

**CHAPIN PLANNING COMMISSION  
REGULAR MEETING  
Town Hall**

**January 11, 2022  
4:00 P.M.**

**AGENDA**

1. Call to Order and Determine Quorum
2. Statement of Freedom of Information Act Compliance
3. Approval of Minutes
  - a. October 26, 2021 Meeting Minutes
4. Public Comments related to agenda items
5. New Business
  - a. Election of Chair and Vice Chair
  - b. Approval of 2022 Planning Commission Meeting Schedule
  - c. Update to the Planning Commission policies and procedures
  - d. Discussion: Capital Investment Projects
6. Open time for Planning Commission and Staff
7. Adjourn

PLEASE NOTE: COVID-19 protocols will be in place. Social distancing will be observed and those wishing to attend this meeting are encouraged to wear a face mask/covering.

## **PUBLIC COMMENT POLICY**

### **PROCEDURE:**

Persons wishing to make public comments concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

### **DEFINITIONS:**

**Chapin Resident:** Reside in Town limits.

**Chapin Water/Sewer Customer:** Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

**Reside in Chapin Water/Sewer District:** Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

## **APPEARANCE OF CITIZENS**

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

# PLANNING COMMISSION MEETING MINUTES

Tuesday October 26, 2021  
4:00 P.M.

Town Hall

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**Members Present:** Vice Chair Rae Davis, Member Jerry Shealy, and Member Jeff Grover

**Members Absent:** Chair Zack Haney and Member William Lynch

**Staff Present:** Zoning Administrator (ZA) Kevin Singletary and Town Clerk Shannon Bowers

**Guests:** Bridget Callea (virtual), Benchmark Planning, LLC

**Call to Order:** Vice Chair Davis called the meeting to order at 4:05 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 Grover made the motion to approve the September 28, 2021 meeting minutes as presented. Member Shealy seconded the motion. Discussion followed. Member Grover moved to amend the minutes to remove “in relation to” from the discussion of amendments to Article 5, sections 502, 504, 508, and 509 (did not accurately reflect discussion). Member Shealy seconded the motion to amend the minutes. Minutes were passed, with amendments, unanimously.

Vice Chair Rae Davis: Yes

Member Jeff Grover: Yes

Member Jerry Shealy: Yes

Member Grover

## **Public Comments:**

Kim Murphy addressed the Planning Commission (PC) regarding the comprehensive plan (“the plan”). She provided staff with several recommendations correcting grammatical errors, comments about sewer infrastructure being developer driven and alternate means of controlling development through tap fees, including dates on or an updated map from the sewer master plan, and making sure road classifications are accurate according to current Lexington County classifications.

## **New Business**

**Recommendation to Council – 2021 Comprehensive Plan:** ZA Singletary began the presentation by explaining the changes from the PC work session, which included updated maps showing current town limits, text amendments, stormwater management and fire and emergency services information provided by Lexington County, updated land use map to reflect, and the addition of a nuclear evacuation plan. ZA Singletary noted that it would be difficult to make all of the changes as they are happening, but the plan can be updated at any point in the future. Ms. Callea also noted that the information included in the plan was accurate from Lexington County at the time the data was obtained.

Member Grover made the motion to approve the recommendation to Council to adopt the 2021 Comprehensive Plan. Member Shealy seconded the motion. Discussion followed.

A concern was raised from the PC were that the land use map was not reflective of areas that are currently developed outside of the town limits. Based on discussion from the PC, the PC provided several comments, ranging from advisement to Council to the Commission’s intent and commitment to the comprehensive planning process and continued maintenance, to the final plan to include in the recommendation to Council. Those comments are as follows:

- The Planning Commission is committed to the continued review, and when necessary, recommend revision, of the Comprehensive Plan so as to ensure its accuracy and applicability to the Town of Chapin as our guiding document. As part of this commitment the Commission intends to identify a means to catalog its continued discussion of the plan and possible revisions, as well as take opportunities at regularly scheduled meetings to discuss the plan.
- The Planning Commission intends to have thorough review of the plan soon after adoption so as to possibly identify any errors or needed changes that were missed during the adoption process.
- The Planning Commission advises Council to pursue immediately Goal 2 of the Comprehensive Plan “Facilitate Well-Planned Growth”, via strategies 2 & 3; “Coordinate land use and growth policies with Lexington County to facilitate future land use patterns that are consistent with the community’s vision for the Greater Chapin Community” and “Establish water and sewer extension policies that support the desired future land use patterns envisioned for the Chapin community” respectively. The Commission asks that any necessary resources and/or funding be allocated so that staff may pursue these strategies.

