

Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Phil Carter Ann Bailey-Robinson Tim James	City Manager Tracy Hegler	Assistant City Manager James E. Crosland
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**City of Cayce  
Regular Council Meeting  
Tuesday, April 6, 2021 at 6:00 p.m.**

**Cayce City Council is currently meeting virtually via Zoom.  
Please use one of the following methods to attend the Council Meeting:**

**Virtual Attendance, click**

**<https://us02web.zoom.us/j/82281066577?pwd=UXBBb1VQMVd4Y2dXT25LKzJoSTVLdz09>**

**or**

**Telephone: 1-929-205-6099**

**Meeting ID: 822 8106 6577**

**Passcode: 949333**

**caycesc.gov**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
March 2, 2021 Regular Council Meeting  
March 17, 2021 Regular Council Meeting

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

**Special Note: Anyone wishing to speak to Council about an item not on the agenda will need to call the City Clerk at 803-550-9557 by 12:00 p.m. the Friday prior to the Council Meeting. Anyone wishing to speak on an item on the Agenda will need to call the City Clerk at 803-550-9557 by 11:00 a.m. the day of the Council Meeting.**

**III. Ordinances**

- A. Discussion and Approval of Ordinance 2021-07 Amending Chapter 10 (“Building and Building Regulations”), Article IV (“Rental, Non-Owner Occupied and Unoccupied Property Regulations”) of the City Code of Ordinances concerning the allowable locations for parking on rental, non-owner occupied and unoccupied properties (previously discussed as Amending Article 9 of the Zoning Ordinance to Add a New Section 9.11 Concerning Vehicular Parking in Yards in Residential Zoning Districts) – First Reading

**IV. City Manager’s Report**

**V. Council Comments**

**VI. Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege

- B. Discussion of negotiations incident to proposed contractual arrangement concerning affordable housing
- C. Discussion of appointment of persons to a public body

**VII. Reconvene**

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

**IX. Committee Matters**

- A. Approval to Enter the following Committee Approved Minutes into the City's Record  
Museum Commission Meeting – February 3, 2021  
Events Committee Meeting - February 11, 2021
- B. Appointments and Reappointments  
Museum Commission – Three (3) Positions

**X. Adjourn**

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



<b>Mayor</b> Elise Partin	<b>Mayor Pro-Tem</b> James E. Jenkins	<b>Council Members</b> Ann Bailey-Robinson Phil Carter Tim James	<b>City Manager</b> Tracy Hegler	<b>Assistant City Manager</b> James E. Crosland
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**City of Cayce  
Regular Council Meeting  
March 2, 2021**

A Regular Council Meeting was held this evening at 6:00 p.m. via Zoom video and conferencing software. Those present included Mayor Elise Partin and Council Members Ann Bailey-Robinson, Phil Carter, Tim James and James Jenkins. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, Planning Director Wade Luther, IT Director Jamie Beckham and City Attorney Danny Crowe were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified. Mayor Partin stated that the meeting was being recorded through Zoom. She stated that the public was provided a call in number to be able to follow all of the City business as normal. She asked any caller to mute their audio so there would not be any feedback. She stated that the meeting organizer was also able to mute calls. Mayor Partin stated that the public could speak on any item on the agenda if they prearranged speaking with the City's Municipal Clerk.

### **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.

### **Approval of Minutes**

Mayor Pro Tem Jenkins made a motion to approve the February 2, 2021 Regular Council Meeting minutes and the February 17, 2021 Regular Council Meeting minutes as written. Council Member James seconded the motion which was unanimously approved by roll call vote.

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

Mr. Mark Brazell, Item IV. C. – Mr. Brazell stated that he felt that the proposed Ordinance amendment regarding vehicles parking in yards was an encroachment of government since it was telling people what they can and cannot do at their private residence. He stated that he seemed to him that the intent of the amendment was to have a more cosmetically appealing way for people to park cars at their residence and the other intent might be to have cars off the street. He stated that Public Safety could handle ensuring that cars did not park on the street. He stated that his interpretation of the Ordinance amendment was that someone with a home in the City of Cayce that did not have a paved or landscaped parking area and currently park adjacent to the road or near the home would be required to incur an expense that in his opinion would not accomplish anything other than having a place in their yard paved. Mr. Brazell stated

accomplish anything other than having a place in their yard paved. Mr. Brazell stated that the residents that installed concrete or asphalt parking would increase water runoff issues.

## **Presentations**

### **A. Presentation by Mr. Ray Jones regarding Affordable Housing Bond and Upgrades for Abbott Arms Apartments**

Mr. Ray Jones stated that he was a lawyer with Parker, Poe in Columbia. He stated that his client, Mr. Craig Cobb, was also in attendance and was the developer of the Abbott Arms Apartment project. He stated that in order to purchase and rehabilitate Abbott Arms Apartments the Cayce Housing Authority's assistance was needed in the issuance of bonds. He stated that Abbott Arms was the only privately owned Section 8 housing in the City of Cayce. Mr. Jones stated that the developer planned to keep the apartments as Section 8 affordable housing.

Mr. Jones stated that Abbott Arms was almost fifty years old. He stated that the developers plan was to significantly upgrade the apartment community through the proceeds of a bond issue and tax credits. He stated he and the developer had already met once with the Cayce Housing Authority to ask for their assistance in the issuance of bonds which the Authority was permitted to do so under State statute. He stated that the Authority asked that he and Mr. Cobb discuss the matter with Cayce City Council as well since Council would be required to hold a Public Hearing and get an approving Resolution from the City since the project is within Cayce's jurisdiction.

Mr. Jones stated that in a couple of weeks he and Mr. Cobb would ask Council to hold a Public Hearing regarding the issuance of bonds. He stated the bonds would be issued by the Cayce Housing Authority, not by the City. He stated they would also ask Council to pass a Resolution as required by the Federal Tax Regulations called a host approval. He stated that neither of these actions would cause the City to incur any liability but they were required by Federal law.

Mr. Cobb stated that Abbott Arms was the privately owned Section 8 housing in the City that serves families. He stated that he planned to spend approximately 7.5 million dollars to completely renovate the interior and exterior of the apartments. He stated that the renovations included all new flooring, all new appliances and new kitchen countertops. He stated that approximately 2/3 of the units did not have central heat and air but would receive it with the renovations. He stated that the ancillary building was going to be extended and renovated to become a community space for activities. Mr. Cobb stated that he would install a business center with computer stations and space to hold community events. He stated the space could also be used to bring outside non-profit groups in to hold services for the residents. He stated that they had a lot planned to continue to keep the apartments affordable and bring it up to date for the residents.

Mr. Jones stated that the project would remain affordable which means that it would be reserved for people with income below a certain limit as it was currently. Also the rents would be capped at a certain limit as they were currently.

Council Member James asked if the guidelines for affordable housing fell within the guidelines of HUD or were they different guidelines. Mr. Jones stated that it did fall into the guidelines of HUD. He stated that there was a Section 8 contract on the entire project but those guidelines lined up with the State Housing guidelines as well for affordability. Council Member Carter asked for the math to be explained. He stated that the 7.5 million dollar cost of the renovation, the cost of the land and the 38 million dollars of bonding did not add up to him. Mr. Jones stated that because of the HUD contract on the property one had to do an income based evaluation so the purchase price of the property was actually 23.5 million dollars based not on the taxed value but on the appraised value which was based on the income it would generate.

Mr. Jones stated that the nature of the renovations were substantially regulated. For example, the kind of HVAC that would be installed had to be in compliance with HUD guidelines. He stated that the flooring had to be within guidelines as well. Council Member Carter stated that in the Cayce Housing Authority's meeting minutes someone asked how this project would benefit the City of Cayce and there was mention of \$175,000 plus a \$5,000 annual fee. He asked what the \$175,000 was for. Mr. Jones stated that if one did a bond issue through the State the State would charge .75% as an upfront issuance fee as well as an ongoing compliance fee. He stated that it was his understanding that the City of Cayce Housing Authority would charge the same fee the State charges. The .75% multiplied by the bond amount was where the upfront fee would come from that would be paid by the developer as part of the bond deal and the ongoing fee relates to assurance that the project continues to comply with State and Federal guidelines and those fees would also be paid to the City of Cayce Housing Authority.

Mayor Pro Tem Jenkins asked if Abbott Arms currently had a sprinkler system and if not, would it be equipped with one during the renovations. Mr. Cobb stated that since the apartments were only two stories Code did not require a sprinkler system. He stated that one of the improvements that would be made during the renovations was that each unit would be equipped with a stove top firestop. He stated it would be located under the microwave above the stove and would help extinguish any kitchen fires. He stated that every unit would also be equipped with its own fire extinguisher at no cost to the tenant. Mayor Pro Tem Jenkins asked if fire rated doors would be installed during the renovations. Mr. Cobb stated that if there was any code requirement for fire rated materials than those would be followed and implemented into the renovation.

B. Presentation by Mr. Robert Milhous of the City of Cayce FY19/20  
Comprehensive Annual Financial Report

Mr. Robert Milhous, the City's auditor, presented the FY19/20 Comprehensive Annual Financial Report to Council. Mr. Milhous went over the financial statement with Council and stated it was a great audit and report. He stated that based on good fiscal management there was a positive fund balance in the General Fund. The Water and Sewer Utility Fund also had a positive fund balance and the City met its debt coverage ratio, therefore the City is in compliance with its bond covenants.

Mayor Partin thanked Mr. Milhous and stated that Council appreciates him being part of the team. She stated that the city was very careful with what it does with its finances and always strives to make smart and cautious decisions.

### **Ordinances**

- A. Discussion and Approval of Emergency Ordinance 2021-05 Amending Emergency Ordinance 2021-02 Concerning Electronic Meetings and Related Measures for City Boards and Commissions so as to Extend the Ordinance Expiration Date

Council Member James made a motion to approve Emergency Ordinance 2021-05. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2021-06 Amending the Conditions and Restrictions for the Previous Rezoning to Planned Development District, Mixed Use (PDD-MU) of Certain Property at the Southwest Corner of Saxe Gotha and 12<sup>th</sup> Street Extension (Tax Map Number 006897-01-07, Formerly 06897-01-042) – First Reading

Ms. Hegler stated that Council approval was needed for the First Reading of an Ordinance to amend the previously approved PDD for the property located at the southwest corner of Saxe Gotha Road and 12<sup>th</sup> Street Extension (TMS#006897-01-070 (formerly known as TMS#06897-01-042)). She stated that any major changes to an approved PDD, must be approved by City Council after being considered by the Planning Commission.

