

Mayor  
Elise Partin

Mayor Pro-Tem  
Phil Carter

Council Members  
Tiffany Aull  
Byron Thomas  
Alice Rose

City Manager  
Mike Conley

Assistant City Manager  
Betsy Catchings  
Wesley Crosby



**City of Cayce  
Regular Council Meeting  
Tuesday, March 3, 2026  
6:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street  
[www.caycesc.gov](http://www.caycesc.gov)**

**To Access Council Meeting Livestream, click  
<https://www.youtube.com/@cityofcayce1137/streams>**

**REGULAR COUNCIL MEETING**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
February 3, 2026, Regular Council Meeting

**II. Public Comment Regarding Items on the Agenda**

**III. Presentation**

- A. Presentation by Gavin Brown regarding Transitions Homeless Center

**IV. Proclamation**

- A. Consideration and Approval of a Proclamation Recognizing International Women Leaders in Business Day

**V. Items for Discussion and Possible Approval**

- A. Discussion and Approval to Amend the March 18, 2026, Council Meeting Date
- B. Discussion and Acceptance of Bid from McClam & Associates for Lexington Avenue Sewer Line Rehabilitation Project
- C. Discussion and Approval of Utilities Advanced Metering Infrastructure (AMI) Meter Requests
- D. Discussion and Consideration of Fireworks Exemption Request for Hidden City Music Festival

**VI. Ordinances**

- A. Discussion and Approval of Ordinance 2026-03 Amending the Zoning Map and Rezoning Property Located at 1511 Middle Street (Tax Map Number 5764-01-013) from C-3 to RG-2 – First Reading

**VII. Committee Matters**

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
  - Zoning Board of Appeals – December 15, 2025
  - Planning Commission – December 15, 2025
  - Museum and Historical Commission – January 5, 2026

**VIII. City Manager's Report**

**IX. Council Comments**

**X. Executive Session**

- A. Discussion of contractual matters regarding the City's Wastewater Treatment Plant
- B. Personnel Matter – City Manager's Evaluation
- C. Discussion of employment, compensation and contractual matters regarding the City Prosecutor and Public Defender positions
- D. Discussion of contractual matters regarding the Public Information Officer

**NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session**

**XI. Reconvene**

**XII. Possible Action in follow up to Executive Session**

**XIII. 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**  
**2026 MARCH MEETINGS AND EVENTS**

**March 3, 2026**

5pm Meet with the Mayor

6pm Council Meeting

**March 4**

5pm Cayce Museum and Historical Commission Meeting

**March 8**

5pm – 8pm Pop-up Jazz Concert featuring the Soda City Brass Band in the City’s Art Lot, 1908 State Street

**March 9**

5:30pm Beautification Foundation Meeting

**March 12**

5:30pm Events Committee Meeting

**March 16**

6pm Planning Commission & Zoning Board of Appeals Meeting (both meet as needed)

**March 17**

5pm Cayce Housing Authority Meeting

**March 18**

Council Meeting

**March 21**

2pm – 8pm Soiree on State

**March 24**

Public Safety Foundation Meeting

Mayor Elise Partin	Mayor Pro-Tem Phil Carter	Council Members Tiffany Aull Byron Thomas Alice Rose	City Manager Mike Conley	Assistant City Manager Betsy Catchings Wesley Crosby
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**City of Cayce  
Regular Council Meeting  
Tuesday, February 3, 2026**

The February 3, 2026, Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Phil Carter and Council Members Byron Thomas, Tiffany Aull and Alice Rose. City Manager Michael Conley, Assistant City Manager Wesley Crosby, Assistant City Manager/Utilities Director Betsy Catchings, Municipal Clerk Mendy Corder, Finance Director Allison Barrs, Human Resources Director Keisha Brunson and City Attorney James Smith were also in attendance.

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

### **Call to Order**

Mayor Partin called the Regular Council meeting to order and Mayor Pro Tem Carter gave the invocation. Mayor Partin stated that Mr. Anthony Ivan Earle, a United States Army Veteran, would be leading the assembly in the Pledge of Allegiance. She stated that Mr. Earle was born the fifth child of the late Stanley and Rosalee Earle on December 5, 1959, in Columbia, South Carolina. He joined the Army after graduating from Brookland Cayce High School in 1978 and served twelve years on active duty and twelve years in the Army Reserve. His duty stations were at various locations in the world including Fort Jackson, South Carolina, Alaska, Camp Darby, Italy and many others. He served combat duty in Desert Shield/Storm Gulf War in 1990-1999 and retired as a Sergeant First Class with several service awards including the Kuwait Liberation Medal, the Southwest Asia Service Award, two (2) Bronze Service Stars and the Army Commendation Medal. In 1982, he married his wife, Carol and they have five daughters, Vanda, Sharrica, Antonia, LaShawnda and Ebony, and nine grandchildren. After retiring from the military, Mr. Earle worked as a store manager for Advance Auto Parts and Harbor Freight Tools. He is a member of Mt. Zion Baptist Church of Cayce and serves in the Men's Choir and as a leader of the Boy Scouts. He graduated from Limestone College with a bachelor's degree in business administration in 2007. Mayor Partin stated that Mr. Earle was a pillar of the community and a very involved hands-on grandfather.

### **Approval of Minutes**

Council Member Thomas made a motion to approve the January 6, 2026, and the January 21, 2026, Regular Council Meeting minutes as written. Council Member Aull seconded the motion which was unanimously approved by roll call vote.

## **Public Comment Regarding Items on the Agenda**

There was no Public Comment.

## **Presentation**

Mr. David Sykes with Stantec Consulting Services gave Council an update on the City's Brownfields Grant Program.

## **Resolutions**

Council Member Thomas made a motion to approve a celebratory Resolution. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that the Resolution that Council passed was honoring Mr. Gerald Cromer for his outstanding civic engagement and dedicated service to the community. Mr. Cromer is a lifelong resident of the community and has demonstrated a deep and enduring commitment to the place he calls home. He consistently attended City Council meetings and budget workshops for almost two (2) decades, showing exceptional interest in the operations, planning and financial stewardship of the City. His regular presence, attentiveness and thoughtful engagement reflect the very best of informed and responsible citizenship. Mr. Cromer's dedication helps promote transparency, accountability and open government, strengthening the connection between local leadership and the residents they serve. Through his continued involvement, Mr. Cromer has set a positive example of civic participation for residents of all ages, demonstrating that local government works best when citizens stay informed and involved. Mayor Partin stated that she and Council wished to formally recognize and express their sincere appreciation for Mr. Cromer's time commitment and unwavering interest in the well-being and future of the community and wanted to recognize him for his exemplary civic engagement, and extend their gratitude for his faithful attendance and involvement in council meetings and budget workshops.

## **Items for Discussion and Possible Approval**

- A. Discussion and Approval to Amend the February 18, 2026, Council Meeting Date

Council Member Aull made a motion to cancel the February 18, 2026, Council Meeting. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Consideration of the Accommodations Tax Committees Recommendation and Appropriation of Accommodations Tax Funds for

FY25/26

Council Member Thomas made a motion to approve the equal distribution of the available \$44,000 in accommodations tax funds for the 30% designees between Capital Lake Murray Country and Experience Columbia. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

### **Committee Matters**

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
  - Events Committee – September 11, 2025
  - Cayce Housing Authority – November 18, 2025
  - Cayce Historical Museum Commission – December 3, 2025

Mayor Pro Tem Carter made a motion to enter the Committee approved minutes into the City's record. Council Member Aull seconded the motion which passed unanimously.

