

# CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
EVA CORLEY  
TIMOTHY M. JAMES

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

**City of Cayce  
Regular Council Meeting  
Tuesday, March 3, 2015  
6:00 p.m. – Council Chambers - 1800 12<sup>th</sup> Street  
[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
February 3, 2015 Regular Meeting

**II. Presentations and Proclamations**

- A. Approval of Proclamation – March for Meals Month
- B. Approval of Proclamation – Multiple Sclerosis Awareness Week
- C. Presentation of the Comprehensive Plan Annual Review

**III. Public Comment regarding Items on the Agenda**

**IV. Ordinances**

- A. Discussion and Approval of Ordinance 2015-03 Amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce – First Reading

**V. Other**

- A. Discussion and Approval of Hospitality Tax Fund Request – Cayce Easter Eggstravaganza
- B. Discussion and Approval of Hospitality Tax Fund Request – Cayce Festival of the Arts
- C. Discussion and Approval to Move Forward with Landplan Group South for Guignard Park Redevelopment Project

**VI. City Manager’s Report**

**VII. Committee Matters**

- A. Approval to enter the following approved Committee Minutes into the

City's Official Record  
Cayce Housing Authority – December 16, 2014  
Cayce Events Committee – January 8, 2015  
Beautification Board – January 13, 2015  
Planning Commission – January 26, 2015

**B. Committee Recommendations**

1. Discussion and Approval of the Beautification Board's recommendation to remove a member due to three or more unexcused absences

**C. Appointments and Reappointments  
Public Safety Foundation – One Position**

**VIII. Council Comments**

**IX. Executive Session**

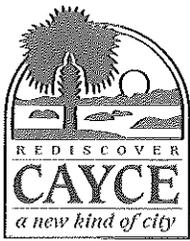
- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to the proposed purchase of property
- C. Discussion of negotiations incident to proposed contractual arrangements with Lexington County
- D. Discussion of City Manager's Annual Evaluation
- E. Discussion of negotiations incident to proposed contractual arrangements for street lighting services between the City of Cayce and SCE&G

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

- A. Consideration and Approval of Resolution Authorizing a Condemnation Action for Sewer Line Easements
- B. Other

**XI. Adjourn**

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



## CITY OF CAYCE

ITEM I. B.

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
EVA CORLEY  
TIMOTHY M. JAMES

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### CITY OF CAYCE Regular Council Meeting February 3, 2015

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

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

#### **Call to Order**

Mayor Partin called the meeting to order. Council Member Tara Almond gave the invocation. Mayor Partin introduced Mr. John Kirkland, a United States Military Veteran, to lead the assembly in the Pledge of Allegiance.

Mayor Partin announced that the National Park Service has trained volunteers to give Battlefield tours at Timmerman Trail. The tours are free and will be held until the end of March in commemoration of the 150<sup>th</sup> anniversary of the burning of Columbia. She stated the unveiling of the African American historical marker on Timmerman Trail will be held on February 13<sup>th</sup> at 2pm. She explained that the earthworks in Timmerman Trail were built primarily by slaves and are approximately a mile long and in some places are 15 feet wide and 10 feet tall.

#### **Approval of Minutes**

Council Member Corley made a motion to approve the January 6, 2015 Regular Council Meeting minutes and the January 21, 2015 Special Council Meeting minutes as written. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

#### **Presentations**

A. Presentation by Mr. Hubert Smoak re Holiday Light Displays at City Hall

Mr. Smoak appeared before Council to present his concerns regarding the City not having a nativity scene as part of its holiday light displays. (See comments attached).

B. Presentation by Ms. Maryann Dowd re Improvements in Cayce

Ms. Dowd appeared before Council to present her concerns regarding code enforcement issues in the City. (See comments attached).

**Public Comment Regarding Items on the Agenda**

Ms. Corder advised that no one had signed up for Public Comment.

**Resolutions and Ordinances**

A. Approval of Resolution 2015-01 Municipal Association's 2015 Advocacy Initiatives

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

B. Consideration and Approval of Resolution Approving Automatic Aid Agreement with Lexington County Fire Service

Council Member James made a motion to approve the Automatic Aid Agreement. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Ms. Vance explained that the Agreement was an Automatic Aid Agreement with Lexington County for fire service. She advised that the agreements do not have an expiration date and are only renewed when one of the parties determines that a renewal is needed and gives notice to the other parties involved. This agreement was last renewed in 2006 and the County is in the process of making all agreements uniform so a renewal was necessary.

C. Consideration and Approval of Resolution Approving Mutual Aid Agreement with Lexington County Sheriff's Department

Council Member James made a motion to approve the Mutual Aid Agreement. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Ms. Vance advised that the State Law Enforcement Assistance and Support Act requires that Council approve Resolutions for mutual aid agreements between police agencies, therefore the agreement will come before Council every year.

D. Consideration and Approval of Resolution Approving Multijurisdictional Alcohol Enforcement Unit Agreement

Council Member James made a motion to approve the Multijurisdictional Alcohol Enforcement Unit Agreement. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

E. Approval of Ordinance 2015-02 Amending the Zoning Map and Rezoning Certain Properties on Axtell Drive and Lafayette Avenue to Single Family Residential, Small Lots (RS-4) – First Reading

Ms. Vance explained that the applicant wishes to combine the multiple properties to develop a new subdivision consisting of 25 single family homes. Combining the properties will create an area of approximately 8.95 total acres. The applicant requests to re-zone a portion (approx. 1.53 acres) of TMS# 004653-07-009 (1419 Axtell Drive). The property at 1419 Axtell is currently zoned RS-3.

Ms. Vance stated that TMS# 004653-07-010, 004653-07-011 and 004653-08-025 (1407 Axtell Dr., 1401 Axtell Dr., Axtell Dr.) were originally approved as a PDD that allowed for the construction of approximately 16 houses. The previous developer never followed through with the original plan. She explained that in order for the property to be developed, a new developer would have to comply with the existing approved plan. A PDD which does not include mixed uses is no longer legal and so it cannot be amended.

Mr. Greenwood stated that TMS# 004655-01-002 (L Avenue (*not numbered*)) does not have any approved plans on file therefore any plans for the existing PDD would need to be approved by Council before the property can be developed. The applicant requests the RS-4 zoning district because it allows smaller lot sizes. The minimum lot area in the RS-3 zoning District is 7,200 sq. feet and the minimum is 5, 000 sq. feet in the RS-4 zoning district. He explained that Single family homes are a permitted use in the RS-4 zoning district.

Council Member James asked if any citizens spoke in opposition to the rezoning request at the Planning Commission meeting. Mr. Greenwood stated that the re-zoning request was opened for public hearing and members of the public asked questions but no one spoke in opposition to the re-zoning request.

Council Member James asked if the developers had requested attaching the new development to the City's Riverwalk. Ms. Vance explained that they had not inquired about that so far. Mr. Greenwood stated that the developers of One Eleven Apartments had voiced interest in attaching to the Riverwalk. Ms. Vance explained that once the developers reach the site plan step in the process they would have to come before

Council to request Council's approval to attach to the Riverwalk. Council Member Jenkins asked what the easement was in the Riverwalk. Mr. Greenwood showed him where the proposed property was in comparison to the Riverwalk on a large map.

Mr. Greenwood stated that the Planning Commission voted unanimously to recommend the requested re-zoning to a RS-4 zoning designation. He stated the requested zoning is in compliance with the Comprehensive Plan. Council Member James made a motion to approve the rezoning request. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

### **Other**

#### **A. Discussion and Approval of Hospitality Tax Policy**

Ms. Vance explained that as discussed, staff recommended creating a policy for the usage and granting of Hospitality Tax Funds. The proposed policy and application outlines who is eligible to receive hospitality tax funds, the procedures and criteria for applying for these funds, how the applications will be approved, how payments of the funds will be administered and what reports will be required after the funds are utilized.

She stated although there were not many actual, written policies for the use of hospitality tax funds in other municipalities, staff was able to use the ones they found, along with other municipality's policies on accommodation's tax funds, to come up with best practices that they think the City's program should follow.

