

**CHAPIN TOWN COUNCIL
PUBLIC HEARING & RESCHEDULED REGULAR MEETING MINUTES**

**Tuesday, April 19, 2022
6:00 p.m.**

Council Chambers

Members Present: Mayor Al Koon, Council Member Kay Hollis, Mayor Pro Tem Mike Clonts, Council Member Leland Teal, and Council Member Gregg White

Staff Present: Finance Director Laura Culler, Deputy Utilities Director Karalyn Miskie, Public Affairs Director Nicholle Burroughs, Police Chief Thomas Griffin, Zoning Administrator Kevin Singletary, and Town Clerk Shannon Bowers

Guests: Sandra Metzdorf, American Legion Post 193

Call to Order: Mayor Koon called the meeting to order at 6:03 p.m. Mayor Koon then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met. Sandra Metzdorf from American Post 193 led the Pledge of Allegiance and Mayor Pro Tem Clonts offered a prayer.

Public Hearings

Mayor Koon opened the public hearings portion of the meeting at 6:08 p.m.

Presentation: Propose to adopt a rezone request of 110 Peak Street from RS-1 to Office Commercial:

Mayor Koon opened up Public Comment. There were no public comments.

Mayor Koon opened up Council Comment. There were no comments from Council.

Mayor Koon closed the public hearings at 6:08 p.m.

Review and Acceptance of Minutes

Council reviewed the March 15, 2022 Regular Meeting Minutes. Council Member White moved to accept the minutes as presented. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Gregg White:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Leland Teal:	Yes
Council Member Kay Hollis:	Yes		

Public Comments Related to Municipal Matters

There were no public comments.

Reports

Communications & Zoning: Director Burroughs updated council on several community items.

- Community service day on April 9 – there was a good turnout with over 100 people and 10 projects completed. She gave special thanks to Council Member Hollis and Mayor Pro Tem Clonts for their assistance.

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- An Earth Day shred event will be held April 22, 2022 at the Greater Chapin Chamber of Commerce. This event is open to the public, but donations of can goods are requested to benefit We Care.
 - Downtown Farmers Market to be the 2nd Saturday of the month from May through October, starting on May 14.
 - Memorial Day service in partnership with the American Legion to be held at town hall.

Director Burroughs also gave updates to items on the written report including: Chapin Dog Park, communications tower locating to Chapin, capital project sales tax, multiple ribbon cuttings throughout the month, annexations (to be discussed later in the meeting) Brighton Blvd master plan concept, new development in the Crawford Center, and coordination efforts with community members, chamber executives, and service groups. She also informed council of some zoning updates which included potential projects, annexation, and preliminary reviews of potential developments.

Financial Report: Director Culler reported the general fund revenue YTD as of the end of March 2022 was \$350,588 and the expenses YTD as of the end of March 2022 were \$357,946. Expenses exceeded Revenue by \$7,358.00. The revenue from Business Licenses as of the end of March was \$88,704.00. with the deadline to file for a business license this year being April 30. She did note that there has been \$108,806 collected to date in April for business license revenue. The Hospitality Tax fund YTD was \$ 1,291,173 as of the end of March. The ARP fund balance is \$321,780 as of the end of March,

The Utility fund Revenue through the end of March was \$1,226,220.00. Expenses YTD \$1,160,368.00 as of the end of March. Revenue exceeded expenses by \$65,852.00.

Director Culler also noted that the Town has received the Excellence in Financial Reporting for 2020 by the Governance Finance Association. This is the 4th year in a row the town has received that recognition.

Police Report: Before beginning his report, Chief Griffin introduced Officer Andrew Williams to the council. He comes from Lexington County, bringing law enforcement experience to the department. Chief Griffin reported with the addition of Officer Williams, it brings the department to full staff.

Chief Griffin updated Council on police department activities. There were 42 offenses, 62 tickets, 81 warning citations, 13 arrests, 9 motor vehicle collisions, 152 officer initiated contacts, and 102 calls for service from Lexington County reported. He noted that Corporal Cambell initiated a project with other officers to contact local businesses to update the department's contact list.

Chief Griffin also reported that the grant for the JAG equipment has been submitted, and will be updated once the 2nd reading of the ordinance allocating ARP funds has been done. The police department has also submitted for another grant to assist with funds for new body worn cameras and dash cameras. This is a fully funded grant and he is waiting to hear if it will be awarded.

