

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland



**City of Cayce
Regular Council Meeting
Tuesday, November 5, 2019
6:00 p.m. – Cayce City Hall – 1800 12th Street
caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. October 1, 2019 Regular Council Meeting
October 16, 2019 Regular Council Meeting
October 24, 2019 Special Council Meeting – Administrative Hearing

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation of a Knight Foundation Donor Advised Grant through the Central Carolina Community Foundation by JoAnn Turnquist, President and CEO

IV. Ordinances

- A. Discussion and Approval of Ordinance 2019-19 Amending Section 10-31 of the City of Cayce Code of Ordinances Relating to Technical Codes – Second Reading
- B. Discussion and Approval of Ordinance 2019-20 Amending Zoning Ordinance Article 6 District Regulations to Add Language Concerning Infill Development – First Reading

V. Other

- A. Discussion and Approval of a Proposal for Cayce Arts District Design and Management
- B. Discussion and Approval to Add a School Resource Officer at Lexington Two Innovation Center
- C. Discussion and Approval of Change Order for the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project
- D. Discussion and Approval of Order in Knights Inn Business License Revocation Matter

VI. City Manager's Report

VII. Committee Matters

- A. Approval to enter the following Committee approved Minutes into the City's Record
 - Museum Commission – September 12, 2019
 - Events committee – September 12, 2019
 - Zoning Board of Appeals – September 16, 2019
 - Planning Commission – September 16, 2019

VIII. Council Comments

IX. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of possible contract negotiations for economic development concerning the City of Cayce

X. Reconvene

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

XII. Adjourn

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



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**City of Cayce
Regular Council Meeting
October 1, 2019**

A Regular Council Meeting was held this afternoon at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Director of Public Safety Byron Snellgrove, Director of Human Resources Lynn Dooley and City Attorney Danny Crowe were also in attendance.

Mayor 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 meeting to order and Council Member Jenkins gave the invocation. Mayor Partin stated that there were some special guests in attendance. Mr. Ken Parsons stated that he and Cub Scouts Nicholas Allen and Titus Smerdell were with Cub Scout Pack 331. The young men introduced themselves, joined Council on the dais and led the assembly in the Pledge of Allegiance.

Approval of Minutes

Council Member Almond made a motion to approve the September 3, 2019 Regular Council Meeting minutes and the September 18, 2019 Regular Council Meeting minutes as written. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that Ms. Hegler had requested to postpone Item IV. C. to the next Council Meeting. Council Member Jenkins made a motion to approve postponing Item IV. C. to the October 16, 2019 Council Meeting. Council Member Corley seconded the motion. Mayor Partin stated that she shared Ms. Hegler's request to postpone this item with several local artists as well so they would know. Mayor Partin called the question which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Mr. John Sharpe, Item IV. C. – please see comments attached.

Ms. Venetia Sharpe, Item IV. C. – please see comments attached.

Mr. Mark Gardner, Item III. C. – Mr. Gardner stated that he was in attendance to speak in support of Love Automotive's sign request. He stated that his business and

Love Automotive combined had been in business in the City for 110 years. He stated that Love Automotive made a commitment to stay on Knox Abbott Drive in Cayce and never left, even during the Depression. He stated that in order to stay successful a business has to grow and change. Mr. Gardner stated that he hoped Council would be able to assist Love Automotive with the request they had before Council.

Ms. Renea Eshleman, Item IV. C. – please see comments attached.

Ordinances and Resolutions

A. Discussion and Approval of Ordinance 2019-16 Amending the Sewer Use Ordinance - Second Reading

Council Member Almond made a motion to approve Ordinance 2019-16 on Second Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2019-17 Amending City Code Section 40-92 (“Prohibited Discharges”) of Article III (“Sewer System”) of Chapter 40 (“Utilities”) – Second Reading

Council Member Corley made a motion to approve Ordinance 2019-17 on Second Reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2019-18 Amending Zoning Ordinance Article 2 Definitions, Article 8 Table 8-B Number, Dimension and Location of Signs Requiring a Permit and Article 8 Table 8-B Table Notes to Add Language Concerning Digital Display Signs – First Reading

Ms. Hegler stated that digital display signs are currently permitted in the City but have restrictions that are not necessarily reflective of the current capabilities of these types of signs. The proposed amendment retains the restriction of no animation or scrolling messages on digital signs. However it permits multiple colors and characters instead of just letters. She stated that the Planning Commission voted on amending the Zoning Ordinance pertaining to digital display signs at the Planning Commission meeting on September 16, 2019.

Council Member Corley made a motion to approve Ordinance 2019-18 on First Reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval of Memorandum of Understanding and Agreement between City of Cayce and Town of Springdale for Building Official Services

Ms. Hegler stated that Council approval was needed for the renewal of the Memorandum of Understanding (MOU) and Agreement for the City of Cayce to provide commercial and residential building plan reviews and inspections to the Town of Springdale at the rate of \$1,000 per month until January 1, 2022. This agreement was renewed in June 2018 and expires on January 1, 2020. Ms. Hegler stated that in order for this Agreement to go into effect, Springdale Town Council must also approve it. It will be on their agenda at their next meeting on October 1, 2019.

Council Member Carter made a motion to approve the renewal of the MOU with Springdale. Council Member Jenkins seconded the motion. Mayor Partin asked if monthly payments was a better payment option instead of billing for hours worked. Council Member Carter stated that the Town of Springdale could get a new neighborhood which would greatly increase the amount of hours the City's Building Official would be needed there. Ms. Hegler stated that staff would watch the hours closely and keep Council updated if there are any changes. Mayor Partin called the question and it was unanimously approved by roll call vote.

B. Discussion and Approval of Bid Award for Construction of Art Lot

Ms. Hegler stated that Council approval was needed in order to accept the bid from 3D Dirtworks for the construction of the City's Art Lot located at 1908 Street. She stated that on January 30, 2019, the City was awarded a Connected Communities grant from the Central Carolina Community Foundation to construct an Art Lot at 1908 State Street, located in the City's newly established Arts District. After a public input session on August 28, 2019, a request for bids went out on September 12, 2019. On September 26, 2019, the City received four (4) bids. City staff and the project designer Landplan Group South selected 3D Dirtworks of Sumter, SC with a bid of \$98,800.00. This was the lowest bid submitted. Ms. Hegler stated that the Connected Communities grant will pay for \$20,860 and the remainder will be paid for by a combination of ABC Funds, Hospitality Tax funds and donations from the community.

Council Member Carter made a motion to approve the selection of 3D Dirtworks to construct the City's Art Lot at 1908 State Street. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of a Proposal for Cayce Arts District Design and Management

This item was postponed to the October 16, 2019 Council Meeting.

City Manager's Report

Ms. Hegler stated that the Cayce Fall Fest was Saturday, October 5 from 1pm to 7pm at Granby Gardens Park. She stated that Coffee with Cops was being held at Piecewise Coffee Co. October 2 from 7:30am to 9:30am. She stated that Norfolk Southern was scheduled to make repairs to the railroad crossing at 12th Street and Frink Street and reminded Council that 12th Street would be closed around the railroad crossing that Thursday and Friday. She stated that the new Starbucks on Knox Abbott Drive was open. Ms. Hegler stated that the City is contracted with a new Public Defender, Sandra Moser, from the Milling Law Firm. She stated that Ms. Moser would be assisting the City with the cases that have requested a Court Appointed Attorney.

