



**AGENDA
BOARD OF ZONING APPEALS
MONDAY, JANUARY 26, 2026
CAYCE CITY HALL – 1800 12TH STREET
6:00 PM**

I. CALL TO ORDER

II. STATEMENT OF NOTIFICATION

III. APPROVAL OF MINUTES

December 15, 2025 – Board of Zoning Appeals 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 Board of Zoning Appeals By-Laws

V. NEW BUSINESS

Comments from Staff and/or Board of Zoning Appeals

VI. ADJOURNMENT

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



DRAFT MINUTES
BOARD OF ZONING APPEALS
MONDAY, DECEMBER 15, 2025
CAYCE CITY HALL – 1800 12TH STREET
6:00 PM

I. CALL TO ORDER

The meeting was called to order by Chair Jason Simpson. Board of Zoning Appeals members present were Cindy Pedersen, Phillip Corley, Dr. Shirley McClerklin-Motley, and Chip Salak. Staff present were Monique Ocean and Luke Goldbold.

II. APPROVAL OF MINUTES – OCTOBER 20, 2025

Cindy Pedersen made a motion to approve the minutes from the October 20, 2025, meeting. Dr. Shirley McClerklin-Motley seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Monique Ocean confirmed that the media and public had been notified of the meeting and public hearing.

IV. PUBLIC HEARING

Variance Request 002-25

The applicant, Texas Republic Signs, requested a 75-foot variance from the off-premise sign height limit in Article 8, Table B of the Zoning Ordinance to allow construction of one off-premise sign with a total height of 150 feet in the M-1 (Light Industrial) zoning district. Approval of this variance would permit a sign height greater than otherwise allowed in the M-1 district. The property is located at 3053 Charleston Highway, further identified as Tax Map Number 006897-02-008(p).

A. Staff Evaluation

Monique Ocean explained that the applicant was requesting a variance to construct a 150-foot billboard at 3053 Charleston Highway, exceeding the 75-foot height limit for off-premise signs in the M-1 zoning district. She stated the sign would be located near the I-77 exit ramps. Ms. Ocean stated that while the sign meets other requirements, staff does not support the variance. She noted that existing signage in the area is adequate for other businesses in the same area and that visibility issues caused by trees are common along Charleston Highway. She emphasized that the 75-foot height limit is sufficient for effective advertising and that the property does not present a practical hardship. Ms. Ocean stated that staff recommends denial of the variance request and noted that the final decision rests with the Board of Zoning Appeals.

B. Comments from the Applicant

Samantha Jones with RaceTrac and James Shaw with Texas Republic Signs appeared before the Board to explain the variance request. Ms. Jones stated they were in search of the variance, citing the site's unique location near Highways 321, 77, and 26. She explained that the proposed sign is intended to help drivers make safe decisions prior to exiting. She noted the sign would be approximately 4,000 feet from the I-77 exit, 1,700 feet from I-26 west, and 3,500 feet from I-26

east. She said given the volume of large trucks and professional drivers served by RaceTrac, a 150-foot sign would provide necessary sight distance for safety. She also noted the sign would result in a setback of 50 feet at that height.

C. Comments from the Public

There were no public comments for or against the request.

D. Adjournment of Public Hearing

With no public comments, Chair Jason Simpson stated that the Board would review the required criteria to determine whether they had been met and, based on that evaluation, decide whether to approve or deny the variance request. He explained that there are five required criteria and noted that the fifth criterion did not appear to be an issue, as signage is a permitted use. He also stated that he did not see any detriment to adjacent properties, which is another criterion. Mr. Simpson stated the remaining criteria were the primary matters for discussion. After deliberation, the Board concluded that not all criteria could be met. The Chair then called for a motion.

E. Motion

Chip Salak moved to deny the variance request, stating that denial of the 150-foot sign would not prohibit use of the property. He noted that existing businesses in the area have been successful and that, with modern technology and SCDOT signage, gas stations are not difficult to locate. Dr. Shirley McClerklin-Motley seconded the motion. The motion carried unanimously.