Ms. Hegler stated that the applicant wished to amend the current PDD's approved regulations. She stated that the property was approximately 36 acres and was currently located in the I-77 Gateway Design Overlay District. She stated that properties surrounding the property were all zoned M-1 Light Industrial and were also in the I-77 Gateway Design Overlay District. She stated that the applicant was proposing to remove an access point nearest the intersection of Saxe Gotha and 12<sup>th</sup> Street Extension. Further, they were proposing to amend the phasing of the project and certain design provisions of the previously approved plan. Modifications, including

removing an access point, to the previously approved site plan had become necessary because of revisions to the site by FEMA. She stated that a phasing outline was included in the request but due to retail market conditions, certain elements of phasing may occur sooner or later than expected.

Ms. Hegler stated that the development would still be mixed use with restaurants, retail and housing. She stated that the developers had assured her that the retail interest was still there but were just struggling to make commitments during the pandemic. She stated that the requested re-zoning was in compliance with the Zoning Ordinance and was permitted as a compatible zoning district according to the criteria of the Future Land Use Map. She stated that the Planning Commission voted on the requested re-zoning from PDD to PDD and amended regulations at the Planning Commission meeting on February 22, 2021.

Mayor Pro Tem Jenkins made a motion to approve Ordinance 2021-06 on First Reading. Council Member Bailey-Robinson seconded the motion. Council Member Carter asked which entrance to the project was being taken out of the plans. Ms. Hegler stated that it was the entrance closest to 12<sup>th</sup> Street Extension. Mayor Partin called the question which was unanimously approved by roll call vote.

**C. Discussion and Approval of Ordinance 2021-07 Amending Article 9 of the Zoning Ordinance to Add a New Section 9.11 Concerning Vehicular Parking in Yards in Residential Zoning Districts – First Reading**

Mayor Partin stated that for quite some time Council had been asked by residents to pursue an amendment regarding parking vehicles in yards. She stated that she could not think of anything that exemplified a democratic government more than one that listened to its residents. She stated that the amendment did not originate with the City but with the City's neighborhood leaders and residents calling with concerns about it. She stated that staff looked at neighboring communities Columbia and Irmo's Ordinances so staff could model the City's Ordinances from one's already established. Mayor Partin stated that Public Safety and Code Enforcement followed Ordinances that Council wrote so everyone worked as one unit.

Mayor Partin asked Council if they would be agreeable to delaying First Reading of Ordinance 2021-07. She stated that Council tried to always implement best practices and model Ordinances. She stated that the proposed Ordinance would do the job but she wanted to make sure the City's Ordinance went above and beyond. She stated that she would like staff to research greener ways to create parking spots so less pavement would be used. She stated she would also like for the Ordinance to be drafted so it was as low burdensome on staff as possible and the implementation of it while following resident's requests.

Mayor Partin asked Ms. Hegler how much time she thought staff needed to research greener options. Ms. Hegler stated that staff could have it ready for the next Council Meeting but she would like time to work with Mr. Wade Luther, the new Planning Director, on the Ordinance amendment so the April 6, 2021 Council Meeting would be ideal.

Mayor Pro Tem Jenkins made a motion to delay discussion of Ordinance 2021-07 to the April 6, 2021 Council Meeting. Council Member Bailey-Robinson seconded the motion. Council Member James stated that he believed delaying the First Reading so staff had more time to look into it was the right thing to do and to also make sure that it would not be too burdensome on staff. Mayor Partin called the question which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2021-08 Amending Section 9.8 of the Zoning Ordinance Concerning Allowable Locations for Trailer Storage and the Allowable Number of Trailers, Campers, Recreational Vehicles and Boats in a Lot or Parcel in Residential Zoning Districts – First Reading

Ms. Hegler stated that the City received a lot of calls regarding the parking of trailers on residential lots. She stated that Council approval was needed for the First Reading of an Ordinance amending Zoning Ordinance Article 9 to amend the allowable location for storage of a towable trailer and the allowable number of campers or recreational vehicles and boats in a residential zoned district. She stated that the amended Ordinance would require towable trailers in a residential zoned lot to be located in the side or rear yard - the same as recreational vehicles or campers and boats. The amended Ordinance would also reduce the allowable number of recreational vehicles or campers to one (1) and boats to one (1).

Ms. Hegler stated that currently, the Ordinance permitted towable trailers of a certain size to be stored anywhere on a lot in a residential zoned district and at least two (2) boats and two (2) campers or recreational vehicles to be parked or stored in the side or rear yard of a residential zoned lot. She stated that City Code Enforcement staff regularly received complaints about these issues. She stated that staff believed the amendment would be a good response to the number of complaints they received. The Planning Commission voted unanimously on amending the Zoning Ordinance Article 9 Supplemental Off-Street Parking and Loading Regulation on February 22, 2021.

Ms. Hegler stated that she had one minor amendment she would recommend be made to the current amendment. She stated that it currently stated that all trailers, campers, etc. She recommended adding permissible to the language so it would read all permissible trailers, campers, etc.

Council Member Bailey-Robinson made a motion to accept the recommended amendment to Ordinance 2021-8. Council Member Carter seconded the motion which

was unanimously approved by roll call vote. Council Member Carter made a motion to approve Ordinance 2021-8 with the amendment on First Reading. Mayor Pro Tem Jenkins seconded the motion. Council Member James asked Mayor Partin if Ordinance 2021-08 was similar to Ordinance 2021-07 in regards to possibly being burdensome on staff in enforcing it. Mayor Partin stated that it would not require any more staff time to regulate one versus two. She stated that staff was receiving complaints from residents who were unhappy with trailers being parked in front yards. Mayor Partin called the question which was unanimously approved by roll call vote.

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

Ms. Hegler stated that the new Planning Director, Mr. Wade Luther, started with the City that Monday. She stated that Mr. Luther had wonderful planning, transportation and economic development background in both private and public sector and in both state and local governments. She stated that he was very familiar with Cayce, as he grew up visiting his grandmother on M Avenue. Mayor Partin welcomed Mr. Luther. Mr. Luther stated that he had a long history with the City and had been wanting to join the team for quite some time. He stated that he was very excited to start contributing to the City. Mayor Partin stated that she knew Ms. Hegler and Mr. Crosland had told him how the City strives to set model Ordinances and was unique in the way they take care of its citizens with excellent customer service.

### **Committee Matters**

- A. Approval to Enter the following Committee Approved Minutes into the City's Record
  - Cayce Housing Authority – August 15, 2020
  - Cayce Housing Authority – October 20, 2020
  - Cayce Housing Authority – December 15, 2020
  - Cayce Housing Authority Annual Meeting – December 15, 2020
  - Planning Commission – January 25, 2021
  - Cayce Housing Authority Special Called Meeting – February 3, 2021

Council Member Carter stated that the August 15, 2020 Cayce Housing Authority minutes stated that three (3) potential member applicants who were interested in filling the one open position on the Authority were present at the meeting. He stated that the agenda listed the December 15, 2020 Cayce Housing Authority Annual Meeting but he did not see those minutes in the agenda packet. He also stated that Council was not given all three applications for the Cayce Housing Authority for consideration. They were only given the one potential member application. He stated he needed clarification on the process because he thought Council was presented all potential member applications for an open position on a City Board or Committee. Council Member Carter asked if the City's Committees, Commissions and Foundations all operated under the same set of guidelines. He stated that he did not see any minutes

where the Cayce Housing Authority discussed the potential member applicants and asked if other Committees, Commissions and Foundations operated the same way. He asked if it was Council's charge to screen the potential members or were they only presented the Committee recommended applicant. Mayor Partin stated that typically there was not more than one potential member for an open position so it was an unusual case. She stated that Council Member Carter brought up a valid question. She stated that she thought it made sense for staff to give Council all the potential member applications for an open position along with that Committee's recommendation.

Mr. Crowe stated that Boards and Commission, specifically the Technical Codes Board of Appeals, the Zoning Board of Appeals and the Planning Commission, are agencies of the City. Foundations are a separate entity that are not part of the City but the City has some formal relationship to the Foundations including appointments of some of the board members. He stated that the Cayce Housing Authority was created by State law and influenced by Federal law. He stated that the relationship of the City to the Housing Authority was that the City appointed members to its Board.

Mayor Pro Tem Jenkins stated that the Cayce Housing Authority needed to submit their meeting minutes once they were approved instead of submitting five (5) months of meeting minutes at once. Ms. Corder stated that typically the Housing Authority did submit their minutes once they were approved. She stated that perhaps they were backed up due to COVID.

Council Member James made a motion to approve entering into the record all Committee approved minutes except the December 15, 2020 Cayce Housing Authority Annual Meeting minutes which were postponed for approval until the next Council Meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

### **Council Comments**

There were no Council comments.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of Appointment of City Attorney
- C. Discussion of negotiations incident to proposed contractual arrangement concerning affordable housing

Mr. Crowe stated that he did not have any matters to discuss under Item VIII. A. Mayor Pro Tem Jenkins made a motion to enter into Executive Session to discuss Items VIII. B and C. Council Member James seconded the motion which was unanimously approved by roll call vote.

### **Reconvene**

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

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

#### **A. Discussion and Approval of Appointment of City Attorney**

Council Member James made a motion to approve the reappointment of the City Attorney. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

#### **B. Other**

There was no action in reference to Item X. B.

### **Adjourn**

Mayor Pro Tem Jenkins made a motion to adjourn the meeting. Council Member James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:55 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk





<b>Mayor</b> Elise Partin	<b>Mayor Pro-Tem</b> James E. Jenkins	<b>Council Members</b> Ann Bailey-Robinson Phil Carter Tim James	<b>City Manager</b> Tracy Hegler	<b>Assistant City Manager</b> James E. Crosland
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**City of Cayce  
Regular Council Meeting  
March 17, 2021**

A Regular Council Meeting was held this evening at 5:00 p.m. via Zoom video and conferencing software. Those present included Mayor Elise Partin and Council Members Ann Bailey-Robinson, Phil Carter, Tim James and James Jenkins. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, IT Director Jamie Beckham and City Attorney Danny Crowe were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified. Mayor Partin stated that the meeting was being recorded through Zoom. She stated that the public was provided a call in number to be able to follow all of the City business as normal. She asked any caller to mute their audio so there would not be any feedback. She stated that the meeting organizer was also able to mute calls. Mayor Partin stated that the public could speak on any item on the agenda if they prearranged speaking with the City's Municipal Clerk.

### **Call to Order**

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

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

Ms. Johnetta Riley, Gantt Street, Item III. D. – Ms. Riley thanked Council for allowing the community to be involved and have a voice. She stated that she had concerns about the proposed amendment to Section 9.8 of the Zoning Ordinance. She stated that paragraph three (3) of the Ordinance stated that trailers containing mounted equipment such as portable generators, welding equipment, mortar or cement mixer would be prohibited. She stated that to her it seemed exclusive of certain professions and favoring others over another. She stated that a lot of businesses in the City that may have that kind of equipment on their trailer have to pay a business license fee to have their home used as their home base for their business. Ms. Riley stated that it seemed to be bordering on discrimination type issues. She stated that if the word permissible was removed from the first sentence of the Ordinance and the restrictions on what materials could be on a trailer than it would take care of possible liability issues in regards to favoring one profession over another. She stated that she did not like the proposed limiting of boats and recreational vehicles from two (2) to one (1). She stated that as long as they were stored in the rear or side of one's property they should not be limited.

