

PLANNING COMMISSION MEETING MINUTES

**Tuesday June 22, 2021
4:00 P.M.**

Town Hall Community Room

Members Present: Member Jeff Grover, Member Jerry Shealy, and Member Karalyn Miskie, Chairman Zack Haney

Members Absent: Vice Chairman Rae Davis

Staff Present: Public Affairs Director Nicholle Burroughs, Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

Guests: Kimberley Swygert, Civil Engineering of Columbia

Call to Order: Chairman Haney called the meeting to order at 4:08 p.m., 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 Shealy made the motion to approve the May 25, 2021 meeting minutes as presented. Member Miskie seconded the motion. All in favor, motion carried.

Member Miskie: Yes
Member Grover: Yes
Member Shealy: Yes

Chairman Haney: Yes

Public Comments:

There were no public comments

Director Burroughs introduced Kevin Singletary as the new Zoning Administrator (ZA) to the Planning Commission (PC). She stated that she has worked with him at a staff level in order to move forward on items the PC has been discussing. Kevin comes to the Town from Edgefield County, is a graduate of Chapin High School and the College of Charleston.

Old Business

Recommendation to Council – Amending Article 7, section 703.8 of the Zoning Ordinance:

ZA Singletary stated in his review of article 7, section 703.8, he understood there is a conflict of interpretation with buffer yard requirements and a lack of consistency in the chart. He changed the table to clarify buffer yard requirements allowing for proposed use to be clear on the buffers for adjacent properties. ZA Singletary stated that this is not a permanent solution, but this change is a more appropriate and direct approach for use today.

PC members expressed concern over the accuracy of the chart, if more detail needed to be added to reflect more specific use categories, and the compatibility of the chart with the Comprehensive Plan.

The PC felt like more discussion was needed before any changes could be decided on. Chairman Haney made the motion to table the recommendation to amend article 7 to the next PC meeting. Member Grover seconded the motion. All in favor, motion carried.

Member Miskie: Yes
Member Grover: Yes

Member Shealy: Yes
Chairman Haney: Yes

Recommendation to Council – Amending Article 10, sections 1008.2 (k) and 1009.2 (12(d)) of the Zoning Ordinance:

ZA Singletary stated the Town was in the process of adopting a referenced color palette that would achieve two things: (1) Make the process easier for property owners to maintain their building and (2) Give a baseline aesthetic for the Town in order to create a cohesive look.

Director Burroughs reported the Architectural Review Board (ARB) has seen the palette and liked the idea overall. ZA Singletary explained this process would still allow the ARB to approve or deny colors not already on the list. It also allows the ZA to approve upgrades for property owners wanting to maintain their buildings by giving it a fresh color of paint. ZA Singletary also stated this change gives the ARB the tool to make new developments use approved colors for the Town. The color palette will be referenced in the Zoning Ordinances and used as an administrative document to guide development.

The PC agreed with the changes overall, but requested an additional item be added that the ARB would approve specific colors to only be used as accent colors and not included on the approved color palette.

Chairman Haney made the motion to approve changes with the amendment from discussion.

Member Miskie seconded the motion. Motion passed; vote was as follows:

Member Miskie: Yes

Member Shealy: Yes

Member Grover: No vote recorded

Chairman Haney: Yes

Member Grover questioned the use or prohibition of patterns. ZA Singletary explained the language stating “colors use shall be harmonious and compatible with one another as determined by the ARB” would be sufficient to cover those instances. ZA Singletary clarified that if language could be found in current ordinances, he would present any changes to include prohibiting patterns to the PC at the next meeting, should the PC wish to include that language.

Chairman Haney made the motion to authorize the ZA, if unable to locate restrictions on patterns in the Town ordinances, to add “and patterns” in line-item C in section 12, in order to move for Council approval. Member Grover seconded the motion. All in favor, motion carried.

Member Miskie: Yes

Member Shealy: Yes

Member Grover: Yes

Chairman Haney: Yes

New Business

Boykin Hills Review: Tree Survey – Preliminary Plat Conditional Approval: ZA Singletary began the presentation by noting what was being presented as this meeting is an amended tree plan for the Boykin Hills subdivision. Most of the trees along the creek bed would not affect this development, so trees in this area are being preserved. Utilities would have identified any major problems with trees that would need to be removed. ZA Singletary noted that many trees that were observed when staff walked the property were located in several lots, and the developers believe they cannot be preserved.

Kimberley Swygart, with Civil Engineering of Columbia gave a small presentation regarding their plan to strategically plant trees in this development. She referenced the Saluda River Club and the different areas within that development that showed trees that were saved vs. trees that were strategically planted to add high aesthetic value. She noted that on the survey, there were many trees that looked like they could be kept, but most fell in the drip lines and would need to be removed. Town ordinances state trees should be completely out of the drip lines. Trees in the buffer areas, common areas, and amenity areas are not being removed. They plan to plant 272 trees in the front of the lots along the roadways, to be maintained by the homeowners/property owners. Examples of the type of planting were included in the presentation. The PC was generally not in favor of using River Birch as the trees to be planted and requested another species of small variety oak tree or blossoming tree be selected.

Chairman Haney made the motion to approve the revised preliminary plat with conditional approval with the exception of the species list to be updated and reviewed by staff to meet the conditions of approval. Member Grover seconded the motion. All in favor, motion carried.

Member Miskie: Yes
Member Grover: Yes

Member Shealy: Yes
Chairman Haney: Yes

Open time for PC and Staff: ZA Singletary stated he was aware of a few issues that were discussed by the PC at previous meetings: (1) Outlining specific requirements for conditional approval of palm/palmetto trees and (2) off street parking in residential developments. He plans on working on these issues next, and would hopefully have something for the PC to review at the next meeting.

Adjournment: Member Shealy moved to adjourn the Planning Commission Meeting. Chairman Haney seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:48 p.m.

PC APPROVED (Date): _____
Zack Haney, PC Chairman

ATTEST: _____
Shannon Bowers, Town Clerk

