

THE IRMO TOWN COUNCIL WILL HOLD A WORKSHOP ON TUESDAY, JANUARY 7, 2020, AT 6:00 P.M. IN THE MUNICIPAL BUILDING, 7300 WOODROW STREET, IRMO, SC 29063 TO DISCUSS THE PROPOSED CHANGES TO THE ZONING AND LAND DEVELOPMENT ORDINANCES

A REGULAR COUNCIL MEETING WILL FOLLOW AT 7:00 P.M.

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Reading of the Minutes: December 17, 2019
- V. Report of Standing
 - A. Administrative Briefing
- VI. Amendments to the Agenda
- VII. Consideration of Communications
 - A. Update on citizen committees (Mayor)
 - Roads Committee (1 applicant) – will consist of 5 town residents, tasked with identifying road problems throughout town and reporting them to the Town Staff
 - Stream / Flooding Committee (0 applicant) – will consist of 5 town residents, tasked with identifying areas in town with flooding and blockage issues and reporting problems to the Town Staff
 - Beautification Committee (3 applicants) - will consist of 5 town residents tasked with identifying project areas and then working with the Arbor Day Committee to develop proposals
 - Outreach Committee (0 applicants) – will consist of individuals working with Mr. Wade DeLoach to help citizens in need.
 - Events Committee (6 applicants) – will consist of 5 “voting” members that are Irmo residents who are tasked with identifying worthy events to be held in the Town.
 - Water & Sewer Task Force (not advertised) – Town Attorney, two councilmen and Town Staff are actively working on this issue.
- VIII. Presentation by Citizens (Agenda Items Only)
- IX. **UNFINISHED BUSINESS**
 - A. **THIRD AND FINAL READING** of Ordinance 19-26 to amend the Irmo Town Code, Chapter 22, Offenses and Miscellaneous Provisions; Article IV, Offenses Against the Public Peace; Section 22-103 – Concealed Weapons (Mayor) [this change removes the word “pistol” from the ordinance to conform to SC State Statutes](#)
 - B. **THIRD AND FINAL READING** of Ordinance 19-27 to amend the Irmo Town Code, Appendix A, Zoning; Article II, Zone District Regulations; Section 2-2, Use of

Tables, Table II – Schedule of Lot Area, Yard, Setback, Height, Density, Floor Area and Impervious Surface Requirements by District (Mayor) *changes the maximum allowable density for multi-family from 16 to 4*

- C. SECOND READING of Ordinance 19-28 to amend the Irmo Town Code, Appendix A Zoning; Article VIII, Administrative Procedures and Enforcement Regulations; Section 8-8 – Establishment of Board of Zoning Appeals (Mayor) *establishes a two term limit for board members to serve (8 consecutive years total)*
- D. SECOND READING of Ordinance 19-30 to amend the Irmo Town Code, Chapter 2 Administration; Article IV, Boards, Commissions and Committees; Division 3, Planning Commission; Section 2-292 – Membership (Mayor) *establishes a two term limit for board members to serve (8 consecutive years total)*

X. **NEW BUSINESS**

- A. FIRST READING of Ordinance 20-01 to replace in its entirety the Town of Irmo Code of Ordinances, Appendix A – Zoning and Appendix B – Land Development; and that all Town of Irmo Ordinances and parts of Ordinances in conflict herewith are repealed to the extent necessary to give this Ordinance full-force and effect (Staff) *This is an update to the current zoning and land development ordinances that were adopted in 1998 and conforms with the updated state and county zoning laws.*
- B. FIRST READING of Ordinance 20-03 to amend the Irmo Town Code, Chapter 2 Administration; Article IV, Boards Commissions and Committees; Division 3, Planning Commission; Section 2-292 – Membership (Mayor) *will allow council to replace any committee member at any time, for any reason.*
- C. Approval of Resolution 20-01 adopting the Town of Irmo Safety Policy (Staff) *This is an annual requirement.*
- D. Appointment to the Accommodations Tax Advisory Committee (Staff) *Kelsey D'Amico is the only qualified applicant to fill the lodging vacancy (she is the General Manager of the Residence Inn located in Irmo); Jason Raush is the only qualified applicant to fill one of the hospitality vacancies (owner of Golden Wings in Irmo); There is one At-Large position and the following people have applied: Roger Dannels; Gerald Pierce; Patricia Mott; Breanna Strong*

XI. Presentation by Citizens

XII. Discussion

XIII. Executive Session

(Council may act on items discussed in executive session after returning from the executive session).

XIV. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Irmo will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. If you need an accommodation to attend the meeting, please contact the Town Administrator for assistance at (803)781-7050, M-F between the hours of 8:30 – 5:00 (closed most Federal and State Holidays).

