



**CHAPIN TOWN COUNCIL
PUBLIC HEARING & REGULAR MEETING MINUTES**

**Tuesday, April 6, 2021
7:00 p.m.**

Community Room

Members Present: Mayor David W. Knight, Mayor Pro Tempore Al Koon, Council Member Kay Hollis, Council Member Mike Clonts, and Council Member Leland Teal

Staff Present: Finance Director Laura Culler, Utilities Director Andy Metts, Public Affairs Director Nicholle Burroughs, Police Chief Seth Zeigler, and Town Clerk Shannon Bowers

Guests: Jim Schaefer, American Legion Post 193

Call to Order: Mayor Knight called the meeting to order at 7:04 p.m. Mayor Knight then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met. Jim Schaefer from American Post 193 led the Pledge of Allegiance and Council Member Clonts offered a prayer.

Public Hearings

Mayor Knight opened the public hearings portion of the meeting at 7:05 p.m.

Presentation: Propose to adopt amendments to Article 5, section 518 (d) of the zoning ordinances to include NAICS code for permitted uses.

Director Burroughs explained that a pool supply store was interested in a property currently zoned for General Commercial (GC). The Town ordinance currently allows that type of business in Neighborhood Commercial (NC). The Chapin Planning Commission felt this type of business would be better suited for General Commercial (GC) and have proposed amending Article 5, section 518 (d) to include the code 453998 to the list of allowed businesses. This number allows for a variety of miscellaneous business types, but the Planning Commission is only recommending to allow for pool supply store at this time.

Mayor Knight opened up Public Comment. There were no public comments.

Mayor Knight opened up Council Comment. There were no comments from Council.

Mayor Knight closed the public hearings at 7:07 p.m.

Review and Acceptance of Minutes

Council reviewed the March 2, 2021 Regular Meeting Minutes and March 24, 2021 work session minutes. Mayor Knight noted there was a typo in the section on the water and sewer master plan presentation. Member Clonts also noted a typo in the same section. Town Clerk Bowers noted the changes. Member Clonts moved to accept the minutes as corrected. Mayor Pro Tem Koon seconded the motion. No further discussion. All in favor, motion carried.

Mayor Pro Tem Koon:	Yes	Mayor Knight:	Yes
Council Member Clonts:	Yes	Council Member Teal:	Yes
Council Member Hollis:	Yes		

Public Comments Related to Municipal Matters

Several members of the public signed up to speak to Council.

Mr. John Campbell spoke to Council about the subdivision growth happening outside the Town limits. He and those in these areas feel they do not have a voice and are concerned about the negative impact of the environment and public safety issues, of what seems to be unplanned and uncontrolled growth happening in the areas surrounding the Town. They are very frustrated having not gotten any response from public bodies regarding these subdivisions and would ask that, if possible, the public be allowed to have more input into these decisions.

Mr. Watson Johnson commented about the subdivision growth happening outside the Town limits. He is concerned that the amount of growth happening is affecting public services, roads, and the environment. He stated that the Town controls sewer taps and could coordinate with the municipalities in Lexington, Richland, and the City of Columbia to control this growth.

Mrs. Mary Jane White commented about the subdivision growth happening outside the Town limits. She stated that their community has organized together to ask for support from Council to help manage growth. They feel the growth is out of control and that their voices are not being heard. They would like more opportunities to have input in the management of this growth.

Mrs. Kim Murphy commented on the impact of unmanaged growth in the community. She stated the impact of unmanaged growth is affecting the Chapin schools, roads, EMS services, the environment, taxes, and quality of life of the community. She stated that Council has the responsibility and opportunity to prevent the growth from getting worse by limiting the amount of sewer taps to control this growth. She urged Town Council to get the Attorney General's opinion on this matter.

Mr. Wright Phillips commented about the subdivision growth happening outside the Town limits. He stated he originally came to Chapin for the developments because they seemed to be more upscale. His concern over these new developments was they do not seem to be as upscale and they are having a negative impact on the roads with the increase in traffic.

Reports

Communications: Director Burroughs reported on several events that have happened and that are upcoming in the community. The update to the Town of Chapin's Comprehensive Plan is moving forward. The Comprehensive Plan is the tool that the Town will use to manage planning initiatives for our area for the next 10 to 20 years. It covers land use regulations, territories, annexations, dictates capital improvements, and investments. There were several small groups invited to Town Hall for stakeholder meetings as a part of this process. The community survey that was developed for this update surpassed the goal of 500 surveys collected. More public engagement opportunities will be coming up to help with this process and the public is invited to participate.