### **City Manager's Report**

City Manager Conley stated that Jonathan Von Moltke was recently promoted to the Assistant Chief position in the Police Department. He stated that Assistant Chief Von Moltke was a veteran of the United States Army Reserve and a career law enforcement professional with more than a decade of distinguished service and holds both an associate and a bachelor's degree in business administration as well as a graduate certificate in Human Resource Management. He stated that he was scheduled to complete his master's degree in organizational leadership from Southern New Hampshire University in April. City Manager Conley stated that Assistant Chief Von Moltke began his law enforcement career in 2012 and had maintained a strong commitment to continuous professional development and served with agencies across the Upstate, the Lowcountry and Midlands in South Carolina. He stated that throughout his career, he held a wide range of roles and in addition to his agency-level experience, Assistant Chief Von Moltke served as an advanced training instructor for the South Carolina Criminal Justice Academy, where he developed the field training and officer manager program that has since been adopted as a statewide standard. He stated that he was also a published author of two (2) books and a devoted husband and father of two young sons.

### **Council Comments**

Council Member Thomas thanked the Center for Heirs Property for holding a free will clinic and he thanked Mt. Zion Church of Cayce for agreeing to hold it at their church. He stated that the Cayce Historical Museum was recognizing black history with

amazing social media posts highlighting local African Americans in the history of Cayce and he thanked the Museum's African American Committee for being a part of that and doing an amazing job. He stated that the Cayce Museum had an African American exhibit and invited people to visit it to see the amazing things that African Americans had done for the City of Cayce. He stated that he had a great conversation with the City Attorney, James Smith, about the African American cemeteries in the City and allowing people access to them to visit their loved ones. Council Member Thomas stated that America turns 250 years old in 2026 and stated that he would like to challenge the City to do an initiative to celebrate that with community projects. He stated that the State recently gave municipalities more authority to govern golf carts and a number of cities had already passed an Ordinance to give their citizens more authority and to make it clear when one could and could not ride their golf cart around the city. He stated that West Columbia was working on their Ordinance and he would love some reciprocity between the two (2) cities. He stated that he would like to have that done by the spring so it was clear for the City's residents that owned golf carts.

Mayor Partin stated that she and several members of Council recently had the opportunity to participate in the Municipal Association of South Carolina's hometown legislative action day, which was always a great opportunity to come together with other municipalities to learn and collaborate. She stated that there was a session on the Dignity Index which was an amazing resource that was being used across the United States. She stated that one could learn more at [dignity.us](https://dignity.us). She stated that disagreeing was not a problem and was actually how people came up with better ideas and a way to include everybody's voices. She stated that the dignity index talked about how to include everybody's voice with dignity. Mayor Partin stated that they also learned that anyone with a household income of \$69,000 or less could get free tax help in filing their taxes through the USC Rice School of Law.

### **Executive Session**

- A. Discussion of the employment of a public employee
- B. Discussion of a proposed economic development project, including related incentives and contractual matters
- C. Discussion of matters relating to the proposed agenda, format and internal planning of the March 18, 2026, Council Work Session Retreat

Council Member Thomas made a motion to move into Executive Session. Council Member Rose seconded the motion. Council Member Carter asked City Attorney Smith if Executive Session Item A (employment of a public employee) and Item C (discussion of matters regarding a council work session) were truly executive session items. City Attorney Smith stated that they were. Mayor Partin stated that Item A was requested by

the employee and Item C was requested by Council Member Thomas. Mayor Partin called the question which was unanimously approved by roll call vote.

### **Reconvene**

After the Executive Session was concluded, Council Member Rose made a motion to reconvene the Regular meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

### **Possible action by Council in follow up to Executive Session**

Council Member Aull made a motion to authorize the City Manager to negotiate an agreement with Thomas Dambo Art for the design, fabrication, shipment and installation of a public artwork on City property in an amount not to exceed \$355,000 with such minor changes as the City Manager deems necessary in consultation with the City Attorney and subject to approval as to form by the City Attorney and the availability and appropriation of funds with said agreement to be executed by City Council. Council Member Rose seconded the motion. Mayor Partin stated this would be funded with Accommodations Tax and Hospitality Tax funds which was exactly what those funds were for and other options and private donations. Mayor Partin called the question which was unanimously approved by roll call vote.

### **Adjourn**

Council Member Rose made a motion to adjourn the meeting. Mayor Pro Tem Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 9:09 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk



Mayor  
Elise Partin

Mayor Pro-Tem  
Phil Carter

Council Members  
Tiffany Aull  
Byron Thomas  
Alice Rose

City Manager  
Mike Conley

Assistant City Manager  
Betsy  
Catchings



**City of Cayce  
International Women Leaders in Business Day Proclamation**

**WHEREAS**, International Women’s Day (IWD) is a global observance celebrating the social, economic, cultural, and political achievements of women, while also serving as a call to action to accelerate gender parity worldwide; and

**WHEREAS**, communities across the globe unite to recognize women’s contributions and advocate for equality, opportunity, and inclusive economic growth; and

**WHEREAS**, women-owned businesses represent a vital force in the United States economy, totaling approximately 14.2 million firms and generating an estimated \$2.8 trillion in annual revenue, while contributing significantly to job creation, innovation, and economic vitality nationwide; and

**WHEREAS**, the ownership of women-led businesses reflects increasing diversity across racial and ethnic groups, with the majority led by White women and a growing presence of Asian, Hispanic, Black or African American, and other women entrepreneurs—demonstrating meaningful progress while underscoring the continued importance of expanding equitable access, representation, and opportunity in business ownership; and

**WHEREAS**, the City of Cayce is committed to fostering economic development, supporting minority- and women-owned businesses, and encouraging future generations of women leaders to establish and grow businesses within the community; and

**WHEREAS**, the City of Cayce proudly recognizes and celebrates the achievements of International Women Leaders in Business and supports events and activities held throughout the month of March;

**NOW, THEREFORE**, I, Elise Partin, Mayor of the City of Cayce and on behalf of Council, do hereby proclaim March 18, 2026, as “International Women Leaders in Business Day” in the City of Cayce and encourage all citizens to join in celebrating the impact, leadership, and contributions of women entrepreneurs and business leaders.

Dated this 3<sup>rd</sup> day of March 2026.

**ATTEST:**

\_\_\_\_\_  
Elise Partin, Mayor

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

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# Memorandum

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**To:** Mayor and Council

**From:** Michael Conley, City Manager

**Date:** March 3, 2026

**Subject:** Discussion and Acceptance of Bid from McClam & Associates for the Lexington Avenue Sewer Line Rehabilitation Project

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## Issue

Council approval is needed to accept the bid from McClam & Associates for the Lexington Avenue Sewer Line Rehabilitation Project and to authorize the City Manager to execute the contract for this work.

## Discussion

In January of 2024, staff prepared and submitted a *Community Development Block Grant Program Application for Assistance* to Lexington County to request funding to assist in the rehabilitation of aging sewer infrastructure along Lexington Avenue and 1<sup>st</sup> Street. The City was approved and awarded a grant in the amount of \$273,642 for construction of this project. Engineering, bid, and construction oversight services are being performed in-house by Utilities staff to offset costs of the project.

