

CHAPIN PLANNING COMMISSION SPECIAL CALLED MEETING MINUTES

**Tuesday November 17, 2020
4:00 P.M.**

Town Hall Community Room

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

Members Absent: none

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

Guests: Liesha Huffstetler

Call to Order: Chairman Haney called the meeting to order at 4:07 p.m. He determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

New Business – Subdivision Regulations

Zoning Administrator (ZA) Ashford started the discussion by informing the Planning Commission (PC) members that two proposed subdivisions have been submitted to the Town. Staff is currently working with two developers through the permitting process. Through this process, staff have identified revisions to the subdivision regulations that need the PC's attention.

The current subdivision regulations give 50ft of pavement width for arterial roads, 28ft for collector roads, and 24ft for local roads. His main concern is with the pavement width for local roads, as they pertain to neighborhoods and subdivisions. The pavement width of 24ft in neighborhoods and subdivisions with high density lots poses concerns when it comes to safety, two-way traffic, getting emergency vehicles in and out, and children playing. Emergency vehicles are typically about 8.5ft wide while the standard car is at least 6.5ft wide. Cars that are parked on the street in these neighborhoods only allows for an 11ft clearance in the event of an emergency.

Staff is proposing changing the numbers for pavement width to give 50ft for arterial roads, 28ft for collector roads, and 35ft for local roads. Upon reflection, 28ft pavement width change for local roads would allow for better traffic flow in neighborhoods and would be in line with similar types of neighborhoods. Member Miskie noted that the PC would need to make sure to consider a right-of-way or buffer increase due to the location of utilities, water, sewer, gas, cable, and internet lines that are typically installed in the right-of-way or under sidewalks.

Director Burroughs also noted that the subdivision regulations require sidewalks be built on one side of the street. Staff is recommending requiring sidewalks on both sides of the street. Director Burroughs noted that staff would like the PC to move forward with a recommendation to Council to change the two points just discussed.

Vice Chairman Davis made the motion to approve amendments to the subdivision regulations to include edits for recommendation to Council. Member Shealy seconded the motion. No further discussion was had. All in favor, motion carried.

Chairman Zack Haney: Yes
Vice Chairman Rae Davis: Yes
Member Jerry Shealy: Yes

Member Karalyn Miskie: Yes
Member Jeff Grover: Yes

Discussion continued on the remainder of the proposed revisions to the subdivision ordinance. ZA Ashford researched subdivision amenities from municipalities like ours throughout the country and a few of the points he wished to bring to the PC's attention was should we require developers to include these amenities when building new subdivisions and what should those amenities be. He listed proposed amenities by categories: Basic, Standard, and Enhanced. He also noted that it would be more effective for the PC to make these regulations based on lot size instead of acreage.

Basic amenities would include walking trails or picnic areas. One of these would be required for residential subdivisions with 50 or more lots. Standard amenities would include an accessible active park (swings, playground equipment, jungle gym, etc.), sporting courts (basketball, tennis, etc.), or paved walking and biking trails. One of these would be required for residential subdivisions with 85 or more lots. Enhanced amenities would include a swimming pool, 4-season clubhouse, indoor exercise room, or two standard amenity centers. One of these would be required for residential subdivisions with 150 or more lots.

Vice Chairman Davis also wanted the PC to consider changing the entrance regulations for subdivision entrances to allow for a more aesthetically pleasing entrance without having house right up against the road. She noted that larger subdivisions have a natural buffer entrance and would like to see that included in the subdivision ordinance.

Member Miskie posed several questions for the PC to consider regarding the materials of outdoor equipment in these amenities, minimum mileage or width of walking/biking trails, picnic shelters and materials for picnic tables, minimum sizes for playground equipment, materials for sporting courts, and swimming pool regulations. Member Grover agreed that the PC should consider the maintainability of these amenities. Director Burroughs noted that the PC has the ability to be as broad or as specific as they want in regards to these standards. She recommended that PC members go out into neighborhoods that have amenities that they would prefer and email ZA Ashford examples of their recommendations in order to help create a more cohesive vision. Member Grover also noted that language should be included to encourage preserving more green space in these neighborhoods in case developers choose not to install amenities.

Public Comments: Liesha Huffstetler, a member of the public, commented to the PC that amenities should be considered relative to the size of the subdivision in proportion to how many people live in the subdivision. She commented that having only 2 picnic tables for a 200-home neighborhood is inadequate. Director Burroughs clarified that these amendments are listed that way for this distinction.

Adjournment: Vice Chairman Davis moved to adjourn the Planning Commission Meeting. Member Miskie seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:10 p.m.

PC APPROVED (Date): November 30, 2020