

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Rebecca Vance

Asst. City Manager
Shaun M. Greenwood



**City of Cayce
Council Meeting
Tuesday, October 3, 2017
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
September 5, 2017 Regular Meeting
September 20, 2017 Special Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation of Whole Sole Award
- B. Presentation of Life Safety Award
- C. Presentation of Meritorious Award
- D. Presentation of City of Cayce Draft Strategic Plan

IV. Ordinances

- A. Discussion and Approval of Ordinance 2017-10 Amending the City's Flood Damage Prevention Ordinance (Section 6.9-1 of the City Zoning Ordinance) - First Reading
- B. Discussion and Approval of 2017-11 Amending Article 2 and Sections 5.6, 5.6-2, 5.6-3, and 9.8 of the City Zoning Ordinance Relating to Carports, Accessory Buildings, and Storage of Campers, Recreational Vehicles and Boats in Residential Districts – First Reading
- C. Discussion and Approval of Ordinance 2017-12 Amending PDD Plan for Property with Existing Zoning Classification of PDD-MU, Planned Development District, Mixed Use – First Reading

V. Other

- A. Discussion and Approval of Bid Award for Knuckle Boom Trash Loader Truck

VI. City Manager's Report

VII. Committee Matters

- A. Approval to enter the following approved Committee Minutes into the City's Record
 - Planning Commission – June 19, 2017
 - Cayce Housing Authority – April 11, 2017
 - Cayce Housing Authority – June 20, 2017
 - Events Committee – August 10, 2017

VIII. Council Comments

IX. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements relating to the City's Tax Increment Finance District
- C. Discussion of negotiations incident to proposed contractual arrangements between the City of Cayce and Lexington School District Two
- D. Discussion of proposed Amendment to Settlement Agreement with Farm Bureau
- E. Discussion of negotiations incident to proposed contractual arrangements relating to an agreement with SCE&G for relocation services and other work in progress

X. Reconvene

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

XII. Adjourn

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

Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Tara S. Almond Phil Carter Eva Corley	City Manager Rebecca Vance	Asst. City Manager Shaun M. Greenwood
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CITY OF CAYCE
Regular Council Meeting
September 5, 2017

The September Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Pro Tem James Jenkins and Council Members Tara Almond and Eva Corley. Mayor Elise Partin and Council Member Phil Carter were both absent due to illness. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, and Director of Public Safety Byron Snellgrove were also in attendance.

Mayor Pro Tem Jenkins 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 Pro Tem Jenkins called the meeting to order. Council Member Almond gave the invocation. Mayor Pro Tem Jenkins led the assembly in the Pledge of Allegiance.

Approval of Minutes

Council Member Almond stated that the August 23, 2017 Special Council Meeting minutes incorrectly stated that there was no action taken after Executive Session. Ms. Corder stated that she would correct the error. Council Member Almond made a motion to approve the August 1, 2017 Regular Council Meeting minutes as written. Council Member Corley 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.

Presentations

A. Presentation by Cayce Woman's Club re 80 Days of Kind Campaign

Ms. Pamme Eades stated that the Cayce Woman's Club is hosting a 80 Days of Kind Campaign to celebrate their 80th Anniversary, the 40th Anniversary of the Cayce Tree Lighting and the 15th Anniversary of the Cayce Cares Fundraiser. She stated that

the Campaign will run from September 6, 2017 to November 24, 2017. The grand total of kind gestures announcement will be made at the 40th Annual Cayce Tree Lighting at City Hall. Below are the ways that the community can report their acts of kindness:

- Facebook - 80 Days of Kind Event Page
- Twitter and Instagram using #80DaysofKind
- Eventbrite.com
- E-mail: cayceclub@aol.com
- Collection points around the city

Resolutions and Ordinances

- A. Consideration and Approval of Resolution Authorizing the Purchase of Real Property of Approximately 0.43 Acre Consisting of a Portion of TMS 005769-04-001

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

- B. Discussion and Approval of Ordinance 2017-08 to Amend Electric Ordinance to Increase the Payments from the South Carolina Electric & Gas Company ("SCE&G" or "Company") to the City of Cayce More Fully Set Forth in Section 8(A) of Such Electric Franchise Ordinance Effective November 15, 1999 – Second Reading

Council Member Almond made a motion to approve the Ordinance on second reading. Council Member Corley seconded the motion. The motion passed two to one with Council Member's Almond and Corley voting yes and Mayor Pro Tem Jenkins voting no.

- C. Discussion and Approval of 2017-09 to Amend Gas Franchise Ordinance to Increase the Payments from the South Carolina Electric & Gas Company ('SCE&G" or Company') to the City of Cayce More Fully Set Forth in Section 10(A) of Such Gas Franchise Ordinance Effective November 15, 1999 – Second Reading

Council Member Almond made a motion to approve the Ordinance on second reading. Council Member Corley seconded the motion. The motion passed two to one with Council Member's Almond and Corley voting yes and Mayor Pro Tem Jenkins voting no.

City Manager's Report

Ms. Vance stated that the public input session for the Bike and Pedestrian Master Plan was Tuesday, September 19 from 5pm to 7pm at Cayce City Hall. She reminded Council that the Greater Cayce West Columbia Annual Awards dinner was the same night at Still Hopes. She asked everyone to keep a close eye on Hurricane Irma's path and stated that City staff were watching it closely and already preparing for its landfall. Ms. Vance stated that City staff is moving forward with the project on the alleyway behind the businesses on State Street. She stated that she would be coming before Council at the next Council Meeting to request using TIF funds for the project.

Committee Matters

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

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

Events Committee – July 13, 2017

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

- B. Appointments and Reappointments
Planning Commission – One (1) Position

Council Member Corley made a motion to reappoint Mr. John Raley to the Planning Commission. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Comments

There were no Council comments.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements relating to Phosphorus Trading Agreement between the City of Cayce, East Richland Public Service District and SCDHEC

- C. Discussion of negotiations incident to proposed contractual arrangements Relating to an agreement with SCE&G for relocation services and other work in progress
- D. Discussion of departure and replacement of an employee

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

B.

Council Member Almond made a motion to approve and authorize the City Manager to execute the Phosphorus Trading Agreement as discussed in Executive Session. Council Member Corley 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 Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 6:23 p.m.

James E. Jenkins, Mayor Pro Tem

ATTEST:

Mendy C. Corder, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Rebecca Vance

Asst. City Manager
Shaun M. Greenwood



**City of Cayce
Special Council Meeting
September 20, 2017**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Special Projects Manager/Grants Coordinator Rachelle Moody and Director of Public Safety Byron Snellgrove were also in attendance.

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

Call to Order

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

Public Comment Regarding Items on the Agenda

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

Resolutions and Other

- A. Consideration and Approval of Resolution Supporting a Grant Application from the City of Cayce to the Municipal Association of South Carolina

Council Member Almond made a motion to approve the Resolution. Council Member Jenkins seconded the motion. Ms. Vance stated that the Municipal Association of South Carolina (MASC) has the Hometown Economic Development Grant which is a grant opportunity for cities and towns in South Carolina to implement economic development projects that will make a positive impact on the quality of life in their communities. City staff plans to apply for a grant and request \$25,000 in funding. Grant funds would be used to prepare a redevelopment plan for State Street. She stated that as part of the grant application, the City is required to include a Resolution of Council in support of the application. Mayor Partin called the question which was unanimously approved by roll call vote.

- B. Consideration and Approval of Amendment to Agreement for Completion of Congaree Bluff Subdivision and for Providing a Letter of Credit

Council Member Corley made a motion to approve the Resolution. Council Member Almond seconded the motion. Ms. Vance stated that the developer of the Congaree Bluff neighborhood is requesting City Council approve an amendment of the

current subdivision agreement to cover the cost for the completion of the required infrastructure in the subdivision. City of Cayce Land Development Regulations require all developers to provide a surety bond or letter of credit to the City for the cost of construction for any infrastructure in new subdivisions. This requirement protects the City by ensuring money is available to complete critical infrastructure if the developer pulls out of the project or in any way fails to satisfy the terms of the agreement. Ms. Vance stated that Congaree Bluff LLC is requesting a one year extension to September 20, 2018. All other aspects of the agreement, including the amount of the surety bond, will remain unchanged. Mayor Partin called the question which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that the West Metro Bike and Pedestrian Master Plan public input session was held the previous night at City Hall. Approximately fifteen people attended. She stated that Ms. Moody had received new maps that she would forward to Council. She stated that the City received two new traffic positions and one DUI officer position through a grant program. The City received a \$10,000 grant from DHEC to purchase 95-gallon recycling roll carts for homes in the Hunter's Mill neighborhood. Staff plans on delivering them in early to mid-November, but will begin communicating with residents about the upcoming roll cart roll out immediately. Ms. Vance stated that Concord Park and Hunters Mill will both have roll carts for recyclables. She stated that since the grant amounts are small, staff is working to figure out how to break up the larger neighborhoods for future grant applications. She stated that the recyclables roll carts are emptied every other week which saves the City in gas and manpower. Ms. Vance commended City staff for their preparation for Hurricane Irma.

Council Member Corley suggested that the Fairlawn Neighborhood would be a good candidate for the roll carts for recyclables. Council Member Jenkins asked if the City was able to sell the recyclable items that staff picks up. Ms. Vance stated that the pickup is single stream now so all the items are taken to Sunoco and they separate the items there. She stated that the City only made approximately \$9,000 a year when staff had to separate the recyclables by hand.

Committee Matters

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

Council Member Almond made a motion to reappoint Mr. Erskine Suber to the Consolidated Board of Appeals. Council Member Corley seconded the motion which was unanimously approved by roll call vote. Council Member Jenkins made a motion to reappoint Mr. Marion Hutson to the Museum Commission. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Jenkins thanked staff for all they did for the residents during the most recent storm. He stated that the area was lucky that it wasn't hit harder. Ms. Vance stated that the City's Municipal Election Commission has two openings. She stated that the City has an election in November 2018 and it is important that the Commission's five positions are filled. Mayor Partin stated that Public Safety Officers had responded to her father's house often lately. She thanked them for the dignity in which they show towards the City's residents especially in trying situations.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements relating to the City's Tax Increment Finance District
- C. Discussion of negotiations incident to proposed contractual arrangements relating to an agreement with SCE&G for relocation services and other work in progress
- D. Discussion of negotiations incident to proposed contractual arrangements with SCE&G relating to a lighting agreement
- E. Discussion and departure and replacement of an employee

Mayor Partin stated that the City's Attorney was unable to attend the meeting so Item A. would not be discussed in Executive Session. Council Member Jenkins made a motion to move into Executive Session. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Reconvene

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

Possible Actions by Council in follow up to Executive Session

- B.

Council Member Almond made a motion to approve the funding for the alleyway project off of State Street as discussed in Executive Session. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

D.

Council Member Corley made a motion to authorize the City Manager to sign and authorize the lighting agreement between SCE&G and the City of Cayce as discussed in Executive Session. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:43 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk



Byron E. Snellgrove
Director

Cayce Department of Public Safety

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

Inspiring Excellence

SIGNIFICANT INCIDENT REMINDER

Name: Thomas Brown, Brad Smith and Jamie Summers

Date: July 4th 2017

Reference: Saving the life of a resident of the City of Cayce

On July 4th 2017 Fire Department personnel, Cpl. Thomas Brown, FF Brad Smith and MPSO Jamie Summers were dispatched to 414 Moss Creek Drive for a first responder call, assist EMS, with a cardiac arrest. Upon arrival a 51 year old male was found with no pulse and not breathing. Lexington County EMS arrived on scene as well.

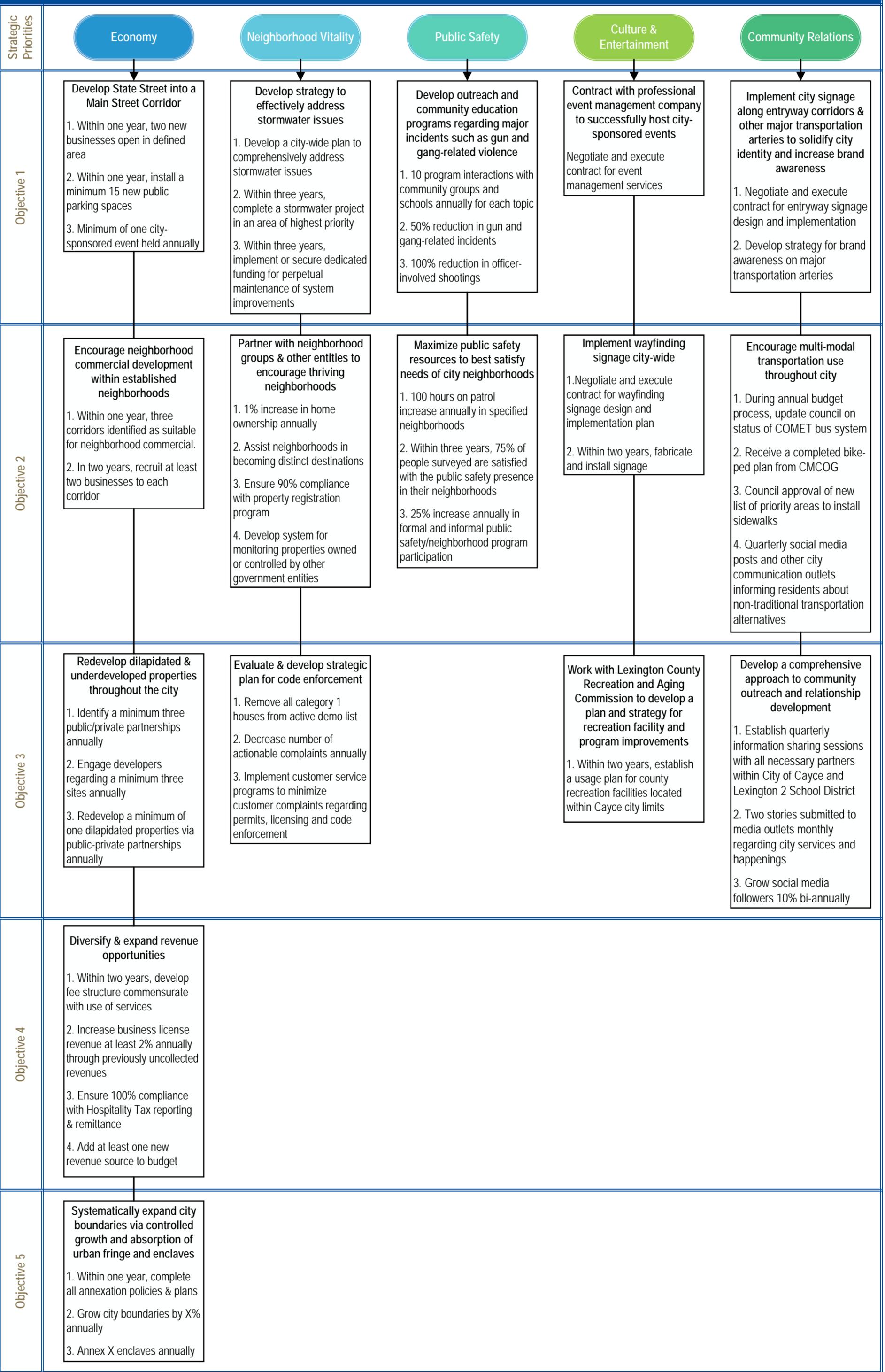
Our Fire Department personnel immediately initiated cardiopulmonary resuscitation (CPR) on the subject while Lexington County EMS administered medications and placing a defibrillator on the patient. Our Fire personnel performed CPR on the patient for approximately twelve (12) minutes, with the patient not having a pulse and not breathing. During this twelve minute period, the patient was "shocked" three times with a defibrillator (AED). The patient then had a return of spontaneous circulation. The patient was then loaded into the ambulance and transported to Lexington Medical Center by EMS with MPSO Summers driving the ambulance while the EMS crew continued patient care.

This was a great example of our fire personnel going above and beyond the call of duty, while assisting EMS with first responder medical calls, to save a citizen's life. These members showed vigilance and persistence in doing their duties, and relied on their training to have a positive outcome. This is one of the rare occasions that a patient was revived and brought back to life after an extended time of being apneic and pulseless.

Job Well Done! Keep up the good work!