Ms. Vance explained that most hospitality tax policies require the agency requesting the funds to be a 501(c) 3 but the City's policy only requires the agency to be able to prove they are a non-profit, they do not have to be a 501(c) 3. She stated for the first year in 2015, applications will be accepted and approved as received but starting in 2016 all applications will be due by November 16, 2015. They will be placed on the agenda requesting Council approval at one of the council meetings in January.

Mayor Partin stated that she had a few changes to the policy that were not substantive and would only make the policy more specific and concise. After Mayor Partin outlined her changes, Council Member James asked how Council would be kept up to date with how much money is in the hospitality tax revenue account and how much money has been allocated. He stated he wants this information to be available to the City's citizens as well. Ms. Vance explained that there will be a chart listing each event that Council approved funding for and the transfer in and the transfer out for the General Fund expenses. She stated Council could receive this report quarterly if they like.

She stated the City has collected \$196,062 in hospitality tax funds since October 2014 and only \$26,990 has been allocated so far.

Council Member James made a motion to approve the proposed hospitality tax policy with Mayor Partin's changes. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Hospitality Tax Fund Requests – Cayce Serves Tennis Tournament

Ms. Vance explained that the Cayce Serves Tennis Tournament request for hospitality tax funds was placed on the agenda only because the event is in April and event planners need the funds for marketing and advertising. She explained she typically would not ask Council to vote on a request after just approving the policy but time was an issue for this event.

Council Member Jenkins made a motion to approve the request. Council Member Corley seconded the motion. Council Member James voiced concern regarding approving a process and approving funding on the same agenda. He stated he felt that to be completely transparent the requests need to be on another Council Meeting agenda. Council Member Corley stated she understood Council Member James' concerns but she felt comfortable approving the request since it is a City Foundation that puts on the Tennis Tournament.

Council Member James stated he supports both events but felt that if Council approved the requests then they would set a precedent for approving guidelines and requests on the same agenda. Council Member Jenkins stated that the policy would not need to be approved every time there is a funding request so he felt comfortable approving the requests since it was a onetime occurrence. Council Member Almond asked how long the application had been made available to the public. Ms. Vance explained that there were multiple events being held in the spring that were requesting funding so staff made the application available to them as soon as the application was created so they could be considered for funding immediately.

Council Member Almond stated she agreed with Council Member James that it is important that the hospitality tax process be as transparent as possible but felt that since the applications had been made available previously she was okay with approving the requests for funding. Council Member James added that it needed to be clearly stated that applications were given out for funding before the policy was approved by Council. Ms. Vance stated that staff explained to each applicant that the policy had not been approved by Council yet but since the application is so in depth they could fill it out but Council may make changes to it. She explained that typically

staff would not do that but this was an unusual situation where event planners needed to know as soon as possible if their event was approved for funding so they could plan accordingly. Council Member Jenkins stated he did not want to penalize the applicants solely because this is a new process that Council is approving.

Ms. Vance explained to the assembly that the Cayce Serves Tennis Tournament raises funds for the City's Public Safety Department. The money is used to purchase tasers, bullet proof vests, fire hoods, etc.

After further discussion, the motion to approve the request for hospitality tax funds was unanimously approved by roll call vote.

C. Discussion and Approval of Hospitality Tax Fund Requests – Tartan Day South

Council Member James made a motion to approve the hospitality tax fund request for Tartan Day South. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

**City Manager's Report**

Ms. Vance stated that the Columbia Commemorates tours celebrate the Burning of Columbia and will take place from January 30 through March 14, 2015. She stated that the FY15/16 budget process has started and Council was recently emailed the budget schedule. She explained that staff was going to try to have the budget workshops only at the Special Council Meetings but could not guarantee that they would not have to be held at the regular Council Meetings as well.

Ms. Vance stated that the State Street sewer project is complete and the line has been replaced. She stated that the City received a \$250,000 grant to fund improvements to Guignard Park and shore up the creek in the park. The City will match the grant either with in-kind staff labor or with TIF funds. A committee is in the process of rating and ranking the RFQ's and then it will come before Council for their approval.

Ms. Vance stated that at the January 21, 2015 Council Meeting Council approved Land Plan South for the engineering of the first phase of the Pedestrian Safety and Traffic Calming project on Knox Abbott Drive. Recently staff met with Land Plan staff and the developers of the One Eleven apartments to coordinate the improvements to the intersection at Knox Abbott Drive and Axtell with the building of the apartments. She explained that the goal is to work together so the sidewalks and landscaping will not be damaged during the building of the apartments. Also by working together there will not be any overlapping of work and there should be some cost savings.

Ms. Vance explained that staff is working with an organization that is interested in putting a geocache on the Riverwalk and Timmerman Trail. She explained that a geocache is similar to a treasure hunt and draws people to that location.

### **Committee Matters**

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

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

Beautification Board – October 20, 2014  
Cayce Events Committee – November 13, 2014  
Board of Zoning Appeals – December 15, 2014  
Planning Commission – December 15, 2014

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

#### **B. Committee Recommendations**

##### **1. Discussion and Approval of the Public Safety Foundation's recommendation to amend the Bylaws**

Ms. Vance explained that the Cayce Public Safety Foundation's current Bylaws require that the Foundation consist of ten (10) directors with two (2) directors coming from each of the four (4) Council districts and two (2) at large. In order to ensure that Council is able to recruit more directors to the Foundation, the Foundation suggests amending the Bylaws to read that Council may appoint directors from within the City at large and directors need not be from particular Council districts.

Ms. Vance stated that the current Bylaws also define a quorum of the Board of Directors to consist of a majority of the directors in office before a meeting begins. The Foundation suggests amending the Bylaws to state a quorum consists of the number of directors attending a meeting; provided, that in no event shall a quorum consist of fewer than two (2) directors. Therefore any action needed can be taken at each meeting. The Public Safety Foundation discussed these amendments at the January 27, 2015 meeting. A motion to recommend an amended copy of the Bylaws passed with an unanimous vote.

Council Member Almond made a motion to approve the amendments to the Public Safety Foundation's bylaws. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

### **Council Comments**

Council Member Corley announced that she graduated from the Municipal Election Officials Institute that day. She attended class for three years on governing, the budget process, etc. Everyone on Council is a graduate of the Institute. Council Member James thanked Ms. Dowd for taking the time to present to Council. He also thanked Ms. Harvey for her many years of service on the Edenwood Garden Club and Mr. Smoak for taking the time to present to Council as well.

Council Member Jenkins thanked everyone for their kind words and sympathy during the passing of his sister. He thanked Chief McNair and his officers for their support as well. Mayor Partin explained that transparency is very important to everyone on Council. She explained that Council receives a packet of information for each Council Meeting that explains each item on the agenda. She stated this packet is available on the City's website for anyone that is interested in looking at it and a hard copy is also available at City Hall.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements with Lexington County
- C. Discussion of City Manager's Annual Evaluation

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

### **Reconvene**

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

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

- IX. B. Discussion of negotiations incident to proposed contractual arrangements with Lexington County

Council Member Corley made a motion to authorize the City Manager to continue with negotiations with Lexington County regarding 911 services as discussed. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**Adjourn**

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:09 p.m.

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

ATTEST:

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

## Why no Nativity Scene

The City of Cayce has, in my estimation, one of the premier Christmas displays in all of the Columbia area, something of which Cayce can take great pride. We also, along with West Columbia, have the best Christmas parade. However, in the more than 30 years that I have been a resident I don't recall ever seeing a Nativity scene: plenty of Santa Claus and trains and nutcrackers and boats and all kinds of toys that can or can't fit down your chimney. But no Nativity, which is the true story of Christmas.

I get that it is a Christian display and putting one up could inspire our non-Christian residents to want to put up their anti-Christian displays. However, that doesn't change the fact that America is still more than 80% Christian, and in a country where majority rules in almost every other circumstance, we Christians are resigned to putting these displays only in our private yards.

It has taken as little as one single voice of opposition to cause us to cower and give in to minority opinion; i.e., the Ten Commandments from our courthouses, prayer in our schools, the Pledge of Allegiance from our public gatherings, and more.

(It is worth noting here that our own City of Cayce still opens public meetings with our Pledge and a prayer. I commend you for that.)

Christ Himself told us that following Him would be a difficult road and that we would be attacked relentlessly from all sides, but it is our Great Commission to stand strong and carry His banner to all the world. How do we reach around the world when we can't even stand up to the pressures from around our own community?

