

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
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**City of Cayce**  
**Regular Council Meeting**  
**Tuesday, March 4, 2025**  
**6:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street**  
[www.caycesc.gov](http://www.caycesc.gov)

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

## **REGULAR COUNCIL MEETING**

### **I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
February 4, 2025, Regular Council Meeting  
February 19, 2025, Regular Council Meeting

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

### **III. Presentation**

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

### **IV. 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

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

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

### **VI. 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

**VII. City Manager's Report**

**VIII. Council Comments**

**IX. 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

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

**X. Reconvene**

**XI. 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
- 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

**XII. Possible actions by Council in Follow up to Executive Session**

- A. Bid Award for one of more phases of Avenues Drainage Project

**XIII. Adjourn**

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

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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  
Public Hearing and Regular Council Meeting  
Tuesday, February 4, 2025**

A Public Hearing was held this evening at 6:00 pm. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members 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 Steve 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 Public Hearing in accordance with the FOIA. Ms. Corder confirmed they were notified.

**I. Opening Statement**

Mayor Partin stated that Pursuant to Section 6-1-80 and Section 6-1-330 of the South Carolina Code of Laws, public notice was hereby given that the City Council would hold a Public Hearing on the proposed redrawing of district lines. She stated that the Public Hearing was for a redistricting ordinance and invitation for public comment. She stated that Ordinance 2025-03, established 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. Mayor Partin stated that redistricting was the process of redrawing the district lines from which public officials were elected and typically took place after each census to accommodate population changes over the previous decade. She stated that it was in the interest of the City to establish new municipal district lines reflecting the changes in population, as shown by the Census to provide for fair and equitable representation of population to comply with the United States Constitution and voting rights act of 1965. She stated that redistricting affected all jurisdictions that had single member elections and tried to equalize population among those districts. She stated that the City's proposed redistricting followed a process outlined in law and supported by a Resolution adopted by City Council in March 2023 and was prepared by a third-party entity, the South Carolina Revenues and Fiscal Affairs office, who had done this for jurisdictions around the state.

Mayor Partin stated that the City's timeline for establishing new district lines for municipal elections included adopting a Resolution at the March 2023 Council Meeting, outlining the standards by which it would use to achieve its redrawn district boundaries. She stated that on June 1, 2023, a Public Hearing notice ran in the Lexington Chronicle and in the first week of June 2023 approximately 900 letters were sent to all residents that would be affected. She stated that the letters indicated what district they were

currently in, where they were proposed to move to, as well as reminded them of the Council Meeting and encouraged them to reach out to staff, should they have any questions. She stated that at the June 21, 2023, Council Meeting, a Public Hearing and First Reading was held. She stated that Second Reading was held at the July 11, 2023, Council Meeting and the Ordinance was deferred until after the 2023 municipal election. Mayor Partin stated that in January 2025, approximately 900 letters were mailed to residents that would be affected. She stated that the letters indicated what district they were currently in, where they were proposed to move to, as well as reminded them of this Council Meeting and encouraged them to reach out to staff should they have any questions. She stated that a Public Hearing notice was in the January 16, 2025 Lexington Chronicle. She stated that Council looked forward to hearing from the public and they did not have to sign up to speak during the Public Hearing. She asked that anyone speaking keep their comments concise. She asked Ms. Katherine Kelly from the South Carolina Revenues and Fiscal Affairs office to present their process for redistricting and how they came to propose the districts that were before Council for First Reading.

Ms. Kelly stated that she was the Communications and Operations Manager for the Revenue Fiscal Affairs Office. She stated that she was a Cayce resident which did not mean anything other than she lived in Cayce so this affected her as well. She stated that she had been redistricting for a couple of years and started at RFA in 2021 right before the census data came out. She stated that they did redistricting for approximately 39 counties for the State and then 70 or so municipalities around the State and a couple of Special Purpose Districts. She stated that the RFA was a third party, neutral agency and they were the official keepers of the numbers from the Census Bureau. She stated that the census was done every 10 years, RFA received that data, they would parse it out and then make it available to the public. She stated that it was not a requirement to use them, but a lot of people had in the current redistricting cycle. She stated that previously, one had to have their plan approved through the Department of Justice but that was no longer required but Council was responsible for whatever was adopted for the City.

Ms. Kelly stated that people often asked why they should care about redistricting. She stated that it was about their vote having the same impact as others. She stated that redistricting looked at the district sizes and then told the Council where they needed to move the lines to adjust so that they could comply with one person, one vote. She stated that the RFA was responsible for making sure that districts were drawn contiguously to minimize the division of voting precincts. She stated that the districts needed to be geographically compact and when feasible, be drawn with respect to existing districts and communities of interest, which required input from the public and Council. She stated that districts also needed to comply with other applicable court decisions and Federal and State laws.



Ms. Kelly stated that redistricting was very important since things changed from year to year. She stated that the data from the census was the data that they used and they did not go back out and get more data, but they did understand that with municipalities, annexations did occur, and they accounted for that in the maps that they drew. She stated that the City of Cayce's population increased 10% from the last census going from 12,528 people to 13,781 people and as a result, the ideal district changed from 3,100 people to about 3,400 people. She stated that the benchmark report noted a deviation of 54.74% so that was the sum of the highest and the sum of the lowest and it created a deviation range. Ms. Kelly stated by law, it was required to have a maximum range of 10% and RFA recommended a deviation range of 5% so there was a decent bit of work to be done. She stated that Districts One and Two needed to gain people, and Districts Three and Four needed to lose people. She stated that the process included talking to administration within the City and getting feedback from Council, and then holding a Public Hearing, and that feedback was taken into consideration as well. She stated that you had to move people to get to that 10%; however, they did want to be respectful of communities of interest within the City and had to rely on Council to provide them with that feedback.

Ms. Kelly stated that in order to make the districts even, they had to look at the census blocks. She stated that RFA did not draw the census blocks, the Census Bureau did that and the RFA had zero control over it. She stated there could be a census block that had 100 people and one that had 15 people so they took that into consideration when redistricting to make it fit to get as close to the deviation as possible. She stated that they had the Department of Justice's definitions of race and the total population by race and the voting age population by race. She stated a draft map had been created to make the adjustments to make the statistics match for a 10% deviation or less and once the Public Hearing and the two (2) readings of the Ordinance were done they would finalize the map. She stated then the City would let the local Election Commission know that it was done. Ms. Kelly stated that the RFA communicated that information also to the State Election Commission and the County would pull that data as well.

## **II. Public Testimony**

Mr. Gerald Cromer- Mr. Cromer stated he had lived in Cayce for 65 years. He stated that he knew redistricting had to be done but it affected many neighborhoods. He stated that his neighborhood was Broad Acres and with the proposed redistricting the first three (3) blocks of his street would be broken up, along with Northland Drive up to Summerland Drive and part of Sunnyside Drive. He stated that the first three (3) blocks of those streets were going to be put in another district, Mr. Thomas's district, taking them away from Council Member Sox. He stated that he hated to see his neighborhood broken up from one representative to another since it affected what happened in the neighborhood.

Ms. Kelly Wuest – Ms. Wuest stated that her home was one of the many homes that would be redistricted. She asked if some of the new housing developments coming to the City would also be considered in the counts. She stated that the new developments would bring a lot more people into a lot of the neighborhoods that were being considered for redistricting.

### **III. Close Hearing**

The Council Meeting immediately followed the Public Hearing at 6:18 pm. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members 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 Steve Bullard, IT Director Jamie Beckham and City Attorney Will Dillard were also in attendance.

### **Call to Order**

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

### **Approval of Minutes**

Council Member Thomas made a motion to approve the January 15, 2025, Regular Council Meeting minutes as written. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

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

There was no public comment.

### **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 – First Reading

City Manager Crosland stated that Council approval was needed to give First Reading to an Ordinance establishing new district lines for municipal elections. He stated that in response to the issuance of the new decennial census data, the City was obligated to undertake a redrawing of its districts, if determined necessary, and work with the South Carolina Revenue and Fiscal Affairs office to complete this process. He stated that after reviewing the City's census data, SCRFA identified a target population

for each district of 3,445 individuals to achieve a recommended population deviation of 5%. He stated that District Two needed to increase in population, and District Four needed to decrease its current population. He stated that in March 2023 City Council adopted a Resolution outlining standards by which it would use to achieve its redrawn district boundaries. He stated that in June 2023 Council considered the proposed changes to district lines for First Reading but decided to defer the redistricting until after the November 2023 municipal election to ensure that all affected residents were informed of the proposed changes of their districts. He stated that staff recommended that Council give First Reading approval of an Ordinance establishing new municipal district/ward lines for the election of council members, reflecting population changes in the year of the 2020 census and repealing all previous Ordinances establishing district/ward lines.

Council Member Carter made a motion to approve Ordinance 2025-03 establishing new municipal district/ward lines for election of council members. Council Member Sox seconded the motion.

Mayor Pro Tem James stated he knew Council had been dealing with the redistricting for many years but usually, as First Reading got closer Council started hearing from constituents. He stated that the resounding issue he was hearing from constituents was exactly what RFA mentioned earlier which was communities of interest. He stated that in his years of being in Cayce, it was a bunch of neighborhoods that made up a city, and those neighborhoods were Moss Creek, the Avenues and Broad Acres. He asked if they started dividing those neighborhoods, were they doing the right thing.

Council Member Sox stated that the only outreach he had received prior to that night was people requesting further information on how the land was changed and if there was further development anticipated. He stated not looking at it from the sheer amount of residents, but more the land mass. He stated that with Mr. Cromer's and Ms. Wuest's remarks and both of them residing in District Three and moving to District Two. He stated that he would look into what it would look like with the new proposed developments and what a possibility would look like to keep some of Broad Acres together. Council Member Sox stated that he knew it gets tricky there since it was subdivided between Councilman Carter, Councilman Thomas and himself, but they would take a look to see if they could make it a little more cohesive.

Mayor Partin asked if it was Council's wish to take one more look at the redistricting with keeping in mind the brand new neighborhood that was coming and how that impacted numbers knowing it was not far from getting its ability to have people move in. She asked if that was Council's wishes, was it better to not pass the Ordinance on First Reading. She stated that if the current map was still good then Council could move forward with it at the next meeting as First Reading or do they pass

it on First Reading, knowing there was the possibility of changes, and if there were significant changes, she assumed another Public Hearing would have to be held.

Ms. Kelly stated that the new developments were not taken into consideration during the 2020 census and they did not take into consideration annexations that come between when the census was done and when the redistricting was done, since there were no people living in that development. She stated that it would be taken into consideration during the 2030 census and Council needed to keep in mind that redistricting would likely need to happen again. She stated that they had numerous entities do their First Reading in title only for their Ordinance to get the ball rolling. She stated that they had the same issue in Hilton Head since it consisted of all different neighborhoods. She stated that there was only so much movement that could be done. Ms. Kelly stated that she did not think another Public Hearing was required but Council might want to hear from their constituents. She stated that if Council was not comfortable with the map the RFA could look at it again but their staff resources were limited since they were in session. She stated that at some point, they might have to refer someone else who could help more than they could but they would provide their technical expertise with Council's feedback.

Council Member Thomas asked if Council could take the new developments coming to the City into account when making their decision even though the new developments were not considered in the census. Ms. Kelly stated that Council could consider them but could not include any population from those developments because there was no one living there during the count. She stated that redistricting would likely happen after the 2030 census and Council could think about how the new developments might impact it then but it did not affect the current redistricting. Mayor Partin stated that she was not sure if she understood the annexation example. Ms. Kelly stated that if the City annexed a neighborhood into the City and those citizens were there during the Census count then they would be included in the count. She stated that there was a development being built near City Hall which no houses were currently built in so Council could take that into consideration since they probably knew how many houses were coming but that was not going to affect the current redistricting cycle since there was no population actually there. Mayor Partin asked if that was an RFA rule or was that just a redistricting rule. Ms. Kelly stated that it was redistricting.

Mayor Pro Tem James asked if Council should table the redistricting or pass it on First Reading even though they had concerns. Mayor Partin stated that they were trying to figure out what was their best practice and easiest for staff. She stated that redistricting was brought up before the last election and because of staff changes at the highest level, it had not happened but it could not go on any longer. She stated that it needed to be done and it was fair. She stated that she would not be interested in pushing it out any further than a month from that day. City Manager Crosland stated that staff would be working together for the next two (2) weeks with RFA putting together another draft, to see what could be done.



Ms. Kelly stated that Council referred to neighborhoods earlier and she had a copy of the benchmark map as well as the current draft map, if Council wanted to individually circle what neighborhoods they were referring to. She stated that their staff could look at it from the census block level and see what they could do. She stated that RFA never went over the 10% though. Mayor Partin asked for the citizens who spoke during Public Testimony and anyone else in the assembly who did not speak but was concerned to contact City Manager Crosland so they could share their concerns and they could be included. Council Member Sox stated that based on everything he was hearing, he would recommend that Council defer First Reading. He stated that they could find out whether another Public Hearing would be necessary, and at that point, if there were substantial changes, Council would have a clean, fresh start in two (2) weeks. Council Member Carter stated that he wanted to emphasize the point that redistricting was a numbers situation and some people would have to go to another district to meet the numbers requirement. He stated that in reference to the cleanliness of neighborhoods, in 1914, Cayce was basically a grid on the Avenues that was clean and neat. He stated that as the City grew over the years, it grew in all directions. He stated that they needed to be cautious when considering geography. Council Member Carter stated they needed to acknowledge and recognize neighborhood boundaries but he did not see how any circling of neighborhoods could happen without a radical change. He stated that he would withdraw his earlier motion and make a motion to defer to the February 19, 2025, Council Meeting. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

**B. 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 staff was asking for this item to be deferred to the February 19, 2025 Council Meeting.

Council Member Sox made a motion to defer Ordinance 2025-01 until the February 19, 2025, Council Meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

**C. Discussion and Approval of Ordinance 2025-02 Annexing Two (2) Properties Located on Dixiana Road (Tax Map Number 006899-01-027) from M-1 to M-2 – Second Reading**

City Manager Crosland stated that staff was asking for this item to be deferred as well to the February 19, 2025 Council Meeting.

Council Member Sox made a motion to defer Ordinance 2025-02 until the February 19, 2025, Council Meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

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

#### **A. Bid Award – Glenwood Park**

City Manager Crosland stated that Council approval was needed to accept a service agreement between the City and Virtus Construction for improvements to Glenwood Park. He stated that on November 1, 2024, the City posted a request for quotes (RFQ) on the City's web page and scbo.com, seeking experienced consultants capable of needed improvements for Glenwood Park. He stated that the park was in dire need of improvements and City Administration, along with Parks staff, created a list of needed improvements to the park, which included the replacement of a chain link fence, removal of an old broken bike rack, reconditioning the basketball court to include the goals, moving an old picnic shelter and table and adding a new water fountain, and installing new seating and trash receptacles. He stated that Glenwood Park was one of several neighborhood pocket parks located in the City and was used frequently. He stated that Virtus Construction scored the highest points total in the evaluation criteria, meeting all the necessary RFQ requirements and was the lowest bidder. He stated that Virtus Construction was located locally in Columbia, with the added bonus of the Project Manager residing in Cayce. City Manager Crosland stated that there was a total of six (6) companies that submitted proposals - Virtus Construction, 3D Dirt Works, Bliss, Merrick, JF contractors and Bullseye Building and a selection committee was made up of three (3) City staff members who reviewed the score proposals based on specific criteria. He stated that Virtus Construction was the most responsive and responsible responder and staff recommended that the project be awarded to Virtus Construction in the amount of \$49,962.44. He stated that funding for the project would come from the hospitality tax reserve fund.

Council Member Sox made a motion to award the project to Virtus Construction in the amount of \$49,962.44 and authorize the City Manager to execute the contract. Council Member Thomas seconded the motion. Council Member Thomas stated that this was a big win for families in the City and he was very proud of staff for working on this project. He stated that this was something he had been speaking about since September, so he was very excited to see that the City was going to renovate Glenwood Park. He stated that he would love during the unveiling of Glenwood Park to the public to have students from Brookland Cayce or Airport High Schools, especially the basketball team, to test out the new basketball court, so they could see how nice it was.

Mayor Partin stated that the upgrades to Glenwood Park was a win and thanked all the neighborhood leaders that she had been meeting with for years. She stated that

Dara Brown, who was the neighborhood leader for the Glenwood area, had been a very active part of the community and done a lot through some of her work in public health and helping with new sidewalks. She stated that Ms. Brown had spearheaded this project and worked with the City to help get the neighborhood involved so the upgrades would be what the neighborhood wanted. She stated that they had talked about getting the high school basketball team there, as well as the elementary and middle school students. Mayor Partin stated that she and City Manager Crosland had talked about reaching out to the City's School Resource Officers and having them reach out to the students in the neighborhood and using the City's roll call notices to help let all the people in the neighborhood know about the park opening. Mayor Partin called the question which was unanimously approved by roll call vote.

