



**TOWN OF PINE RIDGE
REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA**

October 14, 2025

**Town Hall - Council Chambers
2757 Fish Hatchery Road**

1. Call to Order
2. Roll Call and Determination of Quorum
3. Invocation
4. Pledge of Allegiance
5. Freedom of Information Act Compliance
6. Presentation
 - a) Mrs. Keller Barron from the League of Women Voters of the Columbia Area: Project 411
7. Department Reports
 - a) Review of Administrative Department Report
 - b) Review of Police Department Administrative Report
7. Council Standing Committee Reports
 - a) Finance Committee-Chair Davis & Member Dinkins
 - b) Property & Recreation Committee-Chair Simms & Member Sturkie
 - c) Employee Grievance Committee-Chair Dinkins & Members Sturkie & Urbanek
8. Informational Council Discussion
 - a) October 23, 2025 Council Quarterly Work Session canceled due to no items on agenda
 - b) Municipal Elections November 4, 2025 Three seats: Mayor (1) Councilmember (2)
 - c) Reminder: November Council meeting moved to November 18th
9. Approval of Minutes
 - a) September 9, 2025 Regular Scheduled Council Meeting
10. Old Business
 - a) Second Reading of Proposed Ordinance 2025-10: Expand Group Development Definition & Resolve conflict between Landscape & Lot Creation requirements
 - b) Second Reading of Proposed Ordinance 2025-11: Establish Plat Expiration & Recording requirements under proposed Ordinance 2025-11
11. New Business
 - a) Donation request: LC Lucas Memorial Tournament – November 11th
 - b) Donation request: Wood Elementary Veteran Day parade – November 11th
12. Adjourn to Executive Session
 - a) Discussion of a Personnel Matter Related to a Code Enforcement Official (Pursuant to S.C. §30-4-70 (a)(1))
 - b) Discussion of negotiations incident to a proposed contractual arrangement and a proposed sale of property owned by the Town as initiated by an unsolicited offer from Circle K for purchase of TMS #007897-06-001 (Pursuant to S.C. §30-4-70(a)(2))
13. Reconvene to Regular Session
14. Possible Actions by Council in follow up to Executive Session
13. Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 10/13/2025)
14. ADJOURN

The meeting will also be available on the Town's Facebook page.



League of Women Voters of the Columbia Area

A nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

P.O. BOX 12541, Columbia, SC 29211

www.lwvcolumbiasc.org

info@lwvcolumbiasc.org

OFFICERS 2025-26

September 20, 2025

Sara Phillips
President

Kathryn Brookins
1st Vice President

Mary Edmonds
2nd Vice President

Katherine Myers
Secretary

Christina Goodwin
Treasurer

Greetings Mayor Davis & Pine Ridge Town Council Members:

The League of Women Voters is a nonpartisan organization that offers a guide to help voters. This guide is known as **VOTE411**, and our League of Women Voters of the Columbia Area (LWVCA) would like to visit your town council meeting to provide information about this important resource.

What is important to know about VOTE411?

- The League of Women Voters' mission is to encourage informed and active participation in our democracy. To that end, VOTE411 provides voters with information about upcoming races and candidates tied to their specific voting districts.
- As a nonpartisan organization, the League of Women Voters does not endorse or oppose candidates. Instead, our VOTE411 website allows candidates to speak directly to voters in their own words.
- VOTE411 is available at <https://www.vote411.org/> as advertised on flyers and postcards distributed by LWVCA.

How does VOTE411 gather information about candidates?

- On **September 11**, our League of Women Voters of the Columbia Area sent emails to all candidates who've filed to run in municipal elections in your area. This email invites candidates to provide information (via a link provided therein) about their qualifications and perspectives on current issues.
- On **September 23**, all information and responses will be published on the VOTE411 site, where voters can access this information at any time leading into November 4th elections.

LWVCA has the goal of visiting each town and city council meeting in Lexington and Richland Counties this fall to deliver copies of our local Municipal Directories and VOTE411 flyers—and to answer any questions. **An LWVCA member will be in touch soon about a specific visit date prior to Election Day on November 4.**

We look forward to working with you to inform our electorates!