When the grant application was submitted, the scope of the project included cured-in-place lining of the existing concrete sewer pipe along Lexington Avenue between 1<sup>st</sup> and 2<sup>nd</sup> Streets and along 1<sup>st</sup> Street from Lexington to Holland Avenues. However, the condition of the concrete pipe deteriorated after the grant submittal. During the design phase, the method of rehabilitation was switched to pipe bursting, since lining was no longer feasible. This increased the overall cost of the project. The project scope that was bid included rehabilitation of the lines via pipe bursting, manhole rehabilitation, and service lateral replacements with new cleanouts for each residential connection.

Bids were received from contractors and opened publicly on January 30<sup>th</sup>. Based on a review of the bid documents submitted, it is recommended that the construction contract be awarded to the low bidder, McClam & Associates, in the amount of \$441,220. The City will receive \$273,642 from the CDBG Grant. The remaining balance of \$167,578 plus contingencies must be covered by the City.

## Recommendation

Staff recommends Council approve acceptance of the bid from McClam & Associates in the amount of \$441,220 plus a 10% construction contingency. In addition, staff requests that Council authorize the City Manager to execute the contract with McClam & Associates. The City's portion of the construction is estimated at \$167,578 and would not exceed \$211,700 with contingencies. This portion will be funded through the Water/Sewer Capacity Reserve Fund.

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# Memorandum

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**To:** Mayor and Council

**From:** Michael Conley, City Manager

**Date:** March 3, 2026

**Subject:** Utilities AMI Installation Requests

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## Issue

Council approval is needed to sole-source the installation of an Advanced Metering Infrastructure system to upgrade an Inside City neighborhood, and to authorize the City Manager to execute the contract for this work.

## Background

The FY26 Utilities budget included funding to begin the transition from a Drive-by (AMR) meter reading system to a cellular Advanced Metering Infrastructure (AMI) meter reading system. The focus is to begin this transition in some areas of the City that were not part of the original meter replacement project in 2017. The City currently uses Itron equipment to read meters, which includes the hardware and software package provided by United Systems & Software (USS), the sole-source provider for Itron in South Carolina, North Carolina, Georgia, Tennessee and many other surrounding states. USS also has extensive experience with the installation of the Itron cellular endpoints, meters, and boxes.

For the proposed project, approximately 320 customers will be transitioned to the AMI system with new cellular capable endpoints, along with new boxes and meters from existing and budgeted inventory. Installation in the project area requires changing boxes from predominantly “yoke” style boxes that are metal enclosures, which inherently retain water, to modified durable, polypropylene (PP) boxes with a high-density polyethylene (HDPE) lid, which allows improved water drainage and superior endpoint reach. As the sole-source provider for Itron, it is recommended that USS manages the installation of their equipment and ensures quality control measures are taken. Therefore, it is proposed to use USS for the needed installation services. The cost for the installation of approximately 320 meters, cellular endpoints, and boxes is estimated at \$45,120. This amount plus a standard 10% contingency falls within the FY26 budgeted amount for this project.

City Council may waive the formal bid procedures as established by Ordinance when it is to the City’s advantage to sole-source in certain situations.

### **Sec. 2-144(9). – Procurements and contracts.**

City council may wave the informal and formal bid procedures when it is to the advantage of the city to acquire goods and/or services on a most convenient source basis or sole-source basis in situations of prolonged supply chain delays or on the basis of a previously awarded bid or contract, and for professional services when the person employed is customarily employed on a fee basis rather than by competitive bidding (such as, by way of example, for an appraiser, attorney or physician).

(Code 1975, § 2-57)

**Recommendation**

Staff recommends City Council waive the formal bid process and allow the installation of approximately 320 meters, endpoints, and boxes by United Systems & Software, the current sole-source provider of Itron equipment in South Carolina. In addition, staff requests that Council authorize the City Manager to execute the contract with United Systems & Software for the installation. The cost for the installation is estimated at \$45,120 and would not exceed \$49,632 with contingencies, if needed. The total cost will be funded from the FY26 Utilities Billing O&M Budget.

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# Memorandum

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**To:** Mayor and Council

**From:** Michael Conley, City Manager

**Date:** March 3, 2026

**Subject:** Consideration of Fireworks Exemption Request for Hidden City Music Festival

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## Issue

Council's approval is needed to grant the Hidden City Music Festival an exemption from Ordinance Sec: 20-46 Discharge of Fireworks and Sec: 20-47 Exceptions.

## Discussion

Per City Ordinance, it is unlawful to fire, shoot or discharge fireworks within the corporate limits of the City, with a few exceptions.

Ordinance Sec: 20-47 Exceptions states that: Notwithstanding the provisions of section 20-46, the discharge or shooting of fireworks may be permitted under the following circumstances:

(4)The discharging or shooting of fireworks in conjunction with a special event to the extent allowed under the terms of the permit issued by the public safety director and approved by council.

Hidden City Music Festival is currently working on their special events permit to host a concert on April 17 and 18, 2026, at the Historic Columbia Speedway located on Charleston Highway. The event will start at 2:00pm and last until approximately 10:30pm. They are requesting an exception under the listed ordinance to have fireworks at their event (see description from applicant attached).

To our knowledge, Hidden City has not received their permit through the State, which is required, and will establish the time limits for the display. Hidden City has also requested a noise waiver to 10:45pm, indicating music will conclude at 10:30pm. By ordinance, the noise waiver is approved by the City Manager, pending certain criteria. An extension was granted previously to 10:30pm, coinciding with the timing of the approved state firework permit.

Staff is attempting to be proactive on bringing this request forward, despite not having the State permit, and would note that if Council is inclined to approve the firework exception, (that it be done conditionally on receiving a permit from the State Fire Marshal). Council will also need to define the hours of the fireworks display.

## Recommendation

Hidden Music Festival is requesting Council approve the Exception (4) under ordinance Sec 20-47.

# City of Cayce Special Event Permit

1. EVENT NAME Hidden City Music Festival

2. EVENT APPLICANT Joseph McDougall & Shelby Judd

3. ADDRESS 791 Greenlawn Drive STE4 PHONE 803-530-9785  
 CITY Columbia STATE SC ZIP CODE 29209

4. EVENT LOCATION 2001 Charleston Highway

5. EVENT DATE 04/17/26 - 04/18/26 EVENT START TIME 2:00 PM EVENT END TIME 10:45 PM

6. SET UP DATE & TIME 04/15/26 - 12:00PM TAKE DOWN DATE & TIME 04/19/26 - 12:00PM

**Required Documents:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Special Event Application | <input type="checkbox"/> Route/Traffic Plan  |
| <input type="checkbox"/> Vendor Applications                  | <input checked="" type="checkbox"/> Business License                               |
| <input checked="" type="checkbox"/> Site Plan                 | <input type="checkbox"/> SC DOT Approval   |
| <input checked="" type="checkbox"/> Approval of Fireworks*    | <input checked="" type="checkbox"/> Proof of Insurance – Alcohol & Amusement rides |
| <input type="checkbox"/> Sled Permit                          | <input type="checkbox"/> Public Safety Requirements                                |