WORKSHOP

6:00 PM

Summary of Major Changes and Additions to the Town of Irmo Zoning and Land Development Ordinances

ZONING ORDINANCE

Article I Establishment of Zoning Districts, Purpose of Districts, and Rules for the Interpretation of District Boundaries

The only changes made to the zoning districts was changing the Planned Development District to Mixed Use Development Districts to give more flexibility in the kind of uses can be included within these developments. Purposes and requirements for Mixed Use Development Districts (MD) are found in the new Code of Zoning and Land Development Regulations (ZLDR) Article 7, Special Purpose Districts. The MD application and approval process is found in Article 10 Land Development Submittal Requirements and Approval Process of the new ZLDR.

No Changes were made to the zoning map.

Article II Zone District Regulations

Table I -Schedule of Permitted, Conditional, and Off-Street Parking Requirements by District was updated to conform with the North American Industrial Classification System (NAICS) codes. Uses not covered in the old ordinance were added, including manufacturing. This table is in Article 2, Primary Zoning District Regulations of the new ZLDR.

Table II Schedule of Lot Area, Setback, Height, Density, Floor Area, and Impervious Surface Requirements

Minimum lot sizes for zoning districts were made standard in all applications. The maximum residential density on CG zoning districts was changed to 7 units per gross acre. This table is in Article 3, Zoning Regulations for the Use of Lots of the new ZLDR

Article III Conditional Use Regulations

The current table I lists several uses as permitted conditionally or by special exception, but the conditions are not given. Conditions for these uses and grounds for special exception are added in the new ZLDR. Also new conditions for mini-warehouses, mobile food services, and accessory apartments, and manufacturing are given. Conditional Uses and Special Exceptions are in Article 2, Primary Zoning District Regulations of the new ZLDR.

Article IV Community Appearance, Buffering, Screening, Landscaping, open Space, and Tree Protection Areas

The requirements for landscape buffers between incompatible uses are updated. This is article also Article 4 of the new ZLDR by the same title.

Article V Sign Regulations

- Regulations on political signs are added
- Sign dimensions are updated
- Regulation for changeable copy - including digital signs - are updated.

- Message boards for institutional uses are added

Sign regulations are in Article 5, Sign Regulations in the new ZLDR.

Article VI Supplemental Off-Street Parking Regulations

- Maximum parking standards are added
- Shared parking standards are added
- Parking lot pedestrian circulation and bicycle parking requirements are added

Off-street parking regulations are found in Article 6, Off-Street Parking Regulations of the new ZLDR

Article VII Street Access

- Accessory building size allowed in yard (setback) area increased from 600 to 1,000 square feet
- Regulations on the location of accessory buildings updated and include recent ordinance changes
- New regulations for accessory structures without a principal building are added
- Visibility at intersections are changed to meet the SC Department of Transportation (SCDOT) regulations

These regulations can be found in Article 3, Zoning Regulations for the Use of lots in the new ZLDR. Note that Article 3 includes a minimum street frontage of 50 feet to conform with SCDOT requirements for curb cuts. The current land development regulations have a minimum street frontage of 40 feet.

- Nonconformities section 7-9 are now in Article 8, Nonconformities of the New ZLDR and has been amended:
 - To allow a change from one nonconforming use to another nonconforming use that would have a less adverse impact.
 - To allow a nonconforming use to continue with change of ownership

Article VIII Administrative Procedures and Enforcement Regulations

- Provisions for the appeal of land development decisions to the Planning Commission are added
- The processing of code violations and penalties is updated

These regulations are found in Article 12, Administration of the new ZLDR.

Article IX Amendments

- Separate procedures for amendments for zoning map amendments (rezoning) and for ordinance text amendments are given to comply with state law.

Administrative procedures and amendments are found in Article 12, Administration in the new ZLDR

Article X Definitions

The definition article is updated to include both zoning and land development terms, remove terms not found in the ordinance, and to add new terms that are not in the current ordinance.

Definitions are found in Article 13 Definitions in the new ZLDR.

LAND DEVELOPMENT ORDINANCE

The current land development ordinance is replaced in its entirety by Articles 9, Regulations for the Subdivision of Land and the Creation of Lots; Article 10, Land Development Submittal Requirements and Approval Process; and Article 11, Land development Design Standards

Article 1, General

Most of the current Article 1 is found in the Preamble and in Article 12, Administration of the new ZLDR

Article 2, Administration, Application and Procedures

The corresponding new ZLDR article is Article 10, Land Development Submittal Requirements and Approval Process. A major difference is that the current Land Development Ordinance was written prior to the intergovernmental agreements between Irmo and Lexington County and Richland County for the respective counties to provide engineering, roads, and stormwater services for the town. These services include application review and permitting, inspections and construction oversight, and maintenance. Therefore, the site plan submittal requirements to the town do not include engineering plans, but only the documentation necessary for the town to determine that a land development project follows Irmo's zoning regulations and Irmo-specific land development standards. Engineering and road design standards are removed from the new ZLDR.

The development type "Land Development" is classified as a "Group Development" in the new ZLDR.

Article 3, Design Standards and Required Improvements

Engineering and road design standards, which are in the jurisdiction the respective county, are removed from the new ZLDR. Irmo-specific development standards are in Article 11, Land development Design Standards.

Article 4 Improvement Guarantees

These regulations have been updated and replaced by Section 10-4, Bonded Plat of the new ZLDR.

Article 5, Dedication, Acceptance, and Maintenance Improvements

Again, these are now the responsibility of either Richland or Lexington County. The new ZLDR includes requirements for the developer to post with the town performance guarantee funds to be held during the respective county warranty period for major subdivisions and Mixed-Use Developments.

Article 6, Definitions

The definition article is updated to include both zoning and land development terms, remove terms not found in the ordinance, and to add new terms that are not in the current ordinance. Definitions are found in Article 13 Definitions in the new ZLDR.

Article 7, Legal Status Provisions

These provisions are found in the Preamble of the new ZLDR

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE NO. 19-26

AN ORDINANCE AMENDING THE IRMO TOWN CODE, CHAPTER 22 – OFFENSES AND MISCELLANEOUS PROVISIONS; ARTICLE IV – OFFENSES AGAINST THE PUBLIC PEACE; SECTION 22-103 – CONCEALED WEAPONS

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE IRMO TOWN CODE IS AMENDED AS FOLLOWS:

Delete the word "*pistol*" in the first sentence

PASSED AND ADOPTED this 7th day of January 2020.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: December 3, 2019

2nd Reading: December 17, 2019

3rd Reading: January 7, 2020

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 19-27

AN ORDINANCE AMENDING THE IRMO TOWN CODE, APPENDIX A ZONING ORDINANCE; ARTICLE II, ZONE DISTRICT REGULATIONS; SECTION 2-2, USE OF TABLES; TABLE II – SCHEDULE OF LOT AREA, YARD, SETBACK, HEIGHT, DENSITY, FLOOR AREA AND IMPERVIOUS SURFACE REQUIREMENTS BY DISTRICT

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE IRMO TOWN CODE IS AMENDED AS FOLLOWS:

Change the Maximum Residential Density in General Commercial (CG) Category

From: 16 To: 4

PASSED AND ADOPTED this 7th day of January 2020.

Barry A. Walker, Sr Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: December 3, 2019
2nd Reading: December 17, 2019
3rd Reading: January 7, 2020

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE NO. 19-28

AN ORDINANCE AMENDING THE IRMO TOWN CODE, APPENDIX A ZONING; ARTICLE VIII, ADMINISTRATIVE PROCEDURES AND ENFORCEMENT REGULATIONS; SECTION 8-8 – ESTABLISHMENT OF BOARD OF ZONING APPEALS

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE IRMO TOWN CODE IS AMENDED AS FOLLOWS:

Add following second sentence ending; “four years.”

“ There will be a 2-term limit for serving on the commission (eight years total), however a former member will be allowed to reapply for additional terms after he/she has vacated the seat for a full 4-year term.”

PASSED AND ADOPTED this 21st day of January 2020.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: December 17, 2019

2nd Reading: January 7, 2020

3rd Reading:

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE NO. 19-28
PROPOSED

AN ORDINANCE AMENDING THE IRMO TOWN CODE, APPENDIX A ZONING; ARTICLE VIII, ADMINISTRATIVE PROCEDURES AND ENFORCEMENT REGULATIONS; SECTION 8-8 – ESTABLISHMENT OF BOARD OF ZONING APPEALS

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE IRMO TOWN CODE IS AMENDED AS FOLLOWS:

Add following second sentence ending; “four years.”

