

Town of Pine Ridge

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AUGUST 13, 2019 REGULAR SCHEDULED COUNCIL MEETING AGENDA

Town Council Work Session

6:45 P.M. – 6:50 P.M. Review of Administrative Department Report

6:50 P.M. – 6:55 P.M. Review of Police Department Administrative Report

6:55 P.M. – 7:00 P.M. Informational Council Discussion:

- a) Ordinance 2019-29 – Public Hearing & First Reading to be held September 10, 2019 on proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4
- b) Ordinance 2019-30 – Public Hearing & First Reading to be held September 10, 2019 on proposed amendments to the Master Fee Schedule
- c) Ordinance 2019-32 – Public Hearing & First Reading to be held September 10, 2019 on proposed amendment to Business License Ordinance: Appendix B-Business License Schedule by NAICS code
- d) Midland Girls Softball-Sponsor plaques
- e) Midland Boys Baseball-Sponsor plaques

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. July 9, 2019 Regular Scheduled Council Meeting

Old Business

1. Estates at Indigo Bond Estimate to repair infrastructure
2. Indigo Place Bond Estimate to repair infrastructure
3. Courtyards at Rockford Place Bond Estimate to repair infrastructure
4. Town Hall/PD upfit: Council/Court Chamber Furniture - RFP19-03/Addendum #1
 - a) Property & Recreation Committee Recommendation
 - b) Council Vote
5. Lexington County FY19 "C" Fund
6. Back to School Drive 2019 - Update

New Business

1. Planning Commission Recommendation: Zoning & Land Development revision of:
 - a) Article 10, Division 2 Section 1008.1
 - b) Article 10, Division 2 Section 1010.2
 - c) Article 10, Division 2 Section 1010.3
 - d) Article 10, Division 2 Section 1010.4
2. Planning Commission Recommendation: Guidelines for Submitting Plats for the Division of One Lot into Two Parcels
3. Funding PRPD new hire at SCCJA for Class 1 Certification
4. PRPD Crime Watch meeting August 26th at 6:30pm
5. Donation of Ice Machine to LCLEOA

Citizen's Comment Time

ADJOURN

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE ONE MONTH ENDING JULY 31, 2019

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	98,000.00	1,178.88	1,178.88	1.20
FINES AND PENALTIES	117,500.00	797.52	797.52	0.68
S.C. AID TO SUBDIVISIONS	46,624.00	12,233.95	12,233.95	26.24
MASC - COURT FINES	1,000.00	0.00	0.00	0.00
MASC - ADMIN FEES	500.00	0.00	0.00	0.00
SCE&G	140,000.00	0.00	0.00	0.00
SANITATION	377.00	102.60	102.60	27.21
ZONING	2,500.00	216.00	216.00	8.64
REVENUE ENHANCEMENT-BL	100,000.00	0.00	0.00	0.00
TIME WARNER TV	17,700.00	4,671.96	4,671.96	26.40
MASC - BL	150,000.00	0.00	0.00	0.00
BELLSOUTH	5,000.00	1,268.08	1,268.08	25.36
TNC ASSESSMENT	65.00	0.00	0.00	0.00
FUND BALANCE	140,167.33	97.35	97.35	0.07
INTEREST INCOME	3,800.00	318.37	318.37	8.38
MC-BOND ESTREATMENT	0.00	1,906.25	1,906.25	0.00
SUNDRY	50.00	0.00	0.00	0.00
TOTAL REVENUES	823,283.33	22,790.96	22,790.96	2.77
EXPENSES				
ADM. TRAINING	700.00	0.00	0.00	0.00
OFFICE SUPPLIES/PRINTING	4,300.00	309.26	309.26	7.19
ADM. TECH SUPPORT	5,000.00	6.95	6.95	0.14
ZONING TECH SUPPORT	6,000.00	0.00	0.00	0.00
ACCOUNTING	6,800.00	0.00	0.00	0.00
LEGAL	8,000.00	375.00	375.00	4.69
INSURANCE & BONDING	15,000.00	0.00	0.00	0.00
BANK CHARGES	150.00	0.00	0.00	0.00
MILEAGE	500.00	0.00	0.00	0.00
POSTAGE	1,500.00	(22.00)	(22.00)	(1.47)
UTILITIES	16,700.00	1,028.32	1,028.32	6.16
REVENUE ENHANCEMENT-BL	31,500.00	3,547.72	3,547.72	11.26
TELEPHONE	6,000.00	474.40	474.40	7.91
INTERNET SERVICES	2,200.00	164.97	164.97	7.50
PUBLIC NOTICES	600.00	0.00	0.00	0.00
DUES	1,550.00	0.00	0.00	0.00
BUILDING & MAINTENANCE	16,840.00	1,182.15	1,182.15	7.02
NPDES PERMITS	5,000.00	0.00	0.00	0.00
PINE RIDGE WEB SITE	1,755.00	0.00	0.00	0.00
BUILDING PURCH/RENO-FUND BAL	140,167.33	97.35	97.35	0.07
EQUIPMENT	500.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	6,500.00	500.00	500.00	7.69
CHRISTMAS TREE LIGHTING	1,200.00	0.00	0.00	0.00
CHRISTMAS PARADE	350.00	0.00	0.00	0.00
MEALS AND MEETING - COUNCIL	500.00	15.00	15.00	3.00
SUNDRY	50.00	0.00	0.00	0.00
REPAIR&MAINT	9,000.00	917.83	917.83	10.20
GAS AND OIL	8,500.00	660.50	660.50	7.77