*The event organizer is solely responsible for all special event-related contracts and agreements. The City of Cayce has no responsibility for any performances, contracts or agreements connected with the event, unless exempted by the City Manager and specified in the Special Event Permit.*

\*Fireworks approval required at least 45 days in advance

**Staff Approvals**

Date Issued:			
Special Event Coordinator:		Date:	
Planning & Development:		Date:	
Fire Chief / Marshal:		Date:	
Chief of Police:		Date:	
City Manager:		Date:	
Special Events Fees:	Paid: Yes <input type="checkbox"/>	Date Paid:	

## City of Cayce Special Event Application

Special Event Applications will be reviewed by City staff. During the review process, staff will work with the applicant to discuss questions and potential changes. Applications must be received at least 21 days before event\*. Acceptance of an application does not imply approval of event. If the application is approved, a Special Event Permit will be issued to establish the terms and conditions of hosting the event; all events must adhere to the City of Cayce Special Event Policy. The signed Special Event Permit must be on site the day of the event. Permit may be revoked if event does not adhere to City of Cayce policies. For additional information, call (803) 550-9520. The Event Organizer must obtain a business license prior to the event. Please call (803) 550-9559 for additional information.

**Submit completed Special Event Applications and required attachments to:  
City of Cayce | Attn: Special Event Coordinator | 1800 12<sup>th</sup> Street | Cayce, SC 29033 |  
arowan@caycesc.gov**

### I. Applicant Information

**Applicant Name:** Joseph McDougall

**Applicant Organization:** Venom Syndicate Productions LLC

Check here if organization is a charity or nonprofit organization - Documentation Required

**Address:** 791 Greenlawn DR. Columbia, SC 29209

**Phone:** 803-530-9785      **Email:** jrmcdougall@mscmlaw.com

**Name of Responsible Party (if other than Applicant):** \_\_\_\_\_

**Phone Numbers of All Responsible Parties at Event:** \_\_\_\_\_

### II. Event Information

**Event Name:** Hidden City Music Festival

**Event Purpose:** Music Festival

Check here if this is a private event (not open to public)

**Date:** 04/17/26 - 04/18/26      **Start Time:** 2:00 PM      **End Time:** 10:45PM

**Location:**  
2001 Charleston Hwy Cayce SC

**Estimated Attendance:** 4500 per day      **Will you charge admission/entry fees:** Yes  
**Admission /entry fee Amount:** \$150

**Plan:**  
 Event will continue as planned with no alterations  
 Event will be canceled or postponed

**Site Plan:**  
 Check here to confirm that an event site plan is attached and includes maps and/or diagrams of the full location, including names of all streets in the surrounding area.

*\*Events requesting road closures or fireworks approval may require additional processing time and should be requested at least 45 days in advance.*

**Security:**

Will you be hiring security or police officers : Both

Name of Company or Agency EPI Is Company SLED verified Yes

**III. Road and Parking Lot Closure**

**Will the event require road closure?**

*\*applicant must complete and submit SCDOT forms to DOT 3 weeks prior to event*

No

Yes Check all reasons that apply below:

- |   |  |
|---|--|
| <input type="checkbox"/> Run/Race                 | <input type="checkbox"/> Walk                  |
| <input type="checkbox"/> Bike                     | <input type="checkbox"/> Parade                |
| <input type="checkbox"/> Pedestrian Accessibility | <input type="checkbox"/> Participant Gathering |
| <input type="checkbox"/> Other: _____             |  |

Street/parking lot closures requested:

Street/Lot	From	To

- Check here to confirm a route/traffic plan (including map) is attached and includes start and end points, traffic routing and locations for barricades
- Check here if event will have private security and traffic control

**IV. Vendor and Food Sales**

**Will the event have vendors and/or food sales?\***

No

Yes, a list of all vendor names is attached

**V. Alcohol Sales and Consumption**

**Will alcoholic beverages be sold or served?**

No, alcoholic beverages will not be available

Yes, alcohol will be available

Name of Business Providing Service: Carolina Adaptive Golf & Middleton Bartending

Check here if alcohol will be provided free of charge

Proof of Insurance is attached

\*The City of Cayce requires all food and/or beverage (unless canned or bottled) vendors to charge Cayce's 2% Hospitality Tax on all prepared food and drinks. Information on the Hospitality Tax may be obtained by calling (803) 550-9559 or visiting <http://www.caycesc.gov/htax.asp>.

**IX. Amusement Rides & Inflatables**

**Will mechanical rides or inflatables be used at the event?**

- No
- Yes Name of providing company: \_\_\_\_\_
- Proof of Insurance is attached

**X. Event Signage**

**Will event signage be used prior to and/or during the event?**

- No
- Yes Number of signs: \_\_\_\_\_ Responsible party for set up/removal: \_\_\_\_\_
- Check here to confirm a list of signs, their locations and sizes is attached

**XI. Electrical**

*Service required beyond what is generally available must be provided and arranged by applicant. Some sites may require restrictions. All electrical equipment and setup must comply with all current codes.*

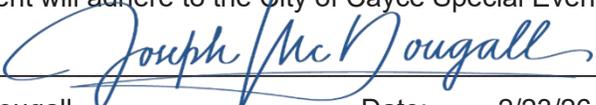
**Will electricity be needed during the event?**

- No
- Yes, power will be supplied via: \_\_\_\_\_
- Check here to confirm a list specifying electricity use, locations, voltage and amperage needs is attached

**XIII. Hold Harmless Clause & Authorization**

Applicant/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees.

I confirm that the information provided in this application is true to the best of my knowledge and, if the application is approved, the event will adhere to the City of Cayce Special Event Policy.

Applicant Signature: \_\_\_\_\_  \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Joseph McDougall \_\_\_\_\_ Date: \_\_\_\_\_ 2/23/26 \_\_\_\_\_

# Vendor Application

*\*Food Trucks Complete Food Truck Application*



**Please fill out all information below and return to the City of Cayce.**

**Applicant Information:**

Name of Business/Organization: \_\_\_\_\_

Commercial Business       Non-Profit Organization - Documentation Required

Event Name: Hidden City Music Festival

Applicant Name or Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Space Specifications:**

**Width** \_\_\_\_\_ **X** **Length** \_\_\_\_\_

(Size must include all space for tent/vehicle/trailer, grills, towing hitch, dining area, supply vehicle, etc. Grills must be located inside space indicated.)

**Tent:**  YES  NO

(Tents must be secured down with heavy duty tent stakes or heavy weights.)

**Will there be cooking in the tent:**  YES  NO

(Cooking tents shall be separated from other tents by 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.)

**Generator:**  YES  NO

(Generators shall be at least 20 feet from any structure, tent or canopy and not accessible to the public. Generators shall be roped off with caution tape or safety barrier fencing with temporary fence poles to safeguard the public. IFC 3104.19)

**Electrical Hookups Needed?**  YES  NO

**Food & Beverages:** Check here if you are a Non-Food Truck Vendor selling foods and/or beverages

Beverages:  YES  NO

Food:  PREPARED **OFFSITE** & TRANSPORTED TO EVENT  
 PREPARED **ONSITE** WITH:  BARBEQUES/GRILLS  DEEP FRYER  RANGE  WOK

List all items you will offer at event.