Ms. Karen Fitch, Holland Avenue, Item III. D. – Ms. Fitch stated that she thought it would be in the best interest to keep the amount of allowable boats and recreational vehicles at two (2) so as not to upset people. She stated she also thought all trailers should be allowed so that no one's profession or choice of profession was discriminated against or affected especially during the current time of economic hardship. Ms. Fitch stated she wanted to remind Council of the 14<sup>th</sup> Amendment and to not deny citizens of their liberty and opportunity by encroaching on their property.

### **Ordinances**

- A. Discussion and Approval of Emergency Ordinance 2021-09 Amending Emergency Ordinance 2021-03 to Further Extend the Expiration Date on the Suspension of Certain Prohibitions on Temporary Signs

Council Member James made a motion to approve Emergency Ordinance 2021-09. Council Member Bailey-Robinson seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Emergency Ordinance 2021-10 Amending Emergency Ordinance 2021-04 to Extend the Expiration Date on Requiring Individuals to Wear Face Coverings in Certain Circumstances, and Matters Related Thereto

Council Member James made a motion to approve Emergency Ordinance 2021-10. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote. Mayor Partin thanked Council for being mindful of supporting businesses with the prohibition on temporary signs and also with the face covering Ordinance so everyone could operate with safety, sensibility and responsibility.

- C. Discussion and Approval of Ordinance 2021-06 Amending the Conditions and Restrictions for the Previous Rezoning to Planned Development District, Mixed Use (PDD-MU) of Certain Property at the Southwest Corner of Saxe Gotha and 12<sup>th</sup> Street Extension (Tax Map Number 006897-01-070, Formerly 06897-01-042) – Second Reading

Council Member Bailey-Robinson made a motion to approve Ordinance 2021-06 on Second Reading. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

- D. Discussion and Approval of Ordinance 2021-08 Amending Section 9.8 of the Zoning Ordinance Concerning Allowable Locations for Trailer Storage and the Allowable Number of Campers or Recreational Vehicles and Boats in a Lot or Parcel in Residential Zoning Districts – Second Reading

Mayor Partin asked staff, assuming Ordinance 2021-08 passed, if it would make sense to have a six month educational period before the Ordinance went into effect since there was so much confusion in regards to the Ordinance. Ms. Hegler stated that she thought that the educational period made a lot of sense and would give residents time to comply. Council Member Carter made a motion to accept the proposed amendment to Ordinance 2021-08 which would cause it to become effective 180 days after Council approval on Second Reading. Council Member James seconded the motion. Mayor Partin called the question and Council Member Bailey-Robinson stated that she did not agree with limiting the allowable number of recreational vehicles and boats in the backyard. She stated that small businesses might have business related items in their backyard so she did not agree with limiting those types of items. Mayor Partin stated that Council was currently voting on the enactment date and would then discuss the actual Ordinance. Mayor Partin called the question which was unanimously approved by roll call vote.

Council Member Carter made a motion to approve Ordinance 2021-08 as amended. Mayor Pro Tem Jenkins seconded the motion. Mayor Partin stated that Council Member Bailey-Robinson's comments were noted. She asked her if she had any other comments to add. Council Member Bailey-Robinson stated that she did not believe items in the backyard should be limited. Mayor Partin stated that there was a question of liability issues brought up in public comment and asked Mr. Crowe to clarify if there were any liability issues with the way the Ordinance was written. Mr. Crowe stated that in his view there were not any liability issues. He stated that the Ordinance prohibited commercial equipment in a residential district unless it was in conjunction with a building permit or construction permit. He stated that it would be within the appropriate consideration of a zoning of a residential district to prohibit such equipment. He stated it would not be an equal protection question but instead a residential zoning question. Mr. Crowe stated that the Ordinance that was before Council was not amending the second sentence of the third paragraph therefore the section that stated that trailers containing mounted equipment such as portable generators, welding equipment, mortar or cement mixer would be prohibited was already law. He stated that the amendment did not touch that and it had been law since the Ordinance was originally enacted.

Mayor Partin stated that she appreciated Mr. Crowe pointing that out. She stated that there was some confusion about the amendment and she would always encourage anyone to call staff if they had any questions and if they were concerned an amendment to an Ordinance might affect them. She stated that she recently had someone call her and after looking into the issue it was discovered that they were in compliance and the Ordinance did not affect them. She stated that she asked staff to have the six month time period to do some education since there was so much confusion surrounding the Ordinance amendment.

Council Member James stated that he did not know of many people that had five (5) of anything parked in their yard. He stated that if the amendment passed Council would only be reducing that number to three (3). He stated that he felt the key word was "mounted" equipment. The Ordinance listed examples but he stated that it was not inclusive or exclusive since the Ordinance then stated "or any other equipment that could be considered."

Council Member Bailey-Robinson asked Mr. Crowe if someone had a business at their home if that was considered a commercial business. Mr. Crowe stated that he would have to review the City's Ordinance but not all businesses can be conducted out of someone's home. He stated that there were a number of criteria for what constituted a home occupation. Mayor Partin called the question. Mayor Pro Tem Jenkins and Council Members Carter and James voted yes, Council Member Bailey-Robinson voted no.

### **Discussion Items**

#### **A. Discussion and Approval to Enter into Agreement with Two Engineering Firms to Serve for "On Call" Engineering Services for the City**

Ms. Hegler stated that as part of the City's efforts to update contracts and ensure best practices for procurement of services, the City issued an engineering RFP to select a firm or firms to serve as the City's "on-call engineer." Five firms responded to the RFP: American Engineering Consultants, Foth Infrastructure and Environment, Hanna Engineering, Highfill Infrastructure Engineering, and Rogers and Calcott Environmental. An Evaluation Team was selected from City staff and consisted of five team members.

Ms. Hegler stated that after review of the proposals and a team discussion, the Evaluation Team recommended to enter into an agreement with two (2) firms. She stated that staff recommended American Engineering Consultants as the most responsible and responsive firm that could address all design needs associated with the Water Treatment Plant, Wastewater Treatment Plant, Septage and Grease Facility and Stormwater-related work. Staff also recommended the City contract with Hanna Engineering for any design needs for the water distribution and wastewater collection systems. She stated that it was recommended these agreements offer a two-year term.

Council Member Bailey-Robinson made a motion to give approval for the City Manager to negotiate and enter into an agreement, separately, with American Engineering Consulting and Hanna Engineering for "on-call" engineering services, per the work distribution previously outlined. Mayor Pro Tem Jenkins seconded the motion. Mayor Pro Tem Jenkins and Council Member James both asked for clarification on what exactly "on-call" meant. Ms. Hegler stated that American Engineering Consultants would be the on-call engineers for all design needs associated with the Water Treatment Plant, Wastewater Treatment Plant, Septage and Grease Facility and Stormwater-related work.

She stated that they were the on-call vendor and would get the project. She stated they were on-call in the sense that staff did not know what type of projects might arise over the two years that the City engaged them but they would be the vendor.

Ms. Hegler stated that currently staff did a lot of pump repair work and small water line replacement work in house but it would be more efficient to give that work to Hanna Engineering. She stated that staff was impressed with Hanna Engineering's expertise in the in-ground work. Council Member Carter asked if the contract was just for engineering services or would the engineering firm do the repair and maintenance work as well. Ms. Hegler stated that Hanna Engineering was equipped to do the repair work as well as the engineering work. 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  
Cayce Housing Authority Annual Meeting – December 15, 2020

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

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

Ms. Hegler stated that staff had issued a RFP for professional landscaping, architecture, engineering and planning services. She stated that staff would be bringing that before Council soon. She stated that staff was working on revenue projections for the budget. She stated that staff was still training on the new automated sanitation truck. She stated the truck should be on the road in the next few weeks. She stated it would make its debut in Hunters Mill and Concord Park initially.

### **Council Comments**

Council Member Carter stated that recently a constituent contacted him regarding a sanitation issue and before he even had a chance to contact Ms. Hegler about it the Sanitation Department has resolved the issue. He stated that Sanitation Manager Thomas White was on site immediately and handled the issue. Mayor Partin agreed that the Sanitation Department was outstanding.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege

- B. Discussion of negotiations incident to proposed contractual arrangement concerning affordable housing
- C. Discussion of matter relating to the proposed location of businesses in the area served by the City
- D. Discussion of negotiations incident to proposed contractual arrangement concerning 800 Lexington Avenue
- E. Discussion of possible appointment and employment of Municipal Court Judges

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

#### **Reconvene**

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

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

- A. Discussion and Approval of Appointment of Municipal Court Judges
- B. Other

Council Member James made a motion to authorize the City Manager to negotiate continued employment for the City's Municipal Court Judges. Council Member Bailey-Robinson seconded the motion which was unanimously approved by roll call vote.

#### **Adjourn**

Mayor Pro Tem Jenkins made a motion to adjourn the meeting. Council Member Bailey-Robinson seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:05 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk



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# Memorandum

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**To:** Mayor and Council

**From:** Tracy Hegler, City Manager  
Wade Luther, Planning & Development Director

**Date:** March 31, 2021

**Subject:** First Reading of an Ordinance Amending Chapter 10, Article 4  
of the Code of Ordinances Concerning Rental, Non-Owner  
Occupied and Unoccupied Property Regulation

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## Issue

Council approval is requested for the First Reading of an Ordinance amending Code of Ordinances Chapter 10, Article 4 to add a section of regulations pertaining to standards for occupancy and parking in rental, non-owner occupied and unoccupied properties.

## Discussion

Currently, the City's Zoning Ordinance does not regulate parking vehicles in front yards. The City receives a large number of complaints and inquiries about parking vehicles in residential front yards and this has been an area identified by staff to address, city-wide. At the request of neighborhood leaders and others in the community, staff drafted a new Ordinance to regulate parking in residential yards. The Planning Commission voted unanimously on amending the Zoning Ordinance Article 9 Supplemental Off-Street Parking and Loading Regulations on February 22, 2021. This draft Ordinance, as presented, was based on principles from Ordinances in neighboring City of Columbia and Town of Irmo.