Member Grover made the motion to amend the original motion to include the comments as discussed. Member Shealy seconded the motion. Motion to amend the original motion approving the recommendation to Council passed by unanimous vote.

Vice Chair Rae Davis: Yes  
Member Jeff Grover: Yes  
Member Jerry Shealy: Yes

**Open time for PC and Staff:**

**Adjournment:**

PC APPROVED (Date): \_\_\_\_\_

\_\_\_\_\_  
Zack Haney, PC Chairman

ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk



157 NW Columbia Avenue • P.O. Box 183 • Chapin, SC 29036

## **PLANNING COMMISSION**

**THE PLANNING COMMISSION MEETS THE FIRST TUESDAY OF EACH MONTH AT 4:00 P.M. AT TOWN HALL LOCATED AT 157 NW COLUMBIA AVE.**

### **\*2022 SCHEDULE AS FOLLOWS:**

February 1, 2022  
March 1, 2022  
April 5, 2022  
May 3, 2022  
June 7, 2022  
July 5, 2022

August 2, 2022  
September 6, 2022  
October 4, 2022  
November 1, 2022  
December 6, 2022

**\*Scheduled meetings will be cancelled if there are no items to be reviewed.**

# Town of Chapin Planning Commission By-Laws & Procedures

## Article 1 I Organization

### Section 1. Rules

These rules of procedure are adopted pursuant to S.C. Code § 6-29-360 for the Town of Chapin Planning Commission which consists of five (5) members appointed by Town Council.

### Section 2. Officers

The officers of the Commission shall be a chairman and vice-chairman elected for one year terms at the July January meeting of the Commission each calendar year. The ~~Commission shall appoint a member of staff of the Town~~ town clerk, or other member of staff when designated by town council, shall serve as secretary of the Commission.

### Section 3. Chairman

The chairman shall be a voting member of the Commission and shall:

- a. Call meetings of the Commission;
- b. Preside at meetings and hearings;
- c. Act as spokesperson for the Commission;
- d. Sign document for the Commission;
- e. Transmit reports and recommendations to Council, and
- f. Perform other duties approved by the Commission.

### Section 4. Vice-Chairman

The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the absence of the chairman and vice-chairman, an acting chairman shall be elected by the members present.

### Section 5. Secretary

The secretary shall:

- a. Provide notice of meetings;
- b. Assist the chairman in preparation of the agenda;
- c. Keep minutes of meetings and hearings;
- d. Maintain Commission records as public records;
- e. Attend to Commission correspondence; and
- f. Perform other duties normally carried out by a secretary.

## Article 2 II Meetings

### Section 1. Time and Place

At the January meeting of the Commission each calendar year, the Commission shall adopt a regular meeting schedule for that calendar year. Regular meetings of the Commission shall be held ~~on the last Wednesday of each month~~ in accordance with the annual schedule adopted by the board. The Commission may reschedule a meeting one month in advance by a majority vote. Special meetings may be called by the chairman upon 24 hours notice, posted and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.

## **Section 2. Agenda**

A written agenda shall be furnished by the secretary to each member of the Commission and the news media, and shall be posted at least 24 hours prior to each meeting, and at least twenty-four (24) hours prior to a special meeting. Items may be added to ~~removed from~~ the agenda ~~or postponed~~ at a meeting by majority vote.

## **Section 3. Quorum**

A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

## **Section 4. Rules of Order**

Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

## **Section 5. Voting**

A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the chairman in writing, have it placed in the minutes, and refrain ~~for~~ from deliberating ~~or~~ and voting on the question.