### **Committee Matters**

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
  - Events Committee – October 10, 2024
  - Board of Zoning – October 21, 2024
  - Museum and Historical Commission – November 6, 2024
  - Cayce Housing Authority – November 19, 2024

Council Member Sox 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 introduced Mr. Wesley Crosby, the City's new Assistant City Manager with Special Projects and Community Development. He stated that since the Glenwood Park upgrades were on that evening's agenda, staff thought it would be nice to showcase some of the other park upgrades that had been made recently. He stated that Granby Gardens Park recently received new electrical panels and a water source to have more options for City events and Wi Fi would be installed in there soon as well. He stated that Guignard Park recently got new picnic tables and would also have Wi Fi soon as well as the front gates to the park being replaced. City Manager Crosland stated that Cayce Memorial Park, maintained by Lexington County Recreation and Aging Commission, was getting new equipment, pickleball courts and a field dedicated as a pet area. He stated that H. Kelly Jones Park, located right off the City's Riverwalk, had a nice, covered picnic shelter along with bathrooms. He stated there was also a river access point there. He stated that the City's parks would continue to be one of the City's main objectives.

### **Council Comments**

Mayor Pro Tem James thanked Administration and staff for focusing on the City's parks. He stated that the Avenues and a few other communities throughout the City had a lot of young families moving in and the City had to have a place for the kids and families to enjoy time together. He stated that it was a priority and was about quality of life. He welcomed Assistant City Manager Crosby and stated he was glad he was with the City.

Council Member Thomas stated that he would love to challenge the City's Events Committee to think about some music opportunities for the City's Art Lot, because the City wanted to attract attention to it. He stated that it was a City park and was a beautiful music venue with restaurants and shops around it and the Events Committee was doing great work, but he would like to challenge the Committee to bring some music to Cayce, as the Art lot was currently the City's beautiful amphitheater. He stated that the Martin Luther King Jr. clean up day was a huge success. He thanked everyone that showed up, especially the Brookland Cayce High School Sustainability Club. Council Member Thomas stated that over 300 pounds of trash was picked up in two (2) hours on the streets of Hart, Lily, Middle, Wilkinson, and a portion of Poplar Street. He thanked the Cayce West Columbia library and South Carolina Student Loan Association for partnering with him to host a FASFA student loan and scholarship seminar the previous week. He stated that at the last Council Meeting, Mayor Partin asked him to bring more information about the services offered by the COMET for their constituents. He stated that he did post this information on his social media as well. Council Member Thomas stated that DART was a complimentary Americans with Disabilities Act Para Transit Service for persons with disabilities unable to board the COMET busses or access a transit stop for any trip. He stated that to use DART, customers must complete an ADA certification application. He stated that DART operated the same service hours as fixed routes and customers must travel within 3/4 miles of the common route. Council Member Thomas stated that the COMET also had COMET on the Go, where COMET would pay up to \$8 for Lyft rides that started in in the Comet fixed routes and they also had COMET Night, which ran seven (7) days a week between 8pm and 6am and the COMET to the Market which ran seven (7) days a week, between 6am and 8pm and would take riders to grocery stores that sell fresh produce. He stated that was offered for up to four (4) trips per month and Food Lion and the Neighborhood Walmart were on that list. Council Member Thomas stated that COMET's customer service number was 803-255-7100 if anyone wanted more information. Mayor Partin thanked Council Member Thomas for the information and asked if COMET still had a route that went all the way down 12<sup>th</sup> Street Extension. Council Member Thomas stated that the route went to Amazon and through the business corridor. He stated that he did ask the COMET to have a representative speak at the next Council Meeting.

Council Member Sox stated that a couple months ago, Memorial Drive got paved and it was much needed, especially the intersection where one exits onto and off Charleston Highway. He stated that the DOT signs had been up ever since the project started and he thanked City Manager Crosland and staff for helping to get those down.



Council Member Carter stated that Council attended a reopening ribbon cutting the prior day at Zaxby's on Knox Abbott Drive and also attended the Chick fil A Distribution Center's ribbon cutting. He stated that the Distribution Center was not located in the City, but they used the City's services.

Mayor Partin stated that the new Zaxby's looked great and businesses like to invest in cities that invest in themselves and the City had done a great job of that. She stated that staff was very business friendly. She stated that the new Chick fil a distribution center was past Amazon on 12th Street Extension and supported all the restaurants in the area. She stated that the City provided water and sewer to the distribution center and the City was the sixth largest water and sewer provider in the entire state. She stated that the City's Utilities team did such a great job that a lot of businesses want to come there, some that are in the City and some that are customers outside of the City. She stated that they received water and sewer service, but the economic development was absolutely great. Mayor Partin stated that she received an email from a citizen complimenting the Sanitation team. It read "Mr. White, just a quick note to say thanks for a job well done. Most people don't think about it other than when they put their Herbie Kirby out or bring it back in. They don't think about the rain, cold, or even the heat. The trash trucks still run, other than the occasional snow day, but most businesses were off for that one. Some for a couple of days. The sanitation crew took their day because safety is and must always be job one. That Thursday was cold, but here they come down the street, and when I wave to them, they return my gesture, hopefully with a smile and life in Cayce goes on one Herbie Kirby at a time after time after time. So, for this, this Cayceite says hats off, stand and applaud. Congrats on a job well done and under appreciated. Keep smiling and waving."

### **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
  - i. Fire truck warranty litigation
  - ii. Zoning appeal litigation (1028 Michaelmas Avenue)
- B. Receipt of legal advice and discussion of proposed contractual arrangements relating to:
  - i. Proposed lease of office space
  - ii. Proposed purchase of Fire Department equipment
  - iii. Avenues Drainage Project
- C. 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

- D. Discussion of proposed contractual arrangements relating to negotiation of a proposed City Manager employment contract
- E. Receipt of legal advice and other matters covered by attorney-client privilege relating to City Attorney communication and City Council rules of procedure

Council Member Sox made a motion to move into Executive Session. Council Member Thomas 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.

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

#### **A. Approval of City Manager's Contract**

Mayor Pro Tem James made a motion to approve the City Manager's contract. Council Member Sox seconded the motion. Mayor Partin stated that Council knew her thoughts on this and she wanted to go on the record, because she was going to vote no. She stated that it was not about City Manager Crosland because he was awesome. She stated that it was about the risk of saddling taxpayers with another huge bill and given the City's very recent history, she would say that it was a pretty big risk. She stated that Council just stuck taxpayers with a severance package for the City's last administrator needlessly, she thought, and unfortunately, there was nothing to suggest that it would not happen again. She stated that Council would be potentially leaving taxpayers on the hook for tens of thousands of dollars and that was not a chance that she wanted to take, especially at a time when the budget was stretched, when Council may have to raise taxes and when employees were going without a cost of living adjustment. Mayor Partin stated that City Manager Crosland was a fine man and a capable administrator, but again, it was not about him but about protecting taxpayers.

Mayor Pro Tem James stated that the City Attorney did review the City Manager's contract and the City Attorney made sure that Council was keenly aware that the International Association of City Managers was at least what was being proposed that night and even more so in many cases. He stated that the last three (3) City Managers were the same and Council was being very consistent with what they were doing with City Manager Crosland.

Mayor Partin called the question. Mayor Pro Tem James and Council Members Carter, Sox and Thomas voted yes. Mayor Partin voted no.

**B. Other items discussed in Executive Session**

Council Member Sox made a motion to approve the lease purchase of the fire truck discussed in Executive Session with \$500,000 at contract signing into a seven (7) year lease payment. Mayor Pro Tem James seconded the motion. Mayor Partin thanked Fire Chief Bullard and Assistant Fire Chief Gates for finding this great option so that Council could continue to keep them safe, first, and then keep the citizens safe. She stated that having the right equipment for the Fire Department actually helped to make sure that the City was able to create a rating that was what insurance companies used to decide how much they were going to charge for insurance at one's home. She stated that Council doing their proactive work actually saved citizens money on their home insurance. Mayor Partin called the question which was unanimously approved by roll call vote.

**Adjourn**

Mayor Pro Tem James made a motion to adjourn the meeting. Council Member Sox seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 9:19pm.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk

**IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.\* *THANK YOU.***

## COUNCIL MEETING SPEAKERS' LIST

Date of Meeting      February 4, 2025

[illegible]

**\*Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.





<b>Mayor</b> Elise Partin	<b>Mayor Pro-Tem</b> Tim James	<b>Council Members</b> Phil Carter Hunter Sox Byron Thomas	<b>City Manager</b> James Crosland	<b>Deputy City Manager</b> Michael Conley
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**City of Cayce**  
**Regular Council Meeting**  
**Wednesday, February 19, 2025**

The February 19, 2025, Regular Council Meeting was held this evening at 5:00 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. Deputy City Manager Michael Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, IT Director Jamie Beckham, Fire Chief Steven Bullard 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 Council Member Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

**Public Comment Regarding Items on the Agenda**

There was no public comment.

**Presentations**

- A. Presentation by Mr. Maruice Pearl, Executive Director of the COMET, Regarding Services Offered

Mr. Pearl stated he wanted to present to Council what the COMET did as a public transit and what they did for the community. He stated that the COMET covered the Central Midlands region and was a quasi-governmental agency. He stated that 72% of the COMET's funding sources were from the Richland County sales tax, 9% from inter-governmental, 11% from fares and contract services, and 7% from operating and non-operating, and then 1% from Lexington County. He stated that since 2012 the COMET's miles had increased nearly 40% from just over 1.6 million to 2.3 million in 2023. He stated that they added 29 new routes, bringing the total to 47 and added 29 new busses for a total of 97. Mr. Pearl stated that their ridership had increased since 2012 up 35% from 1.4 million to 1.9 million and currently topped over 2 million. He stated that they had 15 benches and no shelters in 2012 and now had 160 bus shelters and 196 benches and continued to add those amenities for their ridership and passengers.

Mr. Pearl stated that for every dollar invested in public transportation, about \$4 in economic returns was generated. He stated that the COMET transported passengers to hospitals, restaurants, and multiple businesses. He stated that public transportation had less emissions than cars. He stated that currently there were 28 trips through Cayce every day. He referenced the COMET's website and stated the schedule and routes were on the website as well as a trip planner where a rider could enter in where they were currently located and where they wanted to go and the app would tell them the times, the vehicles, where to walk to and how to get there.

Council Member Thomas asked how often the COMET contacted municipalities to see if residents were asking for additional stops. Mr. Pearl stated that they received feedback all the time and they reviewed it and communicated to Lexington County that additional services were being requested. Mayor Partin asked Mr. Pearl if he could touch on the grant programs that were available in addition to the COMET buses that people might be able to connect with for maybe medical appointments, or other ridership opportunities. Mr. Pearl stated that in addition to their fixed route service they were mandated to provide paratransit service, or DART service, for those that require further need and are unable to ride the fixed route busses. He stated that the DART service extended three quarters of a mile from all their routes. He stated that they had services with the universities they have agreements with and a night service where they cover the first mile and last mile.

### **Ordinances and Resolutions**

#### **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 – First Reading**

Deputy City Manager Conley stated that Council approval was needed to give First Reading to an Ordinance establishing new district lines for municipal elections in response to the issuance of the decennial census data, since the City was obligated to undertake a redrawing of its districts, if determined necessary, and with the work of South Carolina Revenue and Fiscal Affairs Office to complete this process. He stated that after reviewing the City census data, Revenue and Fiscal Affairs identified a target population for each district of 3,445 individuals to achieve a recommended population deviation of 5%. He stated that District Two needed to increase in population and District Four needed to decrease in population. He stated that in March 2023 City Council adopted a Resolution outlining standards by which it would use to achieve its redrawn district boundaries and in June 2023 Council considered the proposed changes to the district lines for First Reading, but decided to defer redistricting until the November 2023 municipal elections were over to ensure that all affected residents were informed of those changes. He stated that additionally, Council moved to defer the First Reading at the February 4, 2025, Council Meeting.

Mayor Partin stated that staff was trying to get further information on a question she had and asked if they had received a response yet. Deputy City Manager Conley stated that he had not. Council Member Sox made a motion to give First Reading approval of an Ordinance establishing new municipal district and ward lines for the election of council members, reflecting population changes in the year 2020 census, and repealing all previous Ordinances establishing district and ward lines. Council Member Carter seconded the motion.

Council Member Carter stated that District Four had two (2) parcels on the south side of old Taylor Road that extended from 12<sup>th</sup> Street Extension to Old State Road. He stated that he thought one was owned by Martin Marietta and the other by DNR. He stated that those parcels were moved out of District Four but they were not buildable so there should not be any population base there. He asked why they were removed from District Four and placed in another district since there was no possibility of houses ever being built there. Mayor Pro Tem James stated that there were changes made to the Districts since the last Council Meeting, but one thing they were able to say at the last Council Meeting was that everyone who was being impacted had been notified. He asked if staff was in the process of doing that. Deputy City Manager Conley stated that if the amended district map was approved to move forward, staff would reach out to residents between the two Council Meetings prior to Second Reading. Mayor Partin stated that she had a citizen ask her about cleaning up the lines a little bit more, so that was some of the answers that she was waiting for. She stated that the amended map certainly did more to try to clear it up but she would have liked to have some of those answers before that night's meeting. Deputy City Manager Conley stated he could consolidate the questions and answers and get them out but he was still waiting on the answer to Mayor Partin's question.

Mayor Partin stated that there were potential changes to the district map and she did not want staff to have to notify citizens if it was going to change again so Council could postpone it until the next Council Meeting to make sure all those things were cleared up. Council Member Sox stated that the next Council Meeting was in two (2) weeks so maybe they could get the questions answered and pushed out with the mail and asked if they should push out second reading. Deputy City Manager Conley stated that Council Member Carter's question would not really affect the mailings since there was not a population and it was just land mass. He stated that the question Mayor Partin had could depending on if it moved within its deviation. He stated that it was a question for the City Attorney. City Attorney Dillard stated it would be fine to make changes on Second Reading and approve it as amended at that point. Mayor Partin stated that did not address what Mayor Pro Tem James was concerned about. She stated that the City really did try to communicate a lot with citizens and if Council did not know until Second Reading if there were any changes, that was not ideal. City Attorney Dillard stated that an alternate approach would be to move forward with First Reading and if there were changes at Second Reading and Council decided that more time was needed to notify affected residents, they could defer Second Reading and send out

additional letters. Mayor Partin stated that people might get multiple letters about various changes. City Attorney Dillard stated that it depended on how quickly staff found out the answers to the questions and how many single letters were initially sent out. Mayor Partin stated that the answers to the questions could change the district maps.

Council Member Carter stated that he was okay with going ahead with First Reading, while Council certainly did not want to confuse citizens and wanted to keep them very informed, everyone had lived through district changes on almost every level of government. He stated that he felt Council needed to move forward. He stated that the 2020 census was delayed but it was 2025 and there was a City election in November. Mayor Pro Tem James asked how quickly staff could get the questions answered. He stated he would advise against doing the mailings until the questions were answered. He stated that they needed to make sure they were communicating clearly before Second Reading. Mayor Pro Tem James asked if the Mayor's questions would change the Districts that much. Deputy City Manager Conley stated that Mayor Partin asked about one particular section to see if it could be moved. He stated that it depended on the deviation and the maps. Mayor Pro Tem James asked if it would only affect one area. Deputy City Manager Conley stated that was correct. Mayor Pro Tem James asked if staff could mail notifications to the people that it would not affect. Deputy City Manager Conley stated that staff would be thoughtful communicating with citizens and then communicate with Council and get some directive from them. Mayor Partin called the question. Mayor Pro Tem James and Council Members Carter, Sox and Thomas voted yes. Mayor Partin voted no. She stated that she voted no because of citizens who had asked her to continue to look into it. She stated that she believed letters were going to go out between First and Second Reading, which was in two (2) weeks. Mayor Pro Tem James stated that he would be cautious about the letters and if staff knew something could change, he would not send those knowing that it could change. Deputy City Manager Conley stated that he would look into Mayor Partin's question and see what the probability was of that taking place and they could decide from there.

**B. 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**

Deputy City Manager stated that staff had received some late information from the property owners on this item and would ask that it be deferred since staff was not able to get that new information to Council. He asked that they defer it until the March 4, 2025, Council Meeting.

Mayor Pro Tem James made a motion to defer Ordinance 2025-01 until the March 4, 2025, Council Meeting. Council Member Sox seconded the motion which was unanimously approved by roll call vote.



