

## CHAPIN PLANNING COMMISSION MEETING MINUTES

**Tuesday May 26, 2020  
4:00 P.M.**

**Electronic Meeting**

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**Members Present:** Chairman Zack Haney, Vice Chairman Rae Davis, Member Jeff Grover and Member Doug Barnett

**Members Absent:** Member Jerry Shealy

**Staff Present:** Zoning Administrator Ian Ashford, Public Affairs Director Nicholle Burroughs, and Town Clerk Shannon Bowers

**Guests:** Al Koon

**Call to Order:** Chairman Haney called the meeting to order at 4:01 p.m. Municipal Clerk Bowers did a roll call to determine attendance. Chairman Haney determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**Approval of Minutes:** Member Davis made a motion to approve the February 25, 2020 meeting minutes. Member Grover seconded the motion. All in favor, motion carried.

### **Items of Discussion**

**Introduction of new Planning Commission Member:** Chairman Haney asked Zoning Administrator (ZA) Ashford to introduce the newest member of the planning commission. ZA Ashford noted that there was an open position on the Planning Commission since Joe Dever stepped down. Mr. Grover has attended all of the Planning Commission, Architectural Review, and Town Council meetings as well as making a presentation with ZA Ashford at the Community Engagement Council. ZA Ashford felt Mr. Grover would be a good fit for the Planning Commission. Mr. Grover stated that he had been in the area for about three years now, and came from Atlanta, Georgia. He looks forward to helping manage the future of Chapin.

**Frank Property Subdivision Request:** Member Barnett made a motion to accept the subdivision request. Member Grover seconded the motion. Chairman Haney asked ZA Ashford to present the request. Mr. Frick owns the house at 124 Peak St and wants to subdivide the property into three separate tracks of land. He would like to subdivide to continue to use it as a residential property. All adjacent properties are zoned RS-1, Single Family Residential. Chairman Haney asked if this would change the designation from RS-1 to RS-2. ZA Ashford noted that nothing would change in the designation since it meets current town requirements, the only change would be that it would now become three separate lots. All in favor, motion carried.

Chairman Haney: Yes  
Member Davis: Yes  
Member Barnett: Yes

Member Grover: Yes  
Member Shealy: Absent

**Discuss the amendments to articles 3, 4, and 5 of the Chapin Zoning Ordinance:** Vice Chair Davis made a motion to accept the amendments as presented. Member Barnett seconded the motion.

Chairman Haney opened the floor for discussion. ZA Ashford noted the changes that were submitted by Member Davis in regards to lot size, setbacks, and other related suggestions. The main concern discussed was that of the uses for each area being established and what would and

wouldn't be allowed. ZA Ashford felt that since there were a lot of options that could be considered for the Rural district, he decided to mimic what was already established in the Town's Single-Family residential district. He also added agricultural and animal production to protect the integrity of the areas already established outside of the Town limits in preparation for future annexation to reduce the density of subdivisions being built. ZA Ashford opened the floor for questions from the Planning Commission.

Member Grover noted that he sent over his thoughts to ZA Ashford and agreed with most of the changes that ZA Ashford made, but questioned the minimum for the front back and sides for the lot sizes since the lot sizes in the Single-Family Residential are a lot smaller. He also noted his concerns with auxiliary buildings, parking lots, and dense developments on larger lots. His concern is that the language as it is written doesn't offer enough protection against these types of things, or enough guidance for the Architectural Review Board to make decisions for these future plans.

ZA Ashford stated that he did not think too far ahead, but recommended that the Planning Commission consider each use to be conditional, as in the case about housing animals. He noted that in future annexations, it could be that the Planning Commission considers each new property on a case-by-case basis. Mr. Grover stated that he was not suggesting to remove anything all together, but knowing there are suggestions such as 15-foot setbacks, he could not accept this document as written. ZA Ashford asked Member Grover what number would be a more acceptable number than 15. Member Grover noted that he researched other municipalities surrounding ours and noted those had larger numbers for setbacks. He noted that he would have liked to have sent his thoughts to the group, but understood that it could have been considered a quorum of the Planning Commission.

Chairman Haney asked Vice Chair Davis if she had any ideas on agricultural use for this area from a real estate point of view. Vice Chair Davis agreed that this area should be considered conditional so as not to run into problems later. Chairman Haney also noted that he felt that the authority should be left to the zoning administrator so as to not put all the responsibility on the Planning Commission to put every case under a general category. Vice Chair Davis noted that the more specific, clear, and precise in how the conforming uses next to each other are set up, the better.

Chairman Haney asked ZA Ashford if this would give the Planning Commission more opportunity if this was moved to conditional. ZA Ashford noted that it would be more advantageous to move the agricultural category to conditional and would allow for more flexibility.

Chairman Haney then asked ZA Ashford if they needed to have a discussion about making the setbacks conditional. ZA Ashford noted that he would not recommend that. He also noted that in the coming months, each district will face setback changes due to the road widening projects and each district will have to be revisited. Member Grover then asked if he could distribute his comments to the rest of the Planning Commission to review. ZA Ashford stated that he would send this to the other members, but would not have a conversation through email. His recommendation would be for the Planning Commission members to review Member Grover's notes and discuss them at a work session.

Chairman Haney made a motion to deny the changes as presented and move the discussion to a work session. Member Grover seconded the motion. All in favor, motion to move discussion to a work session was approved unanimously.

Chairman Haney: Yes  
Member Davis: Yes  
Member Barnett: Yes

Member Grover: Yes  
Member Shealy: Absent

**Comments:** There were no public comments. ZA Ashford recommended that the work session should be scheduled sooner rather than later. Date for the work session is tentatively scheduled for June 9, 2020. Public Affairs Director Burroughs noted that if an in-person work session were to happen, the date would need to be changed due to elections that day. It was decided that the meeting would be electronic.

Member Grover asked if ZA Ashford was going to review his comments and create a new document for review. ZA Ashford will add his thoughts to Member Grover's document and that will be what is discussed for the work session.

Member Barnett noted that some items of discussion could be handled quickly through an electronic meeting and other for in-person and proposed for consideration for criteria for electronic meetings and in-person meetings.

**Adjournment:** Member Davis moved to adjourn the Planning Commission Meeting. Vice Chairman Davis seconded the motion. All were in favor, motion carried. Meeting adjourned at 4:41 p.m.

PC APPROVED (Date):                 June 23, 2020