On March 2, 2021 Council deferred First Reading of the draft Ordinance to April 6, 2021, asking staff to work on revisions that would:

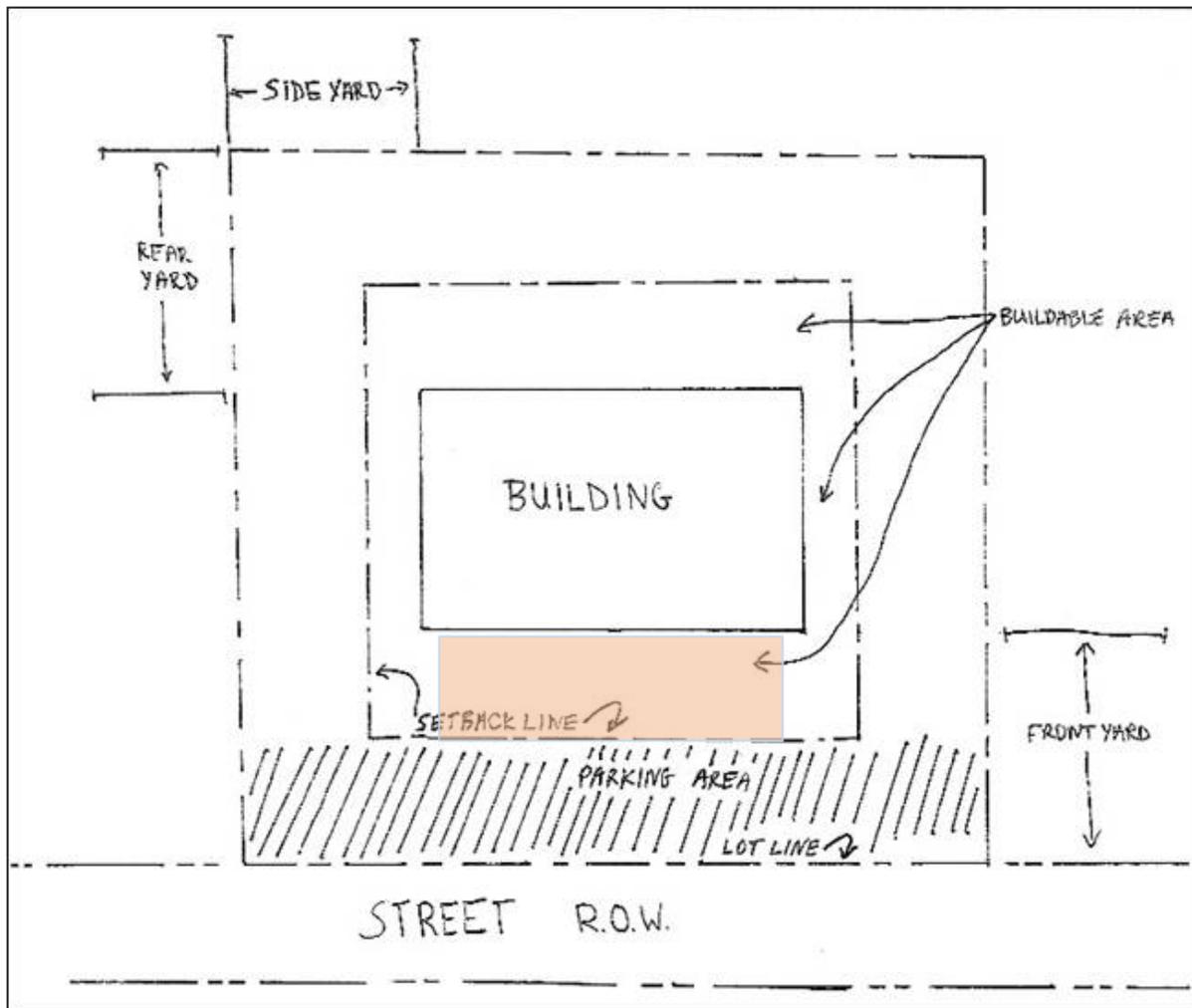
- encourage greener solutions
- be less onerous on the property owner, and
- be as simple as possible for code staff to enforce

The revised Ordinance has been changed to apply the new standards to non-owner occupied residential units only, through the City's registration process. The proposed Ordinance, then, would be placed within Chapter 10, Article IV of the City's codes related to "Buildings and Building Regulations," for "Rental, Non-owner Occupied and Unoccupied Property Regulations."

The owner of a non-owner occupied unit would be responsible for ensuring adequate parking is provided for the number of tenants in the unit, as indicated on the property registration form, not to exceed 4 unrelated persons. Further, the owner would be required to inform tenants of parking requirements.

The Ordinance also proposes becoming effective 180 days after Second Reading approval from Council. During that time, Staff will work to educate property owners (from the City's property registration list) on the regulations and work with them to help them comply.

The new proposed Ordinance stipulates where parking cannot occur – within the buildable area of the lot or yard, between the setbacks and residence (effectively the peach shaded area on the below figure). Here, parking can only exist if part of a defined driveway.



Another major change from the original proposal is removing the requirement for material upgrades in identifying parking areas, either in the setback or as part of a driveway, as long as it

is obvious this area is parking and is not within the main part of the front yard. However, if a property owner wishes to upgrade their parking areas, a long list of materials is provided and pervious, low impact design solutions are encouraged. The proposed Ordinance further states that parking in the setback or on the street must be parallel, not perpendicular.

To reiterate, as written the Ordinance would not affect owner-occupied units and does not require any added expense, as long as it is clear to City staff where parking areas are provided.

**Recommendation**

Staff recommends First Reading approval of an Ordinance amending Code of Ordinances Chapter 10, Article 4 to add a section of regulations pertaining to standards for occupancy and parking in rental, non-owner occupied and unoccupied properties.

STATE OF SOUTH CAROLINA	)	ORDINANCE 2021-07
	)	Amending Chapter 10, Article IV of
COUNTY OF LEXINGTON	)	the Code of Ordinances Concerning
	)	Rental, Non-Owner Occupied and
CITY OF CAYCE	)	Unoccupied Property Regulations
	)	

**WHEREAS**, the City Council, on the recommendation of City Administration, has determined that it is in the interest of the City and its citizens to revise and amend the current language of Chapter 10 (“Building and Building Regulations”), Article IV (“Rental, Non-Owner Occupied and Unoccupied Property Regulations”) of the City Code of Ordinances concerning the allowable locations for parking on rental, non-owner occupied and unoccupied properties; and

**WHEREAS**, the Planning Commission held a properly scheduled and noticed public hearing on this amendment to receive comments from the public; and

**WHEREAS**, the Planning Commission met on February 22, 2021, to receive public comments and vote on whether to recommend adding a section on regulating parking in yards in Article 9 of the Zoning Ordinance, and has decided, by a unanimous vote, that it does recommend regulating parking in yards; and

**WHEREAS**, the City Council, in Council duly assembled at a meeting held on March 2, 2021 heard the recommendations of the Planning Commission and asked staff to further refine the proposed ordinance to consider greener and more cost effective options that were also not burdensome to code enforcement staff; and

**WHEREAS**, the City Administration recommends that the most effective enforcement for regulating parking in yards is to apply the standards to non-owner occupied units, as regulated in Chapter 10, Article IV,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Chapter 10 (“Buildings and Building Regulations”), Article IV (“Rental, Non-Owner Occupied and Unoccupied Property Regulations”) of the City Code of Ordinances is hereby amended as shown on the attached document and as follows:

1. Section 10-80 (“Definitions”) is hereby amended to delete the last sentence of the definition of “Occupant” and to add the following definitions,

*Bedroom* as defined by the IPMC, refers to any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

*Buildable area* is that portion of any lot which may be used or built upon in accordance with the regulations governing the zoning district within which the lot is

located when the front, side and rear yard, open space, and applicable buffer area requirements have been met.

*Driveway* means an access constructed within the public rights-of-way connecting the public roadway with the adjacent property and intended to provide vehicular access to no more than one (1) lot.

*Residential driveway* means a driveway providing access to single-family residence or a duplex.

2. Section 10-86 (“Offenses and assignment of offenses”) is hereby renumbered to Section 10-87 (“Offenses and assignment of offenses”) and Section 10-86 is hereby renamed, Section 10-86 (“Standards”) and amended to add the following paragraphs:

“For purposes of this Article, the following standards apply to non-owner occupied and must be met prior to a rental, non-owner occupied, and unoccupied registration (Sec. 10-81 City of Cayce Code of Ordinances) being issued and at all times thereafter. City sponsored inspectors will have the authority to certify that these properties meet the International Property Maintenance Code (IPMC) standards for both the interior and exterior of the dwelling. Any and all violations will be subject to section 10-87 of the City of Cayce Code of Ordinances. Failure to correct the deficiencies will result in revocation of the registration and are subject to penalties as outlined in Section 10-97 of the City of Cayce Code of Ordinances. The standards that will apply to all non-owner occupied will be in accordance with the 2018 Edition of the IPMC. Violations will be handled as outlined in Chapter 10 Article IV.

The landlord, owner, and/or property management personnel are responsible for informing and providing these standards to their tenants. Further, the landlord, owner, and/or property management personnel are responsible for any improvements required as a result of these standards. For the purpose of this section, multiple lots or parcels that function as one shall be considered as one lot or parcel.