Committee Matters

- A. Approval to enter the following Committee approved Minutes into the City's Record
 - Zoning Board of Appeals – January 28, 2019
 - Planning Commission – August 19, 2019
 - Events Committee – August 22, 2019

Council Member Almond made a motion to enter the approved Committee minutes into the City's record. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

There were no Council comments.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of possible contract negotiations for economic development concerning the City of Cayce

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

Reconvene

After the Executive Session was concluded, Council Member Almond made a motion to reconvene the Regular meeting. Council Member Corley 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 Actions by Council in follow up to Executive Session

There were no actions taken in follow up to Executive Session.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:09 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

I'm here to speak about a memo dated September 25, 2019

Subject: Approval of a Proposal for Cayce Arts District Design and Management.

I found out about this by accident. I called Ms. Hunter to talk about a campaign to get more artist. I was asked about moneys and said there is no money.

That's when she sent me the memo. To say I was surprised is an understatement.

I started the Art District Project when I bought my building about 9 years ago. Slowly over time I was able to persuade people the usefulness of an Art District.

All along the way I have kept the city aware of my activities.

3 years ago with other Cayce Artist and the help of Cayce City Hall we submitted a proposal for a large Place making - Art District Grant. Do and effects

Now about the Memo for a Creative Director, I oppose the hiring of a Creative Director for 2 reasons.

The first, it was improperly posted. You don't bury a request for an overall concept for developing the City's Arts District in on the second page for a call for a muralist. That's simply wrong.

The second, who should provide the overall concept for developing the Cayce Art District? It should be the business owners in the Art District and Cayce Art Guild Members. That's who should develop the district.

Now for the duties listed;

You have left off the most important duty, getting artist.

Branding, yes we need to start the branding process and anyone viewing our post know we've been slowly working on Branding by the words and terms we've been using. Also you can't brand a place until you have an area to brand. There's actually a few other issues about proper branding.

CAYCE, ART ON THE COOL SIDE OF THE RIVER AND WE GOT IT ZONED NOW COME ON

Painting blighted buildings, yes but until now there was no district or moneys to do so.

Creating murals, we've been trying to get murals done, problems been money. The owner of the old foundry would love to have a mural on his building and I'm surprised he was not included.

Installing sculptures, my sculpture is on America Roadside Attraction

FRINK AND RXR PADS

Public artworks I've asked the Mayor several times where can we place public art pieces

Constructing gateway signage we have already contacted the Tourism Board about signage on the Interstate and Handouts at welcome center.

The Art District needs three things, a place, artist, and patrons.

We have the District, now we need the artist, after we get artist its time to get the patrons. You don't want people looking for an art district without art.

Basically your Cayce business owners and artist are already performing the task you have listed and we are doing it for free.

DRAFT DRAFT DRAFT !!!!!

**Statement from
Cayce Arts Guild**

**Cayce City Council
October 1, 2019**

Agenda Item IV.C. Approval of a proposal for Cayce Arts Design and Management

The Cayce Arts Guild is in place largely in response to the emphasis Mayor Partin has made on the arts. Without the encouragement and support of the Cayce Mayor, Council, and staff, the Guild would not exist. Thank you.

Regarding the mural project, the summary in the call for proposals states, “The City of Cayce is requesting proposals from artists to design and paint two (2) murals on private property on State Street.” The Call further describes the mural projects and includes, under an “Other” paragraph, “Respondents may also present an overall concept for developing the City’s Arts District. Note this is not a requirement for responses.”

Because the Call focuses on the two murals, it seems doubtful that individuals and businesses would be appropriately recruited to submit proposals who have expertise in design and management of a much broader initiative than two murals. The proposal Will Bryan submitted is the only one of 22 that addresses a broader design of the arts district.

It is the position of CAG that local artists should be included in development of the district as it goes forward and at least the design components of the overall project, for example, the banners, murals, sidewalk, and crosswalk art.

Further, the Guild requests that City officials continue to include CAG members and the arts community in arts-oriented efforts, projects, and events.

I would like to suggest that the Council create an Art District committee made up of business and property owners within the Art District and members of Cayce's Arts Guild.

This committee would oversee the Development, Branding, gathering of signage from appropriate sources, institute art contests to develop art for public spaces, & provide basic beautification for the current and future art district.

By having this type of committee, we would be able to utilize any available dollars to be invested into the actual current Art district and for future expansion of the Art district.

The driving idea behind our creation of an Art district is to encourage artist to relocate to Cayce, and thereby bring more tourism and monies to our great city.

An Art district has three legs, the location, the artist, and the patrons who shop for the art. We have the district, now we need the artist who in turn will bring the tourism. It is a proven that if you bring a group of artist into an area the place will prosper; ie: the Vista, Main street Columbia and hundreds of other places around the country. The h-tax dollars can be used in ways to draw artist to us and can be augmented where necessary by grants as available, eventually yielding a productive self sustaining and profitable Arts District.

We need to take a moment, form this committee with people who have a vested long term interest in our art district, allow for input, before we move forward.

Respectfully,



Venetia Sharpe

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland



**City of Cayce
Regular Council Meeting
October 16, 2019**

A Regular Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Director of Public Safety Byron Snellgrove, Director of Human Resources Lynn Dooley and City Attorney Danny Crowe were also in attendance.

Mayor 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 meeting to order and Council Member Carter gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

Ms. Corder stated no one had signed up for public comment.

Ordinances

- A. Discussion and Approval of Ordinance 2019-18 Amending Zoning Ordinance Article 2 Definitions, Article 8 Table 8-B Number, Dimension and Location of Signs Requiring a Permit and Article 8 Table 8-B Table Notes to Add Language Concerning Digital Display Signs – Second Reading

Ms. Hegler stated that staff was requesting that Council consider an additional clarification to the Ordinance before them. She stated that it had come to staff's attention that they may want to clarify a solid black background color for digital display signs. She stated that the proposed Ordinance amending the Zoning Ordinance retains the restriction of no animation or scrolling messages on digital signs. However, it increases the color options for signage but does not state what type of background is required.

Council Member Almond made a motion to amend the Ordinance to include a requirement of a black background. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2019-19 Amending Section 10-31 of the City of Cayce Code of Ordinances Relating to Technical Codes – First Reading

Ms. Hegler stated that Council approval was needed for the first reading of an Ordinance amending Section 10-31 to adopt the most recently approved Technical Codes related to building rules and regulations. The South Carolina Building Codes Council formally adopts new construction-related technical codes when changes are needed. It is mandatory that all municipalities and counties enforce these codes. The City currently enforces the Codes that were previously adopted by the Building Codes Council. The SC Building Codes Council has formally adopted a number of new technical codes and the effective date is January 1, 2020. No revisions or modifications are permitted to the codes without prior approval of the Building Codes Council. Due to this mandate, the City needs to adopt the new versions of the codes by reference through an Ordinance.

