



Mayor  
Elise Partin

Mayor Pro-Tem  
Tim James

Council Members  
Phil Carter  
Hunter Sox  
Byron Thomas

City Manager  
James Crosland

Deputy City Manager  
Michael Conley

**City of Cayce  
Regular Council Meeting  
Tuesday, March 4, 2025**

The March 4, 2025, Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager Jim Crosland, Deputy City Manager Michael Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Fire Chief Steven Bullard, IT Director Jamie Beckham and City Attorney Will Dillard 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 Mayor Pro Tem James gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

**Approval of Minutes**

Council Member Sox made a motion to approve the February 4, 2025, and February 19, 2025, Regular Council Meeting minutes as written. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

**Public Comment Regarding Items on the Agenda**

Mr. Gerald Cromer – Item IV. A. Mr. Cromer stated that he wanted to comment on the comments Mayor Partin made at the February Council Meeting regarding the City being in lean times and handing out extra money for a job that was probably already established. He stated that quite a number of City employees were not happy when they did not get a cost of living but yet Council could take a higher echelon and boost the salaries. He stated that the he had been in the City a long time and normally did not miss Council Meetings. He stated that he took notes and read all the white papers and sometimes it appeared Council did not read them since some of their questions were answered in the white papers. Mr. Cromer asked Council to keep in mind it was always easy to spend other people's money and make decisions that affected other people. He stated that Council had a job to do and if they did it, they could keep their job. He stated that the latest redistricting map had approximately 20% of his neighborhood being moved to District Two. He stated that he received his letter notifying him of the possible district change that day but it was on that night's agenda. He stated that most of the people in his neighborhood had no idea who to call at City Hall when there was a problem and most of them had no idea who their Councilman

was. He stated that a Council Member should reach out to people that had been in the community for a period of time that were involved with meetings but no one had recently reached out. He stated that some of his neighbors felt that the person that represented District Two would not know them and they would not get the same treatment from the people that were coming in from District Three. He stated that if the Councilman in District Three was concerned about his citizens, he would have reached out to the people involved with the change and tried to hold a meeting with people to tell them what was going on. Mr. Cromer asked Council to not approve the latest version of the redistricting map.

### **Presentations**

#### **A. Presentation by Mr. Carroll Williamson of Stewart Engineering on the Rewrite of the City's Zoning Ordinance and Land Development Regulations**

Mr. Williamson stated that he was with Stewart Engineering and was the former Planning Director for the City of Cayce. He stated that in December Council approved the agreement to hire Stewart Engineering to update the City's Zoning Ordinance and Land Development Regulations, which had been long overdue. He stated that he wanted to introduce Stewart Engineering and their team and give an overview of what they would be doing and then get some feedback from Council and some general guidance as he and the team moved forward. He stated that the Zoning Ordinance update was fulfilling the goals that Council approved in the Comprehensive Plan in 2021. He stated that Jake Petroski was the Community Planning Practice Leader, he was the Planning Manager and they were teaming with Alan Golf and Cindy Schawtzkoff from Kenley Horn who would be focusing on subdivision and road standards. He stated that Kelly McCormick would be focusing on signs and parking and Planned Development Districts. He stated that Ms. McCormick was a former Zoning Administrator for the City of Greer.

Mr. Williamson stated that he recently met with the City's Planning Commission and a few weeks ago the entire team took a long tour of the City led by City staff and saw some of the good, the bad and the ugly - things that look great and things that needed attention. He stated that they were currently in phase one initiation and assessment and would be moving towards the Ordinance drafting in the next couple of months. He stated that it was last updated in 2012 and there were two (2) documents that they were updating - the Zoning Ordinance and the Land Development Regulations and those two (2) documents often worked together so it made sense to combine that which was what most cities did. Mr. Williamson stated that a Unified Development Ordinance consisted of the Land Development Regulations and intermixing it with the Zoning Ordinance. He stated that the Land Development Regulations largely dealt with things like subdivision design and road standards and the City's Planning Commission was essentially going to be the Project Steering Committee. He stated that they would meet with the Commission several times throughout this process.