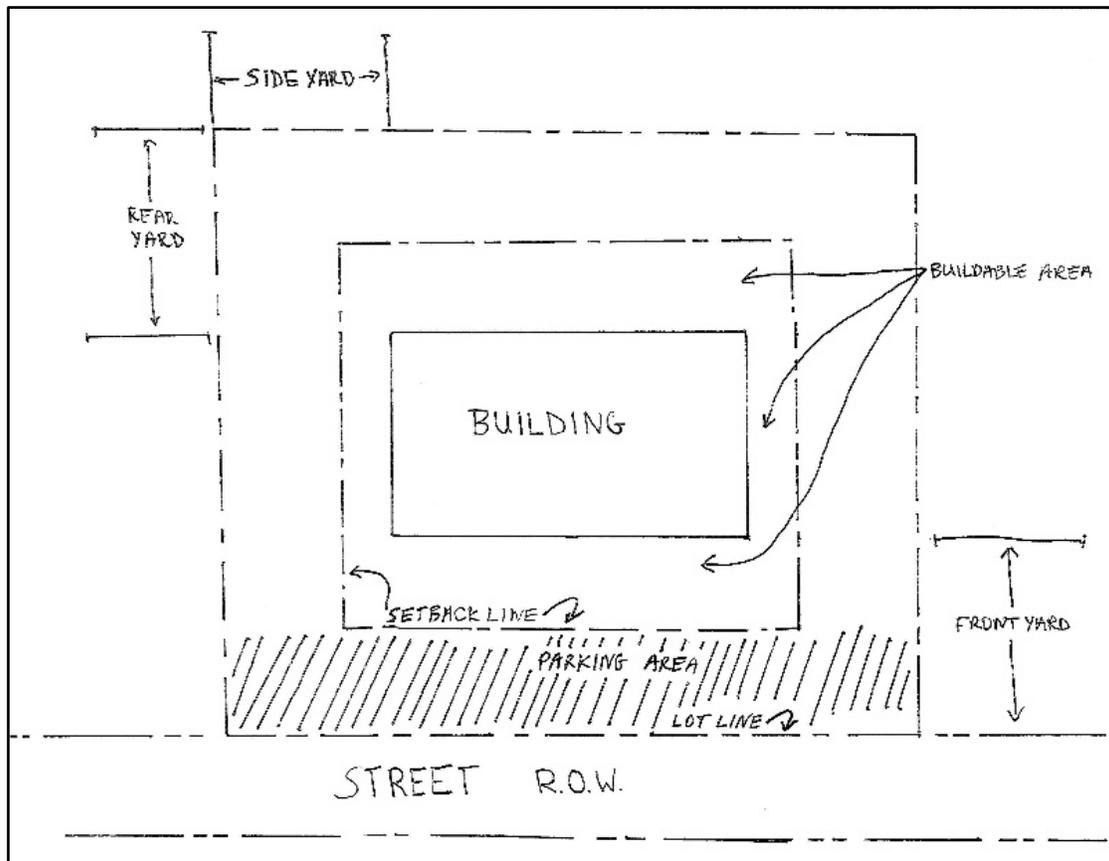
- (1) Occupancy – Where family is defined by the City of Cayce Zoning Ordinance and Code of Ordinances, occupants of a non-owner occupied unit will not exceed (3) unrelated persons, unless there are (4) bedrooms in the unit, when the number of individuals cannot exceed (4).
- (2) Parking – The number of vehicles parked or stored at the unit cannot exceed the number of occupants per home up to (4) vehicles. Parking is only allowed within certain areas of a residential lot. With the exception of driveways, the delineation of off-street parking within the front yard is restricted to the area between the property line and the front and side setback lines as illustrated in the Figure below. For corner lots, off-street parking may be delineated along the side yard facing the side street between the property line and the side setback line. Vehicles can only be parked parallel to the street, except when within a residential driveway. Residential driveways are parking structures

permitted to be located within the buildable area of the lot, as illustrated in the Figure below.

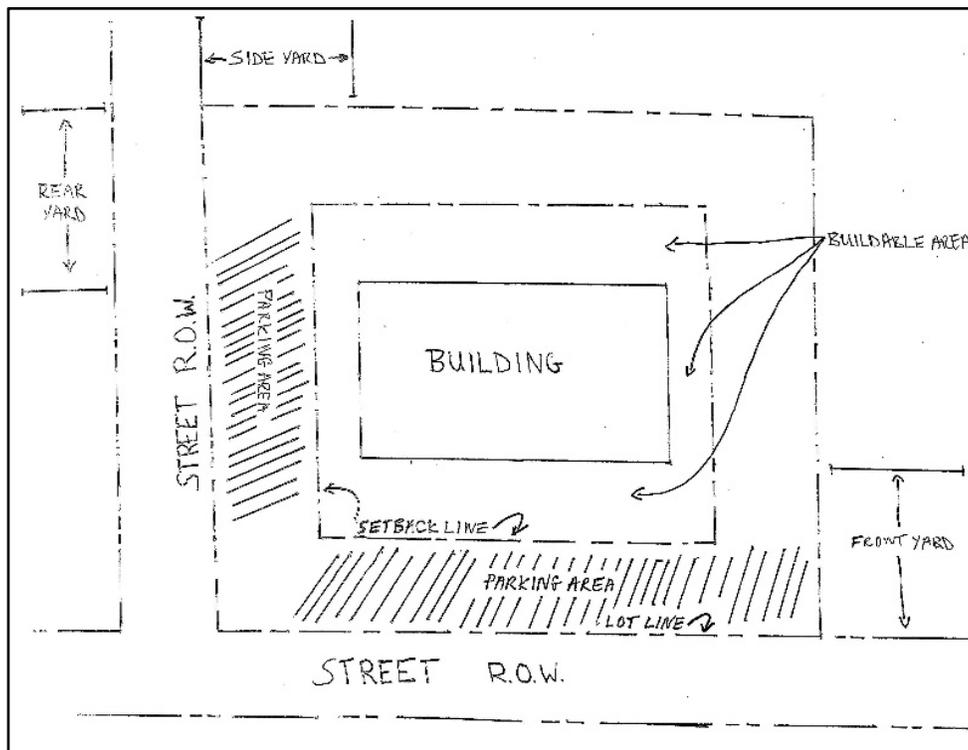
Permitted parking areas may be constructed of the following materials, with strong consideration given for low impact development principles: plastic grid pavers, grass grid pavers, concrete grid pavers, grass, mulch, slag, gravel, crushed stone, pervious concrete, brick/concrete/stone pavers, concrete, and asphalt. If used, all impervious parking materials should not occupy more than 40 percent of the front yard or 500 square feet within the primary front yard, whichever area is greater.

On corner lots, impervious parking materials shall not exceed the above amount of area within the combined primary front yard or secondary front yard.”

**Figure 1 – Permitted Parking Area on Primary Front Yard**



**Figure 2 – Permitted Parking Area on Corner Lot**



3. Section 10-87 ("Requirement for revocation hearings") is hereby renumbered to Section 10-88 ("Requirement for revocation hearings").
4. Section 10-88 ("City council hearing") is hereby renumbered to Section 10-89 ("City council hearing").
5. Section 10-89 ("Notice of revocation") is hereby renumbered to Section 10-90 ("Notice of revocation").
6. Section 10-90 ("Effect of revocation") is hereby renumbered to Section 10-91 ("Effect of revocation").
7. Section 10-91 ("Notification exemption") is hereby renumbered to Section 10-92 ("Notification exemption").
8. Section 10-92 ("Defense") is hereby renumbered to Section 10-93 ("Defense").
9. Section 10-93 ("Appeals/revocation hearing before city council") is hereby renumbered to Section 10-94 ("Appeals/revocation hearing before city council").
10. Section 10-94 ("Change of ownership") is hereby renumbered to Section 10-95 ("Change of ownership").
11. Section 10-95 ("Confidentiality") is hereby renumbered to Section 10-96 ("Confidentiality").
12. Section 10-96 ("Offenses") is hereby renumbered to Section 10-97 ("Offenses").

13. Section 10-97 (“Registration fee”) is hereby renumbered to Section 10-98 (“Registration fee”).
14. Section 10-98 (“Severability”) is hereby renumbered to Section 10-99 (“Severability”).
15. Section 10-99 (“Occupancy label required”) is hereby renumbered to Section 10-100 (“Occupancy label required”).

This Ordinance shall become effective 180 days after second reading approval.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

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

Attest:

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

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

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

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

## ARTICLE IV. - RENTAL, NON-OWNER OCCUPIED AND UNOCCUPIED PROPERTY REGULATIONS

## Sec. 10-80. - Definitions.

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

Bedroom as defined by the IPMC, refers to any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

Buildable Area is that portion of any lot which may be used or built upon in accordance with the regulations governing the zoning district within which the lot is located when the front, side and rear yard, open space, and applicable buffer area requirements have been met.

Driveway means an access constructed within the public rights-of-way connecting the public roadway with the adjacent property and intended to provide vehicular access to no more than one (1) lot.

*Non-owner occupied* means a property that is occupied by someone other than the purchaser or owner of a property.

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

*Offense* means any violation of local, state, or federal statutes or ordinances which results in a forfeiture of bond, plea of guilty, no contest, acceptance into pre-trial intervention, alcohol education program or a determination of guilt by a court or a jury. For purposes of this article, all violations for which charges are made during one response by law enforcement officers which result in a forfeiture of bond, acceptance into a pre-trial intervention program, alcohol education program, conviction, or a plea of guilty or no contest, collectively shall be deemed one offense.

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

Residential driveway means a driveway providing access to single-family residence or a duplex.

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

- (1) Single, two, three, or four household dwelling within a horizontal property regime or;
- (2) Dwellings occupied by individuals who are under a written contract to purchase the residence after the contract has been reviewed for validity of purchase by the city attorney and the director of planning and development.

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

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

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

*Violation* means breach of law.

Sec. 10-81. - Rental, non-owner occupied and unoccupied registration required.

- (a) No owner, whether a person, firm or corporation, shall operate any residential rental, non-owner occupied or unoccupied unit as defined in section 10-80 unless that owner holds a current registration issued by the City of Cayce for the property named therein.
- (b) Registrations are not transferable from any owner to another.
- (c) The registration year shall begin on January 1st and end on December 31st.
- (d) Renewals of registrations after April 15th will be considered late and will be assigned any late fees designated in this article.
- (e) The required registration fee as defined by section 10-97 may be paid beginning January 1st but no later than the 15th of April each year.
- (f) If the registration fee is not paid by April 15th then on April 16th the City of Cayce shall issue a uniform ordinance summons to the property owner for appearance in municipal court.
- (g) The property owner may be subject to other code enforcement action depending upon the circumstances.

Sec. 10-82. - Application.

Applications to operate residential rental, non-owner occupied or unoccupied units and for renewal thereof shall be on a form provided by the City of Cayce. Such form shall set forth the owner's name, address, and telephone number, the unit address, the name of the person, firm, or corporation located within a 75-mile radius of the City of Cayce responsible for the care and maintenance of the building, number of current occupants and additional information as outlined on the application for rental housing. Upon request from the City of Cayce, the owner or responsible party shall provide within 24 hours the names and contact information for each of the occupants, for City of Cayce use only.

Sec. 10-83. - Issuance or refusal of rental, non-owner occupied and unoccupied property registration.

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

- (1) The property is in compliance with all applicable city ordinances; and
- (2) All fees have been paid as required by section 10-97 of this article.

Sec. 10-84. - Property owner, person in charge, and occupant.

- (a) A registration will not be issued or renewed to a person, firm, or corporation who does not either reside in or have an office within a 75-mile radius of the City of Cayce, unless a person in charge is designated. The person in charge must reside in or have an office within a 75-mile radius of the city and be able to act as the agent for the owner. The director of planning and development shall be notified in writing if there is a change of owner or person in charge within 14 days of the change.
- (b) The property owner, the person in charge, and occupants shall maintain all residential rental, non-owner occupied or unoccupied units under their control, or in which they are located, in compliance with the city codes.
- (c) The property owner, the person in charge, and occupants shall be liable for occupancy violations within rental, non-owner occupied or unoccupied residences of their control or in which they are located.
- (d) For every residential rental, non-owner occupied or unoccupied unit, the owner or person in charge shall be responsible for the repair and maintenance of the common areas of the dwelling and responding to service requests and emergency needs, including entry into units where an emergency appears to exist. Such person or persons shall be situated close enough to the dwelling as to be able to service tenant and emergency calls with reasonable dispatch. The owner shall advise the tenants individually of the names, addresses, and telephone numbers of such owner and/or person in charge.

