

CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Regular Council Meeting
Tuesday, October 6, 2015
6:00 p.m. – Council Chambers - 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Oath of Office Administered by Judge Keabii Henderson
Office of Council Member District 4
- C. Approval of Minutes
September 1, 2015 Regular Meeting
September 16, 2015 Public Hearing and Special Meeting

II. Public Comment regarding Items on the Agenda

III. Presentation

- A. Presentation by Mr. Tom Walling re City Services

IV. Ordinances

- A. Discussion and Approval of Ordinance 2015-09 Amending Section 6.6
Table 2 ("Schedule of Uses and Off-Street Parking Requirements for
Commercial, Industrial & Development Districts ") of the Zoning Ordinance of the
City of Cayce – Second Reading
- B. Discussion and Approval of Ordinance 2015-10 Adopting Five Year Update to
the City of Cayce Comprehensive Plan – Second Reading
- C. Discussion and Approval of Ordinance 2015-11 Annexing Property Located
at Bluff Road (Tax Map Number R13602-01-03(P) into the City Limits Under the
Provisions of South Carolina Code Section 5-3-150(3) – First Reading

V. Other

- A. Discussion and Approval of Rescheduling November Council Meeting Date

VI. City Manager's Report

VII. Committee Matters

- A. Approval to enter the following approved Committee Minutes into the City's Official Record

- Beautification Board – August 11, 2015
 - Events Committee – August 13, 2015
 - Planning Commission – August 17, 2015

- B. Appointment of Newly Elected Council Member to City Foundation

VIII. Council Comments

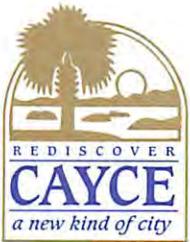
IX. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Receipt of legal advice regarding possible Utility debt refinancing
- C. Receipt of legal advice regarding City TIF District
- D. Discussion of negotiations incident to proposed contractual arrangements for the 12,000 Year History Park

X. Possible Actions by Council in follow up to Executive Session

XI. Adjourn

SPECIAL NOTE: Upon request, the City of Cayce will provide this document in whatever form necessary for the physically challenged or impaired.



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

ELECTED OFFICIALS OATH OF OFFICE

SC CONSTITUTION

I do solemnly swear that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected, and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitution of this State and of the United States. So help me God.

SC CODE OF LAWS

As Councilman of the municipality of Cayce, I will equally, fairly, and impartially, to the best of my ability and skill, exercise the trust reposed in me, and I will use my best endeavors to preserve the peace and carry into effect according to law the purposes for which I have been elected. So help me God.

Signature

Date

Oath Administered By: _____



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

CITY OF CAYCE Regular Council Meeting September 1, 2015

The September Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Director of Utilities Blake Bridwell, and Chief Charles McNair were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order. Council Member James invited his Pastor, Dr. Eddie Coakley of Trinity Baptist Church, to give the invocation. Mayor Partin introduced Mr. Dolph Varner to lead the assembly in the Pledge of Allegiance. Mr. Varner graduated from Brookland-Cayce High School in 1963 before heading to the Citadel where he graduated in 1967. Afterwards he joined the United States Army where he served in Vietnam from 1969-70 as a Calvary Officer in the Phoenix Program. Mr. Varner resides in Cayce with his wife. They have one son who is a Major in the Army Reserves and a Veteran of Afghanistan. Additionally, Mr. Varner's father-in-law served in the military during World War II and Korea. Mr. Varner retired from the auto parts industry in 2012.

Approval of Minutes

Council Member Corley made a motion to approve the August 4, 2015 Regular Council Meeting minutes and the August 19, 2015 Special Council Meeting minutes as written. Council Member James seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Ms. Corder advised that no one had signed up for Public Comment.

Ordinances and Resolutions

- A. Approval and Presentation of Resolution recognizing Council Member Tim James

Council Member Almond made a motion to approve the Resolution. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Mayor Partin asked Council Member James to join her at the podium where she read the Resolution. It stated that Mr. Timothy M. "Tim" James graduated from Brookland-Cayce High School, earned a Bachelor's Degree in Criminal Justice and is a graduate of the Federal Bureau of Investigation National Academy, the FBI-Carolina Command College, the JFK School of Government at Harvard University and the Municipal Association of South Carolina's Municipal Elected Official Institute of Government. As a young boy he was a Cayce Explorer with Cayce Public Safety and in 1983 he began his career in law enforcement as a dispatcher and jailer with the Cayce Department of Public Safety. He rose through the ranks to serve as Chief of Police for the City of Cayce and Director of the Cayce Department of Public Safety, managing law enforcement and fire suppression services for the City and establishing a reputation as an innovative law enforcement administrator.

Mayor Partin stated that Council Member James was deeply dedicated to his community as a lifelong resident of Cayce and was elected to serve on Cayce City Council in 2010. His daughters, Taylor and Megan, are now being reared in his hometown and attend the same schools that their father did. He is an active member of Trinity Baptist Church and has served the congregation in several leadership capacities, including Chairman of Deacons.

Mayor Partin stated that she and Council join together in expressing their heartfelt appreciation and gratitude to Tim James for his many years of service, leadership and friendship to the City of Cayce, its Council, staff and its citizens. They also extend their best wishes to him and wish him well in his future endeavors as he becomes Vice President and Director of Public Safety for Ocean Reef Community Association in Florida.

Council Member James thanked everyone in attendance and stated that he always had wonderful mentors to support him. He asked everyone to pay it forward since often people achieve success in their lives through the help of others. Mayor Partin stated that she had learned a lot from Council Member James and stated it had been an honor working with him.

B. Discussion and Approval of Ordinance 2015-07 Amending the City's Regulations for Council Expense Reimbursement – Second Reading

Council Member James made a motion to approve the Ordinance with the additional changes that were made since the First Reading. Council Member Almond seconded the motion. Mayor Partin explained that one line was deleted from the section regarding out of state travel since it was redundant. The line stating that only

one Council Member could travel out of state at a time was deleted. The section stating that a list of Council's travel reimbursements be audited was deleted since those expenses are already part of the annual budget.

Council Member James stated that the Ordinance was amended because it created extra work for staff since all the items required in the Ordinance are already done for the annual budget. Mayor Partin called the question and it was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2015-08 Amending Section 103.5 "Fees" of the International Property Maintenance Code to Set a Fee Schedule Relating To the Removal of Unsafe Structures – First Reading

Council Member James made a motion to approve the Ordinance on First Reading. Council Member Corley seconded the motion. Ms. Vance stated that City Council recently adopted staff's recommendation for policy guidelines related to the removal of dilapidated and unsafe structures throughout the City. She explained that in an effort to ensure that all associated costs can be charged against the property and can be ultimately recovered by the City, a fee structure needs to be inserted into the International Property Maintenance Code. Staff believes the suggested fees will cover the immediate costs of demolition and any ancillary costs related to the administration of the program. Ms. Vance explained that additional fees can be added at a later date if they become necessary. She stated that in accordance with State Law, the establishment of new fees requires a Public Hearing. The Public Hearing for these fees is scheduled before the Second Reading at the September 16, 2015 Special Council Meeting. Mayor Partin called the question and it was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2015-09 Amending Section 6.6 Table 2 ("Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts") of the Zoning Ordinance of the City of Cayce – First Reading

Ms. Vance stated that over the past four years staff has been systematically working to ensure that excessive asphalt parking areas were not included in new developments. She explained that with the pending development of a new hotel and the potential for several others, staff conducted a review of the current Zoning Ordinance and discovered that the current parking requirements for hotels and motels is well outside of the industry standard. Prospective developments of this nature would have some onerous land use requirements placed on them with the current requirements.