Gray = Pending Audit Adjustments fye 6/30/2019

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE ONE MONTH ENDING JULY 31, 2019

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
PD TECH SUPPORT	7,000.00	0.00	0.00	0.00
POLICE DEPT.SUPPLIES	3,500.00	1,188.15	1,188.15	33.95
DUES	300.00	0.00	0.00	0.00
1033 PROGRAM	500.00	500.00	500.00	100.00
EQUIPMENT	15,000.00	485.99	485.99	3.24
VEHICLE INSURANCE	4,000.00	0.00	0.00	0.00
UNIFORMS	4,000.00	0.00	0.00	0.00
NATIONAL NIGHT OUT	650.00	0.00	0.00	0.00
COMMUNITY RELATIONS	500.00	0.00	0.00	0.00
LAWTRAK LICENSE	3,700.00	0.00	0.00	0.00
K-9 PROGRAM	8,800.00	637.47	637.47	7.24
TRAINING & MEALS	2,250.00	0.00	0.00	0.00
SALARIES - JUDGES	7,000.00	0.00	0.00	0.00
JURY FEES	1,000.00	0.00	0.00	0.00
INDIGENT DEFENSE	2,000.00	0.00	0.00	0.00
COURT SUPPLIES	400.00	0.00	0.00	0.00
DETENTION FEES	200.00	0.00	0.00	0.00
COURT TRAINING	2,300.00	716.59	716.59	31.16
COURT ASSESSMENTS	52,000.00	2,702.33	2,702.33	5.20
COURT DEFENSE ATTORNEY	1,000.00	0.00	0.00	0.00
VA - TRAINING	3,500.00	0.00	0.00	0.00
VA - PAYROLL	8,000.00	399.00	399.00	4.99
VA - STATE FUND	10,000.00	0.00	0.00	0.00
VA - OTHER	2,000.00	44.86	44.86	2.24
VA - SOFTWARE	2,500.00	0.00	0.00	0.00
PAYROLL	215,000.00	12,464.36	12,464.36	5.80
TAXES - PAYROLL	22,000.00	1,019.31	1,019.31	4.63
PART-TIME CLERICAL	26,000.00	0.00	0.00	0.00
PART-TIME POLICE	35,000.00	455.18	455.18	1.30
WORKMEN'S COMPENSATION	10,000.00	0.00	0.00	0.00
RETIREMENT-POLICE	22,000.00	1,124.45	1,124.45	5.11
RETIREMENT-ADMIN.	19,600.00	1,065.32	1,065.32	5.44
GROUP LIFE	700.00	81.54	81.54	11.65
HEALTH INSURANCE	31,000.00	2,527.06	2,527.06	8.15
TOTAL EXPENSES	825,262.33	34,669.06	34,669.06	4.20
NET INCOME	(\$ 1,979.00)	(\$ 11,878.10)	(\$ 11,878.10)	600.21

Gray = Pending Audit Adjustments fye 6/30/2019

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Council present: Mayor Wells, Mayor Pro-tem Davis, Councilman Dinkins,
Councilman Simms and Councilwoman Sturkie

Staff present: Town Administrator, Mrs. Miller, Clerk of Court, Ms. Brittany Burns and
Patrolman Swanson

6:45 P.M. – 6:47 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Mayor Wells asked Council if they had any questions for the Clerk of Court about her monthly report, but they did not. Mayor Wells stated that the Town Administrator's report was pending but he would like to point out the tinted gray areas on the year ending budget for June 30, 2019. The current ending balance is \$54,608.54 but those items tinted in gray represent pending payables and receivables that will be adjusted during the annual audit. Mayor Wells added that the gas report for police vehicles and monthly code violations report were included for Council's information. Council did not have any questions for Mrs. Miller.

