called the meeting to order at 3:07 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

## Discussion

**Potential Zoning Changes; Storage Buildings:** ZA Singletary began the discussion by explaining that there have been a lot of interest for property in and around town for some type of storage (open storage, warehouse storage, storage building, etc.). The current zoning ordinances reference NAICS code 531130 to address storage and the zoning ordinance further defines storage in town limits as “mini warehouses” as a permitted use. ZA Singletary was unable to find a reference to open storage as a permitted use in the zoning ordinances. Any storage that is referenced must meet landscaping/screening requirements and overlay district requirements. The Planning Commission (PC) discussed and directed ZA Singletary to update the ordinances to limit the use of storage on the main throughfare, include the term “multi-story building” in the definition, and clearly define the storage terms for: open storage, warehouse, and storage building.

**Unified Zoning and Development Ordinance (UDO) Update:** The selection committee unanimously selected a firm to be recommended to Council for the UDO. Council unanimously approved the mayor to enter contract negotiations from this firm and the Town is currently in that process for a budget schedule. The selected company provided a quote higher than the budgeted amount and the second-place firm has been contacted to provide a budget schedule as well. This has delayed the project by approximately one month. Once a contract is signed, it will be recommended to Council that the PC be the steering committee for the UDO. Recommendations will be submitted by the Architectural Review Board (ARB) to the PC regarding overlays and design standards.

**Comprehensive Plan Discussion:** ZA Singletary had no updates on changes to the comprehensive plan to date. He noted that most changes would be seen when going through updating the zoning ordinances in the UDO process, which has been delayed due to contract negotiations.

**Capital Investment Projects:** ZA Singletary explained that he has only received input from one commissioner regarding capital investment projects. If any other commissioner wished to provide input, ZA Singletary requested that input by April 19 to compile information for a discussion.

**Open time for PC and Staff:** PC inquired into a joint meeting with Lexington County planning officials and Town of Chapin Planning Commission. ZA Singletary noted that attempts have been made to set up a meeting, but have been unsuccessful to date. Director Burroughs commented that staff had made a request to the County Administrator and it was communicated that one individual would come to speak to the PC, but the Town has not received notice of that meeting. The PC was generally in favor to any correspondence opportunity being offered by the County.

**Adjournment:** Chairman Haney adjourned the work session at 3:55 p.m.

PC APPROVED (Date):                     May 3, 2022