

Town of Pine Ridge

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SEPTEMBER 10, 2019 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing Ordinance 2019-29:Zoning/Land Development
- 6:45 P.M. – 7:00 P.M. Public Hearing Ordinance 2019-30:Master Fee Schedule
- 7:00 P.M. – 7:15 P.M. Public Hearing Ordinance 2019-32:Business License
- 7:15 P.M. – 7:16 P.M. Review of Administrative Department Report
- 7:16 P.M. – 7:17 P.M. Introduction of new Municipal Clerk:Kyzer
- 7:17 P.M. – 7:18 P.M. Review of Police Department Administrative Report
- 7:18 P.M. – 7:20 P.M. Informational Council Discussion

7:20 P.M. - Town Council Meeting Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. August 13, 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. Lexington County FY19 “C” Fund

New Business

1. Ordinance 2019-29 – Proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4 ** First Reading
2. Guidelines for Submitting Plats for the Division of One Lot into Two Parcels
3. Ordinance 2019-30 – Proposed amendment to Master Fee Schedule ** First Reading
4. Resolution 2019-31: 2018 Codification of Ordinances
5. Ordinance 2019-32 –Proposed amendment to Business License Ordinance: Appendix B-Business License Schedule by NAICS code ** First Reading
6. Finance Committee Donation update: Midland Girls Softball
7. 2019 Setoff Debt Collection Program
8. Shop with a Cop Grant

Citizen’s Comment Time

ADJOURN

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Council present: Mayor Wells, Councilman Dinkins and Councilman Simms

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

6:33 P.M. – 6:35 P.M. Public Hearing Ordinance 2019-29:Zoning/Land Development

Mayor Wells read aloud the public notice and the title to Ordinance 2019-29. The Public Hearing notice was published and posted as required. Mayor Wells asked for anyone in support to speak: no one spoke in support. Mayor Wells asked for anyone in opposition to speak: no one spoke in opposition.

Notice is hereby given that a Public Hearing will be held by the Town Council of Pine Ridge, South Carolina, on September 10, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The Pine Ridge Planning Commission formally recommended an amendment to the Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3, and 1010.4 which will be presented to Town Council under Ordinance 2019-29. Written comments may be submitted. Copies of the proposed revision of the Pine Ridge Zoning & Land Development Ordinance can be located at www.townofpineridgesc.com.

Mayor Wells closed the Public Hearing for Ordinance 2019-29.

6:35 P.M. – 6:37 P.M. Public Hearing Ordinance 2019-30:Master Fee Schedule

Mayor Wells read aloud the public notice and the title to Ordinance 2019-30. The Public Hearing notice was published and posted as required. Mayor Wells asked for anyone in support to speak: no one spoke in support. Mayor Wells asked for anyone in opposition to speak: no one spoke in opposition.

Notice is hereby given that a Public Hearing will be held by the Town Council of Pine Ridge, South Carolina, on September 10, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The Pine Ridge Town Council will consider adopting a Master Fee Schedule to establish certain new fees with fee amounts and fee amounts for existing fees under Ordinance 2019-30. Written comments may be submitted. A full and detailed list is available for inspection at Town Hall and online at www.townofpineridgesc.com.

Mayor Wells closed the Public Hearing for Ordinance 2019-30.

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6:37 P.M. – 6:39 P.M. Public Hearing Ordinance 2019-32:Business License

Mayor Wells read aloud the public notice and the title to Ordinance 2019-32. The Public Hearing notice was published and posted as required. Mayor Wells asked for anyone in support to speak: no one spoke in support. Mayor Wells asked for anyone in opposition to speak: no one spoke in opposition.

Notice is hereby given that a Public Hearing will be held by the Town Council of Pine Ridge, South Carolina, on September 10, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The Pine Ridge Town Council will consider amending the Business License Schedule by NAICS code under Ordinance 2019-32. Written comments may be submitted. A full and detailed list is available for inspection at Town Hall and online at www.townofpineridgesc.com.

Mayor Wells closed the Public Hearing for Ordinance 2019-32.

6:39 P.M. – 6:40 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Mayor Wells stated that the Town Administrator was unable to complete her report for August. Mayor Wells asked Council if they had any questions for Mrs. Miller. Council did not have any questions for Mrs. Miller.

Councilwoman Sturkie entered the Council Chambers at 6:40pm.

6:40 P.M. – 6:41 P.M. Introduction of new Municipal Clerk:Kyzer

Mayor Wells introduced Mrs. Susan Kyzer to Council. Council welcomed Mrs. Kyzer.

6:41 P.M. – 6:56 P.M. Review of Police Department Administrative Report

Chief Neeley updated Council on the monthly statistics:

22 calls for service	1 arrest
12 reports written	27 community contacts
13 uniform traffic tickets	125 property checks
11 warning tickets	9 assists to other law enforcement agencies

Chief Neeley updated Council:

- Crime Watch Meeting on 8/26 at 6:30pm with Sergeant Jeff Flanders with Lexington County
- Received ballistic panel vests
- Traded in Glock 22's for Glock 21's
- Received employment applications for open position
- School traffic issues
- All vehicles have pursuit rated tires with exception to Chief's & Lieutenant's, which have been ordered.

Councilwoman Spires asked Chief Neeley about stopping people outside of town limits. Chief Neeley stated that the Police Department is not stopping people for violations that occur outside of town limits. All Officers are radar certified and the violation has to occur inside town limits. Officers are unable to control where people stop their vehicle.

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6:56 P.M. - 6:58 P.M. Informational Council Discussion

Mayor Wells stated that this is typically where Council has the opportunity to make any announcements, advise Council of events they have represented the town at or any items Council would like to be considered at the next scheduled meeting.

- Mayor Wells stated that Mayor Pro-tem Davis spoke to the City of Cayce's Mayor Elise Partin regarding potential decrease in water and sewer bills for those residents that use to be serviced by Utilities, Inc. A confirming notice will be included in the water bills of those affected.

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

APPROVED 10/8/2019

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TOWN COUNCIL MEETING – 6:58 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:58 P.M. with Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

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

INVOCATION

Councilman Dinkins 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. August 13, 2019 Regular Scheduled Meeting

Mayor Wells stated that the minutes for August 13th were not ready at this time and will be placed on the October 8th Agenda for Council's approval.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that County Councilman Todd Cullum has assured him that this road will be paved before paving season is out.

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. 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 for assistance with this project.

NEW BUSINESS

1. Ordinance 2019-29 – Proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4 ** First Reading

Mayor Wells read aloud the title to Ordinance 2019-29. Mayor Wells stated that Mrs. Miller had given a detailed explanation of the proposed amendments at the August meeting. At the same meeting, the Planning Commission had submitted their recommendation to Council to approve the revisions.

Councilman Dinkins made a motion to approve Ordinance 2019-29 for first reading, as submitted. Councilman Simms seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

2. Guidelines for Submitting Plats for the Division of One Lot into Two Parcels

Mayor Wells stated that in accordance with the proposed changes in New Business, Item#1, revised Section 1010.2 – Item#1, states that 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. These guidelines will be posted online and be on hand at Town Hall for residents to obtain prior to submitting the "Two Lot Minor Subdivision". This is a guideline that only required one approved reading from Council. However, this will not go into effect until Council approves the second reading of Ordinance 2019-29. Mayor Wells stated that Mrs. Miller had given a detailed explanation of the proposed guidelines at the August meeting. At the same meeting, the Planning Commission had submitted their recommendation to Council to approve the guidelines.

Councilman Simms made a motion to approve the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels, as submitted. Councilman Dinkins seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

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3. Ordinance 2019-30 – Proposed amendment to Master Fee Schedule ** First Reading

Mayor Wells read aloud the title to Ordinance 2019-30. During the July Town Council meeting, Council approved Resolution 2019-27 for the Master Fee Schedule for the Budget Year 2019/2020. However, the Town Administrator learned that this could be done by Ordinance, which relieves the annual Resolution and one less thing to remember every year. Mrs. Miller is also proposing a change in fees relating to the proposed changes in Ordinance 2019-29. The fee should be more reasonable as the approval process will be simplified as per the Planning Commission recommendation of the Guidelines for Submitting Plats for the Division of One Lot into Two Parcels. Mayor Wells stated that Mrs. Miller had given Council a presentation about changing the annual Resolution to an Ordinance at the August meeting.