6:47 P.M. – 6:49 P.M. Review of Police Department Administrative Report

Patrolman Swanson updated Council on the monthly statistics:

32 calls for service	0 arrests
20 reports written	21 community contacts
17 uniform traffic tickets	46 property checks
3 warning tickets	11 assists to other law enforcement agencies

Patrolman Swanson updated Council on some events that happened last month:

- Lieutenant Silano and K-9 Rens conducted a K-9 demonstration at the South Congaree-Pine Ridge Library for the Summer Reading Kick-off party.
- Lieutenant Silano and K-9 Rens has assisted the South Congaree Police Department several times.
- Patrolman Swanson interviewed with the WLTX Street Squad about the Blessing Box and the help it is providing.
- Patrolman Swanson and Clerk of Court, Ms. Burns, took Lieutenant Silano's former K-9, Keira, to visit the Pine Ridge-South Congaree Senior Center.
- Police Department will be collecting school supplies at Town Hall until August 12, 2019. The donations will be used by Congaree-Wood Early Childhood Center, Herbert A. Wood Elementary and Pine Ridge Middle School.
- Patrolman Swanson and Victims Advocate, Mrs. Frances Shealy, will attend the Neighborhood Watch that is being held at Charwood Baptist Church on July 11, 2019 at 6:30pm. Residents have been invited to help learn how to set up a Crime Watch within their subdivisions.

Mayor Wells asked Council if they had any questions for Patrolman Swanson, but they did not.

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6:49 P.M. - 6:55 P.M. Informational Council Discussion

Mayor Wells introduced Mr. Dean Richardson of McGregor & Company, who is a Certified Public Accountant. Mayor Wells added that the Town's previous Certified Public Accounting firm is no longer performing municipal audits.

Mr. Richardson thanked Council for choosing his firm to assist with the Town's audit needs. He has already had an initial meeting with Mrs. Miller to get the ball rolling. However, he wanted to introduce himself to Council and see if they had any questions about the communication letter, which basically states the Town's and the Audit Firm's responsibilities during the audit. Mayor Pro-tem Davis stated that he was looking forward to establishing a working relationship with Mr. Richardson. Mr. Richardson stated that he enjoys what he does and has already discussed some things with Mrs. Miller that will help the Town. Mayor Wells thanked Mr. Richardson for speaking to Council.

Mayor Wells gave out information about the Neighborhood Crime Watch being held at Charwood Baptist Church on July 11th at 6:30pm and thanked the organizers from the Charwood residential subdivision outside of town limits for allowing us to participate and invite the town's residents.

Mayor Wells stated that an anonymous letter was received addressed to the Pine Ridge Mayor and Council. It was from a resident in South Congaree, thanking the Pine Ridge Police Department for their professional appearance and demeanor at the wreck they assisted the South Congaree Police Department with on July 26, 2019.

Mayor Wells stated that the lighting replacement of the old T-12's has been completed per the quote from Dominion that Council approved several months ago. All lights that are inside and outside the building, including the garage are now LED. Dimmable lighting fixtures were installed in the Council Chamber, pending separate installation of the dimmable switch. This will allow for better use of video and projection equipment, when needed at various Town meetings.

With nothing more to discuss, Mayor Wells closed the work session.

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TOWN COUNCIL MEETING – 6:55 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:55 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

Staff present: Town Administrator, Mrs. Miller, Clerk of Court, Ms. Brittany Burns and
 Patrolman Swanson

INVOCATION

Councilman Simms 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. June 11, 2019 Regular Scheduled Meeting

Councilman Dinkins made a motion to approve the minutes of June 11, 2019, amending page nine, fourth paragraph, eighth sentence ending in the word “bugger” should be changed to “buffer”. Councilman Simms seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that this project is on target per County Councilman Todd Cullum as the engineering has been completed.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the County will begin to address this once the Oakhill Road project is completed.