Utilities Report: Deputy Director Miskie reported on an update to the written report submitted. She noted that since the report was drafted, they have received a few more odor complaints at the Chapin Place subdivision. They have monitored the pump stations with the current solution and will continue to maintain the pump stations for the odor. The utility department has received notification of a new product that could be a possible solution. Deputy Director Miskie stated

they would set up a few trials in order to test the product to see if it is a better option. She then briefly summarized the rest of the written report.

Old Business

Ordinance: Recommendation from Planning Commission to approve zoning map amendment (rezoning) application for 110 Peak Street – 2nd reading: Council Member Teal made the motion to accept the 2nd reading approving the rezone of 110 Peak Street from RS-1 to Office Commercial. Mayor Pro Tem Clonts seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Gregg White:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Leland Teal:	Yes
Council Member Kay Hollis:	Yes		

New Business

Executive Sessions: Council Member White made the motion to move to executive session to discuss proposed contractual arrangements for the unified zoning and development ordinance consultant, to receive legal advice on matters covered by the attorney-client privilege for the ministerial recorder position, and to receive legal advice for proposed contractual arrangements for the supportive municipal judge agreement renewal, all pursuant to SC Code Section 30-4-70 (a)(2). Mayor Pro Tem Clonts seconded the motion. Council entered into executive session at 6:58 p.m.

Council Member Teal made the motion to move back into regular session. Mayor Pro Tem Clonts seconded the motion. Council re-entered regular session at 8:09 p.m.

Mayor Koon noted that no decisions were made in executive session. Mayor Pro Tem Clonts moved to authorize the Mayor to renew the supportive municipal judge agreement with Lexington County for a two year term. Council Member Teal seconded the motion. No further discussion was had. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Gregg White:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Leland Teal:	Yes
Council Member Kay Hollis:	Yes		

Request for Action – Recommendation from selection committee for the Chapin Unified Zoning and Development Ordinance: Council Member White made the motion approving the mayor to exit negotiations with firm one and enter negotiations with firm two for the completion of the Unified Zoning and Development Ordinance. Council Member Teal seconded the motion. Director Burroughs explained for clarification, the recommendation from the selection committee was to cease negotiations with firm #1 and enter negotiations for a contract with firm #2 for the Unified Zoning and Development Ordinance. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes
		Council Member Leland Teal:	Yes

Ordinance: Amending Article 1 of Chapter 7 of the Chapin Town Code to establish the position of Ministerial Recorder – 1st reading: Mayor Pro Tem Clonts made the motion to approve 1st reading amending Article 1 of Chapter 7 of the Chapin Town Code establishing the position of Ministerial Recorder. Council Member Teal seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes
		Council Member Leland Teal:	Yes

Resolution: Electing the standard allowance for lost revenues under the American Rescue Plan (ARP): Director Culler explained the Municipal Association of South Carolina has encouraged municipalities to choose the standard allowance or calculated allowance for general revenue under the American Rescue Plan Act (ARPA). She stated that by choosing the standard allowance, it allows for more flexibility and a more simplified process for the spending and reporting of ARP money. She noted this would not determine how the money is spent, and each expenditure would still have to go before council.

Council Member White made the motion to elect the standard allowance for lost revenues under the American Rescue Plan. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes
		Council Member Leland Teal:	Yes

Zoning Ordinance: Recommendation from Planning Commission Amending Articles 2 and 5, sections 201 and 518 of the Zoning Ordinances to include axe throwing venues and cigar stores: ZA Singletary explained the changes to Articles 2 and 5 of the zoning ordinances. Director Burroughs explained to the PC the need to consider adding these types of businesses to the Town’s permitted use, since interest in axe throwing and cigar stores have increased over the last two years. The PC reviewed the information from staff and is recommending amendments to the zoning ordinances to Council. These amendments include definitions for axe throwing venues and cigar stores, as well as permitted use in the Town of Chapin along with specific requirements for each.

Council Member Teal made the motion to approve 1st reading amending articles 2 and 5, sections 201 and 518 of the zoning ordinances to include axe throwing venues. Mayor Pro Tem Clonts seconded the motion. Discussion included requirements for this type of business and the proper process for allowing axe throwing venues in the Town. Director Burroughs clarified that the uses for axe throwing and cigar stores are only going to be allowed as a special exception use, and will have to go to the Board of Zoning Appeals for approval. No further discussion. Motion passed by majority vote.

