

**CHAPIN TOWN COUNCIL  
SPECIAL CALLED MEETING MINUTES**

**Thursday September 16, 2021  
3:00 p.m.**

**Town Hall Community Room**

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**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, Public Affairs Director Nicholle Burroughs, Utility Director Andy Metts, Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

**Call to Order:** Mayor Knight called the meeting to order at 3:03 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.

**Budget Amendment Discussion:** Director Metts began the discussion by explaining the need for more office space for utilities to operate. They have reached out to several contractors to provide a cost estimate for this renovation, but will still need to put out a request for proposals. Currently, the ordinance change amending the 2021 budget puts funding the cost of the renovation at fifty percent from the general fund and fifty percent from the utility fund, with a maximum amount of \$250,000 based on these estimates.

There were several discussions amongst council regarding the proper percentage of payment provided by the administrative budget and the utility budget. Concerns raised included the origination of the renovations, the personnel that would be occupying the renovated spaces, and the future use of the space. Based on discussion and overall opinions of Council, Mayor Knight instructed Director Culler to update the ordinance amending the 2021 budget, to include seventy-five percent of the cost to come from the utility budget and twenty-five percent to come from the general fund. These changes will have a first reading at the October town council meeting.

**Animal Control Ordinance Amendment Discussion:** Mayor Knight noted that the preamble to the Lexington County Animal Control ordinance made reference to the community cat program and nuisance cats. Town Clerk Bowers reported she had been in contact with the director of animal services for Lexington County and the only changes to the ordinance specifically reference the addition of regulations to livestock and poultry. The ordinance adopting these changes by reference will have its second reading at the October town council meeting.

**Request for Action: Approving recommendation for Planning Commission Member:** Zoning Administrator (ZA) Singletary stated the planning commission had an opening for another member, upon the resignation of Karalyn Miskie, who recently joined the utility department staff. He received several applications and conducted interviews with each of the applicants and recommends that council approve the appointment of William Lynch to the Planning Commission. Member Clonts made the motion to appoint William Lynch to the planning commission. Mayor Pro Tem Koon seconded the motion. No further discussion. All in favor, motion carried.

Mayor David Knight: Yes  
Mayor Pro Tem Al Koon: Yes  
Member Mike Clonts: Yes

Member Kay Hollis: Yes  
Member Leland Teal: Yes

**Zoning Ordinance Amendments:** ZA Singletary updated council on several zoning ordinance changes that will be brought to the planning commission at their September meeting.

- a. Amending Article 10, section 1008.2:** These changes address design elements specific to limiting the use of paint patterns and textures on the exterior of buildings, and requiring any patterns used to be harmonious to surrounding buildings.
- b. Amending Article 2, section 201 and Article 5, section 518(d):** A community member has an interest in opening a microbrewery in the Town limits. Current zoning ordinances do not allow for this specific use. These changes add the NAICS code to the use chart as well as definitions for breweries and microbreweries to the zoning ordinances.
- c. Amending Article 5, sections 502, 504, 508, and 509:** These changes specifically address off-street parking in residential neighborhoods. ZA Singletary noted that Lexington County is increasing requirements for off street parking. ZA Singletary noted changes to the Town's zoning ordinances will include increased setbacks, which will lengthen driveways, therefore creating more space for parking.
- d. Amending Article 7, section 703.8 table 2:** These changes are specific to buffer yards. Currently buffer yards are based off of zoning categories, but proposed changes would base them off of use and adjacent uses.
- e. Amending Article 7, section 702.1:** These changes were in regards to the approved species list. The planning commission expressed a desire to set conditions on the use of palm/palmetto trees. ZA Singletary had several discussions with Lexington County landscape specialists regarding palm/palmetto trees, and developed conditions to accommodate the planning commissions' request.

**Adjournment:** Mayor Pro Tem Koon made a motion to adjourn the meeting. Member Teal seconded the motion.

Meeting was adjourned at 4:04 p.m.

COUNCIL APPROVED: October 5, 2021