

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
Facsimile (803) 955-0605



August 9, 2016 TOWN COUNCIL MEETING

Town Council Work Session

6:30 P.M. – 6:45 P.M.	Public Hearing: Ordinance 2016-10 MA20160609
6:45 P.M. – 7:00 P.M.	Public Hearing: Ordinance 2016-11 Town Code §5-610
7:00 P.M. – 7:15 P.M.	Public Hearing: Ordinance 2016-12 Zoning Article 907.3
7:15 P.M. – 7:30 P.M.	Public Hearing: Ordinance 2016-13 Zoning Article 601.2
7:30 P.M. – 7:45 P.M.	Public Hearing: Ordinance 2016-14 Business License Section 21 & Appendix A
7:45 P.M. – 7:47 P.M.	Review of Administrative Department Report
7:47 P.M. – 7:49 P.M.	Review of Police Department Report
7:49 P.M. – 8:00 P.M.	Informational Council Discussion

8:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. July 12, 2016 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update
 - b) Beauty Pageant update
2. Town Hall/PD renovation project
3. SCDPS OHSJP Grant – Body-Worn Cameras (No Match) *UPDATE
4. Ordinance 2016-09: Amend Town Code §1-301 & §1-302 *2nd reading

New Business

1. Planning Commission recommendation Map Amendment 2016-10 for TMS#007996-03-011
2. Ordinance 2016-10: MA20160609 rezoning request for TMS#007996-03-011 *1st reading
3. Ordinance 2016-11: Amend Town Code §5-610- Responsibility to place garbage for collection *1st reading
4. Ordinance 2016-12: Amend Zoning Ordinance Article 907.3-Sign Permit Fees *1st reading
5. Ordinance 2016-13: Amend Zoning Ordinance Article 601.2-Application Requirements for Communications Tower & Antenna *1st reading
6. Ordinance 2016-14: Amend Business License Ordinance Section 21-Classification/Rates & Appendix A: Rate Schedule *1st reading
7. Resolution 2016-15: Master Fee Schedule for 2016/2017
8. Conditional Use Permit Application
9. Pine Ridge-South Congaree Senior Center: Moving for Meals (donation)
10. Municipal Annexation Application & Checklist
11. Development Review Application & Checklist
12. Multi-Jurisdictional Task Force Mutual Aid Agreement
13. Sherer & Associates, LLC – Options & Feasibility Analysis proposal

Citizen's Comment Time

ADJOURN

Approved 9/13/2016

**TOWN OF PINE RIDGE
Town Council Minutes
Work Session
August 9, 2016**

Council present: Mayor Busby, Mayor Pro-tem Davis & Councilwoman Sturkie

Staff present: Town Administrator Viki Miller & Interim Chief Eddie Powell

Mayor Busby stated that in accordance with Town Code §1-406(d), the introduction of the five proposed Ordinances tonight will be read by title only unless a full reading is requested by a member of Council. Public Notices for the proposed Ordinances' have been published and a full copy is included in the Resident packet printed for tonight's meeting and available at any time from the Town Administrator.

6:30 P.M. - 6:33 P.M. Public Hearing: Ordinance 2016-10

MA20160609

Mayor Busby opened the Public Hearing for Ordinance 2016-10 by reading aloud the title. The property owner for TMS#007996-03-011 has requested a zoning change from Basic Industrial (BI) to Single Family Residential (R-1). The Planning Commission has submitted a recommendation to approve the requested zoning change.

The Public Hearing notice was published in the Chronicle on 7/21/2016. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in support to speak: none did. Mayor Busby closed the public hearing for Ordinance 2016-10.

6:33 P.M. - 6:35 P.M. Public Hearing: Ordinance 2016-11

Town Code §5-610

Mayor Busby opened the Public Hearing for Ordinance 2016-11 by reading aloud the title. To clarify the Responsibility to place garbage for collection with specific time frames that will make code enforcement easier.

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
August 9, 2016

The Public Hearing notice was published in the Chronicle on 7/21/2016. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in support to speak: Resident, Mr. Weaver stated he was in support of the proposed amendment as it more clearly states a specific time period for the trash can to be out for pick up and give the resident an additional option should they be unable to remove their can from the roadside in a timely manner. Mr. Weaver advised Council that he would appreciate their consideration of support in the proposed amendment. Mayor Busby closed the public hearing for Ordinance 2016-11.

