

**CHAPIN TOWN COUNCIL  
SPECIAL CALLED MEETING  
CHAPIN TOWN HALL  
157 NW COLUMBIA AVENUE**

**June 13, 2022**

**4:00 P.M.**

**AGENDA**

1. CALL TO ORDER AND DETERMINE QUORUM
2. STATEMENT OF FREEDOM OF INFORMATION ACT COMPLIANCE
3. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
4. NEW BUSINESS
  - a. Zoning Ordinance: Recommendation from Planning Commission: Amending Article 5 of the Zoning Ordinances regarding planned developments – 1<sup>st</sup> Reading
  - b. Subdivision Regulations: Recommendation from Planning Commission: Article 8 of the subdivision regulations regarding planned developments – 1<sup>st</sup> Reading
  - c. Ordinance: FY 2022 Budget amendment establishing a fund and providing appropriation for the sewer line installation on a portion of Indian Cove Road – 1<sup>st</sup> reading
  - d. Request for Action: Construction Contract for Indian Cove Sewer Force Main
5. ADJOURN

# **CHAPIN TOWN COUNCIL MEETING**

## **PUBLIC COMMENT POLICY**

### **PROCEDURE:**

Persons wishing to make a public comment 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 the Public Comment Period. 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.

**TOWN OF CHAPIN  
SOUTH CAROLINA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING ARTICLE 5 OF THE CHAPIN ZONING  
ORDINANCES**

**WHEREAS**, The Chapin Planning Commission has heard and recommends the adoption of the changes put forth in **Article 5, sections 522, 523, and 524** of the Chapin Zoning Ordinances as set forth herein; and

**WHEREAS**, The Town of Chapin wishes to amend **Article 5, sections 522, 523, and 524** of the Chapin Zoning Ordinances as set forth below.

**NOW THEREFORE, BE IT ORDERED AND ORDAINED** by the Town of Chapin, South Carolina, in Council duly assembled that the Chapin Zoning Ordinance are amended to add, amend or delete the following sections as attached in Exhibit A:

FURTHERMORE, BE IT ORDAINED THAT,

1. All ordinances in conflict with this ordinance are hereby repealed to the extent of such inconsistency; and
2. This ordinance shall become effective upon adoption at second reading.

DULY ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Albert R. Koon, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Shannon Bowers, Town Clerk

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

DRAFT

**Current Zoning Ordinance:**

**522. PD Planned Development District Uses**

Planned Development Districts may permit a mixture of different types of housing with compatible commercial uses, shopping centers, office parks and other mixed used developments. Flexibility in design, character and quality of development and preservation of natural and scenic features are made possible through the approval of a plan which describes the specific uses, densities, setbacks, and other requirements for a planned development. The approved plan constitutes the district regulations for a particular planned development.

**523. PD Planned Development Districts Regulations**

The following regulations shall apply to all uses in PD districts, other provisions in this Ordinance to the contrary withstanding:

Minimum site area	Four (4) acres
Minimum lot area for structure	Set in approved plan
Minimum lot width, yards, setbacks	Set in approved plan
Maximum lot coverage:	Set in approved plan
Maximum structure height	Sixty (60) feet when permitted by fire regulations (not applicable to church spires, belfries, cupolas, domes, utility and communication towers, chimneys, flag poles, antenna)
Off street parking and loading requirements	Set in approved plan
Screening	Set in approved plan, but not less than landscaping required Article 7
Signs	Set in approved plan, but not greater than signs allowed in Article 9
Subdivision regulations	Applicable regulations must be met
Supplemental regulations	See Article 6
Site Design Standards	Any commercial development must meet the design guidelines listed Land Development Plan

**524. PD Planned Development District Application and Review Procedures**

The following procedures shall apply to establishment of a PD district, other provisions in this Ordinance to the contrary notwithstanding.

Zoning amendment required:	PD districts are established by amendment to the Zoning Ordinance in the manner prescribed for rezoning
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## EXHIBIT A

<p><del>b.</del>—District regulations</p>	<p>The applicable regulations in § 517, Article 6, and those in an approved plan and descriptive statement shall constitute the PD district regulations for the site.</p>
<p><del>Application conference optional</del></p>	<p>An applicant for PD zoning is encouraged, but not required, to contact the Planning Commission prior to submission of the application for information and review of the regulations and procedures applicable to the proposed plan and descriptive statement.</p>
<p><del>Amendment application required</del></p>	<p>Initiation of a PD amendment shall be by submission of an application form provided by the Zoning Administrator with required attachments.</p>
<p><del>Development plan required</del></p>	<p>A site development plan is a required attachment to application for PD amendment. The site development plan shall be prepared according to the Town of Chapin Land Development Regulations</p>
<p><del>Descriptive statement required</del></p>	<p>A descriptive statement is a required attachment to the application for PD amendment. The descriptive statement shall indicate the characteristics and standards to be used for development of the site, and shall include at least the following items:</p> <ul style="list-style-type: none"> <li><del>(2).</del> Legal description of site boundaries, and total area of the site;</li> <li><del>(2).</del> Area and location of each type of use;</li> <li><del>(3).</del> Number and density of dwelling units by type;</li> <li><del>(4).</del> Description of open space location, uses and proposed dedication for public use;</li> <li><del>(5).</del> Ownership and maintenance of streets, and proposed dedication to public;</li> <li><del>(6).</del> Methods of dealing with parking and the impact of projected traffic on the uses on the site and adjacent streets;</li> <li><del>(7).</del> Steps proposed to comply with sediment control and storm drainage regulations;</li> <li><del>(8).</del> Steps proposed to comply with landscaping regulations;</li> <li><del>(9).</del> Details of association or organization involved in ownership and maintenance, including procedures and methods of operation;</li> <li><del>(10).</del> Outline for development phasing with anticipated time frames;</li> <li><del>(11).</del> Design standards, procedures and methods demonstrating that development will result in integrated use district, functional and compatible with the area &amp; Article 10 architectural review</li> </ul>

## EXHIBIT A

	<p><del>(12).</del> Proposed restrictive covenants to be recorded to assure future compliance with the standards in the plan; and</p> <p><del>(13).</del> Such other information as may be appropriate for Planning Commission review.</p>
Planning Commission review	Upon determination that the application meets above requirements, the Zoning Administrator shall forward the application to the Planning Commission for review and recommendation to Town Council as required for zoning amendments.
<del>h.</del> Town Council action	Upon receipt of the Planning Commission recommendation, Town Council shall, conduct a public hearing as required for zoning amendments, and may approve, or approve with modifications accepted by applicant, or disapprove the proposed amendment.

