

# PLANNING COMMISSION MEETING MINUTES

Tuesday September 29, 2025  
3:00 P.M.

Town Hall

---

**Members Present:** Vice Chair Josh Edwards, Clay Cannon, Erin Wessinger, Zack Haney, Chair Caleb Pozsik (arrived at 3:02 p.m.)

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

**Guests:** Brittany Youngblood – McAdams Engineering, Jake Modestow - CES Engineering

**Call to Order:** Vice Chair Edwards 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.

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

There were no public comments.

### **Action Items**

#### **Site Plan Review 515 and 519 Columbia Avenue – Carolina Wings and Express Oil:**

Mr. Radtke then explained that they would be hearing from the Express Oil first, followed by the Carolina Wings. He noted that this would be the final review, and the applicants have done a good job of designing the sites together. Administrator Burroughs clarified the Planning Commission (PC) would be reviewing the entire site, and that Carolina Wings and Express Oil would be approved together as one zoning permit will be issued for both sites.

Brittany Young with McAdams Engineering began the discussion of the Express Oil by stating the changes made from the last meeting, which included: no parking lot lighting and only lighting on the building, changed site plan to move entrance to the eastern side of the site (lined up with McAlister's), and finalized a shared parking agreement between the developments. She also noted that on the northern side of the development they utilized a small retaining wall to ensure the landscaping and sidewalk requirements remained compliant. She noted that alignment of a sidewalk would have needed a retaining wall, which would have removed all of the landscaping in that area.

The PC then asked questions regarding the parking and sidewalk location on the northern side of the site. The PC was concerned about the lack of pedestrian connection to the rest of the site but was generally in favor of the location of the entrance and exit points. Administrator Burroughs noted that the site plan was compliant for the sidewalk on the eastern side. The PC recommended removing the northeastern parking space to allow for the continuation of the sidewalk in that area and to include a landing area for the pedestrian connections.

Mr. Jake Modestow with CES Engineering continued the discussion by stating the changes that were made to the Carolina Wings site plan from the last meeting. He noted the open space was retained and extended to be ADA compliant and updated landscaping to incorporate more into the landscaping plan for the McAlister's site.

The PC then asked questions about the landscaping, pedestrian landings, parking in the area nearest the intersection of the sites, access for emergency services, and setback requirements. They expressed their concern that one tree on the entrance to Carolina Wings could cause visibility issues and parking that close to the intersection could cause issues. Mr. Modestow noted that they work closely with the fire marshal to ensure compliance and Administrator Burroughs noted that CC&I monitors compliance with code during the building permitting process. Mr. Radtke also noted that the McAlister's site exceeds the requirements for landscaping for code compliance. The PC recommended shifting two of the parking spaces closest to the intersection to the end of the open space, while extending the open space closer to the intersection to improve the parking in that area. They also recommended removing the large tree at the entrance and replace it with low shrubs to increase visibility. Staff also indicated that all setback requirements have been met.

Member Cannon moved to approve the issuing a zoning permit for the two sites with the following conditions:

Express Oil

1. Removing parking space #7 from the northeastern side of the site to extend side walk and install pedestrian landing to connect to rest of development.
2. Northern drive connects to crosswalk and fix parking curb

Carolina Wings

1. Make pedestrian landings consistent and committed to making them ADA compliant and connected with Express Oil
2. Shift the landscaping for the open space closer to the intersection
3. Shift two parking spaces away from the intersection to the end of the open space area
4. Remove tree at entrance to site and replace with lower shrub to increase visibility

Chair Pozsik seconded the motion. No further discussion, motion to approve site plans for zoning permits passed unanimously.

Chair Caleb Pozsik:	Yes
Vice Chair Josh Edwards:	Yes
Member Clay Cannon:	Yes
Member Zack Haney:	Yes
Member Erin Wessinger:	Yes

**Ordinance Recommendation: 100% Annexation Petition and Zoning Map Amendment of a 14-acre tract (TMS #000700-06-017) of land including adjacent and abutting rights-of-way to be zoned Residential:** Mr. Radtke explained the 100% petition from the property owner. This property is adjacent to Boykin Hills, and the property owner wished to annex into the town and zone the property as SR-1. Administrator Burroughs noted that the property owner contacted staff earlier in the day to request the SR-1 to protect the value of the property and surrounding areas.

Administrator Burroughs also noted that the Town had never done another form of annexation other than 100%, though there are other methods and properties must be contiguous to Town limits to annex. She also noted that residents of the Park West community had approached the town about annexation, to which the town investigated the possibility, but did not move forward.

The PC asked about the SR-1 designation, and Administrator Burroughs explained the designation would allow for 1 acre lots and setbacks to encourage low density development, is consistent with the future land use map, and allows for better transitioning into more rural areas.

Member Wessinger moved to approve 100% annexation petition recommendation to council as presented. Member Edwards seconded the motion. Motion passed unanimously.

Chair Caleb Pozsik: Yes  
Vice Chair Josh Edwards: Yes  
Member Clay Cannon: Yes  
Member Zack Haney: Yes  
Member Erin Wessinger: Yes

**Adjournment:** Member Cannon moved to adjourn the meeting. Chair Pozsik seconded the motion. Meeting was adjourned at 3:40 p.m.

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

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

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