Item: \_\_\_\_\_ Item: \_\_\_\_\_ Item: \_\_\_\_\_

Item: \_\_\_\_\_ Item: \_\_\_\_\_ Item: \_\_\_\_\_

Item: \_\_\_\_\_ Item: \_\_\_\_\_ Item: \_\_\_\_\_

**Submit applications to:**

City of Cayce | Attn: Event Coordinator | P.O. Box 2004 | Cayce, SC 29171

803-205-4448 | [jhowell@caycesc.gov](mailto:jhowell@caycesc.gov)

## Temporary Use Permit Application

*\*To be completed if event is being held on private property*

Date Filed: 2/23/26  
Name of Applicant Joseph McDougall  
Business Name Venom Syndicate Productions LLC  
Business Address 791 Greenlawn Dr. STE 4 Columbia, SC 29209  
Telephone #/Email Address jrmcdougall@mscmlaw.com / 8035309785  
Address of Temporary Use 2001 Charleston HWY  
Property Owner's Name Caroline Bridges  
Date of use 04/17/26-04/18/26  
Reason for Temporary Use Music Festival  
Duration of Temporary Use 2 Days  
Required to submit:  
 Property Owner Consent Letter       State Required Licenses  
 Site Plan/Setback Verification  
 Written Description of Activity  
Two-Day Music Festival

### Staff Use Only

- Background Check
- Fire Inspection

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Planning and Development

Date Issued: \_\_\_\_\_



**Food Truck  
Permit Application**

**City of Cayce  
South Carolina**

**ISSUE DATE:** \_\_\_\_\_

Name of Business		Tax Identification Number (Social Security or Federal ID Number)	
Name of Food Truck			
Address (Including City, State, ZIP)			Business Phone Number
Name of Applicant Joseph McDougall		Home Phone Number	Mobile Phone Number
Name of Event		Event Contact Name	Event Contact Number
Location #1 Address		Zoning District	Property Owner Approval Letter?
Location #2 Address		Zoning District	Property Owner Approval Letter?
Location #3 Address		Zoning District	Property Owner Approval Letter?
For additional locations, please provide above information on a separate page.			
<b>Applicant Initials</b>	<b>Conditions</b>		
	Food Truck vendor shall prominently display the SCDHEC letter grade.		
	Food Truck vendor must comply with all requirements and regulations as established by SCDHEC in the Retail Food Establishments Regulation 61-25.		
	Maintains within the Food Truck proof of written permission from the private property owner or authorized lease holder of the private property of each vending location if operating on private property.		
	The Food Truck vendor must provide proof of liability insurance for operation of the vehicle as a motor vehicle, and conduct of the business if the business is to be conducted on public property, in amounts reasonable determined by the City in consultation with its risk manager.		
	Receives annually a Food Truck Permit, a copy of which shall remain in the Food Truck during operation.		
	When not in operation, the Food Truck must be removed from the parcel and the operator must remove from the property all materials associated with the business. No Food Truck shall operate between the hours of 10:00 PM and 6:00 AM if the parcel upon which the Food Truck is located is within 400 feet of residential property.		
	The use of any sound amplification is prohibited regardless of the intended purpose.		
	The sale or service of alcoholic beverages is prohibited.		
	Signs affixed to the Food Truck advertising the name of truck and a menu of items sold are permitted. All other signs, balloons, banners, streamers or other similar devices to attract customers are prohibited.		
	The Food Truck vendor shall not operate the Food Truck as a drive-in window.		
	The noise level from the Food Truck motor and generator must comply with the City's Noise Ordinance.		
	A garbage receptacle shall be provided for customers in a convenient location that does not impede pedestrian or vehicular traffic. All litter or debris generated within a minimum of a 25-foot radius of the Food Truck shall be collected and removed by the Food Truck vendor.		
	Any service items, tables, etc. that a Food Truck operator may place outside of the vehicle shall not extend further than a 15-foot radius of the Food Truck.		



**Food Truck  
Permit Application**

**City of Cayce  
South Carolina**

**ISSUE DATE: \_\_\_\_\_**

Applicant Initials	Operation
	No temporary lighting shall be provided on site where the Food Truck is operating, except that localized lighting may be used on or in the mobile Food Truck for the purpose of inside food
	The Food Truck shall be located only within a zoning district that would otherwise permit the business, unless otherwise approved by the Zoning Administrator to locate in a different zoning district.
	The Food Truck must be located at least 100 feet away from the customer entrance of a lawfully established restaurant during the hours of its operation unless the owner of the restaurant provides a letter of consent, a copy of which shall be kept within the Food Truck.
	The Food Truck shall not occupy any handicap accessible parking space or block American Disabilities Act ("ADA") access to public facilities.
	The Food Truck shall not occupy a parking space or spaces that would negatively affect the parking for the businesses on the property or the movement of motor vehicles.
	The Food Truck shall be positioned so as not to block the visibility triangle, as defined by South Carolina Department of Transportation ("SCDOT"), or emergency access and fire lanes.
	The Food Truck must be positioned at least 15 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, handicapped parking spaces, and sidewalks, and five feet away from tree trunks and vegetation.
	The Food Truck must collect and pay hospitality tax as required by the City.
	The Food Truck must be inspected by the City Fire Marshal.
	The Food Truck grease trap must be approved by the City Pre-Treatment Coordinator.

The undersigned hereby acknowledges receipt of and compliance with the requirements of Section 7.19 of the Cayce Zoning Ordinance regarding Food Trucks and understands that the Zoning Administrator must approve any Food Truck prior to the issuance of a business license. Failure to comply with these requirements during the course of business may result in the revocation of the zoning permit and the business license.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit applications to:**

City of Cayce | Attn: Event Coordinator | P.O. Box 2004 | Cayce, SC 29171  
803-205-4448 | jhowell@caycesc.gov

**FOR OFFICE USE**

<input type="checkbox"/> Approved. Conditions:		
<input type="checkbox"/> Denied. Reasons:		
Appeals may be made within 30 days		
P&D Administrator	Date:	Business License Number
Fire Marshal	Date:	Fire Inspection Decal Number

- \_\_\_\_\_ **Proof of SCDHEC Certification**
- \_\_\_\_\_ **Written Permission from property owner or authorized agent**
- \_\_\_\_\_ **Proof of motor vehicle insurance**
- \_\_\_\_\_ **Fire Marshal approval**
- \_\_\_\_\_ **Pre-Treatment Coordinator notified**
- \_\_\_\_\_ **Must Be Attached to Business License Application**

# City of Cayce

## Local Hospitality Tax Reporting Form

Mail Forms and Payments to Hospitality Tax, 1800 12TH Street Ext. PO Box 2004, Cayce, SC 29171  
Direct questions to (803) 550-9559

D/B/A Business Name and Location

State Retail License No.

Tax Period

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FEI or SS No.

Due on or Before

\_\_\_\_\_

\_\_\_\_\_

### HOSPITALITY TAX COMPUTATION

1. Gross Sales: Prepared food and beverages	\$	_____
2. Hospitality Tax: Line 1 x 2% (.02)	\$	_____
3. Penalty on Delinquent returns: Line 2 x 5% (.05) x _____ number of months	\$	_____
<b>4. Total Hospitality Tax Due (Add Lines 2 and 3)</b>	\$	_____

Enclose check made payable to the City of Cayce  
Include your state retail license number and the period covered on the check.