<del>i.</del> Zoning and building permits	Zoning and building permits shall not be issued until the zoning is approved by Town Council, and approved plats, the approved descriptive statement and all required restrictive covenants are filed for record with the Municipal Clerk and the Clerk of Court for Lexington County, and all required bounds are posted with the Municipal Clerk.
<del>j.</del> District map	The site development plan approve by Town Council shall be the zoning district map for the PD and shall be the basis for issuance for zoning and building permits.
<del>k.</del> Changes to plan:	<p>Minor changes: Changes proposed in writing by the applicant which do not alter district boundaries and which involve revision of minor characteristics of the PD such as relocation of driveways, revision of floor plans, facades, landscaping, relocation of required parking, drainage structures, and features which do not materially affect the approve plan concept or violate any applicable regulations may be approved by the Zoning Administrator. Approval or rejection of the change is subject to review and final determination by the Planning Commission if the applicant or any party whose property is adversely affected files a written objection with the Planning Commission within ten (10) days after action by the Zoning Administrator. An applicant may submit a rejected change as an amendment to the plan under the normal zoning amendment procedures.</p> <p>Major changes: Changes proposed in writing by the applicant which alter district boundaries or which materially affect the characteristics of the PD shall be submitted under normal zoning amendment procedures applicable to the establishment of the PD.</p> <p>Permits: No zoning or building permits involving a minor or major change of the PD descriptive statement or map shall be issued until the written change is filed with the Municipal Clerk and recorded in the office of the Clerk of Court for Lexington County.</p>

**EXHIBIT A**

<p>4. Failure to begin; failure to progress; failure to complete</p>	<p>If the responsible party fails to begin, fails to progress, or fails to complete development as agreed in the descriptive statement, Town Council may charge the developer with violation of the Zoning Ordinance, may rezone the property, or may take any combination of these actions. In any event, if the planned development is not initiated within two years of its establishment, the Planning Commission shall initiate the rezoning of the property to an appropriate district classification in conformity with the comprehensive plan.</p>
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# EXHIBIT A

## Amended Zoning Ordinance:

### **522. PD Planned Development District Uses**

Planned Development Districts may permit a mixture of different types of housing with compatible commercial uses, shopping centers, office parks and other mixed used developments. Flexibility in design, character and quality of development and preservation of natural and scenic features are made possible through the approval of a plan which describes the specific uses, densities, setbacks, and other requirements for a planned development. The approved plan constitutes the district regulations for a particular planned development.

### **523. PD Planned Development Districts Regulations**

The following regulations shall apply to all uses in PD districts, other provisions in this Ordinance to the contrary withstanding:

Minimum site area	Two (2) acres
Minimum lot area for structure	Set in approved plan
Minimum lot width, yards, setbacks	Set in approved plan
Maximum lot coverage:	Set in approved plan
Maximum structure height	Sixty (60) feet when permitted by fire regulations (not applicable to church spires, belfries, cupolas, domes, utility and communication towers, chimneys, flag poles, antenna)
Off street parking and loading requirements	Set in approved plan
Screening	Set in approved plan
Signs	Set in approved plan, but all signs must be cohesive with the overall plan
Subdivision regulations	Applicable regulations must be met
Supplemental regulations	See Article 6
Site Design Standards	Set in approved plan

### **524. PD Planned Development District Application and Review Procedures**

The following procedures shall apply to establishment of a PD district, other provisions in this Ordinance to the contrary notwithstanding.

**Traffic Impact Study Requirement Evaluation:** Prior to the submission of any TIS and/or general development plan, the applicant shall complete and submit a Traffic Impact Study Requirement

## EXHIBIT A

Evaluation in the form of a letter from a third-party traffic engineer approved by the Zoning Administrator. The Zoning Administrator will evaluate the request and determine whether a TIS is required. A written response will be issued to the applicant within ten working (10) days of receipt of the TIS notifying the applicant of the Zoning Administrator's evaluation. A TIS may be required, even in instances where the Zoning Administrator has evaluated that one is not necessary, if required by Town Council. The Planning Commission, for its recommendation to Town Council, may recommend the requirement of the submission of a TIS.

**Traffic Impact Study:** An impact study shall be required if a proposed project:

- (1) produces 50 peak hour (AM, PM, or Midday) two-way trips or more; or
- (2) produces 500 daily (24 hour) two-way trips or more; or
- (3) is an expansion of an existing project. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered "produced" by the project.

A TIS shall be completed and submitted for review, if required, as the second step of the project approval process. The TIS is the responsibility of the applicant. The TIS shall be prepared in accordance with the Traffic Impact Study Guidelines adopted by the town of Chapin SCDOT and obtained from the Administrative Official's office. All traffic studies must be prepared under the supervision of, and signed, stamped and dated by, a professional Civil Engineer registered in South Carolina. The applicant will be required to use a Town approved firm to complete the TIS. A list of approved consulting firms will be provided upon the determination that a TIS is required.

**General Development Plan Requirements:** A general development plan shall contain the following information:

- (1) The proposed title of the project and the name of the engineer, architect, designer, or a landscape architect, and the developer;
- (2) The northpoint scale and date. The scale of the site plan shall be not more than 50 feet to 1 inch for projects less than 100 acres or 100 feet to 1 inch for those over 100 acres;
- (3) Existing zoning and zoning district boundaries and proposed changes in zoning, if any;
- (4) The boundaries of the property involved, the location of all existing easements, property lines, existing streets, buildings and other existing physical features on and immediately adjacent to the project;
- (5) The location and dimensions of proposed streets, alleys, driveways, curb cuts, entrances and exits, parking and loading areas (including number of parking spaces);
- (6) The location of proposed lots, setback lines, easements and land use;
- (7) The proposed location and approximate heights of all multifamily and nonresidential buildings and dimensions of structures drawn to scale;
- (8) The proposed location and description of all fences, walls, screens, buffers, plantings, and landscaping;
- (9) The proposed location and number of dwelling units (by bedroom type) for multifamily project;
- (10) The proposed location, character, size and height of all signs;
- (11) A location map showing the position of the proposed development in relation to the community;
- (12) A tabulation of total number of acres in the project to be devoted to public and/or private reservation;

## EXHIBIT A

- (13) The planning commission, for its recommendation to Town Council, may establish additional requirements for site plan approval, and in cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper assessment of the project

**Application Requirements:** All materials and information that must be submitted to the Zoning Administrator in order to proceed with Planning Commission review.