Cpl. Thomas Brown

Chief Byron Snellgrove



2017 Strategic Plan

Strategic Priority: Economy

Objective 1: Develop State Street into a Main Street Corridor

Measurable 1: Within one year, two new businesses open in defined area

Action item 1: Continue working with the Retail Coach for business recruitment

Action item 2: Develop an incentives ordinance and present to City Council

Action item 3: Evaluate and possibly expand existing Façade Improvement Program

Measurable 2: Within one year, install a minimum 15 new public parking spaces

Action item 1: Identify funding for parking lot design and construction on existing city-owned property

Action item 2: Engage construction firm to develop design plan

Action item 3: Execute contract for construction of greenspace and public parking

Measurable 3: Minimum of one city-sponsored event held annually

Action item 1: Identify dedicated funding to host event

Action item 2: Contract with events management company to plan and execute city event

Action item 3: Develop public-private partnerships to increase community buy-in and collaboration

Objective 2: Encourage neighborhood commercial development within established neighborhoods

Measurable 1: Within one year, three corridors identified as suitable for neighborhood commercial

Action item 1: Identify corridors in proximity to neighborhoods suitable for development

Action item 2: Review ordinance and regulations to ensure compatibility

Action item 3: Review public input and present suggested ordinance changes to council as necessary

Measurable 2: In two years, recruit at least two businesses to each corridor

Action item 1: Continue working with the Retail Coach for business recruitment

2017 Strategic Plan

Action item 2: Staff to work with Chamber and other organizations to ensure small businesses know of available sites

Objective 3: Redevelop dilapidated and underdeveloped properties throughout the city

Measurable 1: Identify a minimum three public-private partnerships annually

Measurable 2: Engage developers regarding a minimum three sites annually

Measurable 3: Redevelop a minimum of one dilapidated property via public-private partnerships annually

Action item 1: City to perform inventory of all underdeveloped/dilapidated properties

Action item 2: City to identify opportunities for public-private partnerships to redevelop properties

Action item 3: Staff will ensure the incentive ordinance created includes provisions for such partnerships

Objective 4: Diversify and expand revenue opportunities

Measurable 1: Within two years, develop fee structure commensurate with use of services

Action item 1: Staff will annually evaluate all existing fees and potential new fees for services

Action item 2: Perform evaluation of property registration program; inform council and landlords of results

Action item 3: After evaluation, make recommendation to council for fee structure

Measurable 2: Increase business license revenue at least 2% annually through previously uncollected revenues

Action item 1: Develop an RFP for consulting services

Action item 2: Engage consulting firm to identify opportunities for uncollected revenues in business license and permit fees

Measurable 3: Ensure 100% compliance with Hospitality Tax reporting and remittance

Action item 1: Develop program to audit Hospitality Tax reporting

Action item 2: Explore options to hire consultant to audit Hospitality Tax

2017 Strategic Plan

Action item 3: Develop educational program component to educate businesses collecting the tax

Measurable 4: Add at least one new revenue source to budget

Action item 1: Identify and pursue grant funding from all sources that pertain to city needs

Action item 2: Take steps necessary as a city to be a more competitive grant applicant

Action item 3: Ensure city has adequate funding for grant matches in the future

Action item 4: Prioritization of grant requests according to critical needs and anticipated future service provisions

Objective 5: Systematically expand city boundaries via controlled growth and absorption of urban fringe and enclaves

Measurable 1: Within one year, complete annexation policies and plans

Measurable 2: Grow city boundaries by X% annually

Measurable 3: Annex X enclaves annually

Action item 1: Create strategic growth plan for annexation with consideration for service provision

Action item 2: Draft a formal annexation policy based on service agreements and present to council

Action item 3: Develop staff outreach program to encourage voluntary annexation and specifically target existing enclaves

Strategic Priority: Neighborhood Vitality

Objective 1: Develop strategy to effectively address stormwater issues

Measurable 1: Develop a city-wide plan to comprehensively address stormwater issues

Measurable 2: Within three years, complete a stormwater project in an area of highest priority

Measurable 3: Within three years, implement or secure dedicated funding for perpetual maintenance of system improvements

Action item 1: Identify all areas in city currently impacted by flooding due to stormwater

Action item 2: Prioritize areas by greatest need

2017 Strategic Plan

Action item 3: Engage consultant to develop remedies/fixes for priority areas

Action item 4: Identify potential funding sources

Action item 5: Develop a phased approach to implementation based on available funding

Objective 2: Partner with neighborhood groups and other entities to encourage thriving neighborhoods

Measurable 1: 1% increase in home ownership annually

Action item 1: Connect property owners, builders and buyers through information sharing program

Action item 2: Promote programs that encourage down payment assistance to public employees and hometown heroes

Measurable 2: Assist neighborhoods in becoming distinct destinations

Action item 1: Partner with neighborhoods to develop branded signs, including street and neighborhood entry signs

Action item 2: Prepare cost estimates and identify potential funding sources for signage

Measurable 3: Ensure 90% compliance with property registration program

Action item 1: Continue to enforce property registration requirements

Action item 2: Research and develop strategies to contact absentee property owners

Measurable 4: Develop system for monitoring properties owned or controlled by other government entities

Action item 1: Create inventory of properties owned/controlled by other government agencies

Action item 2: Establish a list of contacts for agencies

Action item 3: Develop communication plan for reporting issues with properties

Objective 3: Evaluate and develop strategic plan for code enforcement

Measurable 1: Remove all category 1 houses from active demo list

Action item: Continue active enforcement of dilapidated structures identified on list approved by council

Measurable 2: Decrease number of actionable complaints annually

Action item 1: Use current year data to establish baseline

2017 Strategic Plan

Action item 2: Develop alternative code enforcement strategies to educate and encourage proactive, voluntary compliance with the most common complaints in specific areas

Action item 3: Research best practices for a formal enforcement escalation process

Action item 4: Create escalation policy based on best practices

Action item 5: Research and cost analysis for code enforcement online service request and tracking software

Measurable 3: Implement customer service programs to minimize customer complaints regarding permits, licensing and code enforcement

Action item 1: Develop education program specifically targeting processes directly related to state laws and requirements

Action item 2: Research best practices related to streamlining business license and permit practices

Action item 3: All Planning & Development Department personnel to attend annual customer service training

Action item 4: Develop customer satisfaction survey for Planning & Development Department

Strategic Priority: Public Safety

Objective 1: Develop outreach and community education programs regarding major incidents such as gun and gang-related violence

Measurable 1: 10 program interactions with community groups and schools annually for each topic

Action item 1: Develop educational materials for each topic

Action item 2: Implement outreach program for each topic

Action item 3: Collaborate with community partners to ensure effectiveness

Measurable 2: 50% reduction in gun and gang-related incidents

Measurable 3: 100% reduction in officer-involved shootings

Action item 1: Continued use of simulator to ensure adequate training for use of force scenarios

Action item 2: Evaluate current training policy for new hires and trainees

Action item 3: Develop strategies to implement best practices in public safety training

2017 Strategic Plan

Objective 2: Maximize public safety resources to best satisfy needs of city neighborhoods

Measurable 1: 100 hours on patrol increase annually in specified neighborhoods

Action item 1: Define neighborhood boundaries for increased patrol

Action item 2: Analyze current patrol patterns

Action item 3: Analyze staff level to ensure adequate staffing

Action item 4: Draft plan to adjust staff level and develop efficient routes to ensure coverage of city and present to council

Measurable 2: Within three years, 75% of people surveyed are satisfied with the public safety presence in their neighborhoods

Action item 1: Develop survey to administer to residents

Action item 2: Develop information program regarding survey

Action item 3: Collect and analyze survey results and present to council

Measurable 3: 25% increase annually in formal and informal public safety/neighborhood program participation

Action item 1: Identify current programs and participation levels

Action item 2: Research best practices for neighborhood-public safety collaborations

Action item 3: Educate residents on available programs and benefits of participation/implementation

Action item 4: Ensure adequate tracking of data to report to council

Strategic Priority: Culture & Entertainment

Objective 1: Contract with professional event management company to successfully host city-sponsored events

Measurable: Negotiate and execute contract for event management services

Action item 1: Develop and post RFP for event management services

Action item 2: Identify dedicated funding for services

Action item 3: Present contract to council for approval

Action item 4: Evaluate management services on an annual basis during

2017 Strategic Plan

Objective 2: Implement wayfinding signage city-wide

Measurable 1: Negotiate and execute contract for wayfinding signage design and implementation plan

Action item 1: Develop RFP/RFQ for design services

Action item 2: Identify dedicated funding for signage and maintenance

Action item 3: Present contract to council

Action item 4: Produce signage design and implement plan

Measurable 2: Within two years, fabricate and install signage

Action item 1: Order signs to be fabricated

Action item 2: Ensure installation is completed according to plan

Objective 3: Work with Lexington County Recreation and Aging Commission to develop a plan and strategy for recreation facility and program improvements

Measurable: Within two years, establish a usage plan for county recreation facilities located within Cayce city limits

Action item 1: Identify key people to be involved, including city council

Action item 2: Host first information sharing session

Action item 3: Develop information sharing process to ensure future success, to include assisting with their strategic planning process

Strategic Priority: Community Relations

Objective 1: Implement city sign improvements along entryway corridors and other major transportation arteries to solidify city identity and increase brand awareness

Measurable 1: Negotiate and execute contract for entryway signage design and implementation

Action item 1: Identify locations for new entryway signs

Action item 2: Identify dedicated funding for signage and maintenance

Action item 3: Present contract to council

Action item 4: Produce construction plans

Action item 5: Oversee construction of new signs

2017 Strategic Plan

Measurable 2: Develop strategy for brand awareness on major transportation arteries

Action item 1: Research ideas for alternative branding possibilities

Action item 2: Develop RFQ

Action item 3: Identify funding source for branding

Action item 4: Present branding plan to council

Action item 5: Produce strategy and implement

Objective 2: Encourage multi-modal transportation use throughout city

Measurable 1: During annual budget process, update council on status of COMET bus system

Action item 1: Obtain route analysis from COMET staff

Action item 2: Obtain cost estimates for suggested route alternations/additions

Measurable 2: Receive a completed bike-ped plan from CMCOG

Action item 1: Staff to coordinate public input on recommended strategies with CMCOG

Action item 2: Staff to prioritize suggested route improvements

Measurable 3: Council approval of new list of priority areas to install sidewalks

Action item 1: Identify areas of sidewalk need

Action item 2: Update priority investment schedule of comprehensive plan to reflect new priorities

Action item 3: Identify and pursue all funding opportunities

Measurable 4: Quarterly social media posts and other city communication outlets informing residents about non-traditional transportation alternatives

Action item 1: Identify all alternative transportation options in Cayce

Action item 2: develop and implement an outreach strategy

Objective 3: Develop a comprehensive approach to community outreach and relationship development

Measurable 1: Establish quarterly information sharing sessions with all necessary partners within City of Cayce and Lexington 2 School District

Action item 1: Identify key city and school personnel to be involved

2017 Strategic Plan

Action item 2: Host first information sharing session

Action item 3: Develop information sharing process to ensure future success

Measurable 2: Two stories submitted to media outlets monthly regarding city services and happenings

Action item 1: Identify priority list of story topics highlighting quality services of the city

Action item 2: Institute internal processes to ensure success stories are captured and submitted to communications consultant for sharing

Measurable 3: Grow social media followers 10% bi-annually

Action item 1: Establish baseline number of followers

Action item 2: For each traditional media push, a corresponding social media post will be created

Action item 3: Establish new platforms for reaching and engaging social media users (for example, a weekly list announcing garage sales in the city)

Action item 4: Research best practices to establish policy for promotion of non-city sponsored events

Action item 5: Receive social media and website analytics regarding reach and engagement on bi-annual basis

Action item 6: Establish protocols for follow up to public announcements via all media methods

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager
Carroll Williamson, Planning and Development Director

Date: October 3, 2017

Subject: First Reading of an Ordinance amending Section 6.9-1("Flood Damage Prevention Ordinance") of the City of Cayce Zoning Ordinance.

ISSUE

Council approval is needed for the First Reading of an Ordinance amending Section 6.9-1("Flood Damage Prevention Ordinance") to include deletion of the current Section 6.9-1("Flood Damage Prevention Ordinance") and adoption of a new Section 6.9-1("Flood Damage Prevention Ordinance").

BACKGROUND/DISCUSSION

On June 21, 2017, the Federal Emergency Management Association (FEMA) sent a preliminary Flood Insurance Study (FIS) and a Flood Insurance Rate Map (FIRM) for the portion of the City of Cayce that is in Richland County. The FIS and FIRM will go into effect on December 21, 2017. South Carolina Department of Natural Resources (SCDNR) reviewed our current flood Ordinance and identified additional changes that are required to be made in order to be compliant with the National Flood Insurance Program (NFIP). The updates are not intended to affect current floodplain management regulations, but are solely language changes to ensure compliance with FEMA regulations. A summary of the updates is attached for your consideration. A copy of the redline version of the changes will be available at the meeting.

The Planning Commission met on September 18, 2017, to hear Public Comment about the suggested changes. No members of the public were present at the meeting. The Planning Commission voted unanimously to recommend the amendment.

RECOMMENDATION

The Planning Commission recommends Council approve First Reading of an Ordinance amending Section 6.9-1("Flood Damage Prevention Ordinance") of the Zoning Ordinance of the City of Cayce.

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

ORDINANCE 2017-10
Amending the City's Flood Damage
Prevention Ordinance (Section 6.9-1 of the
City Zoning Ordinance)

WHEREAS, the Council has determined that it is in the interest of the City and the public, and the health, peace, safety and order of the City, to amend its current Flood Damage Prevention Ordinance, which is a part of the City Zoning Ordinance, so as to revise certain provisions at the request of the State Department of Natural Resources and so as to make other indicated changes,

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

The City's Flood Damage Prevention Ordinance, also designated as Section 6.9-1 of the City Zoning Ordinance, is hereby amended to read as attached.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____, 2017.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: _____

Second reading and adoption: _____

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

Section 6.9-1 Flood Damage Prevention Ordinance

Flood Damage Prevention Ordinance

City of Cayce, South Carolina

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Article I. General Standards

A. Statutory Authorization.

Municipality: The Legislature of the State of South Carolina has in SC Code of Laws, Title 5, Chapters 7, 23, and 25 (Articles 5 and 7) and Title 6, Chapter 7, and amendments thereto, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the City Council) of the City of Cayce, South Carolina does ordain as follows:

B. Findings of Fact The Special Flood Hazard Areas of the City of Cayce are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all which adversely affect the public health, safety, and general welfare.

Furthermore, these flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities, and by the occupancy in flood hazard areas by uses vulnerable to floods or hazardous to other lands which are inadequately elevated, floodproofed, or otherwise unprotected from flood damages.

C. Statement of Purpose and Objectives. It is the purpose of this ordinance to protect human life and health, minimize property damage, and encourage appropriate construction practices to minimize public and private losses due to flood conditions by requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction. Uses of the floodplain which are dangerous to health, safety, and property due to water or erosion hazards, or which increase flood heights, velocities, or erosion are restricted or prohibited. These provisions attempt to control the alteration of natural floodplains, stream channels, and natural protective barriers which are involved in the accommodation of flood waters, and control filling, grading, dredging and other development which may increase flood damage or erosion. Additionally, the ordinance prevents or regulates the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.

The objectives of this ordinance are to protect human life and health, to help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize flood blight areas, and to insure that potential home buyers are notified that property is in a flood area. The provisions of the ordinance are intended to minimize damage to public facilities and utilities such as water and gas mains, electric, telephone, and sewer lines, streets and bridges located in the floodplain, and prolonged business interruptions. Also, an important floodplain management objective of this

ordinance is to minimize expenditure of public money for costly flood control projects and rescue and relief efforts associated with flooding.

Floodplains are an important asset to the community. They perform vital natural functions such as temporary storage of floodwaters, moderation of peak flood flows, maintenance of water quality, groundwater recharge, prevention of erosion, habitat for diverse natural wildlife populations, recreational opportunities, and aesthetic quality. These functions are best served if floodplains are kept in their natural state. Wherever possible, the natural characteristics of floodplains and their associated wetlands and water bodies should be preserved and enhanced. Decisions to alter floodplains, especially floodways and stream channels, should be the result of careful planning processes that evaluate resource conditions and human needs.

D. Lands to Which this Ordinance Applies. This ordinance shall apply to all areas of special flood hazard within the jurisdiction of the City of Cayce as identified by the Federal Emergency Management Agency in its Flood Insurance Study, dated Feb 20, 2002 and December 21, 2017, with accompanying maps and other supporting data that are hereby adopted by reference and declared to be a part of this ordinance. Upon annexation any special flood hazard areas identified by the Federal Emergency Management Agency in its Flood Insurance Study for the unincorporated areas of Lexington & Richland Counties, with accompanying map and other data are adopted by reference and declared part of this ordinance.

E. Establishment of Development Permit. A Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities.

F. Compliance. No structure or land shall hereafter be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

G. Interpretation In the interpretation and application of this ordinance all provisions shall be considered as minimum requirements, liberally construed in favor of the governing body, and deemed neither to limit nor repeal any other powers granted under State law. This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

H. Partial Invalidity and Severability If any part of this Ordinance is declared invalid, the remainder of the Ordinance shall not be affected and shall remain in force.

I. Warning and Disclaimer of Liability. The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based

on scientific and engineering consideration. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the City of Cayce or by any officer or employee thereof for any food damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

J. Penalties for Violation. Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$500.00 or imprisoned for not more than 30 days, or both. Each day the violation continues shall be considered a separate offense. Nothing herein contained shall prevent the City of Cayce from taking such other lawful action as is necessary to prevent or remedy any violation.

Article II. DEFINITIONS

A. General. Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

1. Accessory Structure - structures that are located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.
2. Addition (to an existing building) - an extension or increase in the floor area or height of a building or structure. Additions to existing buildings shall comply with the requirements for new construction regardless as to whether the addition is a substantial improvement or not. Where a firewall or load-bearing wall is provided between the addition and the existing building, the addition(s) shall be considered a separate building and must comply with the standards for new construction.
3. Agricultural structure - a structure used solely for agricultural purposes in which the use is exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities, including the raising of livestock. Agricultural structures are not exempt from the provisions of this ordinance.

4. Appeal - a request for a review of the local administrator's interpretation of any provision of this ordinance.
5. Area of shallow flooding - a designated AO or VO Zone on a community's Flood Insurance Rate Map (FIRM) with base flood depths of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.
6. Area of special flood hazard - the land in the floodplain within a community subject to a one percent or greater chance of being equaled or exceeded in any given year.
7. Base flood - the flood having a one percent chance of being equaled or exceeded in any given year.
8. Basement - means any enclosed area of a building that is below grade on all sides.
9. Building - any structure built for support, shelter, or enclosure for any occupancy or storage.
10. Coastal High Hazard Area - an area of special flood hazard extending from offshore to the inland limit of the primary frontal dune along an open coast and any other area subject to velocity wave action from storms or seismic sources.
11. Critical Development – Development that is critical to the community's public health and safety, is essential to the orderly functioning of a community, store or produce highly volatile, toxic or water-reactive materials, or house occupants that may be insufficiently mobile to avoid loss of life or injury. Examples of critical development include jails, hospitals, schools, fire stations, nursing homes, wastewater treatment facilities, water plants, and gas/oil/propane storage facilities.
12. Development - any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
13. Elevated building - a non-basement building built to have the lowest floor elevated above the ground level by means of fill, solid foundation perimeter walls, pilings, columns, piers, or shear walls parallel to the flow of water.
14. Executive Order 11988 (Floodplain Management) - Issued by

President Carter in 1977, this order requires that no federally assisted activities be conducted in or have the potential to affect identified special flood hazard areas, unless there is no practicable alternative.

