

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

**Tuesday, May 11, 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: Linda Warren, American Legion Post 193 and Lake Murray Coast Guard Auxiliary, Skip Hudson, Public Affairs Officer, Lake Murray Coast Guard Auxiliary, Michele DeVrient and Family, Amy Warren, Chapin Women's Club

Call to Order: Mayor Knight called the meeting to order at 7:07 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. Linda Warren 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 7:12 p.m.

Presentation: Propose to adopt amendments adding amenities to Article 6 of the Subdivision Regulations of the Town of Chapin: The Chapin Planning Commission (PC) and staff have created a list of amenities to add to the subdivision requirements for new subdivisions being developed in Town limits. Director Burroughs commented that the PC has developed this list to provide developers with a specific list of things they would like to see. It allows the developers some flexibility in how green spaces and open space are developed, but gives them a list of what is expected up front.

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

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

Presentation: Propose to adopt an overlay map amendment for Article 10 of the Zoning Ordinances of the Town of Chapin: The PC has approved an overlay district map amendment to change the overlay district boundary lines from going by the road to parcel lines. Director Burroughs clarified that nothing else about the overlay district policies have changed. This clears up any confusion over which overlay district a parcel is in.

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 7:17 p.m.

Review and Acceptance of Minutes

Council reviewed the April 6, 2021 Regular Meeting Minutes and April 22, 2021 work session minutes. Member Clonts moved to accept both sets of minutes as submitted. 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		

Proclamations

Celebrating the 50th anniversary of the Chapin Women’s Club: The Chapin Women’s Club is a member of the General Federation of Women’s Clubs, an international organization and the largest women’s volunteer organization in the world and a member of the General Federation of Women’s Clubs of South Carolina, with over 800 members statewide. The Chapin Women’s Club was federated in 1971 as a 501 (c)(3) and serves the Chapin community through many diverse projects such as community education and reading initiatives, environment and wildlife projects, health and wellness advocates, and civic engagement and outreach projects. They will be celebrating this milestone on May 15, 2021 at 6:30 p.m. with presentations starting at 7:00 p.m. on Beaufort Street. It will be free for the public to attend. Mayor Knight presented Amy Warren, with the Chapin Women’s Club, the Mayor’s proclamation celebrating this event.

National Food Safety Week:

As many as 32 million Americans have food allergies; nearly 6 million are children under the age of 18. Research shows that the prevalence of food allergy is increasing among children and adults. Nine foods cause the majority of all food allergy reactions in the U.S.: shellfish, fish, milk, eggs, tree nuts, peanuts, soy, wheat, and sesame. Symptoms of a food-allergic reaction can range from mild to severe, such as anaphylaxis, which is a serious allergic reaction that is rapid in onset and may cause death. Mayor Knight presented Michele DeVrient and family with the Mayor’s proclamation declaring May 9-15 National Food Safety Week. The DeVrient family spoke to some of the challenges they have faced with their food allergies during the COVID-19 pandemic, which included shortages in toilet paper, paper towels, and hand soap their family could safely use.

National Safe Boating Week:

On average, 600 people die each year in boating-related accidents in the U.S.; 79 percent of these are fatalities caused by drowning. The vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors. A significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets. Mayor Knight presented the Mayor’s Proclamation declaring May 22-28, 2021 as National Safe Boating week to Lake Murray Coast Guard Auxiliary member Linda Warren and Lake Murray Coast Guard Auxiliary Public Affairs Officer Skip Hudson.

Public Comments Related to Municipal Matters

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

Mrs. Kim Murphy commented on sewer availability. She referenced a book co-authored by former Mayor Stan Shealy that highlighted an award the Town received in the past from the Municipal Association in recognition for superior performance in leading to improved quality of life for its

citizens. A development plan for sewer systems and public transportation was created with help from the Central Midlands Council of Government. She urged Council to continue to pursue awards in excellence to its citizens by putting a moratorium on the sewer system by issuing sewer availability letters.

Mr. John Campbell spoke to Council about the agenda item regarding the request for action for SRF Funding. He questioned Council on how many miles is Chapin going to reach out to promote growth in new subdivisions. He urged council not to approve this request without letting its citizens know how much this will cost them. He expressed his concern over Council supporting the Lexington County Moratorium and urged Council to take action on that support by putting a moratorium on sewer taps to stop growth. Mr. Campbell also expressed his frustration that he and others have made comments to the Council during these meetings and received no feedback.

Reports

Communications & Zoning: Director Burroughs reported several new things in the community. The Greater Chapin Chamber of Commerce 2021/2022 relocation guide and membership directory is out, with a lot of great information about the Chapin community. May 2-8 was Municipal Clerks week and highlighted an article in the Chapin Neighbors magazine highlighting the municipal clerks' role in day-to-day operations as well as recognizing Town Clerk Bowers for her work with the Town.