C. 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

Deputy City Manager Conley stated that this item went with Ordinance 2025-01 and asked that it be deferred until the March 4, 2025, Council Meeting. Mayor Pro Tem James made a motion to defer Ordinance 2025-02 until the March 4, 2025, Council Meeting. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

D. Consideration and Approval of Resolution to Approve Financing for Purchase of a Fire Truck

Deputy City Manager Conley stated that Council approval was needed to approve a lease agreement with PNC Bank for the purchase of a fire truck. He stated that the purchase was approved at the February 4, 2025, Council Meeting and staff recommended that Council approve the Resolution authorizing the City Manager to negotiate, enter into and execute a lease purchase agreement with PNC Bank for the finance of a fire truck, for a lease purchase principal amount to not exceed \$530,940 to be financed over seven (7) years at an interest rate of 5.45%.

Mayor Pro Tem James made a motion to approve the Resolution authorizing the City Manager to negotiate, enter into and execute a lease purchase agreement with PNC Bank for the financing of a fire truck, for a lease purchase principal amount to not exceed \$530,940 to be financed over seven (7) years at an interest rate of 5.45%. Council Member Sox seconded the motion.

Mayor Pro Tem James stated that it was important that citizens recognize and understand that not only were the fire trucks there for the safety of the community, but the safety of the men and women who operate them every single day. He stated that the age and the status of the City's current apparatus would continue to decline to the point that Council needed to respond to this. He stated that City leadership found the fire truck. He stated that it took over a year to build a fire truck and they had found a truck at a very reasonable rate. He stated that this was a return on investment for the community because Council had fought to make sure that the Fire Department got the equipment needed because it improved the City's ISO rating. Mayor Pro Tem James stated that the ISO rating was Insurance Service Organization, and the City's score was a two. Hed stated that one was the highest score. He stated that the City had been at a two for many years but at one time was at a four or five. He stated that the ISO score directly impacted the cost of insurance on a home and business. He stated that the better the apparatus and equipment, the safety of the men and women who operate them every single day, it went back to a great return on investment for the City's citizens.

Mayor Partin stated that it was important that Council was being proactive about their municipal responsibilities because it did save the citizens money in the long run. She stated that they were happy to support the Fire Department and thanked them for everything they did.

City Attorney Dillard stated that the motion referred to the \$530,940 purchase price and he wanted to clarify that the purchase price was higher than that and that higher price was approved at the last Council Meeting. He stated that the \$530,000 was the amount to be financed as set forth in the Resolution. Mayor Partin thanked him for the clarification. She called the question which was unanimously approved by roll call vote.

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

#### **A. Discussion and Approval of Lease of Office Space and Furnishings**

Deputy City Manager Conley stated that the Cayce Municipal Complex was at its capacity and more office space was needed. He stated that the City had the chance to move some City offices to the local Bank of America building located at 440 Knox Abbott Drive. He stated that the space had four (4) offices and a meeting space and a small lobby, which would be perfect for the Utilities Administration staff.

Council Member Sox made a motion to authorize the City Manager to enter into a lease agreement with Colliers International South Carolina for office space at the Bank of America building and approve one time expenditures up to \$30,000 for office furniture. Council Member Thomas seconded the motion. Council Member Carter asked if the lease cost included utilities. Deputy City Manager Conley stated that it did include utilities. Council Member Carter asked if the City's insurance would cover an auxiliary building. Deputy City Manager Conley stated that it was covered. Mayor Partin stated that she was delighted to be able to negotiate to get the City free rent for March and April. She called the question which was unanimously approved by roll call vote.

#### **B. Discussion and Approval of a Grant Award from the South Carolina Department of Crime Victim Assistance**

Deputy City Manager Conley stated that the City was applying for a State Victim Advocacy Program continuation grant through the South Carolina Attorney General's office to support victim advocacy for the victims of crime. He stated that the grant was intended to help programs that assist victims in recovery and assure that their rights were protected. He stated that the Police Department had victim's advocacy for quite some time. He stated that the total cost was \$74,359.00 and it was an 80/20 match.

Council Member Sox made a motion to authorize the City Manager to submit the grant application, and if approved, to set the grant award with expenditures of up to \$14,871.80 from the General Fund fund balance to pay the required 20% grant match for the victim advocacy program. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

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

Deputy City Manager Conley stated that Administration was watching the wintery weather to ensure that staff could safely get to work the following morning. He congratulated Ms. Shelley Smith for her promotion to the Director of Development and Services. He stated that Administration looked forward to continuing to watch Shelly succeed. He stated that she had done a wonderful job with business licenses and they knew she would do a great job leading the department, which consisted of Planning, Zoning, Building Codes and Business Licenses.

### **Council Comments**

Council Member Thomas stated that he was honored for the partnership with Keep the Midlands Beautiful, for bringing a free mural to One Love Mart in Cayce Council District Two. He thanked muralist Johnna Blyton for doing an amazing job with the mural and bringing the message of keeping the planet safe and clean to life. He thanked One Love Mart for working with them and allowing the mural to be placed on their building. He stated that to his knowledge, this was the first mural on the other side of 12th Street on Frink Street. He stated that he was doing a cleanup on March 1 at 7:45 a.m. at One Love Mart to clean up and get up any trash around the area.

Mayor Partin stated that the Soiree on State was on March 22 and it was going to be a great day and a great time for everyone to come together as a community. She stated that it was the party in the street, in the original heart of the city, but as many people knew, it was actually an economic development engine that had brought many of the businesses into that area without really much cost at all. She thanked the Soiree sponsors who made a difference with the event.

### **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
  - i. Fire truck warranty litigation
  - ii. Zoning appeal litigation (1028 Michaelmas Avenue)
- B. 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

- C. Receipt of legal advice and discussion of proposed contractual arrangements relating to:
  - i. Avenues Drainage Project

Mayor Partin asked if there were items for economic development to be discussed in Executive Session. Deputy City Manager stated that there was not any economic development items to discuss. Mayor Pro Tem James made a motion to move into Executive Session. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

### **Reconvene**

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

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

- A. Other items discussed in Executive Session

### **Adjourn**

Council Member Sox made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:54 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk

**IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.\* *THANK YOU.***

## COUNCIL MEETING SPEAKERS' LIST

**Date of Meeting**      **February 19, 2025**

[illegible]

**\*Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.



# Unified Development Ordinance Update

City Council  
March 4, 2025



ITEM III A.



# AGENDA

- Introduction of team
- Process and Schedule
- Role of PC and City Council
- Comprehensive Plan- Goals
- Existing Zoning Framework
- Key Issues
- Next steps







Jake Petrosky,  
AICP  
Practice Leader



Carroll Williamson,  
AICP  
Planning  
Manager



Andrea Radford  
Planning Team  
Lead



Allan Goff, PE



Cindy Szwarczkop,  
AICP



Kelli McCormick,  
AICP





# PROCESS

Overall ordinance review and comment based on project scope

Consultant Review

Staff Direction

Planning  
Commission/CC  
Presentation

Review and revision, article by article

Consultant Revisions

Staff Review

Public/Stakeholder  
Review, Planning  
Commission/ CC Review

Iterative Review

Iterative Review

Review and adoption by City

Revised Drafts

Public and Planning  
Commission Review &  
Recommendation

City Council Decision

# SCHEDULE



SCOPE OF WORK	2025												2026											
PHASE 1 - INITIATION & ASSESSMENT	J	F	M	A	M	J	J	A	S	O	N	D	J											
Kickoff and Community Tour																								
Data Collection and Mapping																								
Plan Review																								
Code Assessment and Ordinance Outline																								
Planning Commission (2) and Council Meeting																								
Public Engagement Plan and Website																								
PHASE 2 - ORDINANCE DRAFTING	J	F	M	A	M	J	J	A	S	O	N	D	J											
Focus Groups & Popup Event																								
Definitions																								
Zoning Districts & Overlays																								
Permitted Uses																								
Conditional Standards																								
Subdivisions and Site Plan Standards																								
Infrastructure Standards (Roadways, Sidewalks, Parking, Driveways, Stormwater)																								
Open Space & Landscaping																								
Administration and Processes																								
Remapping																								
Formatting and Organization																								
Community Workshop																								
Targeted Outreach																								
Planning Commission Meetings																								
Council Update																								
PHASE 3 - TESTING, REVIEW & REVISIONS	J	F	M	A	M	J	J	A	S	O	N	D	J											
Test Fits																								
Staff Review																								
Departmental Meetings																								
Public Review and Additional Engagement																								
Legal Review																								
Notification																								
TASK 4 - ADOPTION & IMPLEMENTATION	J	F	M	A	M	J	J	A	S	O	N	D	J											
Planning Commission Meeting																								
City Council Adoption																								

Key

= Key Meeting

= Public Meeting



# GOALS OF THE UPDATE

- Create a Unified Development Ordinance

City of Cayce  
South Carolina

## Zoning Ordinance

Originally Adopted

November 6, 2001

Amended

October 2, 2012

Last Amended

November 21, 2017

January 25, 2018

May 1, 2018

August 14, 2018

December 18, 2018

June 21, 2019

November 21, 2019

December 18, 2019

February 7, 2020

August 18, 2020

December 16, 2020

March 31, 2021

November 17, 2021

June 18, 2024

July 17, 2024

+

## CITY OF CAYCE, SOUTH CAROLINA LAND DEVELOPMENT REGULATIONS

Adopted by the Cayce City Council on 4-01-2014

Amended

September 22, 2021

Prepared by the City of Cayce Planning Commission

With assistance from the staff of

Central Midlands Council of Governments

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## UNIFIED DEVELOPMENT ORDINANCE

Adopted 2026

# ROLES OF PLANNING COMMISSION AND CITY COUNCIL

## Planning Commission

- Serve as project's steering committee
- 5 meetings scheduled
- Most meetings will be a work session on specific topics.

## City Council

- Guiding role
- 3 meetings scheduled
- Update in the summer and then a final meeting when the ordinance is ready for adoption



# 2020-2030 COMPREHENSIVE PLAN: LAND USE

## Goals

- Meet the Future Housing Needs of the Community
- Strengthen and Grow the Economy
- Preserve, Protect and Promote Natural and Cultural Resources
- Plan for Future Growth and Development

## Recommendations

- Allow zoning that provides for mixed-use and housing diversity
- Support the growing arts community
- Create zoning options for small planned development districts or cluster developments



# FUTURE LAND USE CHARACTER AREAS

1. Residential Conservation and In-Fill Areas
2. Residential Density-Flex Areas
3. Transition Areas
4. Commercial-Business and Retail Areas
5. Commercial-Business/Industrial
6. Limited Development Areas
7. Resource Areas



*Commercial-Business/Industrial*

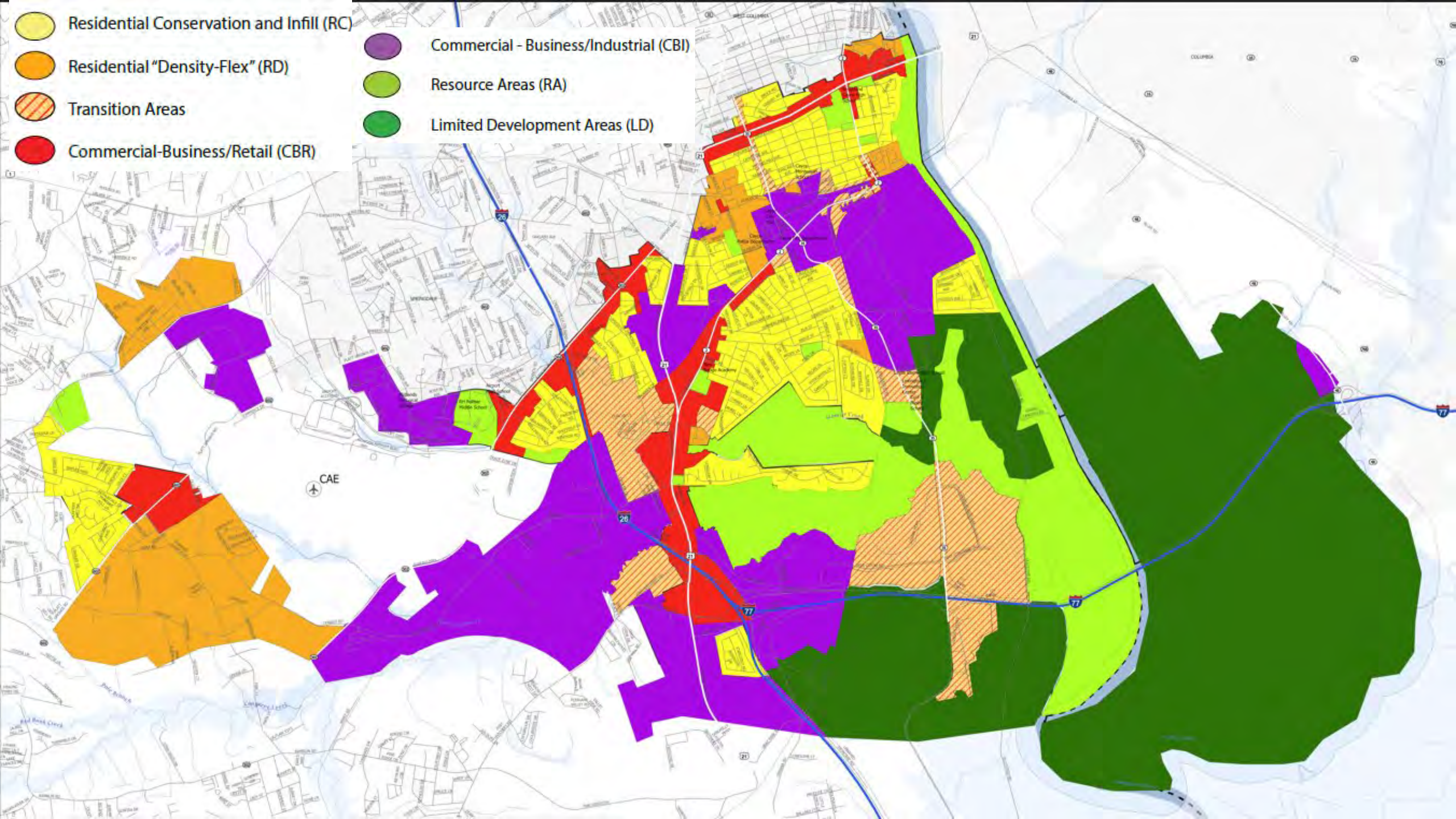


*Residential Conservation and Infill Areas*



*Transition Areas*







# FOCUS OF REVISIONS

- Implement the goals of the City, as documented in the Comprehensive Plan
- Update zoning districts (including permitted uses, conditions and dimensional requirements)
- Evaluate and modify Design Overlay requirements
- Revisit and Assess Future Land Uses from Comprehensive Plan
- Evaluate general development standards
- Evaluate infill development requirements
- Strengthen subdivision regulations that improve the long-term vitality of the neighborhoods
- Update organization and graphics of the ordinance



The background image shows a building with a corrugated metal roof and walls. A large banner across the front of the building reads "STEEL HANDS" with a logo of a hand holding a tool. To the left and right of the banner are signs that say "STEEL HANDS SH VISTA" and "NEW LOCATION". The scene is outdoors with trees in the background and a gravel area in the foreground. A blue overlay covers the entire image, and a white text box is centered over the middle.