Mr. Williamson stated that they would meet with Council approximately three (3) times to give them an update on where they were and then at the end for adoption. He stated that the Planning Commission would be the more hands on body but if Council wanted to meet more they could do that and get Council's additional guidance. He stated that the City's Comprehensive Plan was approved in 2021 and had several goals - land use, meet the future housing needs of the community, strengthen and grow the economy, preserve, protect and promote the national and cultural resources and plan for future growth and development. He stated that a few of the recommendations that directly related to land use were allowing zoning that provided for mixed use and housing diversity, support the growing arts community and create zoning options for small plan development districts or cluster developments. He stated that some of those things the City had made progress on and others needed a lot more attention.

Mr. Williamson stated that they wanted to update all the City's zoning districts and evaluate, modify and design the overlay requirements. He stated that the City had four (4) design overlay districts that they wanted to look at. He stated that the question would be did Council want to continue to have those overlay districts or incorporate them into new zoning districts or do away with them altogether. He stated that was a big portion of the City's land use and how it got developed. He stated that he knew it was very important and critical for the City how things got developed within the neighborhoods since neighborhoods were a critical component of the City. He stated that it was important that any development keep the character of the neighborhood.

Mr. Williamson stated that they looked at the City's current Zoning Ordinance and looked at the breakdown by acreage. He stated that some of the zoning districts had very little acreage and some were very large and they had to figure out why that was and if it needed to be addressed and possibly combined. He stated that the City's D-1 development district took up an enormous amount of the Richland County acreage and when D-1 was created, it was undeveloped land. He stated that when the landowner came forward to establish a use to that land, the Ordinance stated future development of that zone would necessitate rezoning in accord with the goals and objectives of the comprehensive plan. Mr. Williamson stated that the purpose was to establish a use once something got developed on that property. He stated that another oddity about the zoning districts was the Development Agreement District which was specific to Brookland Cayce High School but it had all been built so did the city need to keep that district or give it a different zoning district with different uses because currently it was a separate document that was not in the Zoning Ordinances.

Mr. Williamson stated that the purpose of requiring design standards for infill development was to ensure new developments within existing residential neighborhoods retained the character of that neighborhood. He stated that they would look at that language and work closely with the Planning Commission to see whether that still fit, or if modifications were needed. He stated that in 2020, the City had a housing moratorium and during this time a housing study was done. He reviewed some

of the recommendations that came out of the housing study since the City adopted some Ordinances directly from that housing study, particularly pertaining to town homes and putting high standards on those developments. He stated that some of the recommendations were to create an option for a small plan development, district or cluster development, allow duplex and triplex buildings as by right in some neighborhoods, explore the options for residential design guidelines, create an accessory dwelling unit policy and create a short term rental policy. He stated that he knew the City had recently adopted a new zoning district that reflected some of the guidance that came from the housing study with the RS-4A.

Mr. Williamson stated that the City had four (4) overlay districts, and each of them had different characteristics. He stated that some of the overlay districts had been in use for a long time and some were newer and they were all adopted for different reasons. He stated that they would look at all the standards that were in the overlay district guidelines and see whether they still matched the character of the property and whether new zoning districts need to be created or if the current overlay districts needed modifications. He stated that that the overlay districts were in critical areas of the City so it was important to look at new uses. Mr. Williamson stated that the Ordinance needed to be user friendly so the citizens could be familiar with the Zoning Ordinance as well as small businesses, so they could look at requirements that had a significant impact on their business. He stated that the Ordinance currently did not have a lot of graphics but graphics would make it more user friendly. He stated that everything added to the Ordinance needed to be enforceable so they would need feedback from the Code Enforcement staff to make sure that everything in the Ordinance was clear. He stated that they would have a table at the City's Soiree on State and then would meet with the Planning Commission again on April 21.

## **Ordinances**

- A. Discussion and Approval of Ordinance 2025-03 Establishing New Municipal District/Ward Lines for the Election of Council Members Reflecting Population Changes in the Year 2020 Census and Repealing All Previous Ordinances Establishing District/Ward Lines – Second Reading

City Manager Crosland stated that staff went back to the RFA to try to work some of the neighborhood lines again and the RFA produced draft number eight (8) but it came back above the 10% deviation so RFA recommended that the City stay with draft number seven (7). He stated that staff mailed letters to the residents that would be affected late the prior week so staff was recommending this item be deferred to the March 19, 2025, Council Meeting to make sure the citizens received those letters and could ask any questions that they might have.