15. Existing construction - means, for the purposes of determining rates, structures for which the start of construction commenced before May 1, 1980, the initial FIRM date.
16. Existing manufactured home park or manufactured home subdivision - a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before April 7, 1980.
17. Expansion to an existing manufactured home park or subdivision - the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete slabs).
18. Flood - a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters, or the unusual and rapid accumulation of runoff of surface waters from any source.
19. Flood Hazard Boundary Map (FHBM) - an official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the areas of special flood hazard have been defined as Zone A.
20. Flood Insurance Rate Map (FIRM) - an official map of a community, on which the Federal Emergency Management Agency has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.
21. Flood Insurance Study - the official report provided by the Federal Emergency Management Agency. The report contains flood profiles, as well as the Flood Boundary Floodway Map and the water surface elevation of the base flood.
22. Flood-resistant material - any building material capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not

resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2-93, *Flood-Resistant Materials for Buildings Located in Special Flood Hazard Areas in Accordance with the National Flood Insurance Program*, document number FIA-TB-2, dated 4/93, and available from the Federal Emergency Management Agency. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

23. Floodway - the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.
24. Freeboard - a factor of safety usually expressed in feet above a flood level for purposes of flood plain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.
25. Functionally dependent facility - a facility which cannot be used for its intended purpose unless it is located or carried out in close proximity to water, such as a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, ship repair, or seafood processing facilities. The term does not include long-term storage, manufacture, sales, or service facilities.
26. Highest Adjacent Grade - the highest natural elevation of the ground surface, prior to construction, next to the proposed walls of the structure.
27. Historic Structure - any structure that is: (a) listed individually in the (a) National Register of Historic Places (a listing maintained by the U.S. Department of the Interior (DOI)) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a State inventory of historic places; (d)

individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified (1) by an approved State program as determined by the Secretary of Interior, or (2) directly by the Secretary of Interior in states without approved programs. Some structures or districts listed on the State or local inventories MAY NOT be "Historic" as cited above, but have been included on the inventories because it was believed that the structures or districts have the potential for meeting the "Historic" structure criteria of the DOI. In order for these structures to meet NFIP historic structure criteria, it must be demonstrated and evidenced that the South Carolina Department of Archives and History has individually determined that the structure or district meets DOI historic structure criteria.

28. Increased Cost of Compliance (ICC) – applies to all new and renewed flood insurance policies effective on and after June 1, 1997. The NFIP shall enable the purchase of insurance to cover the cost of compliance with land use and control measures established under Section 1361. It provides coverage for the payment of a claim to help pay for the cost to comply with State or community floodplain management laws or ordinances after a flood event in which a building has been declared substantially or repetitively damaged.
29. Limited storage - an area used for storage and intended to be limited to incidental items that can withstand exposure to the elements and have low flood damage potential. Such an area must be of flood resistant or breakaway material, void of utilities except for essential lighting and cannot be temperature controlled. If the area is located below the base flood elevation in an A, AE and A1-A30 zone it must meet the requirements of Article IV.A.4 of this ordinance. If the area is located below the base flood elevation in a V, VE and V1-V30 zone it must meet the requirements of Article IV.F of this ordinance.
30. Lowest Adjacent Grade (LAG) - is an elevation of the lowest ground surface that touches any of the exterior walls of a building or proposed building walls.
31. Lowest Floor - the lowest floor of the lowest enclosed area. Any unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or storage in an area other than a basement area is not considered a building's lowest floor provided that such an enclosure is not built so as to render the structure in violation of other provisions of this ordinance.
32. Manufactured home - a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be

used with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

33. Manufactured Home Park or subdivision - a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
34. Mean Sea Level - the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For purposes of this ordinance, the term is synonymous with National Geodetic Vertical Datum (NGVD).
35. National Geodetic Vertical Datum (NGVD) - as corrected in 1929, elevation reference points set by National Geodetic Survey based on mean sea level.
36. North American Vertical Datum (NAVD) - datum point established at Pointe-au-Père on the St. Lawrence River, Quebec Province, Canada, based on the mass or density of the earth. The datum listed as the reference datum on Flood Insurance Rate Maps should be used for Elevation Certificate and floodproofing certificate completion.
37. New construction - structure for which the start of construction commenced after April 7, 1980. The term also includes any subsequent improvements to such structure.
38. New manufactured home park or subdivision - a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete slabs) is completed on or April 7, 1980.
39. Primary Frontal Dune - a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and subject to erosion and overtopping from high tides and waves during coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.
40. Recreational vehicle - a vehicle which is: (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) designed to be self-propelled or permanently towable by a light duty truck; and, (d) designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.

41. Repetitive Loss – a building covered by a contract for flood insurance that has incurred flood-related damages on 2 occasions during a 10 year period ending on the date of the event for which a second claim is made, in which the cost of repairing the flood damage, on the average, equaled or exceeded 25% of the market value of the building at the time of each such flood event.
42. Section 1316 of the National Flood insurance Act of 1968 - The act provides that no new flood insurance shall be provided for any property found by the Federal Emergency Management Agency to have been declared by a state or local authority to be in violation of state or local ordinances.
43. Start of construction - (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (P.L. 97-348), includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, or improvement was within 180 days of the permit date. The actual start means the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for footings, piers or foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.
44. Structure - a walled and roofed building, a manufactured home, including a gas or liquid storage tank, or other man-made facility or infrastructure that is principally above ground.
45. Substantial damage - damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. Such repairs may be undertaken successively and their costs counted cumulatively. Please refer to the definition of "substantial improvement".

46. Substantial improvement - any repair, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures that have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:
- a) any project of improvement to a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions (does not include American with Disabilities Act compliance standards); or,
 - b) any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
 - c) Permits shall be cumulative for a period of five years. If the improvement project is conducted in phases, the total of all costs associated with each phase, beginning with the issuance of the first permit, shall be utilized to determine whether "substantial improvement" will occur.
47. Substantially improved existing manufactured home park or subdivision - where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds 50 percent of the value of the streets, utilities and pads before the repair, reconstruction, or improvement commenced.
48. Variance - is a grant of relief from a term or terms of this ordinance.
49. Violation – the failure of a structure or other development to be fully compliant with these regulations.

Article III. ADMINISTRATION

A. Designation of Local Administrator. The Planning Director or designee is hereby appointed to administer and implement the provisions of this ordinance.

B. Adoption of Letter of Map Revisions (LOMR) – Adopt all LOMRs that are issued in the areas identified in Article I Section D of this ordinance.

C. Development Permit and Certification Requirements.

- a. Development Permit: Application for a development permit shall be made to the local administrator on forms furnished by him or her prior to any development activities. The development permit may include,

but not be limited to, plans in duplicate drawn to scale showing: the nature, location, dimensions, and elevations of the area in question; existing or proposed structures; and the location of fill materials, storage areas, and drainage facilities. Specifically, the following information is required:

- a) A plot plan that shows the 100-year floodplain contour or a statement that the entire lot is within the floodplain must be provided by the development permit applicant when the lot is within or appears to be within the floodplain as mapped by the Federal Emergency Management Agency or the floodplain identified pursuant to either the Duties and Responsibilities of the Local Administrators of Article III.D.11 or the Standards for Subdivision Proposals of Article IV.B.12 and the Standards for streams without Estimated Base Flood Elevations and/or Floodways of Article IV.C. The plot plan must be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by it. The plot plan must show the floodway, if any, as identified by the Federal Emergency Management Agency or the floodway identified pursuant to either the duties or responsibilities of the local administrators of Article III.D.11 or the standards for subdivision proposals of Article IV.B.12 and the standards for streams without estimated base flood elevations and/or floodways of Article IV.C.
- b) Where base flood elevation data is provided as set forth in Article I.D or the duties and responsibilities of the local administrators of Article III.D.11 the application for a development permit within the flood hazard area shall show:
 - i. the elevation (in relation to mean sea level) of the lowest floor of all new and substantially improved structures, and
 - ii. if the structure will be floodproofed in accordance with the Non-Residential Construction requirements of Article IV.B.2 the elevation (in relation to mean sea level) to which the structure will be floodproofed.
- c) *Where Base Flood Elevation Data Is Not Provided:* If no base flood elevation data is provided as set forth in Article I.D or the duties and responsibilities of the local administrators of Article III.D.11, then the provisions in the standards for streams without estimated base flood elevations and/or floodways of Article IV.C. must be met.
- d) *Alteration of Watercourse:* Where any watercourse will be

altered or relocated as a result of proposed development, the application for a development permit shall include: a description of the extent of watercourse alteration or relocation; an engineering report on the effects of the proposed project on the flood- carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation.

2. Certifications

1. Floodproofing Certification - When a structure is floodproofed, the applicant shall provide certification from a registered, professional engineer or architect that the non-residential, floodproofed structure meets the floodproofing criteria in the non-residential construction requirements of Article IV.B.2 and Article IV.E.2(b).
2. Certification During Construction – A lowest floor elevation or floodproofing certification is required after the lowest floor is completed. As soon as possible after completion of the lowest floor and before any further vertical construction commences, or floodproofing by whatever construction means, whichever is applicable, it shall be the duty of the permit holder to submit to the local administrator a certification of the elevation of the lowest floor, or floodproofed elevation, whichever is applicable, as built, in relation to mean sea level. Said certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by it. Any work done prior to submission of the certification shall be at the permit holder's risk. The local administrator shall review the floor elevation survey data submitted. The permit holder immediately and prior to further progressive work being permitted to proceed shall correct deficiencies detected by such review. Failure to submit the survey or failure to make said corrections required hereby shall be cause to issue a stop-work order for the project.
3. V-Zone Certification - When a structure is located in Zones V, VE, or V1-30, certification shall be provided from a registered professional engineer or architect, separate from submitted plans, that new construction or substantial improvement meets the criteria for the coastal high hazard areas outlined in Article IV.F.5.
4. As-built Certification - Upon completion of the development a registered professional engineer, land surveyor or architect, in

accordance with SC law, shall certify according to the requirements of Article III.D.2a, 2b, and 2c that the development is built in accordance with the submitted plans and previous pre-development certifications.

D. Duties and Responsibilities of the Local Administrator. Duties of the local administrator shall include, but not be limited to:

1. Permit Review - Review all development permits to assure that the requirements of this ordinance have been satisfied.
2. Requirement of Federal and/or state permits – Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
3. Watercourse alterations –
 - a) Notify adjacent communities and the South Carolina Department of Natural Resources, Land, Water, and Conservation Division, State Coordinator for the National Flood Insurance Program, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
 - b) In addition to the notifications required watercourse alterations per Article III.D.3a, written reports of maintenance records must be maintained to show that maintenance has been provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished. This maintenance must consist of a comprehensive program of periodic inspections, and routine channel clearing and dredging, or other related functions. The assurance shall consist of a description of maintenance activities, frequency of performance, and the local official responsible for maintenance performance. Records shall be kept on file for FEMA inspection.
 - c) If the proposed project will impact the configuration of the watercourse, floodway, or base flood elevation for which a detailed Flood Insurance Study has been developed, the applicant shall apply for and must receive approval for a Conditional Letter of Map Revision with the Federal Emergency Management Agency prior to the start of actual construction.

- d) Within 60 days of completion of an alteration of a watercourse, referenced in the certification requirements of Article III.C.2.d, the applicant shall submit as-built certification, by a registered professional engineer, to the Federal Emergency Management Agency.
- 4. Floodway encroachments - Prevent encroachments within floodways unless the certification and flood hazard reduction provisions of Article IV.B.5 are met.
 - 5. Development Proposals – Require development proposals for proposed developments prior to signing off on and CLOMRs or LOMRs.
 - 6. Adjoining Floodplains - Cooperate with neighboring communities with respect to the management of adjoining floodplains and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
 - 7. Notifying Adjacent Communities – Notify adjacent communities prior to permitting substantial commercial developments and large subdivisions to be undertaken in areas of special flood hazard and/or flood-related erosion hazards.
 - 8. Certification requirements –
 - a) Obtain and review actual elevation (in relation to mean sea level) of the lowest floor of all new or substantially improved structures, in accordance with administrative procedures outlined in Article III.C.2.b or the coastal high hazard area requirements outlined in Article IV.F.5.
 - b) Obtain the actual elevation (in relation to mean sea level) to which the new or substantially improved structures have been floodproofed, in accordance with the floodproofing certification outlined in Article III.C.2.a.
 - c) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the non-residential construction requirements outlined in Article IV.B.2.

- d) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions contained in the coastal high hazard area requirements outlined in Article IV.F.4, Article IV.F.6, and Article IV.F.8 of this ordinance.
9. Map Interpretation - Where interpretation is needed as to the exact location of boundaries of the areas of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
10. Prevailing Authority – Where a map boundary showing an area of special flood hazard and field elevations disagree, the base flood elevations for flood protection elevations (as found on an elevation profile, floodway data table, etc.) shall prevail. The correct information should be submitted to FEMA as per the map maintenance activity requirements outlined in Article IV.B.7.b.
11. Use Of Best Available Data - When base flood elevation data or floodway data has not been provided in accordance with Article I.D, obtain, review, and reasonably utilize best available base flood elevation data and floodway data available from a federal, State, or other source, including data developed pursuant to the standards for subdivision proposals outlined in Article IV.D.4, in order to administer the provisions of this ordinance. Data from preliminary, draft, and final Flood Insurance Studies constitutes best available data from a federal, state, or other source. Data must be developed using hydraulic models meeting the minimum requirement of NFIP approved model. If an appeal is pending on the study in accordance with 44 CFR Ch. 1, Part 67.5 and 67.6, the data does not have to be used.
12. Special Flood hazard Area/Topographic Boundaries Conflict - When the exact location of boundaries of the areas special flood hazards conflict with the current, natural topography information at the site the property owner may apply and be approved for a Letter of Map Amendment (LOMA) by FEMA. The local administrator in the permit file will maintain a copy of the Letter of Map Amendment issued from FEMA.
13. On-Site inspections - Make on-site inspections of projects in accordance with the administrative procedures outlined in Article III.E.1.

14. Administrative Notices - Serve notices of violations, issue stop-work orders, revoke permits and take corrective actions in accordance with the administrative procedures in Article III.F.
15. Records Maintenance - Maintain all records pertaining to the administration of this ordinance and make these records available for public inspection.
16. Annexations and Detachments - Notify the South Carolina Department of Natural Resources Land, Water and Conservation Division, within six (6) months, of any annexations or detachments that include special flood hazard areas.
17. Federally Funded Development - The President issued Executive Order 11988, Floodplain Management May 1977. E.O. 11988 directs federal agencies to assert a leadership role in reducing flood losses and losses to environmental values served by floodplains. Proposed developments must go through an eight- step review process. Evidence of compliance with the executive order must be submitted as part of the permit review process.
18. Substantial Damage Determination – Perform an assessment of damage from any origin to the structure using FEMA’s Residential Substantial Damage Estimator (RSDE) software to determine if the damage equals or exceeds 50 percent of the market value of the structure before the damage occurred.
19. Substantial Improvement Determinations – Perform an assessment of permit applications for improvements or repairs to be made to a building or structure equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. Cost of work counted for determining if and when substantial improvement to a structure occurs shall be cumulative for a period of five years. If the improvement project is conducted in phases the total of all cost associated with each phase, beginning with the issuance of the first permit, shall be utilized to determine whether “substantial improvement” will occur.
 - a) Methods of Market Value Determination. The market values shall be determined by one of the following methods:
 - (1) the current assessed building value as determined by the county’s assessor’s office or the value of an appraisal performed by a licensed appraiser at the expense of the owner, within the past 6 months.

- (2) one or more certified appraisals from a registered professional licensed appraiser in accordance with the laws of South Carolina. The appraisal shall indicate actual replacement value of the building or structure in its pre- improvement condition, less depreciation for functionality and obsolescence and site improvements.
- (3) Real Estate purchase contract within 6 months prior to the date of the application for a permit.

E. Administrative Procedures.

1. Inspections of Work in Progress: As the work pursuant to a permit progresses, the local administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the administrator has a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction at any reasonable hour for the purposes of inspection or other enforcement action.
2. Stop-Work Orders: Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the administrator may order the work to be immediately stopped. The stop- work order shall be in writing and directed to the person doing the work. The stop-work order shall state the specific work to be stopped, the specific reasons for the stoppage, and the conditions under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
3. Revocation of Permits: The local administrator may revoke and require the return of the development permit by notifying the permit holder in writing, stating the reason for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any permit mistakenly issued in violation of an applicable State or local law may also be revoked.
4. Periodic Inspections: The local administrator and each member of his inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.

