

**TOWN OF CHAPIN**  
**Planning Commission Regular Meeting Agenda**  
**Council Chambers, Chapin Town Hall**  
**May 6, 2025**  
**4:00 PM**

AGENDA

**Call to Order and Determine Quorum**

**Statement of Freedom of Information Act Compliance**

**Approval of Minutes**

1. December 3, 2024 Work Session Minutes
2. December 3, 2024 Meeting Minutes
3. February 4, 2025 Work Session Minutes
4. February 12, 2025 Special Called Meeting Minutes
5. February 24, 2025 Special Called Meeting Minutes

**Public Comments related to agenda items**

**Action Items**

6. Chair/Vice Chair elections

**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 December 3, 2024  
3:00 P.M.

Town Hall

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**Members Present:** Chair Caleb Pozsik, Josh Edwards, Clay Cannon, Erin Wessinger (arrived at 3:06 p.m.), Vice Chair Rae Davis (arrived at 3:05 p.m.)

**Staff Present:** Planning and Zoning Manager Reid Radtke, Town Clerk Shannon Bowers, John Hansen – Central Midlands Council of Governments, Deputy Director of Utilities Trey Buttler

**Call to Order:** Chair Pozsik called the meeting to order at 3:01 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

## Presentation

**Town of Chapin Impact Fees:** Administrator Burroughs began the discussion by introducing Deputy Director Trey Buttler. She asked him to present to the PC about impact fees. This has been a strategic goal of Council to implement. Due to the high amount of development that impacts our water and sewer system, these impact fees would only apply to water and sewer at this time. She noted that about 2-3 years ago the Planning Commission (PC) passed a capital improvements plan, but that state law dictates that the PC must review and recommend to Council the adoption of these fees. She also noted that the 2025 budget was predicated on the impact fees at the direction of council, but that this recommendation must follow the state law process.

Mr. Buttler then presented information regarding impact fees to the PC. Some main points were:

- Revenue does not cover growth, only operational costs
- Fees will only affect new development
- Census data indicates 290 new taps on the Chapin system on average annually
- 95% of taps issued are residential (mostly single-family)
- Code of Laws grants the power to cities and counties to implement impact fees
- Water improvements would cost approximately \$21,500,000 and sewer improvements would cost approximately \$24,800,000
- The Town must be able to justify calculations for impact fees, and numbers are based on actual level of service to the system.
- This capital improvements plan and impact fees helps planning for growth and passes the cost of development on to the developers.
- Money must be spend on projects identified on the capital improvements plan

## Discussion Items

**Capital Improvements Plan discussion:** The PC then discussed the capital improvements plan an implementation of impact fees. Mr. Buttler explained the fee structure was based on the maximum supportable amount feasible for each application. The Town could accept anything less than \$1500 a piece, for a total of \$3000 in fees. He noted most other municipalities follow

the same structure for calculating impact fees. He also noted that utilities hold a majority of development driven projects needing funding. Administrator Burroughs noted that by including these projects on the capital improvements plan and implementing impact fees, it helps satisfy items in the Town's comprehensive plan, council strategic goals, and utility department goals.

**Adjournment:** Vice Chair Davis moved to adjourn the meeting. Member Cannon seconded the motion. Meeting was adjourned at 4:09 p.m.

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

\_\_\_\_\_  
Caleb Pozsik, Chair

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

DRAFT

# PLANNING COMMISSION REGULAR MEETING MINUTES

Tuesday December 3, 2024  
4:00 P.M.

Town Hall

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**Members Present:** Chair Caleb Pozsik, Josh Edwards, Clay Cannon, Erin Wessinger, Vice Chair Rae Davis

**Staff Present:** Planning and Zoning Manager Reid Radtke, John Hansen – Central Midlands Council of Government, Town Clerk Shannon Bowers.

**Call to Order:** Chair Pozsik called the meeting to order at 4:16p.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 Wessinger made the motion to approve the November 5, 2024 work session minutes as presented. Member Edwards seconded the motion. Motion passed unanimously.