Planning staff conducted a survey of other South Carolina cities to discover their parking requirements. The results showed that Cayce is placing an undue burden on hotels and motels with the parking requirement of 1.5 spaces per rental unit.

Council Member Jenkins made a motion to approve the Planning Commission's recommendation and the Ordinance on First Reading. Council Member James seconded the motion which was unanimously approved by roll call vote.

E. Discussion and Approval of Ordinance 2015-10 Adopting Five Year Update to the City of Cayce Comprehensive Plan – First Reading

Ms. Vance explained that the existing Comprehensive Plan was adopted on May 6, 2010 and is the long-range planning document that has helped guide the City over the last five years. In an effort to maintain its relevance and in keeping with State law, as contained in the South Carolina Local Government Comprehensive Planning Enabling Act of 1994 (S.C. Code section 6-29-310 et seq.), Staff conducted a Comprehensive Plan Five Year Update throughout 2015. Staff has used current information to make updates where needed. The Planning Commission met on August 17, 2015, to hear Public Comment about the suggested changes. No members of the public were present at the meeting. The Planning Commission voted unanimously to recommend the updates. Ms. Vance explained that there were not any substantive changes made but the census information was updated.

Council Member Corley made a motion to approve the Planning Commission's recommendations. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

F. Consideration and Approval of Resolution Approving Financing Terms for Utility Department Vehicle Lease Purchases

Ms. Vance explained that a Resolution is required whenever the City does a lease purchase. She stated that BB&T was the low bidder for the lease purchase. She explained that this lease purchase is for the Utility Department's equipment that was approved in the FY2015/2016 budget. Council Member James made a motion to approve the Resolution approving the financing terms. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval of Hospitality Tax Fund Request Application Amendment – Native American Cherokee River Fest

Ms. Vance explained that the Circle of Native Americans are requesting to be allowed to amend their Hospitality Tax Funds application to move funding from the TV/Billboard advertisement line item to pay for the City's Fire Marshal. It is a requirement to have the Fire Marshal on site during an entire event when a gas fuel powered generator is in use. The funds will be reduced from the previously awarded \$16,177 to \$15,540.31. The festival will still have a TV Ad but not a billboard according to the amended budget page.

Council Member Almond stated that Hospitality Tax Funds are to be used to promote tourism in the City. The billboard was intended to market the festival and help attract more people to the event therefore not getting the billboard goes against what the funds are supposed to be used for. She stated that it also concerned her that this festival was funded entirely with Hospitality Tax and Accommodations Tax funds whereas most other festivals have other sources of income. The request was denied.

City Manager's Report

Ms. Vance stated that the Highway 321 waterline project is progressing quickly. The line is being replaced and will have new valves. She stated that the Town of Lexington is taking their Coventry Woods Waterwater Plant off line soon and the City will begin receiving all of the Town's flow. In the near future staff will advertise that the 2016 Hospitality Tax Fund applications will be due mid-November. Staff requests can be done at any time but outside events will be done once a year.

Ms. Vance stated that currently there have been three applicants for the Façade Grant Program. She asked the assembly to let any business on State Street or Knox Abbott Drive know about the enhancement program since there is still funding available. The newspaper articles regarding the City's Demolition Program have led to three property owners contacting City Hall regarding their willingness to assist the city with the demolition process with their property. She stated staff will be reviewing the plans for Guignard Park soon and bidding out the project. Staff has applied for an Energy Grant for LED lights for the parking lot at City Hall. Ms. Vance stated that the contractors have started on the overlook at the park in Riverland Park and the large rock donated from Martin Marietta is now on the property. The name of the Park will be engraved on the rock.

Ms. Vance stated that staff has been working with the Army Corp of Engineers on the Riverwalk Phase 2 repairs and there may be possible funding available through the Corp for bank stabilization. She stated the City also may not be required to get a permit to do the work above the riverbank which is good news since it can take up to nine months to get a permit through the Army Corp of Engineers. The City's partnership with Lexington County for Animal Services is going well and there have not been any problems or complaints from citizens.

Committee Matters

A. Approval to Enter the Following Approved Committee Minutes into the City's Official Record

Council Member Corley made a motion to approve entering the following Committee minutes into the City's official record:

Beautification Board – July 14, 2015
Cayce Housing Authority – April 14, 2015
Cayce Housing Authority – June 16, 2015
Events Committee – June 11, 2015
Events Committee – July 16, 2015
Planning Commission – May 18, 2015
Planning Commission – July 20, 2015

Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Council Member Almond requested that Council receive the City's Committee's draft minutes once they are completed since occasionally Council does not see the approved minutes for months. She stated the draft minutes would help Council stay current with the Committees.

B. Appointments and Reappointments

Mayor Partin stated that there is an open position on the Beautification Board and the Beautification Foundation. Ms. Maryann Dowd has submitted a potential member application for both. Council Member James made a motion to appoint Ms. Dowd to the Beautification Board. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Council Member Corley made a motion to appoint Ms. Dowd to the Beautification Foundation. Council Member James seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Corley asked that everyone keep the young lady who was killed in a car accident that morning in their prayers. She was a 21 year old Cayce resident and former Brookland-Cayce High School student who was hit by a drunk driver.

Council Member Almond reiterated how much Council was going to miss Council Member James. Council Member Jenkins stated he and Council Member James have known each other a long time and he hope their friendship continues.

Council Member Jenkins stated that there is a SCE&G light out in Burnette Park and asked staff to contact SCE&G so a work order can be issued for its repair.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of employment of Economic Development Consultant
- C. Discussion of negotiations incident to proposed contractual arrangements with McKay Public Affairs

Council Member Jenkins made a motion to move into Executive Session. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Possible Actions by Council in follow up to Executive Session

Item VIII. B.

Council Member James made a motion for the City to renew the contract with McKay Public Affair Strategies and authorize the City Manager to move forward with signing the contract. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Item VIII. C.

Council Member James made a motion to authorize the City Manager to enter into a contract with The Retail Coach and authorize the City Manager to sign the contract for the services discussed in Executive Session. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Adjourn

There being no further business, Council Member James made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:37 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

CITY OF CAYCE Public Hearing and Special Council Meeting September 16, 2015

A Public Hearing was held at 5:00 p.m. in Council Chambers to obtain public comment on the proposed fee schedule for the International Property Maintenance Code. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk and Garry Huddle, Municipal Treasurer. Mayor Partin asked if members of the press and the public were duly notified of the Public Hearing in accordance with the FOIA. Ms. Corder confirmed they were notified.

Opening Statement

Mayor Partin stated that in accordance with State Law, the establishment of new fees requires a Public Hearing. She explained that City Council recently adopted staff's recommendation for policy guidelines related to the removal of dilapidated and unsafe structures throughout the City. In an effort to ensure that all associated costs can be charged against the property and can be ultimately recovered by the City, a fee structure needs to be inserted into the International Property Maintenance Code. She stated staff believes the suggested fees will cover the immediate costs of demolition and any ancillary costs related to the administration of the program. Additional fees can be added at a later date if they become necessary.

Mayor Partin explained that there are nine houses on the Unsafe Structures List for 2015. The City has received good press coverage regarding this program and the owner of the property listed as number one has contacted the City and is demolishing the property themselves. Ms. Vance stated that staff has heard from two property owners who are willing to demolish their property themselves and two who have said they will not contest the City demolishing their unsafe structure.

Public Testimony

No one from the public in attendance offered any public testimony or comment.

Close Hearing

Mayor Partin closed the public hearing noting that no public comment was received.