Mayor Al Koon:	Yes	Council Member Kay Hollis:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	No
		Council Member Leland Teal:	Yes

Mayor Pro Tem Clonts made the motion to approve 1st reading amending articles 2 and 5, sections 201 and 518 of the zoning ordinances to include cigar stores. Council Member Teal seconded the motion. Discussion included concerns about cigar stores, the Town Code in regards to smoking indoors, and a summary of what the proposed definition to adding cigar stores would be. No further discussion was had. Motion to approve denied by majority vote.

Mayor Al Koon:	Yes	Council Member Gregg White:	No
Mayor Pro Tem Mike Clonts:	Yes	Council Member Leland Teal:	No
Council Member Kay Hollis:	No		

Zoning Ordinance: Recommendation from Planning Commission to approve Annexation petition #22-02-14-001 of a 5.14 Acre Tract (TMS 000700-02-017) of land including adjacent and abutting rights-of-way to be zoned General Commercial (GC): ZA Singletary explained this property, and the adjacent property in the next annexation request, are not in the town. The developers of this property wish to receive town utilities and need to annex.

Council Member White made the motion to accept 1st reading approving annexation petition #22-02-14-001 of a 5.14-acre tract into the Town of Chapin to be zoned GC. Council Member Teal seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes		
Mayor Pro Tem Mike Clonts:	Yes	Council Member Gregg White:	Yes
Council Member Kay Hollis:	Yes	Council Member Leland Teal:	Yes

Zoning Ordinance: Recommendation from Planning Commission approving Annexation petition # 22-03-04-002 of a 5.14 Acre Tract (TMS 000700-01-004) of Land Including Adjacent and Abutting Rights-of-Way to be Zoned General Commercial (GC): ZA Singletary explained this property, and the adjacent property in the previous annexation request, are not in the town. The developers of this property wish to receive town utilities and need to annex.

Council Member White made the motion to accept 1st reading approving annexation petition #22-03-04-002 of a 5.14-acre tract into the Town of Chapin to be zoned GC. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Gregg White:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Leland Teal:	Yes
Council Member Kay Hollis:	Yes		

Zoning Ordinance: Recommendation from Planning Commission approving Annexation petition # 22-03-23-001 of a .75 Acre Tract (TMS 000723-04-002) of Land Including Adjacent and Abutting Rights-of-Way to be Zoned General Commercial (GC): ZA Singletary explained this property was located off of 1611 Chapin Road. The owners of this property wish to renovate the existing building and would like to receive town utilities. This property is currently in the Gateway overlay district.

Council Member White made the motion to accept 1st reading approving annexation petition #22-03-23-001 of a .75-acre tract into the Town of Chapin to be zoned GC. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

		Council Member Kay Hollis:	Yes
Mayor Al Koon:	Yes	Council Member Gregg White:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Leland Teal:	Yes

Zoning Ordinance: Recommendation from Planning Commission approving Annexation petition # 22-03-28-001 of a 5.08 Acre Tract (TMS 000700-09-12) of Land Including Adjacent and Abutting Rights-of-Way to be Zoned Neighborhood Commercial (NC): ZA Singletary explained this property is located at the intersection of Amicks Ferry Road and

Broomstraw, is located in the Gateway overlay district, and the PC recommends a Neighborhood Commercial zoning.

Council Member White made the motion to accept 1st reading approving annexation petition #22-03-28-001 of a 5.08-acre tract into the Town of Chapin to be zoned GC. Mayor Pro Tem Clonts seconded the motion. No further discussion. Motion passed unanimously.

Mayor Al Koon:	Yes	Council Member Gregg White:	Yes
Mayor Pro Tem Mike Clonts:	Yes	Council Member Leland Teal:	Yes
Council Member Kay Hollis:	Yes		

Adjournment: Mayor Pro Tem Clonts made a motion to adjourn the meeting. Council Member White seconded the motion. Meeting was adjourned at 8:50 p.m.

COUNCIL APPROVED: _____
Albert R. Koon, Jr., Mayor

ATTEST: _____
Shannon Bowers, Town Clerk

DRAFT