AGENDA
PLANNING COMMISSION
MONDAY, JANUARY 26, 2026
CAYCE CITY HALL – 1800 12TH STREET
6:30 PM

I. CALL TO ORDER

II. STATEMENT OF NOTIFICATION

III. APPROVAL OF MINUTES

December 15, 2025 – Planning Commission Meeting

IV. ANNUAL ORGANIZATIONAL ACTIONS FOR 2026

1) Nomination and Election of Chair and Vice Chair
2) Appointment of Staff Member Monique Ocean as Secretary
3) Approval of 2026 Meeting Schedule
4) Discussion and possible action on Planning Commission By-Laws

V. NEW BUSINESS

Comments from Staff and/or Planning Commission

VI. ADJOURNMENT

A quorum of City Council may be present; however, no discussion or action by the Council will occur.

DRAFT MINUTES
PLANNING COMMISSION
MONDAY, JANUARY 26, 2026
CAYCE CITY HALL – 1800 12TH STREET
6:30 PM

I.CALL TO ORDER

The meeting was called to order by Chair Richard Boiteau. Commission members present were Nancy Stone-Collum, Danny Creamer, Patty Foy, Robert Power, Michael Mahoney, and Michael Wuest. Staff present were Luke Goldbold and Monique Ocean.

II.STATEMENT OF NOTIFICATION

Ms. Ocean confirmed that the media and public had been made aware of the meeting and the public hearings.

III.APPROVAL OF MINUTES

Nancy Stone-Collum moved to approve the minutes from the December 15, 2025, Planning Commission meeting, with two corrections: 1) Show Patty Foy as absent from the meeting, and 2) Remove the last sentence referring to a quorum of Council as it is not relevant. Michael Mahoney seconded the motion, and it passed unanimously.

IV.PUBLIC HEARINGS

Map Amendment MA005-25

A request was submitted by the owners, Corbin and Haley Newton, for the rezoning of the subject property from C-1 (Central Commercial) to RS-3 (Single-Family Residential). The subject parcel is located at 1109 F Avenue and is further identified as Tax Map Number 004634-07-004.

A. Staff Evaluation

Ms. Ocean explained that the public hearing concerns the property at 1109 F Avenue, which is currently zoned C-1. Ms. Ocean stated that C-1 permits office and institutional uses, but not residential use, making the existing home a nonconformity. Ms. Ocean explained that the owner seeks rezoning to RS-3 to align with its residential use. She stated the property is surrounded by a mix of RS-3 and C-1 zoning. She mentioned that the property is designated RC on the Future Land Use Map and the proposed RS-3 zoning aligns with the Comprehensive Plan. Ms. Ocean stated that staff recommends approval of the rezoning request.

B. Comments from the Applicant

Mr. Corbin Newton appeared before the Commission as the applicant. Mr. Newton stated that he and his wife recently purchased the home at 1109 F Avenue. Mr. Newton explained that he was requesting RS-3 zoning to reflect its residential use and to allow for the potential future subdivision of his parcel. He stated that he believed the home was zoned commercial because it was once part of a church parsonage. He clarified that no business will be conducted on the property, and residential zoning is more appropriate for the area.

C. Comments from the Public
There was no one to speak for or against the request. Commission members discussed similar situations in the city where residential properties remain zoned commercial. Staff explained that the city typically only rezones properties upon request, but broader zoning corrections may be addressed during future updates to the zoning map and Unified Development Ordinance (UDO). It was also noted that some commercial districts, such as C-1, could potentially be amended to allow residential uses in appropriate areas.

The Planning Commission Chair added that once the city's consulting group completes its review, staff and the commission may identify and correct zoning inconsistencies citywide, provided the changes are compatible with surrounding uses.

D. Adjourn Public Hearing
With no further discussion, the public hearing was adjourned.

E. Motion
Nancy Stone-Collum made a motion to recommend approval of the RS-3 zoning designation. Danny Creamer seconded the motion. All were in favor.

Map Amendment MA006-25
A request was submitted by the owner, Christian Hernandez, for the rezoning of the subject property from M-1 (Light Industrial) to RG-2 (General Residential). Ms. Ocean stated The subject parcel is situated in the vicinity of 1401 Dunbar Road, at the intersection of Dunbar Road and Millen Street, and is further identified as Tax Map Number 005766-03-008.
A. Staff Evaluation
Ms. Ocean explained that the subject property is currently zoned M-1, which allows industrial uses such as wholesaling, warehousing, and light manufacturing. She stated the owner is requesting to rezone to RG-2 to build a single-family home. Ms. Ocean explained that the surrounding area includes parcels zoned M-1, RG-2, and C-1. She stated that although the Future Land Use Map designates the property as CBI (Commercial/Business/Industrial), the site is near the Residential Density Flex area, where RG-2 zoning is compatible. Ms. Ocean explained that while the requested zoning is not fully consistent with the Comprehensive Plan, staff believes the proximity to the Residential Density Flex area makes the transition to RG-2 acceptable. Ms. Ocean stated that Staff recommends approval of the rezoning request.