Council Member Sox made a motion to defer Ordinance 2025-03 to the March 19, 2025, Council Meeting. Council Member Thomas seconded the motion. Mayor

Partin thanked staff for getting the latest letters out. She stated that the item had to be on that night's agenda because that was the date it was postponed to last time. She stated that staff had done a great job of looking into the different iterations and the RFA typically did not do eight (8) drafts and they did that for the City to try to make things work as best as possible. She stated that any residents that received letters and had questions to feel free to call City Hall but it was postponed to the next meeting which would be the second reading, and if it approved, that would be the final reading on this issue. Mayor Partin called the question which was unanimously approved by roll call vote.

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

#### **A. Discussion and Approval to Enter into a Contract with Raftelis Financial Consultants, Inc. for Financial Consulting**

City Manager Crosland stated that Council approval was needed to authorize the City Manager to execute a master agreement with Raftelis Financial Consultants. He stated that Raftelis Financial Consultants were engaged by Pope Flynn during the FY24 budget to perform a utility rate study for the City's water and sewer utility funds. He stated that periodic reviews and updates to the rate study were required to continue utilizing the services of Raftelis for future financial consulting. He stated that the City must contract directly with Raftelis moving forward and the City was allowed to waive the formal bid process for professional services established by Ordinance Section 2-144. He stated that staff recommended Council waive the formal bid process and allow the City Manager to execute an agreement with Raftelis Financial Consulting Incorporated.

Mayor Pro Tem James asked if there were any other companies that did this or was Raftelis the only one. City Manager Crosland stated that Pope Flynn recommended Raftelis when the City was contracted with Pope Flynn and Raftelis did the City's rate study. Mayor Pro Tem James asked if the City allowed another company to bid. City Manager Crosland stated that staff recommended going with Raftelis because they did the City's rate study. Mayor Pro Tem James stated that he understood that and asked how many years the City had worked with Raftelis and should they put it out to bid. City Manager Crosland stated that the previous year was the first year the City had contracted with Raftelis. Mayor Pro Tem James asked who did a rate study for the City before Raftelis. City Manager Crosland stated that a rate study had not been done in years. Mayor Pro Tem James stated that they did one last year and asked if they had to do one again this year. City Manager Crosland stated that Raftelis had already done the rate study under contract with Pope Flynn and now the City was working with Raftelis directly. Mayor Pro Tem James stated that he did not see the need for it at this type of price.

Deputy City Manager Conley stated that this was part of the discussion had with Raftelis last year when they went through the rate study and they stated that they would come back annually and verify the information that they had for the rate study, look at the budget and make sure the budget was important to the rate studies. He stated that the City had debt service that had to be done and this was pretty standard. He stated that if the City went with another company, they would have to go back and basically verify everything that Raftelis built off of last year and Raftelis was just building off of what they had done last year and continuing through the process. Mayor Pro Tem James asked what the total sum was since staff's recommendation was that Council waive the formal bid process. He stated that he did not see a price in the contract and that was his reason for pausing since he did not know what Council was voting for. He asked if anyone recalled Raftelis presenting to Council last year. Council Member Carter stated that they presented at the budget work session.

City Attorney Dillard stated that to clarify, the agreement was a master agreement and Article Three – Compensation stated that when Raftelis provided services, they would have a task order that listed the price for those services, and if it was something within the budget, then staff would have approval to move forward with it if it was under the limit of the procurement Ordinance. He stated that anything beyond that, staff would need to come back to Council for approval. He stated that the agreement would set the overall terms of what Raftelis would be doing. Mayor Partin asked if Council had concerns and if they needed to understand why the City was doing it and what would happen if they did not do it. Mayor Pro Tem James stated that there were probably many questions but there was a motion so he would request giving staff some more time to come back to Council with what Council's concerns and questions were. Mayor Partin stated that Council had to tell her what their concerns were but some of the concern is the City had to do the utility rates ahead of time, because their large purchasers, the Town of Lexington and the Joint Municipal Water and Sewer Commission, needed those rates earlier. She asked if they had time to postpone this item. Deputy City Manager Conley stated that they had time. Council Member Sox withdrew his motion and Mayor Pro Tem James withdrew his second.