- (1) Zoning Map Amendment application and fee.
- (2) A "Planned Development Narrative" which is a descriptive statement that shall indicate the characteristics and standards to be used for the development of the site. The General Development Plan, in part or whole, may be incorporated into the Planned Development Narrative. The Planned Development Narrative shall include at least the following items:
  - A description of how this proposed plan and its configuration, residential/commercial, and public areas is beneficial with the overall vision of the Town and is in compliance with the comprehensive plan;
  - Area and location of each type of use;
  - Number and density of dwelling units by type;
  - Description of open space location, uses and proposed dedication for public use;
  - Ownership and maintenance of streets, and proposed dedication to public;
  - Methods of dealing with parking and the impact of projected traffic on the uses on the site and adjacent districts, and streets;
  - Steps proposed to comply with sediment control and storm drainage regulations;
  - Steps proposed to comply with landscaping regulations;
  - Details of association or organization involved in ownership and maintenance, including procedures and methods of operation;
  - Outline for development phasing with anticipated time frames;
  - Design standards, procedures and methods demonstrating that development will result in integrated use district, functional and compatible with the area & Article 10 architectural review;
  - Proposed restrictive covenants to be recorded to assure future compliance with the standards in the plan; and
  - Such other information as may be appropriate for Planning Commission review.
- (3) A letter addressed to the Zoning Administrator detailing that all items required by this ordinance are included in the application package, noting any two or more required items satisfied by a single document in the submittal package, and if an item is contained in the Planned Development Narrative, Zoning Map Amendment application, or is a separate attachment.

**Planning Commission Review:** Upon determination that the application meets above requirements, the Zoning Administrator shall provide the application to the Planning Commission for review and recommendation to Town Council as required for zoning amendments.

**Town Council Action:** Upon receipt of the Planning Commission recommendation, Town Council shall, conduct a public hearing as required for zoning amendments, and may approve, or approve with modifications accepted by applicant, or disapprove the proposed amendment.

**Zoning and Building Permits:** Zoning and building permits shall not be issued until the zoning is approved by Town Council, and approved plats, the approved descriptive statement and all required restrictive covenants are filed for record with the Municipal Clerk and the Clerk of Court for Lexington County, and all required bounds are posted with the Municipal Clerk.

# EXHIBIT A

**District Map:** The site development plan approved by Town Council shall be the zoning district map for the PD and shall be the basis for issuance for zoning and building permits.

## **Changes to plan:**

- (1) Minor changes: Changes proposed in writing by the applicant which do not alter district boundaries and which involve revision of minor characteristics of the PD such as relocation of driveways, revision of floor plans, facades, landscaping, relocation of required parking, drainage structures, and features which do not materially affect the approved plan concept or violate any applicable regulations may be approved by the Zoning Administrator. Approval or rejection of the change is subject to review and final determination by the Board of Zoning Appeals if the applicant or any party whose property is adversely affected submits an appeal with the Board of Zoning Appeals within ten (10) days after action by the Zoning Administrator. An applicant may submit a rejected change as an amendment to the plan under the normal zoning amendment procedures.
- (2) Major changes: Changes proposed in writing by the applicant which alter district boundaries or which materially affect the characteristics of the PD shall be submitted under normal zoning amendment procedures applicable to the establishment of the PD.
- (3) Permits: No zoning or building permits involving a minor or major change of the PD descriptive statement or map shall be issued until the written change is filed with the Municipal Clerk and recorded in the office of the Clerk of Court for Lexington County.

**Failure to begin; failure to progress; failure to complete:** If the responsible party fails to begin, fails to progress, or fails to complete development as agreed in the descriptive statement, Town Council may charge the developer with violation of the Zoning Ordinance, may rezone the property, or may take any combination of these actions. In any event, if the planned development is not initiated within two years of its establishment, the Planning Commission shall initiate the rezoning of the property to an appropriate district classification in conformity with the comprehensive plan.

## **Actions by Planning Commission and Town Council**

Actions by the Planning Commission and Town Council shall be as provided for zoning amendments, generally. Said bodies may approve the application, may include specific modifications of the proposal or other applicable regulations or may deny the application.

If the amendment is granted, Town Council shall, in its amending action, approve the application as it may have been changed during earlier procedures, or indicate required modifications, and be binding on the applicant. If modifications are required, council shall officially state its reasons for the record.

If the amendment is granted, the developer shall be required to proceed in accord with the approved planned development, as supplemental or modified by council in the particular case, and shall conform to any time or prior limitations established by council for initiation and/or completing the development in whole or in specific stages.

## **EXHIBIT A**

In taking action to amend the zoning map to establish the approved Planned Development, council shall pass upon the adequacy of the application, in form and substance relative to any agreements, contract, sureties, or other instruments involved, and before development may proceed, such instruments shall be approved by appropriate officers and agencies.

## MEMORANDUM

**To:** Town Council  
**From:** Rae Davis, Planning Commission Chairwoman  
**Date:** June 13, 2022  
**Re:** Amendment to Zoning Ordinance Article 5 (522-524)

**Background:** In discussion with potential developers looking at doing Planned Developments in the Town of Chapin, a review of the Subdivision Regulations showed inconsistency with the Zoning Ordinance, both in regards to Planned Developments. In order to provide clear guidance to potential developers and clear direction to Town Staff, it is necessary to amend both of these documents. Given current interest in using this form of review by developers in the Town, and the benefits it provides Planning Commission and Town Council to have more input into the final product of a development, The Town Council has had a work session discussion on the matter, and the Planning Commission is providing recommended changes to the Zoning Ordinance and Subdivision Regulations to Town Council.

**Planning Commission Recommendation:** At the June 7, 2022 Planning Commission Meeting, the Commission voted unanimously (3-0) to recommend Town Council adopt the following amendments to Article 5 of the Zoning Ordinance. These recommended amendments are done as complete replacement to Zoning Ordinances 522, 523, and 524.