“ There will be a 2-term limit for serving on the commission (eight years total), however a former member will be allowed to reapply for additional terms after he/she has vacated the seat for a full 4-year term. Term limits are hereby in effect beginning with the date of each member’s initial appointment to the board”

PASSED AND ADOPTED this 21st day of January 2020.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: December 17, 2019

2nd Reading: January 7, 2020

3rd Reading:

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE NO. 19-30

AN ORDINANCE AMENDING THE IRMO TOWN CODE, CHAPTER 2 – ADMINISTRATION; ARTICLE IV – BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 3 – PLANNING COMMISSION; SECTION 2-292 – MEMBERSHIP

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE IRMO TOWN CODE IS AMENDED AS FOLLOWS:

Add to paragraph (B) following sentence; “**be staggered.**”

“ There will be a 2-term limit for serving on the commission (eight years total), however a former member will be allowed to reapply for additional terms after he/she has vacated the seat for a full 4-year term. ”

PASSED AND ADOPTED this 21st day of January 2020.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: December 17, 2019

2nd Reading: January 7, 2020

3rd Reading:

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE NO. 19-30
PROPOSED

AN ORDINANCE AMENDING THE IRMO TOWN CODE, CHAPTER 2 – ADMINISTRATION; ARTICLE IV – BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 3 – PLANNING COMMISSION; SECTION 2-292 – MEMBERSHIP

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE IRMO TOWN CODE IS AMENDED AS FOLLOWS:

Add to paragraph (B) following sentence; “**be staggered.**”

“ There will be a 2-term limit for serving on the commission (eight years total), however a former member will be allowed to reapply for additional terms after he/she has vacated the seat for a full 4-year term. Term limits are hereby in affect beginning with the date of each member’s initial appointment to the board.”

PASSED AND ADOPTED this 21st day of January 2020.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: December 17, 2019

2nd Reading:

3rd Reading:

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 20-01

THE TOWN COUNCIL HEREBY ORDAINS AND ENACTS INTO LAW THE FOLLOWING ARTICLES AND SECTIONS, WHICH SHALL COMPRISE AND BE KNOWN AS THE CODE OF ZONING AND LAND DEVELOPMENT REGULATIONS (ZLDR) OF THE TOWN OF IRMO, SOUTH CAROLINA, AND BE APPLICABLE THROUGHOUT THE LEGALLY RECORDED CORPORATE LIMITS OF THE TOWN, AS NOW OR HEREAFTER ESTABLISHED.

AS OF THE EFFECTIVE DATE OF THIS ORDINANCE, IT SHALL REPLACE IN ITS ENTIRETY THE TOWN OF IRMO CODE OF ORDINANCES, APPENDIX A – ZONING AND APPENDIX B – LAND DEVELOPMENT. ALL TOWN OF IRMO ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH ARE REPEALED TO THE EXTENT NECESSARY TO GIVE THIS ORDINANCE FULL-FORCE AND EFFECT.

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED TO BECOME EFFECTIVE UPON THE THIRD AND FINAL READING.

PASSED AND ADOPTED this 4th day of February 2020.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: January 7, 2020

2nd Reading:

3rd Reading:

Public Hearing:

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE NO. 20-03

**AN ORDINANCE AMENDING THE IRMO TOWN CODE, CHAPTER 2
ADMINISTRATION; ARTICLE IV, BOARDS, COMMISSIONS AND COMMITTEES;
DIVISION 3, PLANNING COMMISSION; SECTION 2-292 – MEMBERSHIP**

**BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE
TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE
IRMO TOWN CODE IS AMENDED AS FOLLOWS:**

Remove paragraph (c) and replace with:

*“(c) Notwithstanding any other provision of the code, all members of the planning commission
serve at the pleasure of town council. Any member may be removed at any time for any reason
by a majority vote of the town council.”*

PASSED AND ADOPTED this 4th day of February 2020.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Clerk/Treasurer

1st Reading: January 7, 2020

2nd Reading: January 21, 2020

3rd Reading: February 4, 2020

STATE OF SOUTH CAROLINA)
TOWN OF IRMO)

RESOLUTION 20-01

RESOLUTION ADOPTING THE TOWN OF IRMO SAFETY POLICY STATEMENT.

WHEREAS, it is the policy of the Town to provide as safe a workplace as possible for all employees. In conjunction with this policy employees are expected to cooperate in keeping the work areas clean and free of hazards,

WHEREAS, all unsafe conditions should be reported immediately to the chain of command and/or safety committee representatives who in turn shall meet quarterly. Accidents will be investigated, and action taken to prevent recurrence,

WHEREAS, departments will regularly schedule safety meetings and supervisors will hold safety talks with their employees; managers, supervisors and employees are responsible for implementing this policy,

WHEREAS, each new employee will be trained in safe working practices for their specific job and provided with appropriate personal protective equipment to perform his/her job

BE IT FURTHER RESOLVED that the Town of Irmo fully supports a safe work environment and will diligently monitor all personnel to ensure total compliance.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Municipal Clerk