Call to Order

The Special Council Meeting immediately followed the Public Hearing at 5:10 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Garry Huddle, Municipal Treasurer and Public Safety Director Charles McNair were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation and Mayor Partin lead the assembly in reciting the Pledge of Allegiance.

Public Comments Regarding Items on the Agenda

Ms. Corder advised that no one had signed up for Public Comment.

Presentation

- A. Presentation by Assistant City Manager Shaun Greenwood re Rental Registration Policy Research

Ms. Vance stated that at the Strategic Planning Session in July Council and staff discussed many quality of life issues that affect the City. The Demolition of Unsafe Structures Program was implemented to improve the quality of life for the City's residents and the Rental Registration Program is another program that will help in this endeavor.

Mr. Greenwood stated that he had conducted extensive research on the Rental Registration Program and looked at various City's around the country that have one. He stated that currently the City does not have a comprehensive list of rental properties. Staff has limited ability to contact out of town property owners which makes it difficult in regards to code enforcement. He explained that most renters are unaware of their rights and unfamiliar with City Ordinances. Currently staff has an extremely limited ability to deal with occupancy issues since it is difficult to prove who does and does not live in the home. He explained that there is limited effectiveness of the enforcement of City Ordinances on renters since the property owner is the one who should make the repairs and improvements to the property.

Mr. Greenwood explained that the City's proximity to a major university and the fact that it is primarily a residential community situated next to a major urban center had made it attractive to renters. Also, the City's aging population and housing stock have created a rent friendly situation. He explained that trends in home ownership have changed over time and traditional neighborhood pressures are no longer valid. He stated that unfortunately the market may take too long to correct on its own so the City needs to come up with a solution.

Mr. Greenwood stated that the City can continue to operate as things are and wait for community development projects to influence the housing market to change. Another option is to increase scrutiny on property maintenance issues city-wide with the understanding that some enforcement issues will persist when dealing with absentee landowners. Staff can create a Rental Registration Program and increase scrutiny on property maintenance issues city-wide or create a program that only requires the registration of rental properties.

Mr. Greenwood explained that the advantages to continuing with the City's current operation is there will not be additional cost incurred by the City. Also, rental property owners would not be upset by a new level of required maintenance and any costs associated with new programs would not be passed on to renters. The disadvantages are there is currently not a comprehensive list of rental properties. Staff will continue to have the inability to effectively deal with absentee landowners and limited ability to deal with occupancy issues. He stated that currently renters are not aware of their rights.

Mr. Greenwood stated that the advantages for increased property maintenance focus city-wide are an increased focus on International Property Maintenance Code issues that will handle many of the complaints the City receives and will help to maintain current property values. Also, rental property owners and renters will not be burdened with administrative requirements of a formal program. He stated that renters can be made aware of their rights under the IPMC. The disadvantages are no comprehensive list of rental properties, continued inability to effectively deal with absentee landowners and limited ability to deal with occupancy issues. He stated there would be additional personnel costs to focus on the IPMC.

Mr. Greenwood reviewed the advantages and disadvantages if Council decides to proceed with the Rental Registration Program and focus on IPMC. The advantages are the City would have a comprehensive list of rental properties. Staff would have an increased ability to effectively deal with absentee landowners and an increased ability to deal with occupancy issues. Renters would be aware of their rights under the IPMC. He explained there would be increased Business License revenue from previously undocumented properties. Mr. Greenwood stated one disadvantage would be the

additional costs incurred by the City. He stated rental property owners would be upset by the new level of required maintenance. Also, the costs associated with complying with new programs would likely be passed on to renters. It might be potentially necessary to displace renters when properties are not brought in to compliance.

Mr. Greenwood stated that if Council decided to proceed with the Rental Registration Program one of the advantages would be a comprehensive list of rental properties, an increased ability to effectively deal with absentee landowners and an increased ability to deal with occupancy issues. Also, the enhanced ability to make educated policy decisions once the scope of the program is fully identified. There would be increased business license revenue from previously undocumented properties. The disadvantages would be an increased administrative burden on staff. He stated rental property owners may be upset by new registration requirements and it potentially might be necessary to take enforcement actions against properties that do not comply.

Mr. Greenwood stated that the key components of a Rental Registration Program are the ability to identify goals and objectives and to identify how a comprehensive list of rental properties would be created and maintained. Council and staff could determine what type of housing and structures will be included and whether any fees will be associated with the program. It would be necessary to determine how intensive the inspection elements of the program would be and to determine the fines and penalties for non-compliance.

Mr. Greenwood stated that the program's goal is to identify rental property ownership with a local contact in case of health, safety or other code violations that might be detrimental to properties, tenants or surrounding neighborhoods. The desired objective is to keep neighborhoods safe, clean and peaceful for everyone.

Mr. Greenwood explained that creating the list would entail collaboration with all City Departments. Staff would need to notify all current residents via letters on roll carts. Requests to the public to assist the City in identifying any rental property in their neighborhood would be made and there would be social media and newsletter notifications. Also, print and news media would be utilized when available. He stated it would need to be decided which types of structures should be included. Single family residences, accessory apartments, multi-family residences, duplexes, triplexes, quadraplexes, and/or apartment complexes. Also, it would need to be decided if only rental properties would be included or all non-owner occupied residential dwellings.

Mr. Greenwood explained that there are many options regarding the Rental Registry Program fees. He stated that the registration fee structures vary around the Country. There are flat fees according to the type of structure, a flat fee with a declining element depending on the number of structures. He stated there is also a flat fee

application fee and a flat fee per application in addition to a registration fee. Mr. Greenwood stated there are also business license considerations. Cayce currently requires a business license for any rental property whereas some communities only require a business license when a certain number is reached. Some communities do not require a registration fee when a business license is required.

Mr. Greenwood stated there are also inspection element options to be considered. One option is a mandatory interior inspection held either yearly, every two years, every three years, etc. Another option is to perform an interior inspection by complaint only. Another option is to only require an inspection when the current occupant or governmental agencies files an official complaint. Complaints received during the eviction process will be addressed once the process is finalized. An interior inspection can be performed with each new tenant or when there are numerous exterior violations. The last option is to do exterior inspections only.

Mr. Greenwood stated that fines and penalties can be set in accordance with the designs of the program. He explained that Cayce's standard fine of \$500.00 per violation per day can be applied. Properties that have numerous violations on a regular basis can have their business license revoked. Also, some programs delay enforcement of revocation of permit or license until the current lease has ended.

Mr. Greenwood stated that in moving forward with a Rental Registry Program a methodical approach needs to be used. Staff could start by enacting a program that only requires registration of rental and non-owner occupied property. This would ensure minimal negative impact on the community and it addresses key concerns dealing with occupancy and absentee landowners. It would allow staff adequate time to best evaluate the burdens of additional elements to the program. He stated additional elements could be added by City Council in the future according to desired outcomes and program success.

Council Member Almond stated she would like to see the City initially just enact a program that only requires registration of rental and non-owner occupied property but not wait too long to enact other elements to the program. Ms. Vance stated that if it is decided to move forward with a strict enforcement of the IPMC then the City will have to start enforcing it for residential homes and commercial property.

Council Member Jenkins and Council Member Corley both stated they would like to see a way that staff can locate absentee land owners so they can be held responsible for the disrepair of their rental property. Ms. Vance explained that with the Rental Registration Program no one would be allowed to rent their property until they have registered therefore staff will have contact information for them and a local contact for them as well.

Ms. Vance stated staff will put the program guidelines and application together and bring it before Council at a future meeting for approval to move forward.