5. Violations to be Corrected: When the local administrator finds violations of applicable State and local laws, it shall be his duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law on the property he owns.
6. Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the administrator shall give him written notice, by certified or registered mail to his last known address or by personal service, that:
 - a) the building or property is in violation of the Flood Damage Prevention Ordinance,
 - b) a hearing will be held before the local administrator at a designated place and time, not later than 10 days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and,
 - c) following the hearing, the local administrator may issue such order to alter, vacate, or demolish the building; or to remove fill as appears appropriate.
7. Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he shall make an order in writing to the owner, requiring the owner to remedy the violation within such period, not less than 60 days, the administrator may prescribe; provided that where the administrator finds that there is imminent danger to life or other property, he may order that corrective action be taken in such lesser period as may be feasible.
8. Appeal: Any owner who has received an order to take corrective action may appeal from the order to the local elected governing body by giving notice of appeal in writing to the administrator and the clerk within 10 days following issuance of the final order. In the absence of an appeal, the order of the administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
9. Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action from which no appeal has been taken, or fails to comply with an order of the governing body following an appeal, he shall be guilty of a misdemeanor and shall be punished in the discretion of the court.

10. Denial of Flood Insurance under the NFIP: If a structure is declared in violation of this ordinance and the violation is not remedied then the local administrator shall notify the Federal Emergency Management Agency to initiate a Section 1316 of the National Flood insurance Act of 1968 action against the structure upon the finding that the violator refuses to bring the violation into compliance with the ordinance. Once a violation has been remedied the local administrator shall notify FEMA of the remedy and ask that the Section 1316 be rescinded.

11. The following documents are incorporated by reference and may be used by the local administrator to provide further guidance and interpretation of this ordinance as found on FEMA's website at www.fema.gov:
 - 1.. All FEMA Technical Bulletins
 - 2.. All FEMA Floodplain Management Bulletins
 - 3.. FEMA 348 Protecting Building Utilities from Flood Damage

Article IV. PROVISIONS FOR FLOOD HAZARD REDUCTION

A. General Standards. Development may not occur in the floodplain where alternative locations exist due to the inherent hazards and risks involved. Before a permit is issued, the applicant shall demonstrate that new structures cannot be located out of the floodplain and that encroachments onto the floodplain are minimized. In all areas of special flood hazard the following provisions are required:

1. Reasonably Safe from Flooding – Review all permit applications to determine whether proposed building sites will be reasonably safe from flooding.
2. Anchoring - All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure,
3. Flood Resistant Materials and Equipment - All new construction and substantial improvements shall be constructed with flood resistant materials and utility equipment resistant to flood damage,
4. Minimize Flood Damage - All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damages,

5. Critical Development - shall be elevated to the 500 year flood elevation or be elevated to the highest known historical flood elevation (where records are available), whichever is greater. If no data exists establishing the 500 year flood elevation or the highest known historical flood elevation, the applicant shall provide a hydrologic and hydraulic engineering analysis that generates 500 year flood elevation data,
6. Utilities - Electrical, ventilation, plumbing, heating and air conditioning equipment (including ductwork), and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of the base flood plus one (1) foot. This requirement does not preclude the installation of outdoor faucets for shower heads, sinks, hoses, etc., as long as cut off devices and back flow devices are installed to prevent contamination to the service components and thereby minimize any flood damages to the building,
7. Water Supply Systems - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system,
8. Sanitary Sewage Systems – New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters, On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding,
9. Gas or Liquid Storage Tanks – All gas or liquid storage tanks, either located above ground or buried, shall be anchored to prevent flotation or lateral movement resulting from hydrodynamic and hydrostatic loads.
10. Alteration, Repair, Reconstruction, Or Improvements - Any alteration, repair, reconstruction, or improvement to a structure that is in compliance with the provisions of this ordinance, shall meet the requirements of "new construction" as contained in this ordinance. This includes post-FIRM development and structures.
11. Non-Conforming Buildings or Uses - Non-conforming buildings or uses may not be enlarged, replaced, or rebuilt unless such enlargement or reconstruction is accomplished in conformance with the provisions of this ordinance. Provided, however, nothing in this ordinance shall prevent the repair, reconstruction, or replacement of an existing building or structure located totally or partially within the floodway, provided that the bulk of the building or structure below base

flood elevation in the floodway is not increased and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance,

12. American with Disabilities Act (ADA). A building must meet the specific standards for floodplain construction outlined in Article IV.B, as well as any applicable ADA requirements. The ADA is not justification for issuing a variance or otherwise waiving these requirements. Also, the cost of improvements required to meet the ADA provisions shall be included in the costs of the improvements for calculating substantial improvement.

B. Specific Standards. In all areas of special flood hazard (Zones A, AE, AH, AO, A1-30, V, and VE) where base flood elevation data has been provided, as set forth in Article I.D or outlined in the Duties and Responsibilities of the Local Administrator Article III.E. the following provisions are required:

1. Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor elevated no lower than one (1) foot above the base flood elevation. No basements are permitted. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with the elevated buildings requirements in Article IV B.4.
2. Non-Residential Construction.
 - a) New construction and substantial improvement of any commercial, industrial, or non-residential structure (including manufactured homes) shall have the lowest floor elevated no lower than one (1) foot above the level of the base flood elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with the elevated buildings requirements in Article IV B.4. No basements are permitted. Structures located in A-zones may be floodproofed in lieu of elevation provided that all areas of the structure below the required elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy.
 - b) A registered, professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in the

floodproofing certification requirements in Article III.C.2.a. A variance may be considered for wet-floodproofing agricultural structures in accordance with the criteria outlined in Article V.D of this ordinance.

Agricultural structures not meeting the criteria of Article V.E must meet the non-residential construction standards and all other applicable provisions of this ordinance. Structures that are floodproofed are required to have an approved maintenance plan with an annual exercise. The local administrator must approve the maintenance plan and notification of the annual exercise shall be provided to it.

3. Manufactured Homes.

- a) Manufactured homes that are placed or substantially improved on sites outside a manufactured home park or subdivision, in a new manufactured home park or sub-division, in an expansion to an existing manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood, must be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated no lower than one (1) foot above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- b) Manufactured homes that are to be placed or substantially improved on sites in an existing manufactured home park or subdivision that are not subject to the provisions for residential construction in Article IV.B.1 of this ordinance must be elevated so that the lowest floor of the manufactured home is elevated no lower one (1) foot than above the base flood elevation, and be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement.
- c) Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. For the purpose of this requirement, manufactured homes must be anchored to resist flotation, collapse, or lateral movement in accordance with Section 40-29-10 of the *South Carolina Manufactured Housing Board Regulations*, as amended. Additionally, when the elevation requirement would be met by an elevation of the chassis 36 inches or less above the grade at the sight, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above 36 inches in height an engineering certification is required.

- d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood-prone areas. This plan shall be filed with and approved by the local administrator and the local Emergency Preparedness Coordinator.
4. Elevated Buildings. New construction and substantial improvements of elevated buildings that include fully enclosed areas below the lowest floor that are usable solely for the parking of vehicles, building access, or limited storage in an area other than a basement, and which are subject to flooding shall be designed to preclude finished space and be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.
- a) Designs for complying with this requirement must either be certified by a professional engineer or architect or meet the following minimum criteria:
 - (1) Provide a minimum of two openings on different walls having a *total net area* of not less than one square inch for every square foot of enclosed area subject to flooding, the bottom of each opening must be no more than 1 foot above the higher of the interior or exterior grade immediately under the opening,
 - (2) Only the portions of openings that are below the base flood elevation (BFE) can be counted towards the required net open area,
 - (3) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic flow of floodwaters in both directions; and,
 - (4) Fill placed around foundation walls must be graded so that the grade inside the enclosed area is equal to or higher than the adjacent grade outside the building on at least one side of the building.
 - b) Hazardous Velocities. Hydrodynamic pressure must be considered in the design of any foundation system where velocity waters or the potential for debris flow exists. If flood velocities are excessive (greater than 5 feet per second), foundation systems other than solid foundations walls should be considered so that obstructions to damaging flood flows

are minimized.

c) Enclosures below BFE

- (1) Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area (stairway or elevator).
- (2) The interior portion of such enclosed area shall not be partitioned or finished into separate rooms, except to enclose a single storage area and must be void of utilities except for essential lighting as required, and cannot be temperature controlled.
- (3) One wet location switch and/or outlet connected to a ground fault interrupt breaker may be installed below the required lowest floor elevation specified in the specific standards outlined in Article IV.B.1, 2 and 3.
- (4) All construction materials below the required lowest floor elevation specified in the specific standards outlined in Article IV.B 1, 2, 3 and 4 should be of flood resistant materials.

5. Floodways. Located within areas of special flood hazard established in Article I.D, are areas designated as floodways. The floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris and potential projectiles and has erosion potential. The following provisions shall apply within such areas:

- a) No encroachments, including fill, new construction, substantial improvements, additions, and other developments shall be permitted unless:
 - (1) it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood. Such certification and technical data shall be presented to the local administrator.
 - (2) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must be obtained upon completion of the proposed development.

- b) If Article IV.B.5a is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article IV.
- c) No manufactured homes shall be permitted, except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and the elevation standards of Article IV B.3 and the encroachment standards of Article IV.B.5(a) are met.
- d) Permissible uses within floodways may include: general farming, pasture, outdoor plant nurseries, horticulture, forestry, wildlife sanctuary, game farm, and other similar agricultural, wildlife, and related uses. Also, lawns, gardens, play areas, picnic grounds, and hiking and horseback riding trails are acceptable uses, provided that they do not employ structures or fill. Substantial development of a permissible use may require a no-impact certification. The uses listed in this subsection are permissible only if and to the extent that they do not cause any increase in base flood elevations or changes to the floodway configuration.

6. Recreational Vehicles

- a) A recreational vehicle is ready for highway use if it is:
 - (1) on wheels or jacking system;
 - (2) attached to the site only by quick-disconnect type utilities and security devices; and,
 - (3) has no permanently attached additions.
- b) Recreational vehicles placed on sites shall either be:
 - (1) on site for fewer than 180 consecutive days; and,
 - (2) be fully licensed and ready for highway use, or meet the development permit and certification requirements of Article III.D, general standards outlined in Article IV.A, and manufactured homes standards in Article IV.B.3 and B.4.

7. Map Maintenance Activities. The National Flood Insurance Program requires flood data to be reviewed and approved by FEMA. This ensures that flood maps, studies and other data identified in Article I.D accurately represent flooding conditions so appropriate floodplain management criteria are based on current data, the following map maintenance activities are identified:

a) Requirement to Submit New Technical Data

(1) For all development proposals that impact floodway delineations or base flood elevations, the community shall ensure that technical data reflecting such changes be submitted to FEMA within six months of the date such information becomes available. These development proposals include:

(a) Floodway encroachments that increase or decrease base flood elevations or alter floodway boundaries;

(b) Fill sites to be used for the placement of proposed structures where the applicant desires to remove the site from the special flood hazard area;

(c) Alteration of watercourses that result in a relocation or elimination of the special flood hazard area, including the placement of culverts; and

(d) Subdivision or large scale development proposals requiring the establishment of base flood elevations in accordance with Article IV.C.1.

(2) It is the responsibility of the applicant to have technical data, required in accordance with Article IV.B.7, prepared in a format required for a Conditional Letter of Map Revision or Letter of Map Revision, and submitted to FEMA. Submittal and processing fees for these map revisions shall also be the responsibility of the applicant.

(3) The Floodplain Administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:

(a) Proposed floodway encroachments that increase the base flood elevation; and

(b) Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.

(4) Floodplain development permits issued by the Floodplain Administrator shall be conditioned upon the applicant obtaining a Letter of Map Revision from FEMA for any development proposal subject to Article IV B.7.

b) Right to Submit New Technical Data - The Floodplain Administrator may request changes to any of the information shown on an effective map that does not impact floodplain or floodway delineations or base flood elevations, such as labeling or planimetric details. Such a submission shall include appropriate supporting documentation made in writing by the local jurisdiction and may be submitted at any time.

8. Accessory Structures.

a) A detached accessory structure or garage, the cost of which is greater than \$3,000, must comply with the requirements as outlined in FEMA's Technical Bulletin 7-93 *Wet Floodproofing Requirements or be elevated in accordance with Article IV Section B(1) and B (4) or dry floodproofed in accordance with Article IV B (2).*

b) When accessory structures of \$3,000 or less are to be placed in the floodplain, the following additional criteria shall be met:

(1) Accessory structures shall not be used for any uses other than the parking of vehicles and storage,

(2) Accessory structures shall be designed to have low flood damage potential,

(3) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters,

(4) Accessory structures shall be firmly anchored to prevent flotation, collapse or lateral movement of the structure,

- (5) Service facilities such as electrical and heating equipment shall be installed in accordance with Article IV.A.5; and
 - (6) Openings to relieve hydrostatic pressure during a flood shall be provided below base flood elevation in conformance with Article IV.B.4a.
 - (7) Accessory structures shall be built with flood resistance material, in accordance with Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, dated 8/08, and available from the Federal Emergency Management Agency. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.
9. Swimming Pool Utility Equipment Rooms. If the building cannot be built at or above the BFE, because of functionality of the equipment then a structure to house the utilities for the pool may be built below the BFE with the following provisions:
- a) Meet the requirements for accessory structures in Article IV.B.8
 - b) The utilities must be anchored to prevent flotation and shall be designed to prevent water from entering or accumulating within the components during conditions of the base flood.
10. Elevators
- a) Install a float switch system or another system that provides the same level of safety is necessary for all elevators where there is a potential for the elevator cab to descend below the BFE during a flood per FEMA's Technical Bulletin 4-93 Elevator Installation for Buildings Located in Special Flood Hazard Areas.
 - b) All equipment that may have to be installed below the BFE such as counter weight roller guides, compensation cable and pulleys, and oil buffers for traction elevators and the jack assembly for a hydraulic elevator must be constructed using flood-resistant materials where possible per FEMA's Technical Bulletin 4-93 Elevator Installation for Buildings Located in Special Flood Hazard Areas.
11. Fill. An applicant shall demonstrate that fill is the only alternative to

raising the building to meet the residential and non-residential construction requirements of Article IV B(1) or B (2), and that the amount of fill used will not affect the flood storage capacity or adversely affect adjacent properties. The following provisions shall apply to all fill placed in the special flood hazard area:

- a) Fill may not be placed in the floodway unless it is in accordance with the requirements in Article IV.B.5a,
- b) Fill may not be placed in tidal or non-tidal wetlands without the required State and federal permits,
- c) Fill must consist of soil and rock materials only. A registered professional geotechnical engineer may use dredged material as fill only upon certification of suitability. Landfills, rubble fills, dumps, and sanitary fills are not permitted in the floodplain,
- d) Fill used to support structures must comply with ASTM Standard D-698, and its suitability to support structures certified by a registered, professional engineer,
- e) Fill slopes shall be no greater than two horizontal to one vertical. Flatter slopes may be required where velocities may result in erosion; and,
- f) The use of fill shall not increase flooding or cause drainage problems on neighboring properties,
- g) Fill may not be used for structural support in the coastal high hazard areas,
- h) Will meet the requirements of FEMA Technical Bulletin 10-01, *Ensuring That Structures Built On Fill In Or Near Special Flood Hazard Areas Are Reasonable Safe From Flooding.*

12. Standards for Subdivision Proposals and Other Development.

- a) All subdivision proposals and other proposed new development shall be consistent with the need to minimize flood damage and are subject to all applicable standards in these regulations;
- b) All subdivision proposals and other proposed new development shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage;

- c) All subdivision proposals and other proposed new development shall have adequate drainage provided to reduce exposure to flood damage.
- d) The applicant shall meet the requirement to submit technical data to FEMA in Article IV B.7. when a hydrologic and hydraulic analysis is completed that generates base flood elevations.

C. Standards for Streams without Established Base Flood Elevations and Floodways. Located within the areas of special flood hazard (Zones A and V) established in Article I.D, are small streams where no base flood data has been provided or where no floodways have been identified. The following provisions apply within such areas:

- 1. In all areas of special flood hazard where base flood elevation data are not available, the applicant shall provide a hydrologic and hydraulic engineering analysis that generates base flood elevation for all subdivision proposal, and other proposed developments containing at least 50 lots or 5 acres, whichever is less.
- 2. No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within 100 feet of the stream bank unless certification with supporting technical data by a registered, professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- 3. If Article IV.C.1 is satisfied and base flood elevation data is available from other sources, all new construction and substantial improvements within such areas shall comply with all applicable flood hazard ordinance provisions of Article IV and shall be elevated or floodproofed in accordance with elevations established in accordance with Article III.E.11.
- 4. Data from preliminary, draft, and final Flood Insurance Studies constitutes best available data. Refer to FEMA Floodplain Management Technical Bulletin 1-98 *Use of Flood Insurance Study (FIS) Data as Available Data*. If an appeal is pending on the study in accordance with 44 CFR Ch. 1, Part 67.5 and 67.6, the data does not have to be used.
- 5. When base flood elevation data is not available from a federal, State, or other source one of the following methods may be used to determine a BFE. For further information regarding the methods for determining BFEs listed below refer to FEMA's manual *Managing*

Floodplain Development in Approximate Zone A Areas.

- a) Contour Interpolation
 - (1) Superimpose approximate Zone A boundaries onto a topographic map and estimate a BFE.
 - (2) Add one-half of the contour interval of the topographic map that is used to the BFE.
- b) Data Extrapolation - A BFE can be determined if a site within 500 feet upstream of a reach of a stream reach for which a 100-year profile has been computed by detailed methods, and the floodplain and channel bottom slope characteristics are relatively similar to the downstream reaches.
- c) Hydrologic and Hydraulic Calculations- Perform hydrologic and hydraulic calculations to determine BFEs using FEMA approved methods and software.