The Chapin Downtown Farmers Market will be happening beginning May 1 through October. The Community Service Day was held virtually on April 3 and the Town encouraged folks to do small acts of kindness in their communities. Good Works and Faith Presbyterian Church participated in service activities in the Town that day.

She switched to Economic Development with an update on the Ellet Brothers property. The lease for the company that had planned to be there fell through and the property is back up for sale. They have had several interested parties, but nothing has been offered to date. The Chapin

Commons development is opening their businesses soon and will present plans for a fourth building to the Architectural Review Board at their next meeting on April 8, 2021. The Chapin Chamber of Commerce will hold their next lunch meeting on April 15 at the Cotton Press in Little Mountain. The Houston House and BB Farms have upcoming ribbon cuttings. The Topsy Toad held the Chapin Oyster Roast this year on March 20 and raised over \$3,000 for the Greater Chapin Endowment Community organization.

She then gave an update on Zoning. The Planning Commission (PC) and staff are currently working on an approved species list for developments to use in the Town of Chapin. Article 7 of the zoning ordinances references a list, but there is currently not one for use. The PC also reviewed and approved amendments to Article 10 of the zoning ordinances which will be presented later in the meeting. They have also submitted a recommendation to Council for the addition of amenities to the subdivision regulations, which was presented later in the meeting.

Financial Report: Director Culler reported the general fund YTD as of the end of February was \$272,752 and the expenses YTD as of the end of February were 310,799. Expenses exceeded revenue by \$38,047. The yearly general obligation bond payment was made in the amount of \$91,262. This final payment satisfied the Town's obligation bond loan. The revenue from Business Licenses as of the end of March was \$250,664 which was up \$92,000 from the same period in 2020. There have also been 61 new licenses issued from the same period in March 2020. April 30 is the new deadline for business license renewal. This date falls in line with the Business License Standardization Bill, Standardization Act 176 which passed the House last year. Southern Resource Advisors, the 3rd part consultant hired last year to help with uncollected business license revenue has helped collect \$47,676 in revenue to date. The Hospitality Tax fund YTD was \$538,181 as of the end of February.

The Utility fund Revenue through the end of February was \$640,033. Expenses YTD \$773,063 as of the end of February. Expenses exceeded revenue by \$133,030. She stated this typically does not happen with the utilities and most of this was a timing issue. The quarterly debt payment for the waste water treatment plant was made in January of \$156,210, and a one-time purchase of two vehicles totaling \$57,605. Payments done by automatic draft are typically done on the 28th of the month, but because February was a short month, the 28th fell on a Sunday and was recorded for March. This payment was for \$65,138. She noted that the next month's figures should balance back out.

Police Report: Chief Zeigler did not report an unusual number of tickets written this month. He noted an increase in speeding tickets and calls about loud mufflers have come in. They are going to concentrate their efforts into education and prevention to help with those types of calls.

Utilities Report: Director Metts reported there were two broken sewer line breaks down Amicks Ferry Road. The first was at the intersection of Amicks Ferry and Green Meadow Drive. This break was caused by an improperly bedded pipe resting on a jagged rock. Overflow was contained and repair took 1 ½ days to complete. The second was on Amicks Ferry Road near Spinner Point. A contractor installing a power line broke the force main during installation. Utilities staff was able to isolate and repair the line with minimal downtime.

A letter has been sent to the Richland/Lexington School District #5 regarding the 12" sewer force main recently covered by road construction at the new elementary school on Amicks Ferry Road. During construction, the lane widening extended the travel lanes several feet and added a turning lane in the center. This has put our line under concrete and asphalt and making it inaccessible. A solution for this is the line must be relocated to a point where it is accessible for

repairs and future connections. A concern was raised as to why the Town was not notified before this road was constructed over top of one of our lines. Director Metts stated that this was a design/build project and the original concept plans showed our line to be just at the edge of the pavement. What was constructed was wider than originally planned for.

The utility department is still waiting on the Rural Infrastructure Grant money to begin the project to closeout the old wastewater treatment lagoon into a control basin. They hope to hear something by the end of the month.

The water master plan has been completed and presented for Council comments. The sewer master plan is near completion and should be ready for a presentation to Council within the month.

Old Business

Ordinance – Recommendation from Planning Commission to approve amending Article 5, section 518 (d) of the Zoning Ordinances to include NAICS code for permitted uses – 2nd reading:

Mayor Pro Tem Koon made the motion to accept the Planning Commission's recommendation to approve amending Article 5, Section 518 (d) to include NAICS code 453998 for permitted uses. Member Teal seconded the motion. No further discussion was had. All in favor, motion carried.