Ordinances and Other

- A. Discussion and Approval of Ordinance 2015-08 Amending Section 103.5 “Fees” of the International Property Maintenance Code to Set a Fee Schedule Relating to the Removal of Unsafe Structures – Second Reading

Council Member Almond made a motion to approve the Ordinance on Second Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- B. Request by Beautification Board to Revise the Decorate Cayce Contest

Ms. Corder stated that the Decorate Cayce Contest is sponsored by the City of Cayce Beautification Board and is part of the Christmas in Cayce events. Currently a home has to be nominated to be considered for the contest. In mid-December the Beautification Board rides throughout the City viewing the nominated homes and chooses a 1st, 2nd and 3rd Place Winner and the awards are presented at the January Council Meeting. The Beautification Board has suggested changing the contest from the best decorated house or yard to a best decorated front door. The Board felt that this would enable more residents to participate since it would not be as costly to decorate one’s front door. The Board hopes that the City’s senior population would be more likely to participate in a contest that is not so labor intensive. The Board is also requesting to give more than the three prizes that are currently awarded. There is \$500 budgeted for the contest so they could award ten \$50 prizes.

Mayor Partin stated she liked the concept and asked that a representative from the Board come before Council after the contest to review it with Council and update them on how the new contest went. Council Member Corley made a motion to approve the Beautification Board’s request to revise the contest and their request to give more prizes. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Comments

Mayor Partin congratulated Mr. Phil Carter for winning the District 4 Council seat and stated she looks forward to having him join the team. Council Member Almond and Council Member Corley congratulated Mr. Carter as well. Mayor Partin announced that she had been accepted to the Mayors Institute on City Design. The Mayors’ Institute on

City Design (MICD) is a leadership initiative of the National Endowment for the Arts. They are having a workshop in October that she will attend at no charge to the City. She explained that it is a two day event where sessions are organized around case-study problems. Each mayor presents a problem from his or her city and get feedback from other mayors and design experts. She stated that the Director of the session was coming to the City for a tour and to assist with helping to identify what issues to focus on.

Executive Session

- A. Receipt of legal advice relating to a claim and potential claim by the City and other matters covered by the attorney-client privilege

Mayor Partin stated there were not any items to be discussed in Executive Session.

Adjourn

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 5:53 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager
Layne West, Planning & Development Director

Date: October 1, 2015

Subject: Second Reading of an Ordinance to amend Section 6.6 Table 2 (“Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts”) of the Zoning Ordinance.

ISSUE

Council approval is needed for the Second Reading of an Ordinance to amend Section 6.6 Table 2 of the Zoning Ordinance. (“Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts”).

BACKGROUND/DISCUSSION

Over the past four years, staff has been systematically working to ensure that excessive asphalt parking areas were not included in new developments. With the pending development of a new hotel and the potential for several others, staff conducted a review of the current Zoning Ordinance and discovered that the current parking requirements for hotels and motels is well outside of the industry standard. Prospective developments of this nature would have some onerous land use requirements placed on them with the current requirements.

Planning staff did a survey of other South Carolina cities to discover their parking requirements. The results showed that Cayce is placing an undue burden on hotels and motels with the parking requirement of 1.5 spaces per rental unit.

Hotel Parking Requirement Comparison

| <u>Municipality</u> | <u>Parking spaces required</u> |
|---------------------|--------------------------------|
| Moncks Corner | 1 per room |
| Summerville | 1 per room + 1 per 3 employees |
| Charleston | 2 per 3 rooms |
| North Charleston | 2 per 3 rooms |
| Goose Creek | 1 per room + 1 per 3 employees |

| | |
|---------------|--------------------------------|
| Columbia | 1 per room |
| Lexington | 1 per room |
| Forrest Acres | Does not allow hotels |
| Irmo | 1 per room |
| Rock Hill | 1 per 3 rooms +1 per employee |
| Isle of Palms | 1 per room + 1 per 3 employees |
| Myrtle Beach | .33 per room |
| West Columbia | 1 per room |

Planning staff recommended to the Planning Commission that the Ordinance requirement be changed from 1.5 spaces per rental unit to 1 space per rental unit.

The Planning Commission considered the request for the amendment at its regular meeting on August 17, 2015. The amendment request was opened for Public Hearing. Members of the public were present but no one signed up to speak. No one spoke in opposition to the amendment request.

The Planning Commission voted unanimously to recommend the requested amendment.

RECOMMENDATION

The Planning Commission recommends Council approve second reading of an Ordinance to amend Section 6.6 Table 2 (“Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts”) of the Zoning Ordinance.

STATE OF SOUTH CAROLINA)
)
 COUNTY OF LEXINGTON)
)
 CITY OF CAYCE)

ORDINANCE
Amending Section 6.6 Table 2
("Schedule of Uses and Off- Street
Parking Requirements for
Commercial, Industrial &
Development Districts") of the
Zoning Ordinance of the City of
Cayce

WHEREAS, the Council has determined that it is in the interest of the city to amend in understanding the provisions of the Zoning Ordinance, and in the interest of the City in administering and enforcing the Zoning Ordinance, to amend Section 6.6 Table 2 ("Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial, & Development Districts") of the Zoning Ordinance to reduce the required number of parking spaces for hotel and motels,

WHEREAS, the Planning Commission met on August 17, 2015, held a public hearing to receive public comment on the proposed change, and voted to recommend the text amendment,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council, of the City of Cayce, in Council, duly assembled, that Section 6.6 Table 2 ("Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts"), Sector 72 (Accommodations and Food Services) of the Zoning Ordinance of the City of Cayce is hereby amended to read as follows:

| Sector 72: Accommodation and Food Services | | | | | | | | | |
|---|--------|---|---|---|---|---|---|---|----------------------|
| Accommodations | 721 | | | | | | | | |
| Hotels & motels | 72111 | N | N | P | P | P | N | N | 1.0 per rental unit |
| Bed and Breakfast Inns | 721191 | P | N | P | P | P | N | N | 1.5 per bedroom |
| Camps & recreational vehicle parks (Sec.7.11) | 72121 | N | N | N | N | S | N | S | Not applicable |
| Rooming & boarding houses, dormitories, group housing | 72131 | N | N | N | P | P | N | N | 1.0 per bedroom |
| Eating Places | 7221-3 | N | P | P | P | P | P | N | 1.0 per 150 s.f. GFA |
| Drinking Places | 7224 | N | N | P | P | P | P | N | 1.0 per 150 s.f. GFA |

This Ordinance shall be effective from the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2015.

Elise Partin, Mayor

Attest:

Mendy Corder, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Layne West, Director of Planning and Development
Monique Ocean, Zoning Technician

Date: October 1, 2015

Subject: Second Reading of an Ordinance to Adopt the Five Year Update to the City of Cayce Comprehensive Plan

ISSUE

Council approval is needed for the Second Reading of an Ordinance adopting the five year update to the City of Cayce Comprehensive Plan.

BACKGROUND/DISCUSSION

The existing Comprehensive Plan was adopted May 6, 2010, and is the long-range planning document that has helped guide the City over the last 5 years. In an effort to maintain its relevance and in keeping with State law, as contained in the South Carolina Local Government Comprehensive Planning Enabling Act of 1994 (S.C. Code section 6-29-310 et seq.), Staff conducted a Comprehensive Plan Five Year Update throughout 2015. Staff has used current information to make updates where needed. A summary of the changes is attached for your consideration. A copy of the redline version is on the One Drive and will be available at the meeting.

The Planning Commission met on August 17, 2015, to hear Public Comment about the suggested changes. No members of the public were present at the meeting. The Planning Commission voted unanimously to recommend the updates.