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3. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is currently in litigation.

4. Town Hall/PD Upfit: Council/Court Chamber Furniture – RFP19-03

Mayor Wells stated that RFP19-03 was created as a design-build project, which will contain seven separate work areas to accommodate the membership of the town boards. RFP19-03 was advertised on SCBOS, July 3, 2019. Pre-proposal conference scheduled on July 18, 2019 at 10pm. Proposal deadline is August 30, 2019 at 4pm. Vendor selection will be on September 10, 2019 at 6:45pm.

5. Lexington County FY19 “C” Fund

Mayor Wells stated that in April of last year the Town submitted “C” Fund request to Lexington County to install sidewalks to news sports complex at 900 Pine Ridge Drive. Traffic count and an estimate included for concrete for the sidewalks, crosswalk & paving markings for a total of \$56,400.00. It was noted that the request did not include grading, dirt fill, curb, gutter or easement acquirement. In April of this year, the Lexington County Transportation Committee (CTC) approved \$25k. Mayor Wells stated that he asked County Councilman Todd Cullum for help on this as the town needs to know the total cost of the project before the Town approves. Mayor Wells stated we are still waiting on a reply from Lexington County.

6. Ordinance 2019-25 Zoning/Land Development *2nd Reading

Mayor Wells read aloud the title to Ordinance 2019-25.

Mayor Wells thanked the residents that serve on the Planning Commission and Board of Zoning Appeals. Board Members are volunteers that do not get paid for their time or service. Mayor Wells stated that he wanted to recognize the countless hours spent reviewing documents, conducting research and missing family time, in addition to working a full-time job. Mayor Wells added that a special appreciation is given to the Planning Commission’s due diligence in their recent review of the Zoning and Land Development Ordinance. Their hard work does not go unnoticed.

Mayor Wells asked Mrs. Miller to speak to Council about some corrections that need to be made.

Mrs. Miller stated that the Planning Commission had removed Section 1024 relating to non-motorized access and connectivity out of the Zoning and Land Development Regulations Ordinance. The Planning Commission discussed with those in attendance the responsibility of maintaining sidewalks within a new subdivision. Lexington County no longer maintains them, the Town does not have the funds to maintain them and if the HOA was to maintain them, it would raise the cost of HOA fees that would make the new subdivision undesirable.

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Several sections referring to Section 1024 were accidentally left in the Zoning and Land Development Ordinance when presented to Council. Those sections need to be removed from the final approved ordinance:

1010.2 MINOR SUBDIVISION page 149

iv. Non-motorized Access and Connectivity

1011.2 MAJOR SUBDIVISION page 150

4)f. Non-motorized Access and Connectivity

1012.2 Group Development page 153

5) f. Non-motorized Access and Connectivity

1013.2 Site Plan Requirements for Mixed-Use Planned Developments page 155

11) f. Non-motorized Access and Connectivity

Mayor Wells called for Council discussion or any questions for Mrs. Miller. Council did not discuss the proposed amendments or have any questions for Mrs. Miller.

Councilman Simms made a motion to approve the second reading of Ordinance 2019-25 for the Zoning and Land Development Ordinance, removing Section 1010.2 (iv), Section 1011.2 (4-f), Section 1012.2 (5-f), Section 1013.2 (11-f). Councilman Dinkins seconded the motion.

Mayor Wells called for a vote. All members of Council voted to approve the second reading of Ordinance 2019-25, with exception to Councilwoman Sturkie who voted against it.

7. Employee Cost of Living Adjustment

Mayor Wells stated this item was put on hold at the June regularly scheduled meeting as he wanted to correct an error before being presented to Council. A Cost of Living Adjustment (COLA) is not merit or performance based. COLA is based on economic inflation and applies to all employees, which helps keep salaries as competitive as possible with other towns our size and limited income. Per the Municipal Association Compensation Survey, other towns our size are giving a COLA anywhere from 1.5% to 3%. The Town gave a COLA in 2011 at 2.5%, 2012 at 5% and 2015 at 3%.

Mayor Wells called for discussion.

Councilwoman Sturkie asked if this was for now or at the employees one-year anniversary. Mayor Wells replied that this is based on the new fiscal year and it would not be automatic as Council would need to approve for each fiscal year. Mayor Wells stated the COLA will include the part-time rate of pay. Mayor Pro-tem Davis stated this is something the town should do as it will impact our ability to attract and retain excellent employees particularly if we do not make adjustments to that entry level salary.