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

Member Cannon made the motion to approve the November 5, 2024 meeting minutes as presented. Member Wessinger seconded the motion. Motion passed unanimously.

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

### **Public Comments related to agenda items:**

There were no public comments.

### **Action Items**

**Recommendation to Council: Capital Improvements Plan:** Chair Pozsik made the motion to recommend the capital improvements plan with adoption of impact fees per the study with corrections as identified from the work session by Member Rae Davis. Member Edwards seconded the motion. No further discussion, motion to approve passed unanimously.

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

### **Ordinance Recommendation – Amendments to the Unified Zoning and Development**

**Ordinance (UDO):** As discussed at the previous meeting, the footnote to be included in changes to the UDO is as follows: “Add footnote to table 8.5.2.a that reads: \*\*Installation of landscaping buffer wall or hard scape wall shall be required if drive-through elements are visible from

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road frontage.” Member Wessinger moved to approve the amendment as presented. Member Edwards seconded the motion. No further discussion, motion to approve passed unanimously.

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

**2025 Meeting Calendar:** Clerk Bowers indicated that these would be the meeting dates for 2025, with the exception of the September meeting being moved to September 9, 2025 due to the Labor Day holiday. Chair Pozsik moved to accept the 2025 meeting calendar. Member Cannon seconded the motion. Motion passed unanimously.

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

**Policies and Procedures Review:** The PC reviewed the policies and procedures. It was suggested that term limits for Chair and Vice Chair be established. PC was in favor of including the following under the descriptions of the Chair and Vice Chair: “In order to promote a healthy turnover of ideas and perspectives, and encourage members of the Planning Commission to actively participate in the decision-making and leadership of the Planning Commission, a 2-year term limit for the Chair and Vice Chair is established” Also include a requirement that the Chair of the PC should have served on the board for at least 1 year before assuming the Chair position. Chair Pozsik moved to approve the policies and procedures with the recommended changes. Vice Chair Davis seconded the motion. Motion passed unanimously.

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

**Open Comments for PC Members and staff:** Administrator Burroughs updated the PC on the status of the Brighton Planned development – PC comments and notes were made very clear by the PC and provided to the developers. They will have to come back before the PC should they wish to move forward. Administrator Burroughs then took time to thank Rae Davis for her service on the PC as this was her last meeting. Member Davis complimented the hard work of staff and the board as she moves off the board. She noted that staff would be making recommendations to council and council would be appointing new members to the boards at their December meeting.

**Adjournment:** Vice Chair Davis moved the adjourn the meeting. Member Wessinger seconded the motion. The meeting was adjourned at 4:46 p.m.

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

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Caleb Pozsik, Chair

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

DRAFT

# PLANNING COMMISSION WORK SESSION MINUTES

Tuesday February 4, 2025  
3:00 P.M.

Town Hall

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**Members Present:** Chair Caleb Pozsik, Josh Edwards, Clay Cannon, Erin Wessinger

**Members Absent:** Zack Haney

**Staff Present:** Planning and Zoning Manager Reid Radtke, Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

**Guests:** Austin Monts – Mungo Homes, Bill Dickson – Mungo Homes

**Call to Order:** Chair Pozsik 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.

## Discussion Items

**Brighton Planned Development Discussion:** Before beginning the discussion, Chair Pozsik acknowledged this was a work session for the planning commission to receive information from developers of the Brighton planned development, and that no public comments would be taken at this meeting.

The Planning Commission (PC) expressed their excitement about what a project like this would bring to the town, but then expressed their disappointment in the package provided as they felt it did not address the concerns and comments provided to the developers regarding this project. Some concerns that were raised were: widespread density, density issues in the SFR2 zoning category, where wetlands are shown on the plans, layout of the roads with emphasis on connectivity to Brighton Blvd instead of Ellet Road, lack of open space and use of natural areas, sidewalk widths for residential areas, on-street parking requirements for roadway width to accommodate for emergency services, considerations for rear driveways or detached garages, larger scale open spaces.