6:35 P.M. - 6:36 P.M. Public Hearing: Ordinance 2016-12 Zoning
Article 907.3

Mayor Busby opened the Public Hearing for Ordinance 2016-12 by reading aloud the title. Town Council approved the 2016/2017 Master Fee Schedule on July 12, 2016, in which the fees were increased. Since this fee is directly listed in the Zoning Ordinance, it requires an amendment by Ordinance.

The Public Hearing notice was published in the Chronicle on 7/21/2016. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in support to speak: none did. Mayor Busby closed the public hearing for Ordinance 2016-12.

6:36 P.M. - 6:37 P.M. Public Hearing: Ordinance 2016-13 Zoning
Article 601.2

Mayor Busby opened the Public Hearing for Ordinance 2016-13 by reading aloud the title. Town Council approved the 2016/2017 Master Fee Schedule on July 12, 2016, in which the fees were increased. Since this fee is directly listed in the Zoning Ordinance, it requires an amendment by Ordinance.

The Public Hearing notice was published in the Chronicle on 7/21/2016. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in support to speak: none did. Mayor Busby closed the public hearing for Ordinance 2016-13.

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
August 9, 2016

6:37 P.M. - 6:38 P.M. Public Hearing: Ordinance 2016-14 Business License Section 21 & Appendix A

Mayor Busby opened the Public Hearing for Ordinance 2016-14 by reading aloud the title. Town Council approved the 2016/2017 Master Fee Schedule on July 12, 2016, in which the fees were increased. Since this fee is directly listed in the Zoning Ordinance, it requires an amendment by Ordinance. The rates are based on a comparison of other local municipalities, with the largest change reflecting a reduction in rates to residents and an increase to out of town businesses.

The Public Hearing notice was published in the Chronicle on 7/21/2016. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in support to speak: none did. Mayor Busby closed the public hearing for Ordinance 2016-14.

6:38 P.M. - 6:39 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets for the Clerk of Court and Town Administrator. Mayor Busby thanked the Clerk of Court for the updates to the Town's Facebook site which kept everyone updated on the three teams from Midlands Dixie Youth Baseball at the State and World Series level.

6:39 P.M. - 6:41 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Interim Chief Powell stated that there were 72 chargeable offenses for the month of July. Mayor Busby stated that averages about 2 tickets a day. Resident, Cheri Bell spoke to Council regarding speeding on Congaree Drive. Interim Chief Powell stated he would be happy to speak to Ms. Bell after the Council meeting. Mayor Pro-tem Davis stated he was very pleased with the unaudited month end budget from June 30, 2016.

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
August 9, 2016

6:41 P.M. - 6:47 P.M. Informational Council Discussion:

Council discussed the following:

- Councilwoman Sturkie stated she had been contacted by someone at Midland Dixie Youth Baseball (MDYB) asking for support in their Little Miss Midland pageant. Proceeds will go to fund registration and equipment for kids who don't have the funds to participate. The pageant is taking place outside of town limits but will benefit the MDYB. Mayor Busby stated that due to new laws, Council cannot add this item to the agenda. However, as per our Donation Policy the Finance Committee has the authority to approve donations between Council meetings. Mayor Busby asked Councilwoman Sturkie to get the information to Mayor Pro-tem David Egan for a decision.
- Mayor Busby stated that the Department of Natural Resources is donating a four wheel drive truck to the Town.
- Mayor Busby will attend the County Development Block Grant (CDBG) meeting this week to begin the process for removal of blight on Pine Ridge Drive.
- Mayor Busby stated a Regional Mayors meeting was held in Chapin, in which he was unable to attend. Nine Mayors met with SCDOT regarding the condition of roads in our region and grants to improve them.
- Councilwoman Sturkie invited everyone to attend Congaree Baptist Church's "Pray for America", which will be held the second Monday of every month at 7pm.

Mayor Busby closed this portion of the work session.

TOWN OF PINE RIDGE
Town Council Minutes
August 9, 2016

TOWN COUNCIL MEETING - 6:47 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:47 P.M. with Mayor Pro-tem Davis and Councilwoman Sturkie present. Council retained a quorum with three members present.

