# LANCASTER COUNTY
# PLANNING COMMISSION
# REGULAR MEETING
# DECEMBER 15, 2015
# MINUTES

Members Present: Charles Deese, Vedia Hatfield, Jerry Holt, Sheila Hinson.

Others Present: Penelope Karagounis, Planning Director; Andy Rowe, Planner I; Judy Barrineau, Clerk to Commission; Steve Willis; County Administrator.

Others Absent – David Freeman, Planning Commission Board Member; Tommy Dabney, Planning Commission Board Member; Jim Barnett, Planning Commission Board Member; Alex Moore, Planner II; Nick Cauthen, Planner I; Elaine Boone, Planner II; John Weaver, County Attorney.

The following press were notified of the meeting by mail or by fax in accordance with the Freedom of Information Act: Lancaster News, York Observer, Kershaw News Era, The Rock Hill Herald, Fort Mill Times, Cable News 2, WRHM Radio, and the local Government Channel.

Approval of the Agenda
Jerry Holt made a motion to approve the agenda and Vedia Hatfield seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

Citizens Comments
No citizen comments.

Approval of Minutes
Jerry Holt made a motion to approve the November 05, 2015 Workshop Minutes and the November 17, 2015 Regular Meeting Minutes; Vedia Hatfield seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

Chairman's Report
Reminder emails regarding meetings scheduled or cancelled will be sent to all board members.

Director's Report
For the month of December we only have one Development Review Committee Case. The Development Review Committee met on Tuesday, December 8th at 9:00 a.m. to review the new Lancaster County Convenience Center in Indian Land. Elaine Boone is the Planner in charge of this DRC case. As everybody knows last night they denied again McClancy Seasoning Company so that is a done deal and for an I-1 they would be

required to wait a whole year from yesterdays date. Once the moratorium is lifted in April, the applicant could reapply for a General Business zoning that we are proposing. The B-3 zoning will disappear; that will be at a later date. In November and December, Kara Drane and I met with twenty-three key stakeholders to discuss the proposed zoning districts, definitions, and table of uses. We did not have a Planning Commission Workshop on Thursday, December 3rd due to we only had three road name cases. Judy did notify the Lancaster News of the cancellation for the Planning Workshop for December. We received an email on Thursday afternoon from Brian Melton editor of the Lancaster News apologizing for not putting the cancellation of the meeting in the newspaper. It was an error made by The Lancaster News. The entire Planning Department would like to wish all the Planning Commission members and staff a Merry Christmas and a Happy and Healthy New Year.

**RNC-015-026 – Road Name Change Application – Stonehaven Drive**
Andy Rowe – Presented the report.

Vedia Hatfield made a motion to approve with the road name change of Mayfair Way and Jerry Holt seconded the motion.

VOTE: 4 AFFIRMATIVE 0 NEGATIVE MOTION CARRIED

**RNC-015-027 – Road Name Change Application – Caskey Road**
Nick Cauthen – Presented the report.

Jerry Holt made a motion to approve with the road name change of Cedar Pines Lake Road and Vedia Hatfield seconded the motion.

VOTE: 4 AFFIRMATIVE 0 NEGATIVE MOTION CARRIED

**RNC-015-028 – Road Name Change Application – Thompson Avenue**
Andy Rowe – Presented the report.

Jerry Holt made a motion to approve with the road name change of Old Thompson Avenue and Vedia Hatfield seconded the motion.

VOTE: 4 AFFIRMATIVE 0 NEGATIVE MOTION CARRIED

Old Business: UDO Rewrite Update (Penelope Karagounis) – We finished up yesterday from meeting with all of you with information sessions. The memo that Kara Drane gave to county council last night for Unified Development Ordinance update basically stated that we have completed all of the community meetings and met with key stakeholders. The whole month of January staff will be working with Kara Drane to finalize the draft chapters so we can present it back to this board to review before we start with the focus groups. The focus groups now are going to be the end of February because we want this board and also staff to be able to review it before we go to the focus group. We are also going to be meeting with some department heads for certain sections of the UDO that