Mr. Monts then presented their updated plan to the PC. He explained that most of the commercial development is focused along Columbia Avenue. Community amenities added to this plan were pool and cabana, dog park, interconnected walking trails, pocket parks, playground, bus stops, and mail stations. He then highlighted what amenities were included with each area of the development. Western side includes larger homes, some smaller models with detached garages, dog park, pool, and playground. The northwestern side included multiple pocket parks, bus stops, parking, and rear loaded garages. The Eastern side added two parking lots for overflow parking, connectivity to walking trails, more crosswalks, and traffic calming islands.

The PC then gave several suggestions that included making driveways in the SRF2 zoning go the length of the driveway to reduce roadway parking, increase road width to 40ft to allow better passage for emergency vehicles and eliminate the density issue between houses – staff presented possible solution would be to increase lot width by 10 feet, making lot widths 30 feet and would satisfy Lexington County concerns, increasing driveway lengths in other areas to prevent

vehicles from blocking sidewalk access, creating a postal hub for the eastern portion to prevent residents from crossing over Brighton to get their mail, more creativity in the design of the overall development – staff recommended taking 15% of the western area and reduce by 1/3, bringing the minimum lot size to 4600 sq ft and would be more in line with a Village Commercial zoning district, consideration for rear parking and detached garages, and would like to see the plan updated with dimensions of floor plans to be built.

The PC concluded the discussion by stating that the presentation was helpful in determining what changes were made, but felt this plan did not adequately address concerns previously provided. The PC generally felt the narrative did not match the visual presentation provided by the developer. Staff recommended calling another meeting for the PC to discuss concerns addressed and provide more specific comments to the developer.

**Adjournment:** Chair Pozsik adjourned the meeting at 4:48 p.m.

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

\_\_\_\_\_  
Caleb Pozsik, Chair

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

Shannon Bowers, Municipal Clerk

# PLANNING COMMISSION WORK SESSION MINUTES

Tuesday February 4, 2025

Town Hall

3:00 P.M.

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**Members Present:** Chair Caleb Pozsik, Josh Edwards, Clay Cannon, Erin Wessinger, Zack Haney

**Staff Present:** Planning and Zoning Manager Reid Radtke, Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

**Call to Order:** Chair Pozsik called the meeting to order at 3:02 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 Items

**Brighton Planned Development Discussion:** Before beginning the discussion, Chair Pozsik introduced Zack Haney to the Planning Commission (PC) and welcomed him back to Chapin. Mr. Haney explained he had moved from Chapin for a brief period, but is back and ready to serve the community.

Administrator Burroughs then explained that under a planned development (PD), the PC sets the zoning requirements for the entire development. She also noted that requirements under this planned development will not be used anywhere else, as they are specific to the development. She also noted that the PC has not seen commercial elements presented as they have been primarily focused on the residential pieces and the PC can put specifications on the commercial elements to dictate how they develop.

Concerns from the PC centered around lack of plan for commercial entities, high density residential areas, not enough open space, lack of amenities in the SFR2 area, and buffers between residential pieces and amenities.

Administrator Burroughs cautioned that should the PD be denied, the developer could resubmit to rezone the property, and get a higher density product than what is currently being proposed. She encouraged them to look at the development as a whole, and provide specific examples of what the PC is looking for in this development. Mr. Radtke also explained the PC has the ability to tell them what kind of amenities would be required, and recommends requiring enhanced amenities, which are stated in the ordinances, and allow the developer to show where those enhanced amenities are going to go.

The PC then discussed the development, and provided specific examples which included:

SFR2 zoning area:

- Increase minimum lot width to 40ft or provide a product that allows for side driveway entry – no front-loaded garages

- Minimum lot size of 4,000 square feet
- Minimum of 5ft sidewalks on both sides of street
- Roadway width, with islands to be pre-approved with Lexington County
- Clarification of SFR2 area adjacent to PR – wants a clearer picture of what the rear of that property will look like.