I say it is time for us as Christians to take a stand. If not us, who; if not now, when?

## CONCERNS FOR CITY OF CAYCE

THE MAJORITY OF THE MEMBERS OF THE EDENWOOD GARDEN CLUB HAVE LIVED IN THE CITY WELL OVER 40 YEARS AND IN THE EDENWOOD NEIGHBORHOOD FROM 2 YEARS TO 50 YEARS. UPON MOVING TO CAYCE SOME 50 YEARS AGO IT WAS A THRIVING LITTLE CITY AND BY THE MOST PART WELL KEPT. OVER THE PAST FEW YEARS WE HAVE SEEN IT BEGAN TO DETERIORATE TO THE EXTENT THAT, I AM TOLD, 65% OF THE HOMES ARE RENTED. WHAT CAN WE CONTRIBUTE THIS TO? THE ECONOMY, THE PEOPLE WHO NOW LIVE HERE, PEOPLE GETTING OLDER OR ALL OF THE ABOVE. IT IS OUR BELIEF THAT IF WE DO NOT DO SOMETHING NOW IT WILL ONLY GET WORSE AND PRETTY SOON CAYCE WILL BECOMER A RUN DOWN CITY OR SLUM WHERE NO ONE WANTS TO LIVE. IT IS A KNOWN FACT THAT PEOPLE WHO RENT DO NOT TAKE AS MUCH INTEREST IN THE CITY IN WHICH THEY LIVE LET ALONE THE HOME, STREET OR NEIGHBORHOOD. WITH OUR PROXIMITY TO THE CITY OF COLUMBIA AND THE VAST HISTORY THAT CAYCE HAS WITH THE DEVELOPMENT OF THIS AREA AND AS WE SEE THE UNIVERSITY OF SOUTH CAROLINA GROWING TOWARDS CAYCE - WEST COLUMBIA WHAT DO WE NEED TO DO TO TURN AROUND OUR CITY AND NEIGHBORHOODS.

WHEN I MOVED TO CAYCE SOME 50 YEARS AGO I WAS SEEING THE SHANDON NEIGHBORHOOD GO DOWN HILL - PARKED CARS ALL OVER YARDS, HOMES OVERGROWN, EMPTY HOMES, MULTIPLE STUDENT LIVING IN HOMES THAT HAD BEEN TURNED INTO APARTMENTS, OLD HOMES UNPAINTED, FLAGS HANGING IN WINDOWS INSTEAD OF CURTAINS AND GARBAGE CANS IN FRONT YARDS SOMETIMES RUNNING OVER. CONCERNED CITIZENS IN THAT NEIGHBOREHOOD GOT TOGETHER AND REQUESTED THAT THE CITY MAKE SOME ORDINANCES TO STOP WHAT WAS GOING ON AND PUT SOME REGULATIONS ON RENTAL OWNERS. A TURNAROUND DID NOT HAPPEN OVER NIGHT BUT IT WAS A BEGINNING. AS YARDS WERE CLEANED UP, SHUBBERY CUT, HOUSES PAINTED AND CARS NO LONGER PARKED ALL OVER THE YARDS AND A LIMIT TO THE NUMBER OF UNRELATED PEOPLE WHO COULD LIVE IN ONE APARTMENT, IT BEGAN TO LOOK LIKE A PLACE WHERE FAMILIES WOULD LIKE TO RAISE THEIR CHILDREN. HOME VALUES BEGAN TO GO UP, NEW PEOPLE BEGAN TO MOVE IN AND STREET BY STREET CHANGES BEGAN TO TAKE PLACE. SHANDON IS NOW A THRIVING OLD/NEW NEIGHBORHOOD. THIS CAN HAPPEN TO THE CITY OF CAYCE. WE CAN NO LONGER PUT OUR HEADS IN THE SAND. ALL OF WHAT HAPPENED TO SHANDON IS HAPPENING TO US AND WE CAN TURN ALL OF THIS AROUND BUT IT WILL TAKE WORK AND VIGILANCE. VIGILANCE BY CITIZENS WHO LOVE AND LIVE IN THE CITY OF CAYCE, VIGILANCE BY CITY COUNCIL, VIGILANCE BY THE MAYOR OF CAYCE, VIGILANCE BY THE MEMBERS OF DIFFERENT ORGANIZATIONS IN CAYCE AND MOST OF ALL THE CAYCE CITY CODE ENFORCERS.

I HAVE SITED SHANDON AS AN EXAMPLE BUT THE SAME THING IS HAPPENING IN COTTONTOWN AND OTHER AREAS IN THE CITY OF COLUMBIA. ARE WE TO STANDBY

CONCERNS FOR CITY OF CAYCE

WE THE UNDERSIGNED AGREE THAT WE WILL BE A VITAL PART  
OF HELPING OUR CITY TO BECOME A MORE BEAUTIFUL PLACE  
TO LIVE, RAISE A FAMILY AND GROW TO ITS POTENTIAL -  
FEBRUARY, 2015

# **PROCLAMATION**

**WHEREAS**, on March 22, 1972, Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older;

**WHEREAS**, the Meals on Wheels Association of America established the National March for Meals Campaign in March 2002 to recognize the historic month, the importance of Older Americans Act Nutrition Programs – both congregate and home-delivered - and raise awareness about the escalating problem of senior hunger in America;

**WHEREAS**, the 2015 observance of the March for Meals Campaign provides an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation;

**WHEREAS**, Older Americans Act Nutrition Programs – both congregate and home-delivered - in South Carolina have served our communities for more than 40 years; and

**WHEREAS**, volunteer drivers for Meals on Wheels programs in South Carolina are the backbone of the program and they not only deliver nutritious meals to homebound seniors and individuals with disabilities, but also caring, concern and attention to their welfare; and

**WHEREAS**, Meals on Wheels programs in South Carolina provide nutritious meals to seniors throughout the State and help them maintain their health and independence and avoid unnecessary hospitalizations and/or premature institutionalization;

**WHEREAS**, Meals on Wheels programs in South Carolina provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation;

**WHEREAS**, Meals on Wheels programs in South Carolina deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation; and

**NOW THEREFORE, I**, Elise Partin, Mayor of Cayce, SC, do proclaim March 2015 as March for Meals Month.

I urge every citizen to take time this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2015 March for Meals campaign can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 3<sup>rd</sup> day of March 2015

---

Elise Partin, Mayor

ATTEST:

---

Mendy C. Corder, Municipal Clerk

# PROCLAMATION

**WHEREAS**, multiple sclerosis (MS) is a neurological disease of the central nervous system, affecting 2.3 Million people worldwide, and each hour someone is newly diagnosed; and

**WHEREAS**, the National Multiple Sclerosis Society – Greater Carolinas Chapter reports that in our state more than 13,000 people are diagnosed with MS, and that the disease generally strikes people in the prime of life, between ages 20 through 50, and causes unpredictable effects in which the progression, severity and specific symptoms cannot be foreseen, and the cause and cure for this often debilitating disease remain unknown; and

**WHEREAS**, the National Multiple Sclerosis Society – Greater Carolinas Chapter is committed to a world free of MS, heightening public knowledge about and insight into the disease; and

**WHEREAS**, since 1946 the National Multiple Sclerosis Society has been a driving force of MS research, relentlessly pursuing prevention, treatment and a cure and has invested more than 868 million dollars in groundbreaking research; and

**WHEREAS**, funds raised through the National Multiple Sclerosis Society fuel the efforts of nearly 380 research projects globally totaling 50.6 million dollars annually at the best medical centers, universities and other institutions throughout the United States and abroad. Because of this MS research has never been more hopeful than it is today; and

**WHEREAS**, discovering the cause, finding a cure, and preventing future generations from being diagnosed with MS is an important task that all Americans and South Carolinians should support; and

**WHEREAS**, the City of Cayce, South Carolina recognizes the importance of finding the cause and cure of MS, a chronic and often devastating disease, and expresses its appreciation and admiration for the dedication that the National Multiple Sclerosis Society – Greater Carolinas Chapter has shown toward a future free of MS;

**NOW, THEREFORE**, I, Elise Partin, Mayor of the City of Cayce, South Carolina, along with fellow members of the Cayce City Council, do hereby proclaim March 2-8, 2015 as MS Awareness Week, and do commend this observance to all of our citizens. I encourage all South Carolinians to learn more about multiple sclerosis and what they can do to support individuals with MS and their families.