Per City of Cayce ordinance, a 2% Local Hospitality Tax on the gross proceeds from the sale of prepared meals and beverages must be remitted to the City. The taxes are due on or before the twentieth (20th) of the month following the close of the period. Please sign and date the return.

*I hereby certify that all of the information stated above is true and accurate to the best of my knowledge and belief.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Telephone: \_\_\_\_\_

*Please Note: All H-Tax Payments must be submitted to the Business License within 30 days. Failure to do so may result in being banned from doing future business in the City of Cayce.*

## SCDOT DISTRICT 1

### ROAD CLOSURE FOR PARADES, FESTIVALS, OR OTHER EVENTS AGREEMENT

The South Carolina Department of Transportation (SCDOT) has no objections to municipalities, county governments, state government, or others endorsed by a municipality, county, or state government wishing to hold parades, festivals, or other events that may involve the temporary closing of one or more roads in the state system, provided however, that the parades, festivals, or other events are held in a safe and orderly manner and that motorist and pedestrian safety, as well as adequate traffic movement and accessibility for persons with disabilities, is maintained. The following procedures shall be required for such temporary state roadway closures:

1. The requests shall be in writing and, if not submitted by a **local governmental authority**, shall include the local governmental authority's permit or written authorization for the event.
2. Local or other law enforcement agencies are responsible for and shall provide all necessary traffic control when state roadways are temporarily closed, to include adequate detours for the safe and efficient movement of the traveling public around the closed area. The traveling public expects state routes to be open and free of delay. Therefore, adequate signs and traffic control devices shall be used to clearly mark the area to minimize inconvenience to through traffic. SCDOT is not responsible for traffic control or notification of local or other law enforcement for these events.
3. The local authority shall be responsible to ensure that all traffic control devices, utilized by the local or other law enforcement agencies for the parades, festivals, or other events, shall conform to the Manual on Uniform Traffic Control Devices (MUTCD), latest edition.
4. Pavement markings are not allowed unless specifically approved by SCDOT.
5. No equipment or structures that would damage the pavement shall be located on the roadway surface, including but not limited to, petroleum products, such as hydraulic fluid, diesel fuel, gasoline, etc., mechanical stabilizers, and anchoring systems.
6. SCDOT does not recommend parades, festivals, or other events crossing a railroad track. However, if the parade, festival, or other event unavoidably uses a state roadway that crosses a railroad line, the requester and/or local authority is responsible for contacting the railroad company to advise of the event and coordinating any needed precautions to ensure the public's safety.
7. SCDOT shall not be held responsible for any personal and/or property damage or injury incident to or arising from these events.
8. Access to and the use of curb ramps and other facilities for any person(s) with disabilities shall not be blocked.
9. Submit requests no less than 3 weeks before event to **ROAD CLOSURE REQUESTS** to the appropriate SCDOT County Maintenance office below. Call the office to submit request via email.

County	Address	Phone
Kershaw	512 South Fair Street, Camden, SC 29020	(803) 432-4358
Lee	703 East Church Street, Bishopville, SC 29010	(803) 484-6236
Lexington	124 Park Road, Lexington, SC 29072	(803) 359-4103
Richland	7201 Fairfield Road, Columbia, SC 29203	(803) 786-0128
Sumter	301 East Calhoun Street, Sumter, SC 29151	(803) 778-5466

## SCDOT DISTRICT 1 ROAD CLOSURE REQUEST

Requestor Name			
Local agency, Organization, or Group			
Mailing Address			
Email Address		Phone	

\* If requester is not a local governmental agency, written authorization from a local governmental agency must be attached

Name of Event	
Detailed Description of Event	

Sponsoring Organization or Group			
Contact Name			
Mailing Address			
Email Address		Phone	

Date of Event:	Begin Time:	End Time: <b>10:45PM</b>	Rain Date:
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Road Name/Route Number	Road Name/Route Number

**All requests must also include the following information:**

- Written authorization by local authority (if requester is community organization or business)
- Written authorization by local law enforcement agency to provide traffic control (if requester is not law enforcement)
- Map highlighting proposed road closure or route and detour route
- Additional details of event

I have read and agree to follow the procedures of the <b>ROAD CLOSURE FOR PARADE, FESTIVALS, OR OTHER EVENTS AGREEMENT.</b>	
	<span>Requester's Signature</span> <span>Date</span>

<b>FOR SCDOT USE:</b>	
<b>If accepted, SCDOT has NO objection to closing the SCDOT maintained roads above for this event in accordance with all submitted documents and maps.</b>	
County:	Date Received:

County Reviewer:	Date:	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject/Revise*
County Maintenance:	Date:	<input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reject/Revise*
District Traffic:	Date:	<input type="checkbox"/> Accept <input type="checkbox"/> Reject/Revise*
DEA:	Date:	<input type="checkbox"/> Accept <input type="checkbox"/> Reject/Revise*

\*If rejected/revised, attach memo with explanation or revision.

# MEMORANDUM

## FOR CITY COUNCIL APPROVAL

*Pyrotechnic Operations Summary — Hidden City Music Festival 2026*

<b>FROM:</b>	Shelby W. Judd, President, Venom Syndicate Productions
<b>TO:</b>	Cayce City Council
<b>DATE:</b>	27 February 2026
<b>RE:</b>	Pyrotechnic Display — Hidden City Music Festival (17–18 April 2026)
<b>VENUE:</b>	Columbia Motor Speedway, Cayce, SC

### I. SUMMARY

Venom Syndicate Productions is requesting approval to incorporate professional pyrotechnics into the 2026 Hidden City Music Festival (HCMF 26), taking place April 17–18 at the Columbia Motor Speedway. This document provides an overview of what we plan to do, when we plan to do it, and how we intend to keep things safe for attendees and the surrounding community.

Our approach relies primarily on Close Proximity effects—low-altitude, visually focused pyrotechnics designed for stadium settings—with a single, short Class A aerial finale on Saturday night lasting no more than two minutes. The goal is a great visual experience for the audience with minimal noise impact on the neighborhood.

### II. PYROTECHNIC SCHEDULE

All pyrotechnic activity is confined to the windows below. Nothing fires outside these times:

FRIDAY — 17 APRIL 2026	
<b>Earliest Discharge</b>	6:45 PM
<b>Activity</b>	Periodic Close Proximity bursts throughout the evening
<b>Mandatory Stop</b>	10:30 PM
<b>Class A (Aerial)</b>	None

SATURDAY — 18 APRIL 2026	
<b>Earliest Discharge</b>	6:45 PM
<b>Activity</b>	Periodic Close Proximity bursts throughout the evening
<b>Grand Finale (Class A)</b>	Begins at 10:30 PM
<b>Finale Duration</b>	1 to 2 minutes
<b>Mandatory Stop</b>	10:32 PM

### III. WHAT WE'RE USING

#### Close Proximity Pyrotechnics (Friday & Saturday)

- Professional-grade effects built for stadium use, governed by NFPA 1126.
- These are designed to look great—shimmer, color, sparkle—without the heavy boom of a traditional fireworks show.
- Height is capped at 50 to 150 feet, keeping everything inside the venue footprint.