### **Current Zoning Ordinance:**

#### **522. PD Planned Development District Uses**

Planned Development Districts may permit a mixture of different types of housing with compatible commercial uses, shopping centers, office parks and other mixed used developments. Flexibility in design, character and quality of development and preservation of natural and scenic features are made possible through the approval of a plan which describes the specific uses, densities, setbacks, and other requirements for a planned development. The approved plan constitutes the district regulations for a particular planned development.

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Maximum structure height	Sixty (60) feet when permitted by fire regulations (not applicable to church spires, belfries, cupolas, domes, utility and communication towers, chimneys, flag poles, antenna)

Off street parking and loading requirements	Set in approved plan
Screening	Set in approved plan, but not less than landscaping required Article 7
Signs	Set in approved plan, but not greater than signs allowed in Article 9
Subdivision regulations	Applicable regulations must be met
Supplemental regulations	See Article 6
Site Design Standards	Any commercial development must meet the design guidelines listed Land Development Plan

## 524. PD Planned Development District Application and Review Procedures

The following procedures shall apply to establishment of a PD district, other provisions in this Ordinance to the contrary notwithstanding.

Zoning amendment required:	PD districts are established by amendment to the Zoning Ordinance in the manner prescribed for rezoning
<b>b.</b> District regulations	The applicable regulations in § 517, Article 6, and those in an approved plan and descriptive statement shall constitute the PD district regulations for the site.

Application conference optional	An applicant for PD zoning is encouraged, but not required, to contact the Planning Commission prior to submission of the application for information and review of the regulations and procedures applicable to the proposed plan and descriptive statement.
Amendment application required	Initiation of a PD amendment shall be by submission of an application form provided by the Zoning Administrator with required attachments.
Development plan required	A site development plan is a required attachment to application for PD amendment. The site development plan shall be prepared according to the Town of Chapin Land Development Regulations
Descriptive statement required	<p>A descriptive statement is a required attachment to the application for PD amendment. The descriptive statement shall indicate the characteristics and standards to be used for development of the site, and shall include at least the following items:</p> <p>Legal description of site boundaries, and total area of the site;</p> <p><b>(2).</b> Area and location of each type of use;</p> <p><b>(3).</b> Number and density of dwelling units by type;</p> <p><b>(4).</b> Description of open space location, uses and proposed dedication for public use;</p>

	<p>(5). Ownership and maintenance of streets, and proposed dedication to public;</p> <p>(6). Methods of dealing with parking and the impact of projected traffic on the uses on the site and adjacent streets;</p> <p>(7). Steps proposed to comply with sediment control and storm drainage regulations;</p> <p>(8). Steps proposed to comply with landscaping regulations;</p> <p>(9). Details of association or organization involved in ownership and maintenance, including procedures and methods of operation;</p> <p>(10). Outline for development phasing with anticipated time frames;</p> <p>(11). Design standards, procedures and methods demonstrating that development will result in integrated use district, functional and compatible with the area &amp; Article 10 architectural review</p> <p>(12). Proposed restrictive covenants to be recorded to assure future compliance with the standards in the plan; and</p> <p>(13). Such other information as may be appropriate for Planning Commission review.</p>
Planning Commission review	Upon determination that the application meets above requirements, the Zoning Administrator shall forward the application to the Planning Commission for review and recommendation to Town Council as required for zoning amendments.
<b>h.</b> Town Council action	Upon receipt of the Planning Commission recommendation, Town Council shall, conduct a public hearing as required for zoning amendments, and may approve, or approve with modifications accepted by applicant, or disapprove the proposed amendment.
<b>i.</b> Zoning and building permits	Zoning and building permits shall not be issued until the zoning is approved by Town Council, and approved plats, the approved descriptive statement and all required restrictive covenants are filed for record with the Municipal Clerk and the Clerk of Court for Lexington County, and all required bounds are posted with the Municipal Clerk.
<b>j.</b> District map	The site development plan approve by Town Council shall be the zoning district map for the PD and shall be the basis for issuance for zoning and building permits.



<p><b>k.</b> Changes to plan:</p>	<p>Minor changes: Changes proposed in writing by the applicant which do not alter district boundaries and which involve revision of minor characteristics of the PD such as relocation of driveways, revision of floor plans, facades, landscaping, relocation of required parking, drainage structures, and features which do not materially affect the approve plan concept or violate any applicable regulations may be approved by the Zoning Administrator.</p> <p>Approval or rejection of the change is subject to review and final determination by the Planning Commission if the applicant or any party whose property is adversely affected files a written objection with the Planning Commission within ten (10) days after action by the Zoning Administrator. An applicant may submit a rejected change as an amendment to the plan under the normal zoning amendment procedures.</p> <p>Major changes: Changes proposed in writing by the applicant which alter district boundaries or which materially affect the characteristics of the PD shall be submitted under normal zoning amendment procedures applicable to the establishment of the PD.</p> <p>Permits: No zoning or building permits involving a minor or major change of the PD descriptive statement or map shall be issued until the written change is filed with the Municipal Clerk and recorded in the office of the Clerk of Court for Lexington County.</p>
<p><b>l.</b> Failure to begin; failure to progress; failure to complete</p>	<p>If the responsible party fails to begin, fails to progress, or fails to complete development as agreed in the descriptive statement, Town Council may charge the developer with violation of the Zoning Ordinance, may rezone the property, or may take any combination of these actions. In any event, if the planned development is not initiated within two years of its establishment, the Planning Commission shall initiate the rezoning of the property to an appropriate district classification in conformity with the comprehensive plan.</p>

## **Amended Zoning Ordinance:**

*Staff Note: Highlighted underlined sections and strikethroughs represent additions/changes and removals, respectively, to these draft ordinances that differ from the draft presented to Town Council at the June 2, 2022 Work Session. These do not represent the changes between the existing ordinances and the recommended amendments.*

### **522. PD Planned Development District Uses**

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Minimum site area	Two (2) acres
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Maximum structure height	Sixty (60) feet when permitted by fire regulations (not applicable to church spires, belfries, cupolas, domes, utility and communication towers, chimneys, flag poles, antenna)
Off street parking and loading requirements	Set in approved plan
Screening	Set in approved plan
Signs	Set in approved plan, but all signs must be cohesive with the overall plan
Subdivision regulations	Applicable regulations must be met
Supplemental regulations	See Article 6
Site Design Standards	Set in approved plan

### **524. PD Planned Development District Application and Review Procedures**

The following procedures shall apply to establishment of a PD district, other provisions in this Ordinance to the contrary notwithstanding.