In witness thereof, I have hereunto set my hand this 3<sup>rd</sup> day of March, 2015.

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

ATTEST:

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

---

# Memorandum

---

**To:** Mayor and Council

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

**Date:** February 27, 2015

**Subject:** Approval of Ordinance 2015-03 amending the City of Cayce Zoning Ordinance to address the subdivision of property in "Group Developments."

---

## ISSUE

Council approval is needed for the First Reading of an Ordinance amending Article 7 ("Conditional Use and Special Exception Regulations") of the Zoning Ordinance of the City of Cayce to include regulations allowing for the subdivision of properties included in a "Group Development."

## BACKGROUND/DISCUSSION

In response to concerns from the developers, staff has been researching ways to deal with a new trend in commercial developments. Historically, commercial properties that contain multiple buildings or multiple uses in one building (Group Developments) use a horizontal ownership structure. Several developers have recently approached the City to request the subdivision of new or existing developments in to what would be considered a fee simple ownership. What this means is that instead of one big piece of property, the development would be subdivided into multiple pieces.

The existing Ordinance does not currently allow for the subdivision of property in the manner that most of the developers are requesting. The setback, buffering and landscaping requirements make it impossible to include internal property lines.

The proposed Ordinance will allow the Zoning Administrator to reduce the setback, buffering and landscape requirements to zero (0) where applicable to property lines that are internal to the Group Development. The new Ordinance also includes requirements that agreements and/or contracts be in place to ensure the maintenance and common use of stormwater systems, landscaping, parking areas, buffer yards and signage plans. Staff believes this language is necessary to ensure there are no issues with the property owners in the future.

The Planning Commission held a Public Hearing on this matter at its regularly scheduled meeting on February 23, 2015. No members of the public were present to speak in favor of or against the Ordinance. The Planning Commission voted unanimously to recommend Council approve the Ordinance.

### **RECOMMENDATION**

Staff recommends Council approve First Reading of an Ordinance amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce to include regulations allowing for the subdivision of properties included in a “Group Development.”

STATE OF SOUTH CAROLINA	)	<b>ORDINANCE 2015-03</b>
	)	<b>Amending Article 7 (“Conditional</b>
COUNTY OF LEXINGTON	)	<b>Use and Special Exception</b>
	)	<b>Regulations”) of the Zoning</b>
CITY OF CAYCE	)	<b>Ordinance of the City of Cayce</b>

**WHEREAS**, the City Council has determined that it is in the best interest of the City to create a new Section 7.17 (“Group Developments”) of the Zoning Ordinance to include new regulations on the subdivision of properties included in a Group Development; and

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

**WHEREAS**, the Planning Commission met on February 23, 2015, to review public comments and vote on recommending the text amendment and unanimously decided that they do recommend this text amendment,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce is hereby amended to add a new Section 7.17 (“Group Developments”) to read as follows:

**Section 7.17 Group Developments**

Due to the unique design, features and ownership structure of “Group Developments,” the following design requirements may be utilized for all such projects:

- (1) A “Group Development” shall be defined as a single building or multiple buildings housing multiple uses that share a common parking area.
- (2) For the purposes of site plan approval, including stormwater, parking, landscaping and common area/open space requirements, all associated properties will be treated as a single development.
- (3) When a Group Development is subdivided into multiple parcels, the following documents, in detail satisfactory to the Zoning Administrator, shall be required:
  - a) A plan or agreement detailing how the shared parking will be maintained and preserved.
  - b) A plan or agreement detailing how the landscaping for the development will be maintained.

- c) A common signage plan detailing the allotted signage for each individual use (existing and future) and a plan or agreement detailing how common signage at entrances will be addressed.
- d) A plan or agreement detailing how the stormwater system will be maintained and preserved.
- e) A plan or agreement detailing how any common area/open space will be maintained and preserved.

(4) The Zoning Administrator may approve a reduction to the setback and bufferyard requirements to zero (0) feet and eliminate landscaping requirements on all internal property lines in the development.

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

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

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

Attest:

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

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

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

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

## **Table of Contents**

<b>Article 1.</b>	<b>ENACTMENT AND JURISDICTION</b>	<b>1-1</b>
<b>Article 2.</b>	<b>DEFINITIONS</b>	<b>2-1</b>
<b>Article 3.</b>	<b>ADMINISTRATION AND ENFORCEMENT</b>	<b>3-1</b>
Section 3.1	Intent	3-1
Section 3.2	Administrative Official	3-1
Section 3.3	Planning Commission	3-1
Section 3.4	Zoning Board of Appeals	3-1
Section 3.5	Responsibilities of Administrative Official	3-1
Section 3.6	Filing Applications	3-3
Section 3.7	Certificates of Zoning Compliance	3-3
Section 3.8	Repair Permits	3-5
Section 3.9	Sign Permits	3-5
Section 3.10	Certificate of Occupancy	3-6
Section 3.11	Inspections for Compliance	3-6
Section 3.12	Expiration of Certificate of Zoning Compliance	3-6
Section 3.13	Complaints Regarding Violations	3-6
Section 3.14	Penalties for Violations	3-7
Section 3.15	Annexation	3-7
Section 3.16		
<b>Article 4.</b>	<b>APPLICATIONS FOR CHANGE AND/OR RELIEF</b>	<b>4-1</b>
Section 4.1	Intent	4-1
Section 4.2	Types of Applications	4-1
Section 4.3	Eligible Applicants	4-1
Section 4.4	Application Requirements	4-2
Section 4.5	Administrative Procedures, Action	4-3
Section 4.6	Reconsideration of Denied Applications	4-7
Section 4.7		
<b>Article 5.</b>	<b>GENERAL AND ANCILLARY REGULATIONS</b>	<b>5-1</b>
Section 5.1	Application of Regulations	5-1
Section 5.2	Exceptions and Modifications	5-1
Section 5.3	Measurements	5-3
Section 5.4	Number of Principal Buildings/Uses on a Lot	5-3
Section 5.5	Visibility at Intersections	5-4
Section 5.6	Accessory Buildings and Uses	5-4
Section 5.7	Access to Property	5-6
Section 5.8	Conversion of Residential Property	5-6
Section 5.9	Nonconformities	5-6
Section 5.10	Vested Rights	5-8

**Article 6. DISTRICT REGULATIONS 6-1**

Section 6.1	Establishment of Districts	6-1
Section 6.2	Purpose of Districts	6-1
Section 6.3	Establishment of District Regulations	6-4
Section 6.4	Application of District Regulations	6-4
Section 6.5	Schedule of Uses and Off-street parking Requirements for Residential Districts	6-6
Section 6.6	Schedule of Uses and Off-Street Parking Requirements For Commercial Industrial and Development Districts	6-8
Section 6.7	Schedule of Lot Area, Yard, Setback Height and Lot Coverage By District	6-18
Section 6.8	PDD Planned Development District	6-19
Section 6.9	FH Flood Hazard District	6-23
Section 6.10	Design Overlay Districts	6-65
Section 6.11	Development Agreement District (DAD)	6-66

**Article 7. CONDITIONAL USE REGULATIONS 7-1**

Section 7.1	Townhouses	7-2
Section 7.2	Patio and Zero Lot Line Housing	7-2
Section 7.3	Bed and Breakfast Inns	7-3
Section 7.4	Accessory Apartment	7-3
Section 7.5	Temporary Uses (Portable Buildings, Tents, etc.)	7-4
Section 7.6	Manufactured Home Parks	7-5
Section 7.7	Home Occupation	7-6
Section 7.8	Communication Towers and Antennas	7-7
Section 7.9	Refuse Systems	7-10
Section 7.10	Sexually Oriented Businesses	7-12
Section 7.11	Camps and Recreational Vehicle Parks	7-14
Section 7.12	Open Storage	7-15
Section 7.13	Apartments in C-3 District	7-15
Section 7.14	Car Wash, Single Bay, Fully Automated	7-16
Section 7.15	Large Scale Commercial Development (Big Box)	7-16
Section 7.16	Special Exception General Criteria	7-18
Section 7.17	Group Developments	7-18

