

**CHAPIN PLANNING COMMISSION  
REGULAR MEETING  
Town Hall**

**March 1, 2021  
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. February 1, 2022 Meeting Minutes
  - b. February 1, 2022 Work Session Minutes
4. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
5. NEW BUSINESS
  - a. Recommendation to approve Zoning Map Amendment (rezoning) application
    - i. To rezone property at 110 Peak Street from residential to office commercial
  - b. Discussion: Planning Commission work session schedule
6. 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 WORK SESSION MINUTES

Tuesday February 1, 2022  
3:00 P.M.

Town Hall

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**Members Present:** Vice Chair Rae Davis, Member Jeff Grover, Chair Zack Haney, and Member Charlie Banks

**Members Absent:** Member William Lynch

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

**Call to Order:** Chair Haney called the meeting to order at 3:15 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

## Discussion

**Capital Investment Projects:** ZA Singletary asked if the planning commission had reviewed the capital investment projects list and invited them to share their thoughts. He noted that there has not been any feedback to date from council on the priorities of these projects, but the request for proposals for the unified development ordinance (UDO) are out now. A question was raised if Lexington County had been contacted to set up a meeting. ZA Singletary has spoken with the mayor about making contact with representatives from Lexington County and will be working on the potential for a joint meeting between the Town and Lexington County to discuss projects for our area. Member Grover provided ZA Singletary with a table for prioritizing capital investment projects as well as provided input to the Planning Commission (PC) on what he felt should be prioritized. ZA Singletary requested the PC do the same and submit those ideas to him. He will develop a list for the next work session.

**Comprehensive Plan:** ZA Singletary stated that nothing has come up for major changes but as the UDO gets developed, staff and the PC will look closely at the comprehensive plan for guidance on zoning regulations. He anticipates any changes to the comprehensive plan to come near the end of the summer. Comments were made regarding the approval process for new subdivisions and how realistic those processes are. Concerns were raised over areas surrounding town limits turning into small, dense properties and how that may affect the town. ZA Singletary addressed those concerns by stating that zoning changes to Lexington County regulations are ongoing. He also stated that an update to the future land use map may help address some of these issues by redefining the land uses for some of the areas outside of town limits.

**Potential names for new SCDOT roads in the Town of Chapin:** Chair Haney stated that with the S-48 project, two new roads will be established in the Town of Chapin. It is the PC's responsibility to approve road names, keeping in mind that the SCDOT has the final say on what those names would be. Potential names discussed were: New Road 2 - Eagle Way, Eaglet Way; New Road 1 – South Boundary, Pine Woods, or waterway/lake themed. Discussion will be continued for the next work session.

**Open time for PC and Staff:** Due to time constraints, Chairman Haney dismissed the open time for PC and staff.

**Adjournment:** Chair Haney adjourned the work session at 4:04 p.m.

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

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

ATTEST: \_\_\_\_\_

Shannon Bowers, Town Clerk

DRAFT

# PLANNING COMMISSION MEETING MINUTES

**Tuesday February 1, 2022  
4:00 P.M.**

**Town Hall**

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**Members Present:** Vice Chair Rae Davis, Member Jeff Grover, Chair Zack Haney, and Member Charlie Banks

**Members Absent:** Member William Lynch

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

**Call to Order:** Chair Haney called the meeting to order at 4:12 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:** Chairman Haney made the motion to approve the January 4, 2022 meeting minutes as presented. Member Banks seconded the motion. Motion passed unanimously.

Chair Zack Haney:	Yes	Member Charlie Banks:	Yes
Vice Chair Rae Davis:	Yes		
Member Jeff Grover:	Yes		

## **Public Comments:**

Leisha Huffstetler addressed the planning commission regarding potential new development. She stated the applicant requesting a rezone of property in town limits was a part of the leadership team for NHE for low-income development. She questioned whether the potential development for the rest of the parcel would be considered for affordable housing. She stated that another development in town limits would add more cars to the traffic problem in town and wanted to bring that to the attention of the PC.

With permission from Chair Haney, ZA Singletary stated the town has not received any applications or had discussions about the development for the remainder of the property.

## **New Business**

**Recommendation to approve zoning map amendment (rezoning) application:** ZA Singletary informed the PC of a rezone application from RS-1 to General Commercial (GC) for a property near 837 Chapin Road. There are 21.28 acres on this property, but the rezone application is only for 2.85 acres fronting Chapin Road for a potential dentist office. Current zoning would not allow for the development of a dentist office and the parcel would have to be subdivided to accommodate. ZA Singletary stated that the platting is still in process and a plat for approval would be provided to council. Concerns were raised over landlocking the remainder of the parcel. ZA Singletary stated he would not approve a plat that would landlock a parcel and the developer would have to be aware of Lexington County's regulations as well as demonstrate that property has legal access to the road. He also noted that a GC zoning for this property would be appropriate for this development and access to the remainder of the parcel would have to be established before approved.

Chair Haney made the motion to approve the rezone request for a portion of the property near 837 Chapin Road as presented. Vice Chair Davis seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Zack Haney: Yes  
Vice Chair Rae Davis: Yes  
Member Jeff Grover: Yes  
Member Charlie Banks: Yes

**Adjournment:** Chair Haney made the motion to adjourn the meeting. Member Bancks seconded the motion. The meeting was adjourned at 4:32 p.m.

PC APPROVED (Date): \_\_\_\_\_  
Zack Haney, PC Chairman

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

DRAFT

## MEMORANDUM

**To:** Planning Commission  
**From:** Kevin Singletary, Zoning Administrator  
**Date:** March 1, 2022  
**Re:** Rezoning Application 22-01-27-001

**Tax Map Number:** 000719-02-015  
**Property Address:** 110 Peak St.  
**Property Owner:** Richardson, Delores C ETALS  
**Property Size:** 1.6 Acres  
**Land Use Category:** Village  
**Current Zoning:** RS-1 Low Density Residential  
**Proposed Zoning:** OC Office Commercial  
**Overlay:** N/A  
**Applicant:** Delores C. Richardson, Norma C. Chapman, Gail C. Bundrick, Douglas T. Comalander (Property Owners)

### Background:

The property owners seek to rezone this property (see Exhibit A) from the current zoning, RS-1, to OC. The OC zoning would permit a variety of commercial uses on the property that would not be permitted in RS-1.

### Exhibit A (Property)



**Land Use Category Description:**

Villages are mixed-use areas which are more dense than the neighborhood future land use category, serving as a transition between residential and non-residential areas. The focus of this category is on the design and layout of future development, and the ability of roadway and utility infrastructure to support it. This area encourages walkability with townhomes and upper story residential in mixed-use building with dedicated neighborhood commercial uses on the ground floor. Greenspaces and connectivity to pathways support a live-work-play environment, and the greatest portion of the building area is for residential uses.

**Staff Recommendation:**

The proposed zoning, OC, is more appropriate for a property in this land use category, than the current zoning of the property, RS-1. OC is one of the most appropriate zoning districts for this property that is in line with the description of the Village land use. Historically OC has been a common rezoning for former residential properties transitioning to commercial in the Town of Chapin. Properties fronting on Columbia Ave., adjacent to this property, are currently zoned OC. Staff recommends the rezoning of this property to OC.

**Planning Commission Actions:** Following its review, the Planning Commission may recommend that Town Council adopt the proposed zoning map amendment, or recommend that Town Council not adopt the proposed zoning map amendment.