Council Member Almond made a motion to approve Ordinance 2019-19 on First Reading. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval of a Proposal for Cayce Arts District Design and Management

Ms. Hegler asked Council to defer this item again until the next Council Meeting. Council Member Almond made a motion to defer this item. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Bid Award for Automated Side Loader Truck for Sanitation Department

Ms. Hegler stated that the Sanitation Department seeks approval for a bid award for the purchase of a new Automated Side Loader truck as included in the FY 2019-2020 budget for lease purchase. The FY 2019-2020 budget included an appropriation for a capital lease-purchase of a new Automated Side loader truck to replace the 1996 International 1087 Sanitation Truck. A Request for Bids was prepared along with specifications and sent to various equipment dealers who sell this type of equipment. Sealed bids were received and publicly opened September 26, 2019. Garage and Sanitation staff reviewed each bid and compared them to the specifications.

Ms. Hegler stated that multiple quotes were received from the vendors depending on the body and chassis types. She stated that staff recommends that the bid be awarded to Excel Truck Group at \$251,595 for the 2020 Freightliner with the New Way Sidewinder

STR body. This model was chosen due to the stabilization and smoothness of the hydraulics which ultimately will extend the life of the truck compared to the CollecStar. The two trucks with the lower bid came with the 2020 Freightliner dual steer chassis, but not with the New Way SideWinder STR body. Ms. Hegler stated that the recommended bid does fall within the approved budget amount. She stated that if approved, the truck will take several months to build, with expected delivery and lease payments beginning in April, 2020.

Council Member Almond made a motion to approve the award of \$251,595 to Excel Truck Group. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that Sarah Jane Harris, the City's new Grants/Projects Manager, was in the audience, so Council could meet her if time permits. She stated that the Public Safety Foundation was holding Cayce Drives, their annual fundraiser golf tournament, that Friday. She reminded Council that the temporary Bluegrass exhibit was at the Museum until November 8. Ms. Hegler stated that Mr. Stan Slaughter was hired to assist Jamie Beckham in IT.

Committee Matters

- A. Appointments and Reappointments
Cayce Beautification Foundation – Two (2) Positions

Council Member Almond made a motion to approve the appointment of Ms. Ann Bailey-Robinson and Mr. Larry McKenzie to the Beautification Foundation. Council Member Corley seconded the motion. Mayor Partin stated that Mr. Harry Ott with Farm Bureau was a member of the Beautification Foundation but was not able to attend the meetings due to his schedule. However Mr. McKenzie also works for Farm Bureau and was attending the meetings in Mr. Ott's stead. She stated that Mr. Ott would remain supportive of the Foundation but Mr. McKenzie would be attending the meetings as a member of the Foundation. She called the question which was unanimously approved by roll call vote.

Council Comments

Mayor Partin commended Council Member Jenkins for taking advanced courses at the Municipal Association of South Carolina's Municipal Elected Officials Institute. Council Member Jenkins stated that the class was very interesting and enlightening.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against

the City and other matters covered by the attorney-client privilege

- B. Discussion of possible contract negotiations for economic development concerning the City of Cayce
- C. Discussion of possible contract negotiations with the City of West Columbia for Wayfinding Signage
- D. Discussion of negotiations incident to proposed contractual arrangements for Public Information/Press Relations Services

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

Reconvene

After the Executive Session was concluded, Council Member Almond made a motion to reconvene the Regular meeting. Council Member Jenkins 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 Actions by Council in follow up to Executive Session

- A. Discussion and Approval of an Intergovernmental Agreement with the City of West Columbia for Wayfinding Signage

Council Member Almond made a motion to approve the intergovernmental agreement with the City of West Columbia for wayfinding signage and authorize the City Manager to sign the agreement. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of a Contract for Public Information/Press Relations Services

Council Member Almond made a motion to postpone this item indefinitely. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:13 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland



**City of Cayce
Special Council Meeting – Administrative Hearing
October 24, 2019**

A Special Council Meeting – Administrative Hearing was held this afternoon at 5:30 p.m. in Council Chambers on the revocation of the business license of SW Hotels, LLC, doing business as Knights Inn at 1987 Airport Boulevard in the City of Cayce. Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins, by City Ordinance, were required to determine whether the business license should be revoked.

Call to Order

Mayor Partin called the meeting to order. She stated that to clarify the process for everyone, under the City's Ordinances, the hearing was open to the public. She stated that even the deliberations of the Council would be open to the public. However, the hearing was not a Public Hearing with public comment.

Mayor Partin stated that the hearing is part of the procedure for suspension and revocation of a business license under Sections 12-50 and 12-51 of the portion of the City Code known as the Business License Ordinance. The Mayor then read the following:

Section 12-50 of the Business License Ordinance provides for suspension of a business license by the License Official based on one or more of six listed grounds. The ground involved here is listed as number five in section 12-50: "A Licensee has engaged in an unlawful activity or nuisance related to the business." Under section 20-50, a written notice is served on the Licensee, or the person in control of the business within the City, informing the Licensee that the business license is suspended pending a hearing before the City Council. The purpose of this hearing before the City Council is to determine whether the business license should be revoked.

Under section 12-51 of the Business License Ordinance, all parties have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The hearing is recorded and can be transcribed at the expense of the party requesting the transcription. The City Council, by majority vote of the members present, renders a written decision based on findings of fact and the application of the standards set out in the Business License Ordinance. This written decision is served on the parties or their representatives and constitutes the final decision of the City.

Mayor Partin stated that, as an additional procedure for the hearing, the attorneys for the parties have the right to cross-examine any witnesses presented by the other side. The Mayor and any Council members also have the right to ask

questions of the witnesses.

Mayor Partin stated that the court rules and law of evidence would not apply (except as to privileged matters) but may be considered as a guide toward the full and fair development of the facts. The Mayor, as the presiding official, will rule on (sustain or deny) any objections to testimony or evidence. The City Council will consider the evidence presented and give it the weight and effect it determines appropriate. Witnesses should be sworn to tell the truth before beginning their testimony. The court reporter would administer the oath.

Mayor Partin asked if Council, the parties or their attorneys had any questions about the procedure for the hearing. No one had any questions. Mr. Danny Crowe was the attorney for the City's Business License Official, Ms. Michelle Paulchel. Mr. Lester Bell, Jr. was the attorney for the Licensee. Mr. Crowe called Ms. Paulchel, Director of Cayce Public Safety Byron Snellgrove, Corporal Josh Addy and Lieutenant Jason Merrill as witnesses to testify. Mr. Bell cross-examined each witness. Mr. Bell then called as his only witness, the Licensee's representative, Mr. Binoy Wankawala. Mr. Crowe cross-examined Mr. Wankawala.

Mayor Partin then stated that Council was taking a short recess but during that time would not talk about the case to the public, staff, and media or amongst themselves.

Once the hearing reconvened, Mayor Partin stated that the evidence portion of the hearing was concluded. Each attorney presented a brief oral summary statement of their position. Then Mayor Partin stated that the argument portion of the hearing was concluded.