Sincerely,

Sara Phillips, President
League of Women Voters of the Columbia Area

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2025

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	100,000.00	2,573.10	8,602.64	8.60
FINES AND PENALTIES	98,000.00	13,526.69	27,802.75	28.37
S.C. AID TO SUBDIVISION	58,741.00	0.00	14,697.23	25.02
SET-OFF DEBT - COURT F	1,000.00	0.00	0.00	0.00
SET-OFF DEBT - ADMIN F	500.00	0.00	0.00	0.00
SPECIAL -DUTY EMPLOY	1,600.00	165.00	165.00	10.31
DOMINION FRANCHISE	163,000.00	0.00	0.00	0.00
LEX CTY ACCOMMODAT	200.00	0.00	0.00	0.00
FRAUDULENT ACTIVITY	0.00	0.00	15,369.93	0.00
SALE OF CAPITAL ASSET	37,000.00	0.00	0.00	0.00
SANITATION FRANCHISE	500.00	0.00	0.00	0.00
ZONING	5,000.00	268.00	1,093.00	21.86
SPECTRUM/CHARTER FR	16,500.00	0.00	3,560.73	21.58
MASC - BL	255,000.00	17.61	20,186.26	7.92
AT&T/DIRECT TV FRAN	3,500.00	0.00	537.47	15.36
TNC ASSESSMENT	300.00	94.37	94.37	31.46
SRO GRANT 24/25	0.00	0.00	22,111.23	0.00
INTEREST INCOME	10,000.00	679.54	2,075.01	20.75
FILING FEES	0.00	0.00	110.00	0.00
VICTIMS FUND	18,650.00	0.00	0.00	0.00
SRO GRANT 25/26	97,351.00	0.00	0.00	0.00
MC-BOND ESTREATMEN	1,000.00	0.00	0.00	0.00
SUNDRY	100.00	0.00	189.10	189.10
TOTAL REVENUES	867,942.00	17,324.31	116,594.72	13.43
EXPENSES				
ADM. TRAINING	700.00	0.00	74.37	10.62
OFFICE SUPPLIES/PRINTI	5,500.00	184.04	864.63	15.72
ADM. TECH SUPPORT	11,000.00	2,470.84	3,600.83	32.73
PLANNING CONSULTAN	25,000.00	8,355.00	19,162.50	76.65
CODIFICATION SERVICE	0.00	0.00	402.00	0.00
ACCOUNTING	11,750.00	0.00	0.00	0.00
LEGAL	4,000.00	0.00	483.00	12.08
PAYROLL SERVICES	2,000.00	125.10	388.50	19.43
INSURANCE & BONDING	25,500.00	0.00	35.00	0.14
BANK CHARGES	200.00	0.00	97.16	48.58
MILEAGE	500.00	0.00	18.20	3.64
POSTAGE	952.00	157.19	156.46	16.43
UTILITIES	17,500.00	1,333.06	3,323.00	18.99
TELEPHONE-ADMIN	2,500.00	185.46	417.37	16.69
INTERNET SERVICES	2,300.00	380.00	760.00	33.04
ELECTION EXPENSE	4,000.00	0.00	0.00	0.00
PUBLIC NOTICES	500.00	142.14	142.14	28.43
DUES	1,600.00	0.00	0.00	0.00
BUILDING & MAINTENA	20,000.00	1,643.00	4,418.79	22.09
NPDES PERMITS	5,500.00	0.00	0.00	0.00
TOWN EVENT & SUPPLIE	15,750.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	7,500.00	119.00	469.00	6.25
MEALS AND MEETING -	500.00	125.50	271.50	54.30
REPAIR&MAINT	10,000.00	1,284.57	2,264.92	22.65
GAS AND OIL	12,500.00	1,001.70	2,878.32	23.03
PD TECH SUPPORT	8,500.00	0.00	148.63	1.75
POLICE DEPT.SUPPLIES	1,500.00	0.00	0.00	0.00
DUES	300.00	0.00	0.00	0.00
VEHICLE INSURANCE	12,000.00	0.00	0.00	0.00
UNIFORMS	2,000.00	0.00	0.00	0.00
TELEPHONE-POLICE	4,100.00	348.79	935.98	22.83

Draft - pending final audit

TOWN OF PINE RIDGE
BUDGET REPORT

FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2025

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
COMMUNITY RELATION	1,000.00	0.00	0.00	0.00
LAWTRAK LICENSE	4,000.00	0.00	450.00	11.25
TRAINING & MEALS	1,700.00	0.00	650.88	38.29
SALARIES - JUDGES	9,200.00	0.00	2,286.52	24.85
JURY FEES	252.00	0.00	0.00	0.00
INDIGENT DEFENSE	800.00	0.00	0.00	0.00
COURT SUPPLIES	500.00	0.00	0.00	0.00
DETENTION FEES	100.00	0.00	0.00	0.00
COURT TRAINING	3,000.00	725.86	931.46	31.05
COURT ASSESSMENTS	56,000.00	4,662.97	6,539.11	11.68
COURT DEFENSE ATTOR	2,000.00	0.00	0.00	0.00
VA - TRAINING	500.00	0.00	0.00	0.00
VA - PAYROLL & FRINGE	10,374.24	767.04	3,427.66	33.04
VA - OTHER EXPENSES	2,775.76	43.01	140.41	5.06
PAYROLL	284,337.20	21,360.04	65,275.89	22.96
TAXES - PAYROLL	29,000.00	1,925.32	6,195.65	21.36
PART-TIME POLICE	5,000.00	0.00	0.00	0.00
SPECIAL-DUTY EMPLOY	1,000.00	120.15	120.15	12.02
WORKMENS COMP	12,200.00	0.00	0.00	0.00
RETIREMENT-POLICE	37,000.00	2,934.06	3,289.02	8.89
RETIREMENT-ADMIN.	22,000.00	2,817.57	3,242.29	14.74
SCRS GROUP LIFE ADMI	200.00	19.51	33.16	16.58
PORS GROUP LIFE PD	400.00	26.17	47.22	11.81
SRO PROGRAM 24/25	0.00	647.98	647.98	0.00
SRO GRANT 25/26	97,351.00	5,139.91	17,567.10	18.05
HEALTH INSURANCE PD	27,000.00	1,574.81	6,843.03	25.34
HEALTH INSURANCE AD	21,600.00	2,261.31	8,842.95	40.94
AMERICAN RESCUE PLA	0.00	0.00	20,950.38	0.00
TOTAL EXPENSES	849,942.20	62,881.10	188,793.16	22.21
NET INCOME	\$ 17,999.80	\$ (45,556.79)	\$ (72,198.44)	(401.11)

Draft - pending final audit

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
September 9, 2025



Call to Order

Mayor Davis called the Regular Scheduled Town Council Meeting to order.

Roll Call and Determination of Quorum

For the record, Council members Urbanek, Simms, and Mayor Davis were present, establishing a quorum.

Staff present: Town Administrator, Mrs. Miller and Chief Neeley

Invocation

Councilwoman Urbanek led the invocation.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Freedom of Information Act Compliance

Mayor Davis confirmed that the town had met all requirements pertaining to the Freedom of Information Act and the posting of the meeting.

Department Reports

a) Review of Administrative Department Report

Mayor Davis noted that the Administrative Department Report was included in the council packet. He mentioned it was difficult to make substantial comments about the budget since they were early in the current fiscal year. No questions were raised by council members.

b) Review of Police Department Administrative Report

Chief Neeley presented the August 2025 Police Department report. He reported 15 reportable calls for service within their purview and 36 calls handled by Lexington County Sheriff's Department and EMS. The department made 3 arrests, assisted other agencies once, conducted 9 property checks upon request, made 25 community contacts, issued 106 citations (56 for speeding), and wrote

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32 warnings during the month of August. No questions were raised by council members.

Councilwoman Sturkie joined the meeting at 6:35 p.m.

Council Standing Committee Reports

- a) Finance Committee: No report at this time.
- b) Property & Recreation Committee: No report at this time.
- c) Employee Grievance Committee: No report at this time.

Informational Council Discussion

- a) Mayor Davis announced that a municipal election would be held on November 4, 2025, for the mayor's seat and two council member positions. He confirmed that the filing period for these positions had closed.
- b) Mayor Davis also shared that Wood Elementary School had sent a note thanking the town for their generous donation of school supplies for the children served by the school.
- c) Mayor Pro-Tem Simms inquired about a special election for House Seat 88. Councilwoman Sturkie confirmed this election would be held on October 21st at Congaree Baptist Church. She also noted that the November 4th municipal election would take place at the same location.

Public Hearing

- a) Proposed Ordinance 2025-10: Expand Group Development Definition & Resolve conflict between Landscape & Lot Creation requirements

Mayor Davis opened the public hearing for Ordinance 2025-10, explaining that the proposed amendment would delete language in Article 7 (landscape requirements) that imposed open space requirements based on road classifications. He noted this would resolve conflicts with street frontage requirements for newly created lots and clarify potentially confusing language related to landscaping.

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Town Council Minutes
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September 9, 2025



Mr. Terrance Slyman asked for clarification on the ordinance. After some confusion about the nature of the ordinance, Mayor Davis explained it dealt specifically with landscaping and offsets, not with concerns about structures such as shipping containers that Mr. Slyman mentioned. Mayor Davis advised Mr. Slyman that the ordinance information was posted online and that there would be two more readings before final approval.

No further comments were offered, and the public hearing for this item was closed.

b) Proposed Ordinance 2025-11: Establish Plat Expiration & Recording requirements

Mayor Davis opened the public hearing for Ordinance 2025-11, explaining that this ordinance would amend the town's zoning and land development ordinance to clarify plat recording requirements and establish expiration timeframes for approved plats. He noted the ordinance addressed three key points: ensuring recorded plats reflect current site conditions and regulatory standards, preventing indefinite vesting of outdated approvals, and improving the accuracy of public records and predictability of development timelines. The ordinance would establish a one-year expiration timeframe for submitted plats.

No comments were offered, and the public hearing for this item was closed.

Approval of Minutes

a) August 12, 2025 Regular Scheduled Council Meeting

Councilwoman Sturkie made a motion to approve the minutes for August 12, 2025, as amended. Councilwoman Urbanek seconded the motion. The motion was approved unanimously.

Old Business

a) Second Reading of Proposed Ordinance 2025-12: Map Amendment request #RZ2025-0327 for TMS#007996-03-019

Mayor Davis reviewed the second reading of the proposed ordinance to change the zoning of the property from Basic Industrial (BI) to Single-family

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Town Council Minutes
Regular Scheduled Meeting
September 9, 2025



Residential (R-1). He clarified that the property in question was surrounded on all sides by residential property zoned for single-family residences.

Mayor Davis reminded council that a public hearing had been held the previous month, and the development would be limited to a maximum of three lots, each a minimum of one acre in size, with compliance to all other restrictive regulations.

Mayor Pro-Tem Simms made a motion to approve the second reading of proposed Ordinance 2025-12. Mayor Davis seconded the motion. The vote resulted in a 2-2 tie, with Mayor Pro-Tem Simms and Mayor Davis voting in favor, and Councilwoman Urbanek and Councilwoman Sturkie voting against. The motion did not pass.

Mayor Davis stated that the town would contact the individuals who requested the zoning change in writing to inform them of their other available options in a timely fashion.

New Business

- a) First Reading of Proposed Ordinance 2025-10: Expand Group Development Definition & Resolve conflict between Landscape & Lot Creation requirements

Councilwoman Urbanek made a motion to approve Ordinance 2025-10 to expand group development definition and resolve conflict between landscape and lot creation requirements. Councilwoman Sturkie seconded the motion. The motion was approved unanimously.

- b) First Reading of Proposed Ordinance 2025-11: Establish Plat Expiration & Recording requirements under proposed Ordinance 2025-11

Councilwoman Sturkie made a motion to approve Ordinance 2025-11 to amend the town of Pine Ridge zoning and land development ordinance to clarify plat recording requirements and establish expiration time frames for approved plats. Mayor Pro-Tem Simms seconded the motion. The motion was approved unanimously.

**TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
September 9, 2025**



Citizen's Comment Time

No electronic comments were received. No citizens present wished to make comments during this portion of the meeting.