Sec. 10-85. - Reserved.

Sec. 10-86. - Standards

For purposes of this Ordinance, the following standards apply to non-owner occupied and must be met prior [to] a rental, non-owner occupied, and unoccupied registration (Sec. 10-81 City of Cayce Code of Ordinances) being issued and at all times thereafter. City sponsored inspectors will have the authority to certify that these properties meet the International Property Maintenance Code (IPMC) standards for both the interior and exterior of the dwelling. Any and all violations will be subject to section 10-86 of the City of Cayce Code of Ordinances. Failure to correct the deficiencies will result in revocation of the registration and are subject to penalties as outlined in Section 10-96 of the City of Cayce Code of Ordinances. The standards that will apply to all non-owner occupied will be in accordance with the 2018 Edition of the IPMC. Violations will be handled as outlined in Chapter 10 Article IV.

The landlord, owner, and/or property management personnel are responsible for informing and providing these standards to their tenants. Further, the landlord, owner, and/or property management personnel are responsible for any improvements required as a result of these standards. For the purpose of this section, multiple lots or parcels that function as one shall be considered as one lot or parcel.

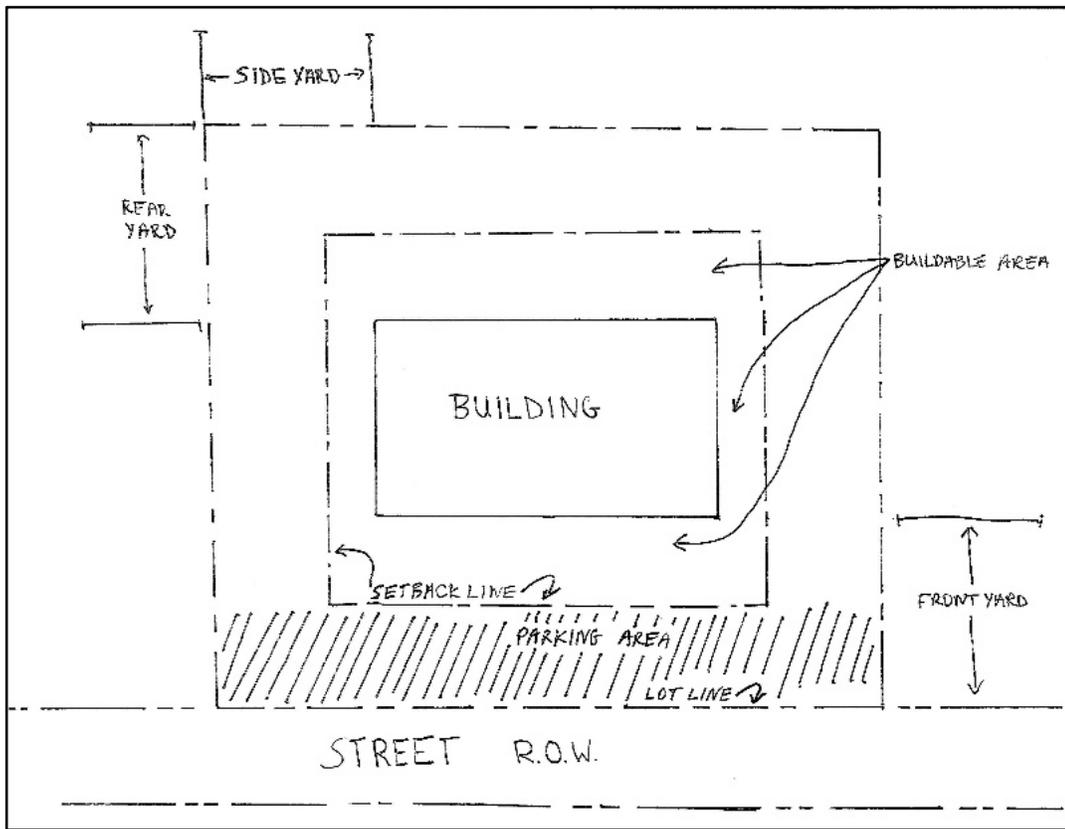
(1) Occupancy – Where family is defined by the City of Cayce Zoning Ordinance and Code of Ordinances, occupants of a non-owner occupied unit will not exceed (3) unrelated persons, unless there are (4) between in the unit, whereby the number of individuals cannot exceed (4).

(2) Parking – The number of vehicles parked or stored at the unit cannot exceed the number of occupants per home up to (4) vehicles. Parking is only allowed within certain areas of a

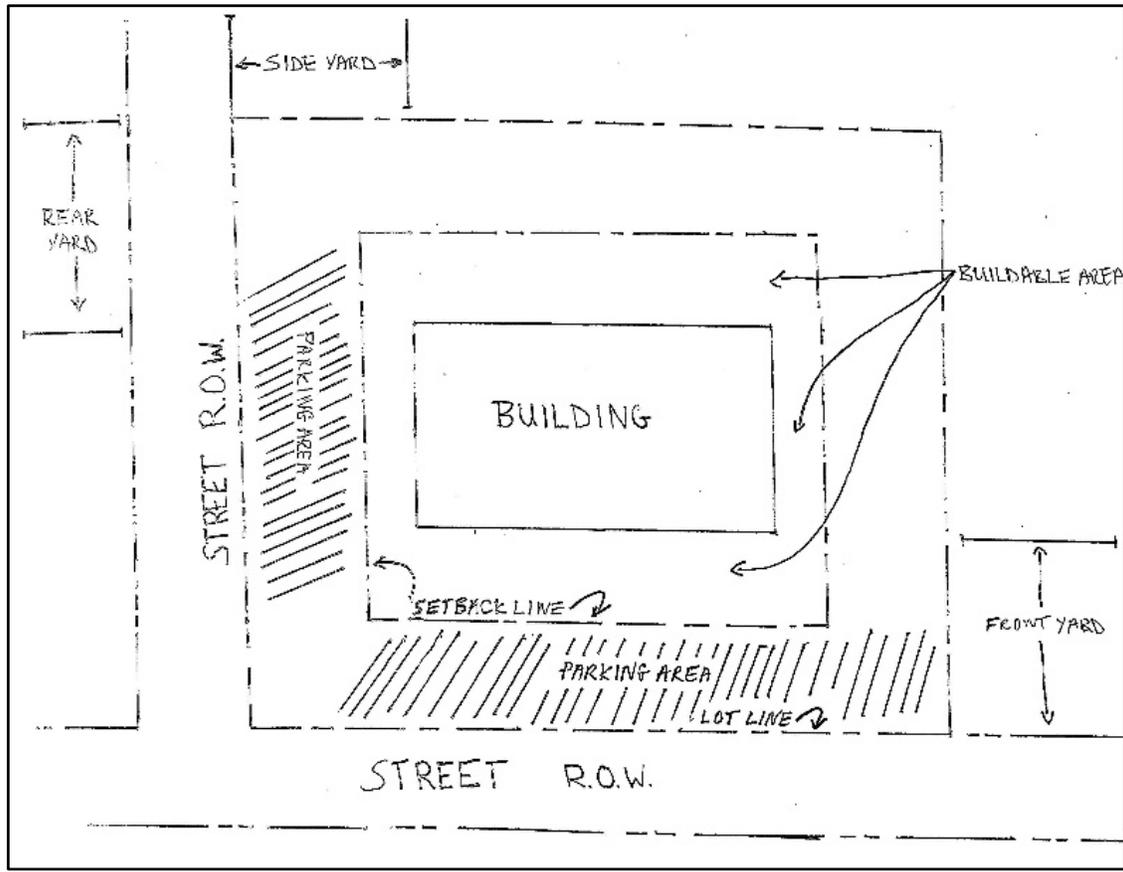
residential lot. With the exception of driveways, the delineation of off-street parking within the front yard is restricted to the area between the property line and the front and side setback lines as illustrated in the Figure below. For corner lots, off-street parking may be delineated along the side yard facing the side street between the property line and the side setback line. Vehicles can only be parked parallel to the street, except when within a residential driveway. Residential driveways are parking structures permitted to be located within the buildable area of the lot, as illustrated in the Figure below.

Permitted parking areas may be constructed of the following materials, with strong consideration given for low impact development principles: plastic grid pavers, grass grid pavers, concrete grid pavers, grass, mulch, slag, gravel, crushed stone, pervious concrete, brick/concrete/stone pavers, concrete, and asphalt. If used, all impervious parking materials should not occupy more than 40 percent of the front yard or 500 square feet within the primary front yard, whichever area is greater. On corner lots, impervious parking materials shall not exceed the above amount of area within the combined primary front yard or secondary front yard.

**Figure 1 – Permitted Parking Area on Primary Front Yard**



**Figure 2 – Permitted Parking Area on Corner Lot**



**Sec. 10-87. - Offenses and assignment of offenses.**

- (a) For purposes of this article, offenses shall include any federal or state, law or regulation or any city ordinance or regulation.
- (b) Offenses shall apply towards revocation of the registration for residential rental, non-owner occupied or unoccupied units as follows:
  - (1) Single household dwellings, townhouses, and boarding houses. Offenses that occur anywhere on the property shall apply to the registered dwelling unit.
  - (2) Duplex, triplex and quadraplex:
    - a. Offenses that occur within an individual unit shall apply to that unit.
    - b. Offenses occurring outside of the units shall be assigned to the unit responsible as determined by the investigating party for the offense.
    - c. Offenses committed by the property owner and/or person in charge shall be assigned to both units.

- d. When a duplex is issued one registration at the request of the owner, any offense within any dwelling unit will be apply to the duplex.

Sec. 10-878. - Requirement for revocation hearings.

City council shall hold revocation hearings as follows:

- (1) *Occupancy.* Violation of occupancy regulations shall be grounds for declaring the rental, non-owner occupied or unoccupied unit a nuisance property. A revocation hearing date will be established by city council within 60 days of the offense. The director of planning and development shall issue a notice by certified mail or any other means available to ensure delivery to the property owner and person in charge noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the director of planning and development.
- (2) *Other offenses.*
  - a. *Warning notice.* A City of Cayce Codes Enforcement Officer shall send written notification to the property owner and person in charge of any violations of federal or state law or regulation or any city ordinances or regulations that occur at properties governed by this article. The director of planning and development shall provide an advisory notice by first class, certified mail or any other means available to ensure delivery to the property owner and person in charge of any rental, non-owner occupied or unoccupied property whenever three offenses of the City of Cayce Code of Ordinances or regulations or any state or federal law or regulations have occurred individually or in combination at the property within a 24-month period. The 24-month period shall commence on the day of the first offense. This notice shall advise the property owner and person in charge that the property has been identified as a potential problem property and advise them of the consequences of continued offenses on this property. This notice shall be maintained by the director of planning and development and made available as necessary.
  - b. *Notice of revocation hearing.* When another offense occurs within 12 months after the issuance of the warning notice, this shall be grounds to declare the rental unit a nuisance property. A revocation hearing will be established by city council within 60 days of the last offense. The director of planning and development shall issue a notice by certified mail or any other means available to ensure delivery to the owner and the person in charge noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the director of planning and development.