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Councilman Dinkins made a motion to approve the 2% Cost of Living Adjustment, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

NEW BUSINESS

1. Municipal Clerk job description

Mayor Wells stated that Council approved this position at the December 11, 2018, for a maximum of 20 hours per week with a \$13-\$17 per hour pay range.

Mayor Wells stated that the document included in Council's packet should read December 11, 2018 not 2019.

Councilwoman Sturkie stated that the document included in Council's packet should read a maximum of 20 hours not minimum.

Mayor Wells stated that the position was not advertised as a job description was needed. Mayor Wells asked Council if anyone had questions or comment about the submitted job description. Council did not have any questions or comments about the submitted job description.

Mayor Wells called for a motion to approve the job description.

Councilman Simms made a motion to approve the Municipal Clerk job description, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Donation Policy: Request between Council meetings renewal

Mayor Wells stated the authority for the Finance Committee to approve donation requests between Council meetings portion of the policy must be renewed annually.

Donation Policy:

Requests between Council meetings: Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule. The authority to approve donation requests without the consideration of Council must be renewed during each fiscal year budget hearing and approved as part of each fiscal year's budget approval process. The Finance Committee shall report to Council at the next scheduled Council meeting any & all donation requests or approvals.

(Council approved this addition on September 11, 2012)

Councilman Dinkins made a motion to allow the Finance Committee to approve donation requests between Council meetings, in accordance with the Town's Donation Policy. Councilman Simms seconded the motion, which was unanimously approved.

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3. Committee Appointments by Mayor for fiscal year 2019/2020:

Mayor Wells read aloud Town Ordinance § 1-309 Standing committees. The Mayor shall at the beginning of each fiscal year appoint or reappoint members to the following standing committees of council, to serve at the pleasure of the Mayor. Mayor Wells stated that he will reappoint the committees as they were appointed in July 2018.

- a) Finance Committee - Chair Davis & Member Dinkins
- b) Administrative Liaison – Chair Wells & Member Simms
- c) Public Safety Committee-Police Commissioner Wells & Member Davis
- d) Public Utilities & Health Committee–Chair Dinkins & Member Sturkie
- e) Property and Recreation Committee–Chair Simms & Member Sturkie
- f) Employee Grievance Committee-Chair Davis & Members Sturkie & Dinkins
- g) Central Midlands Regional Planning Council of Governments Representative - Simms
- h) Lexington Water & Sewer Commission Representative - Sturkie

4. Memorandum of Agreement – Department of Juvenile Justice

Mayor Wells stated that this is an annual agreement between the Town and SCDJJ, where we agree to pay the per diem rate of \$50.00 per day for any juvenile that we take to the detention facility. This rate is stated in SC Code of Laws 63-19-1610. In the last nine years, the Town has only paid \$100.00 for the incarceration of juveniles. There is an additional program that is run at no cost to the Town, Detention Alternative Placement Program (DAP).

Mayor Pro-tem Davis made a motion to approve the Memorandum of Agreement with the Department of Juvenile Justice, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved.

5. Resolution 2019-27: Master Fee Schedule for 2019/2020

Mayor Wells stated that the Town began the Master Fee Schedule in 2016 as a document that anyone can use to look up what the cost of various fees are. The majority of municipalities charge for plat and development approvals, which covers staff time for research and expenses associated with preparing documents for the Planning Commission meeting. The items below were added based on the Land Development Ordinance and research on other municipalities.

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Zoning Verification/Compliance Letter	Each	35.00
Zoning District Map - Color Legal	Each	15.00
Exempt Sub-Divisions - PO	per Lot	25.00
Re-Survey Plats - PO	per Lot	50.00
Any Plat Requiring Planning Commission Approval	Base fee + per Lot	\$150.00 + \$8.00 per lot
Minor Sub-Divisions - PC	Base fee + per Lot	\$150.00 + \$8.00 per lot
Major Sub-Divisions - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot
Group Development - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot
Mixed Use Planned Development - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot
Mixed Use Planned Development - PC-Minor Change	Each	250.00
Mixed Use Planned Development - PC-Major Change	Each	250.00
Revised Plat Submissions - PC	Base fee + per Lot	\$75.00 + \$16.00 per lot
Floodplain Development Review - FA	Each	250.00
Floodplain Variance - BZA	Each	250.00
Floodplain Appeal - Town Council	Each	250.00

Mayor Wells asked if Council would like to discuss this item, which none did.