**Traffic Impact Study Requirement Evaluation:** Prior to the submission of any TIS and/or general development plan, the applicant shall complete and submit a Traffic Impact Study Requirement Evaluation in the form of a letter from a third-party traffic engineer approved by the Zoning Administrator. The Zoning Administrator will evaluate the request and determine whether a TIS is required. A written response will be issued to the applicant within ten working (10) days of receipt of the TIS notifying the applicant of the Zoning Administrator's evaluation. A TIS may be required, even in instances where the Zoning Administrator has evaluated that one is not necessary, if required by Town Council. The Planning Commission, for its recommendation to Town Council, may recommend the requirement of the submission of a TIS.

**Traffic Impact Study:** An impact study shall be required if a proposed project:

- (1) produces 50 peak hour (AM, PM, or Midday) two-way trips or more; or
- (2) produces 500 daily (24 hour) two-way trips or more; or
- (3) is an expansion of an existing project. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered "produced" by the project.

A TIS shall be completed and submitted for review, if required, as the second step of the project approval process. The TIS is the responsibility of the applicant. The TIS shall be prepared in accordance with the Traffic Impact Study Guidelines adopted by the town of Chapin ~~town of Chapin~~ SCDOT and obtained from the Administrative Official's office. All traffic studies must be prepared under the supervision of, and signed, stamped and dated by, a professional Civil Engineer registered in South Carolina. The applicant will be required to use a Town approved firm to complete the TIS. A list of approved consulting firms will be provided upon the determination that a TIS is required.

**General Development Plan Requirements:** A general development plan shall contain the following information:

- (1) The proposed title of the project and the name of the engineer, architect, designer, or a landscape architect, and the developer;
- (2) The northpoint scale and date. The scale of the site plan shall be not more than 50 feet to 1 inch for projects less than 100 acres or 100 feet to 1 inch for those over 100 acres;
- (3) Existing zoning and zoning district boundaries and proposed changes in zoning, if any;
- (4) The boundaries of the property involved, the location of all existing easements, property lines, existing streets, buildings and other existing physical features on and immediately adjacent to the project;
- (5) The location and dimensions of proposed streets, alleys, driveways, curb cuts, entrances and exits, parking and loading areas (including number of parking spaces);
- (6) The location of proposed lots, setback lines, easements and land use;
- (7) The proposed location and approximate heights of all multifamily and nonresidential buildings and dimensions of structures drawn to scale;
- (8) The proposed location and description of all fences, walls, screens, buffers, plantings, and landscaping;
- (9) The proposed location and number of dwelling units (by bedroom type) for multifamily project;
- (10) The proposed location, character, size and height of all signs;
- (11) A location map showing the position of the proposed development in relation to the community;
- (12) A tabulation of total number of acres in the project to be devoted to public and/or private reservation;

- (13) The planning commission, for its recommendation to Town Council, may establish additional requirements for site plan approval, and in cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper assessment of the project

**Application Requirements:** All materials and information that must be submitted to the Zoning Administrator in order to proceed with Planning Commission review.

- (1) Zoning Map Amendment application and fee.
- (2) A "Planned Development Narrative" which is a descriptive statement that shall indicate the characteristics and standards to be used for the development of the site. The General Development Plan, in part or whole, may be incorporated into the Planned Development Narrative. The Planned Development Narrative shall include at least the following items:  
**A description of how this proposed plan and its configuration, residential/commercial, and public areas is beneficial with the overall vision of the Town and is in compliance with the comprehensive plan;**  
Area and location of each type of use;  
Number and density of dwelling units by type;  
Description of open space location, uses and proposed dedication for public use;  
Ownership and maintenance of streets, and proposed dedication to public;  
Methods of dealing with parking and the impact of projected traffic on the uses on the site and adjacent districts, and streets;  
Steps proposed to comply with sediment control and storm drainage regulations;  
Steps proposed to comply with landscaping regulations;  
Details of association or organization involved in ownership and maintenance, including procedures and methods of operation;  
Outline for development phasing with anticipated time frames;  
Design standards, procedures and methods demonstrating that development will result in integrated use district, functional and compatible with the area & Article 10 architectural review;  
Proposed restrictive covenants to be recorded to assure future compliance with the standards in the plan; and  
Such other information as may be appropriate for Planning Commission review.
- (3) A letter addressed to the Zoning Administrator detailing that all items required by this ordinance are included in the application package, noting any two or more required items satisfied by a single document in the submittal package, and if an item is contained in the Planned Development Narrative, Zoning Map Amendment application, or is a separate attachment.

**Planning Commission Review:** Upon determination that the application meets above requirements, the Zoning Administrator shall provide the application to the Planning Commission for review and recommendation to Town Council as required for zoning amendments.

**Town Council Action:** Upon receipt of the Planning Commission recommendation, Town Council shall, conduct a public hearing as required for zoning amendments, and may approve, or approve with modifications accepted by applicant, or disapprove the proposed amendment.

**Zoning and Building Permits:** Zoning and building permits shall not be issued until the zoning is approved by Town Council, and approved plats, the approved descriptive statement and all required restrictive covenants are filed for record with the Municipal Clerk and the Clerk of Court for Lexington County, and all required bounds are posted with the Municipal Clerk.

**District Map:** The site development plan approved by Town Council shall be the zoning district map for the PD and shall be the basis for issuance for zoning and building permits.

**Changes to plan:**

- (1) Minor changes: Changes proposed in writing by the applicant which do not alter district boundaries and which involve revision of minor characteristics of the PD such as relocation of driveways, revision of floor plans, facades, landscaping, relocation of required parking, drainage structures, and features which do not materially affect the approved plan concept or violate any applicable regulations may be approved by the Zoning Administrator. Approval or rejection of the change is subject to review and final determination by the Board of Zoning Appeals if the applicant or any party whose property is adversely affected submits an appeal with the Board of Zoning Appeals within ten (10) days after action by the Zoning Administrator. An applicant may submit a rejected change as an amendment to the plan under the normal zoning amendment procedures.
- (2) Major changes: Changes proposed in writing by the applicant which alter district boundaries or which materially affect the characteristics of the PD shall be submitted under normal zoning amendment procedures applicable to the establishment of the PD.
- (3) Permits: No zoning or building permits involving a minor or major change of the PD descriptive statement or map shall be issued until the written change is filed with the Municipal Clerk and recorded in the office of the Clerk of Court for Lexington County.