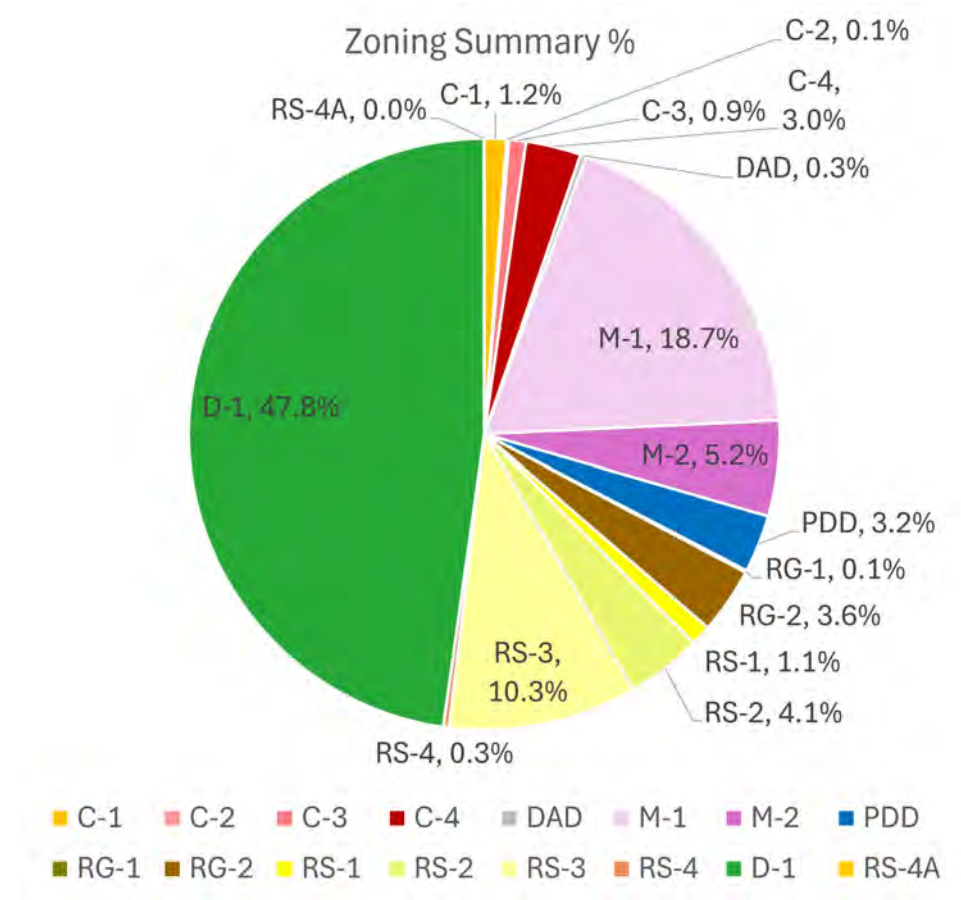
# EXISTING ZONING FRAMEWORK





# CURRENT ZONING DISTRICTS

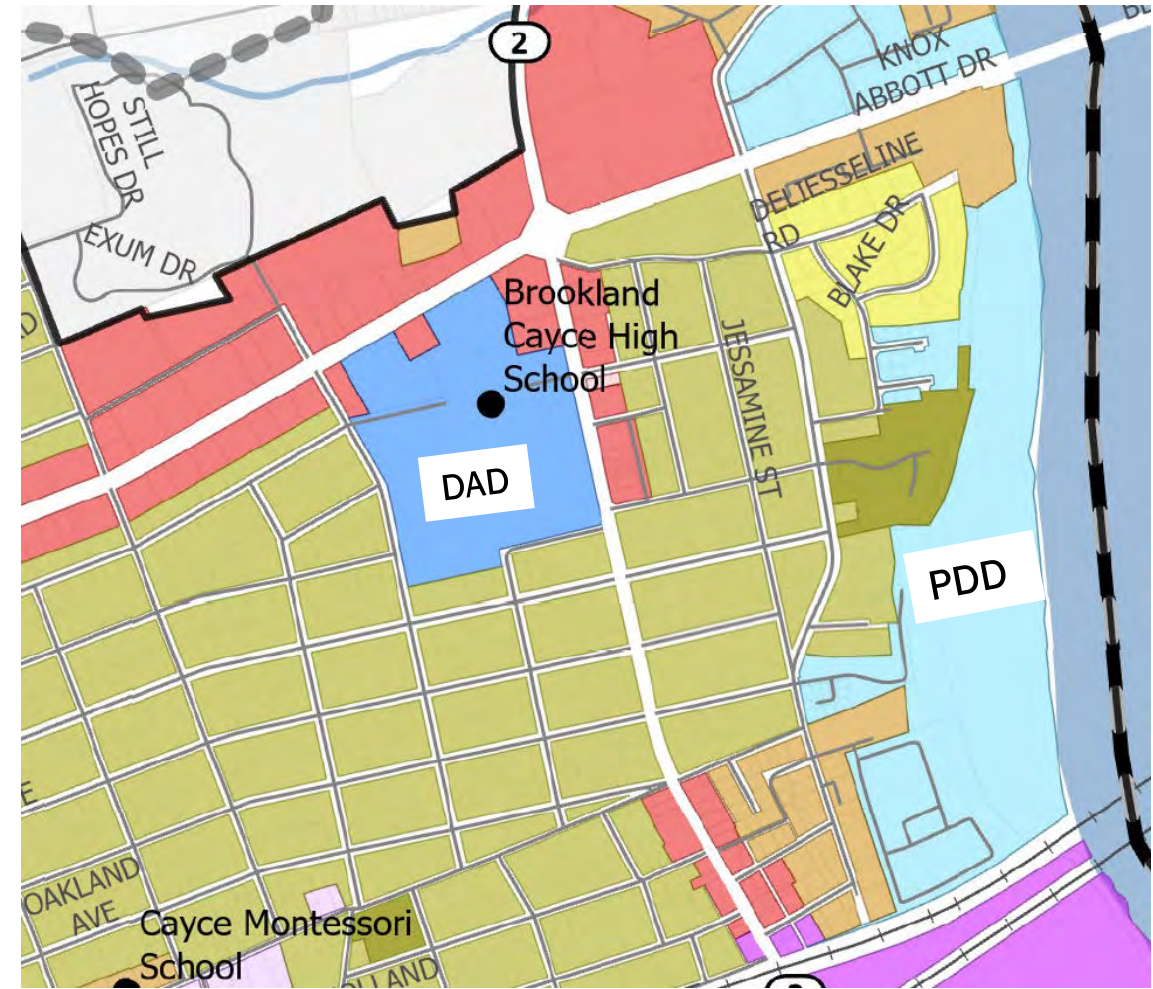
Zoning Code	Zoning District Name	Acres	%
C-1	Office/Institutional	114	1.2%
C-2	Neighborhood Commercial	13	0.1%
C-3	Central Commercial	87	0.9%
C-4	Highway Commercial	287	3.0%
DAD	Development Agreement	30	0.3%
M-1	Light Industrial	1769	18.7%
M-2	Heavy Industrial	492	5.2%
PDD	Planned Development	299	3.2%
RG-1	General Residential	11	0.1%
RG-2	General Residential, High Rise	342	3.6%
RS-1	Single Family, Large Lots	106	1.1%
RS-2	Single Family, Medium Lots	391	4.1%
RS-3	Single Family, Small Lots	979	10.3%
RS-4	Single Family, Small Lots	30	0.3%
D-1	Development	4525	47.8%
RS-4A	Single Family, Small Lots Urban	2	0.0%





# UNIQUE ZONING DISTRICTS

- (D-1) Development
  - *“Future development of this zone will necessitate rezoning in accord with the goals and objectives of the Comprehensive Plan.”*
- (DAD) Development Agreement
  - Specific to B-C High School
- PDD's by the River with no documentation



The background image shows a modern, single-story building with a dark roof and light-colored walls. A large banner with the words "STEEL HANDS" and a logo of a hand holding a tool is stretched across the front. To the left and right of the building are signs that read "STEEL HANDS SH VISTA DISTILLING & BREWING", "NEW LOCATION 700 N. HERBERT ST., COLUMBIA, SC", "STAY ON BEAT", "STEELHANDSVISTA", "SH DISTILLING", and "THROUGH PRESIDENTIAL ARTISAN, OUR HANDCRAFTED SPIRITS WERE BORN". In the foreground, there is a gravel patio area with a dark-colored sectional sofa and several wooden tables. The entire image is covered with a semi-transparent blue overlay.

# KEY ISSUES



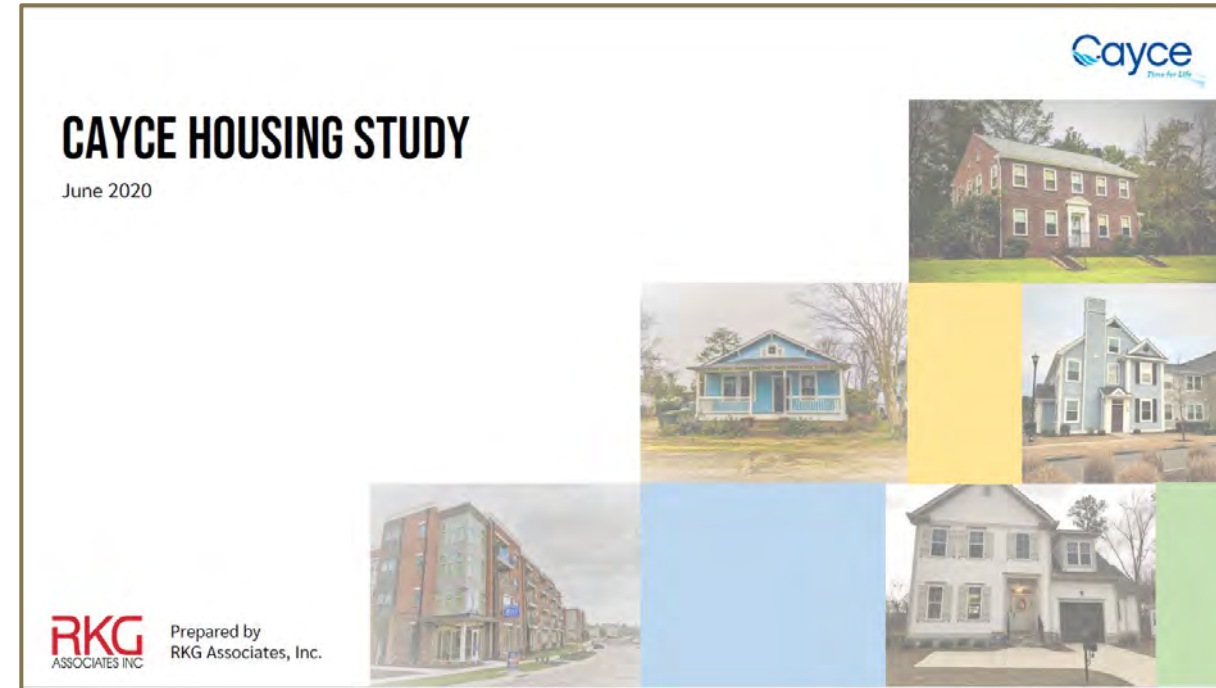
# INFILL DEVELOPMENT

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



# 2020 HOUSING STUDY RECOMMENDATIONS

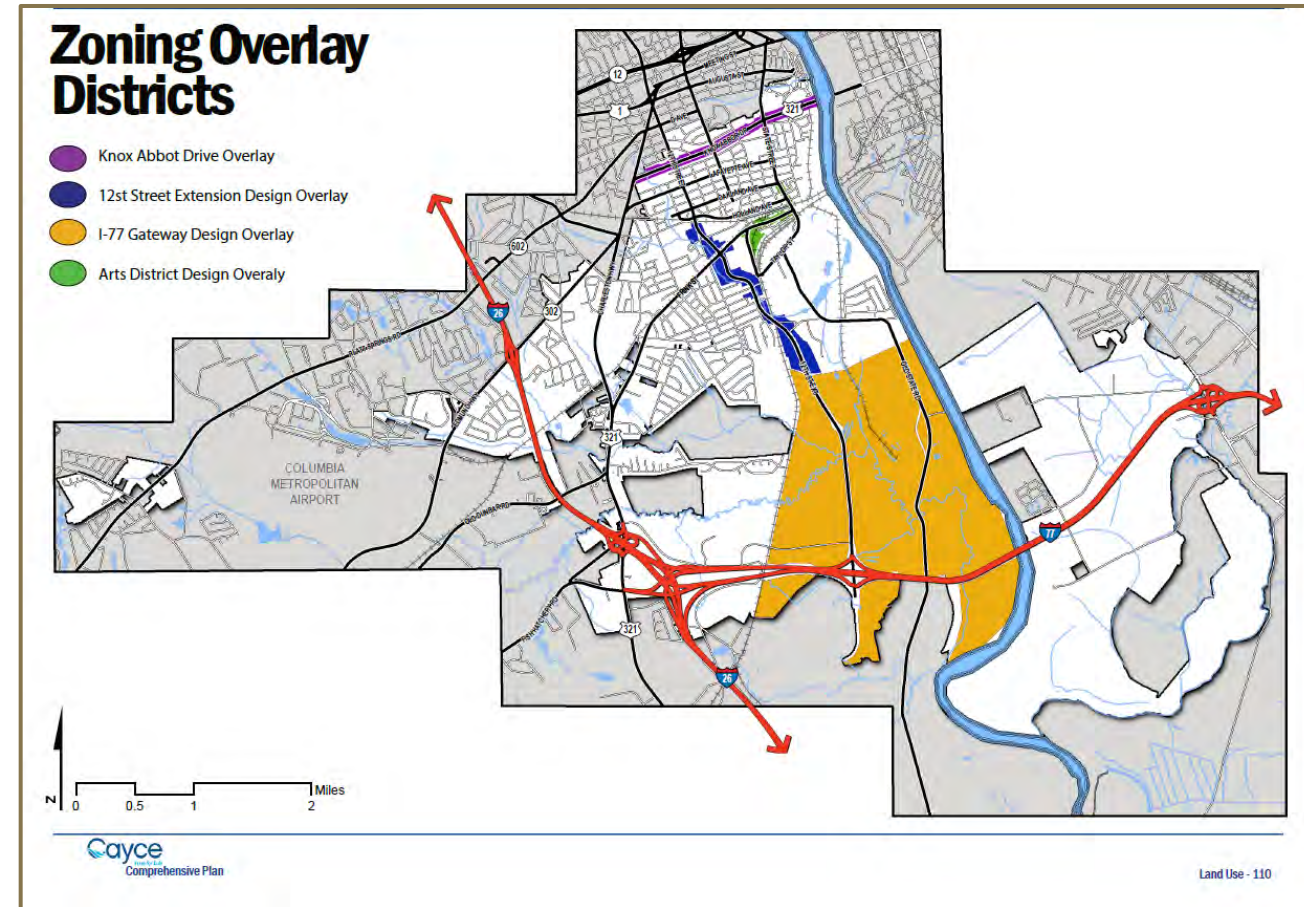
- Create an Option for Small PDD or Cluster Development
- Allowing duplex and triplex buildings as by right in some neighborhoods
- Explore options for Residential Design Guidelines
- Create an Accessory Dwelling Unit policy
- Create a short-term rental policy



# OVERLAY DISTRICTS

- Knox Abbott
- Arts District
- 12<sup>th</sup> Street
- I-77 Gateway

- Each of these Overlay Districts have design standards and requirements that reflect their unique character.
- We will assess and make recommendations about how these Districts may need to be amended to better match the City's intent and growth pattern.





# NEW USES TO PERMIT...OR NOT

		Accessory Uses (Sec. 5.6)								
		NAICS	RS-1	RS-2	RS-3	RS-4	RS-4A	RG-1	RG-2	Off -Street Parking Requirements
Domestic animal shelters		NA	P	P	P	P	P	P	P	None
Child day care services		6244	P	P	P	P	P	P	P	None
Satellite dishes/antennas		NA	P	P	P	P	P	P	P	None
Accessory Apartment (Sec. 7.4)		NA	N	N	N	N	C	C	C	Sec. 7.7
Short-Term Rentals		721199	N	S	S	C	C	P	P	None
Non-commercial greenhouse		NA	P	P	P	P	P	P	P	None

Sector 44-45: Retail Trade									
	NAICS	C-1	C-2	C-3	C-4	M-1	M-2	D-1	Required off-Street Parking Space(s)
Automotive dealers	4411	N	N	N	P	P	N	N	1.0 per 600 s.f. GFA
Recreational vehicle, motorcycle and boat	4412	N	N	N	P	P	N	N	1.0 per 600 s.f. GFA
Automotive parts and accessories	4413	N	N	N	P	P	N	N	1.0 per 350 s.f. GFA
Furniture & home furnishings	442	N	N	P	P	P	N	N	1.0 per 350 s.f. GFA
Tobacco and Vape Shops	453991	N	SE	C	P	P	P	N	1.0 per 350 s.f. GFA

LOCAL NEWS  
**Up in smoke? Forest Acres city council targets vape shops**  
 — Language being discussed could limit how close they can be from schools, churches and each other.