Following discussion in open session by the Council, Council Member Almond made a motion that Council revoke the business license of SW Hotels, LLC, doing business as Knights Inn at 1987 Airport Boulevard in the City of Cayce. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that Council was required by the City's Business License Ordinance to issue a written decision. Mr. Crowe stated that he would prepare the decision and submit it at the November 5, 2019 Council Meeting.

Mayor Partin declared the hearing ended subject to Council reconvening at the November 5, 2019 Council Meeting to vote on approval of the written decision and signing the written decision.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 10:55 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Carroll Williamson, Planning and Development Director
Stuart Jones, Building Official

Date: October 31, 2019

Subject: Second Reading of an Ordinance amending Section 10-31 of the City of Cayce Code of Ordinances relating to Technical Codes.

ISSUE

Council approval is needed for the Second Reading of an Ordinance amending Section 10-31 to adopt the most recently approved Technical Codes related to building rules and regulations.

DISCUSSION

The South Carolina Building Codes Council formally adopts new construction-related technical codes when changes are needed. It is mandatory that all municipalities and counties enforce these codes. The City currently enforces the Codes that were previously adopted by the Building Codes Council. The SC Building Codes Council has formally adopted a number of new technical codes and the effective date is January 1, 2020. No revisions or modifications are permitted to the codes without prior approval of the Building Codes Council.

Due to this mandate, the City needs to adopt the new versions of the codes by reference through an Ordinance.

RECOMMENDATION

Staff recommends that Council approve Second Reading of an Ordinance amending the City of Cayce Code of Ordinances to adopt the Technical Codes as listed in the Ordinance.

Chapter 1 (Scope and Administration) of the 2018 South Carolina Building Code, 2018 South Carolina Fire Code and 2018 South Carolina Residential Code are adopted with the following amendments:

- (1) 2018 South Carolina Building Code Section 101.1 insert [City of Cayce]
- (2) 2018 South Carolina Fire Code Section 101.1 insert [City of Cayce]
- (3) 2018 South Carolina Fire Code Section 103.2 insert a period after the word "jurisdiction" and delete the remainder of the paragraph
- (4) 2018 South Carolina Fire Code Section 110.4 insert [misdemeanor, \$500.00, 30]
- (5) 2018 South Carolina Residential Code Section 101.1 insert [City of Cayce]

This Ordinance shall be effective from the date of second and final reading, but no earlier than January 1, 2020.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____, 2019.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

First reading: _____

Second reading and adoption: _____

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

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Carroll Williamson, Planning and Development Director

Date: October 28, 2019

Subject: First Reading of an Ordinance Amending Zoning Ordinance Article 6 to Add Language Concerning Infill Development

Issue

Council approval is requested for the First Reading of an Ordinance to amend the Zoning Ordinance to add requirements for infill development.

Discussion

The housing stock in the neighborhoods of Cayce is of high quality in workmanship and appearance. To ensure that this high quality continues as new houses are built, staff is recommending an additional staff review for infill development. Infill Development is defined as the development, reuse, or change of use of vacant or undeveloped land on an existing street that is surrounded on at least two (2) sides by existing development.

The review of infill development will be at the staff level and will look at some modest design standards like front porches, first floor height above grade, siding, and columns. Based on a survey of each house within 500 feet of the property to be developed, staff will determine the design standards of the surrounding development. If over 50% of these houses have one of these standards, that standard shall be a requirement of the infill development.

The Planning Commission voted on amending the Zoning Ordinance to add requirements for infill development at the Planning Commission meeting on October 21, 2019.

Recommendation

The Planning Commission recommends approval of the First Reading of an Ordinance Amending the Zoning Ordinance to add requirements for infill development

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

ORDINANCE 2019-20
Amending the Zoning Ordinance Article
6 District Regulations to Add Language
Concerning New Regulations on Infill
Development

WHEREAS, Council has determined that it is in the best interest of the public to amend the Zoning Ordinance Article 6 District Regulations to add language concerning infill development; and

WHEREAS, the Planning Commission held a regularly scheduled public hearing on this request to receive comments from the public; and

WHEREAS, the Planning Commission met on October 21, 2019, to review public comments and vote on recommending the amended Article 6 District Regulations, of the Cayce Zoning Ordinance, and decided that they do recommend this amendment as shown on the attached document,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Article 6 District Regulations is hereby amended as shown on the attached document.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2019.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Section 6.3 Establishment of District Regulations

The uses permitted in the several zoning districts established by Section 6.1, the off-street parking requirements, and the dimensional requirements of each are set forth herein. The requirements for uses in Residential, Commercial and Industrial Districts and the D-1 Development District are presented on tables.

Section 6.5 (Table 1) sets forth use and off-street parking requirements for the five residential districts. Section 6.6 (Table 2) establishes use and off-street parking requirements for Commercial, and Industrial Districts and the D-1, Development District. Section 6.7 (Table 3) sets forth lot area, yard, setback, height, density, floor area, and impervious surface requirements for all districts. Section 6.8 establishes regulations for the Planned Development District; and Section 6.9 prescribes regulations for development in the Flood Hazard District. Section 6.10 establishes design overlay districts and prescribes uses and design standards for each design overlay district. Section 6.11 prescribes uses and design standards for Development Agreements. Section 6.12 prescribes additional design standards for new residences constructed as infill development.

Section 6.7 Table 3, Schedule of Lot Area, Setbacks, Height, & Lot Coverage Requirements, by Zoning Districts

	Minimum Lot Area (a)		Min. Lot Width (ft.)	Minimum Building Setbacks Front Yard Setback (b)	Side Yard Setback		Rear Yard Setback		Max Height (ft.) (c)	Max. Lot Coverage Ratio (%)	Design Standards
	Residential	Non-Residential			Res.	Non-Res.	Res.	Non-Res.			
RS-1	12,000	24,000	80	35	9	30	25	50	35	35	(i)
RS-2	9,450	18,000	70	35	6	30	20	40	35	35	(i)
RS-3	7,200	12,000	60	25	5	25	20	30	35	35	(i)
RS-4	5,000	10,000	50	25	5	25	15	30	35	35	(i)
RG-1	(d)	10,000	(g)	25	5	25	15	30	(e)	40	(i)
RG-2	(d)	10,000	(g)	25	5	25	15	30	(e)	40	(i)
C-1	(d)	6,000	(g)	25	5	5	10	10	(e)	50	(i)
C-2	0	0	0	25	(h)	(h)	10	10	(e)	NA	(i)
C-3	0	0	0	(f)	(h)	(h)	10	10	None	NA	(i)
C-4	0	0	0	25	5	5	20	20	(e)	NA	(i)
M-1	NA	0	0	25	NA	10	NA	25	(e)	NA	(i)
M-2	NA	0	0	25	NA	10	NA	25	(e)	NA	(i)
D-1	40,000	40,000	150	35	8	16	15	30	35	35	(i)

Notes To Table 3

- a - Lot area is expressed in square feet.
- b - Measurement from front property line.
- c - Measurement from average elevation of finished grade of the front of the structure.
- d - Minimum lot area based on number and type of units.
Single-family Detached: 5,000 Sq. Ft.