Councilman Dinkins made a motion to approve Resolution 2019-27 containing the Master Fee Schedule, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved. Currently there is \$500.00 allocated in the 2019/2020 budget for Midland Football and Cheerleading

6. Midland Football & Cheerleading Sponsorship (donation)

Mayor Wells stated that since Midland Football & Cheerleading is now held in town and benefits our residents and those in the Midlands area, it conforms to the donation policy.

1. Projects/events that take place in the Town of Pine Ridge and the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$500.00 with the discretion to go higher for special events (e.g. the Annual Soup Day). *(An example would be a golf tournament held at Charwood sponsored by a local group.)*
Added July 14, 2009

Councilwoman Sturkie made a motion to approve a donation of \$500.00 to sponsor one Midland Football & Cheerleading team. Councilman Simms seconded the motion, which was unanimously approved.

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7. Additional PRPD telephone

Mayor Wells stated that office staff is unable to contact Patrolman Swanson unless they use Lexington County Dispatch, which is not recommended. Dispatch is for residents who need the assistance of an Officer and keeps track of an Officer once they have a call for their safety. Office staff needs to be able to speak to an Officer during their shift for various reasons. Through Verizon an additional telephone is \$44.86 per month for a smart phone, unlimited everything. Basic flip phone \$22.49+tax per month. The phones are free through the end of September. Monthly pricing is locked in on the State contract, which rarely changes.

Mayor Wells stated the floor is open for a motion or discussion of the item.

Councilwoman Sturkie made a motion to approve an additional smart phone in the amount of \$44.86 per month, for the Pine Ridge Police Department. Councilman Simms seconded the motion, which was unanimously approved.

8. Back to School Drive 2019

Mayor Wells stated this item was discussed in the work session by Patrolman Swanson and asked if he had anything additional to add.

Patrolman Swanson stated that the Police Department is collecting school supplies until August 12, 2019. The supplies can be dropped off at Town Hall during normal business hours.

9. Adjourn to Executive Session: Receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege (SC Law 30-4-70 (a)(2))

Mayor Wells stated that the floor is open for a motion to adjourn to Executive Session: Receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege (SC Law 30-4-70 (a)(2)).

Councilman Simms made a motion to enter into Executive Session. Councilwoman Sturkie seconded the motion.

To clarify the original motion, Councilman Dinkins made a motion that council go into executive session to discuss receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege, in which this item is allowed by SC Code of Law, Section 30-4-70 (a)(2) AND to invite our Attorney Hayne Hodges for counsel.

Mayor Wells called for a vote. Council unanimously approved.

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10. Reconvene to Regular Session

Mayor Wells stated that no votes were taken during Executive Session other than to adjourn and resume the meeting.

Councilman Simms made a motion to reconvene to regular session. Councilwoman Sturkie seconded the motion, which was unanimously approved.

11. Possible Actions by Council in follow up to Executive Session

Mayor Pro-tem Davis made a motion to proceed as recommended by the Attorney in executive session with the paying for the Town and Councilwoman Sturkie's share that was not paid by the Insurance Reserve Fund. Councilman Dinkins seconded the motion, which was unanimously approved.

Citizen's Comment Time

Mrs. Debra Arvay of Clubhouse Drive stated that she thought it was very interesting to watch the zoning policy changes go through as she had attended all but one of the meetings. She heard people criticizing the ordinances recently, but most of those people did not attend the meetings or read the provisions. Mrs. Arvay said there was a lot of work put into and felt like the Planning Commission did the best they could. The Planning Commission allowed Citizens to comment and took their concerns into account. For example, removing the sidewalks from the ordinance was something Mr. Lucas suggested as he said it was a problem for Developers. It was also very nice to see that when Citizens were concerned about the flag and access lots, the Planning Commission did some research and then came back with a compromise. Mrs. Arvay said the Planning Commission was really trying to listen and was impressed by that. Mrs. Arvay added that she did feel like the ordinances needed to be revised as every time she has seen a Town Council Agenda, there are three developments on there because of problems relating to the old ordinances. Mrs. Arvay understood the Ordinances needed to be updated and appreciated all the work Council and the Planning Commission put into it.