Staff present: Town Administrator, Viki Miller & Interim Chief Eddie Powell

INVOCATION

Councilwoman Sturkie led those assembled in prayer.

Freedom of Information Act Compliance - Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

APPROVAL OF MINUTES

1. July 12, 2016 Regular Scheduled Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of July 12, 2016 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

OLD BUSINESS

1. Town 60th Anniversary in 2018
 - a) Mayor Busby stated Committee Chairman Dinkins will provide any updates at the next regularly scheduled meeting.
 - b) Committee Member Sturkie stated that she has been working with the Director, and submitted paperwork to hold event at Wood Elementary. Little Miss Pine Ridge is scheduled for October 15th, 2016. Invoices have been submitted to pay the Director and order sashes.

TOWN OF PINE RIDGE
Town Council Minutes
August 9, 2016

2. Town Hall/PD renovation project

Mayor Busby stated that the contract to purchase the remainder of the building has been signed and sent to our Town Attorney.

Mayor Busby, Chief Parker and the Town Administrator have met with an architect that is under new business item#13.

3. SCDPS OHSJP Grant - Body-Worn Cameras(No Match)*UPDATE

Mayor Busby stated that Chief Parker has submitted for two previously approved Grants for Police Department equipment:

JAG Grant which was updated during July 9th Council meeting. Officer Safety Equipment of \$65,497.00 which includes a 10% match has been denied. The budget will be adjusted in January to reflect the JAG denial.

SCDPS OHSJP - Chief Parker has received an award notification in the amount of \$9,500.00. This is a 100% funded grant. Chief Parker requested \$16,480.00, in which the difference will be adjusted out of the budget in January to reflect the award amount.

4. Ordinance 2016-09:Amend Town Code §1-301 & §1-302

*2nd reading

Mayor Busby stated the Public Hearing was held at the July 12th meeting. Mayor Busby opened the second reading for Ordinance 2016-09 by reading aloud the title. Due to changes in State Law by Governor Haley, it is necessary to update the Town Ordinance for 1-301 & 1-302 to reflect the new law requirements.

Mayor Pro-Tem Davis made a motion to approve the second reading of Ordinance 2016-09 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

TOWN OF PINE RIDGE
Town Council Minutes
August 9, 2016

NEW BUSINESS

1. Planning Commission recommendation Map Amendment 2016-10 for TMS#007996-03-011

Mayor Busby stated that the Planning Commission has formerly recommended the change from Basic Industrial to Single Family Residential for TMS#007996-03-011 (Map Amendment #20160609) on June 28, 2016.

Councilwoman Sturkie made a motion to accept the Planning Commission's recommendation for TMS#007996-03-011 to Single Family Residential as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

2. Ordinance 2016-10: MA20160609 rezoning request for TMS#007996-03-011 *1st reading

Mayor Busby read aloud the title to Ordinance 2016-10.

Mayor Pro-tem Davis made a motion to approve the first reading of Ordinance 2016-10 (Map Amendment #20160609) as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

3. Ordinance 2016-11: Amend Town Code §5-610- Responsibility to place garbage for collection *1st reading

Mayor Busby read aloud the title to Ordinance 2016-11.

Councilwoman Sturkie made a motion to approve the first reading Ordinance 2016-11 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

4. Ordinance 2016-12: Amend Zoning Ordinance Article 907.3- Sign Permit Fees *1st reading

Mayor Busby read aloud the title to Ordinance 2016-12.

Councilwoman Sturkie made a motion to approve the first reading Ordinance 2016-12 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

TOWN OF PINE RIDGE
Town Council Minutes
August 9, 2016

5. Ordinance 2016-13: Amend Zoning Ordinance Article 601.2-Application Requirements for Communications Tower & Antenna *1st reading

Mayor Busby read aloud the title to Ordinance 2016-13.

Councilwoman Sturkie made a motion to approve the first reading Ordinance 2016-13 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

6. Ordinance 2016-14: Amend Business License Ordinance Section 21-Classification/Rates & Appendix A: Rate Schedule *1st reading

Mayor Busby read aloud the title to Ordinance 2016-14.