**Article 8. ARTICLE 8- SIGN REGULATIONS 8-1**

Section 8.1	Purpose	8-1
Section 8.2	Applicability and Conformance	8-1
Section 8.3	Signs on Private Property	8-1
Section 8.4	Common Signage Plan Required	8-1
Section 8.5	Wall Signs	8-6
Section 8.6	Temporary Signs	8-11
Section 8.7	Prohibited Signs	8-14
Section 8.8	Development Standards	8-14
Section 8.9	Sign Maintenance	8-15

Section 8.10	Signs in the Public Right of Way	8-15
Section 8.11	Sign Measurement	8-16
Section 8.12	Removal of Obsolete, Unsafe & Nonconforming Signs	8-18
<b>Article 9.</b>	<b>ARTICLE 9-SUPPLEMENTAL OFF-STREET PARKING AND LOADING REGULATIONS</b>	<b>9-1</b>
Section 9.1	General Requirements	9-1
Section 9.2	Land to Provide Parking	9-1
Section 9.3	Design Standards	9-2
Section 9.4	Maintenance	9-3
Section 9.5	Parking Spaces for the Physically Handicapped	9-3
Section 9.6	Mixed Uses	9-4
Section 9.7	Off-Street Loading	9-4
Section 9.8	Storage and Use of Campers or Recreational Vehicles in Residential Zones	9-5
Section 9.9	Parking of Heavy Vehicles and Tractor Trailers - Res.	9-6
<b>Article 10.</b>	<b>APPEARANCE, BUFFERING, SCREENING, LANDSCAPING, AND OPEN SPACE REGULATION</b>	<b>10-1</b>
Section 10.1	Bufferyards	10-1
Section 10.2	Screening	10-6
Section 10.3	Landscaping	10-7
Section 10.4	Common Open Space	10-10
Section 10.5	Tree Protection	10-12
<b>Article 11.</b>	<b>ARTICLE 11- LEGAL STATUS PROVISIONS</b>	<b>11-1</b>

**ARTICLE 7  
CONDITIONAL USE & SPECIAL EXCEPTION REGULATIONS**

The regulations contained in this Article are intended to ameliorate the impact and improve the citing of uses, buildings, and projects whose characteristics could adversely affect surrounding property and environmental conditions. Toward this end, standards and criteria over and above those set forth elsewhere in this Ordinance are imposed herein on all conditional uses and special exceptions listed on Tables 1 and 2, and set out below.

<b><u>CONDITIONAL USES</u></b>	Section Reference
Townhouse projects	7.1
Patio and zero lot line housing projects	7.2
Bed and Breakfast Inns	7.3
Accessory Apartment	7.4
Temporary Uses (portable buildings, tents, etc.)	7.5
Manufactured Home Parks	7.6
Home Occupation	7.7
Communication Towers & Antennas	7.8
Refuse Systems	7.9
Sexually Oriented Businesses	7.10
Camps & Recreational Vehicle Parks	7.11
Open Storage	7.12
Apartments in the C-3 District	7.13
Single Bay, Fully Automated Car Wash	7.14
Large Scale Commercial Development (Big Box)	7.15
<b><u>SPECIAL EXCEPTIONS</u></b>	
Special Exception General Criteria	7.16
<b>Group Developments</b>	<b>7.17</b>

### **Section 7.17 Group Developments**

Due to the unique design, features and ownership structure of “Group Developments,” the following design requirements may be utilized for all such projects:

- (1) A “Group Development” shall be defined as a single building or multiple buildings housing multiple uses that share a common parking area.
- (2) For the purposes of site plan approval, including stormwater, parking, landscaping and common area/open space requirements, all associated properties will be treated as a single development.
- (3) When a Group Development is subdivided into multiple parcels, the following documents, in detail satisfactory to the Zoning Administrator, shall be required:
  - a) A plan or agreement detailing how the shared parking will be maintained and preserved.
  - b) A plan or agreement detailing how the landscaping for the development will be maintained.
  - c) A common signage plan detailing the allotted signage for each individual use (existing and future) and a plan or agreement detailing how common signage at entrances will be addressed.
  - d) A plan or agreement detailing how the stormwater system will be maintained and preserved.
  - e) A plan or agreement detailing how any common area/open space will be maintained and preserved.
- (4) The Zoning Administrator may approve a reduction to the setback and bufferyard requirements to zero (0) feet and eliminate landscaping requirements on all internal property lines in the development.

---

# Memorandum

---

**To:** Mayor and Council  
**From:** Rebecca Vance, City Manager  
**Date:** February 26, 2015  
**Subject:** Discussion and Approval of Hospitality Tax Funding Request for the Cayce Easter Eggstravaganza – Staff Request

---

## **ISSUE**

Council discussion and approval is needed for the Staff's Request to utilize Hospitality Tax Funds for the Cayce Easter Eggstravaganza.

## **BACKGROUND/DISCUSSION**

Cayce Staff is requesting to be allowed to utilize up to \$1,500 of Hospitality Tax Funds for an Easter event on April 4, 2015. The event would last from 10:00-1:00 on Saturday at Granby Gardens Park. There will be an Easter egg hunt, face painting, snacks and pictures with the Easter Bunny. This will be a free event that is intended to bring children and their families into the City to celebrate Easter.

## **RECOMMENDATION**

Staff recommends approval of the Hospitality Tax Fund Request.

# CITY OF CAYCE

## Hospitality Tax Grant Application

Project Information	
Project Start Date April 11, 2015	Amount Requested \$ 3600.00
Project Completion Date April 11, 2015	Date Submitted 2/26/2015
Project Name Cayce Festival of the Arts	
Project Address/Location Guignard Brickworks, Knox Abbott Drive, Cayce	
Organization Information	
Organization Cayce Avenues Neighborhood Association	
Mailing Address PO Box 3072	
City ST ZIP Cayce-West Columbia, SC 29171	
Telephone (803) 216-5403 (association)	Cell 803-730-5487 (Pamme Eades)
Fax	E-Mail cayce.avenues.assn@gmail.com
How long has this organization or corporation existed? 7 Year(s)	
Project Description	
<p>On April 11, 2015, the Cayce Avenues Neighborhood Association will celebrate artists, fine crafters and authors at the inaugural Cayce Festival of the Arts at the Guignard Brickworks on Knox Abbot Drive from 9am to 6pm. The event is free to the public and family friendly.</p> <p>The show will feature artists, crafters and authors from Cayce and across South Carolina. As of 2/25/15, 33 vendors are planning to participate in the Festival. Of these vendors 31 are paid registrations and 2 were given space in return for plein air painting demonstration. Artists include photographers, wood turners, painters, jewelry makers, stained glass artists, potters, and sea grass and pine needle basket makers as well as children and adult fiction authors. In addition, we currently have 3 food vendors registered to participate.</p> <p>The Neighborhood Association created the Festival as a way to highlight the Cayce Avenues. As the planning progressed, Festival developed into a unique way to promote the City of Cayce as a progressive, robust alternative to the larger cities around us.</p> <p>As a first time event, we realize how vital it is provide a comfortable environment for the vendors as well as provide an adequate audience for them so that they will participate next year. The Guignard Brickworks location (the grassy square directly in front of the brickworks) that provides very easy access for vendor-set up and tear-down is an important factor when artist choose to return to an event. In addition, we will be assigning specific event staff to specific groups of artists so that they have a "go to" person for assistance.</p> <p>To make sure we have a customer base for our vendors, we have a detailed promotional plan that includes free newspaper advertising and articles, poster/handbills and social media. In particular, we are seeing a high level of energy around our Facebook page for the Festival especially after the use of "boosted" posts. (One post recently reached 11,000 individuals). We have a commitment from Ernest Lee (The Chicken Man) to be one of our plein air painters.</p> <p>In addition, we are also including a Lexington 2 Student/Faculty Art Show to help bring in additional traffic to the Festival as well as show case the school system itself.</p> <p>The event itself is not designated a charity event, however, net proceeds from the event will benefit our designated charities - The Sax Gotha Museum Commission and God's Helping Hands. We will also set aside a portion of the net proceeds for "seed" money for next year's event.</p>	

### Tourist Information

What is the estimated number of tourists to be attracted by this project? 2000

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

Vendor Registration

Visitor counts

Mailing list registry

License Tags in Parking areas (out of state tags)

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

The Neighborhood Association created the Festival as a way to highlight the Cayce Avenues. As the planning progressed, Festival developed into a unique way to promote the City of Cayce as a progressive, robust alternative to the larger cities around us. Want people to know that Cayce is a great place to visit and live. Showing that the city has an active, vibrant cultural life is one of the keys to highlighting the City.