**Failure to begin; failure to progress; failure to complete:** If the responsible party fails to begin, fails to progress, or fails to complete development as agreed in the descriptive statement, Town Council may charge the developer with violation of the Zoning Ordinance, may rezone the property, or may take any combination of these actions. In any event, if the planned development is not initiated within two years of its establishment, the Planning Commission shall initiate the rezoning of the property to an appropriate district classification in conformity with the comprehensive plan.

**Actions by Planning Commission and Town Council**

Actions by the Planning Commission and Town Council shall be as provided for zoning amendments, generally. Said bodies may approve the application, may include specific modifications of the proposal or other applicable regulations or may deny the application.

If the amendment is granted, Town Council shall, in its amending action, approve the application as it may have been changed during earlier procedures, or indicate required modifications, and be binding on the applicant. If modifications are required, council shall officially state its reasons for the record.

If the amendment is granted, the developer shall be required to proceed in accord with the approved planned development, as supplemental or modified by council in the particular case, and shall conform to any time or prior limitations established by council for initiation and/or completing the development in whole or in specific stages.

In taking action to amend the zoning map to establish the approved Planned Development, council shall pass upon the adequacy of the application, in form and substance relative to any agreements, contract,

sureties, or other instruments involved, and before development may proceed, such instruments shall be approved by appropriate officers and agencies.

---

Planning Commission Chair, Rae Davis

**TOWN OF CHAPIN  
SOUTH CAROLINA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING ARTICLE 8 OF THE CHAPIN SUBDIVISION  
REGULATIONS**

**WHEREAS**, The Chapin Planning Commission has heard and recommends the adoption of the changes put forth in **Article 8** of the subdivision regulations as set forth herein; and

**WHEREAS**, The Town of Chapin wishes to amend **Article 8** of the subdivision regulations as set forth below.

**NOW THEREFORE, BE IT ORDERED AND ORDAINED** by the Town of Chapin, South Carolina, in Council duly assembled that the Chapin Subdivision Regulations are amended to add, amend or delete the following sections as attached in Exhibit B:

FURTHERMORE, BE IT ORDAINED THAT,

1. All ordinances in conflict with this ordinance are hereby repealed to the extent of such inconsistency; and
2. This ordinance shall become effective upon adoption at second reading.

DULY ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Albert R. Koon, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Shannon Bowers, Town Clerk

First Reading: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

**Current Subdivision Regulation:**

**ARTICLE 8**

**PLANNED DEVELOPMENTS**

**8-1 Intent**

The intent of the Planned Development is to better bridge the inherent difference between residential and nonresidential uses; and to better accommodate change within those areas of the Town of Chapin where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.

Through the Planned Development advocated by this Article, it is possible to ameliorate differences between potentially incompatible uses by exacting concessions and conditions as necessary to achieve "land use compatibility."

**8-2 Minimum Site Requirements:** Minimum area requirements for a Planned Development shall be 2 acres.

**8-3 Permitted Principal Uses:** Any use proposed by the developer and considered by the planning commission as being compatible to other nearby uses within and beyond the district may be permitted in such district, upon approval by the Planning Commission and Town Council.

**8-4 Residential Density Permitted:** Residential density shall not exceed the average of 16 dwelling units per acre. The acreage devoted to residential use shall be used to determine density.

**8-5 Minimum Lot Area:** The minimum lot area for any portion of the Planned Development shall conform to the requirements of the applicable zoning district standards for the density approved in the general development plan.

**8-6 Minimum Lot Width, Minimum Setback Requirements, Maximum Lot Coverage, Maximum Height of Structures:** The minimum lot width, minimum setback requirements, maximum lot coverage and maximum height of structures for all or any one portion of the Planned Development shall conform to the requirements of the applicable zoning district standards for the density approved in the general development plan.

**8-7 Minimum Off-Street Parking and Loading Requirements:** Off-street parking and loading requirements as set forth in the Zoning Ordinance shall be met for each specified use.

**8-8 Signs:** Signs permitted in Planned Developments only in accordance with provision of the Sign Ordinance.

**8-9 Landscaping and Buffer Yard Requirements:** A minimum screen which meets the requirements of the Landscape Ordinance must be provided. The planning commission



## EXHIBIT B

may require additional screening between uses and densities of development as a condition of plat approval.

### 8-10 Procedures

The following procedures shall be followed in the submission, review, and action upon all Planned Development plats:

**8-10.1 Traffic Impact Study Requirement Evaluation:** Prior to the submission of any TIS and/or general development plan, the applicant shall complete and submit a Traffic Impact Study Requirement Evaluation form obtained from the Administrative Official's office. The Town's Transportation Engineer will evaluate the request and determine whether a TIS is required. A written response will be issued to the applicant within seven working (7) days of receipt of the TISRE. If a TIS is required, a copy of the Town's Traffic Impact Study Guidelines and a list of qualified consulting firms will be included in the Developer's Packet.

**8-10.2 Traffic Impact Study:** An impact study shall be required if a proposed project:

- (1) produces 50 peak hour (AM, PM, or Midday) two-way trips or more; or
- (2) produces 500 daily (24 hour) two-way trips or more; or
- (3) is an expansion of an existing project. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered "produced" by the project.

A TIS shall be completed and submitted for review, if required, as the second step of the project approval process. The TIS is the responsibility of the applicant. The TIS shall be prepared in accordance with the Traffic Impact Study Guidelines adopted by the Town of Chapin and obtained from the Administrative Official's office. All traffic studies must be prepared under the supervision of, and signed, stamped and dated by, a professional Civil Engineer registered in South Carolina. The applicant will be required to use a Town approved firm to complete the TIS. A list of approved consulting firms will be provided upon the determination that a TIS is required.