V. NEW BUSINESS

A. Staff Comments

Luke Goldbold informed the Board that the City of Cayce has launched a new economic development website and distributed handouts with the website information.

He explained that the site includes available commercial properties, zoning and land use information, available incentives, and a one-stop resource for dining, shopping, lodging, attractions, parks and trails, and schools. He encouraged members to share the information to help promote the community.

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 Board of Zoning Appeals at the next meeting. Please note that any errors or omissions identified during the approval process will be corrected before finalization.



2026 Board of Zoning Appeals Meeting Dates

The City of Cayce Board of Zoning Appeals meets on the 3rd Monday of the month, **as needed**. Meetings begin at 6:00 pm. 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 DATE
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.

**City of Cayce
Board of Zoning Appeals
BYLAWS**

**ARTICLE I
ORGANIZATION**

SECTION 1 – RULES

These rules of procedure are adopted pursuant to S.C. Code 6-29-790 for the City of Cayce Board of Zoning Appeals, which consists of 5 members as provided in the City of Cayce Zoning Ordinance.

SECTION 2 – OFFICERS

The officers of the Board shall be a chairman and a vice-chairman elected for one-year terms in the month of March. The chairman may serve a maximum of two successive terms or until his successor is elected. The Board shall appoint a member of the Staff of the City of Cayce as secretary of the Board.

SECTION 3 – CHAIRMAN

The chairman shall be a voting member of the Board and shall:

- a. Call meetings of the Board
- b. Preside at the meetings and hearings; and swear in witness
- c. Act as spokesperson for the Board
- d. Sign documents for the Board
- e. Have orders of the Board served on parties
- f. Perform other duties approved by the Board.

SECTION 4– VICE-CHAIRMAN

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

SECTION 5 – SECRETARY

The secretary shall:

- a. Provide and publish notice of appeals and meetings
- b. Assist the chairman in the preparation of the agenda
- c. See the property involved in appeals for variances or special exceptions is properly posted
- d. Keep recordings and minutes of meetings and hearings
- e. Maintain Board records as public records

- f. Serve Board decisions on parties
- g. Attend to Board Correspondence
- h. Perform other duties normally carried out by a secretary.

ARTICLE II MEETINGS

SECTION 1 – TIME AND PLACE

An annual schedule of regular meetings shall be adopted, published and posted at Cayce City Hall in December of each year. The regular Board meeting date shall be the 3rd Monday of each month. 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 in the notices, and shall be open to the public.

SECTION 2 – AGENDA

A written agenda shall be furnished by the secretary to each member of the Board 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 Board 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 meeting except as otherwise provided by these Rules of Procedure.

ARTICLE III APPEALS PROCEDURE

SECTION I – FORM OF APPEAL

Appeals from administrative decisions, applications for variances, and applications for special exceptions shall be filed on forms approved by the Board and provided to applicants by the secretary. The Board may require additional information deemed necessary. The failure to submit adequate information may

be grounds for dismissal. An application filed by an agent shall be accompanied by written designation of the agent signed by the applicant or party in interest.

SECTION 2 – TIME FOR APPEAL

An appeal from an administrative decision must be filed within thirty (30) days after actual notice of the decision by delivery of the approved appeal form to the secretary of the Board who shall notify the official appealed from.

SECTION 3 – CALENDAR

Appeals and applications shall be marked with the date of receipt and placed on the hearing calendar in the order in which received. Appeals shall be heard in the order on the calendar unless otherwise set by the Board for good cause shown.

SECTION 4 – WITHDRAWAL OF APPEAL

Any appeal or application may be written notice delivered to the secretary prior to action by the board. An appeal from an administrative decision, which is withdrawn, may not be refiled after the fifteen (15) day time for appeal has expired. Withdrawn applications for variances and special exceptions may be refiled after six (6) months and shall be placed on the calendar according to the date refiled.

SECTION 5 – CONTINUANCES

The Board for good cause shown may continue the hearing of an appeal or application one time.