The Festival has a unique backdrop of the Guignard Brickworks which played a large part in the development of Cayce. Although we can't provide tours of the brickworks due to their vulnerability, we are working on ways to provide information about the Brickworks to festival goers. The location also provides easy access to the Riverwalk so that visitors can also explore the walking areas before leaving.

The requested amount will help the Festival furnish the "details" that make vendors and visitors comfortable so that we can expect great word of mouth advertising for the next Festival. In addition, we will be using local businesses for supplies and sponsorship when possible.

There are also 2 other major events within Cayce on the same day. The 2015 Palmetto Cup Semi-Finals and Finals will be housed on the same date at B-C High School with teams from across the state of South Carolina as well as Virginia and Puerto Rico. The Public Safety Foundation "Cayce Serves" also brings over 90 players into the community. We want participants of all 3 events to leave Cayce with a positive experience so that they can encourage others to visit here and consider living here in the future.

<b>Itemize Total Expected Project Costs</b>	
Itemize Total Expense Below	Dollar Amount
Event Insurance (insurance has been quoted and waiting on information from property owner on titling of insurance)	550
Portable toilets, Disposable Trash Cans and Bags	1200
Banners/Signage/Event Staff Tshirts/Advertisement	1400
Rental of tables, table clothes and easels	450
Student art show prizes and ribbons	500
office supplies, postage, thank yous	50
Emergency supplies- Paper towels, cases of water, snacks, stakes/ropes	150
Sound system	250
Tents, Displays for student art show (one time purchases)	1000
<b>Total Cost of Project</b>	<b>5550</b>

<b>Detail How the City's Hospitality Tax Grant Request Will Be Expended</b>	
Detail Expense Items	Dollar Amount
Portable toilets , Disposable Trash Cans and Bags	1200
Banners/Signage/Staff Tshirts/Advertisement	1400
Tents, Displays for student art show (one time purchases)	1000
<b>Amount Requested</b> (must equal <i>Amount Requested</i> on first page of application)	<b>3600</b>

<b>List All Sources of Funds for the Proposed Project</b>		
Sources of Funds	Indicate Status of Funds (Proposed, Requested, or)	Dollar Amount
Vendor registration	31 paid - 10 additional expected	2050
Confirmed Sponsorships		100
Proposed Sponsorships and in-kind donations		3400
	<b>Total Budget</b>	<b>5500</b>

**Statement of Assurances/Certification**

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

Applicant Signature *Pamme L. Eades*  
 Printed Applicant Name *Pamme L. Eades, President*  
 Date *2/26/15* *The Association does not have an Executive Director*

**Organization Contact Information**

Organization	Cayce Avenues Neighborhood Association		
Contact Person	Pamme Eades		
Mailing Address	PO Box 3072		
City ST ZIP	Cayce-West Columbia, SC 29171		
Telephone	(803) 216-5403 (association)	Cell	8037305487
Fax		E-Mail	cayce.avenues.assn@gmail.com

**For Staff Use**

---

# Memorandum

---

**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Tara Greenwood, Special Projects/Grants Coordinator

**Date:** February 27, 2015

**Subject:** Bid Approval for landscape architect and civil engineering services for Guignard Park

---

## Issue

Council approval is needed in order to accept the Request for Qualifications proposal from Landplan Group South for landscape architectural and civil engineering services for the Guignard Park Redevelopment Project, and to execute a contract between the City of Cayce and Landplan Group South

## Discussion

The City of Cayce received funds from the Land Water Conservation Fund to redevelop Guignard Park. Professional landscape architectural and civil engineering services are needed for this project. A request for qualifications was placed in SCBO and on the City's website. Six (6) firms responded. The selection committee individually ranked the firms that responded. After scores were tallied the firms are ranked as follows:

1. Landplan Group South
2. Michael Baker Jr.
3. Grimbrall Cotterill
4. Hybrid Engineering
5. Ken Simmons
6. Greener Habitats, Inc

Firms were scored on the following criteria:

1. Firm qualifications and experience on similar projects;
2. Key staff qualifications and experience on similar projects;
3. Input from client reference;
4. Firm location, with preference to firms that are familiar with Cayce and locations that minimize travel time and costs;

5. Proposal completeness and organization;
6. Project understanding, creativity, innovation;
7. Project management approach;
8. Schedule for completing services.

### **Recommendation**

Staff recommends Council accept the RFQ proposal from Landplan Group South, and authorize the City Manager to execute the contract.

THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.

December 16th, 2014

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 5:16 P.M., Tuesday, December 16th 2014 in Cayce City Hall.

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

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

STAFF: Howard Thomas, Lee McRoberts, Angel Cruz, Arthur Robertson

Mr. Smith opened with a prayer.

Upon motion of Mr. Smith, seconded by Ms. Sullivan the minutes of the meeting held October 21st, were unanimously approved.

Mr. Robertson gave the Operations Report for October, November and December. He stated that no accounts were sent to the Magistrate, there were no accounts over thirty days old, 17 work orders were received in October, 19 received in November, and 12 received in December. 17 were completed in October, 19 in November and 12 in December. No emergency work orders were received and no work orders remained at the end of November.

Chief Cruz gave an update on security in Cayce. A fire occurred in a unit on Poplar St. in October. Based on the investigation, it was started by children playing with a lighter. Mr. Walker and Mr. Robertson met with the resident and are confident that it was an accident. The family in the burned unit and adjoining unit were temporarily relocated. The burned unit sustained significant damage and an RFP has been issued to complete the repairs, the adjoining unit only suffered smoke damage and the family has already moved back in. The Insurance Reserve Fund has approved moving ahead with the work and staff estimates it will take approximately 30 days.

There was a general discussion regarding the Fire Department's response time and apparent confusion at the scene when trucks arrived. Water was not readily available and a pumper truck had to be dispatched 30 minutes after the fire began to bring water to the scene. Damage was estimated at approximately \$60,000 and could have been less if the fire had been put out more quickly. Chief Cruz also reported that authorities

performed a welfare check on children at another unit on Poplar St. and they were fine; a report was filed for the incident.

Mr. Walker said that staff is still waiting on more specific information regarding the transition to RAD. Congress expanded the program to include all 185,000 units that applications were submitted for over the summer but have not issued additional instruction. Housing authorities will have a year to complete their due diligence about the program and can change their mind at any time during that period. The Columbia Housing Authority is not transitioning to the RAD program but is looking at other ways to rehabilitate older communities like Allen Benedict Court and Gonzales Gardens.

Mr. Walker gave an update on the proposed project with Lexington County Community Development. Staff has contacted the owners of the properties previously discussed and both have expressed interest in selling at the appraised prices. The quadraplex previously owned by Judge Green appraised at \$26,000 and the duplex on Lucas St will be appraised soon. Lexington County has set aside \$400,000 for acquisition and rehab. Once a design is formulated, it will be brought to the Board for review and approval. Staff believes the work can move quickly as it will not require any approval from City Council, asbestos abatement is the biggest concern for both properties at this time.

There being no additional business, the meeting adjourned at 5:50 pm.



Secretary

APPROVED:



THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.

December 16, 2014

ANNUAL MEETING

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 5:50 P.M., Tuesday, December 16 2014 in the Cayce City Hall.

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

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

STAFF: Howard Thomas, Lee McRoberts, Arthur Robertson, Angel Cruz

The Chair stated that the purpose of the Annual Meeting is to elect Officers for the upcoming year.

The floor was opened to nominations for Chair and Vice Chair. Ms. Sullivan moved that the current officers remain in their positions and serve in their capacities during 2014; seconded by Mr. Smith it was unanimously approved.

There being no further business, the meeting adjourned at 5:55 p.m.