**8-10.3 General Development Plan Requirements:** A general development plan shall contain the following information:

- (1) The proposed title of the project and the name of the engineer, architect, designer, or a landscape architect, and the developer;
- (2) The northpoint scale and date. The scale of the site plan shall be not more than 50 feet to 1 inch for projects less than 100 acres or 100 feet to 1 inch for those over 100 acres;
- (3) Existing zoning and zoning district boundaries and proposed changes in zoning, if any;
- (4) The boundaries of the property involved, the location of all existing easements, property lines, existing streets, buildings and other existing

## **EXHIBIT B**

- physical features on and immediately adjacent to the project;
- (5) The location and dimensions of proposed streets, alleys, driveways, curb cuts, entrances and exits, parking and loading areas (including number of parking spaces);
  - (6) The location of proposed lots, setback lines, easements and land use;
  - (7) The proposed location and approximate heights of all multifamily and nonresidential buildings and dimensions of structures drawn to scale;
  - (8) The proposed location and description of all fences, walls, screens, buffers, plantings, and landscaping;
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  - (13) The planning commission may establish additional requirements for site plan approval, and in cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper assessment of the project.

### **8-11 Actions by Planning Commission and Town Council**

Actions by the Planning Commission and Town Council shall be as provided for zoning amendments, generally. Said bodies may approve the application, may include specific modifications of the proposal or other applicable regulations or may deny the application.

If the amendment is granted, Town Council shall, in its amending action, approve the application as it may have been changed during earlier procedures, or indicate required modifications, and be binding on the applicant. If modifications are required, council shall officially state its reasons for the record.

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### **8-12 Preliminary Plats, Construction Plans, and Final Plats**

The developer of a Planned Development is required to submit six (6) copies of a Preliminary Plat, Construction Plans, and Final Plat for each phase to be approved by the Planning Commission staff. Preliminary Plats, Construction Plans and Final Plats shall

meet all requirements as defined in Article 4.

**8-13 Administrative Action on Approved Planned Development**

Once a Planned Development is established on the official zoning map, no zoning or building permit shall be issued therein, unless in compliance with the general development plan and other documents approved by council, and approval of preliminary plat and construction drawings by the Planning Commission staff. Except as provided below, all plans and reports approved by council shall be binding on the applicant and any successors in title so long as the planned development district zoning is applicable.

**8-14 Changes in Approved Plans**

Changes in approved final plans and reports may be approved by the planning commission only upon findings that such changes will not increase the density of the project, amount of traffic generated, reduce screening or off-street parking requirements, or substantially alter the composition of the project. Any such change to the contrary shall be approved subject to further study by the planning commission and amendatory action by Town Council in regards to zoning.

**Amended Subdivision Regulations:**

**ARTICLE 8**

**PLANNED DEVELOPMENTS**

**8-1 Intent**

The intent of the Planned Development is provide a cohesive combination of live, work, shop, and play environments to promote a high quality of life without overburdening the local traffic infrastructure better bridge the inherent difference between residential and nonresidential uses; and to better accommodate change within those areas of the Town of Chapin where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.

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## EXHIBIT B

requirements of the Landscape Ordinance must be provided. The planning commission may require additional screening between uses and densities of development as a condition of plat approval.

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The following procedures shall be followed in the submission, review, and action upon all Planned Development plats:

~~8-10.1~~ **Traffic Impact Study Requirement Evaluation:** Prior to the submission of any TIS and/or general development plan, the applicant shall complete and submit a Traffic Impact Study Requirement Evaluation form obtained from the Administrative Official's office. The Town's Transportation Engineer will evaluate the request and determine whether a TIS is required. A written response will be issued to the applicant within seven working (7) days of receipt of the TISRE. If a TIS is required, a copy of the Town's Traffic Impact Study Guidelines and a list of qualified consulting firms will be included in the Developer's Packet.

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- ~~(2)~~ produces 500 daily (24 hour) two-way trips or more; or
- ~~(3)~~ is an expansion of an existing project. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered "produced" by the project.

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- ~~(1)~~ The proposed title of the project and the name of the engineer, architect, designer, or a landscape architect, and the developer;
- ~~(2)~~ The northpoint scale and date. The scale of the site plan shall be not more than 50 feet to 1 inch for projects less than 100 acres or 100 feet to 1 inch for those over 100 acres;
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- ~~(4)~~ The boundaries of the property involved, the location of all existing

## EXHIBIT B

- ~~\_\_\_\_\_ easements, property lines, existing streets, buildings and other existing~~
- ~~\_\_\_\_\_ physical features on and immediately adjacent to the project;~~
- ~~\_\_\_\_\_ (5) The location and dimensions of proposed streets, alleys, driveways, curb~~  
~~cuts, entrances and exits, parking and loading areas (including number of~~  
~~parking spaces);~~
- ~~\_\_\_\_\_ (6) The location of proposed lots, setback lines, easements and land use;~~
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~~for multifamily project;~~
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~~relation to the community;~~
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The developer of a Planned Development is required to submit six (6) copies of a Preliminary Plat, Construction Plans, and Final Plat for each phase to be approved by the

## **EXHIBIT B**

Planning Commission **Town** staff. Preliminary Plats, Construction Plans and Final Plats shall meet all requirements as defined in Article 4.

### **8-13 Administrative Action on Approved Planned Development**

~~Once a Planned Development is established on the official zoning map, no zoning or building permit shall be issued therein, unless in compliance with the general development plan and other documents approved by council, and approval of preliminary plat and construction drawings by the Planning Commission staff. Except as provided below, all plans and reports approved by council shall be binding on the applicant and any successors in title so long as the planned development district zoning is applicable.~~

### **8-14 Changes in Approved Plans**

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## MEMORANDUM

**To:** Town Council  
**From:** Rae Davis, Planning Commission Chairwoman  
**Date:** June 13, 2022  
**Re:** Amendment to Subdivision Regulations Article 8

**Background:** In discussion with potential developers looking at doing Planned Developments in the Town of Chapin, a review of the Subdivision Regulations showed inconsistency with the Zoning Ordinance, both in regards to Planned Developments. In order to provide clear guidance to potential developers and clear direction to Town Staff, it is necessary to amend both of these documents. Given current interest in using this form of review by developers in the Town, and the benefits it provides Planning Commission and Town Council to have more input into the final product of a development, The Town Council has had a work session discussion on the matter, and the Planning Commission is providing recommended changes to the Zoning Ordinance and Subdivision Regulations to Town Council.