ADJOURN

Councilwoman Sturkie made a motion to adjourn the meeting.
Councilwoman Urbanek seconded the motion. The motion was approved unanimously.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

Daniel D. Davis, Mayor

Date: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON) ORDINANCE 2025-10
)
TOWN OF PINE RIDGE)

AN ORDINANCE TO AMEND THE TOWN OF PINE RIDGE ZONING AND LAND DEVELOPMENT REGULATIONS TO REVISE CHAPTER 300 PART 7 LANDSCAPE REQUIREMENTS, SECTION 300-73 (B)(2) OPEN SPACE REQUIREMENTS: RESIDENTIAL SUBDIVISIONS: LOCATION AND PART 10 ARTICLE 3 LAND DEVELOPMENT SUBMITTAL REQUIREMENTS AND APPROVAL PROCESS, SECTION 300-104 GROUP DEVELOPMENTS

WHEREAS, the Town of Pine Ridge seeks to promote consistent, flexible, and clear development standards that support diverse housing options and predictable review processes; and

WHEREAS, the current text of Chapter 300 Part 7 Landscape Requirements, Section 300-73 (B)(2) Open Space Requirements: Residential Subdivisions: Location imposes open space requirements based on road classifications that are undefined and conflict with lot access standards set forth in Chapter 300 Part 10 Article 2 Regulations for the Subdivision of Land and the Creation of Lots, Section 300-95 (A); and

WHEREAS, the current language of Chapter 300 Part 10 Article 3 Land Development Submittal Requirements and Approval Process, Section 300-104 (A) Group Development Defined does not explicitly include single-family detached horizontal property regimes (HPRs), which are increasingly relevant as a housing type offering affordability, compact design, and shared maintenance structures; and

WHEREAS, the Planning Commission has reviewed the proposed amendments and found them to be in the public interest and consistent with the Town's development goals; and

WHEREAS, the Town Council has duly considered the recommendation of the Planning Commission and finds that the proposed text amendments promote sound planning principles, eliminate internal code inconsistencies, and accommodate evolving housing needs;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Pine Ridge, South Carolina:

SECTION 1. AMENDMENT TO CHAPTER 300 PART 7 LANDSCAPE REQUIREMENTS, SECTION 300-73 (B)(2) OPEN SPACE REQUIREMENTS: RESIDENTIAL SUBDIVISIONS: LOCATION

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON) **ORDINANCE 2025-10**
)
TOWN OF PINE RIDGE)

CHAPTER 300 PART 7, SECTION 300-73 (B)(2) of the Pine Ridge Zoning and Land Development Regulations is hereby amended as shown below. Deletions are indicated by red strikethrough text.

Chapter 300 Part 7 Landscape Requirements, Section 300-73 (B)(2)

B. Residential subdivisions. The purpose of this section is to provide guidelines for the establishment of suitable and usable open space within all proposed residential subdivisions with lot sizes less than two acres or which have at least 10 lots.

(1) Quantity of open space. At least 10% of the total gross land area of the subdivision shall be designated as open space. The following shall be counted toward this minimum open space requirement, provided they are actually set aside on property separate from the subdivision parcels:

(a) Natural features (riparian areas, wetlands, natural ponds, streams, wildlife corridors, steep slopes, etc.), natural hazard areas (floodplains, floodways, etc.), stormwater features (drainage channels, ditches, ponds, etc.), and land area occupied by low impact development (LID) stormwater management devices;

(b) Land occupied by active and passive recreational uses such as pools, playgrounds, tennis courts, jogging trails, ball fields, and clubhouses used primarily for recreation purposes. However, this category of open space can only encompass up to 50% of the required open space.

(2) Location:

(a) Where relevant and appropriate, open space shall be located so as to be readily accessible and usable by the residents. If possible, a portion of the open space should provide a focal point(s) for the subdivision, preferably at the entrance.

~~(b) On primary roads, at least the first 25 feet from the road right-of-way shall be designated as open space. On major secondary roads with at least 66 feet of right-of-way, at least the first 15 feet from that right-of-way shall be designated as open~~

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON) ORDINANCE 2025-10
)
TOWN OF PINE RIDGE)

~~space. On a minor secondary road or subdivision roadway, at least the first 20 feet from that right-of-way shall be designated as open space. These distances shall be measured from the proposed right-of-way as shown in the Right-of-Way Plan of that width is greater than the existing right-of-way.~~

The remainder of Section 300-73 shall remain in effect as written.

SECTION 2. AMENDMENT TO CHAPTER 300 PART 10 ARTICLE 3, SECTION 300-104 (A) GROUP DEVELOPMENT DEFINED AND SECTION 300-104 (B) GROUP DEVELOPMENT SITE PLANS

Part 10 Article 3, Section 300-104 (A) Group Development Defined of the Pine Ridge Zoning and Land Development Regulations is hereby amended as shown below. Deletions are indicated by strikethrough red text and additions are indicated by underlined text.

- A. Group development defined. A Group Development is a development of a single tract of land or adjacent tracts of land under ~~the same ownership or control~~ single or common ownership and developed with a common plan for the protection, maintenance, and improvement of the parcels and stormwater facilities, and with access easements and rights in one or more of the parcels and governed by an owner's association or developed as a horizontal property regime. ~~Group developments include commercial, retail, industrial, institutional, multifamily residential, recreation camps, and manufactured home parks.~~ Group developments include commercial, retail, industrial, multifamily residential, recreation camps, manufactured home parks, mixed use sites with commercial and residential uses and single family detached horizontal property regimes (HPR). A group development may consist of a single-use, single-occupant building or a multi-use, multi-occupant complex. ~~Examples are shopping centers and malls, a single commercial business, office parks, industrial parks, apartment buildings and complexes, and big box retail.~~ No zoning permit shall be issued by the Town of Pine Ridge and no building permit shall be issued by Lexington County for a group development until the following process has been completed.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON) **ORDINANCE 2025-10**
)
TOWN OF PINE RIDGE)

- p) Areas held in common ownership and maintenance shall be labeled “Undeveloped Area A, B, C, etc.” and identified as to use and responsibility in plan notes
- q) Vicinity map.

SECTION 3. SEVERABILITY

If any section, subsection, or clause of this ordinance shall be declared invalid, such declaration shall not affect the validity of the remaining portions.

SECTION 4. EFFECTIVE DATE

This ordinance shall become effective upon second reading and adoption by Town Council.

ADOPTED this 14th day of October, 2025.

Public Hearing: September 9, 2025

First Reading: September 9, 2025

Second Reading: October 14, 2025

Daniel Davis, Mayor

ATTEST:

Viki M. Miller, Town Administrator



MEMORANDUM

TO: Pine Ridge Planning Commission

FROM: Rashida Jeffers-Campbell, CPL Planning Staff

VIA: Viki M. Miller, Town Administrator

DATE: June 10, 2025

SUBJECT: Text Amendment: Expand Group Development Definition & Resolve Conflict between Landscape and Lot Creation Requirements

Staff respectfully requests that the Planning Commission review and recommend approval to Town Council regarding a proposed text amendment to the Pine Ridge Zoning and Land Development Ordinance, as outlined in the attached staff report and draft ordinance. The proposed amendment includes:

- **Deletion of language in Chapter 300 Part 7 Landscape Requirements, Section 300-73 (B)(2) Open Space Requirements: Residential Subdivisions: Location** that imposes open space requirements based on road classifications, which are not clearly defined and conflicts with street frontage requirements for newly created lots per Chapter 300 Part 10 Article 2 Regulations for the Subdivision of Land and the Creation of Lots, Section 300-95 (A), and
- **Amendments to Chapter 300 Part 10 Article 3 Land Development Submittal Requirements and Approval Process, Section 300-104 Group Developments** to explicitly include single-family detached Horizontal Property Regimes (HPRs) in the definition and to expand site plan requirements related to shared access, ownership, and maintenance responsibilities.

These updates aim to resolve internal inconsistencies, clarify regulatory intent, and support diverse housing development within the Town. If you have additional questions, please don't hesitate to contact me at rjeffers-campbell@cplteam.com. Thank you.

Sincerely,

Rashida Jeffers-Campbell
CPL Senior Planner

MEMORANDUM TO: Mayor and Town Council
FROM: Planning Commission
DATE: June 24, 2025



SUBJECT: Review & Recommendation to Town Council:
Expand Group Development Definition & Resolve conflict between Landscape & Lot Creation requirements under proposed Ordinance 2025-10

- Chapter 300 Part 7 Landscape requirements
- Section 300-73 (B) (2) Open Space requirements
- Chapter 300, Part 10, Article 3 Land Development Submittal requirements
- Section 300-104 Group Developments

At its' regular meeting on June 24, 2025, the Planning Commission heard a presentation from Ms. Rashida Jeffers-Campbell regarding a proposed text amendment to the Pine Ridge Zoning and Land Development Ordinance

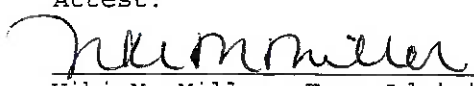
The proposed amendment Ordinance 2025-10 includes:

- Deletion of language in Article 7 Landscape Requirements, Section 8.1 Residential Subdivisions that imposes open space requirements based on road classifications, which are not clearly defined and conflicts with street frontage requirements for newly created lots per Article 1004 (Creation of Lots), and
- Amendments to Article 10 Land Development, Division 2, Section 1012 Group Developments to explicitly include single-family detached Horizontal Property Regimes (HPRs) in the definition and to expand site plan requirements related to shared access, ownership, and maintenance responsibilities.

These updates aim to resolve internal inconsistencies, clarify regulatory intent, and support diverse housing development within the Town.

A motion was made by Commission Member Jackson to recommend to Town Council to approve proposed Ordinance 2025-10. Commission Member Merchant seconded the motion. The Planning Commission voted unanimously to approve the recommendation to Town Council.


Planning Commission

Attest:

Viki M. Miller, Town Administrator

AN ORDINANCE TO AMEND THE TOWN OF PINE RIDGE ZONING AND LAND DEVELOPMENT ORDINANCE TO CLARIFY PLAT RECORDING REQUIREMENTS AND ESTABLISH EXPIRATION TIMEFRAMES FOR APPROVED PLATS

WHEREAS, the Town of Pine Ridge seeks to ensure that all plats recorded in the official records accurately represent existing site conditions and comply with applicable laws and regulations at the time of recordation; and

WHEREAS, the Town further seeks to avoid the indefinite validity of unrecorded plats and ensure the timely progression of approved developments; and

WHEREAS, the South Carolina Local Government Comprehensive Planning Enabling Act of 1994 (S.C. Code of Law Title 6 Chapter 29) empowers local governments to adopt and amend land development regulations;

SECTION 1. Findings and Intent

The Town Council of the Town of Pine Ridge finds that placing limits on the validity of unrecorded plats:

1. **Ensures Compliance with Current Standards**
It guarantees that recorded plats conform to the most recent zoning, infrastructure, environmental, and safety requirements in effect at the time of development.
2. **Promotes Timely and Predictable Development**
It discourages speculative or dormant approvals, supports growth management, and allows the Town to better plan for infrastructure needs and public services.
3. **Improves Accuracy of Public Records**
It ensures that official maps, tax records, and emergency service systems reflect only active, legal subdivisions.
4. **Prevents Indefinite Vesting of Development Rights**
It ensures that unrecorded plats do not bypass updated policies by claiming outdated entitlements.
5. **Reduces Administrative and Legal Burdens**
It provides clear rules for staff and applicants regarding expiration and reapplication, reducing uncertainty and improving efficiency.

SECTION 2. Amendment to Zoning and Land Development Ordinance

The Town of Pine Ridge Zoning and Land Development Ordinance is hereby amended by adding Section 300-109 Plat Recording Requirements and Approval Expiration under Chapter 300 Part 10 Article 3 Land Development Submittal Requirements and Approval Process, as follows:

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
TOWN OF PINE RIDGE)

ORDINANCE 2025-11

SECTION 300-109 Plat recording requirements and approval expiration

A. Plat Recording Requirements

All plats submitted for recordation shall:

1. Be prepared in accordance with the *Standards of Practice Manual for Surveying in South Carolina*, as adopted by the South Carolina Board of Registration for Professional Engineers and Surveyors, Division of Professional and Occupational Licensing, South Carolina Department of Labor, Licensing;
2. Comply with all applicable federal, state, county, and municipal laws, regulations, and technical standards in effect at the time of recording;
3. Accurately and completely depict field conditions as they exist at the time of recording.