C. Comments from the Applicant
Mr. Christian Hernandez, the applicant, explained that he would like to build a single-family home on the subject parcel. Mr. Hernandez stated that when he purchased the property, he assumed it was zoned for commercial or industrial use. He said that since then, the surrounding area has transitioned to residential development. He stated he now plans to build a home valued between $500,000 and $700,000 on the vacant corner lot. Mr. Hernandez stated he believes that the requested rezoning is more compatible with the neighborhood.

D. Comments from the Public
There was no one to speak for or against the request. Commission members discussed the requested RG-2 zoning. Staff explained that RG-2 (General Residential) allows a mix of housing types, including single-family homes, duplexes, triplexes, quads, and multifamily. Staff clarified

that Single-Family (RS) zoning is not available at this location because the property is not contiguous to RS-zoned land and does not meet the requirement for a standalone RS district.

The Planning Commission Chair noted that the requested RG-2 zoning would not conflict with surrounding properties. Commissioner members expressed concern about allowing more intense housing types like duplexes and other members acknowledged that similar development already exists in the area. The applicant clarified that he does not intend to build duplexes or multifamily units and plans to construct only one home for his personal use.

E. Adjourn Public Hearing
With no further discussion, the public hearing was adjourned.

F. Motion
Nancy Stone-Collum made a motion to recommend approval of the rezoning request. The motion passed unanimously. The applicant was informed that the request will proceed to City Council for final consideration.

V. NEW BUSINESS
1. Economic Development Website:
Luke Godbold presented the city's new economic development website, which includes zoning tools, land use information, and details on local amenities. He emphasized that the website aims to attract responsible business development to Cayce and provided handouts for the Commission to share with others.

2. UDO Rewrite Update:
Mr. Godbold also provided an update on the ongoing rewrite of the Unified Development Ordinance (UDO), with a draft expected by January 26 for review. The Commission inquired about potential developments, including the Shell gas station property, but Mr. Godbold stated that there are no new plans available yet for the property.

VI. ADJOURNMENT
A motion was made and seconded to adjourn the meeting. The motion passed unanimously, and the meeting was adjourned.

**These minutes are provided for review purposes and are not final. They are subject to corrections and approval by the Planning Commission at the next meeting. Please note that any errors or omissions identified during the approval process will be corrected before finalization.*

2026 Planning Commission Meeting Dates

The City of Cayce Planning Commission meets on the 3rd Monday of the month, **as needed**. *Meetings begin at 6:00 or after the Board of Zoning Appeals meeting. Dates and/or times may change due to conflicts in schedules. In January and February, the monthly meeting will be held on the 4th Monday of the month.

MEETING DATES

February 23, 2026

March 16, 2026

April 20, 2026

May 18, 2026

June 15, 2026

July 20, 2026

August 17, 2026

September 21, 2026

October 19, 2026

November 16, 2026

December 21, 2026

January 25, 2027

Meetings are held in Council Chambers located at 1800 12th Street, Cayce, SC unless otherwise noted. All meetings are open to the public.

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City of Cayce
PLANNING COMMISSION
BYLAWS

ARTICLE I
ORGANIZATION

SECTION 1 – RULES

The rules of procedure are adopted pursuant to S.C. Code 6-29-360 for the City of Cayce Planning Commission, which consists of seven (7) members appointed by City Council.

SECTION 2 – OFFICERS

The Officers of the Commission shall be the Chairman and Vice-Chairman elected for one-year terms at the January meeting. The Planning Administrator for the City of Cayce or his/her designee is appointed as Secretary of the Commission.

SECTION 3 – CHAIRMAN

The Chairman shall be a voting member of the Commission and shall:

- Call meetings of the Commission
- Preside at meetings and hearings
- Act as spokesperson for the Commission
- Sign documents for the Commission
- Transmit reports and recommendations to Council
- Perform other duties approved by the Commission

SECTION 4– VICE-CHAIRMAN

The Vice-Chairman shall exercise the duties of Chairman in the absence or disability, or disqualification of the Chairman. In the absence of both the Chairman and the Vice-Chairman, the members present shall elect an acting Chairman.

SECTION 5 – SECRETARY

- Provide notice of meetings
- Assist the Chairman in the preparation of the agenda
- Keep minutes of the meetings and hearings
- Maintain Commission records as public records
- Attend to Board correspondence

- Perform other duties normally carried out by a secretary.

SECTION 6 – CONTINUING EDUCATION

All members shall maintain compliance with educational requirements under SC Code §6-29-1340.

ARTICLE II
MEETINGS

SECTION 1 – TIME AND PLACE

The regular meetings of the Planning Commission shall be held generally on the third Monday of each month at 6:00 p.m. or immediately following the Board of Zoning Appeals at the City of Cayce meeting room. A schedule of the regular meetings shall be published and posted at City Hall in January of each year. Special Meetings may be called by the Chairman upon 24-hours notice, posted and delivered to all members and local news media. Meetings shall be held at the place stated on the notice, and shall be open to the public.