## **Section 6. Conduct**

Except for public hearing, no person shall speak at a Commission meeting unless invited to do so by the ~~Commission~~ Chair. If a person continues to speak without permission, the Planning Commission may recess the meeting until the person ceases, or may have the person removed from the meeting.

## **Article 3 III Public Hearings**

### **Section 1. Notice**

The secretary shall give notice required by statute or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall give written notice to the secretary prior to commencement of the hearing.

### **Section 2. Procedure**

In matters brought before the Commission for public hearing which were initiated by an applicant, the applicant, his agent or attorney shall be heard ~~first,~~ before members of the public, next, and staff next. ~~Staff shall have an option to be heard after members of the public.~~ The applicant shall have the right to reply last. No person may speak for more than five (5) minutes without consent of the ~~Commission~~ chair. No person speaking at a public hearing shall be subject to cross examination. All questions shall be posed by the member of the Commission. In matters not initiated by an applicant, members of the public shall speak in the order in which the requests were received, or in such order as the ~~Commission~~ chair shall determine.

## **Article 4 IV Records**

### **Section 1. Minutes**

The secretary shall record all meetings and hearings of the Commission ~~on tape which shall be preserved until final action is taken on all matter presented~~ **digitally**. The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public record.

## **Section 2. Reports**

The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence, reports and forms shall be maintained as public records.

## **Section 3. Attendance**

The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The Commission shall recommend to the governing body the removal for cause of any member who is absent from three (3) consecutive meetings without adequate reason.

## **Article 5 **V** Review Procedure**

### **Section 1. Zoning Amendments**

Proposed zoning text and district amendment shall be considered and recommendations shall be forwarded to the governing body within thirty (30) days after receipts of the proposed amendments, unless additional time is given by the governing body. When so authorized, the Planning Commission shall conduct any required public hearing prior to making a recommendation.

### **Section 2. Plats**

Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may approve for recording of plats of existing lots of record, minor subdivision of land which meet all zoning requirements, and subdivisions which are exempt from regulation pursuant to S.C. Code § 6-29-1110(2). The Commission shall be informed in writing of all staff approvals at the next regular meeting, and public record of such actions shall be maintained. All other plats shall be subject to review and approval by the Commission.

### **Section 3. Comprehensive Plan**

All zoning and land development regulation amendments shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission meeting the requirements of S.C. Code § 6-29-510(E).

### **Section 4. Reconsideration**

The Commission may reconsider any review when so requested by the governing body, or when an applicant brings to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review.

**Article 6  
Finances**

**Section 1. Budget**

The Commission shall submit written recommendations to the governing body for the funding in the annual budget. The recommendations shall include an explanation and justification for proposed expenditures.

**Section 2. Expenditures**

Budgeted funds shall be expended only for approved purposes in accordance with financial policies and procedures set by the governing body, including procurement rules. Upon adoption of a budget by the governing body, the Commission may adopt an authorization for specified expenditures by the designated staff members within the limits provided. Reimbursement for actual expenses incurred in the performance of official duties approved in advance by the Commission shall be made to members of the Commission and staff upon submission of vouchers supported by receipts.

**Section 3. Personnel.**

The Commission shall employ such staff and consultants as may be authorized and funded by budget or make recommendations for staff members to be employed by the town of Chapin. Consultants shall be engaged by majority vote of the Commission after review of proposals invited by public notice and mail, and personal interviews with applicants by the Commission, or a committee of Commission members and staff.

**Article 7 VI  
Adoption and Amendment**

**Section 1. Adoption.**

These rules were adopted by a vote of a majority of the Commission at a regular public meeting on \_\_\_\_\_

**Section 2 1. Amendment**

These rules may be amended at any regular meeting of the Commission by a majority vote of the members of the Commission at least seven (7) days after the written amendment is delivered to all members.

**Section 2. Adoption.**

These rules were adopted by a vote of a majority of the board at a regular public meeting on:  
January 11, 2022

Attest: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair