

# CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
PHIL CARTER  
EVA CORLEY

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

**City of Cayce  
Regular Council Meeting  
Tuesday, December 1, 2015  
6:00 p.m. – Cayce Tennis and Fitness Center – 1120 Fort Congaree Trail  
[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
November 18, 2015 Regular Meeting

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

**III. Presentation**

- A. Presentation of Whole Sole Awards
- B. Presentation of City's Holiday Card Contest Winner
- C. Approval of 2016 Council Meeting Dates

**IV. Resolutions and Ordinances**

- A. Consideration and Approval of Resolution Approving Multijurisdictional Alcohol Enforcement Unit Agreement
- B. Discussion and Approval of Ordinance 2015-15 Amending the City Code to Add a New Article IV ("Rental, Non-Owner Occupied and Unoccupied Property Regulations") to Chapter 10 ("Buildings and Building Regulations") – First Reading
- C. Discussion and Approval of Ordinance 2015-13 Amending Article 7 ("Conditional Use and Special Exception Regulations") of the Zoning Ordinance of the City of Cayce – Second Reading
- D. Discussion and Approval of Ordinance 2015-14 Re-Establishing a Temporary Moratorium on Certain Requests for Revenue from the City's Local Hospitality Tax Account – Second Reading

**V. Other**

- A. Discussion and Approval of Hospitality Tax Fund Request – River Alliance Phase 4 12KHP Interpretive Program

**VI. City Manager's Report**

**VII. Committee Matters**

- A. Appointments and Reappointments  
Consolidated Board of Appeals – One (1) Position

**VIII. Council Comments**

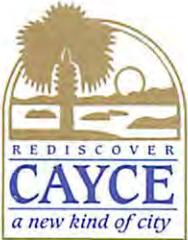
**IX. Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Receipt of legal advice regarding possible Utility debt refinancing
- C. Discussion of negotiations incident to possible acquisition of property for a new water tank

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

**XI. Adjourn**

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



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
PHIL CARTER  
EVA CORLEY

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### CITY OF CAYCE Regular Council Meeting November 18, 2015

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

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

#### Call to Order

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation. Mayor Partin introduced Cayce Public Safety Officer Donta Stewart to lead the assembly in the Pledge of Allegiance. Officer Stewart joined the United States Navy in 2005 during Operation Iraqi Freedom. He served 4 years in the Navy as an Ordnance Technician. He transferred to the United States Army through a congressional program where he served for two years as a combat engineer. Officer Stewart medically retired as a Sergeant.

#### Approval of Minutes

Council Member Corley made a motion to approve the October 6, 2015 Regular Council Meeting minutes and the October 28, 2015 Special Council Meeting minutes as written. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

#### Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

#### Proclamation

A. Approval of Proclamation – Arbor Day

Council Member Almond made a motion to approve the Proclamation recognizing December 4, 2015 as Arbor Day in the City of Cayce. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

## **Ordinances**

### **A. Discussion and Approval of Ordinance 2015-13 Amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce – First Reading**

Ms. Vance explained that the City received an application to rezone property in Richland County to allow for the construction of privately owned baseball fields. In reviewing the Zoning Ordinance it was discovered that the only two zoning designations that allow for the construction of baseball fields or any other types of parks are C-4 and M-1. Both of these designations allow for a large variety of uses, some of which may be too intensive for surrounding properties. Furthermore, if a developer wanted to develop a neighborhood that included any multiuse fields for the recreation of the residents, it would not be allowed under the current Ordinance.

Council asked staff at the October 28, 2015 Special Council Meeting to research amending the Zoning Ordinance to allow for the development of parks and recreational areas in districts other than the highway district (C-4). Staff drafted an amendment creating a Special Exception to allow for the development of parks. The amendment requires that an applicant apply for a Special Exception in any zoning district to put a park or recreational facility. The applicant will have to appear before the Board of Zoning Appeals who would approve it based on the criteria. The Planning Commission considered the request for the Special Exception at its regular meeting on November 16, 2015 and recommended it for Council’s approval.

Council Member Jenkins made a motion to approve the Ordinance amending Article 7 of the Zoning Ordinance. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

### **B. Discussion and Approval of Ordinance 2015-14 Re-Establishing a Temporary Moratorium on Certain Requests for Revenue from the City’s Local Hospitality Tax Account – First Reading**

Ms. Vance stated that when the City first implemented the Hospitality Tax, Council decided to create an Ordinance approving a one year moratorium limiting the expenditures of Hospitality Tax funds. Staff and Council agreed that the first year’s revenue should be focused on inside City projects. Ms. Vance explained that Staff is requesting to renew the moratorium for another year. She stated that the City currently has plenty of needs and extending the moratorium for one year would meet the best interest of the City.

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

### **Other**

#### **A. Discussion and Approval of RFP Award for Charleston Highway/Knox Abbott Drive Intersection Improvements**

Ms. Vance stated that the City of Cayce received \$300,000 in C funds from the County of Lexington for intersection improvements on Knox Abbott Drive/Charleston Highway. These improvements will be done in conjunction with the new Neighborhood Walmart Grocery Store. She stated that offsite construction services are needed for this project. Total project construction cost will be \$789,492. She explained that there is a state law that pertains to the use of C Funds. This law requires that the project go through a bidding process and the local government has to bid out the project, not the developer.

Ms. Vance stated that a request for proposals was placed in SCBO and on the City's website. She stated that the City only received one bid which was from the DBS Corporation. She stated that DBS Corporation is also doing the onsite work for this project. She explained that the City has an agreement with BMS Cayce, LLC who is the developer of the property. The agreement states that the City will reimburse BMS for \$300,000 worth of offsite improvements. BMS will turn in invoices to the City who will in turn give them to Lexington County. The agreement states that BMS will not be reimbursed until DOT accepts the road. She explained that if BMS cannot meet DOT's requirements then they will not receive any funding from the City.

Ms. Vance stated that staff prefers that BMS sign a contract with DBS Corporation rather than the City signing a contract with them. The County has given the City approval that the contract does not need to be between the City and DBS but between DBS and the developer. She explained that she does not have that in writing from the County yet. Ms. Vance stated she does not want to award the contract to DBS until she has the County's agreement in writing. She explained that if it is decided that the City has to sign a contract with DBS then she would like Council approval to do that and have the City Attorney review the contract and sign normal construction documents with DBS. Ms. Vance explained that there is a mandatory fourteen day protest period and final approval will not be authorized until this period has ended.

Mayor Partin asked that staff make sure that the County recognizes that a portion of the intersection is in West Columbia so the City does not have a problem receiving additional C Funds in the future.

Council Member Carter asked who the prime contractor was for the property. Ms. Vance stated that BMS is the developer and the contractor. Council Member Carter expressed concern that there was only one bidder for the project. Ms. Greenwood explained that she had several contractors contact her regarding the project. She explained that the contractors could not get enough sub-contractors for the project. There were also sub-contractors interested in the project but they could not find a General Contractor that was willing to take on the project. She explained that all sub-contractors have to be SC DOT approved. Ms. Vance stated that because C Funds were being used for the project all contractors have to be DOT approved and DOT chooses who is on that list.

Council Member Corley made a motion to approve a contract and authorize the City Manager to sign based on the necessary approvals the City Manager needs in writing and if the approval in writing is not received then Council authorizes the City Manager to execute a contract with DBS Corporation. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Ms. Vance explained to the assembly that no City funds were being used for the Neighborhood Walmart project or on the intersection. She stated that the intersection is part of a state road and the contractor and the developer will not receive any funding from the City unless DOT accepts the roads.

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

Ms. Vance updated Council on the City's parks that were affected by the rains in October. She explained that Riverwalk Phase 1, 2 and 3 are still closed. Phase 4 and Timmerman Trail are open. Guignard Park is closed for renovations and Granby Gardens Park is closed for Christmas in Cayce. All other parks are open.

Ms. Vance stated that the City experienced approximately \$3.9 million in damage during the flooding. She explained that \$2.6 million of that damage occurred in the Riverwalk. She stated that staff had already met with FEMA and the City is receiving \$60,000 from FEMA for the hourly wages of staff who provide protective services. Ms. Vance stated that Hazard Mitigation Funds are available approximately a year after an event like the floods. Staff hopes the City will be able to apply for stormwater improvements for Riverland Park.

Ms. Vance stated that Mr. Greenwood has been working on the Rental Registration Ordinance for the City. The City Attorney suggested some changes to the Ordinance so it will come before Council at the December 1, 2015 Council Meeting. She stated that the first house on the demolition list was demolished by the property owner. She explained that staff had hoped to be further along on the list but the same staff members that work on that team are also on the FEMA assessment team. She

stated that the letters to the property owners that are on the top of the list will be sent out that week.

### **Committee Matters**

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

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

Beautification Board – September 14, 2015

Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Mayor Partin asked Council to think about anyone they know that may be interested in serving on the City's committees that have open positions. Ms. Corder stated that she received a potential member application for the Consolidated Board of Appeals and it will come before Council at the December 1, 2015 Meeting for their approval.

### **Council Comments**

Mayor Partin updated the assembly on the schedule for the upcoming Christmas in Cayce events. She stated that the Woman's Club of Cayce is hosting the annual Tree Lighting Ceremony on December 3<sup>rd</sup> at 6pm, this event kicks off the holiday events for the City. She stated that the Museum's Christmas Traditions is Saturday December 5<sup>th</sup> and they are doing some new events this year. The Greater Cayce West Columbia Holiday Parade of Lights is Saturday, December 12<sup>th</sup>. Mayor Partin stated that the River Alliance is hosting Lantern Tours in Timmerman Trail.

Mayor Partin thanked everyone for their thoughts and prayers for the City's Public Safety Officers. She stated everyone was thankful that they were recovering. Council Member Jenkins thanked everyone for their concern for the Officers as well.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations concerning proposed contractual arrangements as it relates to potential development

- C. Receipt of legal advice regarding City TIF District
- D. Receipt legal advice regarding possible Utility debt refinancing
- E. Receipt of legal advice concerning the Joint Water and Sewer Commission's bill for service under the Wastewater Agreement

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.

**Possible Actions by Council in follow up to Executive Session**

Item IX. B.

Council Member Almond made a motion to authorize the City Manager to negotiate with Mr. David Hilburn for additional amounts as discussed as credits in consideration of his incurring expense for the benefit of the City. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Item IX. E.

Council Member Corley made a motion to approve a grant for \$10,984 for the Joint Commission for its increased weather emergency cost in recognition of the Joint Commission's past consideration for the City in its time of emergency. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

**Adjourn**

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:06 p.m.

---

Elise Partin, Mayor

ATTEST:

---

Mendy C. Corder, Municipal Clerk



## ITEM III. A.

**TO:** City Manager Rebecca Vance, Chief McNair, Major Fulwood

**FROM:** Lt T. Steinbring, Fire Division

**SUBJECT:** Natural Disaster, Flood event of Oct 3-13 2015, Nominees for the Coveted Whole Sole Award

Water Rescue Team: Sgt Youmans, Sgt Gleaton, Sgt Reese, Sgt Dufault, FF Haskett, PSO Harlow, PSO Maynard

**Date:** Nov 10, 2015

The above listed employees were called upon to support water rescue operations in and out of the City of Cayce during major flooding. Their dedication to duty in the performance of countless water rescues during all hours of the day and night, greatly assisted in the rescue of several stranded motorists and the safe evacuation of citizens from their residence when required. They faced adversity with a winning mindset and gave the highest priority to safety related issues. The team faced harsh life threatening obstacles while placing themselves in harm's way for the purpose of preserving life. One such event was captured by a news photographer and broadcasted on national news which showed the rescue of two motorists in raging flood waters at Bluff Road and I-77.

On Oct 7, 2015 at about 2100hrs, this team was notified by Columbia Emergency Operations Center (EOC) and was assembled to respond to Lower Richland County (station 22) for the purpose of supporting the county with water rescue assets. This team sacrificed 5 days away from their families and their own property to provide the support for another jurisdiction that was struggling from the floods.

The team generated a strong personal commitment and contributed greatly to the organizations overall success during this operational period. Their dedication to duty far exceeded expectations. Their commitment to the welfare of the citizens of Cayce, surrounding jurisdictions, and their own welfare exemplifies their willingness to go above and beyond the normal call of duty, for the preservation of others.



## *Cayce Department of Public Safety*

*Committed to Professionalism*

Two Lavern Jumper Road • Cayce, SC 29033  
Post Office Box 2004 • Cayce, SC 29171  
Phone (803) 794-0456 • Fax (803) 794-2393

Charles E. McNair  
Director

To: Rebecca Vance, City Manager; Charles McNair, Chief; Darwin Fulwood, Major  
From: Sgt. Justin M. Carabetta  
Reference: Lt. Thomas Steinbring's Nomination for "The Coveted Whole Sole Award"  
Date: November 6, 2015

I, Sgt. Justin M. Carabetta, respectfully nominate Lt. Thomas Steinbring for "The Coveted Whole Sole Award". Lt. Steinbring's dedication is paramount to the success of the Cayce Department of Public Safety's mission to make the City of Cayce and surrounding communities as safe as he can through proactive Law Enforcement, Fire Suppression, Animal Services, and any other needs that may arise. He Acts Professional, Looks Professional, and Does his Job by Serving, and Protecting the Public and Trusting in God. Lt. Steinbring has provided 18 years of devotion to the City of Cayce and the Department of Public Safety as well as his country, with 28 years of service in the United States Army.

Lt. Steinbring has held many roles within the department from positions of patrol officer, detective, Sergeant of the Investigative Division, Lieutenant of the Patrol Division before and after deployments for the military, to his current position of Lieutenant of the Fire Division with the Cayce Department of Public Safety. Lt. Steinbring strives to excel in his leadership skills and provides motivation for his employees to succeed in all aspects of their career paths. Lt. Steinbring is willing to work side-by-side with his employees and get his hands dirty.

Lt. Steinbring is always willing to go above and beyond the call for duty as he is always willing to assist in any manner he can. Lt. Steinbring has on many occasions responded to assist anyone within the department whether during an armed robbery call, structure fire, or an officer in need of assistance.

Lt. Steinbring has provided great craftsmanship skills to the department in an attempt to better the work place for his employees. He is always willing to take on projects for the better good of the department whether the project falls within the job or not.

Lt. Steinbring took on the task of assembling and training a swift water rescue team for public safety. He took the initiative to become an instructor for swift water rescue as well as purchasing the equipment for the department to have the ability to provide this service to the citizens which frequent the Congaree River. This training and equipment became paramount to search and rescue operations during the flooding of the midlands at the beginning of October of this year. Lt. Steinbring coordinated the response and recovery operations that were conducted within the City of Cayce during the flooding. His team made national news when they rescued a man from his vehicle along Bluff Road at I-77. Lt. Steinbring worked extensive hours to make sure the citizens and public safety personnel were safe and had all the assistance needed to make it through the flooding. Lt. Steinbring worked those hours of operations with the understanding he is an exempt employee and he would not be compensated for his effort. That by no means impeded his dedication to complete the task. Furthermore, the Cayce Department of Public Safety was requested by the Columbia/Richland Fire Service to provide boats and swift water rescue standby operation at station 22 (Lower Richland Fire Station). Lt. Steinbring again with no hesitation led the operation for the five (5) day standby at station 22. During the five (5) day operation he worked multiple 24 hour shifts with the understanding he may again not be compensated for his efforts.

In conclusion, Lt. Thomas Steinbring is a dedicated employee and a role model for other supervisors to learn from. His years of loyalty, professionalism, willingness to succeed, and heart provide great examples of a deserving employee of "The Coveted Whole Sole Award". I feel that Lt. Thomas Steinbring is a perfect recipient of "The Coveted Whole Sole Award".

Thank you for your consideration in this matter,

Sergeant Justin M. Carabetta

*"In God We Trust"*

ITEM III. B.



## ***City of Cayce*** **2016 Council Meeting Dates**

The City of Cayce Council meets the first Tuesday each month at 6:00 p.m. Date and/or time may change due to conflicts in schedules. Citizens may meet with the Mayor at 5:00 p.m. prior to each meeting.

Special Council Meetings are tentatively scheduled for the third Wednesday of each month at 5:00 p.m. In June 2016 the Special Council Meeting will be held the fourth Wednesday of the month.

**January 5, 2016**  
**February 2, 2016**  
**March 1, 2016**  
**April 5, 2016**  
**May 3, 2016**  
**June 7, 2016**  
**July 5, 2016**  
**August 2, 2016**  
**September 6, 2016**  
**October 4, 2016**  
**November 1, 2016**  
**December 6, 2016**

Other meetings may be called on an as needed basis. Meetings are held in Council Chambers located at 1800 12<sup>th</sup> Street, Cayce, SC unless otherwise noted. All meetings are open to the public.

---

# Memorandum

---

**To:** Mayor and Council

**From:** Rebecca Vance  
Chief Charles McNair

**Date:** November 25, 2015

**Subject:** Resolution approving a Multijurisdictional Alcohol Enforcement Unit Agreement with the County of Lexington and the County of Richland

---

## **ISSUE**

Consideration of a resolution approving a Multijurisdictional Alcohol Enforcement Unit Agreement between the City of Cayce and the County of Lexington and the County of Richland.

## **BACKGROUND/DISCUSSION**

S.C. Code section 23-20-50 was amended and requires that an agreement entered into pursuant to Title 23 on behalf of a law enforcement authority must be approved by the appropriate state, county or local law enforcement authority's chief executive officer, and by the governing body of each jurisdiction.

Council has already approved similar Resolutions ratifying Mutual Aid and Task Force Agreements with several entities. Council's approval of the resolution ratifies and meets the new requirement for these types of agreements.

## **RECOMMENDATION**

Staff recommends Council approve a resolution approving a Multijurisdictional Alcohol Enforcement Unit Agreement between the City of Cayce and the County of Lexington and the County of Richland and authorize the Mayor to sign the agreement on behalf of the City.

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF LEXINGTON )  
COUNTY OF RICHLAND )

MULTIJURISDICTIONAL ALCOHOL  
ENFORCEMENT UNIT  
AGREEMENT

This agreement is made and entered into this 24<sup>th</sup> day of April, 2015, by the following parties: **Town of Lexington Police Department, Cayce Department of Public Safety, USC Division of Law Enforcement and Safety, City of West Columbia Police Department, City of Columbia Police Department, Lexington County Sheriff's Department and Richland County Sheriff's Department.**

WHEREAS, it is the desire and intent of the parties to evidence their joint undertaking for the provision of mutual assistance investigating and prosecuting criminal activities involving alcohol and tobacco which occur by the creating and operation of two multi-jurisdictional task forces within Lexington and Richland Counties; and

WHEREAS, each of the parties provide law enforcement for some portion of Lexington and Richland Counties; and

WHEREAS, the parties as set out above, by and through their representatives affixing their signatures below, consent and agree to span the geopolitical boundaries of all areas of Lexington and Richland Counties to the fullest extent allowed under South Carolina law for the express purpose of investigating and prosecuting criminal activities involving alcohol by creating this Lexington and Richland County multi-jurisdictional Alcohol Enforcement Team; and

WHEREAS, Article VIII, Section 13 of the South Carolina Constitution authorizes counties and municipalities to provide by agreement for the joint administration of any function, the exercise of powers, and the sharing of the costs thereof; and

WHEREAS, South Carolina Code Ann. 17-13-45 provides that when a law enforcement officer responds to a distress call or a request for assistance in an adjacent jurisdiction, the authority, rights, privileges, and immunities, including the workers' compensation laws, and tort liability coverage obtained pursuant to the provisions of Chapter 78 of Title 15, that are applicable to an officer within the jurisdiction in which he is employed are extended to and include the adjacent jurisdiction; and

WHEREAS, South Carolina Code Ann. Section 23-1-210 provides for the temporary transfer of law enforcement officers within multijurisdictional task forces pursuant to written agreement; and

WHEREAS, South Carolina Code Ann. Section 23-1-215 provides for agreements between multiple law enforcement agencies for the purpose of investigating crimes involving multiple jurisdictions; and

WHEREAS, South Carolina Code Ann. Section 23-20-10, et seq., provides for contractual agreements between and among state, county, municipal and local law enforcement agencies for law enforcement services; and

NOW, THEREFORE, it is the intent of the parties to share jurisdiction under this written agreement to the fullest extent permitted under South Carolina law and it is further agreed as follows:

1. SCOPE OF SERVICES

It is agreed that the parties shall assign, on a temporary basis, officers to participate in the Lexington and Richland County multi-jurisdictional Alcohol Enforcement Team (“the Team”) to investigate and prosecute criminal activities involving alcohol as well as other collateral criminal offenses which may become apparent to officers assigned under this agreement which occur within the whole of Lexington and Richland Counties for the duration of the agreement or until this agreement is rescinded or terminated as set forth herein. Further, this agreement is intended to be a request for assistance from adjacent jurisdictions.

2. TERM AND RENEWAL

This agreement is effective as to each party at the date and time of signing and will automatically renew each anniversary date, year to year, and term to term unless a party exercises its right to terminate as further described herein. Any termination by an individual party is not intended to affect the relationship(s) between any remaining parties.

3. VESTING OF AUTHORITY AND JURISDICTION

To the fullest extent permitted by the Constitution and the statutes of this State, officers assigned under the agreement shall be vested with authority, jurisdiction, rights, immunities, and privileges outside his resident jurisdiction for the purpose of investigation, arrest, or any other activity related to the criminal activity for which the agreement is drawn. This agreement is in no way intended to effect any other multi-jurisdictional agreement(s) which may exist between the agencies.

However, local ordinances adopted by a participating party shall not be deemed extended into areas of operation that are located outside the geopolitical territorial limits of that party.

4. PERSONNEL, COSTS AND RECORDS

Except as otherwise agreed among the parties, each party shall maintain control over its personnel. Except as otherwise provided herein, each party shall bear its own costs incurred in the performance of its obligations hereunder, and shall keep its own personnel and other usual records as to its assigned officers.

5. NO INDEMNIFICATION OR THIRD PARTY RIGHTS

The parties shall be solely responsible for the acts and omissions of their respective employees, officers, and officials, and for any claims, lawsuits and payment of damages that arise from activities of its assigned officers. No right of indemnification is created by this agreement and the parties expressly disclaim such. The provisions of this agreement shall not be deemed to give rise to or vest any rights or obligations in favor of any rights or obligations in favor of any party or entity not a party to this agreement.

6. INSURANCE

Each party shall maintain such insurance coverage for general liability, workers' compensation, and other such coverage as may be required by law or deemed advisable by individual parties.

7. COMPENSATION, BOND, AND RELATED MATTERS

This agreement shall in no manner affect or reduce the compensation, pension or retirement rights of any officers acting under its authority and such officers shall continue to be paid by the county or municipality where they are permanently employed. The bond, if any, for any officers operating under this agreement shall include coverage for their activity in the county or municipality covered in this agreement in the same manner and to the same extent provided by the bonds of regularly employed officers of that county or municipality.

8. REIMBURSEMENT AND ANCILLARY BENEFITS

The parties to this agreement hereby expressly agree the compensation and/or reimbursement for services of like kind between agencies involved is limited to the provision of reciprocal services and to the ancillary benefits of increased investigation and prosecution of alcohol offenses in the whole of Lexington/Richland County. Any other agreement for the reimbursement between the parties must be written and executed in the same manner as this agreement.

9. TERMINATION AND RIGHT TO RESCIND

The participation of any party may be terminated at the discretion of the chief law enforcement officer upon providing written notice to all other parties. The termination must be delivered or mailed to the other parties with return receipt requested. Any such rescission or termination will become effective upon receipt by the other parties. The election of any party or parties to exercise this right to rescind or terminate does not in any way affect the rights, duties, privileges, immunities, or obligations of the other parties.

10. RESPONSIBILITY TO RESPECTIVE GOVERNING BODIES

Each party is responsible for any notice, reporting, or approval requirements to their respective governing body as may be required under South Carolina law.

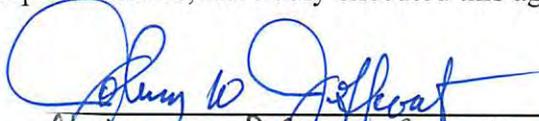
11. SEVERABILITY

Should any part of this agreement be found to be unenforceable by any court or other competent authority, then the rest shall remain in full force and effect.

12. AMENDMENTS AND BINDING SUCCESSORS IN OFFICE

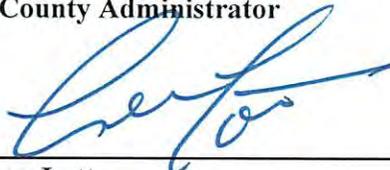
This agreement may be amended or modified only by written agreement of all parties. Each party agrees that any and all successors in interest to their office will be similarly bound by the terms of this agreement without necessitating execution of any amendment.

IN WITNESS WHEREOF, the parties, by and through their undersigned duly authorized representatives, have duly executed this agreement effective as of the date set forth above.

  
Chairman of County Council 5.12.15  
Lexington County Council

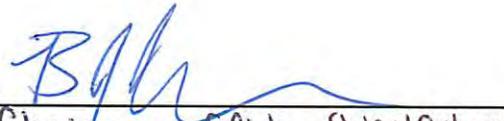
  
Sheriff Jay Koon  
Lexington County Sheriff's Office

Tony McDonald  
Richland County Administrator

  
Sheriff Leon Lott  
Richland County Sheriff's Office

  
Chief Chris Wuchenich  
USC Police Department

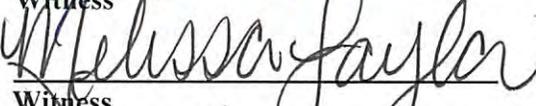
  
Amy Stone  
USC Secretary of the Board

  
Chairman of City of West Columbia  
B. J. Unithank

  
Chief Dennis Tyndall  
West Columbia Police Department

  
Witness

  
Witness

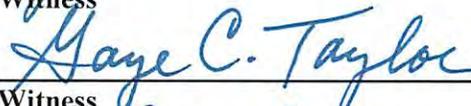
  
Witness

  
Witness

Witness

Witness

  
Witness

  
Witness

  
Witness

  
Witness

Witness

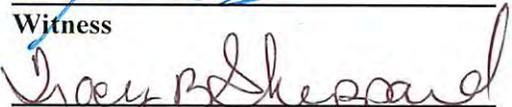
  
Witness

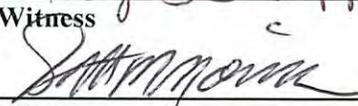
Witness

  
Witness

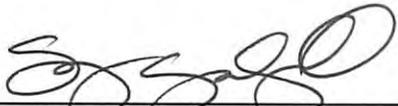
  
Witness

  
Witness

  
Witness

  
Witness

Witness



\_\_\_\_\_  
Mayor Steve MacDougall  
Town of Lexington

\_\_\_\_\_  
Chief Terrence Green  
Lexington Police Department

\_\_\_\_\_  
Mayor Elise Partin  
City of Cayce

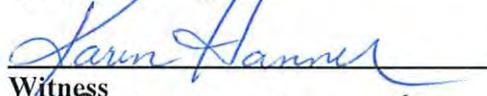


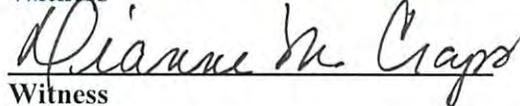
\_\_\_\_\_  
Chief Charles E. McNair  
Cayce Department of Public Safety

\_\_\_\_\_  
Teresa Wilson  
City of Columbia City Manager

\_\_\_\_\_  
Chief W.H. Holbrook  
Columbia Police Department

\_\_\_\_\_  
Witness 

\_\_\_\_\_  
Witness 

\_\_\_\_\_  
Witness 

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness 

\_\_\_\_\_  
Witness 

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness



Richland County Sheriff's Department  
5623 Two Notch Road • Columbia, South Carolina 29223  
Office: (803) 576-3000  
WWW.RCSD.NET • SHERIFF@RCSD.NET

Amended  
April 2015

Pursuant to S.C. Code of Laws §23-20-10 through §23-20-50 and S.C. Code of Laws §23-1-215. The Richland County Sheriff's Department is entering into multi-jurisdictional agreements with the law enforcement agencies listed below by way of recommendation and approval of the Sheriff of Richland County. The County Council Chair adopts this recommendation and concurs in such multi-jurisdictional agreements.'

The Multi-jurisdictional agreements are:

- |   |  |
|---|--|
| Abbeville County Sheriff's Department           | Horry County Sheriff's Department              |
| Aiken County Sheriff's Department               | Irmo Police Department                         |
| Allendale County Sheriff's Department           | Jasper County Sheriff's Department             |
| Anderson County Sheriff's Department            | Kershaw County Sheriff's Department            |
| Bamberg County Sheriff's Department             | Lancaster County Sheriff's Department          |
| Barnwell County Sheriff's Department            | Laurens County Sheriff's Department            |
| Beaufort County Sheriff's Department            | Lee County Sheriff's Department                |
| Benedict College Campus Police                  | Lexington County Sheriff's Department          |
| Berkeley County Sheriff's Department            | Lexington Police Department                    |
| Calhoun County Sheriff's Department             | Marion County Sheriff's Department             |
| Camden Police Department                        | Marlboro County Sheriff's Department           |
| Cayce Police Department                         | McCormick County Sheriff's Department          |
| Charleston County Sheriff's Department          | McEntire Air Force Base                        |
| Cherokee County Sheriff's Department            | Newberry County Sheriff's Department           |
| Chester County Sheriff's Department             | Oconee County Sheriff's Department             |
| Chesterfield County Sheriff's Department        | Orangeburg County Sheriff's Department         |
| City of Columbia Police Department              | Orangeburg Dept. of Public Safety              |
| Colleton County Sheriff's Department            | Pickens County Sheriff's Department            |
| Columbia Metropolitan Airport Police Department | Saluda County Sheriff's Department             |
| Darlington County Sheriff's Department          | Shaw Air Force Base                            |
| Dept. of Veterans Affairs Medical Center        | South Congaree Police Department               |
| Dillon County Sheriff's Department              | Spartanburg County Sheriff's Department        |
| Dorchester County Sheriff's Department          | Springdale Police Department                   |
| Edgefield County Sheriff's Department           | St. Matthews Police Department                 |
| Elgin Police Department                         | State Law Enforcement Division                 |
| Fairfield County Sheriff's Department           | Sumter County Sheriff's Department             |
| Florence County Sheriff's Department            | Sumter Police Department                       |
| Forest Acres Police Department                  | Union County Sheriff's Department              |
| Fort Jackson                                    | University of South Carolina Police Department |
| Georgetown County Sheriff's Department          | West Columbia Police Department                |
| Greenville County Sheriff's Department          | Williamsburg County Sheriff's Department       |
| Greenwood County Sheriff's Department           | Winnsboro Police Department                    |
| Hampton County Sheriff's Department             | York County Sheriff's Department               |

Respectfully Submitted:

Leon Lott  
Richland County Sheriff

Torrey Rush  
Chairman, Richland County Council

---

# Memorandum

---

**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Shaun Greenwood, Asst. City Manager

**Date:** November 16, 2015

**Subject:** Approval of First Reading of an Ordinance Amending Chapter 10 “Buildings and Building Regulations” of the Cayce City Code to Add a New Article IV “Rental, Non-Owner Occupied and Unoccupied Property Regulations.”

---

## ISSUE

Council approval is needed for the First Reading of an Ordinance amending Chapter 10 “Buildings and Building Regulations” of the Cayce City Code to add a new Article IV “Rental, Non-Owner Occupied and Unoccupied Property Regulations.”

## BACKGROUND/DISCUSSION

Over the past several years, City Council and staff have been working to address community issues related to the maintenance of private properties. Specifically, properties with absentee landowners and rental properties have proven to be the most difficult to manage effectively. As a result, City Council asked staff to research policy guidelines related to registration programs that could help the City to better address these types of properties. Staff researched best practices and policy guidelines from around the Country and presented those policy guidelines to City Council in October. Council’s decision was to move forward with a gradual program that would start with a simple requirement to register rental, non-owner occupied and unoccupied buildings with the City. The attached Ordinance encompasses the elements City Council requested during their last discussion of this issue.

The attached ordinance includes a \$100.00 fee for late registration of all properties requiring a permit. Because this is a new fee, a Public Hearing will be scheduled before the Second Reading at the December 16<sup>th</sup> Council Meeting.

## **RECOMMENDATION**

Staff recommends Council approve First Reading of an Ordinance amending Chapter 10 “Buildings and Building Regulations” of the Cayce City Code to add a new Article IV “Rental, Non-Owner Occupied and Unoccupied Building Regulations.”

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

**ORDINANCE 2015-15**  
**Amending the City Code to Add a New**  
**Article IV (“Rental, Non-Owner Occupied**  
**and Unoccupied Property Regulations”)**  
**to Chapter 10 (“Buildings and Building**  
**Regulations”)**

**WHEREAS**, the Council has determined that it is in the interest of the City and the public, and in furtherance of the Council’s obligations and authority to provide for security, law enforcement, peace and order in the municipality, to enact regulations requiring, among other things, that certain rental properties register with the City so as to provide a mechanism for remedies in the event violations of the law occur on such properties on a repeated basis,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code is hereby amended to add a new Article IV entitled “ Rental, Non-Owner Occupied and Unoccupied Property Regulations” which shall read as in the form attached to this Ordinance.

This Ordinance shall be effective from the date of second and final reading.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_,  
2015.

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

ATTEST:

\_\_\_\_\_  
Mendy C. Corder, Municipal Clerk

First reading: \_\_\_\_\_

Second reading and adoption: \_\_\_\_\_

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

## **Chapter 10**

### **Article IV. Rental, Non-Owner Occupied and Unoccupied Property Regulations**

#### **Sec. 10-80. Definitions.**

Unless otherwise expressly stated, the following terms shall, for the purposes of this Article, have the meanings shown in this Section. When terms are not defined, through the methods authorized by this Section, such terms shall have their ordinarily accepted meaning such as the context implies.

**Non-Owner Occupied** – A property that is occupied by someone other than the purchaser or owner of a property.

**Occupant** – A family as defined by the City of Cayce Zoning Ordinance or an individual unrelated by blood to a second degree of consanguinity, marriage, adoption, or guardianship to any other occupant of the dwelling unit. A family of related persons shall be counted as one occupant.

**Offense** – any violation of local, state, or federal statutes or ordinances which results in a forfeiture of bond, plea of guilty, no contest, acceptance into Pre-Trial Intervention, Alcohol Education Program or a determination of guilt by a court or a jury. For purposes of this ordinance, all violations for which charges are made during one response by law enforcement officers which result in a forfeiture of bond, acceptance into a Pre-Trial Intervention Program, Alcohol Education Program, conviction, or a plea of guilty or no contest, collectively shall be deemed one offense.

**Owner** – any person, firm or corporation having a legal or equitable title in the property; or recorded in the official records of the state, county or municipality as holding title.

**Residential Rental Unit** – means that portion of a dwelling for which payment or other consideration, including performance of general maintenance, payment of utilities or other fees, or similar in-kind services, is being made to an owner, agent, or manager for the use and occupancy of that portion as a living facility. For purposes of this ordinance, the term rental unit is limited to single household dwellings, two household dwellings (duplex), three household dwellings (triplex), four household dwellings (quadraplex), townhouses, and boarding houses. . Exceptions shall be the following:

- a) Single, two, three, or four household dwelling within a horizontal property regime or;
- b) Dwellings occupied by individuals who are under a written contract to purchase the residence after the contract has been reviewed for validity of purchase by the City Attorney and the Director of Planning and Development.

Whenever the words “rental unit” are stated in this Article, they shall be construed as though they were followed by the words “or any part thereof.”

**Townhouses** – Dwelling units constructed in a series or group of attached units with property lines separating such units.

**Unoccupied** – Any property that lacks continued presence of human beings who have a legal right to be on the property, or where any substantial lawful residential occupancy or business operations has ceased for at least six months.

**Violation** – Breach of law.

### **Sec. 10-81. Rental Permit Required.**

- a. No owner, whether a person, firm or corporation, shall operate any residential rental, non-owner occupied or unoccupied unit as defined in Sec. 10-80 unless that owner holds a current permit issued by the City of Cayce for the property named therein.
- b. Permits are not transferable from any owner to another.
- c. The permitting year shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.
- d. Renewals of permits after April 15<sup>th</sup> will be considered late and will be assigned any late fees designated in this ordinance.
- e. The required permit fee as defined by Section 10-97 may be paid beginning January 1<sup>st</sup> but no later than the 15<sup>th</sup> of April each year.
- f. If the permit fee is not paid by April 15<sup>th</sup> then on April 16<sup>th</sup> the City of Cayce shall issue a Uniform Ordinance Summons to the property owner for appearance in Municipal Court.
- g. The Property Owner may be subject to other code enforcement action depending upon the circumstances.

### **Sec. 10-82. Application.**

Applications to operate residential rental, non-owner occupied or unoccupied units and for renewal thereof shall be on a form provided by the City of Cayce. Such form shall set forth the owner's name, address, and telephone number, the unit address, the name of the person, firm, or corporation located within a seventy-five (75) mile radius of the City of Cayce responsible for the care and maintenance of the building and additional information as outlined on the application for rental housing.

### **Sec. 10-83. Issuance or Refusal of Rental, Non-Owner Occupied and Unoccupied Property Permit.**

The City of Cayce shall issue a Rental Permit for rental, non-owner occupied or unoccupied properties to the applicant upon proof of the following:

- a) The property is in compliance with all applicable City Ordinances; and
- b) All fees have been paid as required by Section 10-97 of this Article.