RECOMMENDATION

The Planning Commission recommends Council approve Second Reading of an Ordinance adopting the five year update to the City of Cayce Comprehensive Plan.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

**ORDINANCE
ADOPTING FIVE - YEAR UPDATE TO
THE COMPREHENSIVE PLAN**

WHEREAS, State law, as contained in the South Carolina Local Government Comprehensive Planning Enabling Act of 1994 (S.C. Code Section 6-29-510 et seq.), requires, among other things, that the City review and, if desirable, update every five years the City's Comprehensive Plan, including all planning elements and maps; and

WHEREAS, the entire membership of the Planning Commission, at its meeting on August 17, 2015, has voted affirmatively to recommend to the Council adoption of the updated Comprehensive Plan created and attached hereto, with all of its planning elements and maps,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council, of the City of Cayce, in Council, duly assembled, that the updated Comprehensive Plan document attached hereto, including all of its planning elements and its sidewalk plan map and land use map and soil map, is hereby adopted as The Five-Year Update to the City of Cayce Comprehensive Plan.

This Ordinance shall be effective from the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2015.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

Comprehensive Plan Summary of Changes

Introduction

- Explanation for 5 year review and update added

Part I. Population Element

- 2010 census information added to Population table
- Building permit information for 2009 through 2013 added
- 2010 population added
- Racial Characteristics Table updated from current Census information
- Racial Trends Table updated
- Age Composition updated from current Census information
- Age Group Trends Table updated
- Median Annual Earning table updated
- Educational Attainment levels table updated
- Income Comparisons Table updated
- Household and Family Income Table updated
- Cayce Poverty Income Table updated
- Conclusions updated

Part II. Housing Element

- Building Permit Table updated
- Housing Trends information updated
- Housing Composition information updated
- Housing Affordability and Assistance information updated
- Trends in housing units table updated
- Housing Costs and Values Table for 2008 – 2012 added
- 2010 Housing affordability information added to table
- City of Cayce Household Characteristics table updated
- Occupancy trends Table updated
- State Rebate Program for Earth Craft Homes no longer exists

Part III. Natural resources element

- No Changes

Part IV. Cultural Resources Element

- No Changes

Part V. Community Facilities Element

- Number of water system customers updated
- Sanitary Sewer System information updated
- Wastewater Treatment Facilities table updated
- Police protection information updated
- Law Enforcement Profile table updated
- ISO rating updated
- Park and Recreational Facility Inventory updated
- Park Standards for Cayce Table updated
- Sanitation information updated
- Educational Facilities
- School Profile, Trends updated table added
- Utility Goals CF-5 AMEC added

Part VI. Transportation Element

- Table 26 Average Daily Traffic updated
- Table 27 Traffic Volume Counts updated
- CMRTA name changed added
- Information on bus route for Cayce updated
- TIA requirements updated (Planning Commission action)
- Side Walk Plan Map updated

Part VII. Economic Element

- Labor Force Trends table updated
- Employment by Industry table updated
- Employment and Labor Force information updated
- Chart 6 Major Employment Sectors updated
- Table 30 – Carolina Recycling removed
- Year corrected in Conclusion #3

Part VIII. Land Use Element

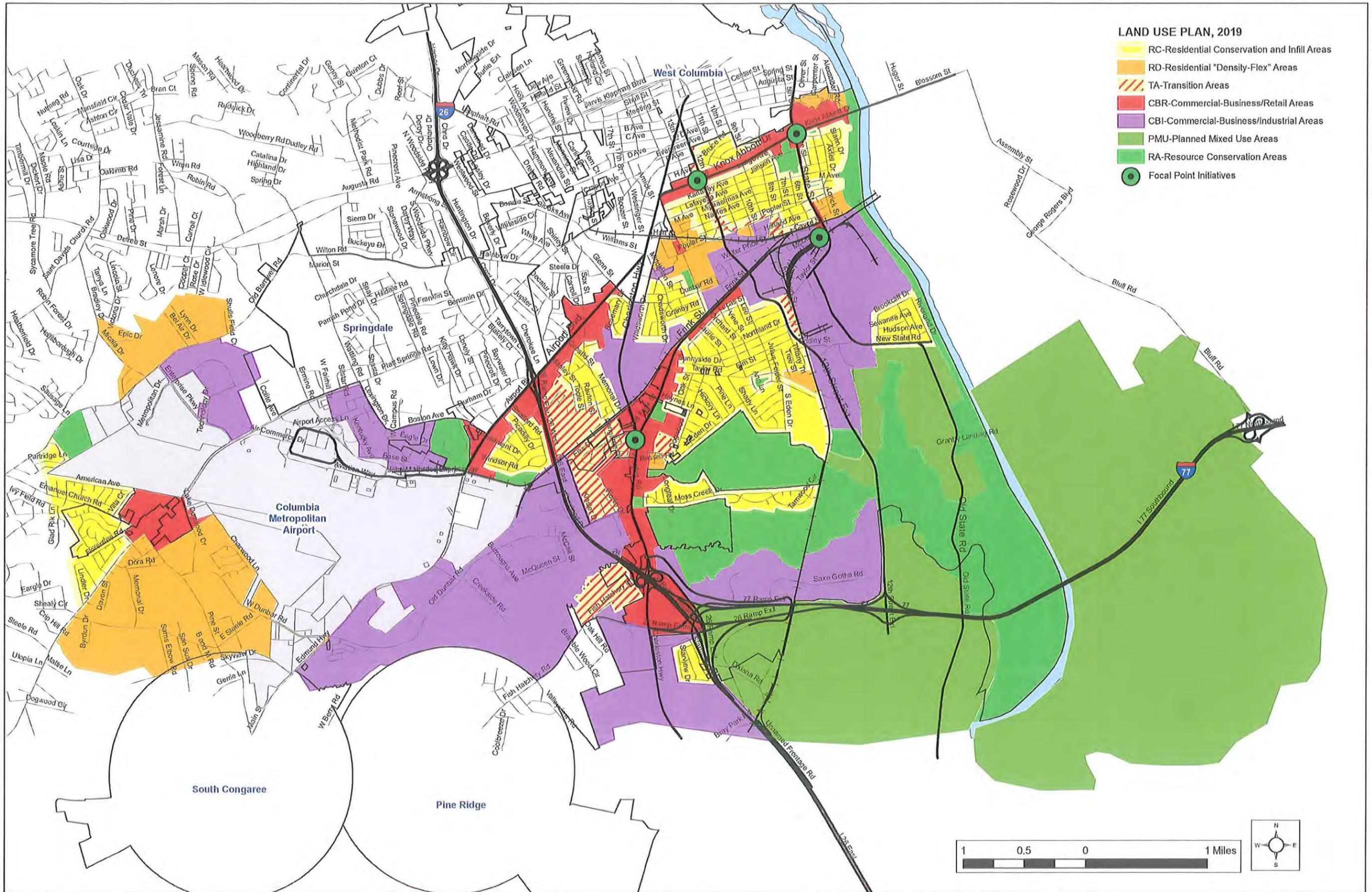
- No changes

Part IX. Priority Investment Element

- Priority Investment Schedule Table 36 updated
- Fiscal Year 2008 – 2009 added to pie chart
- Revenues and Expenditures pie chart for FY 2013 – 2014 added
- TIA requirements updated (Planning Commission action)