Council Member Sox made a motion to postpone item V. A. to the March 19, 2025, Council Meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

### **Committee Matters**

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
  - Planning Commission – December 16, 2024
  - Cayce Museum Commission – January 8, 2025
  - Events Committee – January 9, 2025
  - Planning Commission – January 27, 2025

Mayor Pro Tem James made a motion to enter the Committee approved minutes into the record. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

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

City Manager Crosland stated that the Gateway Project for Airport Boulevard went out for bid on Friday and staff planned on bringing that before Council in April. He stated that they were making good progress on the sewer line repair on Seventh Avenue and would bring that to Council on March 19 for ratification. He stated that Amanda Rowan, the City's Deputy Clerk, had graduated from the Municipal Association of South Carolina's Municipal Clerks and Treasurer's Institute. He stated that graduation from the institute required participants to complete more than 120 hours of classroom instruction on topics such as business license management, accounting and municipal law. He stated that City Parks staff were replacing the Bradford Pears on Charleston Highway at Fairlawn Circle with hardwoods at no cost for the trees for the City. He stated that all City parks would be closed the next day due to high winds.

### **Council Comments**

Mayor Pro Tem James stated that on February 23, 2025, he forwarded City Manager Crosland and Deputy City Manager Conley an email from a constituent inquiring about the City's recognition and response to the City's college population and what other cities were doing as far as college population in the influx. He stated that the City had Cayce Cove, the Radley and rental homes throughout the Avenues. He stated that he would like to move forward with a meeting with Administration and start letting citizens know what they were doing. He stated that Council passed an Ordinance 18 months ago about no parking in front yards for rental homes. He asked how that was going and how many staff had enforced. Mayor Pro Tem James stated that these continued to be questions from constituents, such as the email that he forwarded, and it might be time to make a presentation on what that looks like and what the City was doing. He stated that Council also heard concerns about VRBO's and Airbnb's and how the City was enforcing those as well. He stated that he would like to follow up on that. He stated that they would be cranking the budget machine up soon and this year he would like for Council to be able to mirror what their true feelings were and that human resources was their number one resource. He stated he would like for the COLA be in at the very beginning of the budget process, not three quarters way down. He thanked Human Resources for taking out the bottom grades and he thought they did a good job of being able to try to repair a lot of that. He stated that if staff recommended a 3% or 4% COLA they needed to figure out what that was and put that in at the very beginning. He stated that was his suggestion and would like to hear what the rest of Council had to say about that as well. He stated that he thought it was important enough to not wait until later in the budget process to begin talking about COLA's.

Council Member Thomas thanked his wife for allowing me to be there since they had a newborn baby. He stated that he volunteered over the weekend with the cleanup at One Love in regard to the mural, and Thomas White, the head of the City's Sanitation Department, told him how much the men and women that were at the bottom levels, how much they appreciated Council cutting the two bottom lower levels to bring up the minimum pay to \$35,000. He stated that hearing Mayor Pro Tem James' comments, he definitely would like to see Council work when it comes to the budget season, to make sure they were giving COLA's to make sure they were always showing staff and everyone in the City, how much they appreciated staff. He stated that District Two needed more people and that it was out of his control, but he was very excited to welcome people from other districts into District Two. He stated that Ashley Brown and Donna Ziegler from Riverland Park were in the assembly and they could testify that whenever they called or messaged him, he picked up the phone and was very responsive. He stated that he wanted people to know, if they were moved into District Two, he would be honored to serve them and listen to them and be honest about what he could do, but if anything, to connect them to representatives at higher levels, whether it be County Council, their State House Representative or State Senator, or their Federal Congressman or US Senators. He stated that he knew everyone was excited for the Soiree on State coming up. Council Member Thomas stated that at last year's Soiree he saw the City's Events Committee, Beautification Foundation and Public Safety Foundation members working hard to get their message out of what they were doing for the City but they were not given passes to the City's Sponsor Suite. He stated that he had worked with staff and moving forward if a Committee member worked the Soiree on State they would receive entry into the Sponsor Suite because they could never thank them enough for their service to the City.