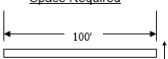
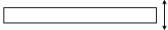





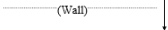

**Greenville Planning Commission approves city's first adult-use marijuana retailer**

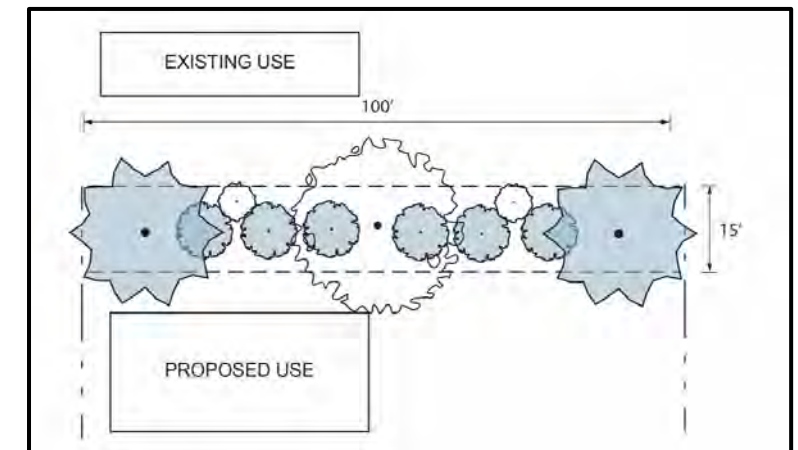
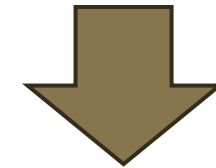
**Tourism boost or housing hamper: Do short-term rentals hurt or help the Midlands?**

# FORMATTING AND GRAPHICS

## More user-friendly

- Improved navigation
  - Header styles and formatting improvements
- More graphics to help convey standards
  - Examples: signs, landscape buffer requirements

Bufferyard Illustrations		
	Space Required	Plants Required
Bufferyard 1		5 trees or 3 trees & 6 shrubs or 12 shrubs
Bufferyard 2		10 trees or 6 trees & 12 shrubs or 24 shrubs or 6' fence
Bufferyard 3		15 trees or 8 trees & 24 shrubs or 48 shrubs or 6' fence & 20 shrubs or trees
Bufferyard 4		25 trees & 30 shrubs or 12 trees & 60 shrubs or 8' fence & 10 trees or shrubs
Bufferyard 5A		30 trees & 40 shrubs or 20 trees & 80 shrubs or 8' fence & 25 trees or shrubs
Bufferyard 5B		6' masonry wall & 25 trees or shrubs
Bufferyard 5C		8' masonry wall
Bufferyard 6A		6' masonry wall & 25 trees or shrubs & 100 shrubs
Bufferyard 6B		8' fence & 45 trees & 80 shrubs or 8' fence & 30 trees & 120 shrubs
Note: Not to scale		
<b>Section 10.1-9 Fence and Wall Specifications</b>		
All fences and walls used as part of the bufferyard requirement must have the finished side facing outward. Fences shall be <u>wooden</u> or other durable or opaque material approved by the Planning Director. Wooden fences shall be made of rot resistant		
10-4		





# OTHER TOPICS

Road/Street Standards

Signs

Parking Minimums

Accessory Structures

Landscaping/Open Space/  
Tree Protection Requirements

Enforcement





# NEXT STEPS

March 22: Soiree on State

April 21: Planning Commission Work  
Session



# QUESTIONS?



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# Memorandum

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**To:** Mayor and Council

**From:** James Crosland, City Manager

**Date:** March 4, 2025

**Subject:** Ordinance Establishing New District Lines for Municipal Elections - Second Reading

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## ISSUE

Council's approval is needed to give Second Reading to an Ordinance establishing new district lines for Municipal elections.

## BACKGROUND

In response to the issuance of the new decennial census data, the City is obligated to undertake a redrawing of its Districts, if determined necessary, and worked with the South Carolina Revenue and Fiscal Affairs Office (SCRFA) to complete this process. In response to the issuance of the new decennial census data, it has been determined, that the city is in need of redrawing of its municipal voting districts. The city is working with the South Carolina Revenue and Fiscal Affairs Office (SCRFA) to complete the process.

After reviewing the City's Census data, SCRFA identified a target population for each District of 3,445 individuals. To achieve a recommended population deviation of 5%, District 2 needs to increase their population and District 4 needs to decrease their current population.

In March 2023, City Council adopted a Resolution (attached) outlining the standards by which it will use to achieve its redrawn district boundaries. In June 2023, Council considered the proposed changes to District lines for First Reading but decided to defer the redistricting until after the November 2024 Municipal Election to ensure that all affected residents were informed of the proposed changes to the Districts. Furthermore, on February 4, 2025, Council deferred the proposed new district lines until the February 19, 2025, Council Meeting, to ask SCRFA to review several additional district line suggestions. The Map, Exhibit A, reflects those suggested changes.

The attached Map, Exhibit A, shows the proposed new boundaries to meet the adopted standards and required laws. Corresponding demographics can be seen in Exhibit B.

## **RECOMMENDATION**

Staff recommends Council give Second Reading approval of an Ordinance "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."

**ORDINANCE 2025-03**

<b>STATE OF SOUTH CAROLINA</b>	)	<b>Establishing New Municipal District/Ward</b>
	)	<b>Lines for the Election of Council Members</b>
<b>COUNTY OF LEXINGTON</b>	)	<b>Reflecting Population Changes in the</b>
	)	<b>Year 2020 Census and Repealing All</b>
<b>CITY OF CAYCE</b>	)	<b>Previous Ordinances Establishing</b>
	)	<b>District/Ward Lines</b>

WHEREAS, the Council is authorized, pursuant to S.C. Code Section 5-15-50, to establish by ordinance municipal ward or district lines for the election of City Council members elected from wards or districts; and

WHEREAS, the results of the Federal Year 2020 Census reveal changes in the populations of the existing wards or districts from which Council members are elected; and

WHEREAS, the Council has determined that it is in the interest of the City to establish new municipal ward or district lines reflecting the changes in population as shown by the Census so as to seek to provide for fair and equal representation of the population in the wards or districts of the City and to comply with the United States Constitution and the Voting Rights Act of 1965, as amended; and

WHEREAS, the Council adopted a resolution approving the process for 2020 Census redistricting at its meeting on March 7, 2023;

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

(1) That the ward or district lines for election of Council members from the four single-member wards or districts, as shown in the map attached as Exhibit "A" hereto, are hereby adopted and are incorporated herein by reference as if fully set forth.

(2) That the pertinent demographic data in reference to the election wards or districts depicted in Exhibit "A" is attached to this Ordinance as Exhibit "B" and is incorporated herein by reference as if fully set forth.

(3) That, upon adoption of this Ordinance, the map attached as Exhibit "A" shall be kept in the official records of the City.

(4) That the provisions of any prior Ordinances of the City establishing other ward or district lines for election of Council members, including without limitation the Ordinance adopted April 13, 2004, are hereby specifically and expressly repealed. This repeal shall not affect the validity of the offices of any Council members elected pursuant to ward or district lines in effect at the time of their elections to such office.

(5) The City Manager is authorized and directed to take such administrative actions to promulgate and execute such procedures and policies as may be necessary or desirable to carry into effect and implement the redistricted single member election districts provided for in this Ordinance including the elections required thereby.

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

Attest:

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

Public Hearing: \_\_\_\_\_

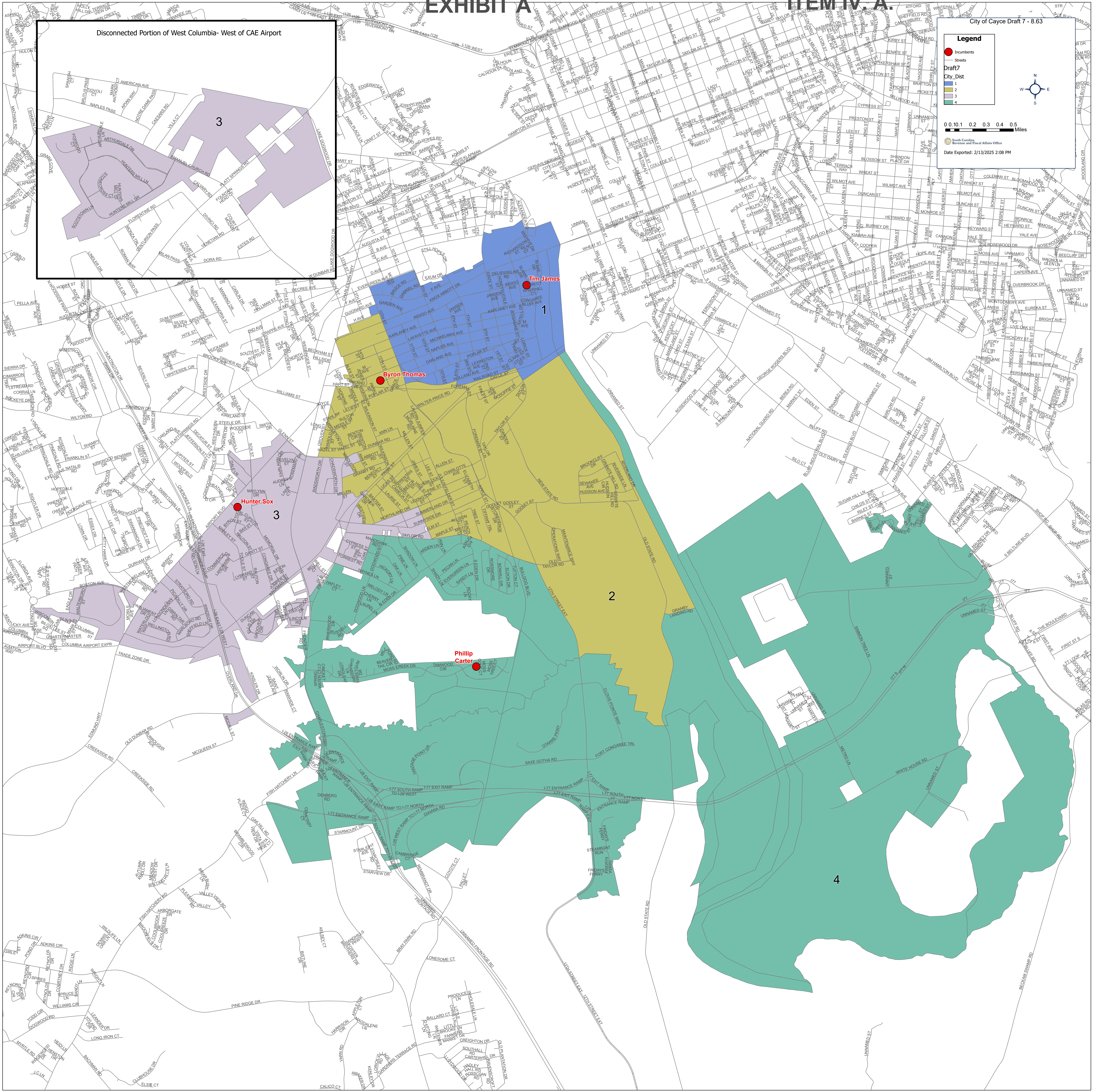
First Reading: \_\_\_\_\_

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

Approved as to form: \_\_\_\_\_  
William C. Dillard, Jr., City Attorney



## ITEM IV. A.





ITEM IV. A.

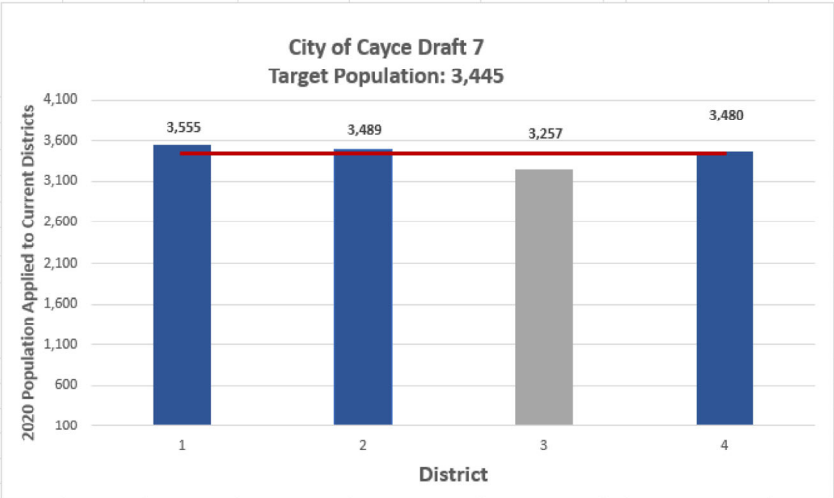
EXHIBIT B

CayceTable 2: Total Population by Race *Race defined using DOJ definitions. Not Hispanic or Latino is abbreviated as NH.										
Municipality	District	Total	Hispanic	% Hispanic	NH White	% NH White	NH DOJ Black*	% NH DOJ Black	NH Other Race	% NH Other Race
Cayce	1	3,555	201	5.65%	2,619	73.67%	421	11.84%	314	8.83%
Cayce	2	3,489	186	5.33%	1,577	45.20%	1,548	44.37%	178	5.10%
Cayce	3	3,257	386	11.85%	1,962	60.24%	612	18.79%	297	9.12%
Cayce	4	3,480	118	3.39%	2,506	72.01%	648	18.62%	208	5.98%
Total		13,781	891	6.47%	8,664	62.87%	3,229	23.43%	997	7.23%

Table 1: 2020 Census Counts Applied to Current Districts				
District	2020 Census	Goal	Over/(Under)	% Deviation
1	3,555	3,445	110	3.19%
2	3,489	3,445	44	1.27%
3	3,257	3,445	(188)	-5.46%
4	3,480	3,445	35	1.01%
Lowest -5.46%				
Highest 3.19%				
Range 8.65%				

Table 3: Voting Age Population by Race *Race defined using DOJ definitions. Not Hispanic or Latino is abbreviated as N										
Municipality	District	Total VAP	Hispanic VAP	% Hispanic VAP	NH White VAP	% NH White VAP	NH DOJ Black* VAP	% NH DOJ Black VAP	NH Other Race VAP	% NH Other Race VAP
Cayce	1	3,193	152	4.76%	2,396	75.04%	376	11.78%	269	8.42%
Cayce	2	2,657	108	4.06%	1,326	49.91%	1,099	41.36%	124	4.67%
Cayce	3	2,473	218	8.82%	1,630	65.91%	424	17.15%	201	8.13%
Cayce	4	2,942	78	2.65%	2,191	74.47%	494	16.79%	179	6.08%
Total		11,265	556	4.94%	7,543	66.96%	2,393	21.24%	773	6.86%

Sum of Hispanic_ Sum of NH_DOJ_Bl Sum of Sum of Sum of Sum of Sum of VAP_NH_WH VAP_NH_D Sum of VAP_NH_OTH										
Row Labels	Sum of total O	NH_WHT K	NH_OTHER	VAP_TOTAL	VAP_HISPAN T	OJ	Sum of VAP_NH_OTH			
1	1124	62	926	75	61	851	36	712	52	51
2	934	31	723	123	57	718	23	559	100	36
3	818	38	707	43	30	672	30	588	31	23
4	490	15	439	18	18	390	9	353	12	16
Grand Total	3366	146	2795	259	166	2631	98	2212	195	126



## ITEM IV. A.

STATE OF SOUTH CAROLINA                     )

### RESOLUTION APPROVING THE PROCESS FOR 2020 REDISTRICTING

COUNTY OF LEXINGTON                     )

WHEREAS, the data for the 2020 Census pertaining to Cayce, South Carolina has been released for review, assessment, and redistricting of City districts in the City of Cayce; and

WHEREAS, to ensure maximum review and public participation in developing redistricting plans based on the 2020 Census, the City of Cayce Council deems it necessary to publicly adopt criteria for the development of a redistricting plan in accordance with the 1965 Voting Rights Act as amended; and

WHEREAS, the following criteria for developing plans for redistricting 2020 will ensure compliance with the 1965 Voting Rights Act as amended and maximum public participation in the redistricting process:

1. The City will adhere to the court ordered constitutional requirement of "one person, one vote."
2. The City will adhere to the 1965 Voting Rights Act as amended and by associated controlling court decisions.
3. The City will ensure that districts are drawn contiguously, so that all parts of the district are connected to each other.
4. The City will ensure districts are drawn to minimize the division of voting precincts.
5. The City will keep proposed districts geographically compact to the extent practicable, such that nearby areas of population are not bypassed for a more distant population.
6. The City will ensure the districts are drawn, when feasible, with respect to existing districts and communities of interests, which will require input from Council and citizens.
7. The City will comply with other applicable court decisions and federal and state laws.
8. The City will solicit public comment and input as part of the development, review, and adoption process.
9. The City will adhere to the recommendations of the South Carolina Revenue and Fiscal Affairs Office of adopting a plan with a population variance of five percent (5%) or less; and

WHEREAS, the City of Cayce commits to developing a plan which will not have the purpose nor the effect of diluting any existing minority voting strength as part of its redistricting efforts so long as such commitment does not impact the City's ability to comply with the constitutional principles outlined above; and

WHEREAS, the City of Cayce expects the next steps to include receipt of a baseline map prepared by the South Carolina Revenue and Fiscal Affairs Office; public review and input of the baseline map; City Council review of baseline map; potential revisions; and Council adoption.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the above listed criteria for the 2020 Census Redistricting criteria and associated processes are hereby adopted to ensure maximum public participation, transparency, and engagement in the redistricting process.