The Comprehensive Plan community survey has been completed and the ad hoc committee will meet on May 12 to discuss the results and set goals for the next step in the planning process. More community engagement opportunities will be set in the coming months.

She highlighted the first day for the Chapin Farmers Market on May 1, 2021 was a huge success. They had over 20 vendors, 2 food trucks, and live entertainment for the morning. The Farmer's Market will continue for the first Saturday of the month through October. Several new businesses are planning to open up in the Town including 3 Birds Boutique and a new Yoga studio, both going in the same center as Drayer Physical Therapy, Dominos, Mosely's Fine Jewelry, and the Coffee Shelf. Two other businesses held ribbon cuttings this week, Erin Kay Consulting which handles life and wellness coaching and Master's Dog Training.

Director Burroughs then updated Council on several zoning issues. The Chapin Planning Commission recently reviewed a new subdivision request, with technical help from Town Engineer Dan Lambert. The Planning Commission denied the request based on several issues that were not conforming to the zoning ordinances and she will be working with the developer to get those resolved before they resubmit. They will be presenting to the Board of Zoning appeals for a variance request regarding the percentage of the lot that will be used. The Architectural Review Board approved with conditions the plans for construction to start for building four of the Chapin Commons developments across from the high school.

She notified Council that they are currently in the process of interviewing for a new Zoning Administrator and hope to make an offer soon. Events for Saturday May 15, 2021 include: A book sale sponsored by The Chapin library, Modern Companion will be hosting a Barking Lot Pawty in the Lexington Ave parking lot, and the Chapin Women's Club will hold their 50th anniversary celebration on Beaufort St.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of March 2021 was \$484,987 and the expenses YTD as of the end of March were \$412,146. Revenue exceeded Expenses by \$72,841. The revenue from Business Licenses as of the end of April was \$346,295 which was up \$42,719 from the same period in 2020. There have also been

143 new licenses issued from the same period in April 2020, in part due to the extended deadline in 2020 due to COVID-19. The deadline to file for a business license this year was April 30 and there are currently 38 outstanding licenses to date and will begin the process of reaching out to those to collect. Southern Resource Advisors has collected \$48,740 YTD in previously missed business license revenue to date. The Hospitality Tax fund YTD was \$596,480 as of the end of March.

The Utility fund Revenue through the end of March was \$1,018,595. Expenses YTD \$953,683 as of the end of March. Revenue exceeded expenses by \$64,912.

Police Report: Chief Zeigler wanted to recognize officer Walker Campbell who recently graduated from Columbia College with his Master's degree in criminal justice. He touched on a kidnapping and aggravated domestic violence incident. He advised Council it was an isolated incident. Officers worked diligently to inquire into the welfare of the victim as well as identify and apprehend the suspect. He praised them for their hard work and diligence in resolving this incident.

Utilities Report: Director Metts reported on the Town Hall sidewalk project, which is still in the bidding phase. It will be a continuation of the sidewalk in front of Town Hall extending to the Lexington County Sherriff's office substation. Once complete, there will be a sidewalk that extends from Town Hall to Chapin High School.

The 12" section of the East Chapin Force Main project is open for bids. It will be constructed by the developer of the Chapin Place subdivision under contract with the Town. The 12" force main on Amicks Ferry Road, in front of the new elementary school, needs to be relocated. It is currently in discussion with the school district in finding a financial solution to getting it relocated. He stated that it is possible the school district was operating off of a different set of plans than what the Town was provided.

The water master plan was presented to Council last month and the sewer master plan has been seen by staff and is ready for a presentation to Council at a work session on May 19, 2021 at 3:00 p.m.

Director Metts ended his report by informing Council that they have installed bypass piping at pump station 22, off of Jake Meetze Rd and Old Lexington Hwy, and they have eliminated that station.

Old Business

Ordinance – To add amenity requirements to article 6 of the subdivision regulations of the Town of Chapin – 2nd reading

Mayor Pro Tem Koon made the motion to accept the 2nd reading adding amenity requirements to Article 6 of the subdivision regulations. Member Clonts 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		

Ordinance – Recommendation from Planning Commission to approve Overlay Map Amendment – 2nd reading:

Member Teal made the motion to accept the 2nd reading to approve the overlay map amendment as presented. Mayor Pro Tem Koon seconded the motion.

Before the vote was cast, Mayor Knight commented that he respectfully objected to this amendment. He and previous Zoning Administrator (ZA) Ian Ashford worked on amendments to Article 10 of the zoning ordinances which included map amendments. He explained the changes he and ZA Ashford discussed, which would have included changes to the overlay districts specifically general location of the districts and regulations for Town Center. The intent of those changes was to make the Town Center look like the Beaufort Street area. The map being amended at this meeting shows the Town Center stretching across Highway 76, and Mayor Knight shared his thoughts on where Town Center was supposed to be. Mayor Knight also stated where the SCDOT determined the connector road for the S-48 project would be located in order to incorporate the anticipated commercial development along that road. He preferred this map incorporate the connector road.