Mayor Pro-tem Davis made a motion to approve the first reading of Ordinance 2016-14 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

7. Resolution 2016-15: Master Fee Schedule for 2016/2017

Mayor Busby read aloud the title to Resolution 2016-15.

Councilwoman Sturkie made a motion to Resolution 2016-15 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

8. Conditional Use Permit Application

Mayor Pro-tem Davis made a motion to approve the Conditional Use Permit Application as submitted. Councilwoman Sturkie seconded the motion, which opened the item up for discussion.

Mayor Busby stated that Town Council approved the 2016/2017 Master Fee Schedule on July 12, 2016, in which the fees were increased. This fee was originally titled "Communication Towers & Antennas". However, after further investigation Communication Towers & Antennas are required to be submitted by application under the "Conditional Use Permit". This fee has been renamed to the correct designation on the Master Fee Schedule.

TOWN OF PINE RIDGE
Town Council Minutes
August 9, 2016

Mayor Busby explained the Zoning Ordinance definition of a conditional use and conditional uses in various zoning districts that can be permitted by the Zoning Administrator. The Conditional Use Permit is submitted to be in conformance with our ordinances to include Procedures and Guidelines.

Mayor Busby called for a final vote. Council unanimously approved the Conditional Use Permit Application.

9. Pine Ridge-South Congaree Senior Center: Moving for Meals (donation)

Mayor Busby stated that the Town annually donates to our local Senior Center. The 2016/2017 donation budget has \$500.00 specifically for the Meals on Wheels program.

Councilwoman Sturkie made a motion to approve the donation of \$500.00 to the Pine Ridge-South Congaree Senior Center. Resolution 2016-15 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

10. Municipal Annexation Application Checklist

Mayor Busby stated that we previously accepted annexation request by letter. However, the proposed application and checklist will help cut workloads down and have all the requirements clearly stated so that all paperwork is submitted at the time of submission.

Councilwoman Sturkie made a motion to approve the Municipal Annexation Application and Checklist as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

TOWN OF PINE RIDGE
Town Council Minutes
August 9, 2016

11. Development Review Application & Checklist

Mayor Busby stated that we have a similar application and checklist for the Planned Unit Development (PUD or PD) zoning designation. The proposed Development Review Application & Checklist should streamline the process where the Planning Commission and Town Council will already have all the information required to make a decision. Mayor Busby noted that these forms may need to be updated after the Town Administrator attends the County's training on August 31st for developments.

Mayor Pro-tem Davis made a motion to approve the Development Review Application and Checklist as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

12. Multi-Jurisdictional Task Force Mutual Aid Agreement

Mayor Busby stated the agreement is needed to be able to help other Municipal Law Enforcement Agencies.

Councilwoman Sturkie made a motion to approve the Multi-Jurisdictional Task Force Mutual Aid Agreement as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

13. Sherer & Associates, LLC - Options & Feasibility Analysis
Proposal

Mayor Busby stated that the Chief of Police, Town Administrator and himself met with a local Architect to share what was needed for each department. Sherer & Associates has submitted a proposal to begin services in the amount of \$3,450.00. As per our Town Ordinance § 4-504, this portion of the project is exempt from competitive bidding. At the point we begin construction, that portion will be sent out for bid as required.

**TOWN OF PINE RIDGE
Town Council Minutes
August 9, 2016**

Mayor Pro-tem Davis made a motion to approve the proposal of \$3,450.00 from Sherer & Associates, LLC as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

Citizen's Comment Time

Resident, Mrs. Hazel Kanipe, representing the Pine Ridge Women's Club stated they were looking for a location to meet once a month from September to May. Mayor Busby stated until the purchase is complete, extra security requirements are added for the Police Department and the remodeling has been completed, use of the building for non-municipal use cannot be considered.

Resident, Mrs. Cheri Bell asked Council for help with neighbor trash in yard. Mayor Busby stated that we have an ordinance and that Council adopted a Complaint Policy and form that needs to be completed. Mr. Weaver asked that sending the Town Hall pictures will speed up the process.

ADJOURN

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Mayor Pro-tem Davis. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:25P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

Daniel D. Davis, Mayor Pro-tem

Date: _____

Approved 9/13/2016