\_\_\_\_\_  
Secretary

APPROVED: \_\_\_\_\_  
Chairman

## Meeting Agenda/Summary Cayce Event Planning Committee

<b>Subject</b>	Event	<b>Date/Time</b>	January 8, 2015 at 5:45 PM		
<b>Location</b>	Cayce City Hall – Council Chambers				
<b>Attendees</b>					
<b>Event committee</b>	<b>Y/N</b>	<b>GUEST SPEAKERS</b>	<b>Y/N</b>	<b>City Staff</b>	<b>Y/N</b>
Danny Creamer	Y	Shaun Greenwood	Y	Mendy Corder	Y
Rachel Scurry	Y			James Denny	Y
Cindy Pedersen	Y			It was announced that Brandy Rodgers is no longer working at Cayce City Hall. Her replacement will be introduced a subsequent meeting.	
Dave Capps	Y				
Kimberly Christ	Y				
Brenda Cole	Y				
Ellen Mancke	Y				
Jason Munsell	N				
Frankie Newman	N				

<b>MINUTES</b>			
<b>No.</b>	<b>Motion</b>	<b>First/Second</b>	<b>References/handouts/notes</b>
1.	Call to Order	Cindy, Chair	
2.	Presentation by Shaun Greenwood regarding the Hospitality Tax		Shaun Greenwood presented the committee with details regarding the city hospitality tax. See notes below
3.	Approval of minutes	unanimous	Minutes will be sent at least 1 week prior to the meeting for review by committee members prior to meeting. Mendy was asked if a city staff member can take the minutes for this committee. Per Mendy Corder, it is the plan of City Mgmt that Mendy delegate the staffing of the committee to Brandy's replacement and that a second staff member would be required to take the minutes.
4.	Election of Officers	Committee	By unanimous consent, Danny Creamer was elected Chair Rachel Scurry was elected Vice Chair Cindy Pedersen was elected Secretary
5.	Subcommittee Organization	Cindy made the motion to develop subcommittees for various activities	After discussion, the committee unanimously decided to keep the subcommittees to a minimum. The size of the Committee doesn't call for subcommittees. If a subcommittee is determined to be needed, one will be formed at that time. The only activity that currently has a subcommittee is the Carols Along the Riverwalk. The committee agreed with Brenda Cole that if she has the responsibility of handling the Vendors during the Bluegrass Festival, that she should be able to speak with Vendors throughout

## Meeting Agenda/Summary Cayce Event Planning Committee

			the year on behalf of the committee.
6.	New Agenda Format	Cindy recommended the new format	The Committee voted to continue to use the current agenda format but favored the use of the tool Cindy recommended for organizational purposes.
7.	Schedule of 2015 Committee Dates		As requested by Rachel Scurry, the 2015 committee dates were distributed. Rachel made the motion to reschedule the April 9 <sup>th</sup> meeting to April 16 <sup>th</sup> and formalize the decision not to meet in July. A discussion followed. Brenda Cole made a motion to adopt the Schedule as revised. Rachel second the motion. Motion carried.
8.	Review of CIC		Cindy made the motion to table the discussion until a future meeting. Ellen Mancke second the motion. Motion carried.
9.	Nature Tour		The committee agreed to hold Nature Tours (morning for children, afternoon for adults) in the spring beginning at the end of the last Cayce section of the Riverwalk , Timmerman Trail, at a date suggested by Rudy Mancke. A fall tour will not take place. Ellen Mancke will report back to the committee the Rudy's date preference.
10.	Adjournment		Cindy made motion to adjourn. Kim second the motion.

Key Points Discussed		
No.	Topic	Highlights
1.	City of Cayce Hospitality Tax	Mr. Shaun Greenwood is the Assistant City Manager and Director of Planning and Development
2.		The city staff are currently writing policy and procedure to present at the February City council meeting.
3.		Essentially, an application will be made for the funds; Council and Mayor will vote on: <ol style="list-style-type: none"> <li>1. whether to accept the application and</li> <li>2. the amount of funding</li> </ol>
4.		Application may be made only for events to be held within Cayce city limits
5.		As the priority of the tax revenue is to draw tourism to Cayce, requests for funds should be made for advertising expenditures. The use of these funds can offset the current advertising expenditures and allow the committee to utilize the funds for other expenditures.

## Meeting Agenda/Summary

### Cayce Event Planning Committee

Action Items		
No.	Action Item	Owner/ Target Completion Date
1.	Turkey fryer purchase at \$172.00	The committee agreed to the purchase of 1 fryer with a spicket for approximately \$172.00
2.	Purchase of generator	The committee agreed to table the motion until a subsequent meeting.
3.	Minutes of meetings	Mendy agreed to consult with City Manager regarding a staff member recording the minutes of the committee meetings
4.	Mendy will distribute her list of preparation activities for each of the committee's events	Mendy will bring the "to do" list for discussion and/or delegation. There is a need for the committee to take responsibility for some tasks from city staff. The committee will review the list and discuss delegation.
5.	Nature Tour	Ellen Mancke will report Rudy's date preference for the Spring Nature tour

**Next Meeting:** Thursday, February 12, 2015

**APPROVED MINUTES  
BEAUTIFICATION BOARD  
Tuesday, January 13, 2015 at  
5:30 p.m.  
City Hall**

**I. CALL TO ORDER**

Sue Miles called the meeting to order at 5:33pm. Members present were Sue Miles, Sue Perry, Joanne Wilson, John Winn, Sherree Thompson, and Morgan Hanes.

**II. APPROVAL OF MINUTES**

A motion to approve the meeting minutes from October 20, 2014 (Quorum not met in Nov. and Decorate Cayce in Dec.) was made by Joanne Wilson. Morgan Hanes seconded the motion. The decision was unanimous.

**III. OLD BUSINESS**

- a. Need to do anything else to get moving on Spring Project with Southeastern Concrete?
  1. Who will apply for SCDOT permit?
- b. We need to order (3)M, (3)L, (3)XL red t-shirts and (5)M navy shirts
- c. Past company used was ~~PromoTech with contact Barney???~~ 803-796-3866
- d. Update on potential new members who've recently been contacted.

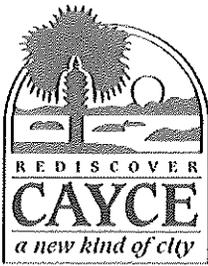
**IV. NEW BUSINESS**

**\*\*\*SUBMISSION TO COUNCIL FOR APPROVAL\*\*\***

- a. The Beautification Board would like to add into our bylaws that we host a series of events where guest speakers are invited to talk to the public on topics including Lawn and Turf, composting, with other varied themes to educate residents on new and better gardening practices.
  1. Other potential events include partnerships with City's Farmers Market, Midlands Food Alliance, Master Gardener's Speakers Bureau, and other educational lectures which are of interest to the community.
  2. We'd like for these events to occur on Saturday mornings (maybe 4 times a year) at a meeting room within the Municipal Complex. Budget money will be used for any expenditures.
- b. We would like to start a front yard improvement contest with 1-2 awards to be given maybe twice a year. Residents would receive a monetary reward for making aesthetically pleasing improvements to their front yard spaces. The judging would likely take place in the Fall or Spring.
- c. 2015 Officers elected: John Winn –Chairperson, Sherree Thompson –Vice Chairperson, and Morgan Hanes –Secretary.
- d. The Board would also like to ask Council for the approval to remove Josh Call from this City Committee. He has been absent from the last 5 regularly scheduled meetings and not returned phone calls or e-mails inquiring of his interest to remain on the Board.
- e. Use of City website, FB page, etc. to advertise for potential new members?

**V. ADJOURNMENT**

A motion to adjourn was made by John Winn. Sherree Thompson seconded the motion. The decision was unanimous.



**APPROVED MINUTES  
PLANNING COMMISSION  
COUNCIL CHAMBERS  
CITY OF CAYCE, 1800 12<sup>TH</sup> STREET EXTENSION, CAYCE SC  
Monday, January 26, 2015  
6:30 PM**

**I. CALL TO ORDER**

Chair Ed Fuson called the meeting to order. Members present were Chris Kueny, Maryellyn Cannizzarro, Robert Power, Larry Mitchell, John Raley, and Butch Broehm. Staff present was Shaun Greenwood and Monique Ocean.