Mayor Wells thank Mrs. Arvay's for her comments. Mayor Wells added that if there are any problems with the new ordinances that Council is willing to send it back to the Planning Commission or Town Administrator for further research. It's just like anything in life, you are going to have gray areas and Council is prepared to correct them.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



ADJOURN

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Simms. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:37 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

COMMUNICATION: PINE RIDGE PLANNING COMMISSION

MEMORANDUM TO: Mayor and Town Council
FROM: Planning Commission
DATE: July 23, 2019
SUBJECT: Review & Recommendation to Town Council:
a) ZLDR Article 10, Division 2 Section 1008.1
b) ZLDR Article 10, Division 2 Section 1010.2
c) ZLDR Article 10, Division 2 Section 1010.3
d) ZLDR Article 10, Division 2 Section 1010.4



At its' regular meeting on July 23, 2019, the Planning Commission discussed and agreed upon the following recommendations:

a) ZLDR Article 10, Division 2 Section 1008.1

1008.1 Town of Pine Ridge Review by Type

- 1) The Planning Official shall review, and stamp for recording, plats for subdivisions meeting the exemption requirement and plats of re-surveys of previously recorded lots.
- 2) *The Planning Official shall review and stamp for recording, plats for Minor Subdivision of two lots.*
- 3) The Planning Commission shall review and approve Minor Subdivisions of more than two lots, Major Subdivisions, Group Developments, and Planned Development District (MPD) applications.
- 4) Town Council shall give final approval of MPD projects in its role in the zoning map amendment (re-zoning) process.

b) ZLDR Article 10, Division 2 Section 1010.2

1010.2 Two Lot Minor Subdivision Submittal Requirements and Approval Process

Minor subdivisions created by the division of one lot into two lots shall be reviewed and approved by the Planning Official through the following process:

- 1) *The Planning Official shall review and approve plats of two lot minor subdivisions prior to the recording of the plat with the Lexington County Register of Deeds. The purpose of this review is to assure that existing and proposed land parcels and structures are in compliance with all applicable zoning district regulations and regulations for the subdivision of land and the creation of lots of this Ordinance. Plats must display the correct Lexington County Tax Map Survey (TMS) number and shall be drawn to the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina. Section 49-450 of the Minimum Standards Manual, states that plats must contain pertinent data and appropriate information. In addition to the information the*


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Register of Deeds will require for recording a plat, plats submitted for approval shall contain enough pertinent data and appropriate information to make a determination of consistency with all applicable zoning and land development regulations. Plat approval is contingent upon this determination. The Planning Official shall create written guidelines that will assist and aide the applicant in submitting a plat with the pertinent information and data needed to make a determination of approval.

- 2) *Within ten (10) working days of submission of the plat, the Planning Official shall determine that the proposed two lot minor subdivision conforms to applicable zoning district regulations of this Ordinance and shall approve, approve with changes, or reject the plat. If rejected, changes, additional analysis, or other information necessary to make an approval determination shall be identified and transmitted to the applicant.*
- 3) *Approved plats shall be given to the applicant for transmission to the Lexington County Register of Deeds for Recording.*

c) **ZLDR Article 10, Division 2 Section 1010.3**

1010.3 Three Four, or Five Lot Minor Subdivision Submittal Requirements

The Planning Commission voted unanimously to add the following:

- 2) Site Information
 - a) *Floodplain areas, wetlands, and storm drainage ditches*
 - b)-a) *Location, names, and right-of way widths of existing streets within the subject track and existing and plotted streets adjacent to the subject tract.*
 - c)-b) *Location and dimensions of all existing rights-of-way and easements.*
 - d)-e) *Political lines, if applicable, and the position of the proposed development in relation to its surroundings indicating current land use (commercial, residential, vacant, etc.) and zoning designation of the subject site and adjacent property.*


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d) **ZLDR Article 10, Division 2 Section 1010.4**

1010.4 Three, Four, and Five Lot Minor Subdivision Approval Process

A motion was made by Commission Member Shealy to recommend to Town Council to adopt the revision of Sections 1008.1, 1010.2, 1010.3 and 1010.4, as submitted with the addition in Section 1010.3 (2)a to include Floodplain areas, wetlands, and storm drainage ditches. Commission Member Merchant seconded the motion. The Planning Commission voted unanimously to approve the recommendation to Town Council.