LAND USE PLAN, 2019

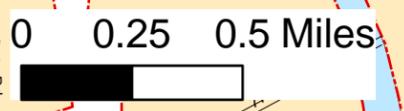
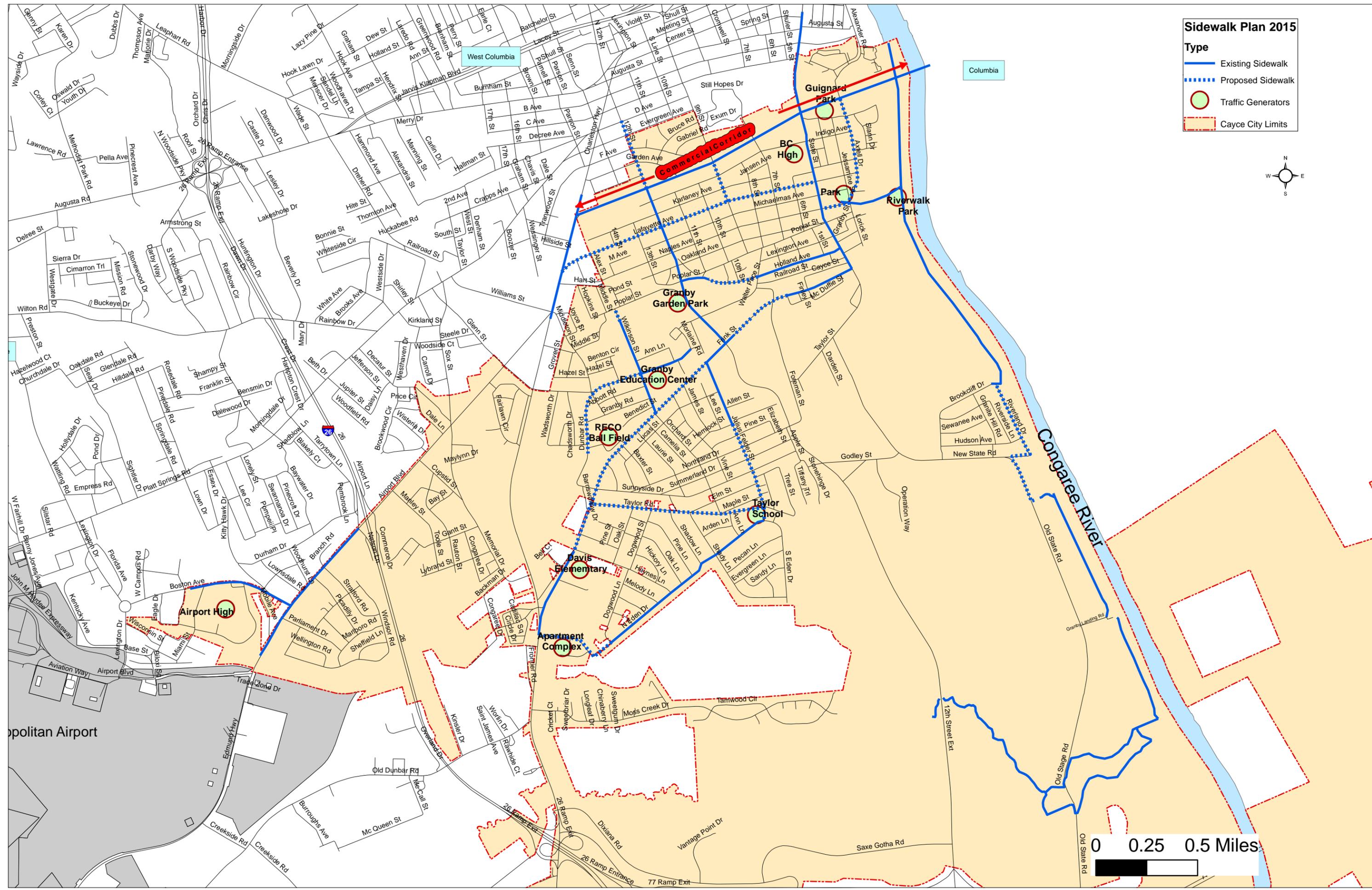
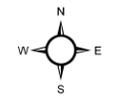
- RC-Residential Conservation and Infill Areas
- RD-Residential "Density-Flex" Areas
- TA-Transition Areas
- CBR-Commercial-Business/Retail Areas
- CBI-Commercial-Business/Industrial Areas
- PMU-Planned Mixed Use Areas
- RA-Resource Conservation Areas
- Focal Point Initiatives



Sidewalk Plan 2015

Type

- Existing Sidewalk
- - - Proposed Sidewalk
- Traffic Generators
- Cayce City Limits



Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Assistant City Manager
Layne West, Director of Planning and Development

Date: October 1, 2015

Subject: First Reading of an Ordinance to annex a portion (1.24 acres) of Richland County Tax Parcel R13602-01-03. The parcel is located on Bluff Road. The recommended zoning is C-4 (Highway Commercial).

ISSUE

Council approval is needed for the First Reading of an Ordinance to annex a portion (1.24 acres) of Richland County Tax Parcel R13602-01-03. The parcel is located on Bluff Road. The recommended zoning is C-4 (Highway Commercial).

BACKGROUND/DISCUSSION

The property is currently undeveloped and located on Bluff Road, in unincorporated Richland County. The applicant requests to annex a portion (1.24 acres) of the property in conjunction with a C-4 zoning designation. Upon successful annexation and zoning, the applicant plans to use the property for entrance and exit to the proposed Love's Travel Stop. The property for the Travel Center was previously re-zoned from M-1 to C-4.

The Planning Commission considered the request for annexation in conjunction with a C-4 zoning designation at its regular meeting on September 21, 2015. The annexation request was opened for public hearing. No one from the public was present to speak in opposition to the annexation request.

The Planning Commission voted unanimously to recommend the requested annexation in conjunction with a C-4 zoning designation. The requested zoning is in compliance with the Comprehensive Plan.

RECOMMENDATION

The Planning Commission recommends Council approve First Reading of an Ordinance to annex a portion (1.24 acres) of Richland County Tax Parcel R13602-01-03. The recommended zoning is C-4 (Highway Commercial).

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

ORDINANCE
Annexing Property Located at Bluff Road
(TMS# R13602-01-03(P)) into the City
Limits Under the Provisions of South
Carolina Code Section 5-3-150(3)

WHEREAS, a proper petition has been filed with the City of Cayce by the owner or owners of 100 percent of the assessed value of the contiguous property hereinafter described petitioning for annexation of the property to the City of Cayce under the provisions of S.C. Code Section 5-3-150(3); and

WHEREAS, it appears to Council that annexation would be in the best interest of the property owners and the City of Cayce,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the following property herein described is hereby annexed to and becomes a part of the City of Cayce:

PROPERTY DESCRIPTION

All that certain piece, parcel or lot of land, situate, lying and being near the City of Cayce in the County of Richland, State of South Carolina, being shown on attached Exhibit "A" which is made part of this Ordinance and contains approximately 1.24 acres of land.

The property is identified as Richland County Tax Parcel R13602-01-03 and located adjacent to 2015 Bluff Road, Cayce, South Carolina.

The property shall be zoned C-4, Highway Commercial, in accord with City of Cayce Zoning Ordinance, Section 3.15, and this classification shall become effective upon the effective date of this annexation ordinance. This property is added to Voting District Number Four (4).

This Ordinance shall be effective from the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____, 2015.

Elise Partin, Mayor

Attest:

Mendy Corder, Municipal Clerk

First Reading: _____

Second Reading and adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

City of Cayce
South Carolina

Planning Commission Zoning Map Amendment

Date Filed: 9-3-15

Request No: MA005-15

Fee: \$ 200

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

THE APPLICANT HEREBY REQUESTS that the property described as above be considered for rezoning from M1 - Richland to C4 - CAYCE w/ annexation.

The justification for this change is as follows;

To utilize a small portion of an existing parcel for access. Parcel to be combined after rezoning and annexation.