Eastern Side

- Mailbox stations to serve both sides of the community
- Bus stops
- Playground with equipment
- Gazebo

Western Side

- 1/3 of the lot sizes increased to a minimum of 8750 square feet
- Redesign Brighton Park to be more accessible for public use

Before concluding, Administrator Burroughs encouraged the PC to review the narrative and speak to the changes needed. She also encouraged them to set another work session to discuss the commercial elements of this PD. The PC was generally in favor of planning a work session for February 24, 2025.

**Adjournment:** Chair Pozsik adjourned the meeting at 4:58 p.m.

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

\_\_\_\_\_  
Caleb Pozsik, Chair

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

Shannon Bowers, Municipal Clerk

# PLANNING COMMISSION WORK SESSION MINUTES

Tuesday February 24, 2025

Town Hall

3:00 P.M.

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**Members Present:** Chair Caleb Pozsik, Josh Edwards, Clay Cannon, Erin Wessinger, Zack Haney

**Staff Present:** Planning and Zoning Manager Reid Radtke, Town Clerk Shannon Bowers, Town Administrator Nicholle Burroughs

**Call to Order:** Chair Pozsik called the meeting to order at 3:03 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 Items

**Brighton Planned Development Discussion:** Chair Pozsik began the discussion by stating the purpose of this work session was to continue discussions from the last work session on the Brighton Planned Development.

Mr. Radtke gave a recap of the list of non-negotiables required by the Planning Commission (PC) for the residential areas, which included: minimum lot width, sidewalks on both sides of the street, traffic calming devices, Brighton Park to meet design standards, no front-loaded garages, road redesign for traffic off of Ellet Road, underground utilities, increase bus stops, removing vinyl from materials, and clarification on PR near the SFR2 area. He then explained the amenities that would be required as per the zoning code, which this design does not meet. Staff recommended this development be required to meet the minimum zoning ordinance standards for amenities in order for this development to get a higher density product.

Administrator Burroughs provided examples on what kind of amenities a planned development could have, and PC discussed additional requirements which included:

- Common areas with seating and fire pits
- Common areas with plaza/stage and seating
- Interconnected walking trails – want to see paths demonstrated on plan where residents can use golfcarts/bicycles to move through development
- Public parking at Ellet Road for use of trails
- Brighton Park – multi-purpose sporting field with a minimum of 120 x 85 (standard soccer field size)
- AR zoning
  - 1 amenity per 50 homes
  - PC to allow patio homes under condition that 1800 sq ft is removed
  - single family detached allowed conditionally (to meet conditions of SFR2)
  - Age-appropriate amenity
  - To be reviewed by appropriate body at the time

- BN zoning
  - Indicates Townhomes – must submit revised traffic study and meet PC conditions
  - Not to exceed 8 units per acre
  - Require 20% open space
  - Require 2 amenities
- CWFR – specify commercial with each element

Permitted use table revisions

- Auto service/sales, bar/night club, and car wash moved from permitted to conditional
- Remove canopy/drive through elements out of BN zoning
- Change grocery store/hardware store from permitted to conditional
- Remove tobacco stores from all listed areas
- Remove Quick service restaurant from all areas except BG and MS, move from permitted to conditional
  - Condition of traffic impact study required
  - Lane stacking
- Remove wholesale from BN
- Add micro-brewery/distillery/winery to BN
- Permit religious institution in BN
- Remove theatre from BG but add to BN

Other items

- PC to reserve right to make changes to CC&R after review
- Change present road layout from Ellet Road to Brighton Blvd.
- Lighting to match existing features
- Signage to have stone accents with natural element (no stucco)

**Adjournment:** Chair Pozsik adjourned the meeting at 4:57 p.m.

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

\_\_\_\_\_  
Caleb Pozsik, Chair

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

Shannon Bowers, Municipal Clerk