

TOWN OF CHAPIN
Planning Commission Regular Meeting Agenda
Council Chambers, Chapin Town Hall
January 12, 2024
3:00 PM

AGENDA

Call to Order and Determine Quorum

Statement of Freedom of Information Act Compliance

Approval of Minutes

1. March 7, 2023 Work Session Minutes
2. March 7, 2023 Regular Meeting Minutes
3. December 14, 2023 UDO Committee Meeting Minutes

Public Comments related to agenda items

Action Items

4. Elections
 - a. Chair
 - b. Vice Chair
5. Planning Commission Policy Review
6. 2024 Calendar
7. Unified Zoning and Development Ordinance

Open Comments for PC members and staff

Adjourn

PUBLIC COMMENT POLICY

PROCEDURE:

Persons wishing to make public comments concerning items related to the current meeting agenda, except for 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 three (3) 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, except for 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
WORK SESSION MINUTES**

**Tuesday March 7, 2023
3:00 P.M.**

Town Hall

Members Present: Chair Rae Davis, Member Caleb Pozsik, Member Yvonne Hudson, Member Laura Cannon, Member Clay Cannon

Members Absent: Clay Cannon

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: Chair Davis called the meeting to order at 3:04 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

New Business

Road naming in association with the S-48 project: Mr. Singletary began the discussion by stating the Planning Commission (PC) would need to come up with a list of road names for the S-48 project (New Road 1, New Road 2, Iceway, Columbia Ave. connector, and dead-end road). He submitted names suggested from the previous meeting to Lexington County. They had provided feedback and Mr. Singletary updated the list to reflect. He noted that Lexington County had no issue with naming the existing portion of Columbia Avenue as Crooked Creek Road, naming New Road 1 as Purple Martins Crossing, and New Road 2 as Heelsplitter Boulevard. Lexington County suggested alternate names for the Iceway and Dead End and recommended reserving names for East Boundary and the old school property if those road names needed a change. The Planning Commission (PC) discussed potential names for the new roads created by the S-48 project and staff presented several options that would not cause a conflict with other county road names.

Adjournment: Chair Davis adjourned the meeting at 3:50 p.m.

PC APPROVED (Date): _____

Rae Davis, PC Chair

ATTEST: _____
Shannon Bowers, Town Clerk

PLANNING COMMISSION REGULAR MEETING MINUTES

Tuesday March 7, 2023
4:00 P.M.

Town Hall

Members Present: Chair Rae Davis, Vice Chair Caleb Pozsik, Member Yvonne Hudson, Member Laura Cannon, Member Clay Cannon

Staff Present: Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

Call to Order: Chair Davis called the meeting to order at 4:01 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: Vice Chair Pozsik made the motion to approve the February 7, 2023 work session minutes as presented. Member Clay Cannon seconded the motion. Motion passed unanimously.

Chair Rae Davis:	Yes
Vice Chair Caleb Pozsik:	Yes
Member Yvonne Hudson:	Yes
Member Laura Cannon:	Yes
Member Clay Cannon:	Yes

Vice Chair Pozsik made the motion to approve the February 7, 2023 regular meeting minutes as presented. Member Hudson seconded the motion. Motion passed unanimously.

Chair Rae Davis:	Yes
Vice Chair Caleb Pozsik:	Yes
Member Yvonne Hudson:	Yes
Member Laura Cannon:	Yes
Member Clay Cannon:	Yes

Public Comments related to agenda items:

There were no public comments.

New Business

Road naming in association with the S-48 project: Mr. Singletary explained his memorandum and recommendation to the Planning Commission (PC). Through discussions at previous work sessions and review with Lexington County, staff recommend the following names:

Existing portion of Columbia Ave. to be renamed	– Crooked Creek Road
New Road 1	– Purple Martins Crossing
New Road 2	– Heelsplitter Boulevard
Ice Way	– Buckshot Bend
Unlabeled Dead End	– Grimace Trail

And that the following road names be reserved, for potential naming/renaming by the Planning Commission in future should it be deemed necessary, to the corresponding new and existing roads:

East Boundary Street (North of New Road 1)	– North Boundary Street
East Boundary Street (South of New Road 1)	– South Boundary Street
Road on Old School Property	– Bickley House Street

March 7, 2023

Member Hudson moved to accept staff's recommendation, excluding Buckshot Bend as the name for the Iceway. Vice Chair Pozsik seconded the motion. Discussion followed.

Mr. Singletary noted that during discussion at the work session, Mad Buck Bend was a potential alternative. PC then discussed potential names for the Iceway.

Member Hudson moved to amend the motion to recommend Mad Buck Bend as the name for the Iceway. Member Clay Cannon seconded the motion. No further discussion, motion to amend passed unanimously.

Chair Rae Davis: Yes
Vice Chair Caleb Pozsik: Yes
Member Yvonne Hudson: Yes
Member Laura Cannon: Yes
Member Clay Cannon: Yes

No further discussion was had on road naming. Motion to accept staff recommendation as amended passed unanimously.

Chair Rae Davis: Yes
Vice Chair Caleb Pozsik: Yes
Member Yvonne Hudson: Yes
Member Laura Cannon: Yes
Member Clay Cannon: Yes

Open Comments for PC Members and staff: Mr. Singletary identified the need for a seconded unified zoning and development ordinance (UDO) committee meeting in March for the staff and consultant. He identified March 29 at 2:00 p.m. as the potential date, PC members agreed.