SECTION 2 – AGENDA

A written agenda shall be furnished by the Secretary to each member of the Commission and the news media, and shall be posted at least five (5) days prior to each regular meeting, and at least twenty-four (24) hours prior to a special meeting. Items may be removed from the agenda or postponed at a meeting by majority vote.

SECTION 3 - QUORUM

A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

SECTION 4 – RULES OF ORDER

Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

SECTION 5 – VOTING

A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the chairman in writing, have it placed in the minutes, and refrain from deliberating or voting in the question.

SECTION 6 – CONDUCT

Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.

ARTICLE III
PUBLIC HEARING

SECTION I – NOTICE

The secretary shall give the notice required by statue or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall give written notice to the secretary prior to commencement of the hearing.

SECTION II – PROCEDURE

In matters brought before the Commission for public hearing which were initiated by the applicant, staff shall be heard first, followed by the applicant or an appointed representative, and members of the public next. The applicant shall have the right to reply last. No person may speak for more than five (5) minutes without consent of the Commission. No person speaking at the public hearing shall be subject to cross-examination. All questions shall be posed by members of the Commission. In matters not initiated by the applicant, members, of the public shall speak in order in which requests were received, or in such order as the Commission shall determine.

ARTICLE IV
RECORDS

SECTION 1 – MINUTES

The secretary shall record all meetings and hearings of the Commission. A copy of the recording shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public records.

SECTION 2 – REPORTS

The Secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence, reports and forms shall be maintained as public record.

SECTION 3 – ATTENDANCE

The minutes shall show the members in attendance at each meeting. ~~I~~In the event that any appointee to a committee misses one third of all meetings of the committee to which the member has been appointed, within a 12-month period of service, the member shall be subject to removal for cause by the council. The chairman of the committee shall notify the mayor, in writing, when any member is absent a third of all meetings within a 12-month period of service pursuant to Cayce Ordinance Number 2020-34.

ARTICLE V
REVIEW PROCEDURE

SECTION 1 – ZONING AMENDMENTS

Proposed zoning text and district amendments shall be considered and recommendations shall be forwarded to the governing body within thirty (30) days after receipt of the proposed amendments, unless the governing body gives additional time. When so authorized, the Planning Commission shall conduct any required public hearing prior to making a recommendation.

SECTION 2 - PLATS

Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may approve for recording plats of existing lots of record, minor subdivisions of land, which meet all zoning requirements, and subdivision, which are exempt from regulation pursuant to S.C. Code 6-29-1110 (2). The Commission shall be informed in writing of all staff approvals at the next regular meeting, and a public record of such actions shall be maintained.

SECTION 3 – COMPREHENSIVE PLAN

All zoning and land development regulation amendments shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission meeting the requirements of S.C. Code 6-29-510 (E).

SECTION 4 - RECONSIDERATION

The Planning Commission shall not reconsider an application for change or relief if such application requests a change to the same lot, parcel or portion thereof, or a change to the same text of the Ordinance for a period of one year from the date of that body's action on the prior request, unless the body finds that there has been a substantial change in the character of the area or that significant factors or conditions exist which were not considered in previous deliberations by the body pursuant to Cayce Ordinance Number 20-01.

ARTICLE VI
FINANCES

SECTION 1 - BUDGET

The Commission shall submit written recommendations to the governing body for funding in the annual budget. The recommendations shall include an explanation and justification for proposed expenditures.

SECTION 2 - EXPENDITURE

Budgeted funds shall be expended only for approved purposes in accordance with financial policies and procedures set by the governing body, including procurement rules. Upon adoption of a budget by the governing body, the Commission may adopt an authorization for specified expenditures by designated staff members within the limits provided. Reimbursement for the actual expenses incurred in the performance of official duties approved in advance by the Commission and staff upon submission of vouchers supported receipts.

SECTION 3 - PERSONNEL

The Commission shall employ such staff and consultants as may be authorized and funded by budget or make recommendations for staff members to be employed by the City of Cayce. Consultants shall be engaged by majority vote of the Commission after review of proposals invited by public notice and mail, and personal interviews with applicants by the Commission, or a committee of the Commission members and staff.

ARTICLE VII
ADOPTION AND AMENDMENT

SECTION 1 – ADOPTION

These rules were adopted by vote of a majority of the members of the board at a regular public meeting on **February 26, 2024**.

SECTION 2 – AMENDMENT

These Bylaws may be amended at any regular meeting of the Planning Commission. Amendments of these Bylaws must be placed on the agenda of a regular meeting, and any proposed amendments to the Bylaws shall be sent to each member in writing. Members of the Planning Commission must be given at least seven days' notice of any meeting when Bylaw amendments are to be considered. Approved amendments must be reviewed and deemed approvable by City Council.

Chair	Vice Chair
Secretary	3-18-24 Date