**Planning Commission Recommendation:** At the June 7, 2022 Planning Commission Meeting, the Commission voted unanimously (3-0) to recommend Town Council adopt the following amendments to Article 8 of the Subdivision Regulations. These recommended amendments are done as complete replacement to Subdivision Regulations Article 8.

### Current Subdivision Regulation:

## ARTICLE 8

### PLANNED DEVELOPMENTS

#### 8-1 Intent

The intent of the Planned Development is to better bridge the inherent difference between residential and nonresidential uses; and to better accommodate change within those areas of the Town of Chapin where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.

Through the Planned Development advocated by this Article, it is possible to ameliorate differences between potentially incompatible uses by exacting concessions and conditions as necessary to achieve "land use compatibility."

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**8-10 Procedures**

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**Amended Subdivision Regulations:**

*Staff Note: Highlighted underlined sections and strikethroughs represent additions/changes and removals respectively, to these draft regulations that differ from the draft presented to Town Council at the June 2, 2022 Work Session. These do not represent the changes between the existing regulations and the recommended amendments.*

**ARTICLE 8**

**PLANNED DEVELOPMENTS**

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The intent of the Planned Development is to provide a cohesive combination of live, work, shop, and play environments to promote a high quality of life without overburdening the local traffic infrastructure ~~better bridge the inherent difference between residential and nonresidential uses; and to better accommodate change within those areas of the Town of Chapin where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.~~

Through the Planned Development advocated by this Article, and regulated in the Town of Chapin Zoning Ordinance, it is possible to ameliorate differences between potentially incompatible uses by exacting concessions and conditions as necessary to achieve "land use compatibility."

**8-12 Preliminary Plats, Construction Plans, and Final Plats**

In order to proceed with the subdivision of property in an approved Planned Development, the developer of a Planned Development is required to submit six (6) copies of a Preliminary Plat, Construction Plans, and Final Plat for each phase to be approved by the ~~Planning Commission~~ Town staff. Preliminary Plats, Construction Plans and Final Plats shall meet all requirements as defined in Article 4.

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Planning Commission Chair, Rae Davis

**TOWN OF CHAPIN  
SOUTH CAROLINA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE OPERATING AND UTILITY DEPARTMENT FUND BUDGET FOR THE TOWN OF CHAPIN, SOUTH CAROLINA FOR THE FISCAL YEAR JANUARY 1, 2022 THROUGH DECEMBER 31, 2022, FOR THE PURPOSE OF PROVIDING APPROPRIATION FOR THE SEWER LINE INSTALLATION AT INDIAN COVE ROAD; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council passed and approved ordinance number 022-12-2021 dated December 7, 2021, adopting and approving an Operating and Utility Department Fund Budget for the Town of Chapin, South Carolina, and authorizing appropriations for the fiscal year January 1, 2022 through December 31, 2022, and providing an effective date; and

**WHEREAS**, the Town Council passed and approved ordinance number 007-06-2021 dated June 6, 2021 establishing criteria to address environmentally stressed communities; and

**WHEREAS**, an environmentally stressed community has been identified as defined in Town Code Article 18 Section 18.207, on a portion of Indian Cove Road; and

**WHEREAS**, a fund has been established for a sewer extension to provide sewer service as stated in Town Code Article 18 Section 18.207 Subsection 6(a); and

**WHEREAS**, a grave public necessity exists and such expenditures to meet unusual and unforeseen conditions, could not, by reasonable diligent thought and attention, have been included in the original budget; now, therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CHAPIN, SOUTH CAROLINA:**

**SECTION 1**

The Town Council hereby adopts and approves an amendment to the Operating and Utility Department Fund Budget for the Town of Chapin, South Carolina for the fiscal year beginning January 1, 2022 through December 31, 2022, by adding the addition of the Indian Cove Sewer Force Main Fund and the total received to date of \$109,710.00 with an additional expected contingency of \$22,500.00, is to be allocated for the use of the Sewer Line Installation along a portion of Indian Cove Road. Expenditures to date of \$5,918.38 with the addition of \$126,260.00 for estimated construction costs to be allocated from the Indian Cove Sewer Force Main Fund.

**SECTION 2**

That this ordinance shall become effective on and after its adoption.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
Albert R. Koon, Mayor

ATTEST:

\_\_\_\_\_

Shannon Bowers, Town Clerk

First Reading:         June 13, 2022        

Second Reading:

# Chapin Town Council Request of Action

**Subject:** Indian Cove Road 4-inch Sewer Force Main  
Construction Contract Award

## A. Purpose

The purpose of this report is to seek Council’s approval to enter into a contract for the installation of a 4-inch force main along a portion of Indian Cove Road.

## B. Background / Discussion

The Town staff has developed a design for approximately 1,680 LF of 4-inch force main along Indian Cove Road. Indian Cove Road has been established as an environmentally stressed community per Ordinance 007-06-2021, dated June 1, 2021. The engineered drawings have been approved by both SCDHEC and SCDOT and permits have been obtained. Eight bids were received on May 26, 2022. The following are the bid results:

<u>CONTRACTOR</u>	<u>BID PRICE</u>
Metts Construction	\$118,000.00
Lake Murray Utility	\$155,400.00
Smoak Construction	\$185,670.00
GH Smith Construction	\$193,220.00
Corley Construction	\$197,185.00
Tom Brigman Contractors	\$197,900.00
Stutts & Williams LLC	\$231,010.00
McClam & Associates	\$273,450.00

Based on the bid information shown above, a construction contract award to Metts Construction is recommended in the amount of \$118,000.00 plus a 7% contingency to cover unanticipated obstacles.

## C. Financial Impact

Funds have been established as stated in Town Code Article 18 Section 18.207 Subsection 6(a).

## D. Alternatives

1. Authorize staff to enter into a construction contract with Metts Construction in the amount of \$118,000.00 plus a 7% contingency to install the force main.
2. Authorize an alternate contractor.
3. Do nothing.

**E. Recommendation**

4. It is recommended that Council authorize staff to enter into a contract with Metts Construction in the amount of \$118,000.00 plus a 7% contingency to install the force main.

Recommended by: Karalyn Miskie

Department: Utilities

Date: 6/21/2022