Mr. Singletary also explained the process between the UDO steering committee and PC calendar for the upcoming UDO review. He stated that staff has received a first draft of the UDO document and hopes to share that with the committee in the coming weeks. Public engagement sessions will be held to help educate the community on this document and hopes to have a recommendation to the PC for April. Staff anticipates having the document fully adopted by July, but recognizing the possibility of the schedule shifting. He reminded the PC the next UDO committee meeting will be on March 16.

Adjournment: Member Clay Cannon moved the adjourn the meeting. Member Hudson seconded the motion. The meeting was adjourned at 4:39 p.m.

PC APPROVED (Date): _____

Rae Davis, PC Chair

ATTEST: _____
Shannon Bowers, Town Clerk

**TOWN OF CHAPIN
UNIFIED DEVELOPMENT ORDINANCE COMMITTEE
MEETING MINUTES**

**Tuesday December 14, 2023
3:00 P.M.**

Town Hall

Members Present: Planning Commission Members Rae Davis, Caleb Pozsik (arrived at 3:16), Josh Edwards (joined at 4:10 via zoom), Erin Wessinger (left at 4:40)

Members Absent: Clay Cannon

Staff Present: Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs, Mayor Al Koon

Call to Order: Chair Davis called the meeting to order at 3:09 p.m. She then determined there was not a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Since there was not a quorum at the beginning of the meeting, the committee began discussion on the Unified Zoning and Development Ordinance draft article 6.

Discussion Items

UDO Draft Discussion: Article 6 discussion: Administrator Burroughs began by discussing the main differences in the “downtown” and “corridor” overlay districts. The committee discussed each overlay district. Administrator Burroughs expressed her concern with the provision allowing “pick-up” windows in the downtown overlay district, as developers tend to use that as an alternative to “drive-thru” windows in their designs. She stated that the language in that section either needed to be very clear that those are prohibited or the guidelines need to be removed completely.

The committee reviewed brick exterior materials, standards to encourage more outdoor areas (including in landscaping or encourage more landscaping to accommodate), street trees provisions, screening requirements for patio/outdoor areas and staff outdoor areas, residential design standards (after initial ARB review, give authority to the zoning administrator to approve, if conditions are set and met), allowing language to require residential multifamily developments located in a commercial corridor to conform to the aesthetic of the specific overlay it is located in, and clarifying language on siding materials, roof materials, and the use of stucco.

The committee then reviewed the draft overlay district map. Discussion included adjusting the “interstate” overlay district boundary, include the “downtown” overlay in areas on both sides of highway 76, setbacks, and including areas down Old Lexington Highway/Chapin Road in the “corridor” overlay district. Further discussion about allowing vinyl siding in residential/single family attached/detached and included language for the ARB to determine compatibility with the appropriate overlay district. At the conclusion to the discussion, Chair Davis moved to approve the Unified Zoning and Development Ordinance as drafted and recommend to the Planning Commission. Vice Chair Pozsik seconded the motion. No further discussion, motion passed unanimously.

Chair Rae Davis:	Yes
Vice Chair Caleb Pozsik:	Yes
Member Josh Edwards:	Yes
Member Erin Wessinger:	Yes

Upon achieving a quorum, the committee reviewed the December 5, 2023 meeting minutes. Chair Davis recommended amending the minutes to reflect the sentence: The committee brought forward some recommended language additions in support of sign standards as discussed in the meeting. Vice Chair Pozsik moved to approve the meeting minutes as amended. Member Edwards seconded the motion. No further discussion, motion passed unanimously.

Chair Rae Davis: Yes
Vice Chair Caleb Pozsik: Yes
Member Josh Edwards: Yes

Adjournment: Vice Chair Pozsik moved to adjourn the meeting. Member Edwards seconded the motion. Meeting was adjourned at 5:00 p.m.

UDO COMMITTEE APPROVED (Date): _____
Rae Davis, PC Chair

ATTEST: _____

Shannon Bowers, Town Clerk

Draft

Town of Chapin Planning Commission By-Laws & Procedures

Article 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 Chairperson and vice-Chairperson elected for one-year terms at the January meeting of the Commission each calendar year. The town clerk, or other member of staff when designated by town council, shall serve as secretary of the Commission.

Section 3. Chairperson

The Chairperson 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-Chairperson

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

Section 5. Secretary

The secretary shall:

- a. Provide notice of meetings;
- b. Assist the Chairperson 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 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 in accordance with the annual schedule adopted by the Commission. The Commission may reschedule a meeting one month in advance by a majority vote. Special meetings may be called by the Chairperson 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 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 Chairperson in writing, have it placed in the minutes, and refrain from deliberating and voting on the question. A member may recuse themselves from deliberating and voting on an agenda item in which they have interest that may represent a conflict of interest. The member will notify the Chairperson and secretary of recusal in writing 24 hours prior to the meeting. The member will excuse themselves from the chamber when the relevant agenda item comes up, and will return upon the items conclusion.

Section 6. Conduct

Except for public hearing, no person shall speak at a Commission meeting unless invited to do so by the Chairperson. 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 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 before members of the public. 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 Chairperson. 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 Chairperson shall determine.

Article IV Records

Section 1. Minutes

The secretary shall record all meetings and hearings of the Commission digitally, which shall be preserved until final action is taken on all matters presented. 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 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 then approve for recording plats for 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 VI
Adoption and Amendment

Section 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:

Attest: _____
Secretary

Chairperson

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. A WORK SESSION IS SCHEDULED FOR 3:00 P.M. BEFORE EACH SCHEDULED MEETING.

***2024 SCHEDULE AS FOLLOWS:**

January 9, 2024	July 2, 2024
February 6, 2024	August 6, 2024
March 5, 2024	September 3, 2024
April 2, 2024	October 1, 2024
May 7, 2024	November 5, 2024
June 4, 2024	December 3, 2024

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