#### Class A Aerial Pyrotechnics (Saturday Finale Only)

- Traditional aerial shells used only for the Saturday night finale.
- Compressed into a 1–2 minute window to keep the noise exposure brief.
- The Speedway's large footprint provides a natural buffer between the launch point and the property line, which helps with sound dissipation.

### IV. SAFETY MEASURES

- **Licensed Crew:** All displays are handled by a licensed Lead Pyrotechnician who will coordinate with on-site fire safety officials.
- **Weather Protocol:** We maintain a no-fire rule if wind or weather conditions exceed safe thresholds. If conditions are unsafe, we don't shoot.
- **Safety Perimeters:** Appropriate clearance zones around all launch positions per NFPA standards, with fire suppression equipment staged on site.
- **Emergency Access:** Fire and EMS lanes remain clear throughout all pyrotechnic operations.
- **Insurance:** VSP carries comprehensive general liability with pyrotechnic endorsements. A Certificate of Insurance naming the City as an additional insured will be provided prior to the event.

### V. COMMUNITY CONSIDERATION

We want to be good neighbors. To that end:

- We're happy to coordinate with the City on advance notification to nearby residents.
- The pyrotechnic schedule will be published on official HCMF channels so people know what to expect and when.
- We are available to address any questions or concerns from Council members or residents ahead of the event.

We respectfully request the Council's approval and appreciate your consideration. Happy to answer any questions.

*Respectfully,*

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**Shelby W. Judd**  
President, Venom Syndicate Productions

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# Memorandum

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**To:** Mayor and Council

**From:** Michael Conley, City Manager

**Date:** March 3, 2026

**Subject:** First Reading of an Ordinance to rezone property at 1511 Middle Street (Tax Map Number 005764-01-013) from C-3 (Central Commercial) to RG-2 (General Residential)

---

## Issue

The property owner, CSC Habitat for Humanity, is requesting to rezone the property at 1511 Middle Street from C-3 (Central Commercial) to RG-2 (General Residential) to allow for the construction of a single-family home.

## Discussion

The RG-2 zoning district is intended to support residential development with a variety of housing styles. In contrast, the C-3 zoning district is meant for commercial areas like Knox Abbott Drive and State Street. The location of the subject property does not resemble these commercial corridors, making the current C-3 zoning incompatible with this area.

The property lies within the CBR (Central Business Residential) land use category on the Future Land Use Map, and the proposed RG-2 zoning is compatible as an alternative zoning district.

Staff plans to address similar zoning inconsistencies throughout the City through updates to the Official Zoning Map, along with the completion of the Unified Development Ordinance (UDO), and with discussions with property owners.

Staff finds that the requested RG-2 zoning is consistent with the intent of the Comprehensive Plan, given the property's location and the surrounding residential uses.

## Recommendation

The Planning Commission has unanimously recommended that City Council approve the rezoning of the property from C-3 (Central Commercial) to RG-2 (General Residential).

<b>STATE OF SOUTH CAROLINA</b>	)	<b>ORDINANCE 2026-03</b>
	)	<b>Amending the Zoning Map and</b>
<b>COUNTY OF LEXINGTON</b>	)	<b>Rezoning Property Located at</b>
	)	<b>1511 Middle Street (Tax Map</b>
<b>CITY OF CAYCE</b>	)	<b>Number 005764-01-013) from C-3</b>
	)	<b>to RG-2</b>

**WHEREAS**, the Owner/Applicant requested that the City of Cayce amend the Zoning Map to re-designate the subject property located at 1511 Middle Street (Tax Map Number 005764-01-013), from C-3 (Central Commercial) to RG-2 (General Residential), and

**WHEREAS**, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners, and

**WHEREAS**, the Planning Commission met on February 23, 2026, to receive public comments and vote on whether to recommend the rezoning request, and has decided by a unanimous vote that it does recommend this change to the existing zoning.

**WHEREAS**, City Council has reviewed the application, the Planning Commission recommendation, the surrounding zoning pattern, and the Future Land Use Map; and

**WHEREAS**, City Council finds that the proposed rezoning to RG-2 is compatible with surrounding residential zoning classifications and promotes the public health, safety, and general welfare of the City; and

**WHEREAS**, City Council finds that the proposed rezoning is consistent with the City of Cayce Comprehensive Plan;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the property hereinafter listed, and as shown on the attached sketch, is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as RG-2:

Tax Map Number 005764-01-013  
1511 Middle Street

This Ordinance shall be effective from the date of second reading approval by Council.  
**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Elise Partin, Mayor

Attest:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

First Reading: \_\_\_\_\_

Second Reading and Adoption: \_\_\_\_\_

Approved as to form: \_\_\_\_\_  
James Smith, City Attorney

City of Cayce  
South Carolina

Planning Commission Zoning Map Amendment

Date Filed: 12-18-2025

Request No: MAD01-216

Fee: \$221.00

Receipt No: 12218788

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 C3 to R62

The justification for this change is as follows;

put a future Habitat for Humanity homeower into a  
single family residence New construction

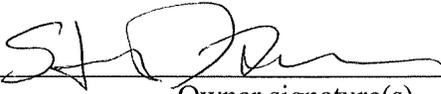
APPLICANT(S) [print]: Steve Davis  
Address: 1831 Superior St Columbia SC 29205  
Telephone: 803-215-4659 [Business] \_\_\_\_\_ [Residence]  
Interest: Owner(s):    Agent of owner(s):    Other:   

OWNER(S) [if other than Applicant(s)]: Osc Habitat for Humanity  
Address: 1831 Superior St Col SC 29205  
Telephone: 803-215-4659 [Business] \_\_\_\_\_ [Residence]

PROPERTY ADDRESS: 1511 Middle St Cayce 29033  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_  
Tax Map No. 005764-01-013 Plat Book 0036-0093 Page \_\_\_\_\_  
Lot Dimensions: .24 Acre Area: [sq. ft. or acreage] \_\_\_\_\_  
Deed restrictions/limitations on property: \_\_\_\_\_

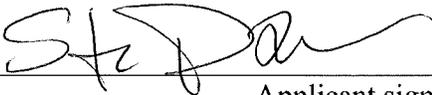
DESIGNATION OF AGENT [complete only if owner is not applicant]  
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: 12-18-2025

  
\_\_\_\_\_  
Owner signature(s)

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

Date: 12-18-2025

\_\_\_\_\_  
  
\_\_\_\_\_  
Applicant signature(s)

Official Use Only:

Property posted: Feb 5, 2026 By: MO, BS

Published in Newspaper on: Feb 5, 2026

PLANNING COMMISSION: Feb. 23, 2026

RECOMMENDATION: Approval rezone to R-G-2

CITY COUNCIL [1<sup>st</sup> 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.

## TMS Information

Last Updated: 02/18/2026

Note: Residential and commercial building data is limited to the first improvement only.