Duplex Units:	7,500 Sq. Ft.
Triplex, Quadraplexs, multifamily apts.	
Efficiency:	5,000 Sq. Ft. + 1,500 Sq. Ft. per each additional unit
1 Bedroom:	5,000 Sq. Ft. + 2,000 Sq. Ft. per each additional unit
2 Bedroom:	5,000 Sq. Ft. + 2,500 Sq. Ft. per each additional unit
3 Bedroom:	5,000 Sq. Ft. + 3,000 Sq. Ft. per each additional unit

e - There is no maximum; provided side and rear yard setbacks shall be increased by one foot for each three feet in building height, over 35 feet.

f - Maximum setback is 20 feet; no minimum. Buildings may extend to the front property line.

g - 50 feet for single family, duplex and nonresidential uses; 150 for multifamily uses.

h - No side yard required; however where building is not built to property line, not less than three foot setback is required.

i - Properties located on an existing street and surrounded on at least two (2) sides by existing residential development must meet design standards in accordance with Section 6.12 Residential Infill Development Design Standards.

Section 6.12 Infill Development Design Standards

Purpose: The purpose of requiring design standards for infill development is to ensure new developments within existing residential neighborhoods retain the character of that neighborhood.

Definitions:

Infill Development- The development, reuse, or change of use of vacant, underdeveloped or proposed redeveloped land on an existing street that is surrounded on at least two (2) sides by existing development.

Surrounding Development- The single-family residential properties surrounding the property to be developed. Surrounding development includes each property whose front or side property lines falls within 500 feet, measuring from each corner of the property to be developed. The Planning Director has the discretion to reduce or enlarge the boundary when major separations (highways, railroads) are located within 500 feet of the property to be developed.

Requirements: All building plans of the primary structure of an infill development are required to be reviewed and approved by a Planning and Development Department committee prior to the issuance of a building permit. For infill development property that will be subdivided into multiple properties, each building plan shall be considered infill development and subject to the provisions of this Section of the Ordinance.

Design Standards: Design standards shall include, but are not limited to, (1) front porches, (2) first floor at least two (2) feet above grade, (3) non-vinyl siding, and (4) columns.

Review Process: This committee will review, within ten (10) working days of submittal, each building plan of the primary structure to determine if its design is similar in design to the surrounding development by conducting a survey of the designs of the residential

primary structures within the surrounding development. If 50% or more residential primary structures within the surrounding development has one of the design standards, that standard shall be required on the building plans of the infill development.

Once reviewed, this committee will approve the design or disapprove the design with an explanation of which design standards are required for approval.

Appeals: Appeals of the committee's decision shall be made to the Board of Zoning Appeals, in accordance with Article 4.

Memorandum

To: Mayor and Council
From: Tracy Hegler, City Manager
Date: October 31, 2019
Subject: Proposal for Cayce Arts District Improvements

Issue

Item deferred from October 16, 2019 to accept a proposal to manage the development of certain elements of a highly visible Arts District on State and Frink Streets.

Discussion

The City of Cayce is in the process of implementing its vision for an Arts District on State and Frink Streets. Public art is essential to this vision and the first step was to issue a Call for Artist for two (2) murals to be painted on private property on State Street. The Call for Artist also asked respondents, if interested, to present an overall concept for developing the City's Arts District.

At its meeting on October 1, 2019 and October 16, 2019, Council deferred this item for further consideration and for the opportunity to build further consensus. Since then, staff has elected to issue a new call for artists for improving the Arts District, which means the subject request is no longer valid.

Recommendation

Staff recommends Council table the subject proposal for Cayce Arts District Improvements.

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Byron E. Snellgrove, Director of Public Safety

Date: October 31, 2019

Subject: School Resource Officer, Lexington District Two Innovation Center

Issue

Council approval is required to create a new full time position in order to add a School Resource Officer to the Lexington School District Two (District Two) Innovation Center.

Discussion

Currently, the Cayce Department of Public Safety (CDPS) has seven (7) School Resource Officers (SROs) in Lexington School District Two Schools. The City has SROs in two middle schools, one elementary school, one alternative school, and two high schools within its jurisdiction. We currently do not staff an SRO at the Lexington School District Two Innovation Center.

District Two has received state funding assistance to provide a SRO for the Innovation Center and has requested CDPS provide a Public Safety Officer to serve there beginning immediately.

Specifically, District Two has requested a contract that provides one (1) additional SRO with the District providing a cost share of the 100% of salary and benefits combined with a cost share of 75% for equipment, and vehicles. The district is continuing this cost share plan with annual contractual agreements. Public Safety is able to absorb the 25% cost share of equipment in the current budget.

Recommendation

Staff recommends Council approval to add a new School Resource Officer position within the Department of Public Safety and authorize the City Manager to sign a contract with Lexington School District Two. This agreement would provide an SRO for the Innovation Center with a cost share of 100% salary and benefits combined with a cost share of 75% for equipment and vehicles.

**SCHOOL RESOURCE OFFICER
AGREEMENT AND MEMORANDUM
OF UNDERSTANDING**

This Agreement and Memorandum of Understanding is made by and between:

**THE CITY OF CAYCE
1800 12th Street
Cayce, South Carolina 29033**

Including its

**Cayce Department of Public Safety
2 Lavern Jumper Road
Cayce, South Carolina 29033**

and

**LEXINGTON COUNTY SCHOOL DISTRICT TWO
715 Ninth Street
West Columbia, South Carolina 29169**

THIS AGREEMENT and MEMORANDUM OF UNDERSTANDING for law enforcement services is entered into by and between The City of Cayce and its Cayce Department of Public Safety (hereinafter "City") and Lexington County School District Two, (hereinafter "District"), all subject to the following terms and conditions:

1. The City through its Department of Public Safety will provide on-site law enforcement services to the District as specified herein. Services by the City will be provided by Officer(s) specially trained to be School Resource Officer(s) (hereafter referred to as "SRO(s)"). The SRO(s) will be assigned to the District for eight and one-half hours per day, including a meal break, for all school days in the 2019-2020 school term, as well as for any scheduled Summer School session. The SRO(s) will work during hours agreed upon by the City and the District on the campuses of the following:

Lexington Two Innovation Center

For the consideration set forth herein, to be paid by the District to the City, the SRO will provide general law enforcement services for their assigned school. The SRO will perform duties as the City shall assign for other times of the year, when their school is not in session, and s/he will be under no obligation to the District for other than the assigned school days. The SRO may

utilize the equipment furnished under this Agreement for such other duties as may be directed by the City. First and foremost, the SRO will perform law enforcement duties in the school such as handling assaults, thefts, burglary, bomb threats, weapons and drug related incidents. The SRO will provide a visible and positive image; arriving at school on time every morning and remaining on the school premises until school is recessed for the day. If there should be times when the SRO must be elsewhere than on the school property, such absence shall be pre-approved by his/her SRO Supervisor, unless in an emergency situation. It is also the responsibility of the SRO to notify the school Principal of his pending absence. In the event that the SRO is absent from the school, the City will assign another SRO to assume their duties until he/she returns. In the event that no other SRO is available, the City will assign an Officer to assume such duties on a temporary basis, Furthermore, the SRO shall at all times, when on duty or off duty, strive to protect the school environment and help to maintain an atmosphere therein where teachers feel safe to teach and students can feel safe to learn.