APPLICANT(S) [print]: David Brandes - Genesis Consulting Group
Address: 1320 Lady St. Columbia SC 29201
Telephone: 803 315 9822 [Business] _____ [Residence]
Interest: Owner(s): ___ Agent of owner(s): Other: ___

OWNER(S) [if other than Applicant(s)]: Rick Shuffield
Address: 10601 N. Pennsylvania Ave Oklahoma City OK 73120
Telephone: 405-302-6646 [Business] _____ [Residence]

PROPERTY ADDRESS: Bluff Road
Lot _____ Block _____ Subdivision _____
Tax Map No. R13602-01-03 Plat Book _____ Page _____
Lot Dimensions: irregular Area: [sq. ft. or acreage] 1.24
Deed restrictions/limitations on property:
None

DESIGNATION OF AGENT [complete only if owner is not applicant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: 9/3/15

Rick Shuffield

Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 9/3/15

[Signature]

David Brundes

Applicant signature(s)

Official Use Only: Property posted: 9-4-15 By: MG Sm

Published in Newspaper on: 9-6-15

PLANNING COMMISSION: 9-21-15

RECOMMENDATION: Approval

CITY COUNCIL [1st Reading]

ACTION:

CITY COUNCIL [Final Reading]

ACTION:

Notice to applicant sent on _____ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.



MA005-15



MA006-15

PUBLIC HEARING

The City of Cayce Planning Commission will conduct a Public Hearing on September 21, 2015, at 6:00 P.M. at Cayce City Hall, 1900 Twelfth Street Extension. The purpose of this hearing is to receive public input and comment on the following:

Map Amendment 005-15
 A request by the Applicant to consider annexation in conjunction with a Highway Commercial (C-4) zoning designation. The property is located on Bluff Road (Richland County TMS# R13602-01-03(P)).

Map Amendment 006-15
 A request by the Applicant for a zoning change from Developmental District (D-1) to Highway Commercial (C-4). The properties are located at S. Belline Blvd. (Richland County TMS#R1100-01-08(P) and R11100-01-10 (P)).

The Planning Commission is a recommending body only and final action is by City Council.

The general public and other interested parties are encouraged to attend these public hearings. Questions regarding these matters and/or review of documents relating to them are available for public inspection in the office of Planning and Development, City of Cayce.
 Layne West
 Director
 Planning and Development
 1952393

**APPROVED MINUTES
BEAUTIFICATION BOARD
Tuesday August 11, 2015 at 5:30 p.m.
City Hall**

I. CALL TO ORDER

Sue Miles called the meeting to order at 5:40pm on Tuesday, August 11, 2015. Members present were Sue Miles, Sue Perry, Vernetta Blakely, Morgan Hanes, City liaison Michelle Paulchel. Joceyln Locke and Maryann Dowd were absent. Also present were City Officials Shaun Greenwood and Mendy Corder.

II. APPROVAL OF MINUTES

A motion to approve the meeting minutes from July 2015 was made by Morgan Hanes. Sue Perry seconded the motion. The decision was unanimous.

III. OLD BUSINESS

- a. Update regarding upcoming Aug. 15th's seminar, "All About Urban Trees" Seminar with James Denny, Horticultural Expert and Manager of the City's Parks Department.
- b. Sue Miles spoke with Shaun Greenwood on the idea to help residents beautify or improve their yards. Shaun has recommended the CBB consider beautifying residents' "mailbox" areas. Also mentioned was the idea of a project to beautify the Riverwalk sign at N. Ave & Axtell Dr.

NEW BUSINESS

- a. Planning for Fall Plant Exchange?
- b. The idea of a *Carolina Yards* Seminar was mentioned.
- c. Mendy Corder checked with the Events Committee to see if they'd be willing to judge Christmas lights for the Decorate Cayce Contest in December, removing this responsibility from the CBB. The Committee does not wish to take this event from the CBB at this time.

IV. ADJOURNMENT

A motion to adjourn was made by Sue Miles. Sue Perry seconded the motion. The decision was unanimous.

EVENTS CAYCE COMMITTEE MEETING
AUGUST 13, 2015

PRESENT:

Danny Creamer, Chairman, Events Committee
Rachel Scurry, Vice Chairman, Events Committee
David Capps, Member Events Committee
Brenda Cole, Member Events Committee
Ellen Mancke, Member Events Committee

John Banks, CBF Coordinator
Sheila Starkey, CBF Social Media Consultant

Kara Carmine, Cayce City Staff
Mendy Corder, Cayce City Staff
James Denny, Cayce City Staff

EXCUSED: Cindy Pedersen, Kimberly Christ, Jason Munsell, Frankie Newman

Mr. Creamer called the meeting to order.
The minutes for June and July meetings were approved.

Congaree Bluegrass Festival:

John Banks reported: 4 food vendors have been approved (Devaye's, Jay's Concessions, Daley's Dogs, and Pawley's Porch). Working with Size Matters BBQ Bus and Gourmet Popsicle representative. -Crafts/Arts – Sharpe Pottery (Frink St) has been contacted; they have an event conflict that day but will assist us with contacting other vendors. Hope to have a spinning wheel, an individual who hand carves walking sticks, mandolin crafter, and blacksmith. Ellen Mancke is contacting an individual who could possibly do the art of tatting. Wilson banjos will be a vendor to sell banjos and guitars and encourage lessons. Candle makers and basket weavers are also being invited. A soap maker has been confirmed. Western wear vendor will be contacted. Bottom line, we want to fill the field. Also the SC Bluegrass and Traditional Music Association will have a tent and will be selling t-shirts. Vendor applications will be accepted up until the week before the event. It was suggested that the SC Antique Tractor Association be contacted for a possible display. John stated he would check on the availability of soft serve ice cream from Zesto's for the event.

Kara Carmine reported there has been very little response to our requests for volunteers. John Banks stated that we need 20 additional folks outside of our group. It was reported that Rachael Scurry and Dr. Munsell will be out of town on the first day of the festival, but have agreed to work the Sunday event. John will approach the Jaycees, Chamber, and local pastors. Kara also reported that we have \$2850 committed in sponsorship money.

VIP Tent – John Banks reported that we continue to look for sponsors. It was suggested to contact Tony's Pizza or Marco's for pizza donations.

Sound – After a lengthy discussion of possible sound contractors, it was agreed that Bruce Crout was the expert in his field , that he provides support folks to handle his equipment, and that his estimate seems appropriate with others in his field. Danny will contact Bruce to coordinate the contract.

John Banks reported that Lexington Printing was in the process of preparing CBF event cards (same size as a business card) so that we could distribute them to folks we come in contact with.

Kara will add music to the CBF website and/or Facebook.

Children’s Area – bounce houses will be available for younger children. John reported that rides are not available because of the State Fair. We will have Corn Hole and Horse Shoe Pits. Still looking at possibility of hay rides. It was suggested that we add the CBF logo to the Corn Hole platforms.

Chairman Danny Creamer reviewed the band lineup and stated there would be no band contest due to lack of time. He has received several inquiries. Next year, we may consider dropping the number of bands in order to have a band competition on Friday with the winner performing on Saturday in one of the time slots.

It was agreed to ask Frankie Newman to arrange for a Brookland-Cayce High School student to perform the National Anthem.

Members expressed their delight with the posters and logo. John Banks stated that Amber Long with Paper Pro was the designer. Posters and sponsorship packets were distributed to committee members.

The Volunteers meeting/orientation will be held on September 24 at City Hall. Time to be announced.