Property Information				
TMS	00576401013	<a href="#">Show Map</a>	<a href="#">Print</a>	
Tax Year:	2026			
Owner:	CENTRAL SOUTH CAROLINA HABITAT FOR			
Address:	1831 SUPERIOR ST COLUMBIA SC 29205			
Property Address:	1511 MIDDLE STREET			
Legal Description:	LOT 10			
Deed Book Page:	<a href="#">21180-4062</a>			
Plat:	3G-93			
Land Use Code:	0001:RESIDENTIAL - UNIMPROVED			
Tax District:	2C			
Assessment Information		Resid. Building Information		
Lots:	1	Above Grade SFLA	0	
Acreage:	0.000	Unfinished Area	0	
Taxable Land:		Year Built	0	
Taxable Building:		Bedrooms	0	
Assessment Land:		Full Baths	0	
Assessment Building:		Half Baths	0	
Total Taxable Value		Heating/Cooling		
Homestead Exempt:	No			
Legal Resident:	No			
Commercial Building Information				
Square Footage				
Year Built				
Sale Information				
Sale Date	Seller	Buyer	Price	BK-PG
09/12/2025	WHATLEY, JOHN BROOKS	CENTRAL SOUTH CAROLINA HABITAT FOR HUMANITY INC	22000	<a href="#">21180-4062</a>
07/07/2015	SMITH, MAE BELL & BENSON, ROSILAND	WHATLEY, JOHN BROOKS	925	<a href="#">17770-70</a>

# REZONING REQUEST

## 1511 MIDDLE STREET

### Legend

 200 Ft Buffer

 REZONING REQUEST

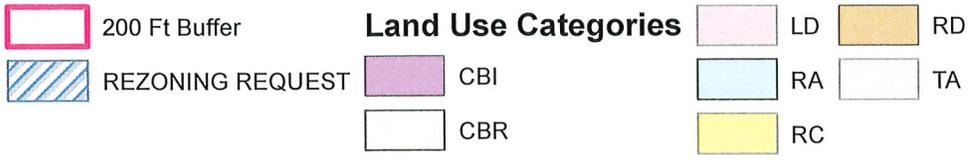


100 50 0 100 Feet



# LAND USE MAP 1511 MIDDLE STREET

## Legend



100 50 0 100 Feet





**APPROVED MINUTES  
BOARD OF ZONING APPEALS  
MONDAY, DECEMBER 15, 2025  
CAYCE CITY HALL – 1800 12<sup>TH</sup> 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 Godbold.

**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 Godbold 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.



**APPROVED MINUTES  
PLANNING COMMISSION  
MONDAY, DECEMBER 15, 2025  
CAYCE CITY HALL – 1800 12<sup>TH</sup> 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 Godbold 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.

**Cayce Historical Museum Commission**  
**January 5, 2026**  
**Meeting Minutes**

The January 5, 2026, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:00pm by Chairman James Stewart. The following individuals attended the meeting:

<b>Name</b>	<b>Status</b>
James Stewart	Chairman
Pamela Sulton	Vice Chair
Marcy Hayden	Secretary
Chris Tenny	Commissioner
Archie Moore	Commissioner
Charlita Earle	Commissioner
Keith Stephenson	Commissioner (absent)
David Brinkman	Commissioner
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Communications Assistant
Wesley Crosby	Assistant City Manager

**Upcoming Events:**

January 24, 2026: Genealogy Workshop and CHF fundraiser  
 January 29, 2026: Historic Preservation Lecture 6pm

**Invocation:** Commissioner Sulton

**December Meeting Minutes:**

Following a review of the minutes from the last meeting, A motion to approve the minutes made by Commissioner Sulton. This motion was seconded by Commissioner Earle and approved by

the Commission.

### **Commission Officer Elections**

Commissioners vote each year in January to appoint officers in accordance with our by-laws. Nominations were expected and voted on by the office. Nomination and votes are as follows:

Chair:

Marcy Hayden was nominated by James Stewart. With no other nominations, Chair Stewart made the motion to accept Marcy Hayden as Chair which was seconded by Commissioner Earle. All approved; motion passed.

Vice Chair:

Paula Sulton was nominated by Marcy Hayden. With no other nominations, Commissioner Hayden made the motion to accept Paula Sulton as Vice Chair which was seconded by Commissioner Earle. All approved; motion passed.

Secretary:

Chris Tenny was nominated by Paula Sulton. With no other nominations, Commissioner Sulton made the motion to accept Chris Tenny as Secretary which was seconded by Commissioner Earle. All approved; motion passed.

Chair Stewart made remarks regarding his years of service as Chair. For continuity of the meeting, outgoing officers continued their roles for the meeting. Commissioner Hayden will provide minutes for the February meeting.

### **Additional Business**

#### **Staff Reports:**

Mr. Thomas provided the staff report. The program calendar is being created and will include presentations and events on the following: Historic Preservation, Genealogy Workshop, Juneteenth (June) Event, Native American Heritage Month Event (November), and Colonial Village at Tartan Day South event. Additional events and activities will be included. During the Christmas event, there were several accidents so safety items will need to be considered in the upcoming budget. There are still funds in the Christmas account that can give us additional funds to replace broken/old/damaged Christmas event items for next year. Funding needs to be reviewed to make sure this is allowable. Additionally, appropriate Accommodations and Hospitality Tax Grants will be applied for based on needs in coordination with the Cayce Historic Foundation for future events. The Genealogy Workshop is going to be held on January 24, 2026 from 9:30am until 3:30pm in the Community Room. The Historic Preservation

workshop will be held on Tuesday, January 29, 2026 at 6pm. This African American Committee met and discussed the Legends Event which will be held on April 16th. Mr. Thomas is working on the budget requests to the City. Any items that the Commissioners would like to be considered, need to be presented to him soon. There are Catawba Pottery Exhibit planning funds that need to be used by June 30th from this budget cycle. Mr. Thomas is also looking for a deer hide tanner for the Colonial Village for Taratan Day South in March. Mr. Thomas provided updates on Native American Graves Protection and Repatriation Act inventory work which has been completed. Additional consultation with the SC Department of Natural Resources as needed.

**Action Items:**

*Vote on Christmas Tree Purchase:* Vote Tabled until more information can be presented about grant requirements.

**Donations:**

*Southern Essence Distillery Vodka Bottle-Donated by April Blake*

This bottle was donated along with articles written by Ms. Blake about the distillery which was a first of its kind in Cayce. Chair Stewart made a motion to accept the donation. Commissioner Hayden seconded the motion; the motion passed.

**Christmas Events Review:**

Commissioners shared their impressions of the two Christmas events hosted by the Cayce Museum Commission and Cayce Historic Foundation. Overall, the events were received positively by the public and the Commissioners feel they have a great format for future events. The Soda City Theater Company did an amazing job reenacting scenes from the past for the lantern tours, the vendor market under the tent was much easier for set-up and weather issues, Santa was very busy and there were some issues with the cider, but overall great format. Friday night's concert was a good first try, but weather was an issue. The musicians liked using the public safety building for the concert and they suggested combining the events into one day. Suggested that we look into buying a large tent for the City to use, increase marketing efforts/budget and do additional fundraising.

**Cayce Visitor Center Renaming**

The 12,000 Year History Park will be called the Cayce Visitor Center, so Commissioners discussed renaming the Museum space to the "Cayce Community Center," or the "Cayce Museum Education Center," or the "Cayce Museum Research Room". Additional discussion was had about the role of the Commission and the 12,000 History Park. Commissioners would like to be included in an advisory role to ensure continuity among historical resources.

With no additional items on the agenda, Chair Stewart called for a motion to adjourn the meeting. The motion was made by Commissioner Moore and seconded by Commissioner Earle. The CHMC unanimously voted to adjourn the meeting at:

**6:11 PM.**