D. Standards for Streams with Established Base Flood Elevations but without Floodways. Along rivers and streams where Base Flood Elevation (BFE) data is provided but neither floodway are identified for a Special Flood Hazard Area on the FIRM or in the FIS. The following provisions apply within such areas:

1. No encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

E. Standards for Areas of Shallow Flooding (AO Zones). Located within the areas of special flood hazard established in Article 1.D, are areas designated as shallow flooding. The following provisions shall apply within such areas:

1. All new construction and substantial improvements of residential structures shall have the lowest floor elevated to at least as high as the depth number specified on the Flood Insurance Rate Map, in feet, above the highest adjacent grade. If no depth number is specified, the lowest floor shall be elevated at least three (3) feet above the highest adjacent grade.
2. All new construction and substantial improvements of non-residential structures shall:
 - a) Have the lowest floor elevated to at least as high as the depth number specified on the Flood Insurance Rate Map, in feet, above the highest adjacent grade. If no depth number is

specified, the lowest floor shall be elevated at least three (3) feet above the highest adjacent grade; or,

- b) Be completely flood-proofed together with attendant utility and sanitary facilities to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required as stated in Article III.D.

- 3. All structures on slopes must have drainage paths around them to guide water away from the structures.

Article V. VARIANCE PROCEDURES

A. Establishments of Appeal - The Board of Zoning Appeals as established by the City of Cayce shall hear and decide variances from the requirements of this ordinance.

B. Right to Appeal - Any person aggrieved by the decision of the appeal board or any tax payer may appeal such decision to the Court.

C. Historic Structures - Variances may be issued for the repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

D. Functionally Dependent Uses – Variances may be issued for development necessary for the conduct of a functionally dependent use, provided the criteria of this Article are met, no reasonable alternative exist, and the development is protected by methods that minimize flood damage and create no additional threat to public safety.

E. Agricultural Structures - Variances may be issued to wet flood-proof an agricultural structure provided it is used solely for agricultural purposes. In order to minimize flood damages during the base flood and the threat to public health and safety, the structure must meet all of the conditions and considerations of Article V.H, this section, and the following standards:

- 1. Use of the structure must be limited to agricultural purposes as listed below:

- a) pole frame buildings with open or closed sides used exclusively for the storage of farm machinery and equipment,
 - b) steel grain bins and steel frame corncribs,
 - c) general-purpose barns for the temporary feeding of livestock that are open on at least one side;
 - d) for livestock confinement buildings, poultry houses, dairy operations, and similar livestock operations, variances may not be issued for structures that were substantially damaged. New construction or substantial improvement of such structures must meet the elevation requirements of Article IV.B.2 of this ordinance; and,
2. The agricultural structure must be built or rebuilt, in the case of an existing building that is substantially damaged, with flood-resistant materials for the exterior and interior building components and elements below the base flood elevation,
 3. The agricultural structure must be adequately anchored to prevent flotation, collapse, or lateral movement. All of the structure's components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, hydrodynamic, and debris impact forces. Where flood velocities exceed 5 feet per second, fast-flowing floodwaters can exert considerable pressure on the building's enclosure walls or foundation walls,
 4. The agricultural structure must meet the venting requirement of Article IV.B.4 of this ordinance,
 5. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article IV.A.5 of this ordinance,
 6. The agricultural structure must comply with the floodway encroachment provisions of Article IV.B.5 of this ordinance; and,
 7. Major equipment, machinery, or other contents must be protected. Such protection may include protective watertight floodproofed areas within the building, the use of equipment hoists for readily elevating contents, permanently elevating contents on pedestals or shelves above the base flood elevation, or determining that property owners

can safely remove contents without risk to lives and that the contents will be located to a specified site out of the floodplain.

F. Considerations. In passing upon such applications, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:

1. The danger that materials may be swept onto other lands to the injury of others;
2. The danger to life and property due to flooding or erosion damage, and the safety of access to the property in times of flood for ordinary and emergency vehicles;
3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. The importance of the services provided by the proposed facility to the community;
5. The necessity to the facility of a waterfront location, where applicable;
6. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
7. The compatibility of the proposed use with existing and anticipated development, and the relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
8. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site,
9. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges and,
10. Agricultural structures must be located in wide, expansive floodplain areas, where no other alternative location for the agricultural structure exists. The applicant must demonstrate that the entire farm acreage, consisting of a contiguous parcel of land on which the structure is to be located, must be in the Special Flood Hazard Area and no other alternative locations for the structure are available.

G. Findings. Findings listed above shall be submitted to the appeal board, in

writing, and included in the application for a variance. Additionally, comments from the Department of Natural Resources, Land, Water and Conservation Division, State Coordinator's Office, must be taken into account and included in the permit file.

H. Floodways. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result unless a CLOMR is obtained prior to issuance of the variance. In order to insure the project is built in compliance with the CLOMR for which the variance is granted the applicant must provide a bond for 100% of the cost to perform the development.

I. Conditions. Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance. The following conditions shall apply to all variances:

1. Variances may not be issued when the variance will make the structure in violation of other federal, State, or local laws, regulations, or ordinances.
2. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
3. Variances shall only be issued upon a showing of good and sufficient cause, a determination that failure to grant the variance would result in exceptional hardship, and a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
4. Any applicant to whom a variance is granted shall be given written notice specifying the difference between the base flood elevation and the elevation to which the structure is to be built and a written statement that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. Such notification shall be maintained with a record of all variance actions.
5. The local administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency upon request.
6. Variances shall not be issued for unpermitted development or other development that is not in compliance with the provisions of this

ordinance. Violations must be corrected in accordance with Article III.F.5 of this ordinance.

Article VI. LEGAL STATUS PROVISIONS

A. Effect on Rights and Liabilities under the Existing Flood Damage Prevention Ordinance. This Ordinance in part comes forward by re-enactment of some of the provisions of the flood damage prevention ordinance enacted Sept. 3, 2008 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued there under are reserved and may be enforced. The enactment of his ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the flood damage prevention ordinance of the City of Cayce enacted on Sept, 3, 2008 as amended, which are not reenacted herein, are repealed.

B. Effect upon Outstanding Building Permits. Nothing herein contained shall require any change in the plans, construction, size or designated use of any building, structure or part thereof for which a building permit has been granted by the Chief Building Inspector or his authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of sixty (60) days subsequent to passage of this ordinance, construction or use shall be in conformity with the provisions of this ordinance.

C. Effective Date. This ordinance shall become effective upon adoption.

D. Adoption Certification.

I hereby certify that this is a true and correct copy of the flood damage prevention ordinance as adopted by the City Council of The City of Cayce, SC on the day of _____ 200__.

PASSED:

1st Reading: _____

2nd Reading: _____

WITNESS my hand and the official seal of the City of Cayce, SC this the _____ day of, _____ 2017.

Signature

SUMMARY OF CHANGES- Flood Damage Prevention Ordinance

1. Page 6-27
 - *Article I.D. Lands to Which Ordinance Applies*
Deleted “October 1, 2010” and add “December 21, 2017” to indicate date of new Richland County Flood Maps
2. Page 6-30
 - Article II. Definitions
 - #15 Deleted “January 1, 1975 ” and add May 1, 1980 as initial FIRM date
3. Page 6-31
 - Article II. Definitions
 - #16 Deleted “August 7, 1995” and add “April 7, 1980” to indicate date of completion for existing manufactured home parks.
4. Page 6-34
 - Article II. Definitions
 - #37 Deleted “August 7, 1995” and add April 7 1980 to indicate date of completion for new construction.
 - #38 Deleted August 7, 1995 and add April 7 1980 to indicate date of completion for new manufactured home parks.
5. Page 6-36
 - Article III. Administration
 - Article III. C. Deleted “*Designation of party Responsible for Biennial Report.....*”
6. Page 6-38
 - Article III. Administration
 - Article III.C.2 Added “*Article IV.E.2 (b)*” to flood proof certification requirements
7. Page 6-42
 - Article III.D. Duties and Responsibilities
 - #16 Deleted “The community must incorporate applicable maps.....within 90 days.....annexation.”
8. Page 6-43
 - Article III.D.19 Substantial Improvement Determinations
 - a.1. Inserted “*within past 6 months.*”
 - a.2. Deleted reference to Marshall & Swift handbook
 - a.3. Replaced 12 months with 6 months for application date
9. Page 6-46
 - Article IV. Provisions for Flood Hazard Reductions
 - A.1. Inserted *definition for “Reasonably Safe from Flooding”*

10. Page 6-52

Article IV.B. Specific Standards

- B.4. Elevated Buildings Inserted “below lowest floor”
- B.4.1. Insert “The bottom of each opening must be no more than 1 foot above....”
- B.4.2. Insert “Only portions of opening that are below...net opened area”

11. Page 6-54

Article IV.B.5. Floodways

- a.2. Inserted “A Conditional Letter of Map Revision.....upon completion of the proposed development.”

12. Page 6-55

Article IV.B.5. Floodways

- Deleted Article IV.B.5.c.

13. Page 6-56

Article IV.B.5. Floodways

- Article IV.B.5.c. Inserted “and the encroachment standards.....”

Article IV.B.6 Recreational Vehicles

- Article IV.B.6.b.2 Added reference to Article “B.4”

Page 6-58

Article IV.B.7 Map Maintenance Activities

- Article IV.B.7.d Change Article IV.b.12 to Article C.1

14. Page 6-59

Article IV.B.7 Map Maintenance Activities

- Deleted Article IV.B.7 “Conditional Letter of Map Revision.....”

Article IV.B.8 Accessory Structures

- Article IV.B.8.b.1 Inserted “Accessory structures shall not be used for any other uses than parking” and deleted “....shall not be used for human habitation.....”

15. Page 6-60

Article IV.B.8 Accessory Structures

- Article IV.B.8.b.7 Inserted “Accessory structures shall be built.....”
- Article IV.B.8.b.9 Deleted reference to variance

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager
Carroll Williamson, Planning and Development Director

Date: October 3, 2017

Subject: First Reading of an Ordinance amending Article 2 and Sections 5.6, 5.6-2, 5.6-3, and 9.8 of the City Zoning Ordinance relating to Carports, Accessory Buildings, and Storage of Campers, Recreational Vehicles and Boats in Residential Districts

ISSUE

Council approval is needed for the First Reading of an Ordinance amending Article 2 (“Definitions”), Sections 5.6 (“Accessory Buildings and Uses”), Section 5.6-2 (Residential Districts: General Requirements), Section 5.6-3 (“Location”), and Section 9.8 (“Storage and Use of Campers or Recreational Vehicles in Residential Zones”).

BACKGROUND/DISCUSSION

Based on the number of complaints regarding these Ordinances, staff brought several concerns to City Council on July 19, 2017. City Council made several recommendations that are reflected in these amendments. A summary of the updates and a copy of the redline version of the changes are attached for your consideration.

The Planning Commission met on September 18, 2017, to hear Public Comment about the suggested changes. No members of the public were present at the meeting. The Planning Commission voted unanimously to recommend the amendment.

RECOMMENDATION

The Planning Commission recommends Council approve First Reading of an Ordinance amending Article 2 (“Definitions”), Sections 5.6 (“Accessory Buildings and Uses”), Section 5.6-2 (Residential Districts: General Requirements), Section 5.6-3 (“Location”), and Section 9.8 (“Storage and Use of Campers or Recreational Vehicles in Residential Zones”).

4. Section 9.8 (“Storage and Use of Campers or Recreational Vehicles in Residential Zones”) is amended as follows:

(a) The first sentence of the Section is amended to insert the words “or side” following the word “rear” and preceding the word “yard”, so that the first clause of the first sentence of the Section shall read: “All campers, recreational vehicles and boats must be parked or stored in the rear or side yard and shall not be within three (3) feet of any property line in a residential district;”

(b) The entire sentence beginning “After public notice and hearing,” is deleted.

(c) The subsection or part beginning “Criteria for special exception” with subparts (1), (2) and (3) is deleted. (The sentence or paragraph beginning “ A recreational vehicle...” is expressly not deleted.)

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____,
2017.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: _____

Second reading and adoption: _____

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

SUMMARY - Accessory Buildings and Uses- TA001-17

1. Article 2 DEFINITIONS
 - ✓ A definition for carports has been added to the ordinance.

2. Section 5.6 Accessory Building and Uses
 - ✓ The word “uses” has been changed to “buildings” to clarify what is consider an accessory building.
 - ✓ The regulation to allow one carport per lot or parcel has been added to the ordinance.
 - ✓ The requirements to allow only 2 accessory buildings on a residential parcel remains the same.
 - ✓ The rule that a carport will not count towards the number of accessory buildings allowed on a lot or parcel has been added.
 - ✓ The requirement for all accessory buildings not to exceed 50% has been revised to allow a maximum size of 75% of the footprint of the principal building.
 - ✓ The ability to request a special exception to exceed 50% of the size of the principle building with a special exception is no longer present.
 - ✓ The regulation on the 5’ or less height restriction for an accessory building has been changed to permit an accessory building to be the same height as the principle building.

3. Section 5.6-3 Location #3
 - ✓ Carports have been added as a type of accessory building
 - ✓ The Location requirements have been changed to clarify that accessory buildings and carports are only permitted in the rear yard.
 - ✓ The location requirements have been changed to indicate that accessory buildings and carports will have a setback of 5 ft. from the rear property line and the side property line.

SUMMARY - Storage and Use of Campers or Recreational Vehicles in Residential Zones- TA002-17

Section 9.8- Storage and Use of Campers or Recreational Vehicles in Residential Zones

- ✓ A rule to allow campers, recreational vehicle, and boats to be parked or stored in the side yard has been added to the ordinance.
- ✓ The setback requirements (3 ft.) remain the same.
- ✓ The option to request a special exception to park or store campers and other recreational vehicles in the front yard has been removed.
- ✓ The option to park anywhere during loading and unloading remains the same.

- ✓ The number of campers (2) and boats (2) permitted to be parked on a residentially zoned lot remains the same.
- ✓ The rule that all campers, recreational vehicles, and boats parked or stored in a garage or accessory structure will not be in violation has remained the same.
- ✓ The rule that all campers, recreational vehicles, and boats must have a valid tag, when required, remains the same.
- ✓ The option to temporarily use a recreational vehicle for 7 days remains the same.
- ✓

**SUMMARY - Storage and Use of Campers or Recreational Vehicles in Residential Zones-
TA002-17**

Section 9.8- Storage and Use of Campers or Recreational Vehicles in Residential Zones

- ✓ A rule to allow campers, recreational vehicle, and boats to be parked or stored in the side yard has been added to the ordinance.
- ✓ The setback requirements (3 ft.) remain the same.
- ✓ The option to request a special exception to park or store campers and other recreational vehicles in the front yard has been removed.
- ✓ The option to park anywhere during loading and unloading remains the same.
- ✓ The number of campers (2) and boats (2) permitted to be parked on a residentially zoned lot remains the same.
- ✓ The rule that all campers, recreational vehicles, and boats parked or stored in a garage or accessory structure will not be in violation has remained the same.
- ✓ The rule that all campers, recreational vehicles, and boats must have a valid tag, when required, remains the same.
- ✓ The option to temporarily use a recreational vehicle for 7 days remains the same.

ARTICLE 2 DEFINITIONS

Carport – A type of accessory building used exclusively for storage of vehicles. Carports must cover and improved surface and be open on 3 sides.

Section 5.6 Accessory Buildings and Uses

Section 5.6-1 Accessory Uses to Observe Required Setbacks

Unless specifically provided herein, all accessory uses and structures shall observe all required setbacks, yard, and other requirements applicable to the principal building or use for the district within which they are located.

Section 5.6-2 General Requirements

Residential Districts

- (1) The number of accessory ~~buildings~~ uses shall not exceed two on any lot or parcel, with the exception of carports. One (1) carport is allowed per lot or parcel.
- (2) The combined gross floor area (GFA) of all accessory ~~uses~~ buildings, including carports, shall not exceed ~~50-75~~ percent of the footprint of the principle principal use building, ~~or up to 75% of the principle use with a special exception.~~
- (3) The height of accessory buildings, including carports, shall be ~~less than 5'~~ no higher than the height of the principal building.
- (4) No mobile home or standard design manufactured home shall be used as an accessory building.

All Other Districts

- (1) There is no limit to the number of accessory buildings; however such buildings shall occupy no more than 50 percent of the total lot area.
- (2) If located within the buildable area, accessory buildings shall observe the height limits for the district within which they are located.

- (3) Accessory uses may be allowed within 3 feet of a side or rear property line, except where contiguous to a residential zone, in which case the accessory use shall observe the setback requirement of the bufferyard requirements.

Section 5.6-3 Location

Without exception, no accessory use may be located in a required buffer yard. Accessory buildings and uses are permitted anywhere within the buildable area of a lot or parcel unless specifically regulated, and are permitted within required yards and setback areas under the following conditions (This section does not apply to parking of vehicles contrary to Section 9.9):

- (1) Off-Street Parking and Loading Space

Off-street parking and loading spaces are permitted in required yards and setback areas.

- (2) Free-Standing Signs

Free-standing signs are permitted in all required yards, but no closer than 5 feet of a property line.

- (3) Buildings, Sheds, and Structures for Dry Storage; Greenhouses

Buildings, sheds, structures for dry storage, ~~and~~ greenhouses and carports may be located in rear yard ~~setback areas~~ only, ~~but no closer than five (5) feet from any property line~~ with a five (5) foot rear and side setback.

- (4) Domestic Animal Shelters and Pens

Domestic animal shelters and pens may be located in rear yard setback areas only, but no closer than five (5) feet from any side or rear residential property line.

- (5) Swimming Pools, Tennis Courts, Recreational Uses

These uses may be located in required rear yard and setback areas only; provided said uses shall be no closer than 10 feet to the nearest property line, and shall have all lighting shielded or directed away from adjoining residences.

- (6) Ground Supported Communication and Reception Antennas

These uses may be located in required rear and side yards only, but no closer than 3 feet to the property line, and if located in the buildable area shall not extend or be located in front of any principal building.