Council Member Carter stated that he noticed that a contractor was pulling new fiber optic cable on Knox Abbott Drive and asked if staff could follow up to make sure they were putting the cable on the new poles and not the old poles.

Mayor Partin asked everyone to mark their calendars for the Soiree on State being held March 22 from 2pm to 8pm. She stated that the City's amazing staff had been working nonstop to create that family friendly fun for everyone. She stated that the City's entire team would be there. She stated that the Soiree on State was a great economic development engine and brought more businesses to the City. She stated that she was on a radio show that morning at the Chamber, thanks to Mayor Pro Tem James, and got to talk about the Soiree. She asked everyone to go online to the Lexington Chronicle's Best of Lexington 2025 contest and vote. She stated that Fire Chief Steven Bullard, Sergeant Mandy Fournier and K9 Hudson, the Cayce Riverwalk and the Soiree on State were all nominated. She asked everyone to vote so staff and the City could get that great recognition and help to recruit more people to come to the City's Riverwalk.

### **Executive Session**



- A. Discussion of Lexington County economic development projects relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses within the City
- B. Receipt of legal advice and discussion of proposed contractual arrangements relating to:
  - i. Avenues Drainage Project
  - ii. SCDOT Intergovernmental Agreement regarding the Avenues Drainage Project

Council Member Sox made a motion to move into Executive Session. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

### **Reconvene**

After the Executive Session was concluded, Council Member Carter made a motion to reconvene the Regular meeting. Council Member Sox 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.

### **Ordinances**

- A. Discussion and Approval of Ordinance 2025-01 Amending the Zoning Map and Rezoning Property Located on Dixiana Road (Tax Map Number 006899-01-027) from M-1 to M-2 – Second Reading

City Manager Crosland stated that Council approval was needed for Second Reading of an Ordinance to rezone property located on Dixiana Road from M-1 to M-2. He stated that the applicant requested the rezoning of approximately 82 acres and it was compatible with the City's Comprehensive Plan and the Future Land Use Map. He stated that the Planning Commission reviewed the proposed map amendments at their regular, scheduled meeting on December 16, 2024, and no public comments were made in favor or against the proposed changes. He stated that the Planning Commission unanimously recommended that Council approve the rezoning of tax map number 006899-01-027 from M-1 to M-2.

Council Member Carter made a motion to approve the rezoning. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2025-02 Annexing Two (2) Properties Located on Dixiana Road (Tax Map Number 006899-01-029 and 006899-01-030) and Assigning M-2 Zoning Designations – Second Reading

City Manager Crosland stated that Council approval was needed for the Second Reading of an Ordinance to annex properties located on Dixiana Road and assign them a zoning designation. He stated that the applicant owners requested annexation of two (2) parcels on Dixiana Road totaling approximately 14.6 acres. He stated that in addition to annexation, the applicant was asking for a M-2 zoning designation for these properties. He stated that the requested M-2 zoning aligned with the City's Comprehensive Plan and Future Land Use Map. He stated that if approved, these parcels would be incorporated into the applicants' larger 82 acre property on Dixiana Road. City Manager Crosland stated that the Planning Commission reviewed the proposed map amendments at the regular scheduled meeting on December 16, 2024, and no public comments were made in favor or against the proposed changes. He stated that the Planning Commission unanimously recommended that Council approve the annexation of tax map numbers 006899-01-029 and 006899-01-030 and assign the M-2 zoning designation for second reading.

Mayor Pro Tem James made a motion to approve the annexation and assign M-2 zoning designation to the property. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

#### **Possible actions in follow up to Executive Session**

##### **A. Bid Award for one or more phases of the Avenues Drainage Project**

Council Member Sox made a motion to authorize the City Manager to negotiate an award of a contract for Division A with McClam and Associates, as discussed in Executive Session. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

#### **Adjourn**

Council Member Carter made a motion to adjourn the meeting. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 9:25pm.

---

Elise Partin, Mayor

ATTEST:

---

Mendy Corder, CMC, Municipal Clerk