Carols Along the Riverwalk:

Letters to Performers: Rachael reported that “save the date” letters were mailed. She will prepare/review the second letter to be mailed out (containing event details and a response deadline of October 6) and will forward it to Kara for mailing.

Kara reported that the Trolley has been confirmed.

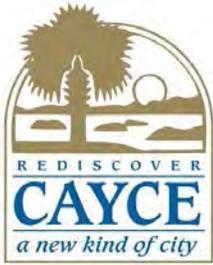
A motion was made, seconded, and approved to table further discussion on this event until an appropriate time as to have detailed discussion.

Closing:

The Chairman thanked everyone in attendance and expressed his pride and appreciation for their hard work. There being no further business, the meeting was adjourned.

Brenda Cole, Recorder

(for Cindy Pederson)



**APPROVED MINUTES
PLANNING COMMISSION
COUNCIL CHAMBERS
CITY OF CAYCE, 1800 12TH STREET EXTENSION, CAYCE SC
Monday, August 17, 2015
6:00 PM**

CALL TO ORDER

Chair Ed Fuson called the meeting to order at 6:00 p.m. Members present were Butch Broehm, John Raley, Maryellyn Cannizzaro, and Chris Kueny. Robert Power and Larry Mitchell were absent-excused. Staff present was Monique Ocean, Layne West, and Shaun Greenwood.

APPROVAL OF MINUTES

A motion was made by Mr. Raley to approve the minutes from the May 18, 2015, meeting. Mr. Broehm seconded the motion. All were in favor. A motion was made by Mr. Kueny to approve the minutes from the July 20, 2015, meeting. Mr. Broehm seconded the motion. All were in favor.

STATEMENT OF NOTIFICATION

Mr. Fuson asked if the public had been informed of the meeting. Ms. Ocean acknowledged that the public had been notified.

PUBLIC HEARING – Comprehensive Plan 5 Year Update *[A 5 year review and update is required by the S.C. Planning and Enabling Act of 1994]*

a. Opening Statement

Ms. Ocean gave the opening statement concerning The Five Year Update to the Comprehensive Plan. She explained that a red-lined copy had been issued to each of the Planning Commission members for review. Ms. Ocean stated review of the updates have occurred over the past several months and the final updates were ready to be taken to Council, with the approval of the Planning Commission. Mr. Kueny stated that he believed the proposed sidewalk to be connected to the Riverwalk Park through Riverland Park should be added to the Sidewalk Map. Ms. Ocean remarked that she would get in contact with the Cayce Grants Administrator to determine the progress on the sidewalk through Riverland Park and to add it to the map.

b. Public Testimony

No one from the public was present to comment on The Five Year Update of the Comprehensive Plan.

c. Adjourn Hearing

Mr. Fuson closed the Public Hearing. Mr. Broehm made a motion to recommend Council approve The Five Year Update to the Comprehensive Plan. Mr. Raley seconded the motion. With no further discussion, the vote passed unanimously.

PUBLIC HEARING – Text Amendment 002-15 [*A request by the Planning Director to reduce the amount of required parking spaces for hotel & motels – Section 6.6 Table 2*]

a. Opening Statement

Mr. Layne West gave the opening statement regarding the request to reduce the minimum parking requirements for hotel and motels. Mr. West explained he researched other municipalities to determine how the City's parking requirements compared. He pointed out the City called for considerably more parking spaces, for hotels and motels, than others. Mr. West described that the request would lower the required parking to 1 space per rental unit instead of the current 1.5. After discussion, the Planning Commission received further clarification on the following items: (1) From the sample of municipalities taken, it was reported that full occupancy of a hotel is very rare, (2) larger cities such as Charleston and Columbia require less parking than Cayce and (3) Charleston and Columbia did not report any problems with the lesser parking requirements.

b. Public Testimony

No one from the public was present for the Public Hearing.

c. Adjourn Hearing

Mr. Fuson adjourned the Public Hearing. Mr. Raley made a motion to recommend Council approve **Text Amendment 002-15** to reduce the required parking to 1 per rental unit. Mr. Broehm seconded the motion. With no further discussion, the vote to recommend approval passed unanimously.

PUBLIC HEARING – Text Amendment 003-15 [*A request by the Planning Director to revise Common Signage Plan Required- Section 8.4*]

a. Opening Statement

Mr. West gave the opening statement pertaining to revisions to Section 8.4 of the Zoning Ordinance. He stated complaints from developers have been made as to the usefulness of the Permanent Sign Ordinance when it comes to large residential developments or multi-use developments. Mr. West also explained the revisions to the Common Signage Plan Ordinance would allow large residential developments or multi-use developments to have another route to regulations of the Permanent Sign Ordinance. Mr. West made clear that an application for a common signage plan must be completed and must be approved administratively before a sign permit could be issued. After inquiry from the Planning Commission, Shaun Greenwood explained that the revisions could not supersede stricter regulations such as Overlay District regulations, maximum height limitations, or etcetera.

b. Public Testimony

No one from the public was present for the hearing.

c. Adjourn Hearing

Mr. Fuson closed the Public Hearing. Mr. Kueny made a motion to recommend approval to Council for **Text Amendment 003-15**. Mr. Raley seconded the motion. With no further discussion, the vote passed unanimously.

OTHER BUSINESS

Request for approval of a 25 lot private street in the proposed Congaree Bluff Subdivision.

Mr. West began by explaining that the developer, Mr. Taylor, submitted revised plans to accommodate the wishes of the Planning Commission. Mr. West pointed out that Mr.

Taylor was present to answer questions. Mr. West stated the revisions included the following: (1) The road width has been increased from 20 to 22 feet, (2) the plans have been approved by Lexington County Public Works Department, (3) the utility plan has been approved by the Cayce Utility Department, and (4) the Cayce Fire Marshal has approved the road plan. The Planning Commission voiced the following concerns: (1) It would be favorable to have a letter from Lexington County to determine the minimum standards for approval of the private street, (2) grounds for County variance approval of the narrower street would be practicable, (3) written staff comments would be useful, and (4) assertion the PC holds no liability for difficulties with the private street would be beneficial. Mr. West explained that Staff would work on these concerns and the City Attorney could address any legal aspects at another meeting. Mr. Taylor came before the Planning Commission to detail the steps undertaken to get the site to a useable state. Mr. Taylor indicated that he had constructed larger subdivisions with streets of the same size and no problems have been reported. Staff explained that ultimately the Planning Commission must approve the request for the private street if standards set forth in the Land Development Regulations were met. Staff indicated that any deviation from this would require the Land Development Regulations to be revised and any legal concerns would need to be answered by the City Attorney. With no further discussion, Mr. West advised the Planning Commission they could request a motion for approval or disapproval or table the request until the Planning Commission was pleased with all details on the private street. Ms. Cannizzaro made a motion to approve the request for the private street and the mechanism for maintenance, as written. Mr. Kueny seconded the motion. The vote passed unanimously.

Discussion on yearly training for Planning and Zoning Officials

Mr. West mentioned that the Yearly Training for Planning and Zoning Officials was scheduled for August 24, 2015, and it would start at 6:00 p.m.

Discussion on the Planning Commission's authority over Land Development Regulations.

Mr. West indicated the City Attorney was not present because the discussion on the Planning Commission's authority over the Land Development Regulations was erroneously not labeled as an Executive Session. Mr. West stated the City Attorney could be present at the next meeting if the Planning Commission requested.

ADJOURNMENT

With no other business, Mr. Fuson called for a motion to adjourn the meeting. Mr. Raley made a motion to adjourn. Mr. Broehm seconded the motion. The vote passed unanimously.

**A quorum of Council may be present.
No discussion or action on the part of Council will be taken.**