Sec. 10-889. - City council hearing.

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

Sec. 10-899. - Notice of revocation.

Upon city council's decision, the director of planning and development shall notify the property owner and/or the person in charge of the revocation by written notice sent by certified mail or delivered in person. The notice shall advise the property owner and/or the person in charge of the property address, the effective dates of the revocation, the reason for the revocation, the effect of the revocation on the property, and penalties that can be imposed for violation of the revocation and appeal rights and procedures.

The director of planning and development shall set forth the effective date of the revocation as and if modified by city council in such manner so that revocation commences on the first day following expiration of the lease or leases in force provided such lease or leases are not for more than a one-year period. The owner shall provide the director of planning and development with a copy of the current lease to determine the appropriate dates. If no lease is provided then the director of planning and development shall set the effective date as the first day following the annual registration renewal date. When there is no lease in force or when the lease or leases are for periods greater than one year, revocation shall commence upon the first day following the annual registration renewal date. Any additional offenses which occur between the revocation date and the commencement of revocation date shall automatically increase the revocation by three months per offense.

Sec. 10-90~~1~~. - Effect of revocation.

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

Sec. 10-9~~12~~. - Notification exemption.

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

Sec. 10-9~~32~~. - Defense.

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

Sec. 10-9~~43~~. - Appeals/revocation hearing before city council.

- (a) Any person aggrieved by a decision or a denial of a registration by the City of Cayce may appeal the decision to city council by filing a written request stating the reasons for the grievance with the director of planning and development within ten days after the payment of the assessment under protest or notice of denial is received.
- (b) An appeal or a hearing on revocation shall be held by city council within 45 days after receipt of a request for appeal or service of notice of revocation at a regular or special meeting of which the property owner and/or the person in charge has been given written notice. At such hearing all parties

shall have the right to be represented by counsel, to present testimony and evidence and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by council shall govern the hearing. City council shall by majority vote of members present render a written decision based on findings of fact and application of the standards herein which shall be served upon all parties or their representatives and shall be final.

Sec. 10-9~~45~~. - Change of ownership.

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

Sec. 10-9~~56~~. - Confidentiality.

Nothing in this section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any inquiries regarding offenses resulting from enrollment into the pre-trial intervention program will be administered by the chief of police.

Sec. 10-9~~67~~. - Offenses.

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

Sec. 10-9~~78~~. - Registration fee.

- (a) The annual registration fee shall be \$0.00.
- (b) Upon determination that a property owner has failed to obtain a registration, a late registration fee shall be assessed at \$100.00 for each year the residential rental, non-owner occupied, or unoccupied property has not been registered.
- (c) All required fees shall be paid before a registration is issued.

Sec. 10-9~~89~~. - Severability.

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

Sec. 10-10099. - Occupancy label required.

- (a) Effective January 1, 2016, an occupancy label signed and issued by the director of planning and development shall be affixed to one of the following locations as determined by the owner of the property: The interior side of the main door of the residence, or on the exterior surface of the refrigerator door, or on the wall or door immediately adjacent to the fire extinguisher. The occupancy label shall indicate the maximum numbers of occupants allowed in accordance with city ordinances,

address of the residence, date of issuance and signature of the property owner or responsible party. Removal of the label shall be cause for denial of a registration for the property.

- (b) Initial issuance of the occupancy label will be through first class mail to the owner of the property within ten days of approval of the application.
- (c) Subsequent issuance of new occupancy labels will be done in conjunction with issuance of registrations for new properties after successful completion of the registration application.

**Cayce Historical Museum Commission Meeting\***  
**\*ZOOM Virtual Meeting**

Wednesday, February 3, 2021  
4:00 pm

**Minutes**

Members Present: Dale Gaskins, Archie Moore, Mary Sharpe, AG Dantzler, Marion Hutson, Alice Brooks  
Ex Officio Member: Leo Redmond

Staff: Jerry Kirkland, Museum Curator, and Andy Thomas, Museum Office and Communications Associate

City of Cayce: Tracy Hegler, City Manager, Mendy Corder, Municipal Clerk

Special Guests: Pamela Sultan, Garrett Creasman, James Stewart, and Rev. Rusty Rabon

- Commissioner Chair Dale Gaskins called the meeting to order.
- Commissioner Hutson offered the invocation.
- Chairman Gaskins welcomed City of Cayce Manager Tracy Hegler and our special guests and Commissioners had a brief moment of silence to grieve the passing of beloved Commissioner Judy Corbitt
- No minutes were reviewed since the last official meeting was March, 2020, prior to Covid shutdown of public meetings. The minutes from that meeting, however, had been submitted to members, staff and City Officials last year. (There was no quorum present for the February, 2020 meeting, so only notes were taken, but referred to in the March minutes.)
- Chairman Gaskins thanked everyone for agreeing to meet by Zoom. There was a brief discussion about the difficulties presented by 2020 (and continuing in the present); however, the Museum was never officially closed and staff did a good job attending to the details of keeping it operational.
- City Manager Tracy Hegler also addressed Covid protocol as it pertains to City meetings and City business over all. City employees are working on split shifts as of this date, to be re-evaluated in the next week. Overall, she is pleased with the safety and health precautions the City has taken to protect its workers and its citizens. The Mask Ordinance remains in effect through the end of March at least. She, Corder, and Assistant Manager Crosland, as well as other City employees remain in contact with Museum staff and are willing to assist in any way needed.
- Museum Staff:
  - Jerry Kirkland expressed appreciation to the City for all the help the Museum has had during the past year. He reported that a lot of internal work was done during the year, but the Museum remained responsive to visitors or public inquiries for historical or other City facts and information. Visitors were limited to no more than six at any one time and were required to mask and social distance.
  - Andy Thomas indicated the handouts that were sent to all Commissioners and offered some highlights:
    - Fifty objects that are good representations of the City's history are being featured as a "virtual exhibit" – one object each week highlighted and explained on the Museum's website and social media platforms.
    - February is Black History Month and the Museum is celebrating by posting about prominent African Americans who have been involved (and are currently involved) in Cayce's rich history

and culture. Thomas especially thanked volunteer Pamela Sultan for her assistance in this project. The people/events are being promoted on Mondays, Wednesdays and Fridays throughout Black History Month.

- The Shed behind the Museum proper is being cleaned out and organized. Of particular importance, Christmas decorations and other paraphernalia have been organized since this is the Museum's signature and most consistent event for the public each year.
- The eagerly awaited Fire Truck display is ready to go as soon as we physically possible. We had planned for a huge event and media rollout for this prior to the pandemic. "Big Red" is a very special and popular acquisition that has been years in restoration, with strong volunteer support, and needs to be promoted and celebrated.
- Chairman Gaskins spoke briefly about Total Quality Management. He is a certified trainer and national TQM instructor. Commissioner Brooks also has experience with TQM, but only on a local level. Gaskins reported that he had gone through some of his TQM materials and decided to employ them during the pandemic and felt that his productivity had increased. He gauged the interest in the Commission working with some TQM principles, not intending to overthink or make unnecessary work, but just to help with our goal setting and organization. He asked that each Commissioner come up with five or so ways he or she could benefit the Museum by the next meeting. Gaskins will help by starting spreadsheets for us to use and suggesting things himself, e.g., Gaskins will commit to contacting Museum staff at least once each week. Commissioner Sharpe made a motion that we try TQM. Commissioner Moore seconded and the motion passed.
- New Business:
  - Possible fundraising idea – Museum Assistant Thomas has been in contact with Renea Eshleman of the Cayce Arts Commission. Eshleman is offering to complete a painting of Big Red (value \$100) to be used in a raffle. Commissioners discussed the logistics of this, to include how tickets would be handled as well as the fact that it would have to go through the Saxe Gotha Society, the official fundraising arm of the Museum. Commissioners Moore and Brooks thought this was a good idea that needs to be discussed at the next meeting when we have more information on the members of the Saxe Gotha Society, which is currently reorganizing.
  - The Commission will need to elect officers next month as well as establish the standing committees discussed pre-pandemic: Purchasing, Advertising, Finance, and Personnel.
- There are two Board vacancies at this time. Four potential candidates were gracious enough to attend this meeting. Chairman Gaskins asked them to introduce themselves:
  - Pamela Sulton is a longtime resident of Cayce, having married into a well-known family-owned business (Booker and James Sultan were fixtures in Cayce history, owning the popular Sulton's Auto Repair & Body Shop. She has been active in many civic and community endeavors, such as Lexington School District where she works to bridge the gap between students and adults, as well as the Julius Felder Coalition for Change. Most notable in her volunteer work is her affiliation with the 12,000 Year Park, where she is an interpreter and has been nationally recognized. Earth Works is her specialty where she guides the Lantern Tours in character with five different narratives. She specializes in the Revolutionary and Civil War eras, Naturalist and Ft. Congaree activities. In addition, she is employed fulltime by Ft. Jackson.
  - Garrett Creasman has been an area resident for many years, attending Brookland-Cayce High School, then the University of South Carolina where his studies included an emphasis on History and Sociology. He works at Blue Cross-Blue Shield of South Carolina, but has never lost his interest in History and

Culture of the area. He is a married father of two and has lots of experience with children's programs. He is eager to continue children's interest in history.

- James Stewart is an Archaeologist with much experience with artifacts of this area and the Midlands' importance in the evolution of South Carolina. His Masters Thesis was completed at Ft. Congaree. He has also been involved in Earth Works projects and wants to continue integrating his job with community involvement.
- The Rev. Rusty Rabon\*\* is a native of Cayce and the current Pastor of Grace Chapel, Dixiana Road. He first gained interest in the Museum by attending the City's Community Leaders Meetings, which were held in the Museum's Founders Room. He was impressed with our exhibits and looks forward to learning more. As a former ballplayer, he was particularly taken with the Museum's Salute to the Dixie Youth World Champions exhibit and hopes to see more activities like that to bring new publics in.

\*\* Update: Rev. Rabon has since withdrawn his application.