SECTION 6 – NOTICE

Public notice of a hearing of the Board shall be published in a local newspaper and posted on or adjacent to the property affected at least fifteen (15) days prior to the hearing. The notice shall contain a description of each matter to be heard and identify the applicant and property affected.

ARTICLE IV HEARING PROCEDURE

SECTION 1 – APPEARANCES

The applicant or any party in interest may appear in person or by agent or attorney. The Board may postpone or proceed to dispose of a matter on the records before it in the absence of an appearance on behalf of an applicant.

SECTION 2 - WITNESS

Parties in interest may present testimony under oath. Witnesses may be compelled to attend by subpoena requested at least ten (10) days prior to a hearing and signed by the chairman. The Board may call its own witnesses when deemed appropriate.

SECTION 3 – CROSS-EXAMINATION

No party shall have the right to cross-examine witnesses; however, the opportunity to examine opposing witnesses may be freely extended when conducted in an orderly manner. Intimidation of witnesses will not be allowed.

SECTION 4 – EVIDENCE

Relevant documents, photographs, maps, plans, drawings, etc., will be received in the record without authentication in the form of legible copies. Relevant testimony, which is not cumulative, or hearsay will be received. The chairman will rule on all evidentiary matters. Evidence may be placed in the record with an objection noted.

SECTION 5 – CONDUCT OF HEARING

The normal order of hearing, subject to modification by the chairman, shall be:

- a. Statement of matter to be heard (chairman or secretary)
- b. Presentation by applicant (5 minute limit)
- c. Presentation by official appealed (5 minute limit)
- d. Presentation by opponents (5 minute limit)
- e. Rebuttal by applicant (3 minute limit)
- f. Unsworn public comment when appropriate
- g. The Board may question participants at any point in the hearing
- h. Matters in which additional time is granted may be moved to the end of the agenda.

SECTION 6 – DISPOSITION

The Board may deliberate and make a final disposition of a matter by majority vote of members present at the hearing and qualified to vote; provided that not less than a quorum are qualified to vote. The vote may be taken at the same time or a subsequent meeting. A member may not vote on a matter which the member has not heard. Deliberations shall be conducted and voting shall be public.

SECTION 7 – FORM OF ORDER

An order shall be issued disposing of a matter by granting or denying relief with such conditions may be deemed necessary; or affirming, modifying, or reversing an administrative decision. A matter may be dismissed for lack of jurisdiction or prosecution. Findings of fact and conclusions of law shall be separately stated in an order.

SECTION 8 – SERVICE OF ORDER

The secretary shall deliver a copy of an order to each party in interest by certified mail immediately upon execution of the order by the chairman.

ARTICLE V RECORDS

SECTION 1 – MINUTES

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

SECTION 2 – ORDERS AND DOCUMENTS

The secretary shall assist in the preparation and service of all orders of the Board in appropriate form. Copies of all notices, correspondence, documentary, evidence, and forms shall be maintained as public records.

SECTION 3 – ATTENDANCE

The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. In the event that any appointee to a committee misses one third of all meeting 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.

ARTICLE VI ADOPTION AND AMENDMENT

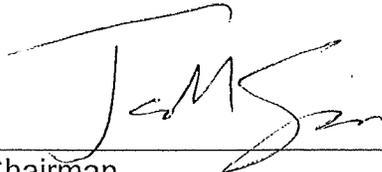
SECTION 1 - ADOPTION

These Bylaws were adopted by a vote of the majority of the members of the Board of Zoning Appeals at the regular public meeting of March 18, 1996. These Bylaws were reviewed and deemed approvable by City Council. These by laws were amended at the regular public meeting of 8-15-22 and deemed approvable by City Council on _____.

SECTION 2 – AMENDMENT

These rules may be amended at any regular meeting of the Board by majority vote of the members of the Board at least seven (7) days after the written amendment is delivered to all members.

Date Adopted August 15, 2022



Chairman

Vice-Chairman