have more expertise and this will be done in the month of January as well. Some of these department heads are Jeff Catoe (Public Works), Stephen Blackwelder (Fire Marshall), Kenneth Cauthen (Zoning Administrator), and Steve Yeargin (Building Official). The memo you received from Kara Drane basically the anticipation of the Public Hearing will be in March for both the Unified Development Ordinance and the repealing of the Zoning Map. We are going to propose to have a work session on a Saturday, February 06, 2016. We would like to have all the Planning Commissioner's and the whole Planning Department so we can review all the documents. Kara, Elaine, Alex, and myself will be working some additional Saturday's in January so we will be able to have the completed document for all of you to review at the end of January. That way we can give you a week before the February 06th meeting so you can review it and then attend the work session on that Saturday so we can focus on it much more. We can talk about this in January at our work session on how you want to proceed based on the case load. We can decide if we want to have a workshop in February or do we want to cancel and just have the work session for a Saturday. We don't know at this time the case load. We do know we will probably have five road name changes. I'm not sure what type of rezoning cases we might have for the southern part of the county. We may have some subdivision applications with whatever happens to Avondale or even Covington. That is something that could happen in February. We would like to start the work session around 8:30 or 9:00 in the morning and then stay until 1:00 or 2:00 at the latest. Or maybe we could do 9:00 to 2:00 and we will provide lunch. I'm open for suggestions. If you would prefer coming after 10:00 and staying until 3:00. We want everybody to attend.

Jerry Holt – Depending on what kind of help I get we have already got our schedule for the tax returns and that is one of the Saturday's that we are working in Indian Land at the Library from 9 to 1.

Penelope Karagounis – It is very important since you represent the northern part of the county that you attend. I would love to have you at that session so if we need to schedule something from 12 to 4 or something. I just want to have a full commitment from everybody to make sure you come. It will be very important to have that work session.

Jerry Holt – I really won't know until the middle of January how many people I'll have that are trained and certified. If I have enough I can get out of there during that period of time.

Penelope Karagounis – Just let us know and Kara will be here on the January 19th Planning Commission Meeting. We will have the workshop on January 7th and then the actual Regular Meeting is on January 19th. If a Saturday doesn't work then maybe on a Friday. We can always maybe close the office and work over at the Historic Courthouse so we will have enough room to spread out. We can discuss again at the January workshop meeting. I just wanted everyone to be aware of this tentative date Saturday, February 06, 2016.

New Business: Continuing Education (Charles Deese) – I would like to ask Steve Willis since he is in the audience tonight and ask if knows when the South Carolina Local

Government Planning Enabling Act actually came into effective. I believe 1994 to 1996. In 2003 there was amendment to this Enabling Act that established a mandatory training requirement for all appointees regarding Planning, Zoning, and Historical Architecture Review Boards. This also includes staff that works directly or indirectly with those three bodies. If you have a master's degree then you don't have to complete continuing education and also if you are an AICP certified (The American Institute of Certified Planners) or you are an attorney.

Jerry Holt – I have a masters degree.

Penelope Karagounis – I was thinking you could have a master's degree in anything but no it has to be related to the field of planning.

Charles Deese – The wording read if you have a master's degree or the AICP certification.

Penelope Karagounis – The degree is in Planning or Geography or something related to that, or the AICP certification.

Charles Deese – Board members and staff are required by state law; it is mandated to have a minimum of six hours Orientation class, plus three hours per year continuing education. If this requirement is not documented then the penalty is simple, you are removed from the seat. I'm sitting here tonight and proud of this board because we only have one person who is relatively new that has not completed those requirements as of today. Penelope Karagounis held a class Thursday night and Mr. Dabney and Ms. Hatfield attended so that completed everyone except for Mr. Freeman.

Penelope Karagounis – Mr. Freeman has until July 2016.

Charles Deese – With orientation he actually can be prior to appointment by no more than six months but it has to be within the first year up to your anniversary date. Continuing Education is a yearly thing that you have to have and orientation is once. We want to try as hard as we can to get the orientation and of course you have to go to the COG in Rock Hill. Ms. Karagounis treats us well by doing most of the continuing education here so that we don't have to travel for that. We would like to be able to limit the number of days that she has to do this with a group. We would like to keep these things as up to date as possible. Please make sure you sign in on the sign up sheet when attending. The Clerk to Council keeps up with the records on this. If you don't sign the sheet then you are not in that class. Right now we have one lady who swears she was in a class but she didn't sign the sign in sheet document and nobody remembers seeing her there. We do the best we can in making these classes convenient for everyone.

Jerry Holt made a motion to adjourn and Sheila Hinson seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

Respectfully Submitted,

Charles Deese
Chairman

Penelope G. Karagounis
Planning Director