Mayor Knight:	Yes	Mayor Pro Tem Koon:	Yes
Council Member Hollis:	Yes	Council Member Clonts:	Yes
Council Member Teal:	Yes		

New Business

Ordinance – To add amenity requirements to Article 6 of the Subdivision Regulations of the Town of Chapin – 1st reading:

Director Burroughs explained to Council that the Planning Commission (PC) and staff have created a list of amenities to add to the requirements for new subdivisions being developed in the Town limits. This amenities list would apply to the project as a whole and not by phases. This list was approved by the PC to allow developers flexibility in how they maintain or preserve greenspaces in developments. A concern was raised over the larger amenities and whether we would require developers to set aside spaces for these larger amenities. Director Burroughs stated there is currently a buffer requirement and a green space requirement that developer would have to adhere to, this amenities list would hopefully help encourage maintaining the natural resources of the land being developed or adding more to open spaces for common uses.

Mayor Pro Tem Koon noted to the public in attendance of the meeting that this was just another example that the Town was taking proactive steps to improve subdivision developments. Previous amendments to these requirements included widening the size of the roads, minimum lot sizes, requiring sidewalks on both sides of the street.

Mayor Pro Tem Koon made the motion to approve the 1st reading to add amenity requirements to Article 6 of the subdivision regulations as presented. Member Clonts seconded the motion. No further discussion. All in favor, motion carried.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Ordinance – Recommendation from Planning Commission to approve Overlay Map Amendment – 1st reading:

Director Burroughs explained to Council the PC has approved an overlay district map amendment to change the district boundary lines from going from the road width to parcel lines. This is a temporary step forward as it solves a few problems that have come from developers, as there is some confusion over which overlay district they are in currently. Changes will be coming in the future as more work is done to this article. Director Burroughs also thanked the PC for their hard work in understanding the challenges stemming from this development.

Member Clonts made the motion to accept the first reading to approve the overlay map amendment as presented. Member Teal seconded the motion. All in favor, motion carried.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Ordinance – Amending Chapter 14, Article X of the Chapin Town Code – 1st reading:

Mayor Knight stated due to the increase in public demonstration permit applications, the amendments presented would help standardize the approval process for public demonstration permit applications. Current Town Code states that the Mayor and Council must approve all public demonstration permit applications and that applications have to be submitted no less than 24 hours in advance of the event. This presents a problem in that 24 hours is not enough time to process the request and Town Council typically only meets once per month. The proposed change would shift the responsibility of approval to the Mayor, or the Mayor Pro Tem if the Mayor is unavailable, and require submission within 10 days of the event. Member Clonts made the motion to accept the first reading of the ordinance amending Chapter 14, Article X of the Chapin Town Code as presented. Member Teal seconded the motion. Discussion followed.

Mayor Knight suggested moving the time frame for submittal from 10 days to 7 days. He felt that 14 days was too long. The time frame was moved to 10 days based on discussion at the work session. The motion was amended to move the approval time frame from 10 days to 7 days. Director Burroughs stated that choosing the 14-day time frame for submittals was an intentional choice in creating a standard permitting process. Special Events are typically community oriented, like parades and festivals. Public Demonstrations tend to be more specific in the subject matter, such as marches or political issues. Having a standard system would allow for staff to treat each request equally. Vote was as follows:

Mayor David Knight:	Yes	Council Member Clonts:	No
Mayor Pro Tem Koon:	No	Council Member Hollis:	No
		Council Member Teal:	No

Motion to amend submittal time from 10 days to 7 days was denied.

Member Clonts made the motion to accept the first reading of the ordinance amending Chapter 14, Article X of the Chapin Town Code with the amendment to allow the submittal time frame to be 14 days. Mayor Pro Tem Koon seconded the motion. No further discussion. All in favor, motion carried.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Approval of Public Demonstration permit applications: Reverend Tim Hanley with the Reformed Evangelical Fellowship has requested April 7, 14, 21, and 24 for his public

demonstration dates. They will be between the Circle K on Chapin Road and the Food Lion off of Amicks Ferry Road. Mayor Knight made the motion to approve the public demonstration permit applications as presented. Member Teal seconded the motion. All in favor, motion carried.

Mayor Knight:	Yes	Mayor Pro Tem Clonts:	Yes
Council Member Hollis:	Yes	Council Member Koon:	Yes
Council Member Teal:	Yes		

Adjournment: Member Teal made a motion to adjourn the meeting. Member Hollis seconded the motion. Meeting was adjourned at 8:17 p.m.

COUNCIL APPROVED: May 11, 2021