

CHAPIN PLANNING COMMISSION REGULAR MEETING MINUTES

**Tuesday October 27, 2020
4:00 P.M.**

Town Hall Community Room

Members Present: Member Jeff Grover, Member Jerry Shealy, Vice Chairman Rae Davis, and Member Karalyn Miskie

Members Absent: Chairman Zack Haney

Staff Present: Zoning Administrator Ian Ashford, and Town Clerk Shannon Bowers

Guests: Mayor David Knight

Call to Order: Vice Chairman Davis called the meeting to order at 4:10 p.m. She 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 Grover made motions to approve the September 22, 2020 meeting minutes and the September 29, 2020 Special Called meeting minutes. Member Shealy seconded the motions. No further discussion was had. All in favor, motion carried.

Introduction of new Planning Commission Member: Karalyn Miskie is the newest member of the Planning Commission. She has worked as an engineer for the Town of Cayce for the past eight years. She has lived in Chapin since 2007. Planning Commission members welcomed her to the group.

Old Business:

There was no new business

New Business - Approval of recommendation to Council to approve a 100% annexation petition application of land at 230 Amicks Ferry Road into the Town of Chapin: Member Grover made the motion to approve discussion of annexation and zoning for 230 Amicks Ferry Road. Member Miskie seconded the motion. Discussion followed.

Zoning Administrator (ZA) Ashford stated that the American Legion, Chapin Post 193 has recently purchased approximately 4.5 acres of land located at 230 Amicks Ferry Road to build a new facility. They are proposing to annex this property into the Town. The main uses for this building will consist of civic uses, banquet hall, and a small restaurant café. It has 366 feet of road frontage. ZA Ashford noted that there are three zoning classifications that this property would fall into: Neighborhood Commercial (NC), Office Commercial (OC), and General Commercial (GC). All of the uses stated for this property are permitted in each of these zones. The restaurant part is a conditional use in NC and OC. The property located across the road is zoned GC but the property behind it is Residential. It is the Staff's recommendation to zone this property Neighborhood Commercial.

Member Miskie asked if the American Legion requested a preference for the zoning use. ZA Ashford clarified that while that is a section on the application, the American Legion provided what they planned to use the property for and ZA Ashford used that in forming his professional recommendation. He noted that there are conditions for the restaurant use portion of the property. They are: No outside loud speakers, exterior and vehicle lights must be directed away from residential properties, landscape requirements must be met, including screening, adequate provisions to access traffic safely, and hours of operation must be limited to prevent late night

parties. Parking for both zoning classifications is set at 1 space per 4 seats, with requirements for civic use to be 1 space per 300 square feet of gross area.

Member Shealy made the motion to approve the recommendation to Council to approve the 100% annexation petition application as presented. Member Grover seconded the motion. All in favor, motion passed.

Member Jeff Grover: Yes
Member Jerry Shealy: Yes

Member Karalyn Miskie: Yes
Vice Chairman Davis: Yes

Open time for Planning Commission and Staff: ZA Ashford mentioned that at the last meeting he asked PC members to consider moving the meeting time to 6:00 p.m. Members agreed that moving the meeting to 6:00 p.m. would be preferable. PC Members were asked again to consider adding two additional members.

ZA Ashford stated that requests for proposals have been submitted to develop the Comprehensive Plan. The updated plan is due in November of 2021. The deadline for proposals is November 20, 2020 at 2:00 p.m.

Member Grover noted that he would still like to schedule a discussion about districts, overlays, and architectural standards. ZA Ashford stated that he and the Mayor are currently working on those points and when something has been developed, he will schedule a meeting for the boards and commissions to discuss.

Vice Chairman Davis would also like to have a Town update during the meetings to keep up with what is going on around Town.

Public Comments: There were no public comments.

Adjournment: Member Miskie 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): November 30, 2020