2. Funding for Salaries and Benefits, Equipment and Supplies: The District will provide funding for one-hundred percent (100%) of salary and benefits for the SRO(s) from the beginning date of the Agreement until the termination as set out in Paragraph 7. The salary paid for the term of this Agreement will be based on an annual salary not more than Sixty-Three Thousand Three Hundred Fifty-Four Dollars and 47/100 (\$63,354.47) nor less than Forty-Two Thousand Two Hundred Thirty-Six Dollars and 31/100 (\$42,236.31) for each SRO.

In the event it should become necessary for the City to pay overtime compensation to the SRO(s) to provide services contemplated under this Agreement and mandated by Federal Wage and Hour guidelines, the parties agree the responsibility for funding such compensation to be as follows:

- If the overtime is the result of a law enforcement emergency, the City will be responsible for covering overtime costs;
- If the overtime is required for school-sponsored activities such as ball games, dances, or similar activities, the District shall contract directly with the officer within the guidelines of Departmental Policy and shall be responsible for covering any compensation due to the SRO. The assigned SRO is the designated point of contact for all off duty employment requests made by each school.
- The District has no authority to authorize overtime to be paid by the City.

The benefits paid on behalf of the City to the SRO(s) will include the employer's portion under the Federal Insurance Contributions Act (FICA), employer's portion of the Police Retirement System, health insurance, life insurance, General Tort Insurance and Workers Compensation Insurance.

The District will provide funding for seventy-five percent (75%) of the equipment and operating supplies for the SRO(s). This includes but is not limited to: vehicle meeting the standards of the City; lights and siren for the vehicle; vehicle markings; portable radio; firearms;

ETM; protective cages; mounting device; vehicle insurance; gas/oil/fuel/vehicle maintenance costs; uniforms/clothing; police supplies; and training requirements. It is expressly understood, however, that upon the sale of any vehicle purchased for the use of the SRO under the terms of this paragraph, any net proceeds derived therefrom shall be divided between the parties on the same 75/25% ratio as utilized when the vehicle was first purchased. The parties further agree that all equipment and supplies may be utilized by Officers for duties outside the scope of this Agreement, if so directed by the City.

It is agreed and understood that a marked vehicle may not be accessible to the SRO(s) upon the onset of this Agreement. A marked vehicle will, however, be provided to the SRO(s) at such time as a vehicle meeting the above specifications is available.

3. Equipment and Ownership: Uniforms/clothing/equipment purchased for the SRO(s) on a 75/25% split as in Paragraph 2 will be utilized for the particular SRO during the duration of this Agreement but will become the property of the City upon purchase and the District will have no rights to the uniforms/clothing/equipment upon termination of this Agreement.

4. SRO Office and Furniture: The District shall provide suitable office space and furniture for the SRO(s) and, at a minimum, access to a location where confidential matters may be discussed.

5. Selection of SRO Officers: The City will select the particular SRO(s) to fill positions based on the terms of this Agreement and will provide specialized training required for SRO Certification. The District and the Principal, or their respective designee, may participate in the selection of the SRO to be assigned. A good faith effort will be made to ensure compatibility between the school and the SRO. However, the City will be solely responsible for the selection and assignment of the SRO(s). The City understands the benefit of continuity in the school setting and will endeavor to keep the same SRO(s) assigned to the District under this Agreement unless the City determines, in its sole discretion, that a change in assignments should be made. The City also understands that conflicts arise and if the District notifies the City at any time during the term of this Agreement that a conflict with any SRO(s) assigned under this Agreement has arisen, the City will confer with the District to determine whether the conflict can be resolved. In the event that the conflict cannot be resolved to the satisfaction of the District and the City by the same SRO(s) remaining at their assigned school(s), the City will assign another qualified and certified SRO(s) for the remainder of the term of this Agreement. It is agreed that an SRO who has completed certification requirements approved by the South Carolina Criminal Justice Academy will be assigned. If the assigned Officer is away from work for any reason for three (3) consecutive school days, the City will temporarily assign another Officer to the position. The replacement Officer may not have received specialized SRO training.

6. Drug Seizures, Forfeitures, and Criminal Charge Disposition: The Cayce Department of Public Safety, Solicitor's Office, or other eligible law enforcement agencies shall receive any cash or proceeds from cash or property seized and forfeited pursuant to Title 44, Chapter 53 of the South Carolina Code of Laws, (1976, as amended). All arrests made or citations given while

on District property will be disposed of as provided by law through the Courts having jurisdiction over Cayce Department of Public Safety charges and the Defendant.

7. Term: This Agreement will become effective upon provision of services / signing and will terminate on June 30, 2020. It is agreed that officer services will be provided through the last day of the 2019-2020 school year; however, the Agreement will remain effective as previously stated for billing and payment purposes. The City will bill the District quarterly. The quarterly bill amount will be based on a proration of the annual cost for the District. Reconciliation will be completed at the end of the fourth quarter and an invoice or check, whichever is appropriate, will be sent to the District. This will ensure that the District is not billed more than the actual expenses. The invoices should be received by the School District during the first month of the quarter. Payment is due upon receipt of invoice. Either party may terminate the Agreement before the termination date listed above for non-performance of any conditions of the Agreement and upon thirty days written notice to the other party. In the event of such a termination, both parties shall be released from any monetary obligations beyond those obligations incurred as of the time of the termination of services.

8. Performance Evaluation of Services: The City and District agree to establish a system to evaluate the performance of services contemplated under this Agreement. This is to be accomplished by an annual review of services performed by the School Resource Supervisor and the Principal or his/her designee, of each school to which an SRO is assigned pursuant to this Agreement, in conjunction with the District's Supervisor of Student Services. The results of the review shall be reduced to writing, signed by the School Resource Supervisor and the School's representative. A completed copy shall be retained by each party. Any concerns or deficiencies noted shall be addressed in follow-up memorandum. This process is in no way intended to limit the City or the school officials from discussing service delivery at any time during the contractual period.

9. Cooperation between SRO(s) and Assigned Schools: Each SRO assigned under this Agreement shall abide by District policies, rules and regulations, as applicable to an SRO, during the period of the time they are working on behalf of the School/District, provided such policies, rules and regulations do not conflict with City policies or conflict with the City's (or the SRO's) duties and responsibilities under the law. Each SRO shall endeavor to work cooperatively with School/District Administration. The City shall retain sole authority to assign specific duties for the SRO; however, the Principal of each site to which the SRO is assigned may make requests to the City concerning such assigned duties, which requests, if appropriate in the sole discretion of the City, may be granted by the City.

10. Severability: This Agreement contains all matters considered by the parties. There have been no oral agreements made and this document shall reflect the entire agreement. The parties may amend this Agreement at any time by executing a signed written Addendum.