(7) Fences and Walls

May be located in all required yards and along any property line; provided fences and walls to be located in the required front yard or in front of the principal use shall not exceed four feet in height and fences and walls located elsewhere on the property shall not exceed eight feet in height unless approved for a variance by the Board of Zoning Appeals.

(8) Uses Not Specified

Uses not specified above shall observe a three foot setback from the nearest property line.

Section 9.8 Storage and Use of Campers or Recreational Vehicles in Residential Zones

All campers, recreational vehicles and boats must be parked or stored in the rear or side yard and shall not be within three (3) feet of any property line in a residential district; however, such use may be parked anywhere on the residential lot for a period not to exceed twenty-four (24) hours during loading and unloading if it complies with the visibility and distance provisions.

No more than two (2) campers or recreational vehicles and two (2) boats may be parked or stored on a residentially zoned lot or parcel. For the purpose of this section, multiple lots or parcels that function as one shall be considered as one lot or parcel. The overall height of campers or recreational vehicles shall not exceed twelve (12) feet or boats, which shall not exceed ten (10) feet. Measurement shall be taken from ground level immediately adjacent to either the camper, recreational vehicle or in the case of boats measured from the ground level of the trailer/support blocks.

No more than one (1) towable trailer (not carrying a boat or recreational vehicle) may be parked or stored in a residential district with a maximum length of eighteen (18) feet. Trailers containing mounted equipment such as portable generators, welding equipment, mortar or cement mixers or any other equipment that would be considered commercial in nature shall be prohibited in a residential district unless in conjunction with a valid building and or construction permit.

A camper, recreational vehicle, boat or trailer shall not be considered as “parked or stored” in violation of this section if it is located completely within a garage or accessory building that is legally permitted and totally enclosed.

All campers, recreational vehicles and boats, when required shall have either a valid license or tag for operation either on the roadways or waters of the State when parked in a residential district.

~~After public notice and hearing, and subject to appropriate conditions and safeguards, the Board of Zoning Appeals may permit, as a special exception, the parking of campers, recreational vehicles or boats in a front yard if the layout of the property or an obstruction makes it impractical to park in the rear or side yard; provided however, that no more than one (1) camper or recreational vehicle and one (1) boat in a front yard in existence at the time of passage of this ordinance, which meet the criteria, can be automatically deemed approved as a special exception, upon written request of the property owner.~~

Criteria for special exception:

- ~~(1) Camper, recreational vehicle or boat to be parked or stored in any front yard shall not impede the visibility of otherwise normal vehicular traffic entering or exiting this property or any adjacent driveways. In the case of corner lots, no parking or storage shall be permitted within the visibility triangle. The visibility triangle is defined as being an area measured from a distance of 25 feet from each paved roadway and a line connecting the two.~~
- ~~(2) Under no circumstances shall said vehicles or boats be parked within ten (10) feet of any paved roadway surface.~~
- ~~(3) The overall height of campers or recreational vehicles shall not exceed twelve (12) feet; boats shall not exceed ten (10) feet. Measurement shall be taken from ground level immediately adjacent to either the camper, recreational vehicle, or in the case of boats, measured from the ground level of the trailer.~~

A recreational vehicle may be occupied temporarily for a period of up to seven (7) days upon application and approval of a Temporary Use Permit issued by the Planning and Development office. This application may impose reasonable conditions and criteria for such occupation as necessary to maintain the residential character of the neighborhood.

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager
Carroll Williamson, Planning and Development Director

Date: October 3, 2017

Subject: First Reading of an Ordinance Amending PDD Plan for Property with Existing Zoning Classification of PDD-MU, Planned Development District, Mixed Use

ISSUE

Council approval is needed for the First Reading of an Ordinance amending the current PDD Plan for the property tract and subdivision that is now zoned PDD-MU (Planned Development District, Mixed Use) and is known as The Brickworks, located along Axtell Drive, Knox Abbott Drive, Brickworks Drive, and Alexander Drive, and including parcels 004648-03-027, and -031 through -037.

BACKGROUND/DISCUSSION

The applicant Charles Thompson, representing the owners of The Brickworks subdivision, is requesting an amendment to add a residential use to parcel A-2 (TMS# 004648-03-033), which currently permits only commercial uses. Additional changes and details have been added to all of the parcels that are in keeping with the purpose of the current PDD plan. The Planning Director will be giving a presentation explaining all of the changes during the City Council meeting and a redline version of the document will be available at the meeting.

The Planning Commission met on September 18, 2017, to hear Public Comment about the suggested changes. The applicant Charles Thompson and his attorney Stuart Lee were present to explain their request. No other members of the public were present at the meeting. The Planning Commission voted unanimously to recommend the amendment.

RECOMMENDATION

The Planning Commission recommends Council approve First Reading of an Ordinance Amending PDD Plan for Property with Existing Zoning Classification of PDD-MU, Planned Development District, Mixed Use.

<p>STATE OF SOUTH CAROLINA)) COUNTY OF LEXINGTON)) CITY OF CAYCE)</p>	<p>ORDINANCE 2017-12 Amending PDD Plan for Property with Existing Zoning Classification of PDD-MU, Planned Development District, Mixed Use</p>
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WHEREAS, Brickworks Associates, LLC, and Guignard Land Company LLC, as owners, and Brickworks Owners Association, Inc., and Charles C. Thompson, as owners representatives and manager, have requested that the City of Cayce amend the current PDD Plan for the property tract and subdivision that is now zoned PDD-MU (Planned Development District, Mixed Use) and is known as The Brickworks, located along Axtell Drive, Knox Abbott Drive, Brickworks Drive, and Alexander Drive, and including TMS parcels 004648-03-027, -029, and -031 through -037; and

WHEREAS, the owners desire to make changes to the current PDD Plan to add certain residential and other uses as permitted uses in certain of the parcels and to address changes to Plan elements including permitted square footage, permitted height, parking, signage, and landscaping in certain parcels; and

WHEREAS, under Section 6.8-9 of the City Zoning Ordinance, as in effect at the time the PDD was approved, a change in proposed use of property zoned PDD constitutes a major change requiring an amendment of the approved PDD by the City Council; and

WHEREAS, the City Planning Commission, at its meeting on September 18, 2017, held a public hearing as previously advertised to receive comments from the public and adjacent property owners, and also voted to recommend to the City Council approval of the request for changes in the PDD Plan and rezoning for such changes; and

WHEREAS, the Council, after consideration, has determined that the requested changes are appropriate changes in keeping with the purpose of the PDD zoning and that the requested changes should be approved and the PD Plan so revised,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the requested PDD Plan for the property, as shown and described on the document attached to this Ordinance (which is incorporated herein by this reference), is hereby approved, and that the PDD-MU zoning of the property, and the City’s Official Zoning Map, are hereby modified if and as necessary to accommodate such changes.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____,
2017.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: _____

Second reading and adoption: _____

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

**EXHIBIT A
TO
THE CITY OF CAYCE
ORDINANCE TO AMEND AND RESTATE PDD, PLANNED DEVELOPMENT DISTRICT**

SUPPORTING DOCUMENTS

- Final Subdivision Plat of The Brickworks prepared for Brickworks Associates, LLC by HGBD Surveyors, LLC dated March 24, 2010 and revised June 30, 2011, recorded in the Lexington County Register of Deeds in Book 15125 at Page 310 “Subdivision Plat.”

PARCEL INVENTORY

The Planned Development District includes the following parcels, as illustrated on the Subdivision Plat, which may be enlarged and/or reduced upon obtaining all necessary government approvals:

- **Parcel A-1:** Approximately 1.31 Acres located in the southwest corner of the tract at the intersection of Knox Abbott and Axtell Drives.
- **Parcel A-2:** Approximately 1.889 Acres located at the northwest corner of the intersection of Brickworks Drive and Knox Abbott Drive.
- **Parcel B:** Approximately 3.84 Acres located in the northern part of the tract along Alexander Drive.
- **Parcel C:** Approximately 1.66 Acres located in the northeast corner of the tract.
- **Parcel D:** Approximately 2.42 Acres located in the southeast corner of the tract adjacent to the Congaree River and Knox Abbott Drive. The Regulatory Framework specified herein for Parcel D may be expanded into the existing area of Parcel E by as much as 100 linear feet without the necessity of seeking further amendment hereto.
- **Parcel E:** Approximately 1.764 Acres located in the southern part of the tract along Knox Abbott Drive.
- **Parcel F:** Approximately .591 Acres located in the central part of the tract bounded by all of the roadways illustrated on the Subdivision Plat.
- **Private Road R/W:** Private road rights of way, as presently configured pursuant to the Subdivision Plat, containing approximately 2.38 acres.

REGULATORY FRAMEWORK

Parcel A-1

- *Permitted Uses:* Uses permitted in C-2 Neighborhood Commercial District (except as excluded below) and the following additional uses: (i) Drive-through facilities supporting financial institutions; (ii) specialty and/or boutique furniture and home furnishing stores including bath, kitchenware, chinaware, linen, electric lamp/lighting, glassware and housewares; (iii) establishments primarily engaged in retailing a general line of consumer type computer products, including repair, support and prepackaged computer software, (iv) a “brewpub” primarily being an eating and drinking establishment with a small brewery on the premises which produces beer, ale, or other malt beverage and where the majority of the beer produced is consumed on the premises but also allows “brewpub” to sell its products at retail for off-site consumption, and (v) specialty and/or boutique wine and craft beer shops that allow for on-site and off-site consumption.

Specific exclusions: (i) landscape services, and (ii) coin operated laundry.

- *Permitted Square Footage.* 50,000 gross floor area maximum
- *Permitted Lot Coverage:* N/A
- *Permitted Height:* 60’
- *Parking:* Parking requirements shall comply with the requirements of Tables 1 and 2 as applicable in City of Cayce Zoning Ordinance; however, shared parking is permitted where at least two uses that have different parking demand peaking characteristics as determined by the Planning Director. The actual reduction for such a project should be determined through an analysis of parking demands by time of day. Additionally, on-street parking within Private Road R/W of the PDD may be utilized to satisfy parking requirements above, provided however, that the allocation of such parking to a given parcel is clearly documented by the property owner and submitted to the Planning Director for the purposes of monitoring compliance with this provision.
- *Setback Requirements:* None.
- *Signage:* Location, area, type, and height shall be as allowed in C-3 Zoning District
- *Landscaping:* Landscaping shall be as required in City of Cayce Zoning Ordinance with the exception that there shall be no buffer yards required. However, if the existing building is replaced, the requirements under Article 10 of the City of Cayce Zoning Ordinance shall apply to the property lines along Knox Abbott Drive and Axtell Drive only.

Parcel A-2

- *Permitted Uses:* Uses permitted in C-2 Neighborhood Commercial District (except as excluded below) and the following additional uses: (i) Apartments and condominiums and all accessory uses allowed in the RG-2 zoning district, (ii) specialty and/or boutique furniture and home furnishing stores including bath, kitchenware, chinaware, linen, electric lamp/lighting, glassware and housewares; (iii) establishments primarily engaged in retailing a general line of consumer

type computer products, including repair, support and prepackaged computer software, (iv) a “brewpub” primarily being an eating and drinking establishment with a small brewery on the premises which produces beer, ale, or other malt beverage and where the majority of the beer produced is consumed on the premises, but also allows “brewpub” to sell its products at retail for off-site consumption, and (v) specialty and/or boutique wine and craft beer shops that allow for on-site and off-site consumption.

Specific exclusions: (i) landscape services, and (ii) coin operated laundry.

- *Permitted Square Footage:* 100,000 gross floor area maximum
- *Permitted Lot Coverage:* N/A
- *Permitted Height:* 70’
- *Parking:* Parking requirements shall comply with the requirements of Tables 1 and 2 as applicable in City of Cayce Zoning Ordinance; however, shared parking is permitted where at least two uses that have different parking demand peaking characteristics as determined by the Planning Director. The actual reduction for such a project should be determined through an analysis of parking demands by time of day. Additionally, on-street parking within the Private Road R/W of the PDD may be utilized to satisfy parking requirements above, provided however, that the allocation of such parking to a given parcel is clearly documented by the property owner and submitted to the Planning Director for the purposes of monitoring compliance with this provision.
- *Setback Requirements:* None.
- *Signage:* Location, area, type, and height shall be as allowed in C-3 Zoning District
- *Common Open Space:* Where applicable, requirements for Common Open Space may be provided on Parcel F.
- *Landscaping:* Landscaping shall be as required in City of Cayce Zoning Ordinance with the exception that there shall be no buffer yards required. However, Article 10 of the City of Cayce Zoning Ordinance shall apply to the property line along Knox Abbott Drive only, and only in locations where parking facilities abut Knox Abbott Drive.

Parcel B

- *Permitted Uses:* (i) Apartments and condominiums and all accessory uses allowed in the RG-2 zoning district. Additional uses of up to 25% of total gross floor area may be permitted on the first floor only to include those permitted in (i) C-2 Neighborhood Commercial District (except as excluded below) and (ii) specialty and/or boutique furniture and home furnishing stores including bath, kitchenware, chinaware, linen, electric lamp/lighting, glassware and housewares; (iii) establishments primarily engaged in retailing a general line of consumer type computer products, including repair, support and prepackaged computer software, (iv) a “brewpub” primarily being an eating and drinking establishment with a small brewery on the premises which produces beer, ale, or other malt beverage and where the majority of the beer produced is consumed on the premises, but also allows “brewpub” to sell its products at retail for off-site consumption, (v) specialty and/or boutique wine and craft beer shops that allow for on-site and off-site consumption.

Specific exclusions: (i) landscape services, and (ii) coin operated laundry.

- *Permitted Square Footage:* 160,000 gross floor area maximum
- *Permitted Lot Coverage:* N/A
- *Permitted Height:* 60'
- *Parking:* Parking requirements shall comply with the requirements of Tables 1 and 2 as applicable in City of Cayce Zoning Ordinance; however, shared parking is permitted where at least two uses that have different parking demand peaking characteristics as determined by the Planning Director. The actual reduction for such a project should be determined through an analysis of parking demands by time of day. Additionally, on-street parking within the Private Road R/W of the PDD may be utilized to satisfy parking requirements above, provided however, that the allocation of such parking to a given parcel is clearly documented by the property owner and submitted to the Planning Director for the purposes of monitoring compliance with this provision.
- *Setback Requirements:* None.
- *Signage:* Location, area, type, and height shall be as allowed in C-3 Zoning District
- *Common Open Space:* Where applicable, requirements for Common Open Space may be provided on Parcel F.
- *Landscaping:* Landscaping shall be as required in City of Cayce Zoning Ordinance with the exception that there shall be no buffer yards required. However, Article 10 of the City of Cayce Zoning Ordinance shall apply to the property line along Alexander Drive only, and only in locations where parking facilities abut Alexander Drive.

Parcel C

- *Permitted Uses:* Uses permitted in C-2 Neighborhood Commercial District (except as excluded below) and the following additional uses: (i) specialty and/or boutique furniture and home furnishing stores including bath, kitchenware, chinaware, linen, electric lamp/lighting, glassware and housewares; (ii) establishments primarily engaged in retailing a general line of consumer type computer products, including repair, support and prepackaged computer software, (iii) a "brewpub" primarily being an eating and drinking establishment with a small brewery on the premises which produces beer, ale, or other malt beverage and where the majority of the beer produced is consumed on the premises, but also allows "brewpub" to sell its products at retail for off-site consumption,, (iv) specialty and/or boutique wine and craft beer shops that allow for on-site and off-site consumption, and (v) Passive recreation and open space, as well as uses in NAICS 7111, 711510, and 712120.

Specific exclusions: (i) landscape services, and (ii) coin operated laundry.

- *Permitted Square Footage:* 25,000 gross floor area maximum, excluding the gross floor area contained within the existing four historic kiln structures.
- *Permitted Lot Coverage:* N/A

- *Permitted Height:* 30'
- *Parking:* Parking requirements shall comply with the requirements of Tables 1 and 2 as applicable in City of Cayce Zoning Ordinance; however, shared parking is permitted where at least two uses that have different parking demand peaking characteristics as determined by the Planning Director. The actual reduction for such a project should be determined through an analysis of parking demands by time of day. Additionally, on-street parking within the Private Road R/W of the PDD may be utilized to satisfy parking requirements above, provided however, that the allocation of such parking to a given parcel is clearly documented by the property owner and submitted to the Planning Director for the purposes of monitoring compliance with this provision.
- *Setback Requirements:* None.
- *Signage:* Location, area, type, and height shall be as allowed in C-3 Zoning District. Educational and/or interpretive signage (including historic markers) shall be specifically allowed.
- *Common Open Space:* Where applicable, requirements for Common Open Space may be provided on Parcel F.
- *Landscaping:* Landscaping shall be as required in City of Cayce Zoning Ordinance with the exception that there shall be no buffer yards required.

Parcel D

- *Permitted Uses:* Uses permitted in C-2 Neighborhood Commercial District (except as specifically excluded below) and the following additional uses: (i) specialty and/or boutique furniture and home furnishing stores including bath, kitchenware, chinaware, linen, electric lamp/lighting, glassware and housewares; (ii) establishments primarily engaged in retailing a general line of consumer type computer products, including repair, support and prepackaged computer software, (iii) a “brewpub” primarily being an eating and drinking establishment with a small brewery on the premises which produces beer, ale, or other malt beverage and where the majority of the beer produced is consumed on the premises, but also allows “brewpub” to sell its products at retail for off-site consumption, (iv) specialty and/or boutique wine and craft beer shops that allow for on-site and off-site consumption, and (v) apartments and condominiums are permitted above the first floor of buildings together with all accessory uses permitted in the RG-2 District conditioned upon accessory uses being located within the footprint of the building, and (vi) uses in NAICS Code 72111.