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Elise Partin, Mayor

**ATTEST:**

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Mendy C. Corder, Municipal Clerk

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# Memorandum

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**To:** Mayor and Council

**From:** James Crosland, City Manager  
Michael Conley, Deputy City Manager

**Date:** March 4, 2025

**Subject:** Agreement for Financial Consulting

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## Issue

Council approval is needed to authorize the City Manager to execute a Master Agreement with Raftelis Financial Consultants, Inc.

## Discussion

Raftelis Financial Consultants, Inc. was engaged by Pope Flynn, LLC during FY24 to perform a Utility Rate Study for the City's water and sewer utility funds. Periodic reviews and updates to the rate study are required. To continue utilizing the services of Raftelis for future financial consulting, the City must contract directly with Raftelis. The City is allowed to waive the formal bid process for professional services as established by Ordinance.

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

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

(Code 1975, § 2-57)

## Recommendation

Staff recommends City Council waive the formal bid process and allow the City Manager to execute a Master Agreement with Raftelis Financial Consulting, Inc.



## ITEM V. A.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN**  
**CITY OF CAYCE, SOUTH CAROLINA**  
**AND**  
**RAFTELIS FINANCIAL CONSULTANTS, INC.**

This Consulting Agreement (“Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 (hereinafter referred to as the effective date of the agreement) by and between, City of Cayce, South Carolina (the “Client”) and Raftelis Financial Consultants, Inc., 227 W. Trade Street, Suite 1400, Charlotte, NC 28202 (“Raftelis”).

**Witnesseth**

WHEREAS, Raftelis is engaged and experienced in public finance, management, and pricing, and service delivery, and WHEREAS, The Client desires to hire Raftelis and Raftelis agrees to provide services to the Client, NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the terms and conditions set forth herein.

**Article 1 – Statement of Work**

Raftelis shall provide professional consulting services to prepare various financial and/or organizational assessment services as requested and outlined in subsequent task orders for Client. Raftelis will perform the services as set forth in its proposals sent to Client and included in the Scope of Services.

**Article 2 – Time for Completion**

This Agreement will commence upon approval by the Client and remain in effect for a period of one year. Further renewals of this Agreement are at the option of and shall be mutually agreed to by the Parties.

**Article 3 – Compensation**

Client shall pay to Raftelis the sum not to exceed the amount listed in each task order, which includes professional fees and direct expenses incurred in performing the Scope of Services, as well as an hourly technology expense reimbursement. The parties understand that this sum is based upon the Scope of work at Raftelis’ current standard hourly rate schedule. Any expansion of the Scope of work by the Client shall involve discussion of and agreement about additional fees and time by both parties.

Raftelis shall submit invoices to the Client on a monthly basis for services rendered to the date thereof. Such invoices shall be supported by appropriate documentation; at a minimum, the task performed, the individuals working on such task, the level of each such individual, and expenses incurred. Each invoice will contain all hours and expenses from Raftelis for the month. Upon receipt of monthly invoice, the Client will remit payment of same amount to Raftelis within 30 days.

#### **Article 4 – Additional Services**

At the Client's request, Raftelis may submit proposals for additional professional services. Each proposal submitted shall detail: (1) Scope of work for the additional services; (2) period of services to be performed; and (3) method and amount of compensation. The Client shall provide written acceptance and authorization to Raftelis prior to the commencement of work on any proposed additional services. Each proposal for additional services accepted and approved by the Client shall become part of this Agreement and shall be governed by the terms and conditions contained herein.

#### **Article 5 – Place of Performance**

Raftelis shall be responsible for maintaining its own office facilities and will not be provided with either office facilities or support by the Client.

#### **Article 6 – Indemnification**

Raftelis hereby agrees to indemnify and defend the Client, its officers, directors, managers, and employees ("Indemnified Party" or "Indemnified Parties") and to hold the Indemnified Parties harmless against third party claims, costs, and expenses, including reasonable attorney's fees, action, or demands against the Indemnified Parties and against damages for injury to or death of any person and for loss of or damage to all property caused by the negligent acts, errors, or omissions of Raftelis in performing this Agreement, except to the extent the claims, demands, liabilities, cost, and expenses are caused by the negligent acts, errors, or omission of an Indemnified Party.

#### **Article 7 – Insurance**

Raftelis shall maintain the types and levels of insurance during the life of this Agreement as specified below. The Client will be named as additional insured on Raftelis' Certificates of Insurance and Raftelis will provide the Client with these Certificates of Insurance.

Commercial General Liability Insurance – \$1,000,000 for each occurrence and \$2,000,000 in the aggregate

Comprehensive Automobile Liability Insurance – \$1,000,000 combined single limit each occurrence – hired and non-owned only

Workers Compensation Insurance – Statutory limits

Professional Liability Insurance – \$5,000,000 occurrence and \$5,000,000 in excess

Excess or Umbrella Liability – \$5,000,000 occurrence and \$5,000,000 in the aggregate

Cyber Security – \$5,000,000

### **Article 8 – Confidential Information**

Raftelis acknowledges and agrees that in the course of the performance of the services pursuant to this Agreement, Raftelis may be given access to, or come into possession of, confidential information from the Client, of which information may contain privileged material or other confidential information. Raftelis acknowledges and agrees, except as required by judicial or administrative order, trial, or other governmental proceeding, that it will not use, duplicate, or divulge to others any such information marked as “confidential” disclosed to Raftelis by the Client (“Confidential Information”) without first obtaining written permission from the Client. All tangible embodiments of such information shall be delivered to the Client or the destination of such information by Raftelis requested by the Client. The Client acknowledges Raftelis has the right to maintain its own set of work papers, which may contain Confidential Information.

### **Article 9 – Independent Contractor Status**

It is understood and agreed that Raftelis will provide the services under this Agreement on a professional basis as an independent contractor and that during the performance of the services under this Agreement, Raftelis’ employees will not be considered employees of the Client within the meaning or the applications of any federal, state, or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker’s compensation, industrial accident, labor, or taxes of any kind. Raftelis’ employees shall not be entitled to benefits that may be afforded from time to time to Client employees, including without limitation, vacation, holidays, sick leave, worker’s compensation, and unemployment insurance. Further, the Client shall not be responsible for withholding or paying any taxes or social security on behalf of Raftelis’ employees. Raftelis shall be fully responsible for any such withholding or paying of taxes or social security.

### **Article 10 – Reliance on Data**

In performance of the services, it is understood that the Client and/or others may supply Raftelis with certain information and/or data, and that Raftelis will rely on such information. It is agreed that the accuracy of such information is not within Raftelis’ control and Raftelis shall not be liable for its accuracy, nor for its verification, except to the extent that such verification is expressly a part of Raftelis’ Scope of services.

### **Article 11 – Standard of Performance**

Raftelis will perform the services under this Agreement in accordance with the standard of professionals in its industry prevailing at the time and place the services are performed. Raftelis’ opinions, estimates,

projections, and forecasts of current and future costs, revenues, other levels of any sort, and events and estimates of cost-justified system development fees shall be made on the basis of available information and Raftelis' expertise and qualifications as a professional. Raftelis will perform the Scope of services in conformance with the professional standards in its field of expertise prevailing at the time and place the Scope of services are performed. Raftelis does not warrant or guarantee that its opinions, estimates, projections or forecasts of current and future levels and events will not vary from the Client's estimates or forecasts or from actual outcomes. Raftelis identifies costs, allocates costs to customer classes and provides rate models. It does not establish rates, which is the legislative responsibility of the Client.

### **Article 12 – No Consequential Damages**

To the fullest extent permitted by law, neither party shall be liable to the other for any special, indirect, consequential, punitive or exemplary damages resulting from the performance or non-performance of this Agreement notwithstanding the fault, tort (including negligence), strict liability or other basis of legal liability of the party so released or whose liability is so limited and shall extend to the officers, directors, employees, licensors, agents, subcontractors, vendors and related entities of such party.

### **Article 13 – Termination of Work**

This Agreement may be terminated as follows:

1. **By Client.** (a) for its convenience on 30 days' notice to Raftelis; or (b) for cause, if Raftelis materially breaches this Agreement through no fault of Client and Raftelis neither cures such material breach nor makes reasonable progress toward cure within 15 days after Client has given written notice of the alleged breach to Raftelis.
2. **By Raftelis.** (a) for cause, if Client materially breaches this Agreement through no fault of Raftelis and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after Raftelis has given written notice of the alleged breach to Client; or (b) upon five days' notice if Work under this Agreement has been suspended by either Client or Raftelis in the aggregate for more than 30 days.
3. **Payment upon Termination.** In the event of termination, Raftelis shall be compensated for all work properly performed prior to the effective date of termination.

(Remainder of page intentionally left blank)



#### **Article 14 – Notices**

All notices required or permitted under this Agreement shall be in writing and shall be deemed deliverable when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for the Client:

If for Raftelis:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Raftelis Financial Consultants, Inc.

227 W. Trade Street

Suite 1400

\_\_\_\_\_  
Title

Charlotte, NC 28202

\_\_\_\_\_  
Address

#### **Article 15 – Ownership of Work Product**

All documents, data, compilations reports and studies prepared by Raftelis in performing the Scope of services shall be the property of the Client; provided that any use other than as contemplated in this Agreement or any alteration or modification of the Work Product shall be at the sole risk of Client, and Client shall indemnify, defend and hold Raftelis harmless from any claim, demand, liability, cost or expenses incurred by Raftelis from such use or modification. Nothing contained herein shall be deemed an assignment, transfer, or divestiture of its use by Raftelis of any of its trade secrets, know-how, or intellectual property.

#### **Article 16 – Compliance with Applicable Laws**

Raftelis is an equal opportunity employer and complies with all federal, state, and local fair employment practices laws. Raftelis strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, national origin or ancestry, gender identity, sexual orientation, marital status, sex, pregnancy, age, disability, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. All Raftelis employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, corrective action, compensation, benefits, and termination of employment.

Any act of discrimination committed by Raftelis in the course of its performance under this Agreement, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Agreement.

## **Article 17 – General Provisions**

- A. Entire Agreement: This Agreement represents the entire and sole agreement between the Parties with respect to the subject matter hereof.
- B. Waiver: The failure of either Party to require performance by the other of any provision hereof shall in no way affect the right to require performance at any time thereafter, nor shall the waiver of a breach of any provision hereof be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.
- C. Relationship: Nothing herein contained shall be construed to imply a joint venture, partnership, or principal-agent relationship between Raftelis and the Client; and neither Party shall have the right, power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.
- D. Assignment and Delegation: Neither Party shall assign this Agreement or any rights, duties, or obligations hereunder without the express written consent of the other. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the successors, legal representatives, and assignees of the Parties hereto.
- E. Severability: If any provision of this Agreement is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Agreement, and this Agreement shall continue in force and effect, and be construed and enforced, as if such provision had not been included, or had been modified as above provided, as the case may be.
- F. Governing Law: This Agreement shall be governed by, and construed in accordance with, the laws of the State of South Carolina.
- G. Paragraph Headings: The paragraph headings set forth in this Agreement are for the convenience of the Parties, and in no way define, limit, or describe the Scope or intent of this Agreement and are to be given no legal effect.
- H. Third Party Rights: Nothing in this Agreement shall be construed to create or confer any rights or interest to any third party or third-party beneficiary. It is the intent of the parties that no other outside, non-party claimant shall have any legal right to enforce the terms of this Agreement.

## **Article 18 – Disclosures**

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing “advice” as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist.

Under the Dodd-Frank Act the definition of “advice” includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of a rate study update. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the City of Cayce should issue debt based on the terms and assumptions used to develop the financial plan or forecast, or that the City of Cayce will, in fact, be able to issue debt under the exact terms and conditions assumed and used to develop the financial plan or forecast. The information developed as part of this rate study update, including any related municipal advice, is intended only to provide information useful in evaluating the potential impact on the utility and future rate adjustments of one potential course of action for the City of Cayce. If the City of Cayce decides at some future date to issue debt, then at that time the City of Cayce will need to engage an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and the ’s credit rating at the time of issuance. At that time, as a registered Municipal Advisor, Raftelis can also provide additional assistance related to a specific bond or debt issue, such as preparing a bond feasibility report or financial forecast for inclusion in bond documents.

Any services provided under this agreement that fall under the definition of municipal advice are only covered through the term of this agreement. Raftelis may withdraw from providing municipal advisory services upon written notification to the City of Cayce.

The Municipal Securities Rulemaking Board (“MSRB”) provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB’s web site at [www.msrb.org](http://www.msrb.org).

Raftelis does not have any legal events or disciplinary history on Raftelis’ Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgements, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. Raftelis’ most recent form MA and each most recent Form MA-I filed with the SEC may be assessed electronically at the following website: [www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html)

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory actions is brought against Raftelis, Raftelis will provide complete disclosure to the City of Cayce in detail.

By signing this disclosure letter indicating its approval and acceptance of the of the proposed scope of work and fees, the City of Cayce is also explicitly acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis' part of this engagement.



IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Raftelis Financial Consultants, Inc.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

This is to certify that an appropriation in the amount of this contract is available therefore and that \_\_\_\_\_ has been authorized to execute the contract and approve all requisitions and change orders.

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

\_\_\_\_\_  
Title



**APPROVED MINUTES  
PLANNING COMMISSION  
MONDAY, DECEMBER 16, 2024  
CAYCE CITY HALL – 1800 12<sup>TH</sup> STREET  
6:30 PM**

**I. CALL TO ORDER**

The meeting was called to order by Chair Richard Boiteau. Robert Power, Danny Creamer, Patty Foy, Michael Mahoney, Nancy Stone-Collum, and Michael Wuest were present. Michael Conley and Monique Ocean were present as staff.

**II. APPROVAL OF MINUTES FOR NOVEMBER 18, 2024, MEETING**

Robert Power made a motion to approve the minutes of the November 18, 2024, meeting. Patty Foy seconded the motion. All were in favor.

**III. STATEMENT OF NOTIFICATION**

Ms. Ocean confirmed that the media and the public had been made aware of the meeting and public hearing.

**IV. PUBLIC HEARINGS**

**1. Map Amendment MA004-24**

A request by the owner, Rice, Beans, and Potatoes, LLC, to rezone property from M-1 (Light Industrial) to M-2 (Heavy Industrial). The property is located on Dixiana Road and identified as Tax Map Number 006899-01-027.

**2. Map Amendment MA006-24**

A request by the owner, Rice, Beans, and Potatoes, LLC, to annex property located on Dixiana Road. The request includes assigning an M-2 (Heavy Industrial) zoning designation to the property. The property is identified as Tax Map Number 006899-01-029.

**3. Map Amendment MA007-24**

A request by the owner, Rice, Beans, and Potatoes, LLC, to annex a portion of property located on Dixiana Road. The request includes assigning an M-2 (Heavy Industrial) zoning designation to the property. The property is identified as Tax Map Number 006899-01-030.

**a. Staff's Opening Statement**

Ms. Ocean appeared before the Planning Commission to discuss the proposed map amendments. She explained that the property owner intends to annex two properties into the City and rezone the adjacent property. She said the property under Cayce's jurisdiction would be rezoned from M-1 (Light Industrial) to M-2 (Heavy Industrial), and the annexed properties would also be designated as M-2. Ms. Ocean confirmed that the request complies with the Comprehensive Plan.

**b. Comments from the Applicant**

Mr. John Roberts appeared before the Planning Commission as a representative for the property owner/applicant. He stated that the owner/applicant wished to rezone a parcel of land located on Dixiana Road and to request for annexation for two outlying parcels. Mr. Roberts explained that

the owner/applicant believed rezoning the property to M-2 (Heavy Industrial) would be the most appropriate and beneficial land use for the area.

**c. Comments from the Public**

There was no one present to speak for or against the requests.

**d. Adjourn Public Hearing**

Without any further discussion, the public hearing was adjourned.

**e. Motion**

1. Michael Mahoney made a motion to recommend approval of the map amendment to rezone the property on Dixiana Road from M-1 to M-2. Robert Power seconded the motion. All were in favor.
2. Michael Wuest made a motion to recommend approval of the map amendment to annex the property located on Dixiana Road and to assign an M-2 (Heavy Industrial) zoning designation. Patty Foy seconded the motion. All were in favor.
3. Nancy Stone-Collum made a motion to recommend approval of the map amendment to annex property on Dixiana Road and assign an M-2 zoning designation. Michael Wuest seconded the motion. All were in favor.

**V. NEW BUSINESS**

**1. Possible comments from staff or Planning Commission**

Michael Conley informed the Planning Commission that four proposals had been received for the updates to the Zoning Ordinance and Land Development Regulations. He stated that the selection committee, consisting of two Planning Commission members and staff, had chosen Stewart Engineering to undertake the project. Mr. Conley noted that Stewart Engineering had submitted a clear and concise timeline for the work and he highlighted that the firm's local contact could offer significant benefits throughout the process.