IN WITNESS WHEREOF, the parties, with the approval of their governing bodies and by and through their undersigned duly authorized representatives, execute this Agreement as follows:

Tracy Hegler, City Manager
City of Cayce

Witness as to City

Dated: _____

Witness as to City

Byron Snellgrove, Director
Cayce Department of Public Safety

Witness as to Cayce DPS

Dated: _____

Witness as to Cayce DPS

William B. James, Jr., Ph.D., Superintendent
Lexington County School District Two

Witness as to District

Dated: _____

Witness as to District

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: October 31, 2019

Subject: Change Order to the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project

ISSUE

Council approval is needed to authorize a Change Order to the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project for additional electrical drawings and construction observation.

DISCUSSION

As part of the Knox Abbott Traffic Calming and Pedestrian Safety Project, utilities were buried underground. In most cases, adjacent properties are being serviced by new poles that were consolidated to reduce the overall number of overhead poles within the project area. There are several properties where poles cannot reach and service will need to be buried. A change order with our selected contractor, the LandPlan Group, is required to prepare the design drawings for burying utilities to those businesses. These drawings will then be used to estimate construction costs.

The change order of \$19,375 can be covered by existing TIF funds allocated to the project, as this phase of the project is currently under budget by approximately \$60,000 and is almost 100% complete. Thus, this request is to authorize the change order only, not additional funding.

RECOMMENDATION

Staff recommends that Council approve the change order and authorize the City Manager to sign the related agreement.



AGREEMENT AMENDMENT BETWEEN CLIENT AND CONSULTANT

This Agreement Amendment as of **October 3, 2019**, an amendment to the existing Knox Abbott Drive Master Plan contract dated February 2, 2015 (Knox Abbott Drive Improvements – Phase1) is between Client, **City of Cayce**, herein and after referred to as Client, located at **1800 12th Street, Cayce, SC 29033** and **The Landplan Group South, Inc.**, herein and after referred to as Consultant, for the following Project: **Knox Abbott Drive Improvements - Phases 2-8 (Add electrical Drawings and Additional Construction Observation)**

Article 1 Basic and Additional Services

A. Basic Services are:

Landscape Architectural and Civil Engineering Services and coordination for the electrical engineering services and additional construction observation for the Knox Abbott Improvements –Phases 2-8 (as described in the original agreement dated Feb. 2, 2015 and amended April 18, 2017).

B. Consultant agrees to provide its professional services in accordance with generally accepted standards of its profession.

Article 4 Compensation and Payments

A. Client agrees to pay Consultant as follows:

- 1. Additional Services: \$19,375.00
Additional Services includes all tasks and fees as described above.
- 2. Additional Services: to be negotiated, as required.

B. Any Additional Reimbursable Expenses include, but are not limited to: reproduction, postage, and handling of documents; long distance and facsimile charges; authorized travel; and printing of Client requested renderings and models. Mileage will be billed at \$0.58/mile.

Consultant

CLIENT

The Landplan Group South, Inc.

City of Cayce

Dated _____

Title _____

Dated _____

COLUMBIA, SC
1206 Scott Street
Columbia, South Carolina 29201
803.256.0562
www.landplansouth.com

Cayce Museum Commission Meeting Minutes
12 September 2019 - amended

Members present: Alice Brooks, A. G. Dantzler, Archie Moore, Dale Gaskins, Marion Hutson and Leo Redmond. Approved absence: Judy Corbitt, Cindy Peake, Mary Sharpe.

Also Present: City Manager Tracy Hegler, Assistant City Manager James Crosland, Museum Curator Jerry Kirkland and Museum Assistant Andy Thomas

- Commission Chairman Archie Moore called the Meeting to order.
- Commissioner Dantzler offered the invocation.
- Chairman Moore recognized our visitors.
- The minutes from the 1 May 2019 meeting were presented for review. Commissioner Dantzler moved to accept and Commissioner Brooks seconded the motion and the minutes were accepted by unanimous vote.
- Chairman Moore asked for a review and critique of the 1964 Dixie Youth Worlds Series Reunion.
 - A. Jerry Kirkland thanked all the participants – especially the City of Cayce Staff (both leadership and skilled workers). A special thanks to Commissioner AG Dantzler for coming early and cooking the hotdogs for us.
 - B. Approximately 200 to 300 hundred guests attended and comments from them were very positive.
 - C. Commissioner Brooks noted that the publicity from the local press was fantastic (especially Channel 19). She also noted that one of the players (Earl Bass) mother was in attendance; she was almost 100 years old.
 - D. Andy Thomas stated that the presentation at the Columbia Fireflies game was well received and photos/video was placed on our “You Tube” page.
 - E. Commissioner Gaskins made the only negative comment (an After Action Review comment) and it was that the benches and window sills on the front of the Museum were very dirty and we will need to ensure that they are clean for future events.

- Chairman Moore asked for information on our Strategic Plan.
 - A. City Manager Hegler responded that she was happy with the interest and comments made in the meeting and we need to schedule our next meeting. Commissioner Brooks requested that our next meeting be held after the New Year. All agreed that with the “Christmas Traditions” event upcoming that will best to be postponed to the January/February 2020. Chairman Moore noted that all our ideas cost money. City Manager Hegler stated that if we can solidify our lists of goals and estimated costs - it would be the proper time to request that they be included in the next City of Cayce budget. Commissioner Brooks asked if we could request grants thru the Saxe Gotha Historical Society (SGHS). Commissioner Gaskins stated that the answer was a qualified Yes, but the SGAH needs to be reconstituted as an organization prior to additional activity. It was mentioned that Nancy Stone Collum may be a prospect for the SGHS and that Leo Redmond would approach her on the topic.

- Chairman Moore requested that Commissioner Sharpe brief on the Christmas Traditions. Commissioner Sharpe presented a detailed working plan with assignments - which was updated. All parties discussed the plan and it was approved.
 - A. A social for the staff and volunteers will be held on 2 October 2019 after our 4:00 meeting. Individuals volunteered to bring items for the social.
 - B. The theme of “Santa’s Workshop” was suggested by Commissioner Sharpe Which was received positively by all.

- Commissioner Brooks made note that we need to have an election for all elected Commission officials annually (per the commissions “By Laws”).
 - A. After a short discussion it was agreed that an impromptu election be held.
 - B. Commissioner Brooks nominated Commissioner Gaskins for chairman.
 - C. Commissioner Gaskins asked if any other Commissioner wants to be included in the election. There were none.
 - D. An election was held and the Commissioner Gaskins will be the new chairman beginning 2 October 2019.