Specific exclusions: (i) landscape services, and (ii) coin operated laundry.

- *Permitted Square Footage:* 75,000 gross floor area maximum
- *Permitted Lot Coverage:* N/A
- *Permitted Height:* 75'
- *Parking:* Parking requirements shall comply with the requirements of Tables 1 and 2 as applicable in City of Cayce Zoning Ordinance; however, shared parking is permitted where at least two uses that have different parking demand peaking characteristics as determined by the

Planning Director. The actual reduction for such a project should be determined through an analysis of parking demands by time of day. Additionally, on-street parking within the Private Road R/W of the PDD may be utilized to satisfy parking requirements above, provided however, that the allocation of such parking to a given parcel is clearly documented by the property owner and submitted to the Planning Director for the purposes of monitoring compliance with this provision.

- *Setback Requirements:* None.
- *Signage:* Location, area, type, and height shall be as allowed in C-3 Zoning District
- *Common Open Space:* Where applicable, requirements for Common Open Space may be provided on Parcel F.
- *Landscaping:* Landscaping shall be as required in City of Cayce Zoning Ordinance with the exception that there shall be no buffer yards required. However, Article 10 of the City of Cayce Zoning Ordinance shall apply to the property line Knox Abbott Drive only, and only in locations where parking facilities abut Knox Abbott Drive.

Parcel E

- *Permitted Uses:* Uses permitted in C-2 Neighborhood Commercial District (except as specifically excluded below) and the following additional uses: (i) specialty and/or boutique furniture and home furnishing stores including bath, kitchenware, chinaware, linen, electric lamp/lighting, glassware and housewares; (ii) establishments primarily engaged in retailing a general line of consumer type computer products, including repair, support and prepackaged computer software, (iii) a “brewpub” primarily being an eating and drinking establishment with a small brewery on the premises which produces beer, ale, or other malt beverage and where the majority of the beer produced is consumed on the premises, but also allows “brewpub” to sell its products at retail for off-site consumption, (iv) specialty and/or boutique wine and craft beer shops that allow for on-site and off-site consumption, and (v) apartments and condominiums are permitted above the first floor of buildings together with all accessory uses permitted in the RG-2 District conditioned upon accessory uses being located within the footprint of the building.

Specific exclusions: (i) landscape services, and (ii) coin operated laundry.

- *Permitted Square Footage.* 75,000 square feet maximum.
- *Permitted Lot Coverage:* N/A
- *Permitted Height:* 40'
- *Parking:* Parking requirements shall comply with the requirements of Tables 1 and 2 as applicable in City of Cayce Zoning Ordinance; however, shared parking is permitted where at least two uses that have different parking demand peaking characteristics as determined by the Planning Director. The actual reduction for such a project should be determined through an analysis of parking demands by time of day. Additionally, on-street parking within the Private Road R/W of the PDD may be utilized to satisfy parking requirements above, provided however, that the allocation of such parking to a given parcel is clearly documented by the property owner and submitted to the Planning Director for the purposes of monitoring compliance with this provision.

- *Setback Requirements:* None.
- *Signage:* Location, area, type, and height shall be as allowed in C-3 Zoning District.
- *Common Open Space:* Where applicable, requirements for Common Open Space may be provided on Parcel F.

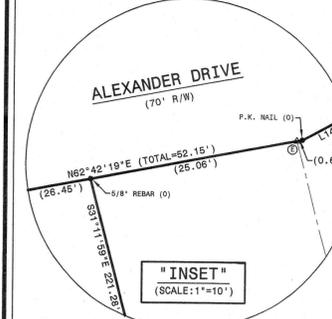
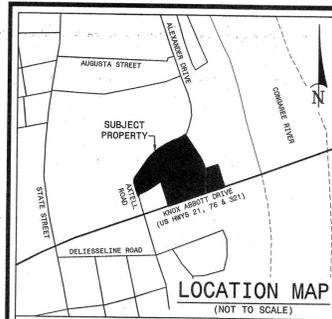
Landscaping: Landscaping shall be as required in City of Cayce Zoning Ordinance with the exception that there shall be no buffer yards required. However, Article 10 of the City of Cayce Zoning Ordinance shall apply to the property line along Knox Abbott Drive only, and only in locations where parking facilities abut Knox Abbott Drive

Parcel F

- *Permitted Uses:* Passive recreation and open space, as well as uses in NAICS 7111, 711510, and 712120. Any permanent permitted uses require the approval of the Planning Director.
- *Permitted Square Footage:* N/A
- *Permitted Height:* N/A
- *Parking:* No parking required.
- *Setback Requirements:* None.
- *Signage:* No advertising signs permitted. Educational and/or interpretive signage (including historic markers) shall be specifically allowed.
- *Landscaping:* Landscaping shall be as required in City of Cayce Zoning Ordinance with the exception that there shall be no buffer yards required.

Private Road R/W

- *Permitted Uses:* Vehicular and pedestrian circulation, parking, furnishings, fixtures, and utilities.
- *Signage:* Permitted signage shall be limited to street signs, wayfinding signs, interpretive signs, and historic markers. Monument style directories located at entrances to the PDD shall also be allowed. Square footage and height of all signs shall comply with the C-3 Zoning District.



RICHARDSON STREET-ROAD CENTERLINE DATA

LINE	BEARING	DISTANCE
B-C	N68°00'20"E	403.26'
C-D	N68°00'20"E	244.52'

BEEHIVE DRIVE-ROAD CENTERLINE DATA

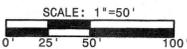
LINE	BEARING	DISTANCE
E-G	S31°11'59"E	255.57'
D-F	S31°11'59"E	64.15'
G-H	S15°21'33"E	74.80'

KILN COURT-ROAD CENTERLINE DATA

LINE	BEARING	DISTANCE
L-H	N74°40'55"E	219.48'
H-I	N74°40'55"E	178.53'

BRICKWORKS DRIVE-ROAD CENTERLINE DATA

LINE	BEARING	DISTANCE
J-K	N15°19'05"W	172.59'
M-C	N51°59'40"W	136.17'



AREA TABLE

PARCEL "A-2"	1.889 ACRES/82,275 SQ. FT.
PARCEL "B"	3.840 ACRES/167,270 SQ. FT.
PARCEL "E"	1.764 ACRES/76,831 SQ. FT.
PARCEL "F"	0.591 ACRE/25,756 SQ. FT.
PRIVATE ROAD R/W	2.380 ACRES/103,664 SQ. FT.
TOTAL AREA	= 10.464 ACRES/455,796 SQ. FT.

OWNER/DEVELOPER
BRICKWORKS ASSOCIATES, LLC
THOMPSON & COMPANY, INC.
C/O MR. CHARLES THOMPSON
P.O. BOX 50909
COLUMBIA, SC 29250
TELEPHONE: (803)254-2125

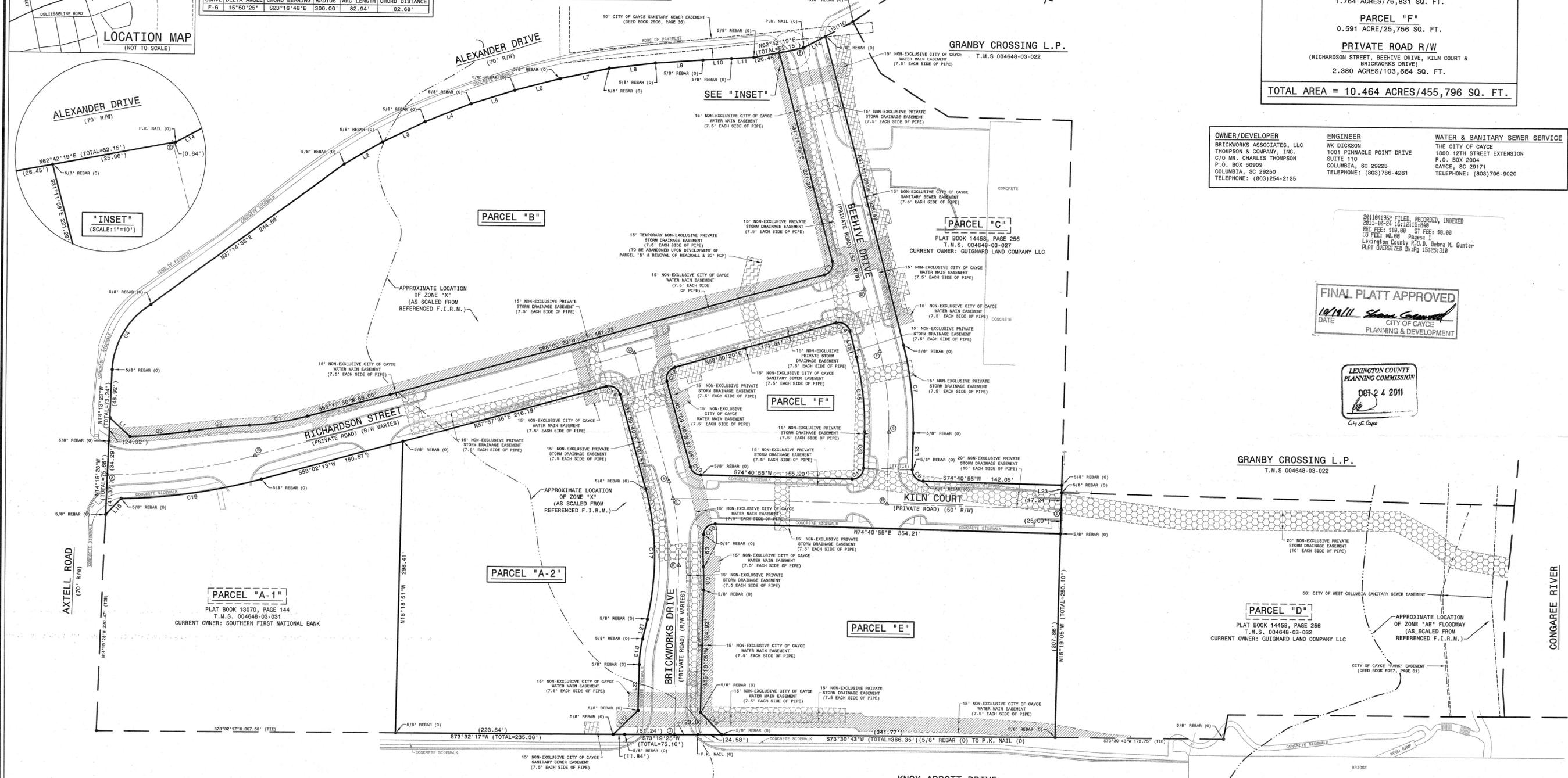
ENGINEER
WK DICKSON
1001 PINNACLE POINT DRIVE
SUITE 110
COLUMBIA, SC 29223
TELEPHONE: (803)786-4261

WATER & SANITARY SEWER SERVICE
THE CITY OF CAYCE
1800 12TH STREET EXTENSION
P.O. BOX 2004
CAYCE, SC 29017
TELEPHONE: (803)796-9020

2011041965 FILED, RECORDED, INDEXED
2011-18-28 15:12:15:848
REC FEE: \$10.00 ST FEE: \$0.00
CU FEE: \$0.00 Pages: 1
Lexington County, P.O. D. Debra M. Gunter
PLAT OVERSIZED 8 1/2" x 11" 15125:318

FINAL PLATT APPROVED
10/19/11 *Shane Gammell*
DATE CITY OF CAYCE
PLANNING & DEVELOPMENT

LEXINGTON COUNTY PLANNING COMMISSION
067-24 2011
[Signature]
City of Cayce

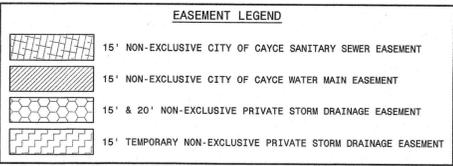


LINE TABLE

LINE	BEARING	DISTANCE
L1	N63°53'26"W	28.16'
L2	N42°58'39"E	45.55'
L3	N47°52'44"E	49.48'
L4	N51°37'53"E	50.61'
L5	N55°29'25"E	46.82'
L6	N59°15'15"E	48.17'
L7	N61°24'45"E	51.24'
L8	N66°36'33"E	47.64'
L9	N69°33'34"E	48.94'
L10	N69°41'11"E	29.23'
L11	N69°44'42"E	22.86'
L12	S28°42'48"W	35.43'
L13	N15°21'33"W	38.32'
L14	N45°12'21"E	25.06'
L15	N45°12'21"E	31.96'
L16	S27°19'53"W	22.81'
L17	S74°42'03"W	50.00'
L18	N60°18'46"W	31.73'
L19	S31°11'59"E	27.14'
L20	S15°21'33"E	38.27'
L21	S03°09'27"E	20.57'
L22	S15°19'05"E	47.64'
L23	S15°20'07"E	7.78'

CURVE TABLE

CURVE	DELTA ANGLE	CHORD BEARING	RADIUS	ARC LENGTH	CHORD DISTANCE
C1	12°05'39"	S64°20'40"W	286.00'	60.37'	60.26'
C2	05°56'35"	S67°25'12"W	600.00'	62.23'	62.21'
C3	06°39'40"	S67°46'44"W	526.00'	61.15'	61.12'
C4	56°11'47"	N14°14'54"E	81.96'	80.39'	77.20'
C5	89°12'19"	S13°24'11"W	11.50'	17.90'	16.15'
C6	89°57'32"	N60°20'19"W	11.50'	18.06'	16.26'
C7	15°50'25"	N23°18'46"W	325.00'	89.85'	89.57'
C8	04°08'40"	N17°23'25"W	326.00'	23.58'	23.58'
C9	05°45'33"	N16°34'59"W	326.00'	32.77'	32.76'
C10	88°23'07"	N30°29'21"E	11.50'	17.74'	16.03'
C11	90°02'28"	S29°39'41"W	11.50'	18.07'	16.27'
C12	73°19'26"	N88°39'23"W	11.50'	14.72'	13.73'
C13	90°00'00"	N13°00'20"E	11.50'	18.06'	16.26'
C14	90°47'41"	S78°35'49"E	11.50'	18.22'	16.38'
C15	15°50'25"	S23°16'46"E	276.00'	76.03'	75.79'
C16	90°02'45"	S77°01'02"E	11.50'	18.07'	16.27'
C17	28°50'13"	S17°34'33"E	266.00'	133.37'	131.97'
C18	12°09'39"	S09°14'16"E	126.00'	26.74'	26.69'
C19	14°11'41"	S65°08'04"W	590.00'	146.17'	145.80'



KNOX ABBOTT DRIVE
(U.S. HWY. NO. S 21, 178 & 321)
(VARIABLE WIDTH R/W)

- NOTES:**
- THIS IS NOT A VALID, TRUE COPY UNLESS IT BEARS THE ORIGINAL SIGNATURE AND THE EMBOSSED SEAL OF THE PROFESSIONAL LAND SURVEYOR NAMED HEREON.
 - THIS SURVEY IS BASED ON THE REFERENCES LISTED HEREON ONLY. THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL FACTS WHICH WOULD BE REVEALED BY A CURRENT AND ACCURATE TITLE SEARCH.
 - ANY UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON VISIBLE EVIDENCE AND DRAWINGS WHICH WERE IN THE POSSESSION OF HGBD SURVEYORS, LLC AT THE TIME OF THIS SURVEY. HGBD SURVEYORS, LLC HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES AND MAKES NO REPRESENTATION THAT THOSE SHOWN HEREON COMPRISE ALL OFF THE UNDERGROUND UTILITIES WHICH MAY EXIST ON THIS SITE.
 - DENOTES A 5/8" REBAR (N), UNLESS OTHERWISE NOTED.
 - OTHER IMPROVEMENTS AND UTILITIES NOT SHOWN.
 - THE SUBJECT PROPERTY IS CURRENTLY ZONED: PLANNED DEVELOPMENT DISTRICT - MIXED USE (PDD-MU).
 - ALL ROADS WITHIN THIS SUBDIVISION ARE PRIVATE.
 - TOTAL AREA = 10.464 ACRES/455,796 SQ. FT.
 - TOTAL NUMBER OF LOTS = 4.
 - TOTAL AREA OF LOTS = 8.084 ACRES/351,132 SQ. FT.
 - TOTAL AREA OF PRIVATE ROAD R/W = 2.380 ACRES/103,664 SQ. FT.
 - AT THE TIME OF THIS SURVEY, HGBD SURVEYORS, LLC HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES AND MAKES NO REPRESENTATION THAT THOSE SHOWN HEREON COMPRISE ALL OFF THE UNDERGROUND UTILITIES WHICH MAY EXIST ON THIS SITE.
 - THE FILING OF THIS PLAT DOES NOT CONSTITUTE AN OFFER OF DEDICATION TO THE PUBLIC OF THE STREET, DRIVES OR COURT SHOWN THEREON OR A PRIVATE DEDICATION OF THE STREET, DRIVES OR COURT SHOWN THEREON FOR THE USE OF THE OWNERS OF ANY PARCELS (OR PORTIONS THEREOF) WITHIN THE SUBDIVISION.



