



**APPROVED MINUTES
PLANNING COMMISSION
COUNCIL CHAMBERS
CITY OF CAYCE, 1800 12TH STREET EXTENSION, CAYCE SC
Monday December 16, 2013
6:00 PM**

I. CALL TO ORDER

Chair Ed Fuson called the meeting to order at 6:00 pm. Members present were Robert Powell, John Raley and Elroy Broehm. Chris Kueny was absent unexcused. Butch Kelly was absent unexcused. Larry Mitchell absent excused. Staff present was Shaun Greenwood and Monique Ocean.

II. APPROVAL OF MINUTES

Mr. Raley made a motion to approve the minutes from the October 21, 2013, meeting. Mr. Broehm seconded the motion. The vote was passed unanimously.

III. OTHER BUSINESS – DISCUSSION OF LAND DEVELOPMENT REGULATIONS

Shaun Greenwood began a discussion of the need for updating the City's current Land Development Regulations. He indicated that the current document was updated in 1996 and that the Central's Midlands Council of Governments (COG) is now under contract to amend the document. Mr. Greenwood asked the Board to notice that the draft document is twice the size of the current document and has regulations that are more specific. Mr. Greenwood stated that staff has proofread the draft document to search for grammatical errors but major changes would be discussed with the Board at the next meeting. Mr. Greenwood explained that the goal of the amended Land Development Regulations is to create a document that gives specific instructions for new subdivision developments. Mr. Greenwood asked the Board to consider the following items when reviewing the draft document:

1. Plat approval process – a pre-application meeting must occur to discuss requirements.
2. Inter-governmental relations – the plans for new subdivisions must be distributed to the appropriate departments and agencies.
3. Private roads – the City currently does not plat private roads.
4. Minimum requirements for development – the City currently uses the street design standards of Lexington County.

5. Sidewalks, curbs, and gutters – the City currently requires only sidewalks in new subdivisions.
6. Guidelines for Green space – specific guidelines are outlined in the draft regulations.
7. Traffic Impact Studies – currently not required by the City.

Mr. Greenwood explained that a representative from the COG would be available at the next meeting to discuss the draft document and to answer questions. He stated that any changes made by the Board would be discussed at that time.

IV. OTHER BUSINESS

Mr. Fuson stated that Mr. Butch Kelly has been absent unexcused for three meetings and he would like for staff to compose a letter requesting that Mr. Kelly tender a letter of resignation to the Board. Mr. Fuson indicated that he would like the letter to state that the Board will forward a recommendation to Council to remove Mr. Kelly from the Board if the letter of resignation is not received within a specific time frame.

V. ADJOURNMENT

Mr. Powell made a motion adjourn. Mr. Raley seconded the motion which was unanimously approved.