- E. Chairman Moore stated that we will need a new secretary and Commissioner Brooks volunteered and was granted the position.
- Andy Thomas made his regular museum visit/financial report and also noted that:
 - A. The smoke house has ½ the new roof installed.
 - B. Over 50 people showed up for the opening of the Bluegrass exhibit. Mr. Thomas distributed flyers for the exhibit and the noted that the band Blue Faith will be playing on 19 October 2019.
 - C. 16 security cameras are installed and all but two are in working order. Those remaining will be operable soon.
 - D. Mr. Thomas opened for discussion the possibility of providing insurance for volunteers thru the Saxe Gotha Historical Society. Commissioner Redmond asked if it was necessary for volunteers, if guest and visitors were covered under the City's existing insurance policy. Assistant City Manager James Crosland stated that he would research the issue.
 - E. Mr. Thomas noted that we have had three bricks donated that were from Congaree Fort. These are possibly foundation or powder magazine bricks from the "oldest" structure in the area.
 - F. Mr. Thomas stated that the artist Blue Sky is interested in painting a new mural for the Museum. The City of Columbia wants to remove of Blue Sky's fire hydrant art piece from the parking lot downtown. No recommendation was made on this issue pending further discussion (applicability to the Cayce Historical Museum and relocation/operational costs are unknown).
 - A motion to adjourn was made by Commissioner Brooks and seconded by Commissioner Hutson – the meeting adjourned at 5:28.

**CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
September 12, 2019**

Present: Danny Creamer, Maxine Creamer, Dave Capps, Jonathan Moore, Alexis Moore, Ebony Reed, Teresa Mitchell and Cindy Pederson

Absent, Excused: Frank Dickerson

City Representatives Present: Katinia Taylor and Mendy Corder

Review of Minutes – August 8, 2019

Chairperson Danny Creamer called the meeting to order. Mrs. Alexis Moore made a motion to approve the minutes as written. Mr. Jonathan Moore seconded her motion which was unanimously approved.

Cayce Fall Fest

Mr. Moore informed the committee that the vendor layout and placement of the stage was worked by the sub-committee. He also mentioned that the DJ play list was created and sent to the DJ.

Other Business

Mrs. Katinia Taylor advised the committee that Mr. Tevin Spruill has resigned due to changes in his job duties. The committee now has two openings.

A special meeting will be September 19, 2019 at 5:30pm.

Respectfully submitted,

Maxine S. Creamer



**APPROVED MINUTES
ZONING BOARD OF APPEALS
CAYCE CITY HALL
1800 12TH STREET, CAYCE SC
Monday, September 16, 2019
6:00 PM**

I. CALL TO ORDER

The meeting was called to order by Vice-Chair Jason Simpson. Members present were Russ Vickery, Bob McArver, and Robin DiPietro. Robert McLeod was absent excused. Staff present were Carroll Williamson and Monique Ocean.

II. APPROVAL OF MINUTES

Robin DiPietro made a motion to approve the minutes of the January 24, 2019 meeting. Mr. McArver seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Monique Ocean confirmed that the media and public were notified of the meeting.

IV. PUBLIC HEARING

Variance Request No. 003-19

A request, by the owner, for a variance from the **Zoning Ordinance Section 6.7 Table 3 (Schedule of Lot Area and Setbacks by Zoning Districts)** to reduce the required secondary front yard setback in the RS-3 Zoning District (12.5 ft.) by 8 feet. The property is located at 938 Naples Avenue (TMS 005749-03-012).

a. Opening Statement

Carroll Williamson began by clarifying the variance request. Mr. Williamson stated the applicant wished to reduce the setbacks to 3.9 feet in the secondary front yard in order to build an addition. Mr. Williamson explained that the ordinance requires the secondary front yard setback to be 12.5 feet or half of the primary front yard setback (25 feet). Mr. Williamson explained that the structure is non-conforming because it is located in the setback and the addition to the home would extend the non-conformity. Mr. Williamson stated that any addition to the home must meet the requirements of the zoning ordinance. Mr. Richard Murphy came before the Board as one of the owners of the property to discuss his request for the variance. Mr. Murphy stated the addition needed to line up correctly with the existing floor plan of the house and therefore could not be constructed within the setbacks

required by the ordinance. Mr. Murphy stated the setback of 3.9 feet, shown on the exhibit, is the only way the addition could line up correctly with the house. Mr. Murphy stated that the bedroom and bathroom addition is needed to make the home more attractive to buyers looking to purchase a single-family residence.

b. Public Testimony

Mr. Ed Fuson of 803 L Ave came before the Board to speak in favor of the variance request. Mr. Danny Creamer of 1011 M Ave came before the Board to speak in favor of the variance request.

c. Adjourn Public Hearing

With no further comments from the public, the hearing was adjourned.

V. MOTION – Variance Request No. 003-19

Russ Vickery made a motion to grant the variance to reduce the secondary front yard setbacks to 3.9 feet. Robin DiPietro seconded the motion. The variance request was approved by a vote of three to one, with Bob McArver voting against the variance request.

VI. NEW BUSINESS

Carroll Williamson informed the Board that updates were being made to the Overlay District and to the City's Comprehensive Plan. Mr. Williamson informed the Board that the new Arts Design Overlay District hopes to attract artists in a live-work environment.

VII. ADJOURNMENT

Ms. DiPietro made a motion to adjourn. Mr. McArver seconded the motion. All were in favor.



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12TH STREET, CAYCE SC
Monday, September 16, 2019
6:30 PM**

I. CALL TO ORDER

The meeting was called to order by Chair Ed Fuson. Members present were Chris Kueny, Chris Jordan, Stockton Wells, Joe Long, Robert Power, and Maudra Brown. Staff present were Carroll Williamson and Monique Ocean.

II. APPROVAL OF MINUTES

Robert Power made a motion to approve the minutes of the August 19, 2019, meeting with appropriate corrections made to Stockton Wells' motion to recommend Text Amendment 004-19 with changes. Joe Long seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Monique Ocean confirmed that the media and public were made aware of the meeting.

IV. PUBLIC HEARING - Text Amendment 001-19

Text Amendment 001-19

A Request by Staff to amend the Zoning Ordinance *Article 2 (Definitions), Article 8 Table 8-B (Number, Dimension, and Location of Signs Requiring A Permit By Zoning District) and Table Notes* to add language concerning Digital Display Signs. The amended language imposes specific display criteria for new Digital Display Signs.

a. Opening Statement

Carroll Williamson came before the Commission to discuss the text amendment on digital display signs. Mr. Williamson stated that the amendment would not change any regulations on the allowable size of digital display signs. Mr. Williamson stated the amendment pertains to the appearance of the messaging on digital display signs. Mr. Williamson stated the changes include the following: The messages on digital display signs shall have a minimum duration of eight (8) seconds. No scrolling is permitted and message transition shall be under one second. The difference between the off and solid-message measurements shall not exceed 0.3 footcandles. All permitted digital display signs shall be equipped with a sensor or other device that automatically determines the ambient illumination and programmed to automatically dim according to ambient light conditions.

c. Public Testimony

Mr. Marion Duncan came before the Commission to speak in favor of the text amendment.

b. Adjourn Hearing

With no further comments from the public, the hearing was adjourned.

V. MOTION – Text Amendment 001-19

Chris Kueny made a motion to recommend text amendment 001-19 to Council for approval. Maudra Brown seconded the motion. All were in favor.

VI. NEW BUSINESS

a. Discussion on the Comprehensive Plan updates

Gregory Sprouse and John Newman from the Central Midlands Council of Governments came before the Commission to discuss sections of the Comprehensive Plan update.

VII. OTHER BUSINESS

There was no other business.

VIII. ADJOURNMENT

Joe Long made a motion to adjourn. Mr. Power seconded the motion. All were in favor.

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