REFERENCES:

- BOUNDARY SURVEY PREPARED FOR LANDSOURCE INC., BY WK DICKSON, DATED FEBRUARY 19, 2003.
- PLAT PREPARED FOR LANDSOURCE, INC., BY WK DICKSON, DATED JULY 17, 2000, AND RECORDED AT PLAT SLIDE 646, PAGE 6.
- PLAT PREPARED FOR INDIGO ASSOCIATES LLC, BY HGBD SURVEYORS, LLC, DATED JULY 29, 2008, AND RECORDED IN PLAT BOOK 13070, PAGE 144.
- PLAT SHOWING THE PROPERTY LINE ABANDONMENT BETWEEN PROPERTY CURRENTLY OWNED BY INDIGO ASSOCIATES LLC (T.M.S. 004648-03-029) & PROPERTY CURRENTLY OWNED BY GUNNARD LAND COMPANY LLC (T.M.S. 004648-03-027) & THE CREATION OF A 2.420 ACRE PARCEL PREPARED AT THE REQUEST OF BRICKWORKS ASSOCIATES, LLC, BY HGBD SURVEYORS, LLC, DATED MARCH 24, 2010, REVISED MAY 4, 2010, AND RECORDED IN PLAT BOOK 14458, PAGE 256.

I HEREBY STATE THAT I HAVE EXAMINED FEMA FLOOD INSURANCE RATE MAP NO. 45083C0281 G, PANEL 281 OF 575, BEARING A REVISED DATE OF FEBRUARY 20, 2002 AND HAVE DETERMINED BY GRAPHICAL PLOTTING AND SCALING ONLY, THAT THIS PROPERTY LIES WITHIN A ZONE "X" AND A ZONE "AE" FLOODWAY.

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN. ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

JODDIE B. PORTH P.L.S. NO. 16820

HGBD SURVEYORS, LLC
COLUMBIA, SC
MOUNT PLEASANT, SC
1219 ASSEMBLY STREET
SUITE 201
COLUMBIA, SC 29204
PHONE: (803)796-1469
FAX: (803)848-7602



REVISIONS:

- JUNE 30, 2011 - VARIOUS CHANGES AND ADDITIONS.

BOOK 175-1
T.M.S. NO. 004648-03-029
S.F. 57 No. 21

FINAL SUBDIVISION PLAT OF THE BRICKWORKS ASSOCIATES, LLC
PREPARED FOR
BRICKWORKS ASSOCIATES, LLC
LEXINGTON COUNTY, CITY OF CAYCE, SOUTH CAROLINA

DATE: MARCH 24, 2010
PROJ. #: 308104507
SURVEY #: 09092001-A725
SCALE: 1" = 50'

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Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Thomas White, Sanitation Manager

Date: October 3, 2017

Subject: Bid Award –Sanitation Equipment – Knuckle boom Trash Loader truck

ISSUE

The bid award for the purchase of a new Knuckle boom Trash Loader truck for the Sanitation Department as included in the FY 2017- 2018 budget.

DISCUSSION

The FY 2017-2018 budget included an appropriation for a capital lease-purchase of a new Knuckleboom loader truck to replace vehicle #1062, a 2000 Mack/ Knuckleboom loader truck.

A “Request for Bids” was prepared along with specifications and sent to various equipment dealers who sell this type of equipment. Sealed bids were received and publicly opened September 13, 2017. Garage and Sanitation staff reviewed each bid and compared it to the specifications.

The following bids were received. Multiple quotes were received from the vendors depending on the body and chassis types.

Company	Quote	Chassis	Body
Amick Equipment	\$149,554.25	2018 Freightliner	Petersen TL3
Carolina International	\$152,961.47	2018 International	Petersen TL 3
Excel Truck Group	\$145,955	2018 Freightliner	Petersen TL-3
Worldwide Equipment	\$149,732	2018 Kenworth	Petersen TL - 3

RECOMMENDATION

Staff recommends that the bid be awarded to Excel Truck Group who had the lowest bid of \$145,955 for the 2018 Freightliner/Petersen TL-3 body.



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12TH STREET, CAYCE SC
Monday, June 19, 2017
6:30 PM**

I. CALL TO ORDER

The meeting was called to order by Vice-Chair Robert Power. Members present were Butch Broehm, John Raley, Chris Jordan, and Chris Kueny. Ed Fuson and Larry Mitchell were absent excused. Staff present were Carroll Williamson, Monique Ocean, Steve Martin, and Jarrett Epperson.

II. APPROVAL OF MINUTES,

Mr. Jordan made a motion to approve the minutes of the April 17, 2017, meeting. Mr. Raley seconded the motion. All were in favor.

III. NEW BUSINESS

a. Presentation about accessory structures in residential zoned districts

Staff will inform the Commission of proposed changes to the ordinance regulations on accessory structures, boats, and RVs in residential districts. Staff is requesting that the Commission give opinions and feedback on the changes before it is presented to Council.

Carroll Williamson came before the Commission to discuss the proposed changes to the ordinance for accessory structures in residential districts. Mr. Williamson presented a power point presentation to show how other municipalities are handling the issue. He requested that the Commission give feedback so he could present it all to Council. Mr. Williamson explained that the City has received a number of complaints on the regulations for accessory structures so he researched other places. Mr. Williamson stated that some confusion with the regulations may be due to the fact that the ordinance does not have a definition for carports. Mr. Williamson also mentioned that a purpose statement was not included in the ordinance and he believes adding one could cut down on confusion as to why there should be limitations on lot coverage. Mr. Williamson stated he was not sure how grandfathering of existing carports would be handled. The Commission added that the ordinance may not be representative of the current popularity of metal carports. The Commission also stated accessory structures should be permitted to be the same height as the principle structure. Mr. Williamson asked the Commission to get back with him on any more ideas they had about the revisions to the ordinance before he presented it to Council.

b. Presentation about parking or storing boats and RVs in residential zoned districts

Mr. Williamson began by stating that Staff has received multiple requests for special exceptions to allow boats and recreational vehicles to be parked in the side yard or front yard. He stated the ordinance required boats and recreational vehicles to be parked in the rear yard unless a special exception was granted. Mr. Williamson stated that it seems larger lots have less of an issue with complying with the ordinance. Mr. Williamson explained to the Commission that the setback for boats and recreational vehicles is 3 feet from the property line. The Commission stated that, when a special

exception was requested because of problems with the land, staff may need to inspect the property.

IV. OTHER BUSINESS

Mr. Williamson stated that the yearly education for the boards will be held in August.

V. ADJOURNMENT

Mr. Raley made a motion to adjourn. Mr. Jordan seconded the motion. All were in favor.

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

THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.
April 11th, 2017

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 5:11 P.M., Tuesday, April 11th, 2017 in Cayce City Hall.

The Chairman called the meeting to order and upon roll call, those present and absent were as follows:

PRESENT: Jack L. Sightler, Jr., Chairman
Bruce Smith, Chair-Elect
Silvia Sullivan, Commissioner
Gilbert Walker, Secretary

ABSENT: Janice Mixon, Commissioner

STAFF: Howard Thomas, Lee McRoberts, Latoya Nix, Yolanda Gownes, Nancy Stoudenmire, Jackie Wood, Melanie Baker, Angel Cruz

Mr. Smith opened with a prayer.

Mr. Sightler asked that Mrs. Mixon needed to be added to the list of attendees for February. Upon motion of Mr. Smith, seconded by Ms. Sullivan the minutes of the regular and annual meetings held February 21, 2017 were unanimously approved.

Ms. Nix gave the Operations Report for February, March and April. Shee stated that 2 accounts in February and 1 in March were sent to the Magistrate, there were none sent in April, there was 1 accounts over thirty days old in March, 7 work orders were received in February, 13 received in March and 29 in April, 7 were completed in February, 13 completed in March and 5 completed to date in April. No emergency work orders were received.

Officer Bennett gave a briefing on security. Four reports were collected for the period since that last meeting. Two of the reports occurred at the same address within the same day, the resident is under eviction and has to vacate the unit by the end of the month. The other reports were minor.

Ms. Baker presented the 2016/2017 financial audit. It was a strong report with no findings and showed an increase in revenue of \$15k for the year. HUD funds the Authority with operating subsidy and capital funds, all of those funds have been expended per regulations within the time frame allotted. Ms. Baker directed everyone to review the management discussion and analysis in the audit for specific details on accounts and programs.

Mrs. Stoudenmire presented the 2017 – 2018 Agency Plan. Staff has been working on the plan all year long and will submit by April 17, 2017 per HUD guidelines.

Cayce is a High Performing PHA with an inventory of 41 units. There are 12 1 bedroom units, 12 2 bedroom units, 13 3 bedrooms and 4 4 bedroom units.

There are currently 84 applications are currently on file for Cayce, which is down from 456 applications last year. Two and three bedroom units are the most requested. The waiting list opened in March of this year and 2,260 applications were taken for Cayce, this was the first time Cayce accepted applications since December, 2013, staff is currently working to enter the new applicants.

There are 4 major changes to the Admissions and Continued Occupancy Policy this year; rent calculation changes for families, community service requirement will be monthly versus routinely, tenant can now self-certify their community service and a change to the Earned Income Disregard.

The Cayce Housing Authority operates on a \$229,843 annual budget comprised of operating subsidy from HUD, capital funds and rent collection. Income is up from last year and staff believes that is due to an increase in income from residents.

Rent calculation did not change; rents are still based on the 30% rule or 10% of non-adjusted income. Flat rents remained at \$50 and flat rents are 80% of the fair market value.

Several residents in Cayce have achieved homeownership and staff is currently working with other families who wish to purchase homes.

Incident reports increased by 14 compared to the previous year, there were 33 crimes in 2016 versus 19 in 2015. Staff continues to work closely with local law enforcement.

The Violence Against Women Act was changed to include sexual assault, provided clearer definitions, established time periods and was expanded to include the HOPWA, Homeless and other housing programs.

Goals and objectives for the Agency are increasing the number of affordable housing units in the community, promoting self-sufficiency of the residents and ensuring fair housing for all citizens.

The possible disposition of the 2 acres at Spencer Place was included in case an opportunity arises to develop that land. RAD was explored but decided not to be a benefit to Cayce, it remains in the plan in case there is a change in regulations making it more attractive. The issuance of project based vouchers was also included as a possible new activity, staff is currently looking at a possible project involving the use of this program for the construction of new units at Spencer Place.

All certifications required to be submitted with the plan have been completed. The Resident Advisory Board met on April 4th and was received the Plan favorably.

Upon motion of Ms. Sullivan, seconded by Mr. Smith, the Annual Plan was unanimously approved.

There was a general discussion regarding the status of the Spencer Place project. Mrs. Stoudenmire said that staff will present to Lexington County in June for a \$250,000 grant for infrastructure. More information should be available at the next meeting.

Mr. Walker said that he is working with HUD to get Dr. Carson, new HUD Secretary, to visit Columbia. Dr. Carson is focused on health related issues and how they impact affordable housing. Mr. Walker met with Senator Graham in Washington, D.C. during a recent trip and was able to present a position paper to him regarding budgetary concerns and how the Authority has been successful utilizing private/public partnerships to develop more affordable housing in the state.

There being no additional business, the meeting adjourned at 6:18 pm.

Secretary

APPROVED: _____

The Housing Authority of the City of Cayce, SC
June 20, 2017

The Chairman called the meeting to order and upon roll call, those present and absent were as follows:

PRESENT: Jack L. Sightler, Jr., Chairman
Bruce Smith, Chair-Elect
Gilbert Walker, Secretary

ABSENT: Silvia Sullivan, Commissioner
Janice Mixon, Commissioner

STAFF: Howard Thomas, Nancy Stoudenmire, Latoya Nix, Yolanda Gownes, Chief Cruz

Mr. Smith opened with a prayer.

With lack of a quorum, approval of the minutes was held.

Ms. Latoya Nix, CHA Property Manager, provided the Operations Report for April, May, and June. There were no emergency work orders. (Details)

Ms. Yolanda Gownes, CHA Case Manager, gave a report on the community meeting recently held with Cayce residents as a follow-up to the Board meeting two months ago. About 20 families attended the recent community meeting at the Poplar Wilkinson building. Ms. Gownes also distributed a flyer on the Career Development Training that started today which was offered to all residents. Residents asked about child care and GED assistance. Mr. Myrel Hayward, CHA Homeownership Coordinator, was also at the meeting and talked about the CHA's homeownership classes. Mr. Smith said if someone needs to get their GED, there are locations he is familiar with that are in held in Cayce. He asked that staff contact him for the details of the programs offered. The residents meet every other month.

Officer Cruz reported there was only 1 report at the Cayce Housing Authority in last two months. The female head of household was received threatening letters and she turned the letters over to the police.

Mr. Thomas discussed the write-offs totaling \$2,136.37; this was only one account. At move-out, the female head of household had a son with unreported rent. They decided to not pay it and moved out. The CHA plans to recoup it through SC Department of Revenue Debt Set-off program. It was decided for lack of quorum, we will conduct a phone meeting for approval of the Write-offs. Mr. Sightler and Mr. Smith approved the write-offs.

Mr. Thomas presented the budget for FY 2017-2018. The budget is very similar to last year's budget. CHA is projecting \$96,334 in Net Cash Flow projected for the next year. CHA did not use any of the Capital Funds for this past year, so those funds are available in an

emergency. The limited amount of salaries is for management and maintenance staff salaries on a pro-rata share. There was a projected 1.5% to 3% for Cost of Living and merit increases for staff at Columbia Housing Authority. The figures presented are close to actual expenses for 2016-17. Mr. Sightler and Mr. Smith approved the budget.

Mr. Sightler asked about Dr. Ben Carson, Secretary of HUD, coming to visit. There has been no news yet, but Mr. Walker said he has written him a letter concerning the funding to authorities and wanted to emphasize the creative things the Authority was doing. He has extended the Secretary an invitation to come to Columbia. We have not seen any changes in anything coming from Washington concerning the management of public housing authorities yet.

Mr. Sightler asked about the status of Spencer Place. CHA is waiting on news this week from Lexington County Council for approval. We will notify the Board as soon as we hear anything.

The meeting adjourned at 5:50 p.m.

Secretary

APPROVED: _____

CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
August 10, 2017

Present: Danny Creamer, Maxine Creamer, Dave Capps, Cindy Pedersen, Rachel Scurry, Brenda Cole, Frankie Newman, Brandon Young, Susanna Young,

Absent, Excused: Calvin Bowen, Robert Myers

City Representatives Present: Mendy Corder and James Denny

Consultant: Sheila Starkey

Chairman Danny Creamer called the meeting to order. Minutes from the July meeting were reviewed and accepted, with a note that Robert Myers was erroneously marked present for the July Meeting and that Chairman Creamer and not Katinia Taylor was working on the flyers for the cruise-in.

Congaree Bluegrass Festival (CBF)

A) Media & Advertising Plan

Mendy Corder updated the committee on the marketing company that has been hired to advertise the festival, noting that the committee would pay a final amount of \$6,600 for advertising services while receiving \$13,000 worth of ads. Ms. Corder also noted that the Cayce newsletter would come out the following week and would contain a ½ page ad for the festival.

B) Programs

Chairman Creamer distributed a mock-up of the programs that were produced by Paper Pro and suggested that the committee show these to potential sponsors. The mock-up shows examples of ad spaces and corresponding prices. Vice Chairman Dave Capps suggested it would be nice if each group attending the festival could receive a program. The original plan was to print out 250 for the festival, however after some discussion it was decided that this number should potentially be increased. Mendy Corder offered to call Paper Pro to see how much it would cost to print 500 or 1,000.

Mendy Corder announced that the City was working on sponsor packets to mail out to potential sponsors and businesses who have sponsored in the past. Brenda Cole offered to call Stone Boot Company as well as Liberty Tax about sponsoring the event. Chairman Creamer asked Ms. Corder to see if the City could reach out to Henry's and Marriott about being sponsors.

Cindy Pedersen reminded the group that there should be an advertisement for the City of Cayce in the programs. Mendy Corder responded that the City Manager was potentially sponsoring an ad.

The committee is still waiting to hear back from the individual who secured sponsors for the Soiree on whether or not she is willing to gather sponsors for the CBF.

Mendy Corder mentioned that she was still waiting to hear back from Greg Pinner about someone from the CEC attending the Chamber's breakfast meetings in either August or September.

C) Other Items of Interest

- This year's trailer is lower than last year's and is not of the farm wagon style. James Denny mentioned that his group also has a trailer and that they would just need to extend the sides.
- Chairman Creamer plans to attend the Fat Boys Cruise-In on Saturday, August 12th to deliver CBF flyers that were created by Paper Pro.
- Sheila Starkey asked about rack cards, posters, table cards, etc to give to local businesses. Mendy Corder responded that those would be created in the coming weeks.
- Natasha Adams has agreed to do photography at the event from 12-3:00 for no charge.
- Volunteer banjo player has requested that he be able to walk and play at various locations around the venue during the festival.
- Mendy Corder asked Danny to request the agreement/invoice from Bruce Crouch.
- All other contracts have been sent in for bands, etc.
- Balloons/bouncy houses have been secured for both days of the festival.
- Tables/chairs/tents have all been reserved.
- Vice Chairman Capps said that he's waiting on details, but that the military vehicles should be at the festival for both days this year. They will also be placed closer to the rest of the vendors and stage this year.
- Mendy Corder announced that there are approximately 5 food vendors and 2-3 marketing vendors who have reserved spaces.
- Mendy Corder circulated photos of sample hats/cups/koozies and let the committee know that she is currently gathering quotes for these items. In the end there should be about 200 ea. Cups/koozies and about 50 hats for somewhere around \$800. Ms. Corder is also looking at purchasing some teal t-shirts.
- The committee decided that the opening band could sing the National Anthem each day at the start of the festival.
- Mendy Corder is working on the details for the invocation and welcome.
- Sheila Starkey said that the Event Brite page is up as well as the Facebook page.

- Maxine Creamer suggested that the Veterans and Active Military be granted free admission. The committee agreed on this, remembering that this was a common request last year.

D) Carols Along the Riverwalk:

Mendy Corder confirmed that Captain Telegram is reserved for the event.

The sub-committee will meet again on August 29th.

Adjournment

There being no further business, Cindy Pedersen motioned to adjourn. Vice Chairman Capps seconded.