- As more candidate information is outstanding, no decisions on Board vacancies will be made until Commissioners have had the opportunity to review all. But Commissioners wanted to express our gratitude to the above four candidates and hope they will consider being involved with us in some manner – as a Commissioner or member of the Saxe Gotha Society. All are impressive and have much to offer.
- Chairman Gaskins feels we need an aggressive campaign to attract more Museum Docents as well as a training program. He and his wife researched and went to a number of Museums during the pandemic and were impressed with the level of enthusiasm and knowledge of the Docents.
- Museum Curator Kirkland expressed sadness over the recent passing of Henry Satterfield, who had been a valuable volunteer for the Museum. He hopes we will establish a memorial page on the website or Facebook page to salute individuals such as Mr. Satterfield and our own recently-deceased Commissioner Judy Corbitt.
- Museum Staff and Commissioners wish to express thanks to the City for their help and encouragement for this meeting (which all Commissioners agree was a pleasant surprise and success), and especially to Mendy Corder for arranging the Zoom meeting details. Commissioners have agreed to meet virtually again at our regular time next month. Commission Chair Gaskins will be in touch by email and phone with information and potential agenda.

With no further business, the meeting was adjourned (moved and seconded by Commissioners Moore and Brooks, respectively).

Respectfully submitted,

Alice Brooks, Commissioner and Acting Secretary

**CITY OF CAYCE  
EVENTS COMMITTEE MEETING MINUTES  
Via Zoom  
February 11, 2021**

**Present:** Danny Creamer, Johnathon Moore, Alexis Moore, Maxine Creamer, Evony Reed, Cindy Pedersen, Brianne Siciliano, and Dwede Dennis

**Absent:** Dave Capps, Jonathan Palance

**City Representative:** Mendy Corder, Amanda Rowan

Chairperson Danny Creamer called the meeting to order. Cindy Petersen made a motion to approve the January 14, 2021 minutes as written and Alexis Moore seconded. Minutes were approved unanimously.

**Light Displays:**

Danny asked if everyone had reviewed the light display options sent by Mendy Corder. A few minutes were allowed for members to look at the suggestions. Cindy stated she did not care for the skating bear display due to it being so much larger than the ice skaters. Cindy preferred the dancing ice skaters or the jumping fish display due to Cayce being on the river. Dwede stated she liked the fish as well. Alexis liked all the options Mendy sent to the Committee. Mendy stated the Santa display was 42' wide feet so it would need to be made smaller. Danny reminded the committee in the past they would purchase new light displays annually. Cindy felt the girl pulling the sled was cute but would like to purchase more than 1 so both could be displayed on the hill at City Hall. Johnathon M. agreed. Evony also liked the jumping fish. Danny asked what the time frame was and Mendy stated a decision would need to be made by February 25 to get the sale pricing.

Mendy added up current totals for the fish, girl pulling the sled, ice dancers and Santa. Without Santa the total would be around 8,000.00. The Santa price would need to be determined due to needing resized. A suggestion was made for City staff to meet with the parks team to discuss the options and determine which are feasible and if they still want additional net lighting. Mendy agreed that they would meet with parks before a final determination was made. Cindy made a motion to accept the four currently agreed upon, depending on parks decisions and Johnathon Moore seconded. All were in favor and the motion passed.

Cindy asked if it would be possible to add Christmas decorations to Guignard Park. Mendy explained that this was attempted previously but was cost prohibitive. A suggestion was made to add spotlights or icicle lights to the trees in Guignard Park. This was agreed upon depending on the feedback from Parks staff.

### **Buffalo Soldiers:**

Danny stated that Dave Capps had received notice that due to the pandemic the Buffalo Soldiers event scheduled for the summer has been changed to a virtual event live streaming from the State Museum. Unfortunately, due to other agreements with other cities, there is not a chance for Columbia to host in the future. Cindy made a recommendation to send a Thank You/ Regrets letter to the organization. Danny stated Maxine would draft one.

### **Soiree and Future Events:**

Johnathon asked if the Fall Fest would be held in 2021. Mendy asked for the group's opinion on holding events during the pandemic. The majority felt they would attend if the event was held outdoors. The Soiree was discussed as well. Suggestions were made by Evony to limit the number of people, control access points, or spread the event over additional days. Johnathon mentioned that if it was changed too drastically it would no longer be the Soiree and would not be worth it. Mendy said she would keep the group updated on spring events. Danny stated the committee would wait until March to begin discussing the Fall Fest.

### **Nature Walks:**

Mendy promised to contact Dr. Manke to discuss if the nature walks would proceed in the spring.

### **Ordinance:**

Mendy reminded the committee of the new ordinance that was passed that states if a member misses more than 1/3 of the meetings in a year they may be removed from the Committee. She stated that there were no longer excused or unexcused absences, just absences.

Danny reminded the committee the next meeting would be held March 11. Johnathon made a motion to adjourn, Evony seconded. The meeting was adjourned.

Respectfully submitted,

Maxine Creamer

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

**COUNCIL ACTION REQUIRED**

**MUSEUM COMMISSION – THREE (3) POSITIONS**

The Museum Commission currently has three (3) open positions. The City has received potential member applications from Mr. Garrett Creasman, Ms. Charlita Earle, Mr. Leo Redmond, Mr. James Stewart and Ms. Pamela Sulton. Mr. Creasman, Mr. Stewart and Ms. Sulton attended the February 3, 2021 Museum Commission meeting. Mr. Redmond and Ms. Earle submitted their applications at a later date. The five (5) applications are attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

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

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

There are no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – TWO (2) POSITIONS**

There are no recommendations at this time.

**STANDARD TECHNICAL CODES BOARD OF APPEALS – ONE (1) POSITION**

Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.



# CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Garrett Creasman  
 Home Address: Melody Lane City, State, Zip Cayce, SC 29033  
 Telephone: 803- E-Mail: @gmail.com  
 Resident of Cayce:  Yes  No Number of Years: 5 1/2 years

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

- Accommodations Tax Committee     Cayce Housing Authority     Events Committee  
 Consolidated Board of Appeals     Municipal Election Comm     Museum Commission  
 Planning Commission     Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

Yes  No If yes, specify below.

## Work Address

Company: Blue Cross Blue Shield of SC Position: Training Specialist  
 Address: 4101 Percival Road City, State, Zip Columbia, SC 29229  
 Telephone: 803- E-Mail: -----

Work Experience: Train employees and medical professionals about company plans/policies,  
worked prior with state of SC as a law enforcement officer

Educational Background: Masters in teaching from USC, taught at BCHS and NMS  
for student teaching internship. BA in Sociology from USC Aiken. Teaching focus  
in social studies and history.

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

## Volunteer Work:

Hobbies: Parent to two young, wonderful children, spending time outdoors  
hiking, on the Timmerman trail, Congaree National Park.

Return to:

Mendy Corder, Municipal Clerk  
 City of Cayce, PO Box 2004, Cayce, SC 29171-2004  
 Telephone: 803-550-9557 ♦ Fax: 803-796-9072 ♦ Email: mcorder@caycesc.gov



# CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Charlita Earle  
 Home Address:           Hemlock St           City, State, Zip Cayce SC 29033  
 Telephone: 803-           E-Mail             
 Resident of Cayce:  Yes  No Number of Years: 22 years

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

- Accommodations Tax Committee     Cayce Housing Authority     Events Committee  
 Consolidated Board of Appeals     Municipal Election Comm     Museum Commission  
 Planning Commission     Standard Technical Codes Bd of Appeals  
 Board of Zoning Appeals

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**

Yes  No If yes, specify below.

**Work Address**

Company: University of So Carolina Position: Student Services Program Coordinator/  
Viol Instructor  
 Address: Byrnes Bldg. 901 Sumter St. # 411 City, State, Zip Columbia, SC 29208  
 Telephone: 8           E-Mail:           

**Work Experience:** School Counselor (Livingston One) 2009-2015  
High School Counselor (USC TRIO Programs Educational Talent Search) 2007-2008

**Educational Background:** Ed.S School Counseling B.A Afro-American  
Studies

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

**Volunteer Work:** Salvation Army Angel Tree, Mt. Pleasant Baptist Church - Cayce  
Senior Comm.tee Chair, BSI Black History Month Chair

**Hobbies:** Reading, music, traveling & touring

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 Mendy Corder, Municipal Clerk  
 City of Cayce, PO Box 2004, Cayce, SC 29171-2004  
 Telephone: 803-550-9557 ♦ Fax: 803-796-9072 ♦ Email: mcorder@caycesc.gov



# CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: LEO REDMOND  
 Home Address: AXTELL DR. City, State, Zip CAYCE, SC. 29033  
 Telephone: 803- E-Mail: NONE  
 Resident of Cayce:  Yes  No Number of Years: 80

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

- Accommodations Tax Committee
- Cayce Housing Authority
- Events Committee
- Consolidated Board of Appeals
- Municipal Election Comm
- Museum Commission
- Planning Commission
- Standard Technical Codes Bd of Appeals
- Board of Zoning Appeals

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**

Yes  No If yes, specify below.

\_\_\_\_\_

**Work Address**

Company: RETIRED-CITY OF CAYCE Position: MUSEUM DIRECTOR  
 Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Work Experience:** \_\_\_\_\_

**Educational Background:** \_\_\_\_\_

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

\_\_\_\_\_

**Volunteer Work:** \_\_\_\_\_

**Hobbies:** \_\_\_\_\_

\_\_\_\_\_

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**CITY OF CAYCE  
POTENTIAL COMMITTEE MEMBER APPLICATION**



Name: James Stewart

Home Address: \_\_\_\_\_ City, State, Zip Cayce, SC, 29033

Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Resident of Cayce:  Yes  No      Number of Years 3

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

**Work Address**

Company: New South Associates, Inc      Position Principal Investigator/Archaeologist

Address: 1819 Hampton Street

City, State, Zip Columbia, SC, 29201      Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Work Experience:** 14 years working as a professional archaeologist.

**Educational Background:** Bachelor of Arts and Master of Arts in Anthropology from the University of South Carolina

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

Council of SC Professional Archaeologists, Arch. Society of SC, Society of Hist. Archaeologists

**Volunteer Work:** \_\_\_\_\_

**Hobbies:** Woodworking, gardening, geographic information systems, computer programming, archival research, and experimental archaeology

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



## CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Pamela Sulton  
 Home Address: Lee Street City, State, Zip Cayce SC 29033  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_@\_\_\_\_\_.m  
 Resident of Cayce:  Yes  No Number of Years: 28

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

- Accommodations Tax Committee   
  Cayce Housing Authority   
  Events Committee  
 Consolidated Board of Appeals   
  Municipal Election Comm   
  Museum Commission  
 Planning Commission   
  Board of Zoning Appeals

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**

Yes  No If yes, specify below.

**Work Address**

Company: LMC Hospital Position: Doula  
 Address: 2720 Sunset Blvd City, State, Zip West Columbia SC 29169  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Work Experience:** \_\_\_\_\_

**Educational Background:** \_\_\_\_\_

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

Cayce 12,000 Year History Park community/interpreter, Doula for Dona International Safe Kids Car seat installation agent (CPST)

**Volunteer Work:** Habitat for Humanity Board member, Julius Felder Coalition for Change Garden Project Coordinator

**Hobbies:** \_\_\_\_\_

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