### **Sec. 10-84. Property Owner, Person in Charge, and Occupant.**

- a) A permit will not be issued or renewed to a person, firm, or corporation who does not either reside in or have an office within a seventy-five (75) mile radius of the City of Cayce, unless a Person in Charge is designated. The Person in Charge must reside in or have an office within a seventy-five (75) mile radius of the City and be able to act as the agent for the owner. The Director of Planning and Development shall be notified in writing if there is a change of owner or Person in Charge within fourteen (14) days of the change.
- b) The Property Owner, the Person in Charge, and Occupants shall maintain all residential rental, non-owner occupied or unoccupied units under their control, or in which they are located, in compliance with the City Codes.

- c) The Property Owner, the Person in Charge, and Occupants shall be liable for occupancy violations within rental, non-owner occupied or unoccupied residences of their control or in which they are located.
- d) For every residential rental, non-owner occupied or unoccupied unit, the Owner or Person in Charge shall be responsible for the repair and maintenance of the common areas of the dwelling and responding to service requests and emergency needs, including entry into units where an emergency appears to exist. Such person or persons shall be situated close enough to the dwelling as to be able to service tenant and emergency calls with reasonable dispatch. The Owner shall advise the tenants individually of the names, addresses, and telephone numbers of such Owner and/or Person in Charge.

**Sec. 10-85. Reserved.**

**Sec. 10-86. Offenses and Assignment of Offenses.**

- a) For purposes of this ordinance, offenses shall include any Federal or state, law or regulation or any City ordinance or regulation.
- b) Offenses shall apply towards revocation of the permit for residential rental, non-owner occupied or unoccupied units as follows:
  - (1) Single household dwellings, townhouses, and boarding houses. Offenses that occur anywhere on the property shall apply to the permitted dwelling unit.
  - (2) Duplex, Triplex and Quadraplex:
    - (a) Offenses that occur within an individual unit shall apply to that unit.
    - (b) Offenses occurring outside of the units shall be assigned to the unit responsible as determined by the investigating party for the offense.
    - (c) Offenses committed by the Property Owner and/or Person in Charge shall be assigned to both units.
    - (d) When a duplex is issued one permit at the request of the owner, any offense within any dwelling unit will be apply to the duplex.

**Sec. 10-87. Requirement for Revocation Hearings**

City Council shall hold Revocation Hearings as follows:

- (1) Occupancy. Violation of occupancy regulations shall be grounds for declaring the rental, non-owner occupied or unoccupied unit a nuisance property. A revocation hearing date will be established by City Council within 60 days of the offense. The Director of Planning and Development shall issue a notice by certified mail or any other means available to ensure delivery to the Property Owner and Person in Charge noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the Director of Planning and Development.

(2) Other Offenses

(a) Warning Notice. A City of Cayce Codes Enforcement Officer shall send written notification to the Property Owner and Person in Charge of any violations of Federal or state law or regulation or any City ordinances or regulations that occur at properties governed by this Article. The Director of Planning and Development shall provide an advisory notice by first class, certified mail or any other means available to ensure delivery to the Property Owner and Person in Charge of any rental, non-owner occupied or unoccupied property whenever three offenses of the City of Cayce Code of Ordinances or regulations or any state or Federal law or regulations have occurred individually or in combination at the property within a twenty-four (24) month period. The twenty-four month period shall commence on the day of the first offense. This notice shall advise the Property Owner and Person in Charge that the property has been identified as a potential problem property and advise them of the consequences of continued offenses on this property. This notice shall be maintained by the Director of Planning and Development and made available as necessary.

(b) Notice of Revocation Hearing. When another offense occurs within twelve (12) months after the issuance of the warning notice, this shall be grounds to declare the rental unit a nuisance property. A revocation hearing will be established by City Council within 60 days of the last offense. The Director of Planning and Development shall issue a notice by certified mail or any other means available to ensure delivery to the Owner and the Person in Charge noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the Director of Planning and Development

**Sec. 10-88. City Council Hearing.**

- (a) The written notice by the Director of Planning and Development for a revocation hearing shall be delivered by personal service, certified mail or any other means available and shall include the time and place at which the hearing is to be held which shall be at a regular or special Council meeting. The notice shall also contain a brief statement of the reasons for revocation hearing and a copy of the applicable provisions of the Code of Ordinances.
- (b) The Director of Planning and Development shall provide City Council with a written report outlining the circumstances for declaring the rental property as a nuisance property. All documents relating to the property shall be available prior to the hearing for review by all parties.

**Sec. 10-89. Notice of Revocation**

Upon City Council's decision, the Director of Planning and Development shall notify the Property Owner and/or the Person in Charge of the revocation by written notice sent by certified mail or delivered in person. The notice shall advise the Property Owner and/or the Person in Charge of the property address, the effective dates of the revocation, the reason for the revocation, the effect of the revocation on the property, and penalties that can be imposed for violation of the revocation and appeal rights and procedures.

The Director of Planning and Development shall set forth the effective date of the revocation as and if modified by City Council in such manner so that revocation commences on the first day following expiration of the lease or leases in force provided such lease or leases are not for more than a one (1) year period. The Owner shall provide the Director of Planning and Development with a copy of the current lease to determine the appropriate dates. If no lease is provided then the Director of Planning and Development shall set the effective date as the first day following the annual permit renewal date. When there is no lease in force or when the lease or leases are for periods greater than one year, revocation shall commence upon the first day following the annual permit renewal date. Any additional offenses which occur between the revocation date and the commencement of revocation date shall automatically increase the revocation by three (3) months per offense.

**Sec. 10-90. Effect of Revocation.**

Upon the commencement of revocation, the property shall be secured and no person, firm or corporation shall operate or rent/lease to another for residential occupancy any dwelling unit or rooming unit during such time that the permit for such unit is revoked.

**Sec. 10-91. Notification Exemption.**

Residential rental, non-owner occupied or unoccupied properties are exempt from the notification requirements, as given in the Codes, when they have not obtained a valid permit as required by this ordinance. Properties operating without a valid permit shall receive one (1) written warning and twenty (20) working days to comply. If an owner is convicted of a violation of Section 10-81 of the City of Cayce Code of Ordinances, the property shall not be eligible for a permit for a period of six (6) months after the conviction.

**Sec. 10-92. Defense.**

When tenants are guilty of offenses resulting in a revocation notice, the Property Owner may request a suspension of revocation proceedings by providing written evidence of the initiation of eviction proceedings against the culpable tenants. If the tenants are evicted, the Property Owner may request termination of the revocation proceedings. If revocation has been suspended but the tenants are not evicted, revocation proceedings will be reinstated by the City.

**Sec. 10-93. Appeals/Revocation Hearing before City Council.**

- (a) Any person aggrieved by a decision or a denial of a permit by the City of Cayce may appeal the decision to City Council by filing a written request stating the reasons for the grievance with the Director of Planning and Development within ten (10) days after the payment of the assessment under protest or notice of denial is received.
- (b) An appeal or a hearing on revocation shall be held by City Council within forty-five (45) days after receipt of a request for appeal or service of notice of revocation at a regular or special meeting of which the Property Owner and/or the Person in Charge has been given written notice. At such hearing all parties shall have the right to be represented by counsel, to present testimony and evidence and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by Council shall

govern the hearing. City Council shall by majority vote of members present render a written decision based on findings of fact and application of the standards herein which shall be served upon all parties or their representatives and shall be final.

**Sec. 10-94. Change of Ownership.**

Any person, firm, or corporation who has purchased or has a legally binding contract to purchase a property whose permit has been revoked pursuant to this Article under another owner, may apply for a new permit.

**Sec. 10-95. Confidentiality.**

Nothing in this Section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any inquiries regarding offenses resulting from enrollment into the Pre-Trial Intervention Program will be administered by the Chief of Police.

**Sec. 10-96. Offenses.**

Any person violating any provision of this Article shall be deemed guilty of a misdemeanor offense and shall be subject to the penalties outlined in Section 1-6. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for this Article.

**Sec. 10-97. Permit Fee.**

- a. The annual permit fee shall be \$0.
- b. Upon determination that a property owner has failed to obtain a permit, a late permit fee shall be assessed at \$100 for each year the unpermitted occupancy has occurred.
- c. All required fees shall be paid before a permit is issued.

**Sec. 10-98. Severability.**

The provisions of this Ordinance are severable, and if any section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this Ordinance. It is hereby declared that the intent of the Council is that this Ordinance would have been adopted as if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

**Sec. 10-99. Occupancy Label Required.**

- (a) Effective January 1, 2016, an Occupancy Label signed and issued by the Director of Planning and Development shall be affixed to one of the following locations as determined by the owner of the property: the interior side of the main door of the residence, or on the exterior surface of the refrigerator door, or on the wall or door

immediately adjacent to the fire extinguisher. The Occupancy Label shall indicate the maximum numbers of occupants allowed by Section 19-404, the name of each resident, address of the residence, date of issuance and signature of the property owner or responsible party. Removal of the label shall be cause for denial of a permit for the property.

- (b) Initial issuance of the Occupancy Label will be through first class mail to the owner of the property within 10 days of approval of the application.
- (c) Subsequent issuance of new Occupancy Labels will be done in conjunction with issuance of permits for new properties after successful completion of the permit application.

---

# Memorandum

---

**To:** Mayor and Council

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

**Date:** November 23, 2015

**Subject:** Second Reading of an Ordinance to amend Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce to allow for a Special Exception for the development of parks in any zoning designation.

---

## **ISSUE**

Council approval is needed for the Second Reading of an Ordinance Amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce.

## **BACKGROUND/DISCUSSION**

The City received an application to rezone property in Richland County to allow for the construction of privately owned baseball fields. In reviewing the Zoning Ordinance it was discovered that the only two zoning designations that allow for the construction of baseball fields or any other types of parks are C-4 and M-1. Both of these designations allow for a large variety of uses, some of which may be too intensive for surrounding properties. Furthermore, if a developer wanted to develop a neighborhood that included any multiuse fields for the recreation of the residents, it would not be allowed under the current Ordinance. The City certainly does not want to discourage the development of parks.

As the entire Zoning Ordinance is currently being reviewed and rewritten as necessary, the time required to accommodate this applicant would be unreasonably long. As an intermediate measure, staff is proposing that the creation of a Special Exception to allow for the development of parks. The current Zoning Ordinance does set out the criteria for Special Exceptions in Section 7.16.

The Planning Commission considered the request for the Special Exception at its regular meeting on November 16, 2015 and recommends its approval to Council.

## **RECOMMENDATION**

Staff recommends Council approve Second Reading of an Ordinance Amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce.

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

**ORDINANCE 2015-13**  
**Amending Article 7 (“Conditional**  
**Use and Special Exception**  
**Regulations”) of the Zoning**  
**Ordinance of the City of Cayce**

**WHEREAS**, the City Council has determined that it is in the best interest of the City to create a new Section 7.18 (“Parks and Recreational Areas”) of the Zoning Ordinance to include new regulations on the special exception criteria for permitting parks and recreational areas; and

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

**WHEREAS**, the Planning Commission met on November 16, 2015, to review public comments and vote on recommending the text amendment and unanimously decided that it does recommend this text amendment,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce is hereby amended to add a new Section 7.18 (“Parks and Recreational Areas”) to read as follows:

**Section 7.18 Parks and Recreational Areas**

A park and recreational area or facility is intended to be used for recreation, exercise, sports or similar activities or an area intended to enhance the enjoyment of natural features or natural beauty.

- (1) Parks and recreation land may include land with minimal improvements, such as limited clearing, appropriate grading and the installation of low-impact physical improvements, such as pedestrian trails, grassed areas, multipurpose fields, picnic tables, barbecue grills, public parks, playgrounds and covered open structures and may be a Special Exception Use in any zoning designation within the City of Cayce.
- (2) These areas shall be shown on the plat and marked “reserved for recreation open space”.
- (3) This land shall have appropriate access and parking opportunities.
- (4) The Board of Zoning Appeals may approve the appropriate location, use, and any structures on park and recreational land.
- (5) The Board of Zoning Appeals shall make its determination of acceptability based upon topography, geology, access, location and parking with particular attention to significant physical features of the project area, such as the location of grand trees, scenic vistas, wildlife habitat, proximity to neighborhoods and schools, lighting and proposed structures.

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

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

Attest:

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

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

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

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

<p><b>STATE OF SOUTH CAROLINA )</b>  <b>COUNTY OF LEXINGTON )</b>  <b>CITY OF CAYCE )</b></p>	<p><b>ORDINANCE 2015-14</b>  <b>Re-Establishing a Temporary Moratorium</b>  <b>on Certain Requests for Revenue from</b>  <b>the City’s Local Hospitality Tax Account</b></p>
---	--

**WHEREAS**, the City, as authorized by State law, has enacted by Ordinance, effective August 1, 2014, a Local Hospitality Tax of two percent on the gross proceeds of the sale of all prepared meals and beverages in establishments within the City; and

**WHEREAS**, the Ordinance enacting the City’s Local Hospitality Tax also established, as required by State law, a Local Hospitality Tax Account into which the taxes remitted shall be deposited by the City and used solely for the purposes provided by law; and

**WHEREAS**, South Carolina Code section 6-1-730 specifies the purposes for which the revenue generated from a Local Hospitality Tax may be used; and

**WHEREAS**, the Council has determined that it is in the interest of the City and the Council, in the period at the outset of the collection of the Local Hospitality Tax, to establish orderly, fair, efficient and effective procedures for the consideration of requests from entities not part of or connected with the City government (hereinafter referred to as “outside entities”) for revenue from the Local Hospitality Tax Account; and

**WHEREAS**, the Council, which previously established a temporary moratorium on requests for revenue by outside entities by its Ordinance 2014-15, now determines and finds that the appropriate implementation of such procedures will be aided by a reinstatement of a temporary moratorium on applications by outside entities for revenues from the Local Hospitality Tax Account; and

**WHEREAS**, the Council further determines and finds that a period of three hundred and sixty five (365) days in duration is the minimum reasonable time needed to determine the amount of Local Hospitality Tax generated during a budget year and to study and implement orderly, fair, efficient and effective procedures for grants of revenues from the Local Hospitality Tax Account to outside entities; and

**WHEREAS**, the Council believes and finds that it is appropriate to re-establish, by this Ordinance, a temporary moratorium period of three hundred and sixty five (365) days on the acceptance and processing of applications by outside entities for the award or payment of grants from the City’s Local Hospitality Tax Account,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that:

1. All activities by the City, including City staff and any of the City’s agents or contractors, relating to the acceptance, review and processing of applications by outside entities (defined as entities or individuals not a part of or connected with the City government) for the award or payment of grants from the City’s Local Hospitality Tax

Account are temporarily suspended in order for the City, through its officials and staff and any other agents or contractors, to have adequate time and opportunity to study, analyze, recommend, establish and implement orderly, fair, efficient and effective procedures for grants of revenues from the Local Hospitality Tax Account to outside entities.

2. This temporary suspension or temporary moratorium shall remain in effect for three hundred sixty five (365) days from the effective date of this Ordinance when it shall terminate.

3. The Council, by subsequent ordinance, may extend the temporary suspension and temporary moratorium for a further time period upon appropriate findings.

4. During the temporary moratorium period for outside entities, all requests for revenue from the Local Hospitality Tax Account by entities that are a part of or connected with the City government shall be reviewed and approved by the City Manager (or her designee) prior to submission to the Council for its consideration and approval.

This Ordinance shall be effective from the date of second and final reading.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_ day of \_\_\_\_\_, 2015.

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

ATTEST:

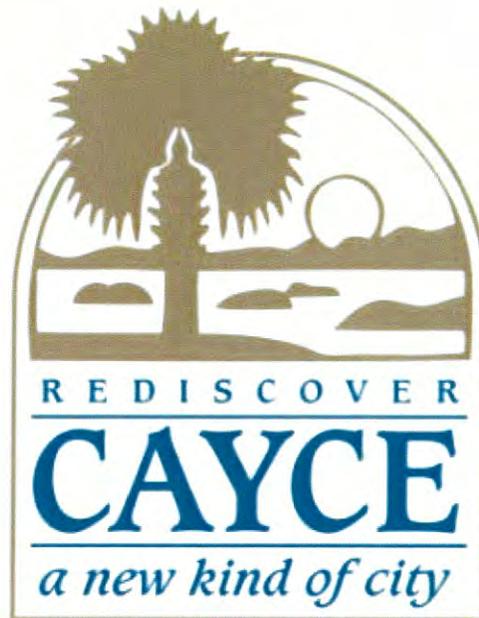
\_\_\_\_\_  
Mendy C. Corder, Municipal Clerk

First reading: \_\_\_\_\_

Second reading and adoption: \_\_\_\_\_

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

# City of Cayce Hospitality Tax Grant Program Policies



City of Cayce  
1800 12<sup>th</sup> Street Extension  
Post Office Box 2004  
Cayce, South Carolina 29171  
[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)

# CITY OF CAYCE

## Hospitality Tax Grant Application

<b>Project Information</b>	
Project Start Date January 1, 2016	Amount Requested \$ \$ 42,620.00
Project Completion Date	Date Submitted November 24, 2015
Project Name Phase 4 12KHP Interpretive Program, January - June 2016	
Project Address/Location 12, 000 Year History Park , Cayce, SC	

<b>Organization Information</b>	
Organization The River Alliance	
Mailing Address 400 Rivermont Drive	
City ST ZIP Columbia, SC 29210	
Telephone 803-765-2200	Cell
Fax 803-765-9600	E-Mail sheila@riveralliance.org
How long has this organization or corporation existed? <u>20 years</u> Year(s)	

<b>Project Description</b>
<p>Proposed Work for Phase 4, 12KHP Interpretation Program Development, Fort Congaree Module Development</p> <ol style="list-style-type: none"> <li>1. Volunteer recruitment and training, including information meetings and workshops</li> <li>2. Develop Fort Congaree theme module</li> <li>3. Produce interpretive package, content and graphics</li> <li>4. Coordinate actions with partner and constituents</li> <li>5. Conduct Tours (March to June 2016)</li> <li>6. Begin development of Prehistoric Mississippian and Natural Resources theme modules (May-June)</li> <li>7. Coordinate transport, storage, and curation of Fort Congaree artifacts by SCIAA and James Stewart; Coordinate curation agreement with SCIAA</li> <li>8. Marketing</li> </ol>

**Tourist Information**

What is the estimated number of tourists to be attracted by this project? 500

Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.).

We will collect zip codes from tours attendees, plus on-line sign-up forms for tours and special events.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how these impacts were determined.

Tour and special event attendees, state-wide and regionally, will travel to Cayce and will spend the night in hotels, buy gas, and eat at local restaurants.



**Statement of Assurances/Certification**

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records, and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised shall be conducted in a manner that provides maximum competition. The grant recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by the City of Cayce upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change/and or variation must be reported immediately, otherwise funding may be withheld.

Authorized Officer Signature 

Printed Authorized Officer Name Michael Dawson, Executive Director, The River Alliance

Date Nov 24 2015

**Organization Contact Information**

Organization The River Alliance, 400 Rivermont Drive, Columbia, SC 29210

Contact Person John Jameson

Mailing Address 400 Rivermont Drive

City ST ZIP Columbia, SC 29210

Telephone 803-765-2200	Cell
------------------------	------

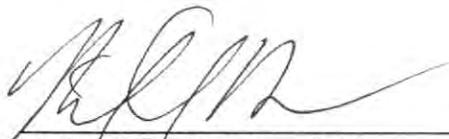
Fax 803-765-9600	E-Mail sheila@riveralliance.org
------------------	---------------------------------

**For Staff Use**

# THE RIVER ALLIANCE

What 90 miles of river can be.

I hereby declare that this organization carries liability insurance in the amount of \$2 million with \$1 million per occurrence and agree to include the City of Cayce as a named insured for purposes of this project. This organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.



---

Michael T. Dawson, CEO  
The River Alliance

**MAKE SURE YOU KEEP A COPY OF YOUR APPLICATION- ESPECIALLY THIS SHEET.**

**IF AWARDED YOU MUST AGREE TO THE FOLLOWING REQUIREMENTS:**

1. Unspent funding must be returned to City of Cayce Hospitality Tax Funds. If your organization is found to have spent funding in any other way than as described and approved per your application, funding must be returned to City of Cayce Hospitality Tax Funds.
2. Any revenue generated by the event or attraction **must be to benefit a community or organization within the limits of City of Cayce.** (Profits cannot go to other division of the organization, if that division is outside of the City of Cayce, SC.)
3. The sponsoring agency shall not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of services.
4. Promotional material such as brochures, rack cards, etc., a statement must be added that states "Funding assistance provided by the City of Cayce through Hospitality Tax Funds".
5. When projects are finished a final "Accountability Report" is due to the City of Cayce, C/O Tara Greenwood, 1800 12<sup>th</sup> Street, Cayce, SC 29033.

**Accountability Report must include:**

1. A written summary of the project.
  2. A budget, noting the expenses that were outlined on your application.
    - a. A written account of income associated with this project.
    - b. A written account of expenditures associated with the project.
  3. Copies of your cancelled checks and invoices pertaining to the funds we award you.
  4. A marketing plan of how you will promote the project.
  5. Any advertisements or promotional material
  6. Photographs (5 or more) of the project and one additional photo exhibiting your acknowledgment of the City of Cayce through receipt of Cayce Hospitality Tax Funds. (i.e. plaques, signs, etc.)
6. Agree to allow a representative of the City and/or its appointed representative to examine the financial records of my organization insofar as they pertain to this project.
  7. I hereby declare that this organization carries liability insurance in the amount of \$1 million per occurrence and agree to include the City of Cayce as a named insured for purposes of this project. This organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity, and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.

EXECUTIVE DIRECTOR SIGNATURE/DATE:

 Nov 25, 2015

BOARD CHAIRMAN SIGNATURE/DATE:

---

All open positions will be advertised on the City's website and Facebook page.

**COUNCIL ACTION REQUIRED**

**CONSOLIDATED BOARD OF APPEALS - ONE (1) POSITION**

The Consolidated Board of Appeals has one open position. The City has received a potential member application from Mr. Travis Basnett. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. Mr. Basnett's application is attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

The following positions have been postponed by Council until receipt of potential member applications.

**ACCOMMODATIONS TAX COMMITTEE – THREE (3) POSITIONS**

Ms. Chelle Davis is no longer employed with the Country Inn & Suites. Ms. Sue Wofford is no longer with Knights Inn. These positions must be filled by someone from the motel industry in Cayce. The staff liaison is currently speaking with motel managers regarding this position. Mr. Peter Fikas is no longer employed with Red Lobster. This position must be filled by someone from the restaurant industry in Cayce.

**BEAUTIFICATION BOARD – THREE (3) POSITIONS**

Ms. Sue Perry and Ms. Sue Miles both resigned from the Board in October. Their resignation letters are attached. There is also one additional open position on the Board. The Board has no recommendation at this time.

**EVENTS COMMITTEE – ONE (1) POSITION**

There is one open position on the Committee since the membership increased from nine members to eleven. There are no recommendations at this time.

**MUSEUM COMMISSION – ONE (1) POSITION**

Ms. Lynn Summer recently resigned from the Commission which leaves one open position. The Commission has received two potential member applications which they plan to discuss at their January 6, 2016 meeting. The Commission has a working meeting in December in preparation for Christmas Traditions so no formal action is taken at this meeting.

**PUBLIC SAFETY FOUNDATION – FIVE (5) POSITIONS**

At the February 3, 2015 Council Meeting Council approved amendments to the Cayce Public Safety Foundation's Bylaws. In order to ensure that Council is able to recruit more directors to the Foundation, the Foundation Bylaws now read that Council may appoint directors from within the City at large and directors need not be from particular Council districts.

Also, the amended Bylaws state a quorum consists of the number of directors attending a meeting; provided, that in no event shall a quorum consist of fewer than two (2) directors. Therefore any action needed can be taken at each meeting.

CITY OF CAYCE  
POTENTIAL COMMITTEE MEMBER APPLICATION



Name: Travis Bashnett  
Home Address: [Redacted] Naples Ave. City, State, Zip Cayce, S.C 29033

Telephone: [Redacted] E-Mail Address [Redacted]

Resident of Cayce:  Yes  No Number of Years 2

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee
- Beautification Board
- Event Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Housing/Constr Board of Appeals
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?  Yes  No If yes, specify below.

Work Address

Company: Alliance Consulting Engineers, Inc. Position: Project Engineer  
Address: P.O. Box 8147  
City, State, Zip Columbia, S.C 29202 Telephone: 803.779.2078  
Fax: 803.779.2079 E-Mail t.bashnett@alliancece.com

Work Experience: 8 years experience designing & permitting municipal, industrial & commercial projects.

Educational Background: B.S Civil Engineering

Membership Information (Professional, Neighborhood and/or Civic Organizations):

American Society of Civil Engineers, National Society of Professional Engineers

Volunteer Work: Shandon United Methodist Church & Harvest Hope Food Bank

Hobbies: Carpentry, outdoor activities, sports, Chess

Return to:  
Mendy Corder, Municipal Clerk  
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004  
Telephone: 803-550-9557 • Fax: 803-796-9072  
NOV 13 2015

**Travis A. Basnett, P.E.**  
*Project Engineer*

**Registrations**

Registered Professional Engineer  
South Carolina Registration No. 32125

**Education**

Bachelor of Science in Civil Engineering, 2010  
University of South Carolina in Columbia, South Carolina

**Professional Affiliations**

American Society of Civil Engineers (ASCE)  
U.S. Green Building Council (USGBC)  
National Society of Professional Engineers (NSPE)

**Experience and Related Projects**

February 2008 – September 2012; March 2015 – Present  
Project Engineer  
Alliance Consulting Engineers, Inc.  
Columbia, South Carolina

Currently serve as a Project Engineer for municipal, industrial, and commercial projects. Responsibilities include industrial and commercial site design, storm drainage design, roadway design, water system design and wastewater system design. Other responsibilities include on-site construction administration and observation, producing engineering reports, preparing cost estimates and applying for and obtaining permits for construction and operation of all aspects of site development.

**Industrial Site Development**

**Project Soccer – Continental Tire at the Gibbs Rail Site in Sumter, SC**

Site design and permitting for the approximately 424-acre Continental Tire development in Sumter County, South Carolina. Services provided included rough grading for the 4,500,000 square foot industrial and manufacturing facility, storm drainage improvements, erosion and sediment control, and associated permitting. Services provided for this project also included water infrastructure improvements as well as improvements to U.S. Highway 521 to provide access to the facility.

**Project Rx – Nephron Pharmaceuticals Campus in Lexington County, SC**

Site design and permitting for an industrial campus on approximately 100-acres of land at the Saxe Gotha Industrial Park in Lexington County, South Carolina for Nephron Pharmaceuticals. Services provided include site design for the 100-acre Manufacturing, Packaging and Distribution Campus, Water and Wastewater Improvements, a Grading, Storm Drainage, and Erosion Control Plan, and associated permitting.

**Project ASAP - Amazon Fulfillment Center in Lexington County, SC**

Site design and permitting for an 87-acre industrial site at the Saxe Gotha Industrial Park in Lexington County, South Carolina. Services provided include site design for the 1,021,440-square foot distribution center, water and wastewater improvements, grading, storm drainage, and erosion control. In addition, applied for and obtained all required permits for the project.

#### Project Stewart - Home Depot Distribution Center in Lexington County, SC

Site design and permitting for an 82.5-acre industrial site at the Lexington County Industrial Park in Lexington County, South Carolina. Services provided include site design for the approximately 657,000-square foot distribution facility, grading and storm drainage, utilities, and erosion and sediment control. In addition, applied for and obtained all required permits for the project.

#### Chesterfield Speculative Building in Chesterfield County, SC

Site design and permitting for a 50,000-square foot (expandable to 100,000 SF) speculative building at the Lynches River Site in Chesterfield County, South Carolina. Services provided included the preparation of site grading, drainage, and erosion control plans, preparation of associated permit applications as well as coordination of subsurface investigation for the project site.

### Educational Site Development

#### Glenview Middle School in Anderson, SC

Site design for a 38.8-acre public school site including site layout for buildings, parking lots, car and bus loops, and athletic fields. Services provided included grading and design of storm drainage system, water main for domestic water and fire protection, gravity sewer, roadway improvements for adjacent road (Old Williamston Road), and preparation of all construction plans. In addition, applied for and obtained all required permits for the project.

#### North Pointe Elementary School in Anderson, SC

Site design for a 36.7-acre public school site including site layout for buildings, parking lots, car and bus loops, and athletic fields. Services provided included grading and design of storm drainage system, water main for domestic water and fire protection, gravity sewer, roadway improvements for adjacent road (S.C. Highway 81), and preparation of all construction plans. In addition, applied for and obtained all required permits for the project.

#### York Comprehensive High School and Floyd D. Johnson Technology Center

Site design for a 110-acre public school site including site layout for building, parking lots, car and bus loops, athletic facilities, and technology center. Services provided included grading and design of storm drainage system, water main for domestic water and fire protection, gravity sewer, roadway improvements for adjacent road, and preparation of all construction plans. In addition, applied for and obtained all required permits for the project.

Dacusville Elementary School, Pickens County, South Carolina – Provided engineering services related to design and construction of a new 74,000-square foot facility for Dacusville Elementary School in Dacusville, Pickens County, South Carolina. The project included a Site Demolition Plan, Site Staking Plan, Stormwater and Erosion and Sediment Control Plan, and Land Disturbance and Water/Wastewater Permitting, and Roadway Widening Plans.

Clover Middle School, York County, SC – Completed engineering services related to design and construction of a new approximately 150,000-square foot Middle School for Clover School District Two in York County, South Carolina. The scope of services included the Engineering Design and Permitting of Site Development Plans for the new Elementary School including Site Layout, Storm Drainage and Erosion and Sediment Control, Water and Wastewater, associated Construction Details, and Division II Specifications.

#### Parking Lot Improvements for the South Carolina Independent Colleges and Universities, Inc. in Columbia, SC

Site design of parking lot improvements to 1706 Senate Street. The scope of services included engineering design and permitting for parking lot improvements and Low Impact Design (LID) elements to relieve existing flooding issues.

### Commercial Site Development

#### City Center Development – Downtown Parking Garage in Columbia, SC

Site design and permitting services for the Downtown Parking Garage at Taylor and Sumter Streets. Services included coordination with architects, other engineering disciplines, and the City of Columbia. Design included storm drainage and land disturbance permitting, utility design and permitting, and all other aspects of Civil Design.

#### Center Vista – 823 Gervais in Columbia, SC

Site design and permitting services for the approximately 1.10-acre Center Vista commercial development, located in Columbia, South Carolina. The services provided included full civil engineering design and coordination of permitting the project through the City of Columbia, the South Carolina Department of Health and Environmental Control and the South Carolina Department of Transportation.

#### Canalside Phase II in Columbia, SC

Site design for Phase II of the 18-acre CanalSide Site development in Richland County, South Carolina. Services included site development and engineering design for roadways, storm drainage, sediment & erosion control, water infrastructure, and wastewater infrastructure. Site development will include the engineering and design of space for single family and multi-family residential units, multi-level condominium facilities, light commercial facilities, several surface parking lots and green space. Additional services include Permitting for Stormwater/Land Disturbance, water facilities, and wastewater facilities.

#### Project Green Coat – Smurfit Stone Facility in Lexington County, SC

Site design of parking improvements at the Smurfit Stone Facility, located at the intersection of Crews Drive near the interchange of Interstate 20 and Bush River Road in Lexington, South Carolina. The scope of services included preparation of a Site Plan; a Grading, Stormwater, and Erosion Control Plan; and acquisition of permits from corresponding regulatory agencies having jurisdiction over the project area and access areas.

#### VBA Addition in Columbia, SC

Site design of a new a Call Center Addition to the existing Veterans Benefit Administration Regional Office of approximately 38,000 square feet (three (3) stories) and a parking lot expansion of approximately 200 spaces for Miller Valentine Group in Richland County, South Carolina. The scope of services included the Engineering Design and Permitting of Site Development Plans for the new Building Addition and Parking Lot including Site Layout, Storm Drainage and Erosion and Sediment Control, Water and Wastewater, and associated Construction Details.

#### Town of Springdale Town Hall Parking Lot Improvements in Lexington County, SC

Site design of parking lot improvements to the Town of Springdale Town Hall. The scope of services included engineering design and permitting for parking lot improvements and Low Impact Design (LID) elements to relieve existing flooding issues.

### **Recreational Site Development**

#### Maybinton Ball Field in Newberry County, SC

Site design and permitting services for a 9-acre ball field in the community of Maybinton in Newberry County, South Carolina. The services provided included the preparation of rough grading, construction plans, specifications, and storm drainage calculations. In addition, applied for and obtained all required permits for the project.

Dolly Cooper Recreational Complex – Design of new 47-acre recreation complex in Anderson County, South Carolina. The work included construction plans, low impact stormwater design, permitting, landscape design, and construction management. Key features of the project included rain gardens, wetlands, bioretention swales, and vegetated swales.

### **Infrastructure Design**

#### Roadway Design for Dillinger Road in Newberry County, SC

Design and permitting services for approximately 10,600 linear feet of roadway improvements to Dillinger Road in Newberry County, South Carolina. Services included the engineering design of horizontal and vertical alignments, grading and storm drainage, erosion and sediment control and associated permitting.



Phase I and Off-Site Infrastructure Improvements to serve the Fairfield Commerce Center in Fairfield County, SC  
Design and permitting services related to Phase I and Off-Site Roadway, Water, and Wastewater improvements to serve the approximately 683-acre Class A Business and Industrial Park in Fairfield County, South Carolina. Improvements for Phase I and Off-Site included the design and permitting of approximately 3,100 Linear Feet of 30-foot wide Roadway, approximately 9,500 Linear Feet 12-inch water main, roadway improvements to Peach Road, and landscape design. Services also included the administration of Topographic and As-Built Surveys, Subsurface Investigation, Traffic Impact Study, Take-Off and Construction Cost Opinion, Bidding and Award, Construction Administration and Observation and Materials Testing.

Infrastructure Improvements at the Walter Brown II Industrial Park in Fairfield County, SC

Design and permitting services for the Infrastructure Improvements to serve the approximately 50,000-SF Speculative Building at the Walter Brown II Industrial Park in Fairfield County, South Carolina. Services provided included design, permitting, bidding and award, and construction administration and observation for approximately 1,000 Linear Feet of Roadway, approximately 2,000 Linear Feet of Water, and approximately 500 Linear Feet of Wastewater Improvements to Serve the Speculative Building. This project included the preparation of a Construction Plan and Coordination of Surveying and Geotechnical Services

Phase I Infrastructure Improvements to serve the Midlands Technical College Enterprise Campus, in Columbia, SC

Design and permitting services for the on-site roadway improvements to serve the Midlands Technical College Enterprise Campus. This design included approximately 1,250 linear feet of roadway improvements, 1,250 linear feet of water main improvements and approximately 2,850 linear feet of wastewater gravity main improvements. Responsibilities included the preparation of Construction Plans, Specifications, and Regulatory Permitting, Bidding and Award, and Construction Administration/Observation.

Roadway and Water System Improvements at the Western Orangeburg County Industrial Park in Orangeburg County, SC

Design and permitting services for the on-site roadway improvements to serve the Western Orangeburg County Industrial Park. This design included approximately 2,100 linear feet of roadway improvements and 2,100 linear feet of water main improvements. Responsibilities included the preparation of Construction Plans, Specifications, and Regulatory Permitting, Bidding and Award, and Construction Administration Observation.

**Solid Waste**

Solid Waste Management – Lexington County

Engineering services for Waste Management Facilities within the County, including the Edmund Landfill located near the community of Edmund in the central portion of the County. Lexington County owns and maintains a closed Municipal Solid Waste (MSW) Landfill, an active C&D Landfill, and a Transfer Station at the Edmund facility. The two (2) cells of the closed MSW are currently in a thirty (30)-year post closure care period. Alliance Consulting Engineers, Inc. coordinates the completion of monthly methane monitoring at the facility in compliance with South Carolina Department of Health and Environmental Control regulations.

Cell I (Lifts 1 and 2) and Cell II Base Permit Elevation Final Grading and Stabilization at the Edmund C&D Landfill

Engineering services for the Cell I (Lifts 1 and 2) and Cell II (Base Permit Elevation) final grading and stabilization at the Edmund Construction and Demolition Landfill. This project included coordination of a topographic survey, debris depth verification, construction plans and specifications, permitting, construction take-off and cost opinion, bidding and award, construction administration and observation services and creation of a long range plan for final stabilization of the landfill site.

Agnew, Craytonville, and Friendship Convenience Centers in Anderson County, SC

Site design and permitting services for the re-development of the existing 1-acre sites to expand its capabilities and improve ingress/egress, which serve over (900) nine hundred vehicles a week. The project included the design of a retaining wall system, parking, access, on-site water and wastewater systems, and a stormwater collection and detention system. The Convenience Center design included shelter facilities for household hazardous waste such

as oil, batteries, and old computers recyclables in the form of glass, aluminum and cardboard as well as municipal solid waste.

Sandhills Collection and Recycling Center in Lexington County, SC  
TEXT

**Substation Siting, Permitting, and Design**

Chapin Business and Technology Park 115/23kV Substation in Lexington County, SC

Saxe Gotha Industrial Park 115/23kV Substation in Lexington County, SC

Sewee Road 115/23kV Substation in Charleston County, SC

Union Pier 115/13.8kV Substation in Charleston County, SC

South Georgia Tissue 115/13.8kV Substation in Barnwell County, SC

Nexans 115/13.8kV Substation in Berkeley County, SC

Clemson Wind Turbine 115/13.8kV Substation in Charleston County, SC

Hamlin 115/23kV Substation in Charleston County, SC

St. George 230kV Switching Station in Dorchester County, SC

Summerville 230/115kV Substation in Dorchester County, SC

Toolebeck 230kV Switching Station in Aiken County, SC

**Employment History**

September 2012 -- March 2015  
South Carolina Electric & Gas Co.  
Engineer

February 2008 -- September 2012  
Alliance Consulting Engineers, Inc.  
Engineering Associate

February 2007 -- February 2008  
InSite Group, LLC  
Engineering Intern