Chairman, Planning Commission

Attest:


Viki M. Miller, Planning Official


PCC PO

COMMUNICATION: PINE RIDGE PLANNING COMMISSION

MEMORANDUM TO: Mayor and Town Council
FROM: Planning Commission
DATE: July 23, 2019
SUBJECT: Review & Recommendation to Town Council:
a) Guidelines for Submitting Plats for the
Division of One Lot into Two Parcels



At its' regular meeting on July 23, 2019, the Planning Commission discussed and agreed upon the following recommendations:

a) Guidelines for Submitting Plats for the Division of One Lot into Two Parcels

REQUIRED DATA AND INFORMATION

The following data and information is required to assist the Planning Official in reviewing and adjudicating the submitted minor subdivision plat in the most timely and efficient manner possible. Cooperation with these guidelines will expedite a determination of approval.

Plat Sheets

Plat sheets should be sized appropriately to convey all required plat information, notations, and certifications with adequate space provided for plat approval and recording stamps such that the plat is not overcrowded and difficult to read. In general, plat sheets sized 11 x 17 or greater are preferred.

Parent Parcel

When a new parcel is created from a parent parcel, the Planning Official is required to review the remaining portion of the parent parcel to determine that it complies with the applicable zoning, subdivision, and land development regulations. Therefore, the relation of the divided lot(s) to the parent lot must be clearly shown on the plat. This does not require a resurvey of the entire parent parcel. The entire parent parcel and the proposed division must be shown on the plat when feasible. The previous survey must be referenced on the plat. When the parent parcel is of a size that it is not feasible to show the entire parcel on the plat to be recorded, the surveyor may present a compiled map drawn from previously recorded documents, photographic materials, or tax maps which represent the general configuration of the parcel where partial (the subject divisions) surveying has been performed by the land surveyor preparing the map. A compiled map, if needed, must be prepared by the surveyor. Although the Planning Official may reference available Lexington County on-line mapping and


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data to assist the applicant, it shall not be the responsibility of the Planning Official to perform research for the data necessary to make a determination about the parent lot.

Existing Buildings

Any existing buildings on the parcel to be subdivided (parent parcel) and on the parcel being created shall be located on the plat with setback distances from the new property lines shown to demonstrate compliance with zoning district building setback regulations. Alternately, aerial photography or other mapping services may be used to demonstrate setback compliances when the maps clearly and definitively demonstrate setback requirements will be met.

Minimum Lot Size

The acreage or square footage of both the new parcel and the remainder of the parent parcel shall be provided to demonstrate that both parcels meet minimum lot size of the zoning district.

Road Frontage and Access

Plats must clearly demonstrate that both parcels have the minimum 50 feet of public road frontage as required by the Town of Pine Ridge Zoning and Land Development Regulation (ZLDR) ordinance. Flag lots and access easement allowed under 1004.1 of the ZLDR to:

- A. to permit full use of a lot of record (existing lot) created and existing prior to the adoption of this Ordinance that does not meet the minimum 50-foot street frontage requirements.
- B. To allow access to a division of land by gift conveyed by deed from one (1) member to another member of the same immediate family i.e. (husband, wife, mother, father, children, grandchildren, brothers, sisters).

Shall comply with the provisions of the Lexington County Planning Commission Access Policy.


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Draft Plat

If there are any questions or concerns of a proposed lot split meeting the ZLDR requirements, the surveyor is encouraged to submit a draft plat of the proposed subdivision for review with the Planning Official. This will help streamline the process and save time and expense.

A motion was made by Commission Member Merchant to recommend to Town Council to adopt the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels, which is required in the revised Zoning & Land Development Regulations, Section 1010.2, as submitted. Commission Member Shealy seconded the motion. The Planning Commission voted unanimously to approve the recommendation to Town Council.


Chairman, Planning Commission

Attest:


Viki M. Miller, Planning Official


PCC PO



Attention Pine Ridge Residents

Chief Frankie Neeley and the Pine Ridge Police Department will host an informational meeting on **Monday, August 26th at 6:30pm**, to assist residents with creating Neighborhood Watch committees within their neighborhood. Sergeant Jeff Flanders with the Lexington County Sheriff's Department will be there to explain the program.

Please make your plans to attend this important meeting for your neighborhood.

Monday, August 26 at 6:30 PM
Pine Ridge Town Hall
2757 Fish Hatchery Road
West Columbia, SC 29172

Neighbors working together to reduce or prevent crime.