**II. NEW BUSINESS**

**a. Nomination and Election of 2015 Commission Officers**

A motion was made by Mr. Raley to elect Ed Fuson as Chair of the Planning Commission for the year 2015. The motion was seconded by Mr. Kueny. All were in favor. A motion was made by Mr. Raley to elect Robert Power as Vice Chair for the 2015 year. The motion was seconded by Mr. Broehm. All were in favor. A motion was made by Mr. Kueny to elect Monique Ocean as Secretary of the Planning Commission for the 2015 year. The motion was seconded by Mr. Raley. All were in favor.

**b. Approval of 2015 Meeting Schedule**

A motion was made by Mr. Mitchell to approve the 2015 Meeting Schedule. The motion was seconded by Mr. Broehm. All were in favor.

**III. APPROVAL OF MINUTES**

A motion was made by Mr. Broehm to approve the minutes from the December 15, 2014, meeting. Mr. Raley seconded the motion. All were in favor.

**IV. STATEMENT OF NOTIFICATION**

Mr. Fuson asked if the public was duly notified of the public hearing. Ms. Ocean confirmed that everyone was notified.

**V. PUBLIC HEARINGS**

**Map Amendment 008-14** [A request by the Applicant for a zoning change from RS-3 (Single Family, Small Lots) to RS-4 (Single Family Small Lots). The property is located at 1419 Axtell Drive (TMS# 004653-07-009(P))].

**Map Amendment 009-14** [A request by the Applicant for a zoning change from PDD (Planned Development District) to RS-4. The properties are located at 1407 Axtell Dr, 1401 Axtell Dr, and Axtell Dr (TMS# 004653-07-010, -011, and 004652-08-025)].

**Map Amendment 010-14** [A request by the Applicant for a zoning change from PDD to RS-4. The property is located at L. Ave. (TMS# 004655-01-002)].

a. **Opening Statement**

Mr. Fuson opened the public hearings for Map amendments 008-14, 009-14, and 010-14. Mr. Fuson explained that the 3 rezoning requests are inclusive and the public hearings would be discussed at the same time. Mr. Power recused himself from the public hearing and the vote due to a previous business relationship with the applicant. Mr. Fuson requested the audience please sign in, if he or she wished to speak on any of the map amendments.

Shaun Greenwood began by explaining that the rezoning requests are comprised of several different lots. Mr. Greenwood stated that the applicant has been granted a variance request conditional on the approval of the rezoning request. Mr. Greenwood pointed out that the variance would decrease the front setback from 25 feet to 20 feet. Mr. Greenwood clarified that the majority of the properties in the rezoning request were previously zoned PDD (Planned Development District) and a development consisting of 16 houses had been approved by Council. Mr. Greenwood made clear that once a PDD plan has been approved by Council, a developer must build to those same exact requirements. Mr. Greenwood further explained that any deviation from the approved PDD plan would require rezoning. Mr. Greenwood gave details that the applicant wished to rezone in order to build a development consisting of 25 houses and the RS-4 zoning calls for smaller lots. Mr. Greenwood mentioned that the rezoning requests complied with the Comprehensive Plan.

The applicant, Walter Taylor, came before the Commission to discuss the rezoning requests. Mr. Taylor mentioned that a number of constraints were present on the site. Mr. Taylor revealed that the constraints consisted of wetlands, requirements for wetland buffers and the location of the flood zone. Mr. Taylor disclosed that the smaller RS-4 lots are needed because of the constraints. Mr. Taylor further explained that the proposed subdivision would have a private road with one way in and that the intention is to build homes of 1900 – 2600 sq. feet. Mr. Taylor also mentioned that the engineered storm water plans which uses an existing pond for water detention has been approved by the U.S. Army Corps of Engineers.

b. **Public Testimony**

Mr. Fuson requested for those wishing to speak, regarding the rezoning requests, come forward. No one came forward to speak.

For clarification to questions from the Commission, Mr. Greenwood mentioned the following:

- The variance request for a setback from 25 feet to 20 feet will pertain to lots in the interior of the development.
- The applicant requested RS-4 zoning because it allows for smaller lot sizes.

- Maintenance of the private road will be funded by a homeowners association.
- The City or the County will never take over maintenance of the private road.
- The development will not be a gated community.
- The County may or may not choose to maintain the detention pond.
- The community may be fined by DHEC or Cayce if the detention pond is not maintained.
- A site plan has to be approved by the Planning Commission before construction may begin.

**c. Adjourn Hearing**

With no further questions or discussion, Mr. Fuson closed the public hearing.

**VI. MOTION- Map Amendments 008-14, 009-14, 010-14**

Mr. Kueny made a motion to recommend approval of Map Amendment 008-14, Map Amendment 009-14, and Map Amendment 010-14 to Council. Ms. Cannizzarro seconded the motion. The vote passed unanimously.

**VII. OTHER BUSINESS**

Mr. Greenwood mentioned that the update for the Comprehensive Plan was rescheduled to the next meeting in favor of time restraints.

**VIII. ADJOURNMENT**

A motion was made by Mr. Raley to adjourn. Mr. Broehm seconded the motion. All were in favor.

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

# Memorandum

**To:** Mayor and Council  
**From:** Mendy Corder  
**Date:** 02/27/2015  
**Re:** Beautification Board's Recommendation to Remove a Member due to Unexcused Absences

Mr. Joshua Call was appointed to the Beautification Board December 3, 2013. He has been absent from the last five (5) regularly scheduled meetings and has not returned phone calls or emails inquiring of his interest to remain on the Board. In Article III Section 2 - Attendance the Beautification Board's Bylaws reads "The minutes shall show members in attendance at each meeting. At the January 6, 1998 Council Meeting, Council established a policy requiring any member with three consecutive, unexcused absences to step down. The Beautification Board may recommend to Mayor and Council the removal for cause of any member and may recommend individuals to be considered for open positions on the Committee."

The Beautification Board recommends that Council approve removing Mr. Joshua Call from the Board due to non-attendance.

---

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

**COUNCIL ACTION REQUIRED**

**PUBLIC SAFETY FOUNDATION – ONE (1) POSITION**

We have received a potential member application from Mr. Hubert Smoak who would like to serve on the Foundation. His application is attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

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

**ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS**

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

**BEAUTIFICATION BOARD – ONE (1) POSITION**

Ms. Joanne Wilson resigned from the Board in January. Her resignation letter is attached. The Board has no recommendation at this time.

**CONSOLIDATED BOARD OF APPEALS – THREE (3) POSITIONS**

Mr. Ron Lawson's term has expired. We have been unable to reach Mr. Lawson by phone. A letter has been sent to Mr. Lawson to inquire about his interest in serving on this Board. No response to the City's letter has been received. Mr. Frank Strange and Mr. Lemuel Knight both passed away recently. There are no recommendations at this time.

**EVENTS COMMITTEE – TWO (2) POSITIONS**

Mr. Jay Thompson resigned from the Events Committee in September due to an increased workload. There is also another open position on the Committee since the membership increased from nine members to eleven. There are no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS**

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

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



# CITY OF CAYCE PUBLIC SAFETY FOUNDATION APPOINTMENT APPLICATION

Name: HUBERT SMOAK

Home Address: 1 OAK LANE City, State, Zip CAYCE, SC 29033

Telephone: \_\_\_\_\_ e-mail Address \_\_\_\_\_

Cell Phone: 1-803-111-1111

Resident of Cayce:  Yes  No Number of Years 20

Business Located in Cayce:  Yes  No Number of Years 9

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: MED NEED OF SC Position FOUNDER, COO

Address: PO BOX 6882

City, State, Zip W. COLUMBIA, SC 29171 Telephone: \_\_\_\_\_

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

Work Experience: MEDICAL SALES 25 YEARS

OPERATE NON-PROFIT PASS 9 YEARS

Educational Background: B.A. - NEWBERRY COLLEGE

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

UNITED METHODIST LAY SERVANT

Volunteer Work: PERHAPS THIS FOUNDATION

Hobbies: GOLF, SIBSAY PUZZLES

Return to:  
Mendy Corder, Municipal Clerk  
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004  
Telephone: 803-796-9020 • Fax: 803-796-9072

January 13, 2015

I have enjoyed the last seven years serving on the Certification Board. I am resigning now and hope the younger people on the board will have much success.

Thanks for the opportunity to serve.

Joanne H. Wilson