Director Burroughs offered a point of clarification for Council. This map amendment helps to clear up confusion in reference to how the current zoning ordinance is written that was causing problems at staff level. She noted it is a temporary fix and acknowledges there will be changes to it again that will be addressed in future solutions. The Architectural Review Board, Planning Commission, and staff are currently working on two-by-two meetings to discuss necessary changes and hopes to present an updated version in the coming months.

Mayor Pro Tem Koon reiterated Director Burrough's point by stating it helps clarify issues for staff in applying what is in the existing ordinance.

Vote was as follows:

Mayor Knight:	No	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 – 2nd reading:

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. The proposed change would shift the responsibility of approval to the Mayor, or the Mayor Pro Tem if the Mayor is unavailable, require the Mayor or Mayor Pro Tem to inform Council of the submission, and require submission within 14 days of the event. Member Clonts made the motion to accept the second reading of the ordinance amending Chapter 14, Article X of the Chapin Town Code as presented. Member Teal seconded the motion. No discussion was had. 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		

New Business

Ordinance – Amendment to the lease agreement of building and grounds at 103 Columbia Avenue – 1st reading:

Mayor Knight stated the Lexington County Sheriff's office currently leases the building and grounds at 103 Columbia Ave for their sheriff substation, which renews annually. The sheriff's

office wishes to amend the terms of the lease agreement to extend until 2026. The purpose of this extension is to allow them the time to make renovations to the building.

Member Clonts made the motion to accept the first reading of the ordinance amending the lease agreement of building and grounds at 103 Columbia Avenue 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 article 18 section 18.207 of the Chapin Town Code addressing environmentally stressed communities – 1st reading: Director Metts presented to Council by explaining in Article 18 section 18.207, there are five categories for extending sewer lines to areas not served by the Town. The proposed amendment would add a sixth option to allow for line extensions, for residential purposes only, where environmental pollution has been observed. It would allow the Town to participate in the extension of projects under this category by providing engineering services for such areas.

Mayor Knight added that this ordinance would amend the Town Code to allow for these situations, and then a separate resolution would be made to address projects requested by such communities in order to help preserve the environment from such pollutions.

Mayor Pro Tem Koon made the motion to accept the 1st reading amending article 18 section 18.207 of the Chapin Town Code addressing environmentally stressed communities. Member Clonts seconded the motion. Discussion followed.

Member Teal expressed concern about the criteria for environmentally stressed communities and who makes that determination. He also expressed concern over setting up the situation for financial obligations by the town, as SCDHEC has dictated for the Town to handle certain situations in the past. He wanted to understand how the Town is prepared to control these situations.

Mayor Pro Tem Koon stated the current ordinance addresses cases for large developers but does not address issues for individual residential properties. He stated the Town should look for ways to assist existing property owners. He noted that this is a brand-new process and the Town needed to be cautious as to what is put together. He suggested using the Indian Cove community as a test case to help the Town make decisions going forward. Director Burroughs also noted this would give the Town the ability to deny projects that are not to the level where SCDHEC would step in.

Motion on the floor stands. 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		

Statement supporting the Lexington County Moratorium: Mayor Knight stated that a judge has over turned the 1st reading of the moratorium and the substance of the moratorium has not been reviewed or challenged. While the Council is in support of the effort being made by the County, he noted that it was more prudent to wait and see how the moratorium develops before Town Council will commit to anything.

Request for Action – Allowing the Town of Chapin Utility Department to submit applications for an SRF Loan for the East Chapin Force Main: Director Metts explained the resolution for Council to approve the utility department to apply for funds for a loan for the East Chapin Force

Main project. It is estimated to cost around 3 million dollars, with a loan percentage of 1.6% for SRF funds, and will depend on what category the loan falls under. The terms of the loan could be for 20 years, which would increase rates by \$2.50 per month per customer or for 30 years, which would increase rates by \$1.80 per month per customer. The rate increase would not happen all at once, but over time. The first payment for the loan would not happen until the project was completed. Director Metts clarified this was not committing the Town to anything, but just asking for Council approval to apply for funds.

Member Clonts made the motion to approve the resolution to allow the Town of Chapin utility department to submit an application for SRF loan for the East Chapin Force Main. 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		

Adjournment: Member Clonts made a motion to adjourn the meeting. Mayor Knight seconded the motion. Meeting was adjourned at 8:35 p.m.

COUNCIL APPROVED: June 1, 2021