**VI. ADJOURNMENT**

Michael Mahoney made a motion to adjourn. Patty Foy seconded the motion. All were in favor.

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

## Cayce Historical Museum Commission

**January 8, 2025**

### Meeting Minutes

The January 8, 2025 meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:13pm by Chair James Stewart. The following individuals attended the meeting:

<b>Name</b>	<b>Status</b>
James Stewart	Chair
Pamela Sulton	Vice Chair
Marcy Hayden	Secretary
Archie Moore	Commissioner
A.G. Dantzler	Commissioner (absent)
Charlita Earle	Commissioner (absent)
Keith Stephenson	Commissioner
David Brinkman	Commissioner
Will Britz	Commissioner (absent)
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Assistant
Mike Conely	Deputy City Manager

#### **Upcoming Events:**

February-African American Heritage Month  
 2/15/25-Battle of Congaree Creek Encampment Event  
 3/22/25-Soiree on State Street  
 4/5/25-Tartan Day South Colonial Village

**Invocation:** Vice Chair Sulton

#### **Action Items:**

#### **November Meeting Minutes:**

The Commission reviewed the previous meeting minutes. Commissioner Moore motioned that the meeting minutes be accepted with change to section regarding lantern tours were canceled due to damage in the park not volunteers and Vice Chair Sulton seconded the motion. The minutes were approved pending the correction.



### **Commission Officers Elections**

Chair Stewart opened the floor for nominations. He expressed interest in continuing to serve as Chair. Commissioner Sulton nominated James Stewart to serve as Chair for 2025 and the motion was seconded by Commissioner Brinkman. The motion passed.

Chair Stewart nominated Commissioner Pamala Sulton to serve as Vice Chair for 2025 and the motion was seconded by Commissioner Hayden. The motion passed.

Chair Stewart nominated Commissioner Marcy Hadyen to serve as Secretary for 2025 and the motion was seconded by Commissioner Stevenson. The motion passed.

With officers elected, the Commissioner reviewed the Commission's By-laws. It was noted that the meeting time needed to be updated in Section III, part 4 to reflect the new meeting time of 5pm. This has already been approved by the City and should be updated in the document. There were no other changes at this time.

### **Museum Staff Report**

The Columbia Airport Exhibit display is at the printer after review by the Commission. The exhibit does not have an opening date, but should be announced soon.

Museum staff and volunteers are making progress on the NAGPRA inventory having recorded around 4,486 objects to date. The NAGPRA report will begin in January as previously discussed, as work continues until all Native American Indian items are cataloged. Additionally, volunteers are working on archival items in the storage building to catalog and organize items in the collection.

*New exhibits:* Public Safety exhibit and REV250 exhibits are being worked on and will need funding for the Public Safety exhibit.

*Upcoming Events:* Partnership for children's programs with Mota Crosslinking Business Academy was canceled for January, but is scheduled for February. TBA on the details for this series. February is Black History Month and the social media posts are being planned along with possible speakers. The Battle of Congaree Creek Anniversary is scheduled to take place at the Museum on Feb. 15th from 9am-3pm and will feature an encampment with Union and Confederates. March 22nd will be the Soiree on State Street event and the Museum will have a table.

### **Donations**

*Gift of Cayce School and Family Objects (Fred Shurmpt)*

Motion to accept donated items due to their significance and added value to current exhibits was made by Chair Stewart and seconded by Commissioner Moore. Motion passed.

## **Ongoing Business:**

### **Event Debrief-Cayce Christmas Traditions**

- Over 325 people attended the event with lots of families and children
- Under Budget and positive feedback about market and music
- Areas for improvement:
  - Issues with lights and electrical on the Museum/City grounds (Mr. Conley addressed this issue and the City will work to fix the electrical issues.)
  - Market Stalls are too cumbersome to put up and take down each year, so the plan is to repurpose the wood for other projects around the Museum grounds.
  - Emergency vehicles need to be present and block the driveways.
  - Additional lights in the area will help with the “festive” look of the City’s Christmas lights. It was requested that the outbuildings, train and trees also be decorated by the City during their Christmas light decorating.
  - Additional signage and social media advertising to bring in more people.
  - Photo opts are a great idea and they could bring more people out along with food trucks in addition to vendors.
  - Had some feedback regarding missing the individuals dressed in period outfits. Encouraged to invite local groups to dress up and attend.
  - Also floated the idea of combining the Traditions event with the tree lighting event, but that would need to be explored further with the Women’s Club of Cayce.

### **Strategic Planning-Historic Preservation**

No updates at this time.

### **Old State Road NRHP Nomination**

No updates at this time.

## **New Business:**

No additional business.

## **Additional Business:**

No additional business.

With no other business on the meeting agenda and a motion to adjourn was made by Commissioner Moore and seconded by Commissioner Brinkman. The meeting adjourned at **6:04PM.**

## ITEM VI. A.

### Events Committee Minutes January 9, 2025

Present: Mike Harlen, Maxine Creamer, Ashley Brown, Dave Capps, Ashley Warthen

Absent: Jean Boiteau

Guest: Forrest Ryan

City Representatives: Amanda Rowan, Mendy Corder

Meeting was called to order.

The committee reviewed the November 14 minutes. Mr. Harlen noted his name was misspelled. Mr. Capps made the motion to approve with the correction of the spelling of Mr. Harlen's name. Ms. Creamer seconded the motion, and the motion was unanimously passed.

#### **Old Business:**

The committee reviewed the Christmas in Cayce Carols Along the Riverwalk. The committee decided to forgo coffee next year as most guests preferred hot chocolate. Next year the committee will increase the hot chocolate to 400 cups. Ms. Ryan suggested also having hot apple cider at the event. Parks will look at the electricity in the pavilion to see if there are outlets on both sides. Mr. Capps recommended finding a hand bells group for next year as well. Ms. Corder stated that she would look into having a drone at next year's event to take video and photos of the event to use when marketing it.

#### **New Business:**

The Spring Plant exchange will take place on April 12<sup>th</sup> at 10:00am. Committee members are requested to arrive by 9:30 to set up and to assist the participants with carting their plants.

Soiree on State takes place March 22<sup>nd</sup>. Ms. Rowan explained some of the changes, such as the "Future Artists Stage" and the calendar contest judging. Mr. Harlen suggested using JROTC cadets for zip code taking. Committee members will discuss Soiree in more detail at February's meeting. Mr. Capps suggested having a banner made for the Events Committee tent to list all the City's events and a QR code on it to link to the City's Events page.

Bylaws: Mr. Harlen asked about the terms of the committee. Ms. Corder stated most terms were 1-2 years depending on whether the position was an unexpired term or new appointment. The Events Committee currently has five open positions. Ms. Creamer suggested leaving the terms as is for the time being. Ms. Corder suggested tabling the election of officers until the committee was able to acquire more members.

With no further business, Ms. Creamer made a motion to adjourn, and Mr. Capps seconded. The motion carried and the meeting was adjourned. The next Events Committee meeting will be February 13, 2024, at 5:30 PM in Council Chambers.



**APPROVED MINUTES  
PLANNING COMMISSION  
MONDAY, JANUARY 27, 2025  
CAYCE CITY HALL – 1800 12<sup>TH</sup> STREET  
6:30 PM**

**I. CALL TO ORDER**

The meeting was called to order by Chair Richard Boiteau. Planning Commission members Nancy Stone-Collum, Patty Foy, Robert Power, Michael Mahoney, and Michael Wuest were present. Danny Creamer was absent. Monique Ocean was present as staff.

**II. APPROVAL OF MINUTES**

Nancy Stone-Collum made a motion to approve the minutes of the December 18, 2024, Planning Commission Meeting with corrections. Patty Foy seconded the motion. All were in favor.

**III. STATEMENT OF NOTIFICATION**

Ms. Ocean confirmed that the public and media had been made aware of the meeting.

**IV. COMMISSION MATTERS**

**A. Review of By-Laws**

There were no changes made to the existing by-laws.

**B. Nomination and election of Officers for 2025**

Nancy Stone-Collum made a motion to elect Richard Boiteau as Chair of the Planning Commission. Patty Foy seconded the motion. All were in favor.

Robert Power made a motion to elect Michael Mahoney as Vice-Chair. Richard Boiteau seconded the motion. All were in favor.

**C. Nomination and election of Secretary for 2025**

Richard Boiteau made a motion to elect Monique Ocean as Secretary. Michael Mahoney seconded the motion. All were in favor.

**D. Approval of meeting schedule for 2025**

The meeting schedule for 2025 was approved.

**V. NEW BUSINESS**

Ms. Ocean provided an update to the Planning Commission on the progress of the Zoning Ordinance and Land Development Regulations. She mentioned that bi-weekly calls with Stewart, Inc. and staff had commenced. Additionally, Ms. Ocean informed the Planning Commission that Stewart, Inc. would be meeting with them in the future. She also requested that the Planning Commission submit any ideas or topics from the Zoning Ordinance that they would like to discuss.

**VI. ADJOURNMENT**

Nancy Stone-Collum made a motion to adjourn. Michael Mahoney seconded the motion. All were in favor.

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# Memorandum

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**To:** Mayor and Council

**From:** James Crosland, City Manager  
Michael Conley, Deputy City Manager  
Monique Ocean, Planning & Zoning Administrator

**Date:** March 4, 2025

**Subject:** Second Reading of an Ordinance to rezone property on Dixiana Road  
(Tax Map Number 006899- 01-027) from M-1 to M-2

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## Issue

Council approval is needed for the Second Reading of an Ordinance to rezone property located on Dixiana Road and further identified as Tax Map Number 006899-01-027 from M-1 (Light Industrial) to M-2 (Heavy Industrial).

## Discussion

The applicant/owner has requested the rezoning of approximately 82 acres on Dixiana Road (Tax Map Number 006899-01-027) from M-1 to M-2.

The M-2 zoning district supports industrial uses that may not be compatible with more sensitive areas, which is why it is typically located in more isolated or buffered regions.

The requested M-2 zoning is compatible with the City's Comprehensive Plan and Future Land Use Map.

The Planning Commission reviewed the proposed map amendments at its regularly scheduled meeting on December 16, 2024. No public comments were made in favor of or against the proposed changes.

## Recommendation

The Planning Commission unanimously recommended that Council approve the rezoning of Tax Map Number 006899-01-027 from M-1 to M-2.



STATE OF SOUTH CAROLINA	)	<b>ORDINANCE 2025-01</b>
	)	<b>Amending the Zoning Map and</b>
COUNTY OF LEXINGTON	)	<b>Rezoning Property Located on</b>
	)	<b>Dixiana Road (Tax Map Number</b>
CITY OF CAYCE	)	<b>006899-01-027) from M-1 to M-2</b>

**WHEREAS**, the Owner/Applicant requested that the City of Cayce amend the Zoning Map to re-designate the property comprising and shown on Dixiana Road, with Tax Map Number 006899-01-027, from M-1 (Light Industrial) to M-2 (Heavy Industrial), and

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

**WHEREAS**, the Planning Commission met on December 16, 2024, to receive public comments and vote on whether to recommend the rezoning request, and has decided by a unanimous vote that it does recommend this change to the existing zoning,

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

Tax Map Number 006899-01-027  
Dixiana Road

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

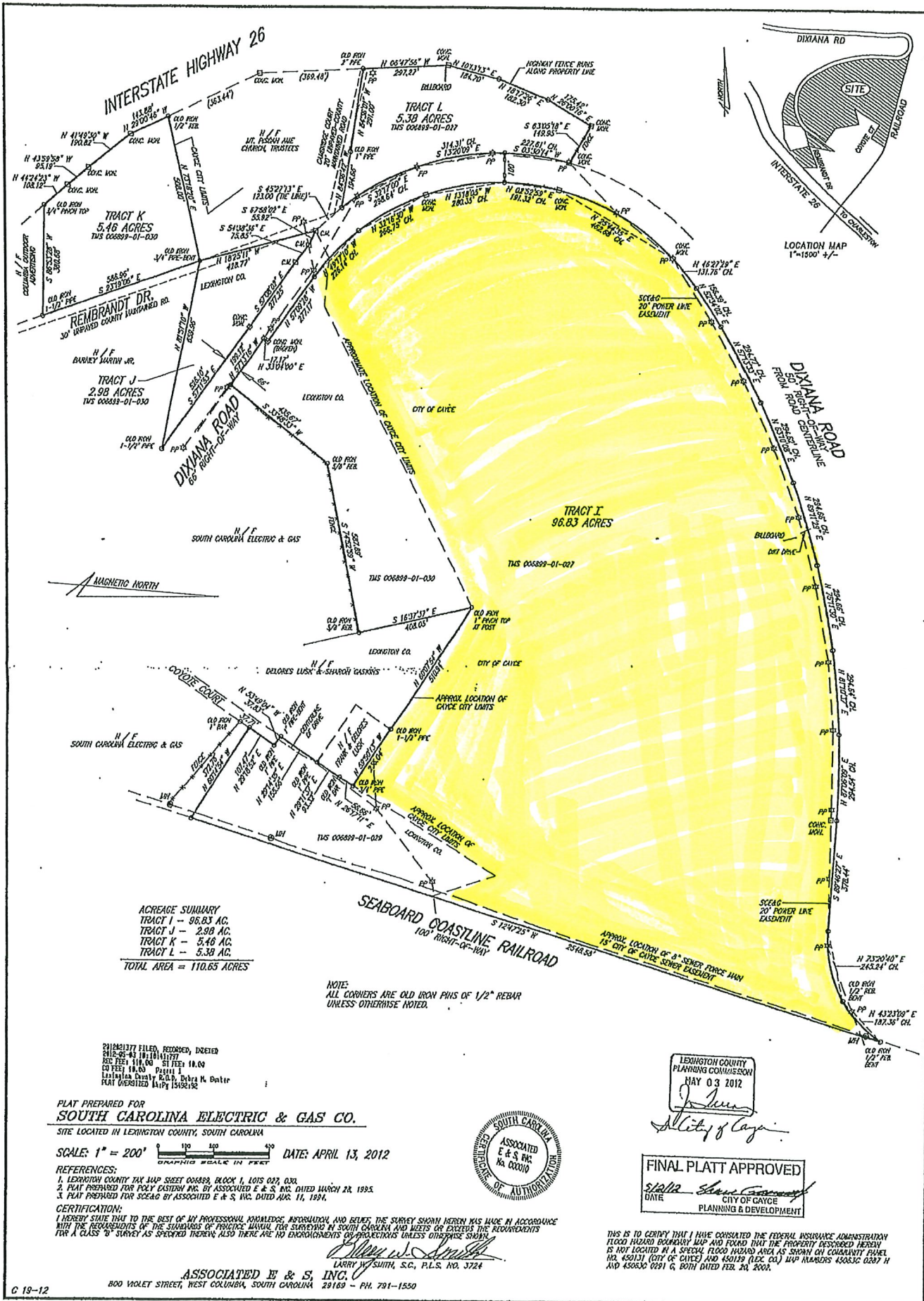
Attest:

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

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

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

Approved as to form: \_\_\_\_\_  
William C. Dillard, Jr., City Attorney



City of Cayce  
South Carolina  
*Planning Commission Zoning Map Amendment*

Date Filed: 11.7.2024

Request No: Map Amendment

Fee: \$250

Receipt No: \_\_\_\_\_

*A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.*

**THE APPLICANT HEREBY REQUESTS** that the property described as above be considered for rezoning from M-1 to M-2

The justification for this change is as follows;  
Development of industrial facility.

APPLICANT(S) [print]: Rice, Beans, and Potatoes, LLC (c/o Julian Wilson, Manager and Authorized Representative)  
Address: 3850 Fernandina Road, Columbia, SC 29210  
Telephone: 803.606.6970 [Business] \_\_\_\_\_ [Residence]  
Interest: Owner(s): X Agent of owner(s): \_\_\_\_\_ Other: \_\_\_\_\_

OWNER(S) [if other than Applicant(s)] : \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ [Business] \_\_\_\_\_ [Residence]

PROPERTY ADDRESS: 0 DIXIANA ROAD  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision To be subdivided/combined prior to rezoning approval. See draft plat attached: "Tract I"  
Tax Map No. 00689901027 Plat Book 15492 Page 92  
Lot Dimensions: \_\_\_\_\_ Area: [sq. ft. or acreage] Existing: 87.450 (to be subdivided/combined)  
Deed restrictions/limitations on property:  
N/a for intended use. See deed exceptions at book/page: 20934-4850 (attached).