B. Expiration of Approval

1. Approval of a plat by the Planning Official shall automatically expire and become null and void if the plat is not recorded with the Lexington County Register of Deeds within one (1) year from the date of such approval.
2. A one-time extension of no more than six (6) months may be granted by the Planning Official, provided that a written request is submitted prior to the expiration date and good cause is shown.

SECTION 4. Severability

If any part of this Ordinance is declared invalid, the remainder of the Ordinance shall not be affected and shall remain in force.

SECTION 5. Effective Date

This Ordinance shall take effect immediately upon its adoption by the Town Council of the Town of Pine Ridge.

ADOPTED BY THE COUNCIL FOR THE TOWN OF PINE RIDGE ON this 14th day of October, 2025.

Public Hearing: September 9, 2025
First Reading: September 9, 2025
Second Reading: October 14, 2025

Daniel Davis, Mayor

ATTEST:

Viki M. Miller, Town Administrator



MEMORANDUM

TO: Pine Ridge Planning Commission

FROM: Rashida Jeffers-Campbell, CPL Planning Staff

VIA: Viki M. Miller, Town Administrator

DATE: June 10, 2025

SUBJECT: Text Amendment: Establish Plat Expiration & Recording Requirements

Staff respectfully requests that the Planning Commission review and recommend approval to the Town Council regarding a proposed text amendment to the Pine Ridge Zoning and Land Development Ordinance to establish plat expiration and recording requirements. The proposed amendment would add a new section under **Chapter 300 Part 10 Article 3 Land Development Submittal Requirements and Approval Process**, establishing clear standards for **final plat recording requirements** and setting a **one-year expiration timeframe** for approved but unrecorded plats, with an optional six-month extension. This ordinance is intended to:

- Ensure that recorded plats reflect current site conditions and regulatory standards;
- Prevent indefinite vesting of outdated approvals;
- Improve the accuracy of public records and the predictability of development timelines.

The proposed language aligns with planning best practices and the authority granted under the **South Carolina Local Government Comprehensive Planning Enabling Act**. Please refer to the attached ordinance for full details.

Sincerely,

Rashida Jeffers-Campbell
CPL Senior Planner

MEMORANDUM TO: Mayor and Town Council
FROM: Planning Commission
DATE: June 24, 2025
SUBJECT: Review & Recommendation to Town Council:



Establish Plat Expiration & Recording requirements under proposed Ordinance 2025-11

- Section 300-109 Plat Recording Requirements & Approval Expiration

At its' regular meeting on June 24, 2025, the Planning Commission heard a presentation from Ms. Rashida Jeffers-Campbell regarding a proposed text amendment to the Pine Ridge Zoning and Land Development Ordinance to establish plat expiration and recording requirements.

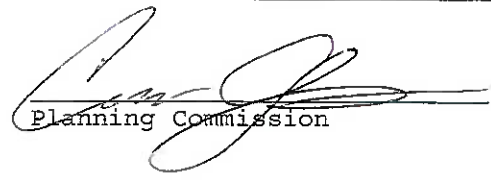
The proposed amendment would add a new section under Article 10, Division 2 - Land Development Submittal Requirements and Approval Process, establishing clear standards for final plat recording requirements and setting a one-year expiration timeframe for approved but unrecorded plats, with an optional six-month extension.

Ordinance 2025-11 is intended to:

- Ensure that recorded plats reflect current site conditions and regulatory standards;
- Prevent indefinite vesting of outdated approvals;
- Improve the accuracy of public records and the predictability of development timelines.

The proposed language aligns with planning best practices and the authority granted under the South Carolina Local Government Comprehensive Planning Enabling Act.

A motion was made by Commission Member Jackson to recommend to Town Council to approve proposed Ordinance 2025-11. Commission Member Shealy seconded the motion. The Planning Commission voted unanimously to approve the recommendation to Town Council.


Planning Commission

Attest:

Viki M. Miller, Town Administrator