Item/Description	Basis	Fee	Previous Fee
Credit Card Chargeback Fee	Per Occurrence	30.00	0.00
Any Plat Requiring Planning Commission Approval	Base fee + per Lot	\$75.00 + \$8.00 per lot	\$150.00 + \$16.00 per lot
Conservation Design MPD - Site Plan	Map Amendment + Base fee + per Lot	\$150.00 + \$16.00 per lot	0.00
Conservation Design MPD - Bonded Plat	Base fee + per Lot	\$100.00 + \$8.00 per lot	0.00
Conservation Design MPD - Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Conservation Design MPD - Major Change	Each	250.00	0.00
Conservation Design MPD - Minor Change	Each	250.00	0.00
Group Development - Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Major Sub-Divisions - Bonded Plat	Base fee + per Lot	\$100.00 + \$8.00 per lot	0.00
Major Sub-Divisions - Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Minor Sub-Divisions One/Two Lots	Base fee + per Lot	25.00	\$150.00 + \$8.00 per lot
Minor Sub-Divisions - Three/Four/Five Lots	Base fee + per Lot	\$75.00 + \$8.00 per lot	\$150.00 + \$8.00 per lot
Mixed Use Planned Development (MPD)- Bonded Plat	Base fee + per Lot	\$100.00 + \$8.00 per lot	0.00
Mixed Use Planned Development (MPD)- Final Plat	Base fee + per Lot	\$75.00 + \$8.00 per lot	0.00
Mixed Use Planned Development (MPD)- Major Change	Each	250.00	0.00
Mixed Use Planned Development (MPD)- Minor Change	Each	250.00	0.00

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Councilwoman Sturkie made a motion to approve Ordinance 2019-30 for first reading, as submitted. Councilman Dinkins seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

4. Resolution 2019-31: 2018 Codification of Ordinances

Mayor Wells stated that as required by law, this is the annual codification of ordinances. Codification is the process in which the Town Administrator takes all ordinances passed by Council and place them in their respective Ordinances and provide Council with validation that this has been completed. A copy of the ordinances was emailed to Council on 8/29/19. The website was updated with the codified ordinances when Brittany returned on 9/3/19.

Councilman Dinkins made a motion to approve Resolution 2019-31, as submitted. Councilman Simms seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

5. Ordinance 2019-32 –Proposed amendment to Business License Ordinance: Appendix B-Business License Schedule by NAICS code ** First Reading

Mayor Wells read aloud the title to Ordinance 2019-32. Mayor Wells stated that Mrs. Miller had given Council a presentation on why only Appendix B needed to be updated. Appendix B is an attachment to the Business License Ordinance. The Municipal Association released the 2019 Business License Class Schedule on July 16th. It replaces the 2016 class schedule that we currently have. The Municipal Association prepares this document which is based on the 2014 IRS financial data which was released the second week in July after a two-year delay which allowed the Municipal Association to finally calculate a new class schedule. There are no changes in the Business License fees.

Councilman Simms made a motion to approve Ordinance 2019-32 for first reading, as submitted. Councilwoman Sturkie seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved. Mayor Wells asked for any opposed, which no one did.

6. Finance Committee Donation update: Midland Girls Softball

Mayor Wells stated the following portion of the Donation Policy allows the Finance Committee to approve donations between Council meetings:

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 was renewed by Town Council on 7/9/19.

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Mayor Wells added that the funds had been previously allocated for the Midland Girls Softball league.

Allocated 2019/2020	Description
400.00	Midland Girls Softball - 1 Fall 2019 team

Councilman Dinkins, a member of the Finance Committee, stated that the Finance Committee approved the funding of \$400.00 to the Midland Girls Softball on 8/26/2019.

7. 2019 Setoff Debt Collection Program

Mayor Wells asked Mrs. Miller to present this item to Council. Mrs. Miller stated that due to the timing in receiving the program documents and the submission deadline, it could not wait until the September Council meeting.

Councilman Dinkins, a member of the Finance Committee, stated that the Finance Committee approved the participation in the 2019 Setoff Debt Collection Program on 9/3/2019.

8. Shop with a Cop Grant

Mayor Wells asked Chief Neeley to update Council on this item. Chief Neeley stated that he wasn't familiar with the program details but the Police Department participated in a very successful adoption of a family. Mrs. Miller advised Chief Neeley and Council that Lieutenant Silano had submitted a grant request through the Shop with a Cop Program and was awarded \$2,000.00. Councilman Dinkins stated that Lieutenant Silano has asked him to start looking for a family. The good news is that in the town limits, there are not that many pockets of poverty. However, the area that the family was adopted from last year is one of those pockets that the Police Department can choose from.

Citizen's Comment Time

Mrs. Keller Barron and Mrs. Margaret Anne DuBose of the League of Women Voters, spoke to Council and those in attendance regarding their "Vote 411" project.

Councilwoman Sturkie stated that there will be several events in October:

- Midland Baseball for Halloween
- Midland Softball a BBQ fundraiser
- Midland Football wasn't sure of exact event

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ADJOURN

With no further business to discuss, Councilman Simms moved to adjourn, with a second by Councilwoman Sturkie. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:20 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

APPROVED 10/8/2019