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

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

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

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

Date: 11/7/2024



\_\_\_\_\_  
Julian Wilson, Manager and Authorized Representative

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

Official Use Only:

Property posted: 12-2-24 By: JE, MD

Published in Newspaper on: 11-29-24

PLANNING COMMISSION: 12-16-24

RECOMMENDATION: Approval

CITY COUNCIL [1<sup>st</sup> Reading] \_\_\_\_\_

ACTION: \_\_\_\_\_

CITY COUNCIL [Final Reading] \_\_\_\_\_

ACTION: \_\_\_\_\_


Notice to applicant sent on \_\_\_\_\_ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.

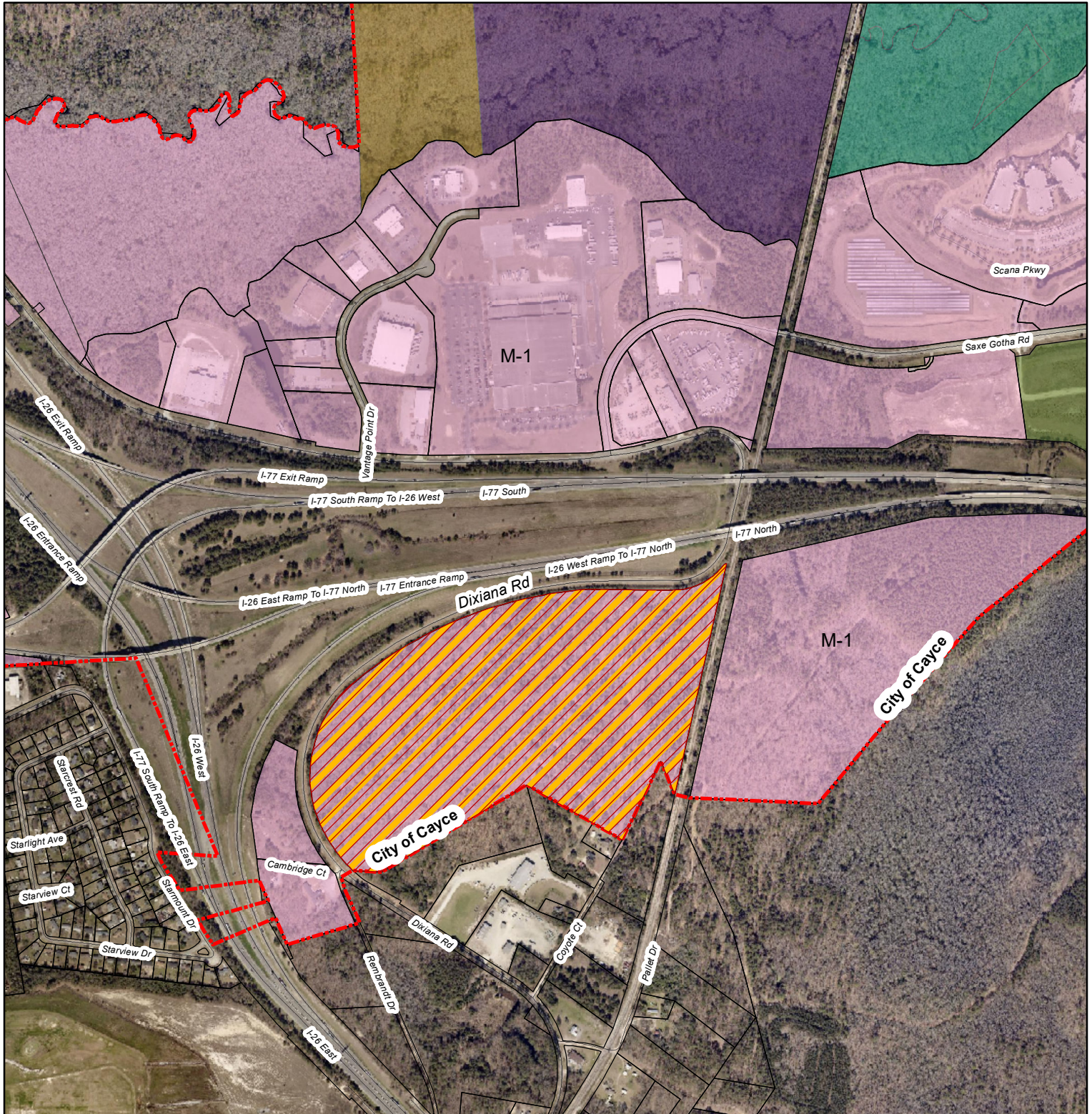


REZONING REQUEST  
DIXIANA ROAD  
TMS 006899-01-027

ITEM XI. A.

Legend

 Rezoning Request



1,000 500 0 1,000 Feet





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# Memorandum

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**To:** Mayor and Council

**From:** James Crosland, City Manager  
Michael Conley, Deputy City Manager  
Monique Ocean, Planning & Zoning Administrator

**Date:** March 4, 2025

**Subject:** Second Reading of an Ordinance to annex properties located on Dixiana Road (Tax Map Number 006899-01-029 and 006899-01-030), assigning M-2 zoning designations

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## Issue

Council approval is needed for the Second Reading of an Ordinance to annex properties located on Dixiana Road (Tax Map Numbers 006899-01-029 and 006899-01-030) and assign them the M-2 zoning designation.

## Discussion

The applicant/owner has requested the annexation of two parcels on Dixiana Road (Tax Map Numbers 006899-01-029 and 006899-01-030), totaling approximately 14.6 acres. In addition to the annexation, the applicant seeks an M-2 zoning designation for these properties.

The M-2 zoning district is designed to accommodate industrial uses that may not be compatible with certain environments, which is why these districts are typically located in areas geographically separated or buffered from more sensitive zones.

The requested M-2 zoning aligns with the City's Comprehensive Plan and Future Land Use Map.

If approved, these parcels will be incorporated into the applicant's larger 82-acre property on Dixiana Road.

The Planning Commission reviewed the proposed map amendments at its regularly scheduled meeting on December 16, 2024. No public comments were made in favor of or against the proposed changes.

## Recommendation

The Planning Commission unanimously recommends that City Council approve the annexation of Tax Map Numbers 006899-01-029 and 006899-01-030 and assign the M-2 zoning designation.

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

**ORDINANCE 2025-02**  
**Annexing Properties Located on Dixiana Road**  
**(TMS# 006899-01-029 and TMS# 006899-01-**  
**030) into the City Limits Under the Provisions**  
**of South Carolina Code Section 5-3-150(3)**

**WHEREAS**, a proper petition has been filed with the City of Cayce by the owner of 100 percent of the assessed value of the contiguous properties hereinafter described petitioning for annexation of the properties to the City of Cayce under the provisions of S.C. Code 5-3-150(3); and

**WHEREAS**, it appears to Council that annexation would be in the best interest of the property owners and the City of Cayce, and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the properties hereinafter described are hereby annexed to and become a part of the City of Cayce:

#### PROPERTY DESCRIPTIONS

All those certain pieces, parcels, or lots of land, situate, lying and being near the City of Cayce in the County of Lexington, State of South Carolina, being shown on attached Exhibit "B" which is made part of this Ordinance and consisting of approximately 14.6 acres:

- (1) The parcel of property not currently within the City that is located at the end of Coyote Court, Lexington County, further identified as Lexington County Tax Map Number 006899-01-029, and
- (2) The parcel of property not currently within the City that is located on Dixiana Road, Lexington County, further identified as Lexington County Tax Map Number 006899-01-030.

The properties shall be zoned M-2 (Heavy Industrial), in accord with City of Cayce Zoning Ordinance, Section 3.15, and this classification shall become effective upon the effective date of this annexation ordinance. These properties are added to voting district Number Four (4).

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

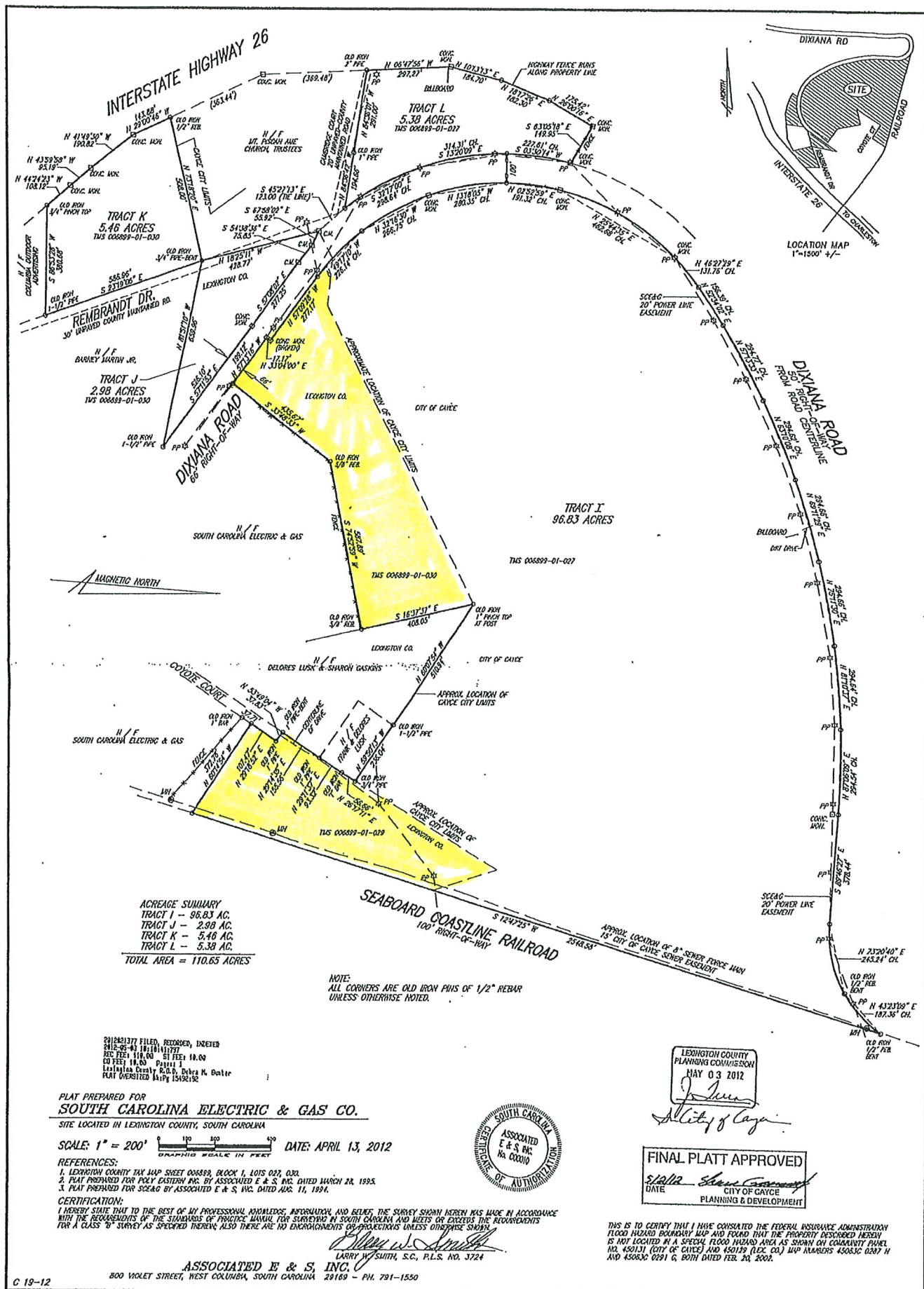
Attest:

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

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

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

Approved as to form: \_\_\_\_\_  
William C. Dillard Jr., City Attorney



## 100 Percent Petition Form

### TO THE MAYOR AND COUNCIL OF THE CITY OF CAYCE, SOUTH CAROLINA:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the City of Cayce by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-3-150(3). I (we) also acknowledge receipt of the Resolution adopted April 13, 2004 by the City "Approving the Method and Criteria for Annexing and Zoning Property in the City Limits of the City of Cayce".

The territory to be annexed is described as follows:

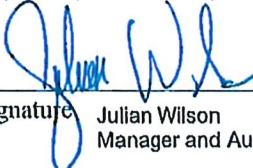
Undeveloped parcels located off Dixiana Road. See attached plat.

The property is designated as follows on the Lexington/Richland County tax maps: 006899-01-030 (to be subdivided)  
006899-01-029

It is requested that the property be zoned as follows: M-2

Existing/proposed use of the property to be annexed: Existing: Undeveloped Proposed: Industrial facility

Rice, Beans, and Potatoes, LLC:

 3850 Fernandina Rd, Columbia, SC 29210 11/7/2024  
Signature Julian Wilson Street Address, City Date  
Manager and Authorized Representative

#### For Municipal Use:



Petition received by: Monique Ocean, Date: 11-7-24  
Description and Ownership verified by: Monique Ocean, Date: 11-7-24  
Recommendation: Approval  
By: Planning Commission, Date: 12-16-24

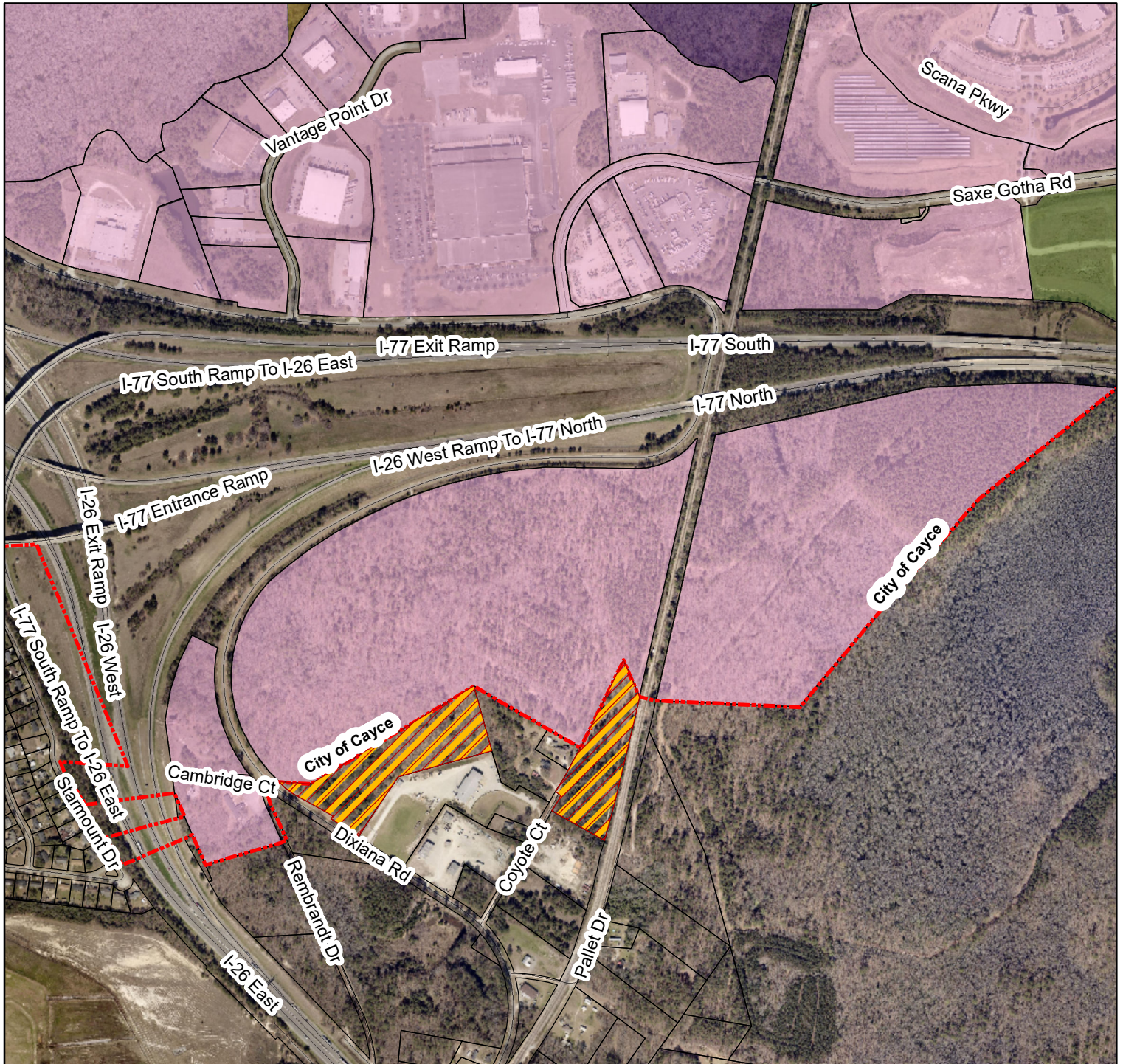


ANNEXATION REQUEST  
DIXIANA ROAD  
TMS 006899-01-029 AND TMS 006899-01-030

ITEM XI. B.

Legend

-  Annexation Request
-  Cayce City Limits Line



1,000 500 0 1,000 Feet

